ECE 220 (Rm 0311): Policies and Procedures
(Lab Is Open Only As Scheduled During Normal Business Hours):

1. Each Student assigned to the current lab section will check in at the Stockroom, relinquish Catcard, and receive a parts kit.

2. If a Student is more than 15 minutes late then that bench may be reassigned on a first come – first served basis.

3. A Student may not check in more than 10 minutes before the starting time.

4. If a Student completes his/her project early then the bench may be reassigned for the rest of the period.

5. Only a TA/ULA will be allowed to check out additional parts and cables using an “ECE 220 Parts Check Out” form.

6. All personnel entering the lab must wear safety glasses or prescription eyeglasses at all times while in the room.

7. Do not turn on anything before TA checked your circuits.

8. When you leave the lab, keep everything the same as you entered the lab.

9. At the end of class, the Student will come to the Stockroom and return the used kit, check out, and receive his/her Catcard.

10. All students will address lab make-ups and permanent lab section changes directly to the Stockroom.

11. Only one student per bench.

12. There are no visitors allowed in the lab unless authorized in person, e-mail or in writing by the appropriate Faculty or Staff associated with that lab. An ECE Faculty or Staff member, Teaching Assistant or authorized Student must escort an approved visitor. An appropriate Faculty or Staff member will determine an authorized Student. A TA is not an authorizer.

13. No student may work on his or her experiment/project unless a TA/ULA is present.

14. The lab room door must remain open during the lab session.

15. In the event of a fire alarm, all work will stop immediately. The TA/ULA will have all students exit the room in an orderly manner and exit the floor using the stairwells. DO NOT USE THE ELEVATORS!! The TA/ULA will close the door after the last person. DO NOT TAKE THE TIME TO TURN OFF EQUIPMENT. If anyone needs assistance to exit the building then the TA/ULA will assist that person to the stairwell and leave that person on the landing. The TA/ULA will then finish exiting the building and will immediately seek out TSS Personnel, a UA Police Officer or a Tucson Firefighter and give the location of the person needing assistance.

16. It is the responsibility of all personnel to report any safety hazards as quickly as possible to the TSS Personnel in Room ECE 0351 or ECE 0346.