SMART LAB POLICY – SUMMER A 2019
(UPDATED: MAY 10, 2019)

<table>
<thead>
<tr>
<th>SMART Lab (LIB232) hours:</th>
<th>Holiday Closings:</th>
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</thead>
<tbody>
<tr>
<td>Monday &amp; Wednesday: 11:30 AM – 1:00 PM</td>
<td>Monday, May 27th – Memorial Day</td>
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<tr>
<td>Friday: 9:30 AM – 11:30 AM</td>
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Please read through the following document carefully. All students enrolled in a SMART Lab course are expected to adhere to the policies herein.

SMART LAB RULES

The first violation of these rules will result in the student’s name being sent to the course instructor for a warning. The second violation, and any subsequent violations, will result in the loss of lab attendance credit for that week.

DO:
1. Sign in at the front desk each and every time you visit the lab.
2. Place all cell phones, watches, and any other electronic devices that beep or ring in the off or vibrate position.
3. Be polite, respectful, and have consideration for peers, tutors, and instructors in the lab.
4. Work only on math-related coursework (homework, quizzes, study plans, course-related multimedia content).
5. Bring all appropriate supplies: notebook, writing utensil, TI-30XA or TI-30XIIS calculator, headphones (if you wish).
6. Utilize the tutors and TAs for homework assistance – they are here to help!
7. Log out of your computer and sign out at the front desk when you leave.

DO NOT:
1. Bring visitors, friends, private tutors, etc. to the SMART Lab.
2. Work on material not related to your SMART Lab math course.
3. Utilize electronic devices except the SMART Lab computer (no laptops, tablets, etc.)
4. Engage in distracting behavior, such as sleeping or being generally disruptive in the learning environment. Persons disrupting the educational environment of the SMART lab will be asked to leave and will be reported to the instructor, course coordinator, department chair, lab director, and Students Rights and Responsibilities for further action.
5. Ask for assistance on a quiz.
6. Leave your SMART Lab computer logged in and unattended.
LAB REQUIREMENT

The minimum amount of required lab time per week is listed in your course syllabus. You may spend more than the required hours but not less. The required lab hours for the course are part of your class participation grade. Lab Week due dates vary by class. Check your syllabus for more information. Required lab hours can be accumulated only during designated lab hours, but not during testing. The purpose of your lab time is to give you every opportunity to succeed by providing resources and tutoring to help you learn the material.

LAB ORIENTATION

1. During the first week, you must go to the SMART lab on the second floor of the Library during lab hours and complete a SMART Lab orientation.
2. You should bring with you to the orientation a spiral notebook, USF Student ID, TI-30XA or TI-30XIIS calculator and the access code for the program you will use in class: MyLabsPlus.
3. When you arrive at the lab, sign in at the front desk, log in to a lab computer, view the lab orientation slideshow, and complete tasks described in the presentation.
4. If you have any questions, ask any of the tutors or TAs who are available to assist you.

WEEKLY LAB ATTENDANCE

1. **Sign-in**
   Students should sign-in at the front desk computer and then proceed to a SMART Lab computer and log-in. **Lab time is kept on the SMART Lab computer, not the front desk computer.** The time recorded by the front desk computer will be used as back-up, should there be an issue with the SMART Lab computer.
   *Any student involved in falsifying lab attendance will receive a zero for lab class attendance for the semester. This includes, but is not limited to, using another student’s USF ID and tampering with the computer hardware or software to log lab hours.*
2. **What to bring**
   Students should only have their spiral notebook, TI-30XA or TI-30XIIS calculator, earphones, and pencil or pen on the computer desk. The work in this notebook is the hardcopy of the work done to complete the computerized assignments in the lab, so be sure to record the date it was done.
3. **How to get help**
   TAs and tutors will be present during SMART Lab hours to help you with the course material. If you have a question click on the “SMART Lab Assistance” icon on your computer.
4. **Calculator requirement**
   While in the SMART Lab, **students are required to use a TI-30XA or TI-30XIIS calculator.** No other calculator is acceptable.
5. **Acceptable use**
   Computer workstations **must not be turned off**, moved, or unplugged. If you encounter difficulty with any equipment or software in the SMART Lab, it is important to report the problem to a staff member **before** proceeding/attempting to fix the problem on your own. When departing the area, each student should log off the computer, return his or her keyboard, mouse, and chair to their normal positions, and remove all trash from the area. Students in the SMART Lab are expected to use the resources responsibly and in accordance with the Campus Use of Information Technology and Resources Policy, which may be found at [http://www.usf.edu/it/about-us/policies-standards/acceptable-use.aspx](http://www.usf.edu/it/about-us/policies-standards/acceptable-use.aspx).
TEST DATES/TIMES

With the exception of Business Calculus, tests throughout the semester will occur in the SMART Lab. There are two testing attempts for each test (except Final Exams, where applicable). Each test attempt will be available only during the date and time specified in the schedule below. If a student takes both attempts, the higher grade will be counted.

