Please read through the following carefully. All students enrolled in a SMART Lab course are expected to adhere to the policies herein.

SMART Lab Rules (The first violation of these rules will result in the student's name being sent to the course instructor for a warning. The second violation, and any subsequent violations, will result in the loss of lab attendance credit for that week.)

DO:
1. Sign in at the front desk each and every time you visit the lab.
2. Place all cell phones, watches, and any other electronic devices that beep or ring in the off or vibrate position.
3. Be polite, respectful, and have consideration for peers, tutors, and instructors in the lab.
4. Work only on math-related coursework (homework, quizzes, study plans, course-related multimedia content).
5. Bring all appropriate supplies: notebook, writing utensil, TI-30XA calculator, headphones (if you wish).
6. Utilize the tutors and TAs for homework assistance – they are here to help!
7. Sign out at the front desk when you leave.

DO NOT:
1. Bring 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 manager, and Students Rights and Responsibilities for further action.
5. Ask for assistance on a quiz.
6. Leave your SMART Lab computer logged in and unattended.

The required lab hours for the course are part of your class participation. The purpose of the lab is to give you every opportunity to succeed by providing resources and tutoring to help you learn the material.
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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Required Lab Time</th>
<th>SMART Lab Record of minutes, “m”</th>
<th>Weekly Lab Attendance Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to College Math (IDS 2931) and Intermediate Algebra (MAT 1033)</td>
<td>3 hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finite Math (MGF 1106)</td>
<td>2 hours or 85% score in Homework</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College Algebra (MAC 1105)</td>
<td>2 hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PreCalculus (MAC 1147)</td>
<td>2 hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Calculus (MAC 2233)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The following describes the policies and operating procedures for the SMART Lab. Please read the following information and procedures very carefully as there will be consequences for not following lab policy.

**Procedure for First Week Lab Orientation**

1. During the first week, 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 a spiral notebook, USF Student ID, TI-30XA calculator and the access code for the program you will use in class, either MyLabsPlus or WebAssign.
3. When you arrive at the lab, sign in at the front desk, log in to a lab computer, view the lab orientation slideshow, and complete tasks described in the presentation.
4. If you have any questions, ask any of the tutors or TAs who are available to assist you.
Procedure for 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 kept on the SMART Lab computer, not the front desk computer.** The time recorded by the front desk computer might be used as a back-up, should there be an issue with the SMART Lab computer.
   
   *Any student involved in falsifying lab attendance will receive a zero for lab class attendance for the semester. This includes, but is not limited to, using another student’s USF ID and tampering with the computer hardware or software to log lab hours.*

2. **What to bring**
   Students should only have their spiral notebook, TI-30XA calculator, earphones, and pencil or pen on the computer desk. The work in this notebook is the hardcopy of the work done to complete the computer work in the lab so be sure to record the date it was done.

3. **How to get help**
   TAs and tutors 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**
   While in the SMART Lab, students are expected to use a TI-30XA calculator. No other calculator is acceptable.

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 before proceeding/attempting 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://it.usf.edu/standards](http://it.usf.edu/standards).

Procedure for Tests
(Business Calculus students: check your syllabus for your particular testing procedures)

The four tests during the semester will occur in the SMART Lab during **Week 4, Week 8, Week 11, and Week 15**. There are two testing opportunities during each of the four weeks. It is necessary that students make a reservation to take the tests. The first test attempt will only be available on Monday/Tuesday/Wednesday and the second test attempt will only be available on Thursday/Friday. **If a student takes both attempts, then the higher grade will count for that test score.** If a student does not take at least one of the test attempts during test week, then they must have valid documentation approved by their instructor to be able to take a make-up test at 8:00 am on the last Friday of the last week of classes for the semester.

1. **Reservations.** Reservations must be made to take a test. A link to the reservations system is in your Canvas course. You can make or change reservations for first attempts until **9:00 PM the Wednesday before the test week,** except for: a) Test 4 for which deadline is Wednesday, November 25 at 2 pm and b) the final exam for which the deadline is the Saturday before final exams.
- Test reservations for all first attempts will open on the first day of classes. Reservations for second attempts will open on the Thursday before each test week.

- Below is a table of the designated test times for first and second test attempts.

