Graphics I Lab Policy Guide

Overview

This is a breakdown of all the policies relating to lab, explaining how turn in works and where and how you can lose hours for attendance.

Attendance

Lab attendance will be taken at the beginning of lab at the time designated for you at the end of lecture. Rules are as follows:

* If you show up after attendance has been taken, but within the first 15 minutes, it will be marked as a tardy not missed hours. Showing up while attendance is being taken will not be marked tardy.
* If you show up **15 minutes or more** after the start of lab, you will be marked 2 hours out.
* Lab specialists will **visually check off** your lab. If you do not complete your work before the end of lab, you will need to get a lab specialist to visually check off what you do have in order to get a grade. **If you submit your work but do not get visually checked off, you will receive a grade of 0**.
* Lab turn in is used for second attendance. **If you do not turn in a file you will be marked 2 hours out**. Even if you have nothing to grade, or a project that doesn’t run, turn in what you have for attendance.
* If you turn in a file, but do not show up for lab, **you will lose all 4 hours out**. Whatever you turn in will still be graded.
* You may not leave unless you have completed your lab **and the lab instructors have confirmed you can leave.** Leaving early without permission is 2 hours out.

Turn in and lab grading

Labs are graded visually at the end of lab, as well as graded on turned in material after lab. To make sure you get the grade you are supposed to receive follow the rules below:

* **Only zip up your source code.** Meaning only the files you worked in. Do not zip up the solution.
* Follow the naming convention described in the lab document. It will usually be **LastName.FirstName.Lab#.zip**