

Student Lab Responsibilities in EE 1202

- 1. If a lab briefing is to be made, please read that exercise outline (all lab exercise outlines are available on the 1202 web site. Suggestion: Read each lab outline at least twice. Try to note down any questions you have about the exercise. If they are not answered in the lab briefing, you can ask your questions at the conclusion of the brief.**
- 2. Doing the lab exercise:**
 - a. Be sure to reserve a lab slot as soon as possible (you can do that on the previous Thursday for the following week).**
 - b. In each lab exercise, in addition to an experiment outline, there are sections called worksheets and data sheets.**
 - c. After the class in which the lab is briefed, do the worksheet problems, which will help you master the technical material for that lab. Worksheets are worth 20% of your lab grade, and you get full credit if everything is filled in (neatly), even if all the answers are not correct.**
 - d. Go to the lab at your reserved time with your lab partner. Get a parts kit (or a soldering iron and tool kit, for the module construction exercises) and proceed to do the exercise with your partner at your own pace.**
 - e. Data sheets are filled out as you do the experiment. There is a space for every piece of data you collect, as well as additional spaces (in some cases) for items you need to calculate. The data sheet should be turned in as part of your experimental report. Note: Be sure every space on the data sheet is filled in. If all the data required has been collected, you have what you need to complete the lab report.**
 - f. Return the experimental materials to the appropriate cabinet(s) and have the TA (1) check your bench slot to make sure it is neat and clear, and (2) initial your data sheet to verify that you and your partner took the data.**

- g. Conversation is fine, but too much loud talk is bad. Speak quietly when you and partner must converse.**
 - h. If you break a part, tell the TA, who will replace it from the spare kit. NEVER PUT A BAD PART back in the parts kit!**
 - i. Take notes on note paper. NEVER, NEVER WRITE ON BENCH TOPS!**
- 3. Lab reports are due at the beginning of class, according to the lab report due date sheet. NO late reports are accepted, except in truly dire circumstances.**
- 4. A class TA will grade your lab (generally different from the lab TA). If you do not agree about a lab report grade, work it out with the class TA. If you and the TA cannot agree, you can come to me, but I will generally back the TA.**
- 5. You will write and submit one report per team, in general. If the lab TA is very unhappy with a team's writing abilities the TA may request that you BOTH turn in reports.**
- 6. Reports are required only for labs 1-7. For lab 8, come in, do the lab, and have the TA initial your data sheet as usual. Both you and partner must sign the data sheet also, and then turn it in when lab 8 results are due. NO REPORT FOR LAB 8.**