PROFESSOR SANDERS’ LAB POLICIES AND PROCEDURES FOR MAT0022C LAB

* **PENCIL ONLY** – no ink
* **NO CALCULATORS ALLOWED, NO CELLPHONES ALLOWED, thus NO CELLPHONES AS CALCULATORS ALLOWED**
* **BE ON TIME** – There is a penalty for tardy arrival

**The main purpose of labs 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 and 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 will be assessed to all members of a group each time that any individual member is determined to not be working cooperatively.

LAB ACTIVIES/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/Answer PAGE.
* WORK MUST BE SHOWN ON A SEPARATE SHEET OF PAPER, neat and numbered or lettered.
* EACH STUDENT MUST SUBMIT WORK STAPLED BEHIND THE ACTIVITY/Answer PAGE(S).
* ALL MEMEMBERS OF A GROUP SHOULD HAVE THEIR ACTIVITIES BOUND TOGETHER UPON SUBMISSION by use of stapler, paper clip, binding clip or otherwise.
* THE ACTIVITY MUST BE TURNED IN AT THE END OF LAB, completed or not.