

Rules for 24-hour Access to the Control Systems Lab

You will be granted 24-hour access to the Mechatronics Lab for your lab work. You will probably not be able to finish many of the lab assignments in your weekly 2-hour lab session, so you will need to finish work outside of lab time. With 24-hour access comes responsibilities that each student must adhere to in order to ensure safety and security of the lab.

- 1. Nothing is to be removed from the lab (even for a short period of time) without permission from the Lab Manager, Dan Block. If any item is found stolen during the semester, the entire class will lose the 24-hour access privilege.**
- 2. Do not prop open any door, ever. All students permitted to use the lab will be given access to the lab, so there should be no reason to prop open the door.**
- 3. Absolutely No Food or Drink in the Lab. Spilled drinks can cause damage to equipment.**
- 4. Do not let anyone in the room that is not registered for the class. There is no reason for you to answer a knock at the lab door. Senior design projects should NOT be done in this lab facility.**
- 5. Shutdown/Turn off the PC, Turn off equipment, Turn off Lights and put away Robot Cars and equipment before leaving.**

Grading Policy

- a. Labs 1-3 are worth 10 points and Labs 4-8 are worth 14. $3 \text{ labs} \times 10 \text{ points} + 5 \times 14 \text{ points} = 100$ points.

| Points | Grade |
|--------|-------|
| 90 | A- |
| 80 | B- |
| 70 | C- |

- b. Each lab should be completely signed off (or checked off) by your lab instructors before the beginning date of the next lab assignment.
- c. If you do not complete the lab by the beginning of the next lab, you will be given a one week extension to complete the lab without losing points. It is highly recommended that you keep up with the given due dates. This way you will not get far behind and have to rush through lab assignments to catch up.
- d. After this one week grace period you will be docked points for late work. This is summarized below:

| | |
|-----------------------------|---|
| Lab's Due Date | The beginning of the next Lab. |
| One Week after Due Date | Grace period, no points taken off. |
| Two Weeks after Due Date | Lose 3 points from grade. |
| Three Weeks after Due Date* | Lose 2 more points from grade. |
| Four Weeks after Due Date* | Zero for the lab. Do not bother to get the lab checked off. |

**Note: some labs are only allowed to extend for 3 weeks. Each lab has its due dates listed at the beginning of the lab write-up.*

- e. We will not check off previous labs during the current lab session. This must be done outside lab time.