

POLICIES AND PROCEDURES

1. Each lab experiment should be read before coming to the lab.
2. Pre-lab work should be done and a report should be submitted to your laboratory instructor at the beginning of the lab.
3. During the lab, you have to show your instructor the design and you have to implement it on the board.
4. You must submit a report at the end of each experiment.
5. Save your work for each experiment on a floppy or a flash memory for next experiments. Do not save your work on the machine.
6. Laboratory grade is distributed as follows:
 - Attendance 10%
 - Pre-lab 20%
 - Lab work and reports 50%
 - Quizzes (two Minimum) 20%
7. Student **must** bring a copy of the lab guide to every experiment. Otherwise, a point will be deducted from his attendance.
8. It will be considered a ***Cheating*** if you submit a work and could not explain how you designed it to your instructor. (if the design is not detailed in the manual)
9. ***Cheating*** is strictly prohibited in COE 200 lab (in your life)
 - If you cheat for the first time, the maximum you can get is 10 out of 20.
 - If you cheat for the second time, the maximum you can get is 5 out of 20.
 - If you cheat for the third time, you will be given F in the course and it will be reported to the chairmen.
10. If you miss any laboratory experiment, do it as a makeup before coming to the next laboratory because most experiments are dependant (No grade will be awarded for laboratory make-ups).
11. The laboratory worth 20% of the overall course grade.
12. More than one unexcused absent result to a DN grade.
13. More than three absents result to a DN grade.