**Lab Instructions**

**Each Student Will:**

1. Take the Reading Diagnostic Test during your second class meeting. If you are not present to take the test, your lab will not be individualized and you will be responsible for completing all nine lab modules.
2. When you get your test results back, circle the numbers of the questions you missed on the Personalized Learning Plan.
3. For each unit your instructor has checked, you will need to complete those labs by their due dates, earning the total number of points specified on the lab sheet. If you DO NOT have a module checked, you only need to complete the required section on the back side of the plan sheet (material from Thinking Through the Test and the mastery quiz) in the lab to receive the total number of points that the lab is worth. For any module that is checked, you must choose activities from the front page to equal the number of points required AND also complete the back side of the plan sheet.
4. The plan sheets and explicit directions for each activity can be found behind the corresponding tab in your lab materials.
5. All lab work must be documented; either with a printout of scores or the pages from the lab materials on which you completed your work. This documentation must be attached to the lab module in the order it is listed on the front page, with the required material from Thinking Through the Test attached at the end of your other work.
6. If your documentation is a printout, be certain that your name and the name of the exercise you have completed is on the printout (in print, not handwritten.)
7. Take the mastery quiz (on file in the lab), write your answers in the appropriate spot on the back of the plan sheet and then ask the lab workers for a copy of the answer key. **Score your work and put the total number correct in the appropriate box on the back side of the plan sheet.**

**Lab Assignment Rules:**

1. Labs are due at the beginning of class on the day they are due. (See your course calendar for due dates.)
2. I will accept only ONE lab late or completed incorrectly. After on is late or I have returned on to you for correction, all other faulty or late labs will not be accepted for credit.
3. Labs must be organized prior to entering class the day they are due. All materials must be stapled/paper clipped in the order they are listed on the lab sheet.
4. A lab checklist MUST be stapled to the front of all labs and signed by a classmate.
5. **Please remember that my syllabus states that you must complete at least 70% of your lab assignments to pass this course.**