

**SMART LAB POLICY – FALL 2022**

(UPDATED: 8/16/2022)

<b>SMART Lab HOURS of OPERATION</b>	
<b>Lab Hours (LIB232):</b> Monday - Thursday: 9:00 AM – 9:00 PM Friday: 9:00 AM – 4:00 PM Sunday: 1:00 PM – 4:00 PM	<b>Holiday Closings:</b> Sunday, Sept. 4 – Monday, Sept. 5 (Labor Day) Friday, Nov. 11 (Veteran’s Day) Thursday, Nov. 24 – Sunday, Nov. 27 (Thanksgiving)

**Please read the following information carefully. All students enrolled in a SMART Lab course are responsible for adhering to the policies herein.**

**SMART LAB EXPECTATIONS**

*Violations of these expectations will be reported to the student’s instructor and addressed at the instructor’s discretion. The first violation will typically constitute a warning. The second violation, and any subsequent violations, will typically result in the loss of lab attendance credit for that week.*

**DO:**

1. Sign in and out at the front desk station every time you visit the lab.
2. Remember that the SMART Lab is a shared space; use hand sanitizer often and clean your workspace with the provided supplies before and after each session.
3. Place all cell phones, watches, and any other electronic devices in the off or vibrate position.
4. Be polite, respectful, and have consideration for peers and staff in the lab.
5. Work only on math-related coursework (homework, quizzes, study plans, course-related content).
6. Bring all appropriate supplies: notebook, writing utensil, TI-30XA or TI-30XIIS calculator, and headphones (if you wish).
7. Utilize the tutors and TAs for homework assistance while in the lab – they are here to help!
8. Log out of your computer and sign out at the front desk when you leave.

**DO NOT:**

1. Bring any 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/or Students Rights and Responsibilities for further action.*
5. Ask for assistance from a tutor or TA on a quiz or test.
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. Lab Week due dates may vary by class. Check your syllabus for more information. **Required lab hours can be accumulated only during SMART Lab hours of operation, but not during testing.** The purpose of your lab time is to give you the proper time and space to engage with your course materials while providing resources and support to help you learn the material.

College Algebra (MAC 1105)	
Weekly Required Lab Time: 2 hours or $\geq 80\%$ on associated quizzes	
SMART Lab time in minutes, " $m$ "	Weekly Lab Attendance Grade
$m \geq 120$	100%
$60 \leq m < 120$	50%
$0 < m < 60$	0%

PreCalculus (MAC 1147)	
Weekly Required Lab Time: 2 hours or $\geq 80\%$ on associated quizzes	
SMART Lab time in minutes, " $m$ "	Weekly Lab Attendance Grade
$m \geq 120$	100%
$60 \leq m < 120$	50%
$0 < m < 60$	0%

Business Calculus (MAC 2233)	
Weekly Required Lab Time: 100 minutes	
SMART Lab time in minutes, " $m$ "	Weekly Lab Attendance Grade
$m \geq 100$	100%
$50 \leq m < 100$	50%
$0 \leq m < 50$	0%

Finite Math (MGF 1106)	
Weekly Required Lab Time: 2 hours or $\geq 90\%$ on associated quizzes	
SMART Lab time in minutes, " $m$ "	Weekly Lab Attendance Grade
$m \geq 120$	100%
$0 \leq m < 119$	0%

## LAB ORIENTATION

1. **During the first week**, students must go to the SMART lab on the second floor of the Library during lab hours to complete the SMART Lab orientation. Orientations will begin promptly at the following times.

### Lab Orientation Schedule - Week 1:

Wednesday, Aug 24	Thursday, Aug 25	Friday, Aug 26
9 am, 11 am, 1 pm, 3 pm, 5 pm, 7 pm	9 am, 11 am, 1 pm, 3 pm, 5 pm, 7 pm	9 am, 11 am, 1 pm

2. Students should bring class materials, USF Student ID, TI-30XA or TI-30XIIS calculator and the access code for the MyLabMath homework software you will use in class.
3. Students should arrive ahead of the scheduled start time they wish to attend and check in at the front desk to receive orientation instructions. A SMART Lab representative will guide you through the orientation slideshow and instruct you to complete certain tasks as 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 recorded on **both** the SMART Lab computer and the front desk computer. Time recorded in each system can be used to back-up the other, should there be any issue with recorded time.

