

Introductory Psychology Lab Policies

- 1) Students are responsible for acquiring and reading all handouts. Copies are available on the course website, as well as from the instructors. Students are also responsible for catching up on all missed lectures and labs. They should not expect the instructors to provide individual coverage of the material, outside of clarification.
- 2) Students are responsible for the information provided. The instructors are happy to answer questions, and clarify specific problems that students encounter, but should not be expected to repeat entire lectures or labs on an individual basis.
- 3) Students are expected to attend the lab section for which they are registered. Due to class size attendance in other lab sections is not permitted. Doing such will result in a grade of zero for any quiz written in the wrong lab section
- 4) Quizzes are given at the beginning of the lab, immediately following announcements and lab assignment submissions. Late arrivals will *not* be permitted to write the quiz, and must wait quietly outside the door until permitted entry after the quiz is completed. It is every student's responsibility to get to class on time. Bad weather, late arrival of buses, and cars not starting are *not* acceptable excuses.
- 5) Students who miss a lab need to contact the lab instructor immediately – that is *before* their next scheduled lab. Missed quizzes can be made up *only if* a doctor's note or other appropriate documentation is supplied. The lab assignment can be picked up from the instructor. The student is responsible for getting the data and notes from a classmate, and then completing the assignment. It is due at the beginning of the next scheduled lab.
- 6) Each lab assignment is due at the beginning of that section's next scheduled lab. See the lab schedule provided by the instructor for the dates and times of each section's labs. Late assignments will receive a grade of zero. The lab instructor, however, will examine them, if requested to do so to help the student understand the material.
- 7) If a student knows in advance he or she will be missing lab for a legitimate reason, he or she should talk with the lab instructor well in advance and be prepared to supply documentation. The opportunity to write the quiz in advance of the missed lab may be provided. The lab assignment will be treated as with any missed lab (see policy 3). *Note: vacations, extended weekends or extended Study Weeks, and meetings for other courses, sporting events, are not acceptable excuses for missing a scheduled class.*
- 8) Reasons for missing lab, aside from illness (with a doctor's note), will be judged by the instructor on a case-by-case basis and will require documentation.
- 9) All claims of illness or death in the family or other major crisis must be documented.
- 10) In the case of a University closure (announced on local radio stations), students are responsible for finding out about plans for alternative scheduling. Such information will be posted on the course website, and on the A222G door. This information will also be announced in the next scheduled lecture and lab. Students may also contact the instructors by voice mail or e-mail for such information.