

## Lab Policies

1. You will (have access to and) work in the lab in ECJ 1.222. This is also where TA office hours will be held.
2. This document, available on Canvas, will serve as the lab manual for the entire semester. The document contains all the lab information you need to do the labs (except for few codes in labs 6 and 7). You can work on your own pace throughout the semester, but you have to follow the due dates for submission (listed in the schedule document) and the check out procedures.
3. All communication will be done through Canvas. So, please keep checking Canvas for notifications and updates. Important information will also be emailed.
4. 15-minute lab discussion sessions will be held at appropriate dates (listed in the schedule document) before the lecture. These will be conducted by the TAs. It is advisable to read about that lab from the lab manual before coming to the class, so that you are better prepared to ask questions and resolve doubts.
5. Labs 0, 1 and 2 are to be done individually. Labs 3 through 7 can be done in groups of two. Also, working in groups does not mean that you work on separate parts of the lab. Both the group members are supposed to know and answer questions about all parts of the lab. You can switch partners whenever you want.
6. Grading will occur in two parts: submission and demo (checkout).
7. For submission, upload all relevant files (specified with each lab under the 'Submission Details' section) via Canvas. One of the members from each group should log into Canvas and go to "Assignment" section and then upload all the necessary files under the appropriate link.
8. Lab due dates (submission dates) are specified in the course schedule document on Canvas.
9. After you submit your files, you have to demonstrate your designs to one of the TA's in the ECJ 1.222 lab. Once the lab is submitted, DO NOT make changes! You must demo with the code you submitted. In the event you decide to change the code for the demo, the day of the demo will be considered the turn-in date, and the appropriate late penalty will be applied.
10. A checkout sign-up sheet is available on Canvas. After every lab due date, the TAs will email the class to sign-up for a checkout slot. Put your name in that sign-up sheet and reserve a time-slot for your check out. Please reach the lab at least 5 minutes before your slot. In case of group labs (lab 3 and above), only one member of the group should submit the files but both members of a group must checkout together. So, the entries in the checkout slot registration sheet should contain two names.
11. In case you miss your check out slot, you can check out for that lab during office hours anytime before the next lab's due date. In other words, the TA's will not entertain requests for checking out labs older than the previous lab.
12. The possible points for each lab are mentioned in the 'Labs at a glance' section of this manual. Late submissions (not late checkouts) will lead to penalty according to the following rules:
  - a. One day late submission – less 10% of your normal score
  - b. Two day late submission – less 20% of your normal score
  - c. Three day late submission – less 30% of your normal scoreSubmissions late by more than 3 days will not be accepted and you will be marked zero (unless you have taken permission from the professor).
13. Sundays are not counted for late submissions. So, if a lab is due on Saturday and you submit it on Monday, it will be considered 1-day late submission.