*\*Any student involved in falsifying lab attendance will receive a zero for lab attendance for the semester.*

### 2. What to bring

Students should only have their course materials, textbook, notes, scratch paper, TI-30XA or TI-30XIIS calculator, earphones (optional), and pencil or pen on the computer desk. Students are not be permitted to write on the SMART Lab desks using dry erase markers. Please come prepared with scratch paper and/or notebook.

### 3. How to get help

Tutors and TAs 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

During SMART Lab tests, **students are permitted to use only a TI-30XA or TI-30XIIS calculator**. No other calculator is allowed. It is strongly recommended that students practice using these same calculators while working on homework and quizzes.

### 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. Please do not attempt 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>.

## TEST DATES/TIMES

All tests throughout the semester will occur in the SMART Lab (LIB232). **Students must make a reservation to take each test.** Students are allowed two testing attempts for each of four tests. Each test attempt will be available only during the dates and times specified in the schedule below. **If a student takes both attempts, the higher grade will be counted.** If a student does not take at least one of the test attempts during the scheduled dates and times, they must have valid documentation approved by their instructor to take a make-up test at the end of the semester.

### First and Second Attempt Test Schedule:

ATTEMPT 1			ATTEMPT 2	
Tests 1-4: Weeks 4, 7, 10 & 13			Tests 1-4: Weeks 5, 8, 11 & 14	
Wednesday	Thursday	Friday	Monday	Tuesday
9 AM*, 11 AM, 1 PM, 3 PM, 5 PM, 7 PM	9 AM*, 11 AM, 1 PM, 3 PM, 5 PM, 7 PM	9 AM*, 11 AM, 1 PM	9 AM*, 11 AM, 1 PM, 3 PM, 5 PM, 7 PM	9 AM*, 11 AM, 1 PM

\*9 AM tests are the best opportunity to test as a "Walk-In," if necessary. See additional information below, under Reservations.

**Final Exams** are scheduled during Week 16. Final Exams are available only during the dates and times specified below. **Final exams can be attempted only once.** If a student does not take the Final Exam during the scheduled dates and times, they must have valid documentation approved by their instructor to take a make-up final on the last day of the semester. All other testing policies and procedures apply.

### Final Exam Schedule:

Monday, Dec 5	Tuesday, Dec 6	Wednesday, Dec 7
10:00 am – 12:00 pm	10:00 am – 12:00 pm	10:00 am – 12:00 pm
12:30 pm – 2:30 pm	12:30 pm – 2:30 pm	12:30 pm – 2:30 pm
3:00 pm – 5:00 pm	3:00 pm – 5:00 pm	3:00 pm – 5:00 pm
5:30 pm – 7:30 pm	5:30 pm – 7:30 pm	

## TEST POLICIES/PROCEDURES

### 1. Reservations

**Reservations must be made for each attempt for all tests.**

- The reservations website is located at [usf.edu/SMARTLabTestReservations](http://usf.edu/SMARTLabTestReservations). A link is located in your Canvas course & on the SMART Lab computer desktop.
- Students should secure documentation of their reservation at the time it is made in the form of a confirmation email, photograph, screen shot, etc. The reservation will have the student's name, date & time of reservation.

