

POLICIES AND PROCEDURES FOR THE LAB COMPONENT

OF PROFESSOR BAILEY'S MAT0018C LAB

- ✓ **PENCIL ONLY – no ink**
- ✓ **NO CALCULATORS ALLOWED**
- ✓ **THE LAB MANUAL MUST BE USED** – automatic 2pt deduction if it is not used
- ✓ **BE ON TIME** - There is a penalty for tardy arrival/departure
[One point deduction for each 5 minutes (or parts thereof)]

The main purpose of lab is to provide students with practical experience in working *cooperatively as part of a small group in a problem solving situation.*

- ❖ *Groups must have a minimum of two (2) students or a maximum of three (3) students.*
- ❖ *Any student who chooses to work independently will receive half credit only for that activity.*
- ❖ Cooperative Work means all students in the group are working on the same question at the same time. Work should not be split up amongst group members. A penalty (one point deduction) will be assessed to all members of a group each time that any individual member is determined to not be working cooperatively.
- ❖ **Discussion during cooperative group work is to be contained within the group itself.** If the members of the group have a question that cannot be answered by a discussion within the designated group, by a thorough review of the student's notes, and/or reviewing the examples in the textbook; then a member from the group is expected to direct the question to either the lab assistant, or the Supplemental Learning Leader. Any discussion directed to members of other groups will be considered a disruption of the class/lab room environment. Please refer to the Student Conduct Expectations paragraph in the course syllabus for details related to classroom disruptions.

LAB ACTIVITIES/ASSIGNMENTS MUST BE TURNED IN AT THE CONCLUSION OF LAB, whether or not the activity has been completed. **Each student must turn in the individual paperwork which they completed during the cooperative lab session. For full credit the following format must be used.**

- **ANSWERS, and only the answers, ARE WRITTEN ON THE ACTIVITY PAGE.**
- **WORK MUST BE SHOWN ON A SEPARATE SHEET OF PAPER, neat and numbered or lettered.**
- **WORK MUST BE STAPLED BEHIND THE ACTIVITY PAGE(S).**
- **THE ACTIVITY MUST BE TURNED IN AT THE END OF LAB, completed or not.**