

PSYCHOEDUCATIONAL RESEARCH AND TRAINING CENTRE (PRTC)
Faculty of Education
University of British Columbia
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PRTC VIDEO/THERAPY ROOMS AND EQUIPMENT

The PRTC houses a suite of six rooms which approved UBC students and faculty can reserve to conduct research, assessments or therapy as part of their training and coursework: Rooms 1109, 1110, 1111, 1112, 1114, and 1115. All six rooms include video and auditory recording equipment and are linked to monitors located in two different seminar rooms (Rooms 1117 and 1108A) for supervision purposes.

Given the high demand for use of these rooms, especially at certain times during the year, the PRTC staff has established a number of guidelines which govern the use of these rooms. These guidelines are designed to allow for the maximum use of the video/therapy rooms and equipment by faculty and students in the Faculty of Education and Affiliated Faculty as well as students conducting research at the Centre.

Appropriate Use of Facilities

Students and faculty users must keep in mind that research and training are conducted on an ongoing basis within the PRTC and should respect others right for a quiet work area and a reliable schedule of room availability. We therefore request that conversations and noise be kept to a minimum, especially in the reception area, and that users honor their scheduled time for room use.

Maintenance of Centre Rooms and Equipment

All users are expected to help maintain the cleanliness and quality of the rooms and equipment of the PRTC. No food or drinks are permitted in the PRTC, either in the video/therapy rooms or in the waiting/reception area. As well, all users are expected to leave the room clean and return the furniture to its original position at the close of their sessions. If additional chairs are needed, these must be returned after the session is complete.

All video/audio equipment must be returned to its original state at the end of the session. The video and audio recording and playback equipment located in the individual video/therapy rooms and/or Rooms 1117/1108 are to be used only according to the posted guidelines. Do not change any of the connections to the recorders or monitors. If there is any type of equipment trouble or failure, each user must report this to the Centre secretary or staff immediately.

Faculty instructors are required to be present when their students are using the seminar rooms (1117 or 1108), given the capacity to monitor activity in any of the video/therapy rooms from these sites and the ethical concerns this raises.

Registration for Use of PRTC Video/Therapy Room Facilities

PRTC facilities and equipment are available for use by UBC students and faculty, with priority given to individuals enrolled in PRTC-supported courses and to researchers engaged in approved research projects. Students and faculty who are not involved in approved courses or research projects must obtain individual approval from one of the PRTC Directors prior to use of these facilities and equipment.

Individuals who wish to use the PRTC video/therapy rooms must complete a video/therapy registration form (Appendix B) and be present for an orientation tour of the PRTC procedures conducted by the PRTC staff. The registration form provides information on current users, and verifies that all users understand and are willing to comply with established guidelines for use of these rooms. Registration forms are available in the PRTC waiting room or from the PRTC staff, and must be completed and approved in advance of use of any room at the Centre.

Scheduling of Video/Therapy Rooms

Registered faculty and student users can reserve video/therapy rooms for use during the times when the PRTC is open (8 a.m. - 8 p.m. Monday through Thursday). On Fridays, the PRTC is available only for scheduled research

activities conducted through the PRTC. Interested users should contact one of the PRTC directors to discuss use of the facilities on Fridays.

To accommodate the high demand for use of these rooms, it is recommended that users reserve rooms for use one week in advance. Only registered users can reserve video/therapy rooms. Reservations are made on a weekly booking sheet (gray binder) located in the reception area of the PRTC. Specifically, to reserve a video/therapy room, individuals must sign-up for a specific room at a specific time on the weekly time table by noting in pen (pencil can be erased!): a) their surname and the initial of their first name, and b) the course or project for which the room is to be used (e.g., CNPS 588 or 362, GIFTED PROJECT, etc.). In the event of unforeseen difficulties, this will allow Centre staff to contact individual users.

Time tables are put out on Monday mornings (8 a.m.) and specify the rooms available for use during the following week. Once the time table is put out, individual users are able to schedule any un-reserved (blank) rooms on a case-by-case basis, for a specified period of time (usually a one-hour period).

Individuals must not use a room other than the one which he/she has reserved. We also request that students and faculty members not schedule rooms for a greater amount of time than is necessary and that individuals honor the scheduled time periods, as other users have reserved the room for use in the following time slot. If individuals need to go beyond their scheduled time, they must check the time table prior to the end of their session to determine if a room is available during the subsequent time period and modify the time table appropriately.

Cancellations

In the event that a scheduled room is not going to be used (e.g., cancellations), it is the responsibility of the person who has reserved the room to remove his/her name from the schedule sheet. This must be done as soon as possible, but at least 4 hours prior to the scheduled time. The room then becomes available to other users.

Please note that the PRTC secretary and staff are not to be contacted for removing names from the schedule. This is the responsibility of the user who made the initial request. Failure to revise the schedule when cancellations occur will result in a warning regarding continued use of the Centre facilities, and a notice to the instructor involved. Continued failure to use reserved rooms and/or failure to modify the schedule in the event of cancellations may result in limited access to PRTC facilities and equipment.

Procedures for "Block Booking" Video/Therapy Rooms

As a courtesy to faculty members who utilize the PRTC on a regular (weekly) basis, we have established the option of advance reservations of several interview rooms as a block on a regular basis for courses or practicum supervision sessions with students. This "block booking" procedure is designed to maximize the availability of the PRTC to all users, while allowing faculty members some priority for courses and supervision sessions which require regular use of the PRTC facilities. The following guidelines must be followed in establishing block bookings for courses and supervision sessions. Failure to follow these guidelines can result in termination of block booking privileges.

1. All "block booking" requests must be made in writing and submitted in advance (preferably prior to the start of the semester). A "block booking" request form is provided in Appendix C.
2. Requested block bookings will be identified by the PRTC staff on the weekly time table located in the reception area of the PRTC. The time tables are put out on Monday mornings (after 8:00 a.m.) and specify the rooms available for the following week. Once the time table is put out, **individual users can schedule any remaining rooms on a case-by-case basis**. Thus, any requests for changes in block bookings can only be honoured if they are submitted in writing well in advance of the Monday morning time period.
3. A maximum of 5 rooms can be block booked for any one-hour time period for any given course or supervision session. If additional rooms are needed, individual students may reserve them on an individual basis when the sign-up sheets are made available (Monday mornings).
[Note. Additional video/therapy rooms are available in Room 308 Scarfe. These rooms can be reserved via a sign-up book located in 308 Scarfe. Inquiries regarding these rooms should be directed to the CNPS office.]
4. Although requested block-bookings are noted in advance on the time tables, each requested room must be verified in writing on the time sheet one week in advance in order to be maintained. Verification of the block bookings is considered the responsibility of the faculty instructor for the course, and is typically done at the end of their class meeting, one week

in advance of the requested booking. After that time, any block-booked time slot which has not been verified will be opened and made available to any individual user.

To maintain requested block bookings, individual students from the course must sign-up for a specific room at a specific time on the Time Table by noting in pen (pencil can be erased!): (a) their surname and initial of their first name, and (b) the course/project for which the room is to be used (e.g. CNPS 588, EPSE 561, etc.)