- Students will be emailed their computer assignment prior to the start of each testing period. Please memorize your computer assignment prior to entering the lab for your test.
- If a student does not make a reservation or misses their reservation time:
  - Student *may* be allowed to walk-in for a test, depending on available space and number of proctors. Walk-ins should report at any 9:00 am test for the best chance of getting an available seat.
  - Student can forfeit the first attempt, and make a reservation to take the second attempt.
- Once reservations close, a student may not make or change a reservation for that attempt.
- Reservations open and close according to the following schedule:

### Test Reservations Open/Close Schedule:

TEST	TEST DATES	RESERVATIONS OPEN	RESERVATIONS CLOSE
Test 1   Attempt 1	9/14 – 9/16	Wednesday, Aug 24	Monday, Sept 12
Test 1   Attempt 2	9/19 – 9/20	Wednesday, Sept 14	Friday, Sept 16 @ 3 PM
Test 1   Attempt 1	10/5 – 10/7	Wednesday, Sept 21	Monday, Oct 3
Test 2   Attempt 2	10/10 – 10/11	Wednesday, Oct 5	Friday, Oct 7 @ 3 PM
Test 3   Attempt 1	10/26 – 10/28	Wednesday, Oct 12	Monday, Oct 24
Test 3   Attempt 2	10/31 – 11/1	Wednesday, Oct 26	Friday, Oct 28 @ 3 PM
Test 4   Attempt 1	11/16 – 11/18	Wednesday, Nov 2	Monday, Nov 14
Test 4   Attempt 2	11/21 – 11/22	Wednesday, Nov 16	Friday, Nov 18 @ 3 PM
Final Exam*	12/5 – 12/8	Wednesday, Nov 23	Thursday, Dec 1

## 2. Test-Day Procedure

To avoid confusion and delays on test day, please adhere to the following Test-Day procedure:

- 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 (purchased at the bookstore)
  - Pen or pencil
- Students will leave their belongings at the entrance of the lab before entering the testing area, where their security cannot be guaranteed. Please do not bring valuables to the lab during testing.
- If a student enters the testing room late, they will **not** be given any additional time, even if the time display indicates otherwise. Students will be required to exit the testing area 90 minutes after the scheduled test time.
- 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 belongings.

### 3. Zero Test Grade

A test grade of zero will be assigned in any of the following situations:

- The student does not attempt the test within the designated test period and has no documented excused absence approved by their instructor.
- 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 test 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>.

## ACADEMIC ACCOMMODATIONS

Students seeking academic accommodations must consult with the office of Student Accessibility Services (SAS) in SVC 1133 to obtain a current Memorandum of Accommodations. This request through SAS usually requires 5 (five) business days advance notice. **Students must provide a current Memorandum of Accommodations to their instructor *and* to the SMART Lab ([smartlab@usf.edu](mailto:smartlab@usf.edu)) no later than the Sunday before the test week.** 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. See the SAS website for details: <https://www.usf.edu/student-affairs/student-accessibility/>

- You cannot receive extra time if you do not follow the guidelines described above.
- Students registered with Student Accessibility Services (SAS) can make an accommodated test reservation from the SMART Lab Test reservation system by selecting the “SAS Accommodations” option when making their reservation.
- Students eligible for SAS accommodations may test in the SMART Lab (LIB 232) only during the following test times:

### First and Second Attempt with Accommodations Test Schedule:

ATTEMPT 1			ATTEMPT 2	
Tests 1-4: Weeks 4, 7, 10 & 13			Tests 1-4: Weeks 5, 8, 11 & 14	
Wednesday	Thursday	Friday	Monday	Tuesday
9 AM*, 1 PM, 5 PM	9 AM*, 1 PM, 5 PM	9 AM*	9 AM*, 1 PM, 5 PM	9 AM*

**Final Exams** are scheduled during Week 17 of the semester. Students with SAS Accommodations may test according to the schedule below. **Final exams can be attempted only once.** All other testing policies and procedures apply.

**Final Exam with Accommodations Schedule:**

<b>Monday, Dec 5</b>	<b>Tuesday, Dec 6</b>	<b>Wednesday, Dec 7</b>
10:00 am – 12:00 pm 3:00 pm – 5:00 pm	10:00 am – 12:00 pm 3:00 pm – 5:00 pm	10:00 am – 12:00 pm