Solid Space Fabrication and Prototyping Lab.

School Of Interactive Arts And Technology.
Simon Fraser University, Surrey.
Rooms 3701/3702. Card key access.

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Addendum:
Guidelines for Instructors and Classes On Using the Lab (as part of course instruction).

If an instructor requires all students to use Solid Space as part of a course: Instructors must inform the Solid Space and SIATs Admin Manager of their intention to use the Lab for scheduled courses at least 1-2 months prior to commencement and **before** the course assignment and time lines are established.

A meeting will occur where matters pertaining to the course are discussed. This is to facilitate hiring of any needed extra staff, fee issues, changes in shift schedules, as well as to organize any speci Þc tooling needs or demos.

Speci Þc usage guidelines Þtting the requirements of the class, assignment, and the constraints of Solid Space will be established, ie what the extended hours may look like. These will be circulated via e-mail

Some basic issues instructors should take into account:

- **6 students max (not including Lab staff) is the capacity of Solid Space shop, 3702.**
- **You will need to give parameters on expected shop contact hours for students- in other words, how many hours you expect each student or team to spend working in the lab/shop.**
- **Mandatory orientation sessions & fees will apply: Arrangements to address these take place before expected start of assignment.**
- **Material limitations for the laser cutter, and the lack of ability to accommodate major metal work, sanding or spray painting affect assignment parameters.**
- **It may be necessary to deliver information related to the Lab in class. For example, safety materials and quizzes, and having staff come in to deliver handouts, etc.**

Additionally, the instructor and students are reminded that:

The larger the team (and less teams in total), the more hours can be allotted to the ***project*** the team is producing.

Students completing work individually, in large classes, may be very limited in possible project scope.

Doubled bookings (ie: Team A and Team B using Solid Space at the same time) can be done if students communicate booking information clearly. This too, can increase time available to complete projects.

Also:

- **Volume constraints/fees may be imposed for projects, especially if using the 3D printer.**

  For example: **each team may be limited *n* cubic inches of model material used for project use.**

- **Additional material and sizing constraints might be imposed for use of the laser cutter to ensure students fall within their time constraints.**

The required fidelity of the models/projects is also an issue in setting up Solid Space times. For example, very high fidelity models, over a short assignment duration, with a high number of lab sections may be very difficult, if not impossible to accommodate.

Do keep in mind that Solid Space cannot be held liable for students missing deadlines or for the aesthetic qualities of models, etc.

Machinery breakdowns and similar issues will be communicated to the instructors to allow for adjustments in course delivery, should they become a problem.

1.2 The Roles Of Solid Space CUPE Technical Staff, Research Assistants and Teaching Assistants for 336, 337 and Undergrad classes with Solid Space access.

Solid Space scheduling and use is coordinated by the Production Technologist. For safety and liability reasons, unauthorized access to Solid Space and equipment is not allowed. A person is considered qualified to operate in Solid Space without supervision if they have completed all applicable training and can use lab equipment independently.

Instructional staff must adhere to lab use and scheduling policies regarding orientations, training, and arranging access to the lab for students. Policies can be found http://www.sfu.ca/siat/about_siat/space.html
Simplified versions are distributed every semester to applicable classes.

TAs for undergrad classes that require students to use Solid Space for project completion (IAT 336 and 437) need to maintain a close working relationship with CUPE technical staff to ensure activity runs efficiently, predictably, and safely in Solid Space. However, it is important that the distinction between the roles of Teaching Assistants (TSSU) and Solid Space Technical Assistants (CUPE) be maintained to stay within SFU HR policies and established job descriptions.

To clarify:

Cupe Tech staff expectations:

- Operate and maintain the machinery in Solid Space, in a safe and knowledgeable manner.
- Assist and/or coordinate with in-Lab orientations and safety training.
- Assist students with technical implementation of their project.
- Work within the Solid Space booking/schedule, set by the Production Technologist.

Teaching Assistants expectations:

- Teaching assistants generally **will not** operate or maintain the machinery in Solid Space.
- Do not conduct in-lab orientations and safety training, but

  may be involved in their set-up and implementation.
- Work within the Solid Space booking/schedule, set by the Production Technologist.

Research Assistants: Research Assistants (RAs) are not considered SFU employees but are directly employed by the faculty member. The job description of a RA is determined by the faculty member.

When a research project requires the use of Solid Space the following guidelines apply:

- RAs who are qualified to use Solid Space can operate machinery for their own research purposes. They are required to follow all applicable guidelines related to machine operation and lab scheduling policies.

- RAs **do not**