

SMART LAB POLICY – FALL 2019
(UPDATED: AUGUST 20, 2019)

SMART Lab (LIB232) hours:	Holiday Closings:
Monday - Thursday: 9:00 AM – 9:00 PM Friday: 9:00 AM – 4:00 PM Saturday: CLOSED Sunday: 1:00 PM – 3:00 PM	Sunday, Sept 1 - Monday, Sept 2 (Labor Day) Sunday, Nov 10 - Monday, Nov 11 (Veteran's Day) Thursday, Nov 28 – Sunday, Dec 1 (Thanksgiving)

Please read through the following carefully. All students enrolled in a SMART Lab course are responsible for adhering to the policies herein.

SMART LAB RULES

Violations of these rules 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 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 or TI-30XIIS calculator, and headphones (if you wish).
6. Utilize the tutors and TAs for homework assistance – they are here to help!
7. 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. 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 director, 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.

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 designated lab hours, but not during testing.** The purpose of your lab time is to give you every opportunity to succeed by providing resources and tutoring to help you learn the material.

Intermediate Algebra (MAT 1033)	
Weekly Required Lab Time: 2 hours	
SMART Lab Record of minutes, "m"	Weekly Lab Attendance Grade
$m \geq 120$	100%
$60 \leq m < 120$	50%
$0 \leq m < 60$	0%

Finite Math (MGF 1106)	
Weekly Required Lab Time: 2 hours or $\geq 70\%$ on associated quizzes	
SMART Lab Record of minutes, "m"	Weekly Lab Attendance Grade
$m \geq 120$	100%
$60 \leq m < 120$	50%
$0 \leq m < 60$	0%

College Algebra (MAC 1105)	
Weekly Required Lab Time: 2 hours or $\geq 70\%$ on associated quizzes	
SMART Lab Record of minutes, "m"	Weekly Lab Attendance Grade
$m \geq 120$	100%
$60 \leq m < 120$	50%
$0 < m < 60$	0%

PreCalculus (MAC 1147)	
Weekly Required Lab Time: 2 hours or $\geq 70\%$ on associated quizzes	
SMART Lab Record of minutes, "m"	Weekly Lab Attendance Grade
$m \geq 120$	100%
$60 \leq m < 120$	50%
$0 < m < 60$	0%

Business Calculus (MAC 2233)	
Weekly Required Lab Time: 100 minutes	
SMART Lab Record of minutes, "m"	Weekly Lab Attendance Grade
$m \geq 100$	100%
$50 \leq m < 100$	50%
$0 < m < 50$	0%

LAB ORIENTATION

1. **During the first week**, students must go to the SMART lab during lab hours to complete a SMART Lab Orientation.
2. The SMART Lab Orientation will be available **Tuesday, August 27th at 3:00 pm** through **Friday, August 30th at 4:00 pm**.
3. Students will complete the Orientation in a “self-paced” format and will NOT be permitted to begin the Orientation less than ONE (1) HOUR prior to lab closing time.
4. Please bring a spiral notebook, USF Student ID, TI-30XA or TI-30XIIS calculator and the access code for the MyLabsPlus homework software you will use in class.
5. When you arrive, check in at the SMART Lab front desk for instructions.
6. 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 kept on the SMART Lab computer**, not the front desk computer. The time recorded by the front desk computer will be used as 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 or TI-30XIIS 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 computerized assignments 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

During SMART Lab tests, **students are only permitted to use a TI-30XA or TI-30XIIS calculator**. No other calculator is acceptable. 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 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://www.usf.edu/it/about-us/policies-standards/acceptable-use.aspx>.

TEST DATES/TIMES

With the exception of Business Calculus, tests throughout the semester will occur in the SMART Lab. **Students must make a reservation to take each test.** There are two testing opportunities for each of four tests. Each test attempt will be available only during the dates and times specified in the schedule below. **If a student takes both attempts, the higher grade will be counted.** If a student does not take at least one of the test attempts during the scheduled dates and times, they must have **valid documentation approved by their instructor to take a make-up test at the end of the semester.**

First and Second Attempt Test Schedule:

