

AT Lab Orientation Assignment Information

General Information

The AT lab orientation online signup website is open to all students from **September 2, 2009** and AT lab orientations start on **September 9, 2009**. You will need the following information to fulfill the AT lab orientation assignment for this class. Please check with your instructor for the due date of the assignment.

1. Location

Orientations are conducted in the Assistive and Instructional Technology Lab in SZB518E.

2. Contact Information

Email: mulloy@teachnet.edb.utexas.edu

Phone: (512) 471-4004

3. Sign-Up

All orientation sign-up is online. You need a **UT EID** for login into the signup system. You need to visit AT lab website and follow the online procedure for signing up orientation schedule. The orientation date and time are posted on the website. There is no sign-up deadline, but **the sooner you sign up, the more likely you will be able to get a session that will fit your schedule**. One student is limited to sign-up for one orientation session. Please be sure to record the date and time of the time slot you selected.

Online signup website is open at **10 a.m., September 2, 2009**.

4. Rescheduling

If you find that you will not be able to attend a session that you have signed up for, or if your schedule does not fit with any of the time slots, please notify your instructor and the lab manager immediately, via email or phone. The earlier you contact the AT Lab staff about scheduling problems, the more accommodating we can be.

5. Arrival for Orientation

Arrive 5 minutes early for your visit. If you are late, you cannot join an orientation already in progress.

6. What to Bring

Bring the AT orientation **site visit form** from this AT Lab Orientation Assignment Information Package to the orientation. You will need to have it signed by the lab staff. You must fill it out to receive full credit.

7. Assignment Completion

Once the orientation and the assignment form are completed, turn in the form to your instructor. In addition, you need to **fill out online AT orientation survey** for completely finishing this AT assignment.

8. Missing a Visit

If you miss your scheduled time, and do not contact the instructor and the lab manager **at least ONE DAY in advance**, you will be required to obtain written permission from your instructor prior to seeking an additional orientation. You will be allowed only ONE cancellation.

9. AT lab website address

AT lab website is in the process of updating content and you are encouraged to visit for more information. <http://www.edb.utexas.edu/atlab>

NOTE

Sign up for your orientation as soon as possible to find a time that fits your schedule. If you sign up for one of the last available orientations, then miss that orientation, you may not be able to make it up. Please read the following “no-show” policy.

NO Show Policy for the Assistive Technology Orientations

“No Show” means that a student does not attend the session for which he/she signs up AND does not contact the instructor and lab at least ONE DAY prior to the absence. One cancellation will be accepted one day prior to your scheduled orientation time. If you find it necessary to make a schedule change you may contact Marcie Bump or TAs in the lab (SZB 518E) at 471-4004 to make this request. If you do not attend an orientation for which you signed up, you must contact the instructor of your class. It will be up to the course instructor to determine whether you are eligible to attend another orientation. You must obtain his/her approval in writing and present that to the lab manager prior to signing up for another orientation. **There will be no additional sessions, so you must attend the AT orientation during the originally posted sessions.**

Assistive Technology Site Visit Form

Name: _____

AT Lab Staff Member's

Signature: _____

Date: _____

Your course instructor: _____

Part 1: Which devices in each of four areas most impressed you? Why?

a. The Early Childhood Area

Device(s): _____

Why? _____

b. The Home Area

Device(s): _____

Why? _____

c. The Workplace Area

Device(s): _____

Why? _____

d. The Classroom Area

Device(s): _____

Why? _____

