

## TEAM ROOM USAGE POLICY

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*Responsible administrator: Director, Business and Finance*

*Last updated/reviewed: 9/19/2019*

1. Each cohort (P1, P2, P3) of students will be assigned to a group of team rooms and individual room assignments will not be made. Students will only have swipe access to the rooms assigned to their cohort.
2. Priority for the use of team rooms will be as follows:
  - a. Curricular Coordinator use (one room per cohort), identified by a sign on the door
  - b. Break-out sessions occurring during class time
  - c. Scheduled electives, as noted by a sign on the door
  - d. Non-course related meetings scheduled in advance
  - e. Assigned student groups working on projects that are part of courses, outside of class time
  - f. Students who are studying in rooms assigned to their cohort
  - g. Ad hoc study groups
  - h. Students desiring leisure time (if others are studying in your room please use the lounge)
3. Students should be aware that team rooms may at times be reserved for HSOP activities. Such use of team rooms is limited to only those HSOP activities that cannot be accommodated by other space on the Auburn and Mobile campuses-for example, admissions interview activities. Instructional use of team rooms is limited to ILE, Longitudinal, Workshop, PSS, and/or other educational activities that require assigned team room members to work as a group.
4. Should team rooms be required for the aforementioned purposes, students will be notified of the reservation by a sign placed on the door.
5. In Auburn, the Drug Information Center, Tiered Auditorium, Room 1315, and Seminar Room 1206 are designated as quiet study spaces when not being used for scheduled classes, supplemental instruction, meetings, or any other event listed on the Master Schedule. The Flat Auditorium is available for group meetings and study outside of class time when no other events are scheduled.
6. In Mobile, 212, 217, and 245 are available for quiet study space when not being used for scheduled classes or activities. These rooms will not be available during OSCEs or Assessment Weeks.
7. For every team room, no one may erase any portion of the dry-erase boards except for a student assigned to that room. Easels may be available for student use as an alternative to using a dry-erase board. Students are encouraged to erase what they write on the board when they are done with that assignment or material.
8. Team rooms must be cleaned out the end of each semester. Please do not leave personal items in rooms outside of lockers and do not leave food or drinks that could spoil.

### **Locker Key Assignment and Replacement Policy**

Enrolled student pharmacists will have a locker assigned that is uniquely theirs. Keys to their lockers are issued to each student pharmacist at the beginning of each academic year. Students have the option to decline receiving a locker key. In Mobile, keys are assigned only by student request. Keys must be surrendered at the end of the year.

Lost keys may be replaced at any time. The fee for replacements is \$25, which will be charged to the student's bursar's bill. If keys are not surrendered at the end of the academic year, a Bursar charge will be generated automatically to insure availability of a key for the following fall.