

## **Student Electronics Lab Operations Proposal**

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### **General Organization:**

- Lab focus will cater to freshman and sophomore engineering students, but will be open to all engineering students.
- Proposed lab size would accommodate 6 to 8 workstations.
- IEEE will elect “Lab Coordination Officer” (LCO) position.
  - LCO will oversee lab operations, schedules and trains volunteers.
  - LCO maintains cleanliness of lab semi-weekly throughout term.
- Lab focus will cater to freshman and sophomore engineering students, but will be open to all engineering students.
- Lab hours of operations goal: minimum hours of 5PM - 10PM daily from week 2 through week 10.

### **Security:**

- Lab equipment is to be locked down with traditional cable lock system.
  - [Chris Tasker has verbally agreed to aid in locking down of equipment.]
- Lab Door Locking:
  - If lock type is keycard:
    - Volunteers will maintain open hours to OSU and LBCC students, faculty, and staff.
    - Students that have passed lab training can be given keycard access for non-scheduled hours.
  - If lock type is a physical key:
    - Combination lock box outside of lab will hold key.
    - Volunteers will maintain open hours to OSU and LBCC students, faculty, and staff.
    - Volunteers can use lab and open it during non-scheduled times.

## **Equipment:**

- First year goal to have oscilloscope, power supply, function generator at each station.
- Locking cabinet with specialized equipment, cleaning supplies, et cetera.
- Chris Tasker has verbally agreed to aid in initial stocking of lab equipment.
- Lab Coordination Officer, and lab volunteers as necessary, will acquisition equipment through surplus (EECS approval required), or purchased as required from supporting club funds, as necessary.

## **Staffing/Volunteers:**

- Volunteers include IEEE student group, HKN student group (verbal okay given by Jeff Rice), and any other OSU students who volunteer.
- IEEE officers required to maintain open lab hours each week, in the event of a lack of tutors for a given term.
- Lab coordinator will hold training session at beginning of term to ensure that lab volunteers have adequate knowledge of equipment
- Lab coordinator will organize volunteers during first week and have a schedule up by the Monday of the second week of the term

## **Advertising:**

- Lab Coordinator or scheduled designees will go to pre-engineering classes and notify students of IEEE lab location, availability, and services. Specific classes are ENGR201, 202, 203, ECE111, ECE112, and ECE271.
- IEEE website, HKN website will maintain lab information page with services, hours of operation, and contact information for Lab Coordinator.
- Work with school of EECS to post fliers in undergraduate lab rooms on campus.
- Work with course instructors and Tekbots to inform students of services available through TA word-of-mouth and class websites.
- Services, Hours of Operation, and Lab Coordinator contact information posted inside and outside of Student Electronics Lab.