

# ■ Wachemo University — Software Engineering Department

**Lab Room 109 / Section B / 3rd-Year Students**

## ■ **Friendly Rules Focused on Keeping & Collaboration**

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### ■ 1 ■ ■ Keeping the Lab Clean & Well-Maintained

- Treat the lab like your own workspace — keep it clean and organized.
- No food, drinks, or snacks near the computers — protect the equipment!
- Always push in your chair and leave the workspace tidy after use.
- Dispose of paper, plastic, or trash properly in bins provided.
- Handle all devices carefully — keyboards, monitors, and cables are shared tools for everyone.
- Report any damage, loose cables, or malfunctioning devices to the lab assistant or instructor immediately.
- Save your files properly and don't delete or move other students' work.
- Before leaving, make sure the computer is logged off or shut down properly.

### ■ 2 ■ ■ Collaboration and Team Spirit

- Work together, not against each other — teamwork helps everyone learn faster.
- Share knowledge and ideas openly, but don't copy or take credit for others' work.
- Be supportive — if a classmate struggles with a concept, offer polite help.
- Respect others' opinions during group discussions or coding sessions.
- Listen carefully during instructions — it helps the whole team stay on track.
- Communicate clearly and calmly when solving problems together.
- In group projects, make sure everyone contributes fairly and learns something.
- Celebrate each other's progress — success is better when shared! ■

### ■ 3 ■ ■ Respect & Responsibility

- Respect lab instructors, assistants, and classmates at all times.

- Keep your voice low — others may be focusing or debugging code.
  - Use digital resources responsibly — no unrelated browsing or distractions.
  - Protect your login credentials; never access another student's account.
  - Arrive on time — group activities depend on everyone being present.
  - Be honest in your work — collaboration doesn't mean copying.
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### ■ Our Shared Promise:

"We learn best when we care for our space and collaborate with respect. Together, we can make Lab 109 a place where teamwork, creativity, and clean habits build the best engineers."

Instructor Signature: \_\_\_\_\_

Class Representative: \_\_\_\_\_

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