

## Request for Space and/or Laptop

### Industrial Engineering Undergraduate Research Laboratory

Undergraduate students engaged in research with an INEG faculty member may request space in the Undergraduate Research Laboratory for a period of no more than three long semesters (and any adjacent summer semesters). There are currently fifteen (15) spaces in this lab, and each of these spaces can be equipped with laptop computers provided by the department.

Request for space in the lab will be accepted at any time. If a queue forms, then the priority for this queue will be (in order):

- expected graduation date (seniors before juniors, etc.)
- funding status (funded before non-funded)
- participation in the INEG Honors Experience (honors before non-honors)

Please complete the following form (typed) and submit it to Dr. Kelly Sullivan.

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Name

E-Mail Address

Expected Graduation Date

Research Advisor

Is your research funded\*?

Are you participating in the INEG Honors Experience?

Would you like to be issued a departmental laptop if one is available?

Would you like to be issued a space in the lab if one is available?

Do you currently have a departmental laptop?

Do you currently have a key to the undergraduate lab?

\*either hourly by a faculty member or via an Honors College or SURF grant

Provide a brief description of your research. If your research is funded, provide a brief description of the funding source.

I certify that the above information is correct.

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Faculty Advisor Signature

## **Rules of Occupancy**

### **Industrial Engineering Undergraduate Research Laboratory**

If you are assigned a space in the Undergraduate Research Laboratory, then you must adhere to the following rules of occupancy. Failure to adhere to these rules will result in the loss of your space and other disciplinary action if warranted.

1. Students must follow all required [campus health guidelines](#).
2. Students are expected to use the space at least 10 hours per week.
3. Students are not permitted to give anyone that does not have a key access to the lab without prior permission of the INEG Department Head (currently Dr. Pohl) or Undergraduate Lab Coordinator (currently Dr. Sullivan). The Undergraduate Research Laboratory is not a space for group work related to classes.
4. Students are responsible for the general cleanliness and appearance of their individual work area.