

CEEN 3320 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

Attendance Policy:

All laboratory sessions **must** be attended and all laboratory reports **must** be turned in. 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 or telephone 414-288-5909 as soon as possible beforehand is required to switch sections.

Office:

151B Haggerty Hall

Telephone:

414-288-5909

Email:

David.Newman@MU.EDU

Office Hours:

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