

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