

## CEEN Laboratory Policies

Your laboratory grade will be based on a 100 point scale which consists of the following:

- Individual Laboratory Assignments  
Individual Lab assignments are due at the beginning of the lab session following the session they are assigned unless otherwise specifically indicated.  
**Late assignments will not be accepted and will be awarded a grade of zero.**
- Formal, typed laboratory reports  
Formal reports will be assigned throughout the semester. Late reports will receive a deduction of 10% per day, up to a maximum deduction of 75%.  
Team reports may be assigned and will require a team evaluation form to be handed in by each member of the team. Evaluation forms can be found at [www.eng.mu.edu/newmand](http://www.eng.mu.edu/newmand)

If you cannot attend your scheduled laboratory section, you may, on a very select basis, attend another section **that meets the same day only**. Notification by email at [David.Newman@mu.edu](mailto:David.Newman@mu.edu) or telephone 414-288-5909 as soon as possible beforehand is required to switch sections.

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Office Hours:

Monday, Wednesday 10:00 AM to 12:00 AM and by appointment.