

# Laboratory Regulations

## ***Before each experiment:***

1. Answer all questions in the PRELIMINARY WORK part of the related experiment in the book in a very neat way. Sometimes, you might be assigned additional questions in addition to the PRELIMINARY WORK. Therefore, read each e-mail related with the experiment very carefully. Though you are not required to answer the QUESTIONS part in the lab-book, it is seriously advised to answer them before you start preparing your preliminary work:
2. Take a copy of your answer sheets.

## ***At the laboratory:***

3. Leave your bag(s) and coat(s) at coat stand right to the door in the laboratory and enter the laboratory with only the following items:
  - a. A simple plastic ball-point (tükenmez kalem) with no metal parts on it.
  - b. Your answer sheets (both the original ones and the copies)
  - c. Your lab-bookAny items other than these will cause your grade to decrease. **Please turn off your cellular phones before you enter the laboratory.**
4. Submit your original answer sheets to your assistant and take a box of items that will be used in the experiment from your assistant. **You will not be admitted to attend the session unless you submit your preliminary work.**
5. Do your experiment step by step as indicated in the lab manual. After completing each step, call your assistant and make him verify your work. The grading of each step will be announced at the beginning of the experiment by your assistant.
6. Pack all the items in the way they are given to you and give the box to your assistant. If you fail to do so or your assistant is not satisfied with the tidiness of your table and box, your grade of that experiment will be halved.
7. Get your belongings before leaving the laboratory.
8. Leave the laboratory as soon as you get your belongings.

## **Possible lab-related resources of losing grades or failing from the course:**

1. Only one written work must be submitted for each group. Please do not submit two reports if you do not want to have half of the grade that you will actually take. Your assistant will read all reports in a random manner and as soon he meets two reports from the same group, he will ignore the latter one and halve the grade of first report.
2. Untidy and ambiguous works will lose grades or might not be graded at all.
3. You are responsible of all items that are given to you by your assistant. If you fail to submit them back as they are given to you, then you will surely lose grades. Depending on the price of the item that is not submitted back, you might be asked to pay the price and your overall lab grade might be lowered.
4. If you find out that a chip is not functioning, call your assistant firstly, then let him analyze the chip. If he agrees with you, then throw away the chip.
5. If you fail to enter the laboratory with items that are specified above, you will firstly be warned. If you do the same thing for the second time, then either your grade will be lowered or you will not be allowed to participate in the forthcoming experiments any more (depending on the severity of breaking the rule).
6. Your friends are not invited to the experiments.
7. Both cheating and allowing one's own work to be cheated will be penalized severely. This applies for both written and experimental work, including projects and exams:
  - a. Once           ⇒ Your overall letter grade will be lowered by one letter.
  - b. Twice           ⇒ Your overall letter grade will be lowered by two letters and you will be in the state of never getting a reference letter from the instructor in future.
  - c. Three times   ⇒ Failure from the course.