SMART LAB POLICY – SUMMER B 2022
(UPDATED: JUNE 27, 2022)

SMART Lab (LIB232) hours:	Holiday Closings:
Monday & Wednesday: 11:30 AM – 1:00 PM Friday: 9:30 AM – 11:30 AM	Monday, July 4th – Independence Day

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 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 stations every time you visit the lab.
2. Remember that the SMART Lab is a shared space; use hand sanitizer often and keep a clean workspace. Sanitizing wipes are available in multiple locations throughout the Lab.
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. Be logged-in to the SMART Lab computer and work only on math-related coursework (homework, quizzes, study plans, course-related content) while in the lab.
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. 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.*
4. Ask for assistance from a tutor or TA on a quiz or test.
5. 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.

LAB ORIENTATION

1. On the first day, 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 scratch paper, USF Student ID, TI-30XA or TI-30XIIS calculator and the access code for the program you will use in class: MyLab Math.
3. Students should arrive to the lab at the scheduled lab time 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 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 of the computer, return the 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. There are two testing attempts for each test. 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:

SMART Lab Summer B – Exam Dates/Times					
Test 1		**Test 2**		**Test 3**	
Attempt 1	Attempt 2	Attempt 1	Attempt 2	Attempt 1	Attempt 2
Wed, July 6 11:30 AM	Fri, July 8 9:30 AM	Wed, July 20 11:30 AM	Fri, July 22 9:30 AM	Wed, Aug 3 11:30 AM	Fri, Aug 5 9:30 AM

TEST POLICIES/PROCEDURES

1. **Test-Day Process**

   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.

2. **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, having a cell phone or electronic device turned on in the testing area, bringing in or 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 a 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.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

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) prior to the start of testing**. 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/