

Laboratory Equipment Check In/Out Process

1.0 Introduction:

ECE477 includes a laboratory component, and, as such, provides students with access to laboratory equipment to assist them in designing their projects. More information about this equipment, and expectations on students regarding this equipment, can be found in the “Laboratory Facilities and Equipment” policy document. This process document serves to inform students of the steps that must be taken for equipment check-in and check-out.

2.0 Laboratory Equipment Check-Out:

During the first few weeks of the semester, ECE477 students will meet with the Digital Laboratory Systems Engineer and discuss laboratory equipment needs for their projects. Student laboratory equipment may then be provided to the students from laboratory inventory or, at the discretion of the course staff, ordered. In order to receive the equipment, students and course staff must fill and sign out the “Laboratory Equipment Check-In/Out Form”, located on the ECE477 course website. The items being checked out, as well as the condition of said items, should be noted.

2.1 Additional Equipment Check-Out:

Over the course of the semester, circumstances may arise in which students wish to acquire additional student laboratory equipment. In the event of such circumstances, the student team should fill out an additional “Laboratory Equipment Check-In/Out Form”, which will be appended to the existing form.

3.0 Laboratory Equipment Check-In:

At the end of the ECE477 semester, student teams who have checked out equipment from the ECE477 lab will have to meet with the Digital Laboratory Systems Engineer to return equipment. Equipment, as well as its condition, shall then be noted on the original Laboratory Equipment Check-In/Out Form.

4.0 Penalties Related to Laboratory Equipment

Student teams found to have equipment checked out beyond the end of the ECE477 semester shall be subject to possible academic penalties unless special arrangements have been made with the ECE477 course staff. Additionally, student teams who return equipment in a significantly worse condition than it was provided may be required to make arrangements for the repair or replacement of damaged equipment.