Data Analytics Lab Instructor: Pr. Safaa Berkani

Lab Rules:

- 1. **Autonomy:** students are expected to work in the TP autonomously. If they find a difficulty, they are expected to investigate it and find the solution to it by themselves.
- 2. Punctuality: late submissions incur a penalty of 3 points per day of late submission
- 3. **Plagiarism: 0 tolerance** for copying. Any assignments that are found to have been copied will incur the grade of 0 to all the students involved.
- 4. Workload & Assignments: the TPs are designed to be done during the time scheduled for them. As a result, assignments are usually expected to be submitted just after the end of the TP. A tolerance is added until the end of the day.
- 5. Group work: TPs are done in groups of 2 or 3 students. No change of group is permitted after they are formed.
- 6. Attendance: any absence that is not justified results in a grade of 0, even if members of your group put you name in the assignment.

Lab Grading Scheme:

- 1. **General grading scheme:** The TPs contain two parts that are graded:
 - Progress during the session: graded over 10 => if you do nothing during the TP session, you have max
 10/20
 - Report: graded over 10 => if you don't send a report, you have max 10/20
 - Total grade = Progress during the session + Report
- 2. **Progress during the session:** in each TP there are several **checkpoints**. Each time you reach a checkpoint, **you have to call the Professor** to show what you did. The **grade is proportional to how many checkpoints** you were able to do. For example, if there are 5 checkpoints, every checkpoint counts for 2 points. If you do 3 checkpoints during the session, you'll get a grade of 6/10.
- 3. Report: at the end of every TP session, you have to send a report showing what you did. You thus have to start preparing the report progressively during the TP session by taking screenshots. Normally the report is due at the end of the session, but extra time is given until the end of the day to finalize it.