LABORATORY POLICIES AND PROCEDURES

Lab Policies:
- Students must consistently attend the lab division for which they have registered
- Lab division changes must be finalized during the first week of classes
- Use of lab facilities is restricted to students currently enrolled in the course – students should not share the lab access code with anyone not enrolled in the course
- All documents pertaining to lab will be posted on the course web site
- It is the responsibility of each student to print his/her own copy of the lab documents provided on-line – this should be done in advance of their scheduled lab meeting
- Abuse of lab printers and waste of paper will not be tolerated — failure to abide by these rules will result in loss of printing privileges:
  - only print course-related materials on lab printers
  - promptly pick up all printed output
  - promptly recycle discarded output
  - ask your lab instructor for assistance if printer jams
  - load printer with an entire ream of paper when printer runs out (do not leave partial reams of paper sitting out on table)

Rules and Regulations:
- No food, drink, or smoking is permitted in the lab
- Do NOT use staples – students should place course materials directly into their Lab Manual in a “loose leaf” fashion
- Do NOT work alone – only use the lab when another student is present. Failure to follow this rule will result in loss of access to the lab outside of scheduled lab hours.
- Lab stations must be returned to their original condition before students leave
- Any programmable logic devices used for an experiment must be erased after the solution has been demonstrated to the lab instructor
- Students are NOT permitted to "snoop" around in cabinets for parts, tools, or equipment
- No parts, tools, or equipment may be removed from lab
- Writing on or otherwise defacing the lab equipment or furnishings will result in disciplinary action
- Wet umbrellas should NOT be brought into lab – please leave them in the hallway to dry

Lab Experiment Grading:
- Identified “pre-lab” portions of an experiment must be available for evaluation at the beginning of the scheduled lab period
- Steps of experiments must be demonstrated to the lab instructor as they are completed
- All work for an experiment must be completed, verified, and submitted by the end of the student’s scheduled lab period
- Each student must submit their own copy of the assigned work – electronic or photo copies of lab experiments, code listings, or thought questions are not acceptable
- No credit will be awarded for turning in a copy of another student’s work (this will be considered “cheating”)

Lab Office Hours:
- Beginning the second week of classes, scheduled times are Monday, Tuesday, Wednesday, and Thursday evenings (except on official University holidays), 7:00 PM – 10:00 PM
- Students are encouraged to make use of lab office hours to seek help with completing pre-labs; however, they are still expected to attend their regularly scheduled lab period to take the quiz, verify completion of the experiment steps, and submit their completed work
- Use of lab office hours to make up a missed experiment must be approved in advance (of the requested makeup date) by the student’s lab instructor

Lab Make-ups:
- Attendance during a student’s scheduled lab period is required unless he/she has submitted documentation verifying an officially excused absence (note – “I slept through my alarm clock” or “I had an exam in another class” does NOT constitute an “officially excused absence”)
- All experiments must be completed during the scheduled lab period
- All requests for makeup labs must be approved in advance (of the evening office hour session the student plans to complete the makeup) – a documented reason for the absence will be required
- No credit will be awarded for makeup labs that have not been officially pre-approved
- Make-ups must be completed within one week of the missed lab
- A make-up lab must be completed during one lab office hour session (i.e., it cannot be completed over multiple sessions)

Quizzes:
- Quizzes will be given at the beginning of each scheduled lab period
- There will be no makeup quizzes – if a student fails to show up at the beginning of his/her scheduled lab period, they will not be permitted to take the quiz for that week
- Provided a requested makeup lab has been approved (based on submission of an officially excused absence), the corresponding quiz that was missed will be pro-rated (limit of 2)

Lab Notebooks:
- Students should obtain a large (two-inch) 3-ring binder in which to create their Lab Notebook containing lecture summary notes, completed lab experiments, completed homework, and pertinent reference documents
- Divider pages (with labeled "tabs") should be used to organize the material in a meaningful fashion (note – “post it notes” are not acceptable tabs)
- Documents within the Lab Notebook should be “loose leaf” (i.e. they should not be stapled together)
- A carefully maintained Lab Notebook will prove invaluable when preparing for exams, lab experiments, and future courses which build on the material covered in ECE 270