

# ELEN 50 - Electric Circuits I

## Lab Policies

### Lab Attendance

- a. Lab attendance is mandatory. As soon as a student enters the Lab it is his/her responsibility to sign in with the TA.
- b. If a student is unable for whatever reason to attend a particular lab session, he/she must send an email **in advance** to the TA requesting permission to attend another lab session during the same week. If a student cannot attend any lab session during that week, it is the sole responsibility of the student to arrange a make-up lab with the TA.
- c. If a student misses any one lab or lab report during the quarter, he/she will automatically receive an "F" for the ELEN 50L grade.
- d. Each lab group consists of a maximum of two students.

### Lab Reports

#### - Grading

The lab grade takes into account performance of the assigned tasks, as well as organization and clarity of the lab reports, as determined by the TA. Each lab is assigned a maximum score of 20, while each project a maximum score of 50.

#### - Late Submission

Each lab group must turn in the lab report by the due date/time specified by the TA. If a group turns in a lab report late, the maximum score attainable for that lab will be 50% of the assigned number.

#### - Lab Reports format

On the cover sheet of each lab report, the course number, lab session day and time, and names of the students in that group must be clearly printed.

#### - Lab documents

Except for the first lab, all lab materials will be distributed and/or posted online in advance by the TA. Students must complete the prelabs and read the tutorials prior to coming to the lab.

All electronic communications with students will be through SCU e-mail accounts. It is the students' responsibility to check their e-mail accounts regularly.