

SCHEDULING COURSE WORK IN THE ENGINEERING MACHINE SHOP

- Users must: fill-out, print, sign and submit this form when you *meet with Shop personnel two (2) weeks before the first class* of the semester
- Users must supply all material to be used
- Shop personnel do not teach your course
- TAs must be knowledgeable and responsible
- Before work commences, all Students and TAs must present printed “Shop Safety Certificate” go to <http://www.eng.buffalo.edu/machinshop/> and click-on “Safety Certification” link

Semester: Spring Summer Fall Winter

Course Number: _____ Course Name: _____

Department: _____

Instructor: _____ Phone _____

Names of TAs: _____

Nature of Work: CNC Other, Explain: _____

Number of Students in Class: _____ Number of Student Groups: _____

Number of Usage Hours per Session: _____ Number of Sessions: _____

Scheduled Dates: _____

Materials to be Supplied by User: _____

Brief Description of Work to be Done: _____

Account Number: _____

Signature: _____ Date: _____