First Lab Checklist

Please go over the following things during your first lab session:

1. Demonstrate where to get lab information on Canvas.
2. Demonstrate where to get lab information on lab website.
3. Lab homework/report turn-in location
4. Lab homework/report return location
5. Lab homework due date
6. Late lab policy - unexcused vs excused late labs - criteria for an excused late lab
7. Grading scheme - total number of points and what each section of the lab (prelab, lab attendance, lab homework) is worth.
8. Prelab preparation expectations. Emphasize:
   a. It is their responsibility to run off copies of the write-ups, prelabs, etc. and bring them to lab.
   b. The prelab exercise must be done before coming to lab. To get credit, they must hand it in as they enter the lab.
9. Lab homework expectations - completeness of answers, showing their work, legibility, doing their own work, etc.
10. How to make a temporary lab change
11. How to make a permanent lab change
   a. Emphasize that they have only two changes for the term. After that, they will need to make up the lab on their own time.
12. How to make up a lab. Emphasize:
   a. It is their responsibility to initiate contact with you to arrange a meeting time.
   b. They have one week after the last lab session for a given lab to get the makeup done. i.e. if the last lab session for a given lab is on Thursday, they have until the following Thursday to makeup the lab.
   c. If they go beyond that time, they will need to have documentation from Dick’s House before the equipment will be setup again.
13. Your contact info and where to find that information
14. Office hours and location
15. Fire procedures:
   a. Exits to the building - locations
      Out the back door to Wilder (quickest and preferred)
      Into Fairchild, down one floor and out the back. Don’t use elevators.
      Out the front door to Wilder
   b. Where to congregate when outside - by the Observatory to take attendance.
c. Emphasize that they should not to leave area until they are accounted for at the Observatory

16. Location of first aid kit and location of the phone and emergency numbers.