

# Fall 2014 Embedded Systems Lab Policies and Procedures

## **Logistics:**

- Groups of two (three will only be allowed if necessary)
- Be sure to sign the attendance sheet every lab
- Clean your lab station after each lab, the GSI reserves the right to take off points for dirty lab stations

## **Pre-labs:**

- Completed individually
- Hand-written is acceptable, but must be legible
- Hard copy due at the beginning of the corresponding lab
- Late pre-labs will only be accepted until the end of the lab for ½ credit

## **Lab Checkout:**

- A GSI must checkout each group upon successful completion and demonstration of the lab
- Lab checkout is due within one week of lab start date
- Late lab checkouts will lose 10% each day late

## **Lab Writeup:**

- One writeup per group
- A high-level rubric will be provided to you so you are sure to address all major lab components and tasks
- Should address all questions outlined in the lab manual
- Should include relevant graphs and diagrams
- Must be typed and printed
- Hard copy due the following week at the beginning of lab
- Late writeups will lose 10% each day late
- Late checkout does not extend writeup due date

## **Lab Make-up:**

- If you do not finish a lab during your scheduled section, you may attend another section provided there is an open station and enough equipment. Free stations will be allocated on a first come, first serve basis. Please note, the GSI will give priority to the students enrolled in that section. GSI may require you to release the lab resources if necessary.
- You may also schedule a **5 minute** demonstration with a GSI for checkout at least 24 hours in advance. Please note this appointment is to simply verify a successful lab and is not intended for troubleshooting or debugging.

## **Grading:**

- Pre-Lab - 10%, Lab Checkout - 45%, Lab Writeup - 45%