POLICIES AND PROCEDURES

1. A web page has been constructed for the course (http://www.metu.edu.tr/~cates/index.html). All the course materials will be made available at the web page constructed for this course. It is your responsibility to visit the site on a regular basis and to read each one of the documents.

2. The laboratory will start at 13.40 every week. Students will work in groups and perform an assigned number of experiments during the semester.

3. Each group member will be designated as the group-leader once for an experiment. The group leader will be indicated on the title page of the report. He/she will accept the responsibility that all the group members, whose names appear on the report title page, have participated in preparing the report and understand the experiment and conclusions arrived at. Each and every member of the group is responsible for the entire report.

4. Reports prepared by the groups are submitted to the supervisor next week at the beginning of the lab session. Reports that are late for any reason will be given a penalty of 5% reduction in grade per day and will not be accepted after one week.

5. Students should prepare a data sheet for the experiment to be performed before coming to the laboratory. The data sheet, signed by the supervisor, will be attached to the report.

6. Oral and/or written quizzes will be given before each experiment by the supervisor. Groups and/or group members, considered to be unprepared for the lab work, will be dismissed from the laboratory. Dismissed students will be graded zero for all parts of that experiment (performance, report, and final exam).

7. Make-up will only be given to students with a certified medical excuse.

8. The students will be evaluated on the basis of their performances before starting the experiment (oral and/or written quizzes) and during the experiment, their written reports, and a final exam covering the experiments.