

Revised September 10, 2009

**School of Medicine Laptops**  
Guidelines for Use and Reservation

Sixty (60) lap tops with wireless capability are available for use for required courses and clerkships as well as school-sponsored educational programs, such as orientation programs and accredited electives.

The purpose of the laptops is to allow technology-based educational enhancements to be incorporated into curricular events, such as lectures, small groups, labs, and computer-based testing and assessment. The laptops are not intended for use outside of the Medical School facility or for personal use by students or faculty.

The laptops are configured with the standard UMMS supported software. All reservations must be confirmed in advance through a laptop reservation process. Laptops will be reserved on a first-come first-serve basis, with required courses and clerkships as a priority. The process for laptop reservation and use will be jointly administered by the OME and IS.

Laptop reservation request process:

- ❖ The approval process for reserving the laptops will be administered through the curriculum development funds committee. (using the attached reservation form)
- ❖ The contact person for any questions related to submitting a reservation request is Susan Pasquale.

Laptop delivery and set-up:

- ❖ The delivery of the laptops will be administered by IS Desktop Services.

The laptops will be delivered/returned to one location.

Role of the faculty sponsor:

The designated faculty member who serves as the event sponsor will be responsible for:

- submitting the reservation request
- ensuring that all requirements are met, as specified in the reservation agreement
- conducting/monitoring the educational event in which the laptops are used.
- ensuring that the laptops are used appropriately and according to the specifications outlined in the reservation agreement.
- setting up the laptops for the session
- returning all laptops to the carrier trays/carts at the end of the session
- loading and removing any special software needed on the laptops for the session

If you would like a brief orientation to the laptops, please check the appropriate box on the Reservation Request form. Information Services will provide the orientation when they deliver the laptops to the session.

Room reservation:

- For the years 1 and 2 curriculum, OME staff (Chris Locke) will be responsible for coordinating the laptop reservation with the curriculum calendar and room reservations.
- For the clinical years, the respective clerkship, elective and/or other event sponsor will be responsible for securing the appropriate room reservation.

AY09-10

**LAPTOP RESERVATION REQUEST FORM**

Submit completed form by e-mail to Susan Pasquale [Susan.Pasquale@umassmed.edu](mailto:Susan.Pasquale@umassmed.edu)  
in the Office of Medical Education.

Date submitted:

**Event Sponsor**

Sponsor Name:

Department and role:

**Curricular Program**

Specify the name of Course/Clerkship or other educational program:

Medical School Class: (may include more than one class year)  Year 1  Year 2  Year 3  Year 4

**Session details:**

Title of session: (e.g. name of lecture, small group or educational session):

Total number of laptops needed (max 60):

Scheduled Date(s) of session(s):

Scheduled Time(s) of session(s): start time and end time:

Scheduled Room for the session(s):

Indicate Room connectivity:

- hard wired  
 wireless

**Session specifications:**

Specify the following:

- First time laptop request session  
 A recurring laptop request: if recurring: specify the dates of the most recent, prior session(s).  
 I would like a brief orientation to the laptops.

Indicate the technology functions that will be used. Check all that apply;

- Interactive live, polling  
 Internet access  
 Multi-media Video/audio  
 Computer-based testing  
 Other:

If any special software will be required for your session, please specify here:

- N/A

Brief summary of the session and how the laptops will be used to enhance teaching:

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## Laptop Reservation Request Form INSTRUCTIONS

In order to request a laptop reservation, complete the information as requested in the reservation form and submit by e-mail to [susan.pasquale@umassmed.edu](mailto:susan.pasquale@umassmed.edu), OME.

**Before completing the form, please carefully read the following important information:**

In general, after the submission of your reservation request, please allow a minimum of one working week for the review of your request. Confirmation of the approval of your request will be sent to you via e-mail.

All efforts will be made to accommodate all requests; however, in the event of conflicting requests, the approval will be determined by the curriculum development funds committee. Requests will be considered on a first come-first serve basis, with required courses and clerkships as a priority. Set up and breakdown time may need to be considered as part of your request, and this may affect scheduling and/or availability.

- ❖ set up the laptops for the session
- ❖ return all laptops to the carrier trays/carts at the end of the session
- ❖ load and remove any special software needed on the laptops for the session

If you would like a brief orientation to the laptops, please check the appropriate box on the Reservation Request form. Information Services will provide the orientation when they deliver the laptops to the session.

Requests that require special imaging, or special software, are contingent on product availability and IS resource availability. In general, you should allow a minimum lead time of *one working week* prior to the scheduled session, for laptop requests with special imaging needs. Software and proof of licensing must be provided to IS. The standard UMMS software image for these systems includes:

- a. Microsoft Windows XP Pro
- b. Acrobat reader 7
- c. Norton antivirus 9
- d. Microsoft Office 2003
- e. Shockwave
- f. Shockwave audio component
- g. Flash
- h. Deep Freeze

Remember that curriculum development funds are also available to courses and clerkships to support Multi-media Technology Group services or other costs that may be related to your laptop session. Curriculum development funds can be requested by completing a separate Curriculum Development Funds Proposal form, which should be submitted to Susan Pasquale.

Please note the following useful links when completing your Laptop Reservation Request:

- Year 1 and 2 on-line curriculum calendar: will display the curriculum events that have been approved for laptop reservations. ([http://inside.umassmed.edu/portal/curriculum\\_cal.cfm](http://inside.umassmed.edu/portal/curriculum_cal.cfm))
- List of confirmed wireless rooms on UMMS campus: ([http://www.umassmed.edu/ome/cur\\_fac\\_dev.cfm](http://www.umassmed.edu/ome/cur_fac_dev.cfm))
- Curriculum and faculty development website for curriculum development funds proposal forms, laptop reservation requests forms, and related information: ([http://www.umassmed.edu/ome/cur\\_fac\\_dev.cfm](http://www.umassmed.edu/ome/cur_fac_dev.cfm))