Laboratory Guidelines

**Academic Regulations**

1) All students must complete the lab component of the course and obtain at least **50% in the labs** to get credit for the course.

2) Laboratory sessions are strictly **1 hour, 50 minutes** long.

3) **Attendance is taken** at the beginning of each laboratory session.

4) If you have a special circumstance that prevents you from attending a laboratory experiment you must consult your laboratory instructor as soon as possible before your lab. In the case of a missed lab under extenuating circumstances that prevents advanced notice you must provide a medical note (or equivalent) to your professor.

5) You may NOT start a laboratory experiment more than **15 minutes** late.

6) You are required to work in pairs (same partner throughout the semester) and share responsibilities on the lab work but you must write and **submit separate reports**. If your partner is absent you will work with a temporary partner or be given extra help from laboratory staff.

**Laboratory Regulations and Safety**

1) Place your belongings (schoolbags, coats) underneath the lab bench.

2) Food and beverages are to be consumed outside the laboratory.

3) At end of a laboratory session, put away equipment, log off computer and return lab stools.

4) Laboratory equipment must be handled with care. All breakages and accidents must be reported to the laboratory staff immediately.

5) A first aid kit is available. Consult lab staff immediately if it is required.

**Laboratory Workbook Submission**

1) Laboratory workbooks are submitted at the end of the lab session.

2) The laboratory workbooks must have all information on the front cover i.e. the Laboratory Day/Time, Name, Student Number and Shelf Number.

3) **You and your partner sign the sign-out sheet.** If you do not, **you may not get credit for the lab**, particularly in cases where it goes missing.

4) Once signed out, you must place your laboratory workbook in your assigned lab shelf.

5) Laboratory workbooks are not to be removed from the laboratory at any time. You may review them in the lab during times when you don’t have a scheduled experiment.