

ELEN 458
Fall 2008 Lab Policy
Section 500: F 1:40 PM – 4:40 PM

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Office Hours: Thursdays & Fridays 8:00 AM – 9:00 AM
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Grading:

- **Pre-labs 60%**
 - One report per person
 - Due at the beginning of the lab
 - No late pre-labs will be accepted without a reasonable excuse (24 hrs in advance)
 - You will not be admitted to the lab unless the pre-lab is submitted
- **Lab Performance 10%**
 - Understanding
 - Performance
 - Results (TA needs to verify and sign results before you leave)
- **Lab Reports 30%**
 - One report per group
 - Due at the beginning of the following lab session

Policies

- Pre-labs may be hand written but they need to be understandable.
- Pre-labs must be:
 - Clean sheet of paper (do not use paper that has been previously used for printing unrelated text)
 - Clear handwriting (consider typing the text part of your pre-labs)
 - Follow the same components labeling as in the lab manual
 - Numbered equations
 - Boxed final results
- If you do not finish the lab within the allocated time you are responsible to finish the lab at your own time. (You will lose partial credit)
- Reports are to be typed and no longer than 2-3 pages of text. Actual extension may be longer due to plots/pictures. (Please do not re-type the lab manual)
- Plots/Pictures need to have captions, axis names, and annotations if needed. Improperly formatted plots/pictures will not be considered.
- Conclusions should not be longer than 5-6 sentences. Use the discussion part of the report to make your claims.