<table>
<thead>
<tr>
<th>First Attempt Test Days/Times</th>
<th>Second Attempt Test Days/Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Tuesday</td>
</tr>
<tr>
<td>9 am (Walk-ins), 3 pm, 5 pm, 7 pm</td>
<td>9 am, 11 am, 1 pm, 3 pm, 5 pm, 7 pm</td>
</tr>
</tbody>
</table>

- Students should print the reservation at the time it is made and save it as proof of reservation.
- The printed reservation will have the student’s name, day & time of reservation.
- Students will be emailed a computer assignment on Friday, before test week, which you must print and bring with you to test day.
- Students without a test reservation for the first attempt will be allowed to sit for a test on Mondays at 9 am depending on available space and number of proctors.
- If a student does not take the first attempt on Monday, Tuesday, or Wednesday but wants to take the second attempt on Thursday or Friday, they must make the reservation by Wednesday of test week at 9:00 pm.
- If a student makes a reservation to take the second attempt, then they will be sent an email by 7:00 am on Thursday of Test week with their computer assignment. They should make a copy of the computer assignment and bring it with them to the test.
- Once the reservation deadline has passed, a student may not reschedule for that attempt. If they can’t keep their reservation and it is the first attempt, then they can make a reservation for the second attempt.

Final exams are scheduled during Week 16 per the following schedule:

**Final Exam Week 16**

<table>
<thead>
<tr>
<th>Monday, Dec. 7</th>
<th>Tuesday, Dec. 8</th>
<th>Wednesday, Dec. 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00 am – 12:00 pm</td>
<td>10:00 am – 12:00 pm</td>
<td>10:00 am – 12:00 pm</td>
</tr>
<tr>
<td>12:30 pm – 2:30 pm</td>
<td>12:30 pm – 2:30 pm</td>
<td>12:30 pm – 2:30 pm</td>
</tr>
<tr>
<td>3:00 pm – 5:00 pm</td>
<td>3:00 pm – 5:00 pm</td>
<td>3:00 pm – 5:00 pm</td>
</tr>
<tr>
<td>5:30 pm – 7:30 pm</td>
<td>5:30 pm – 7:30 pm</td>
<td>5:30 pm – 7:30 pm</td>
</tr>
</tbody>
</table>

- The final exam can only be attempted once.
2. **Test-day process**
   - Arrive 15 minutes before test time
   - Students who do not have the following items will not be allowed to enter the test area
     - copy of computer assignment email
     - valid USF Student ID or US Government-issued photo ID
     - TI-30XA calculator
     - blue (or green) book
     - pen or pencil
   - Students will be asked to drop their backpacks along the side of the room before sitting at their assigned computer
     - If a student enters the testing room late, they will **not** be given any extra time, even if the time display indicates otherwise, and will be asked to exit the testing area 30 minutes prior to the next testing time.
     - When it is time for the test to begin, students will be sent a test policy and testing directions to agree to. Click OK and then begin the test.
     - 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 will first turn in their blue book and sign out at the sign-out desk, and then retrieve their backpacks.

3. **Zero Test Grade.** A grade of zero on an exam will be assigned in one of the following situations.
   - The student misses his/her scheduled test date without a documented excused absence approved by their instructor
   - The student violates the USF academic integrity policies during the exam or in any circumstance relative 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 exam 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://ugs.usf.edu/catalogs/1516/pdf/AcademicIntegrityOfStudents.pdf](http://ugs.usf.edu/catalogs/1516/pdf/AcademicIntegrityOfStudents.pdf).
Accommodations for Students with Disabilities

Students in need of academic accommodations for a disability may consult with the office of Students with Disabilities Services (SDS) in SVC 1133 to obtain a current copy of their Memorandum of Accommodations. This request through SDS usually requires 5 (five) business days advance notice. An e-copy of the current Memorandum of Accommodations must be emailed to the student’s instructor no later than two Sundays before the test week. The instructor will forward your Memorandum of Accommodations to the lab manager and the course coordinator. Students may request accommodations at any point during the semester. As accommodations are not retroactive, any grades earned before a student requests accommodations will typically stand.

- Students registered with the office of Students with Disabilities Services (SDS) can make an accommodated test reservation from the SMART Lab Test reservation system by selecting the “SDS accommodations” option when making their reservation.
- Students eligible for SDS accommodations will have the following options to take their tests in the SMART Lab in LIB 232.

Test Weeks 4, 8, 11, 15

<table>
<thead>
<tr>
<th>SDS Attempt Test Days/Times</th>
<th>SDS Second Attempt Test Days/Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Tuesday</td>
</tr>
<tr>
<td>9 am, 3 pm</td>
<td>9 am, 1 pm, 5 pm</td>
</tr>
</tbody>
</table>

Final Exam Week 16

<table>
<thead>
<tr>
<th>Monday, Dec. 7</th>
<th>Tuesday, Dec. 8</th>
<th>Wednesday, Dec. 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00 am</td>
<td>10:00 am</td>
<td>10:00 am</td>
</tr>
<tr>
<td>3:00 pm</td>
<td>3:00 pm</td>
<td>3:00 pm</td>
</tr>
</tbody>
</table>