

Program Description:

The Bourns College of Engineering Teaching Assistant Bullpen (TAB) located in **Bourns Hall A368** is a Dean's Office-managed space available for use by BCOE TAs when their usual department space is unavailable for student tutoring. TAB does not replace department TA space and may not be used for TA offices. Five cubicles and desks are available for reservation on a first come, first served basis.

RULES:

1. TAB use is restricted to active BCOE TAs only.
2. Reservations must be made by department staff on behalf of the TA via the Bourns Conference Room Scheduling on the BCOE Intranet (www.engr.ucr.edu/intranet).
3. Reservations may be made for an entire quarter. Reservations for the following quarter may be made the last day of instruction of the preceding quarter.
4. It is expected that typical TA reservations will be for 2 or 3 days and week and totally 3-6 hours each week; a justification may be required from department staff requesting more than 10 hours per week for a single TA.
5. Reservations will be reviewed by Dean's Office staff and a confirmation sent to the department requestor via email.
6. Once reservations are confirmed, card access will be provided from the date of confirmation through the last day of the reservation.
7. The TA's ID card number is required for TAB access and must be included in the reservation form in the space provided; this number will be used by the Dean's office to enable card access.
8. TAB access is restricted to reserved times only; TAs must vacate the space in time for the next user, or, if no one is waiting, no later than 30 minutes after the end of their reserved time.
9. TAB use is a privilege. Users must be respectful of others:
 - a. In an emergency, call UCPD at 951-827-5222.
 - b. No eating or drinking in TAB.
 - c. Keep noise to a minimum.
 - d. Clean up your mess after each use.
 - e. Do not store any personal or course items in TAB; items found in TAB may be disposed without notice.
 - f. Do not use supplies, equipment, etc. that are not yours without permission from the owner.
 - g. Report TAB problems to the Safety & Facilities Coordinator in the Dean's suite (951-827-1241).
10. Departments are expected to confirm TA status and share these rules with TAs in advance of room use. Rules will also be posted in the TAB.
11. Persons discovered misusing TAB will have access immediately revoked. Persons may petition for reinstatement, but reinstatement is not guaranteed. Dean's Office decisions are final.