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 organized**. 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 people. If there are an odd number of people in the class section you are enrolled to, then someone will work alone. You are allowed to select your partner, but you must select a partner who does not have the same major as you, in other words, if you are an EE student you have to select an ECE student to be your partner, and if you are ECE student you must select an EE student as a partner. In the case there aren’t enough students of different majors in the same section then groups formed with student of the same majors will be allowed.

3) You are encouraged to work on your programs outside of the lab. You are also expected to **build** and **test** your circuits, which may be built in advance. It is your responsibility to demonstrate to your lab instructor that the circuits you built do what they are supposed to do!

4) Lab reports will consist of your program listing.

5) If in a particular lab session you finish your experiment, due on that date, ahead of time, you may choose to work on any of the previous experiments you have attempted and were unable to get it to work. You will not be allowed to work on an experiment you have not worked on previously.

6) In order to be able to borrow the lab equipment you must sign the Equipment Usage Policy.

7) The tools and instruments in each lab station are not supposed to be removed from the laboratory.

8) The Instructors are available to assist you in debugging the software or troubleshoot the hardware, but it is not the Instructors’ responsibility to make your experiment work. It is therefore the responsibility of the student to complete the lab.

9) 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.

10) There will be a one-hour final practical examination, consisting of a program you are expected to write, debug, and demonstrate that it works. Every student will work **alone** on the final exam.

11) 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.