

EEL 3111C: Lab Rules & Policies

1. No food, drinks or smoking in the lab.
2. Grades for each laboratory are based predominantly on the following components: pre-lab , quiz, in-lab results, post-lab.
3. The lab document, after discussing the lab objects, will contain a brief review of the relevant theory involved in the laboratory. In general, the material will have been previously covered in class. The pre-lab work will consists of answers to questions, analysis of given circuits, or designs of proposed circuits.
4. Pre-labs are due at the **BEGINNING** of lab. **Printed pre-labs** are required, i.e., media copies are sometimes necessary, **but NOT** sufficient. Students will **not** be allowed into lab unless they have submitted their pre-labs. Pre-labs must be submitted during the first **5 minutes** of entry into the lab. Students who fail to submit a completed Pre-Lab will be denied entry to the lab room (and earn a zero for that lab).
5. There will be a quiz at the beginning of each laboratory. Each quiz will have a fixed time duration. The quiz will be based on information given in the lab document, in the students pre-lab assignment or from a previous lab.. It is also assumed that the student understands basic concepts from previous class lectures.
6. Late arriving students will be given no explanation of the quiz and will be given no additional time to complete the quiz. If you arrive after the quiz time is completed, you can **not** take the quiz.
7. You may arrive for your lab up to **30 minutes** after the lab start time, but you will be at the bottom of the TA priority list. You will not be admitted if you arrive more than **30 minutes** after your lab begins. Note that you may not be able to finish your lab if you arrive late.
8. At the end of each lab (and sometimes several times during a lab), the student's completion of all or part of the lab and knowledge of the material will be evaluated. This may consist of a demonstration of the working circuit, a post-lab quiz, or submission of experimental results.
9. Passing the course requires also passing the laboratory final exam. **Failure to pass the lab final exam will mean automatic failure in the course.**
10. Students must **ALWAYS** turn in **printed** design files and simulation files as part of the **pre-lab** for **EVERY LAB**. There are usually additional pre-lab work that must be turned in. Your pre-lab documents will be returned to you during your next lab. There is usually additional pre-lab questions that must be turned in.
11. Students must also **ALWAYS** submit **soft** copies of all computer generated designs and simulations by email to eel3111uf@gmail.com **BEFORE** the start of **EVERY** lab. Proper subject headings are required. The subject should have the following information: First Last Section# Lab#, with each field separated. For example, Tim Tebow 1515 LAB1, is a possible subject line. See the syllabus for more information.
12. All schematic (ms11) files must have a header with the format given below, but replaced with your personal information. All labs, starting with lab 1 will have schematic files.
 - * Lab 3 Part 7
 - * Name: Al E. Gator
 - * Section #: 3742
 - * TA Name: Clem
 - * Description: This circuit uses a widget to generate a whatsit.Schematic files without the above information **will not be accepted**.
13. Each submitted lab file must have the following format: Lab#_initials.xxx.
For example, lab1a_AEG.xxx, would be the file for lab 1, part a, for a student with initials AEG.
14. Labs are precisely 3 hours long. You will be given no extra time.
15. It is the student's responsibility to return all equipment and clean her/his work area before leaving lab.
16. Students are **NOT** to work in groups. There should be only one student sitting at a work station working on a single computer. Students **CANNOT** help each other during lab. All questions should be directed to the TA.
17. Students are given a bag of the parts they will need for the entire semester during their first lab. A few other parts may be **borrowed** for a single lab and returned at the end of your lab period. In the event of a broken part, it is the student's responsibility to find an equivalent part. The 3111 lab will not generally replace damaged components, so be careful.
18. Save this form on your laptop. Print this form, fill out the required information, and submit it to your TA during lab 0.
19. By signing below, you are acknowledging that you have read and agree to abide by the above lab rules and policies.

Last Name: _____ First Name: _____

Signature: _____ Date: _____