

## **Policy on LRC Studio Usage**

Language Resource Center

Department of World Languages and Cultures

The LRC Studio is located in ASB 242, within the Language Resource Center. The LRC Studio serves as a multi-purpose space with seven computer stations, a technology cart and projector, along with several study tables. During the planning process for the construction of the Arts and Sciences Building in 2010-2012, the LRC Studio was specifically designed to support language study by functioning as an open and flexible space for meeting a wide variety of needs. Presently, the LRC Studio functions primarily as an open study space and computer lab, a room for WLC-sponsored events as well as faculty and staff meetings, and a dedicated space for student-centered programming related to language exploration and cultural exchange.

During most hours of regular LRC operations, the Studio is open and available to all students seeking a study space or computer lab. The Studio is also regularly used for faculty and student meetings, along with events that are generally related to language study and cultural enrichment. Activities sponsored by WLC students and faculty frequently take place in the Studio. In addition, all LRC student-led language interest groups meet in the Studio, most on a weekly basis. To use the Studio for a scheduled event, WLC faculty and student leaders may email the LRC director at [lrc@valpo.edu](mailto:lrc@valpo.edu) to request a reservation. The Studio cannot be reserved by individuals or groups through the EMS Campus Calendar.

Regularly scheduled classes do not meet in the LRC Studio. Exception: WLC faculty may seek special permission from the WLC chair to use the Studio as a permanent classroom space for a small class, in a given semester. The WLC chair will only approve the Studio as a permanent classroom space for two, or at most, three WLC courses per semester. Approval is at the discretion of the WLC chair and in consultation with the LRC director. Upon approving a request, the WLC chair will contact the Registrar's Office to request an official classroom change. The Studio cannot be reserved as a permanent classroom for any course outside WLC.