Administrative Policies:

- **Make-up:** You must notify your TA 48 hours before (except illness) and request a make-up lab. Make-up sessions will not be held without acceptable excuse. Some of acceptable excuses are conference, interview, army call, etc. Attending to a career fair is not an acceptable excuse to request a make-up lab.

- **Pre-lab:** A short pre-lab assignment accompanies each experiment. Pre-labs must be completed and turned in before the mini-lecture before the experiment. As a university policy, you may have 15 minutes grace period. After 15 minutes of the session beginning, your pre-lab will not be accepted.

- **Report:** Hard copy reports are due to beginning of your section and 15 minute grace period rule applies as well. Email submissions will not be accepted unless you cannot make your lab section on the report’s due date. Recall that you need to inform your TA 48 hours before your section starts. For the due dates of the reports, please see your syllabus. We strongly recommend using LaTeX for lab reports. You may choose to use MS Word; however your report layout should look like the LaTeX printout. Lab reports should have enough details about the experiment. **Make sure to address the study questions** of the experiment in your lab report and mark them by using footnotes feature of the LaTeX.

- **Lab Notebook:** You are required to keep a lab notebook in ink for each lab. The lab notebook will be collected for review at the end of the semester. You are also required to make photocopies of the relevant pages for each experiment and hand those pages in with your reports.

- **Lab Notebook:** For each experiment, one team member serves as a leader, and another as a recorder. These roles must alternate in every experiment, and the role of each member should be documented both in the lab notebook and in the report.

- **Lab Notebook:** In order to record waveforms and add in your report, you must have a USB memory stick with you. You may also be able to connect to the oscilloscope using an internet browser and the IP address of the oscilloscope. Waveform pictures taken with cameras will not be accepted.

- **Lab Notebook:** Report 0 (Lab 0) and Pre-Lab 1 are due next week (Week of August 29) in the first 15 minutes of lab section.

Safety Reminders:

- **Safety Reminders:** Please maintain a clean bench all the time.
- **Safety Reminders:** You must use goggles during the experiment.
- **Safety Reminders:** Do not touch live wires, circuits, leads.
- **Safety Reminders:** Be careful about:
  - The ground connection in your circuit. Standard oscilloscope probes are designed to measure voltage referenced to ground.
  - The power rating of the resistors and the voltage rating of the capacitors.
    - Be wary of components that have been handling power! (>100°C temperatures have been observed on a power resistor)
  - The current limit (CC) of the DC power supplies.
  - Current probe and differential probe! They are delicate equipment.
  - Breadboard connections. The black section can conduct 5+ amps; however, the white section shouldn’t conduct more than few hundreds of milliamps, 2 amps max. Exceeding these ratings will cause things to melt.
- **Safety Reminders:** Personal electronics such as smartphones and laptops are not allowed to be charged using the plugs on your bench.