Administrative Policy of the Laboratory

1) You are not allowed to smoke, eat or drink in the Laboratory. You are expected to conduct yourself professionally, and to keep your bench area clean and neat. You are required to return all equipment and parts used in the experiment to their proper places before you leave the lab.

2) You are expected to work in a group, which is defined to contain at most two persons. If there are an odd number of persons in the class section you are enrolled to, then someone will work alone. You are allowed and encouraged partner.

3) EE2731 is a closed lab, therefore, you are expected to build and test your circuit in the lab within the allotted time. You cannot build the circuit ahead of time, but you are required to complete the design before coming to class. It is your responsibility to demonstrate to your lab instructor that the circuit you built does what it is supposed to do!

4) Lab reports in the prescribed format, see Appendices A and B, are due one week after the experiment is performed. You need to submit only one report per group, unless your instructors require it to be done separately.

5) If in a particular lab session you finish your experiment ahead of time you may choose to work on any of the previous experiments you have attempted to build and were unable to get it to work. You will not be allowed to work on an experiment you have not worked on previously. A student may complete at most two experiments per lab.

6) There will be a make up lab session at the end of the semester. During that session you will be allowed to make up at most two experiments you have previously worked on. Note that this is an opportunity being afforded to you so that you may work again on an experiment you previously attempted but were unsuccessful. If you did not work on an experiment during a previous lab session you will not be allowed to make it up during the make up session.

7) You are expected to use the B²Logic software package with every experiment you perform. The software package has been installed in every NT station in the computer lab in room 128, in the computer in the digital lab, and in the remote access servers available from the Electrical and Computer Engineering Department. This software allows you to perform schematic capture and to simulate the circuits you design. With the aid of B²Logic you will be able to verify that your design works correctly before you reach the lab, and the knowledge acquired from the simulation of the circuit you designed will be extremely useful during the building and testing of it. A demonstration on the use of B²Logic will be given to you on your first lab, and after, you are encouraged to learn to use the software interactively.

8) There will be a one-hour final practical examination, consisting of a circuit you are expected to build, test, and demonstrate that it works. Every student will work alone on the final exam.

9) You may choose to request partial credit for a laboratory project you may be having difficulty in completing. Note that after a grade is assigned to a laboratory
project that grade will not be changed, in other words, you forfeit being able to make that project up.