

ECE 2060 Lab Grading Policy

(Revised Autumn, 2022)

NOTE: THE CURRENT SYLLABUS TAKES PRECEDENT OVER THIS DOCUMENT IF THERE IS A CONFLICT IN POLICY

This document explains the grading policy of ECE 2060 labs. It is your responsibility to read and understand the policy listed below before the lab starts.

ATTENDANCE

Students are allocated 3 hours every week to finish their labs. Students are expected to attend the 3-hour slots that they have enrolled in. **YOU MUST ATTEND THE LAB SECTION THAT YOU ARE OFFICIALLY ENROLLED IN, AND SELF-ENROLL IN THE CORRECT LAB GROUP IN CARMEN DURING YOUR FIRST LAB SESSION, OR YOU WILL NOT RECEIVE ANY GRADES.** Failure to attend labs in a timely manner and missing labs, either partially or completely, will result in zero checkpoints until the lab is made up (only one make-up per semester is allowed).

GRADING

Each lab is graded in two separate parts: checkpoints and lab reports. Both parts constitute 50% of a week's lab grade. Each lab will be worth 20 points in total (checkpoints + lab report). The lowest LAB REPORT grade (10 pts.) is dropped. The lowest checkpoint score (10 pts.) is NOT DROPPED.

CHECKPOINTS

Checkpoints are given to students in the laboratory when certain lab goals are reached.

Even though students will be working as a group, **each student in the group receives their own checkpoints.** If a student is not present when a checkpoint is awarded, the missing student will fail to receive the checkpoint, and must demonstrate the checkpoint in a make-up session to receive the points.

Students are NOT eligible to receive a lab report grade if they did not attend the laboratory and receive checkpoints as part of the lab group. For make-up labs, students receive checkpoints individually and must submit a separate lab report if they did not meet the normal report deadline.

LAB REPORTS

Lab Reports are due the week after the lab is held, by Friday midnight in the Carmen (Canvas) drop box. Groups are expected to work together on the lab report and **turn in only one lab report per group.** All students in a group are expected to collaborate equally (i.e., work together not individually), particularly on the discussion questions of the lab reports. **Reports turned in after the deadline will not be graded.** It is the responsibility of each member of the group to make sure that the report is turned in on time. The zero grade for late report submission will be imposed on each member of the team regardless of any delegation of responsibility among the group members.

LAB MAKE UPS

Students who can't finish the lab in time will be allowed to attend the make-up section held during any other lab session of the SAME COURSE NUMBER (See schedule on lab door.) **Students are allowed to complete unfinished lab exercises only during the make-up section**, as these are the only times that the correct personnel are in the lab to verify your particular course material. Make-up labs should be performed prior to the Lab Report submission date, and cannot be performed after 14 days past the submission date. The final lab of the semester **MUST** be completed prior to the scheduled Lab Report submission date.

NOTE: There are only 6 benches in the lab make-up area. These are available on a first come first served basis.

In order to encourage students to attend their regularly scheduled labs, only one make-up lab per semester is allowed. If students are quarantined for 2 weeks due to COVID, 2 labs can be made up.

Excuses that are NOT acceptable include:

Exams in other courses

PLEASE NOTE: YOUR PROFESSOR AND ADVISOR ARE IN VIOLATION OF UNIVERSITY POLICY IF HE/SHE ARE SCHEDULING EXAMS DURING OTHER COURSES THAT YOU HAVE BEEN PERMITTED TO ENROLL IN, INCLUDING THE LABS.

THEY ARE REQUIRED, BY THE UNIVERSITY, TO ARRANGE AN ALTERNATIVE TIME FOR YOU TO TAKE THE EXAM IF THEIR DECISION HAS CREATED A CONFLICT IN YOUR SCHEDULE.

YOU WILL NOT RECEIVE CREDIT FOR LAB ATTENDANCE IF YOU LEAVE LAB TO TAKE AN EXAM THAT CONFLICTS . NO EXCEPTIONS!