First and Second Attempt Test Schedule:

<table>
<thead>
<tr>
<th>Test Dates/Times</th>
<th>Attempt 1</th>
<th>Attempt 2</th>
<th>Attempt 1</th>
<th>Attempt 2</th>
<th>Attempt 1</th>
<th>Attempt 2</th>
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<tbody>
<tr>
<td><strong>College Algebra, Summer A – Exam Dates/Times</strong></td>
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<tr>
<td>Test 1</td>
<td>Wed, May 22</td>
<td>Fri, May 24</td>
<td>Wed, June 5</td>
<td>Fri, June 7</td>
<td>Wed, June 19</td>
<td>Fri, June 21</td>
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<td>11:30 AM</td>
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<td>Test 2</td>
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<td>Test 3</td>
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<th>Attempt 1</th>
<th>Attempt 2</th>
<th>Only Attempt</th>
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<td><strong>Intermediate Algebra, Summer A – Exam Dates/Times</strong></td>
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<tr>
<td>Test 1</td>
<td>Wed, May 22</td>
<td>Fri, May 24</td>
<td>Wed, June 5</td>
<td>Fri, June 7</td>
<td>Mon, June 17</td>
<td>Wed, June 19</td>
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<td>Test 2</td>
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<td>Final Exam</td>
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<td>Fri, June 21</td>
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TEST POLICIES/PROCEDURES

1. **Test-Day Process**
   To avoid confusion and delays on test day, please adhere to the following Test-Day process:
   - Arrive 15 minutes before test time
   - Students must have the following items to be allowed to enter the testing area:
     - Valid USF Student ID or US Government-issued photo ID
     - TI-30XA or TI-30XIIS calculator only – NO covers and NO sharing
     - Blank blue (or green) book
     - Pen or pencil
   - Students will leave their backpacks along the side of the room before entering the testing area.
   - If a student enters the testing room late, they will **not** be given any additional time, even if the time display indicates otherwise, and will be asked to exit the testing area 90 minutes after the start of the test.
   - If you encounter difficulty with any equipment or software during the test, it is important to report the problem to a proctor or staff member immediately. Report as much information about the problem as you can. Because the tests are timed, reporting a technical problem as quickly as
possible will minimize the time required to get back online. In extreme situations in the SMART lab, such as a general power failure, a server failure, forced evacuation of the building, etc., alternate testing formats and/or date(s) will be announced.

- Upon leaving the testing room, students must first turn in their blue book and sign out at the sign-out desk, then retrieve their backpacks.

2. **Zero Test Grade**
   A grade of zero on an exam will be assigned in one of the following situations:
   - The student does not attempt the test within the designated test period and has no documented excused absence
   - The student violates the USF academic integrity policies in any circumstance related to the test
   - Forms of cheating/academic dishonesty include but are not limited to: communicating with another student during a test (this includes giving information to another student as well as receiving that information), using an unauthorized calculator, bringing in and using unauthorized material of any sort during a test, and communicating contents of a test to another student. Penalties will range from a grade of zero on an exam to a grade of FF for the course. In addition, further disciplinary action through the university may be taken. Please be aware that disciplinary action through the university could result in suspension or expulsion. For more information on academic honesty, the university policy is explained at the website [http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.027.pdf](http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.027.pdf).

**ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

Students in need of academic accommodations for a disability may consult with the office of Students with Disabilities Services (SDS) in SVC 1133 to obtain a current Memorandum of Accommodations. This request through SDS usually requires 5 (five) business days advance notice. **A copy of the current Memorandum of Accommodations must be provided to the student’s instructor and to the SMART Lab (smartlab@usf.edu) prior to the first test.** Students may request accommodations at any point during the semester, but accommodations are not retroactive. Any grades earned before a student requests accommodations will typically stand.