



## Teaching Lab Development Policies and Procedures

### General Comments

Several members of department are involved in the development of the teaching laboratory curriculum. This policy is intended to provide a framework that will allow for greater collaboration amongst developers. It is meant to be a mechanism for the execution of a lab development plan as outlined by the teaching laboratory development committee. This policy outlines a quality control process to ensure that the labs presented to the students align with the departments philosophies, educational goals, and safety requirements, as well as ensure the integrity of vital laboratory documents.

### Teaching Support Office - Contact Information

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### Purpose for Policy

1. Ensure version control of lab documents.
2. Define process for editing lab documents.
3. Identify timeline for the completion of edits to lab documents.
4. Provide quality control for edits to lab experiments.
5. Define mechanism for the distribution of lab documents.

### Abbreviations

- AHU - Associate Head, Undergraduate
- JLS - Junior Laboratory Supervisor
- TLDC - Teaching Lab Development Committee
- TSO - Teaching Support Office
- UAC - Undergraduate Affairs Committee
- ULC - Undergraduate Learning Coordinator
- UST - Undergraduate Support Technician

## Cycle for Making Edits

1. Edits to lab documents are commissioned by the UAC, and overseen by the TLDC.
2. Individuals are assigned to make the edits (the “editor”: instructor, ULC, AHU, JLS, UST, summer student, etc.)
3. Source code is “checked out” of the official document repository.
4. Edits are made to documents.
5. Edits are reviewed by Instructor, JLS, and AHU, or delegates
  - **Due 8 am 15 working days before the start of semester.**
6. Revisions are made by the editor in response to comments from review process.
7. Repeat 4 and 5 as needed.
8. Final version is submitted to AHU for approval.
  - **Due 8 am 5 working days before the start of semester.**
9. Edits are made by the TSO, in conjunction with the editor, in response to concerns raised by AHU.
10. Source code is “checked back in” and returned to the official repository located in the TSO.
  - **Due by 12 pm on the last working day before the start of semester**

Please note that while some steps in the review process have due dates attached to them, it is highly recommended that documents be submitted for review as soon as possible. This will help to reduce the number of documents needing to be reviewed during the three weeks leading up to the start of the semester.

## Definition of Lab Documents

1. Experiment .tex document (source code for student exercises and companion guide)
2. Compiled pdf files (pdfs of student exercise and companion guide)
3. External figures that are embedded into .tex file (pictures or complex figures, as well as source code)
4. Simulations (jar, html, python, etc.)
5. Experimental data (sample graphs, data, equipment calibrations, etc)

## Distribution and Archiving of Lab Documents

Distribution and Archiving of Lab Documents is to take place only after the documents have been approved by the AHU, and the source code had been returned to the official repository.

1. Official versions of the documents will be posted on the TSO website ([pjl.ucalgary.ca](http://pjl.ucalgary.ca)), and a “snapshot” of the documents will be placed in the main office shared drive.
2. The instructor can download copies of the experiment manuals from the TSO website, or the department shared drive, and distribute them to students and TAs (for example, via D2L), or by directing their students to the TSO website.
3. All files needed for the execution of the lab experiment will be added to the lab computers by the TSO. This includes any applets as well as pdfs of the lab exercise.
4. Pdfs of all lab exercises will be added to the staff resources section of the TSO website.
5. All files will be added to the archives. The archives exist as both a hard copy and electronic copy of the official lab document used for each semester. The archived documents are never edited. PDFs of all archived documents will be posted on the TSO website.

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PHAS - Associate Head, Undergraduate

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Date

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PHAS - Department Head

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Date