

UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE

Department of Electrical and Computer Engineering

ECE LABORATORY POLICIES

ATTENDANCE

Undergraduate laboratory courses in the ECE department at UNC Charlotte are comprised of ten three-hours hands-on sessions and a practical examination. Students are required to attend and participate in every scheduled lab session. Students more than 30 minutes late are considered absent.

Make-up Arrangements

There will, of course, be times when students miss class or are late for a good reason (illness, accident, etc.). In the case of these events, students must contact the TA for make-up arrangements and for permission to submit assignments late without penalty.

Switching Sections

Students will not be allowed to sign up for one section and attend another. Only under special circumstances and with the approval of Dr. Rodriguez and the lab TAs involved will any variation of the normal registration be considered.

If for good reason a student misses a lab, or makes a reasonable request in advance of the class meeting, it is permissible for the student to do the lab in a different section during the week. If make-up arrangements are made during the same week, the lab report will be due at the student's normal scheduled time.

GRADING

Course grades are computed in the following way:

Weekly Lab Notebook	10 points each (x10)	100 points
Weekly Pre-Lab	10 points each (x10)	100 points
Weekly Quiz	10 points each (x10)	100 points
Weekly Safety	10 points each (x10)	100 points
Report (Technical Grade)	100 points each (x4)	400 points
Report (English Grade)	25 points each (x4)	100 points
Practical Exam		100 points
Course Total		1000 points

Lab Notebook

Laboratory notebook containing details of weekly experiments, data collected, and calculations. Examples of the content that is expected are objectives, equipment used, experimental setup, results and conclusions.

Pre-Labs

Pre-Lab exercises must be presented to your instructor for sign-off at the beginning of each lab class. Pre-Labs will be available for use during lab. Failure to turn in a pre-lab at the beginning of the lab session will result in a grade of zero for that assignment.

ECE Undergraduate Teaching Labs

Weekly Quizzes

Questions are derived from the previous week's lab experiment or the pre-lab of the current experiment. The length and content of the quiz will be at the discretion of the TA.

Weekly Safety

Students must read and follow the [Lab Safety Rules](#) that are posted on the [ECE Laboratory Website](#). To stress the importance of safety, each student will be graded on safety for each lab exercise.

Lab Reports (Technical)

Format for lab reports along with an example of a properly completed report is detailed on the ECE Laboratory website at <http://www.ece.uncc.edu/ece-lab> in the "Lab Courses" section. Reports are submitted electronically via Moodle, and are due at the beginning of your lab period of the week following the experiment. In the case of lab reports covering multiple experiments, reports are due at the beginning of the lab period of the week following the final experiment of the group.

No late reports will be accepted. Student will receive zero for that report. Data sheets must be signed by your lab TA before you leave the lab, or there will be a 10 point reduction of your lab report grade. Each member of a lab team should pay close attention and participate in the taking of data. Each omission of required data in your report can result in a 5 point reduction of the report grade. Five points will also be deducted for data recorded without the proper units.

Lab Reports (English)

Lab reports are graded separately for English composition, grammar, and spelling. English requirements are on the ECE Laboratory website at <http://www.ece.uncc.edu/ece-lab> in the "Lab Courses" section. Also, please take a look at the IEEE editorial style manual for help with abbreviations, citations, etc.

Practical Exam

A practical examination, intended to evaluate individual proficiency with making measurements using common laboratory instruments, is administered during normal lab periods near the end of the term.

ACADEMIC INTEGRITY

Students work together in the laboratory to build circuits and measure data. Except for discussion and sharing of data among lab partners, collaboration ends when the lab session is over. Students must work independently to write their own reports. There must be no copying of students- generated text, tables, charts or graphs. Use of text copied from internet sources, e.g. Wikipedia is strictly forbidden. Raw data aside, any duplicated work submitted will be viewed as cheating, and will result in disciplinary action according to [University Policy 407](#). Copying of any other work without including a reference to it in your citations is plagiarism, and will be dealt with according to [University Policy 407](#) on Academic Integrity. In addition, simply copying and pasting anything, even with a citation, including text from the Lab Procedure posted on the ECE website is, at best very poor form, and will result in points deducted from your grade. ECE labs are writing intensive courses, and as so should be reported upon in your own words.

TURNITIN- PLAGIARISM CHECKING

Lab reports will be submitted for textual similarity review to Turnitin and included as source documents in the reference database solely for the purpose of detecting plagiarism. No student reports will be submitted to Turnitin without student's consent and permission ([Turnitin Consent Form](#)). If a student does not provide such consent and permission, plagiarism checking will be accomplished by other means.

ECE Undergraduate Teaching Labs

EMERGENCY CLOSINGS

In the event of inclement weather or local emergency, check the UNC Charlotte website for emergency closing announcements. If the university is closed, lab classes are canceled. Lab classes will resume on schedule when the university reopens. Lab instructors will arrange make-up sessions for labs canceled due to unscheduled university closings.

RELIGIOUS HOLIDAYS

Students wishing to be excused from classes for religious holidays must submit a Request for Religious Accommodation Form before the census date.

Prepared by: Dr. Benny Rodriguez, Electrical and Computer Engineering on July 30, 2015.