

**LAB POLICIES**

- **Eating, drinking and smoking are prohibited in the lab.**
  - **You are required to attend the lab section in which you are registered.**
  - Regular attendance is expected in order for you to not miss materials distributed in lab and discussions of the assignments given in the lab.
  - Unless otherwise instructed, remember to log off but not to turn the computer or the monitor off when you leave.
  - Be sure to leave your workstation clean when you leave. Deposit all waste paper in the recycling boxes next to the printers.
  - The software loaded on the workstations in the lab is licensed to the department. Copying of this software is a *federal offense*.
  - Do not load any personal software or data files on the computers.
  - **Printing problems:** If you submit a file to the printer, and a dialog box pops up asking to RETRY? or CANCEL? Select **CANCEL**, then resubmit the print job. If you are experiencing printing problems, seek help from the lab instructor.
  - Printing materials in the lab are for EXST course use only.
- 

**LAB ASSIGNMENTS – Any departures from these guidelines will be provided in writing in the course syllabus, lab syllabus or as part of a given lab assignment.**

- Each lab report should start with a header containing your name, student number, lab section and assignment number.
  - Each lab reports should provide your answers to any questions (when applicable) and appropriate SAS output (only the parts that are relevant to your answers). You should use an editor like Word to prepare the relevant portions of the output file for your report. Make your report neat, to the point, and concise, ensuring that any tables, charts or plots are not disrupted by page breaks.
  - Each lab report is worth 10 points. Lab reports are due at the beginning of the next lab. If your lab report is late, you will lose a point per class day (2 per week) after the due date. Failure to complete a lab assignment in a timely manner may be excused if due to illness or to attend professional meetings, but the lab teaching assistant must be informed before the lab due date.
  - You should be able to complete all necessary computer work during the lab period. However, you may use rooms 11 and 44 any time it is open and not occupied by another class. Check the door of the lab for a schedule of times that the lab is available.
  - You are allowed (in fact, encouraged) to work with other students while in the lab, but the lab report that you submit **must be your own work**.
  - **Saving your work:** You should save your program often. You may save your work on the lab machine but you will not necessarily have the same machine every week. Also, if disc space gets low the files may be deleted. It is strongly recommend that you save your program to a flash drive, Tigerbytes or email yourself a copy.
-