

Lab Hours:	Tu/Th at 11:00 am – 1:45 pm. Room # Q-313 (Engineering Technology Center, Marietta Campus)
Lab Instructor:	Sandip Das, Ph.D. Associate Professor Department of Electrical Engineering p. (470) 578-5140 e. sdas2@kennesaw.edu w. http://facultyweb.kennesaw.edu/sdas2/
Lab Text:	Lab Exercises, handouts, datasheets and video tutorials posted in D2L.
Required Hardware & Software:	Students will pick up their EE 2301 Lab Kit from the Tech Shop located at the 2 nd floor of the Q-Building (Room Q-244, Engineering Technology Center, Marietta campus). Students should purchase jumper wires by themselves. Measurement instruments are available in the laboratory. It is strongly recommended that you have a computer with Windows Operating System (Win 10 preferred). Instructions for simulations will be provided based on Windows. If you do not have Windows in your personal computer, then you can use a computer in the Q-building computer labs which have Windows computers. Warning: There is another Circuit-I course/lab (ECET 1101) in the Engineering Technology department (for ET majors). When you pick up your Kit from the Tech Shop, make sure that you pick up the correct Kit for EE 2301 Lab, NOT the one for ECET 1101. If you get the wrong kit, you won't be able to do some labs.

The following **Lab Policies** apply to all lab sections I teach.

Lab Group: Some labs will be performed remotely (at home) while other labs (majority of them) will be performed on campus in the designated lab room. There are no lab groups for the remote (at home) labs – those are individual labs (everyone needs to do their work individually). For on-campus labs, students will perform lab exercises (as well as associated prelab exercises) in a group of two. Lab groups have been formed and posted in D2L (check the document 'Lab Groups.pdf'). Lab groups will remain same throughout the semester. Changing lab sections or groups is not allowed without the permission of the instructor.

Please check the 'Lab Schedule' document to learn which labs will be performed remotely (at home) and which labs will be performed on-campus.

Lab Report/Datasheet: Most labs will require students to submit an informal report or a 'Datasheet'. The datasheet templates for each lab will be available in D2L.

Grading & Report Submission Policies: Each lab exercise is worth 100 points. We have 10 lab exercises. Lab reports/datasheets must be submitted by the due date through the designated D2L submission folder. After the due date/time, the D2L folder will automatically close. Failing to submit a report/datasheet on time will not earn you any points regardless of whether you performed the lab on campus or not. **No late submissions are accepted.** Do not send me lab reports/datasheets through email. Email submissions are not accepted.

All lab reports/datasheets must be submitted through D2L as a single pdf file. Other file formats (such as images, word files etc.) will not be opened/graded. You may prepare/write your lab report in Microsoft word, but **you must convert it to pdf format to submit through D2L.** You must write your name on the front page of the submitted Lab Report/Datasheet. **Not writing Name on the Lab Datasheets/Reports/Prelab Worksheets will be subject to a penalty of 5 points.** If a lab is performed in a group, then you must write the name of both group members on the Lab Datasheet and Prelab Worksheets.

Missed Labs Due to Emergency Situations: If you could not perform a lab exercise or submit the report by the due date because of an emergency situation (such as, car accidents, death of an immediate family member, serious illness that required you to go to the doctor, COVID positive test etc.), extra time can be allowed, however, you must produce documented proof to be eligible for such accommodations. Review of the emergency and granting of additional time is decided solely at the discretion of the lab instructor.

Lab Safety – Do's and Don'ts: Open-toed shoes are not allowed in the laboratory. Eating, drinking are not allowed in the laboratory. You can bring water or sport drinks in a bottle, but that must be kept away from your workbench in the lab and if/when you need to drink it, you must go outside the lab.

Attendance: Entering 15 minutes after the designated lab start time will be subject to a 10-points penalty. You will not be allowed to do any experiments if you are more than 25 minutes late in the lab. Therefore, please be on time. Once you complete your experiments for a lab, before you leave, you must inform and check it off with the instructor. The instructor will take a look at your experimental data and ask you to show a specific measurement before you leave the lab. **Leaving the lab without informing the instructor and not checking off will result in a zero in that lab.**

Lab Kit and Preparedness: Each student must bring his/her own lab kit and breadboard in each on-campus lab session. The instructor will check for lab kits and missing a lab kit/breadboard will be subject to 10 points penalty. "My lab partner has a kit" is not an excuse to be insincere and not bring your own lab kit. **Before you come to a lab session, it is important that you complete the prelab exercise and read the lab manual** (and any other resources recommended by the instructor). Coming unprepared to the lab may be subject to a penalty of up to 20 points and will be decided by the instructor based on the specific scenario.