1. No food, drinks or smoking in the lab. (Keep the magic smoke inside the chips.)
2. You must turn in a **printout** of your Summary document in order to be allowed into lab. Your Summary document must also be emailed (along with other files discussed below) **prior to your entry** into lab.
3. Students will not be allowed into lab unless they have submitted the items above (including email).
4. Students must show up to lab no later than **10 minutes** after the scheduled starting time to be eligible to take a lab quiz. If you are late but arrive within the 10 minute window, you may not get any directions for the quiz. If you are later, you can **not** take the quiz.
5. You may arrive for your lab up to **30 minutes** after the lab start time, but you will be at the bottom of the TA priority list. You will **not** be admitted if you arrive more than **30 minutes** after your lab begins. Note that you may not be able to finish your lab if you arrive late.
6. Quizzes might take as long as 1 hour (but could be shorter). Quizzes will be graded on a quaternary (also known as a quadrary) scale of 0, 1, 2 or 3. This will translate into values of 0, 10%, 15%, or 20%, respectively to account for up to 20% of the lab grade. Quizzes will cover information from the pre-lab material and previous labs and course work.
7. A short text document (called the *Summary.pdf*) should be included in your email and a printed copy turned in at the start of **EVERY**  lab. The Summary should include the following:

* List of the files you created including each Quartus archive filename
  1. For each Quartus archive file, there must be embedded design (either bdf or VHDL) files, and simulation (.vwf).
  2. Any files you may have made that have the following: assembly language programs, list files, etc. Some of these files may come from scans. Unless otherwise specified, submit **only pdf files**, **Quartus archive files**, assembly language files, and list files.
* Answers to all prelab questions.
* Problems you Encountered. Describe any problems you had with getting the lab to work. If you fixed the problems, document your solution and technique and what else you tried. If you could not solve the problem and want our help, please state what you have tried and what is currently working and not working. The TAs will not help you during the lab unless you have this section. Even if you fixed the problem, this section will help you in the future if you have run in to a similar problem.
* Future Work/Applications. Given some more time (or ambition), how could you adjust your work on this lab for another purpose or with different hardware? Think about how what you did connects with specific applications or a different way of doing the lab. This should be a short description.

1. Students must **ALWAYS** turn in **paper copy** of the *Summary* document for **EVERY LAB**. Your summary will be returned to you during your next lab with your lab grade..
2. Students must also **ALWAYS** submit **soft** copies of **all the required lab deliverables** by email to [eel4744uf@gmail.com](mailto:eel4744uf@gmail.com?subject=Last%20First%20Section%23%20Lab%23) **BEFORE** the start of **EVERY** lab. Proper subject headings are required. The subject should have the following information: *Last First Section# Lab#*, with each field separated by a space. For example, Tebow Tim 3773 LAB1, is a possible subject line. The following must be included as email attachments, some of which you may need to scan to send):

* Summary document, named *Summary.pdf*.
* Quartus archive file(s). Quartus archive files contain all Quartus design and simulation files. Each emailed lab archive file must have the following format: *Lab#\_initials.qar*. For example, lab1a\_AEG.qar, would be the archive file for lab 1, part a, for a student with initials AEG (Al E. Gator).
* Assembly language and list files.
* A single pdf document (called *Lab#\_initials.pdf*) **MUST INCLUDE** of all Quartus design files (bdf or vhdl), Quartus simulation files, and assembly files. I suggest that you capture screen shots of each Quartus bdf design and simulation (as they are generated) into a MS-Word (or equivalent) file, copy the text of VHDL or assembly language files, and also add any other necessary files or information; and then the document as a pdf file. This file should also include any other required items including anything else specifically requested in the lab document. It is okay to scan and include files that are not specifically requested to be computer generated.

1. All design (ASM, LST, bdf, and VHDL) files must have the following text at the top left with the format given below, but replaced with your personal information. All labs, starting with lab 1 will have design files.

\* Lab 3 Part 7

\* Name: Al E. Gator

\* Section #: 3742

\* TA Name: Clem

\* Description: This circuit uses a widget to generate a whatsit.

Design files without the above information **will NOT be accepted**.

1. All ASM files must be **FULLY COMMENTED**. The TA’s will not give credit if there are no comments. This applies to both pre-lab and in-lab material.
2. All ASM and LST files must have the following information included as a header:

\* Lab 7 Part 2

\* Name: Al E. Gator

\* Section #: 2345

\* TA Name: Clem

\* Description: This program uses a widget to generate a whatsit.

ASM & LST files without the above information **will not be accepted**. Quartus BDF and VHDL files should contain similar info.

1. Each submitted lab file must have the following format: Lab#\_other\_info\_initials.asm or Lab#\_other\_info\_initials.qar. For example, lab1a\_EMS.asm and lab1a\_AEG.qar, would be the ASM and Quartus archive file for lab 1, part a, for a student with initials AEG.
2. Labs are precisely 3 hours long. You will be given **no** extra time.
3. The last 20 minutes of the lab is a time for student check-off and grading only. The TA is not available for questions during this time.
4. It is the student’s responsibility to return all equipment and clean her/his work area before leaving lab.
5. Students are **NOT** to work in groups. There should be only one student sitting at a work station working on a single computer. Students can **NOT** help each other during lab. All questions should be directed to the TA.
6. Laptop computers are required for all College of Engineering courses and you are required to bring your computer to your labs. If you have computer problems before lab, it is your responsibility to find a temporary replacement
7. Students are given a tool box in 3701. Almost all the component that you will need for the entire semester will be distributed during your first lab (or you already have from 3701). A few other components will be **borrowed** for a single lab only and returned at the end of your lab period. In the event of a broken part, it is the student’s responsibility to find an equivalent part. The 4744 lab will not generally replace damaged components, so be careful!
8. Read the document *Pre-laboratory Report Guidelines* and save a copy on your laptop.
9. Save this form on your laptop. Fill out the required information below, and email [eel4744uf@gmail.com](mailto:eel4744uf@gmail.com?subject=Last%20First%20Section%20Rules)fs. The email subject should look like the following: Tebow Tim 3773 Rules, i.e., your last name, your first name, your section, and then “Rules.”
10. By signing below, you are acknowledging that you have read and agree to abide by the above lab rules and policies. **Read it twice!**

Digital Signature (“type” your name): Brandon Pollack Date: 01/19/13