

## **SMART Lab Policies – Spring 2021**

**(UPDATED: January 6, 2021)**

<b>SMART Lab (LIB232) open Lab hours:</b> Monday - Thursday: 9:00 AM – 6:00 PM Friday: 9:00 AM – 4:00 PM Saturday & Sunday: CLOSED	<b>Holiday Closings:</b> Monday, January 18 (MLK Holiday) Sunday-Sunday, April 11-18 (Spring Break)
---	---

**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.*

#### **DO:**

1. Reserve a computer in the [Library reservation system](#) each time you wish to visit the SMART Lab.
2. Check in and out using the QR code affixed to your reserved workstation.
3. Clean your workspace with the provided supplies before and after each session.
4. Wear a mask or face covering at all times when inside the Library & SMART Lab.
5. Stay at least 6 feet apart from others at all times.
6. Place all cell phones, watches, and any other electronic devices that beep or ring in the off or vibrate position while in the lab.
7. Be polite, respectful, and have consideration for peers and staff in the lab.
8. Work only on math-related coursework (homework, quizzes, study plans, course-related multimedia content) while in the lab.
9. Bring all appropriate supplies: notebook, writing utensil, TI-30XA or TI-30XIIS calculator, and headphones (if you wish).
10. [Make appointments](#) for tutoring online – the tutors are there to help!
11. Log out of your computer 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 Students Rights and Responsibilities for further action.*
5. Ask for assistance from a tutor on a quiz or test.
6. Leave your SMART Lab computer logged in and unattended.

## LAB ORIENTATION

1. **During the first week**, students should view the SMART Lab Orientation slideshow provided by their instructors. Students are responsible for all the information contained in the orientation.
2. If you have any questions pertaining to the information in the orientation, contact SMART Lab staff at [smartlab@usf.edu](mailto:smartlab@usf.edu).

## SMART LAB TUTORING

SMART Lab and Business Calculus tutoring is available live, online six days a week via MS Teams. To connect with a tutor:

### 1. **Make an Appointment**

Visit the [ASC appointment page](#) to make an appointment with a SMART Lab or Business Calculus tutor. In the appointment system, select SMART Lab or Business Calculus, as appropriate, and complete the booking details. For details on making a tutoring appointment, view this [instructional video](#).

### 2. **Access your Appointment**

Access your appointment through Microsoft Teams and/or your Outlook calendar. Click the Join link at the appropriate time to connect with your tutor. Adhere to all ASC tutoring policies and expectation detailed [here](#).

### 3. **Quizzes & Tests**

You cannot receive help from a tutor on quizzes or tests. Violations of Academic Integrity will be reported to instructors and addressed at their discretion.

## UTILIZING THE SMART LAB

The SMART Lab is dedicated workspace only for students enrolled in SMART Lab courses. It is located on the 2<sup>nd</sup> floor of the Library. You must make a reservation to enter the Library.

### 1. **Reserve a computer**

Visit the [Library's seat reservation](#) system to reserve a computer in the SMART Lab. In the reservation system, select Zone: 2<sup>nd</sup> Floor and Category: 2<sup>nd</sup> Floor Computer Lab (SMART Lab). Select the date and time you wish to visit and click submit. For details on making a reservation, view this [instructional video](#).

### 2. **Check in & out**

Check in & out using the QR code affixed to your SMART Lab workstation.

### 3. **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.

### 4. **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> .

## SMART LAB TESTS

*With the exception of Business Calculus*, there are two testing opportunities for each of four tests. Each test attempt will be available only during the dates and times specified in your syllabus. **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.**

**Final Exams** are scheduled during Week 16. Final Exams are available only during the dates and times specified in your syllabus. **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.

## TAKING A TEST IN THE SMART LAB

If you wish to take a test in the SMART Lab, you must:

### 1. **Reserve a computer**

Visit the [Library's seat reservation](#) system to reserve a computer in the SMART Lab. In the reservation system, select Zone: 2<sup>nd</sup> Floor and Category: 2<sup>nd</sup> Floor Computer Lab (SMART Lab). Select the date and time you wish to visit and click submit. For details on making a reservation, view this [instructional video](#). Be sure to consider the SMART Lab open Lab hours AND your test due date/time prior to making your reservation. Do not wait until the last minute to attempt to take a test in the SMART Lab.

### 2. **Arrive to the Lab**

Arrive to the SMART Lab at your reserved time and proceed to your reserved computer. Be sure to check in and out using the QR code affixed to your SMART Lab workstation. You may log-in and proceed with your test when you are ready.

### 3. **Proctorio**

If you are utilizing Proctorio for your test, stop by the SMART Lab desk to borrow a webcam. Webcams are limited and will be distributed on a first come, first served basis. If no webcam is available, you will be permitted to wait until one becomes available, provided your seat reservation allows for extra wait time. If headphones are required, students must provide their own.

## ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Students in need of academic accommodations for a disability may consult with the office of Students Accessibility Services (SAS) <https://www.usf.edu/student-affairs/student-accessibility/> to obtain a current Memorandum of Accommodations. This request through SDS usually requires 5 (five) business days advance notice. **Students must provide a current Memorandum of Accommodations to their instructor prior to the start of the first test.** Students may request accommodations at any point during the semester, but accommodations are not retroactive. Any grades earned before a student's request accommodations will typically stand. Students cannot receive extra time on exams if the guidelines described above are not followed.

