ECE 2031

Lab Work and Lab Policies
Lab Availability

- During **scheduled lab sections**, students enrolled in that section take precedence, but students from other sections are allowed to use available stations.
  - EXCEPT during a quiz or practical exercise, during which only students in that section may be in the lab.

- During **open hours**, any 2031 student may use the lab on a first-come, first-served basis.

- Students are not permitted in the lab at other times.
Beginning of Each Lab

- The beginning of lab (until X:20) is used for collecting assignments that are due, taking the pre-lab quiz, and getting pre-lab check-offs.

- **Missing this time will result in penalties for a late lab report, late pre-lab check-offs, and missed quiz!**

- Ideal start-of-lab scenario:
  1. Choose a station and get out your completed pre-lab work and any assignments that are due.
  2. Turn in assignments to me and pick up a pre-lab quiz.
  3. While working on the quiz, put up the yellow cup and a TA will come around to check your pre-lab work.
Lab Check-offs

- Each lab has a check-off sheet specifying what needs to be verified by a TA. Use the one in the back of your manual, or print one from the course website.

- Check-offs can be done at any time before you turn in the results, by any TA, in any section (including open hours).
  - If prelab check-offs are not completed before X:20 of your section, they will be late, but they must still be done.
  - Other check-offs have no time constraints.

- TAs sometimes make mistakes; students are responsible for making sure the results they turn in are correct.
  - If you’re not sure if something is correct, ask questions.
Timelines and Deadlines

- The course calendar shows the day or week when everything is done or due for the whole semester.
  - We only announce deviations from this schedule. For the most part, you are responsible for knowing when something is due.
- Either the syllabus or specific assignment sheets give the exact time that assignments are due.
- As long as you meet deadlines, exactly when you do work is very flexible.
  - Assessments (quizzes, tests, etc.) are the only things that must be done at exact times.
Examples of Flexibility

- Pre-lab check-offs are usually done at the beginning of this section, but you can also get them:
  - in prior open hours or other sections with no penalty, or
  - in later open hours or other sections with a late penalty.

- Lab work is usually done in this section, but you can do it any time the lab is open.
  - Only limited by the lab report due date.

- Lab reports are usually submitted at the beginning of this section, but you can give them to me early, in my office hours or by appointment.
  - Do not give them to UTAs, and only give them to faculty or other GTAs if prior arrangements have been made.
Help Inside the Lab

- For questions and check-offs, place the proper cup on top of your oscilloscope:
  - Yellow cup = check-offs
  - Red cup = questions
- A TA will come to you as soon as possible to answer questions or give you a check-off.
- If you’ve lost something (flash drive, etc.), come to the lab and any TA can check the lost & found.
Help Outside of Lab

- For technical questions, post to Piazza. You can also email your LTA or Kevin Johnson if necessary.

- For questions on non-exam grades or assignments, email or come see me (your GTA).

- All of us (Dr. Collins, Kevin Johnson, and all GTAs) are available by email, during office hours, or by appointment. Don’t hesitate to contact us!
Bulk communications

- We send announcements to the entire class through Piazza. Make sure you register and add ECE2031!
  - T-Square is only used for section-specific announcements.

- There are already some notes there, so check the history when you sign up.

- Everything we send is important to your success in this class. We don’t spam you. Read everything!
Semester Assignments

- **Practical Exercises**: 10%
- **In-class Exam**: 30%
- **Prelab Quizzes**: 30%
- **Lab Reports**: 30%
  - Lab Reports (1200)
  - First WA (500)
  - Proposal (300)
  - Logbooks (100)
  - Live Demo (500)
  - Final Report (500)
Academic Misconduct

- We adhere to the Office of Student Integrity guidelines. All violations of the Student Conduct Code will be reported. [http://www.osi.gatech.edu](http://www.osi.gatech.edu)

- **Group collaboration** is only allowed on assignments that are specifically designated as group projects.

- Students are expected to work individually on all other assignments to ensure that they are learning the material.
2031 Website (powersof2)

http://www.powersof2.com

- Syllabus and Course Information
- Course Calendar
- Lab Schedule
- File Downloads (for labs and project)
- Link to Piazza
UPCP Website

http://upcp.ece.gatech.edu

- Lab report requirements
  - Content, formatting, etc.
- Communication assignment details
  - First writing assignment, proposal, presentation, design report.
- GTA office hours
Questions?