

Lab Assignments: **Double-turn-in Reminders**

- Leave enough space (a column $\sim 1/3$ of the page width) for later correcting. Fold/draw a line to remind yourself.
- Do not provide lab manual question pages.
- Report lab number, title, lab parts /question numbers (in order) to clearly organize your assignment.
- Report your name, course, lab time /your instructor's name on the front page top right corner. Usually title pages are unnecessary.
- Use the pre-formatted sheets when provided; insert them in your assignment in their correct place.
- Each lab (Lab 1, Lab 2, etc.) is a separate assignment. Staple each assignment separately (no folders, binders) & submit on time.

Requirements for Second Turn-ins

Obviously check your work! If we can't see how you evaluated your work, we can't give you marks.

- Use a visibly different coloured pen
- Use ✓ (check marks) when correct
- Use ✗ & ~~cross-outs~~ when wrong; add corrections in your own words
- Paraphrase the answer key to augment poor original answers
- Use previously left space, corrections must be readable

Completed 2nd turn-in work looks edited

More requirements for second turn-ins.....

Answer the Reflection Question (blue sheet)

- Consider the question. Formulate a clear, concise answer. Express it in clear professional writing.
- Staple your reflection answer page to the front of your second turn-in assignment.
- Ensure your name, course number /instructor's name are showing on the front page. (Either rewrite this on the Reflection page, or fold over the top right corner of the Reflection page to expose this information on your original assignment's front page.)

Always Submit on Time: Both the 1st turn-in and 2nd turn-in labs at the same time (by your ~ 2 day drop-off deadline – late submissions aren't accepted).