FIRST ATTEMPTS			SECOND ATTEMPTS	
Tests 1, 2 & 3 – Weeks 4, 7 & 10			Tests 1, 2 & 3 – Weeks 5, 8 & 11	
Wednesday	Thursday	Friday	Monday	Tuesday
9 AM*, 11 AM, 1 PM, 3 PM, 5 PM, 7 PM	9 AM*, 11 AM, 1 PM, 3 PM, 5 PM, 7 PM	9 AM*, 11 AM, 1 PM	9 AM*, 11 AM, 1 PM, 3 PM, 5 PM, 7 PM	9 AM*, 11 AM, 1 PM
Test 4 – Week 14			Test 4 – Week 15	
Monday, 11/25	Tuesday, 11/26	Wednesday, 11/27	Tuesday, 12/3	Wednesday, 12/4
9 AM*, 11 AM, 1 PM, 3 PM, 5 PM, 7 PM	9 AM*, 11 AM, 1 PM, 3 PM, 5 PM, 7 PM	9 AM*, 11 AM, 1 PM	9 AM*, 11 AM, 1 PM, 3 PM, 5 PM, 7 PM	9 AM*, 11 AM, 1 PM

*9 AM tests are designated as the best opportunity to test as a “Walk-In”, if necessary. See additional information below, under Reservations.

Final Exams are scheduled during Week 16. With the exception of Business Calculus, Final Exams are available only during the dates and times specified below. **Final exams can be attempted only once.** If a student does not take the Final Exam during the scheduled dates and times, they must have **valid documentation approved by their instructor to take a make-up final on the last day of the semester.** All other testing policies and procedures apply.

Final Exam Schedule* – Week 16:

Monday, Dec 9	Tuesday, Dec 10	Wednesday, Dec 11
10:00 am – 12:00 pm	10:00 am – 12:00 pm	10:00 am – 12:00 pm
12:30 pm – 2:30 pm	12:30 pm – 2:30 pm	12:30 pm – 2:30 pm
3:00 pm – 5:00 pm	3:00 pm – 5:00 pm	3:00 pm – 5:00 pm
5:30 pm – 7:30 pm	5:30 pm – 7:30 pm	

*Business Calculus Final Exams will be administered in a paper format and scheduled according to the USF Final Exam Matrix. Consult your instructor for further details.

TEST POLICIES/PROCEDURES

1. Reservations

Reservations must be made for each attempt for all tests.

- The link to the reservations website is located in your Canvas course & on the SMART Lab computer desktop.
- Students should document the reservation at the time it is made as proof of reservation (ie: print, screen shot, save, etc). The reservation will have the student's name, date & time of reservation.
- Students will be emailed their computer assignment prior to the start of each testing period. Please memorize your computer assignment prior to entering the lab for your test.
- If a student does not make a reservation or misses their reservation time:
 - Student *may* be allowed to sit for an exam as a walk-in, depending on available space and number of proctors. Walk-ins should report at any 9:00 am test for the best chance of getting an available seat.
 - Student can forfeit the first attempt, and make a reservation to take the second attempt.
- Once reservations close, a student may not make or change a reservation for that attempt.
- Reservations open and close according to the following schedule:

Test Reservations Open/Close Schedule:

TEST	TEST DATES	RESERVATIONS OPEN	RESERVATIONS CLOSE
1 – 1 st Attempt	9/18 – 9/20	Monday, Aug 26	Monday, Sept 16 11:59 PM
1 – 2 nd Attempt	9/23 – 9/24	Tuesday, Sept 17	Friday, Sept 20 3:00 PM
2 – 1st Attempt	10/9 – 10/11	Monday, Aug 26	Monday, Oct 7 11:59 PM
2 – 2nd Attempt	10/14 – 10/15	Tuesday, Oct 8	Friday, Oct 11 3:00 PM
3 – 1st Attempt	10/30 – 11/1	Monday, Aug 26	Monday, Oct 28 11:59 PM
3 – 2nd Attempt	11/4 – 11/5	Tuesday, Oct 29	Friday, Nov 1 3:00 PM
4 – 1st Attempt	11/25 – 11/27	Monday, Aug 26	Friday, Nov 22 3:00 PM
4 – 2nd Attempt	12/3 – 12/4	Friday, Nov 22 (3:01 PM)	Sunday, Dec 1 11:59 PM
Final Exam*	12/9 – 12/11	Wednesday, Nov 6	Friday, Dec 6 3:00 PM

*Except Business Calculus Final Exam. For exam date & time, consult the USF Final Exam Matrix.

2. Test-Day Process

To avoid confusion and delays on test day, please adhere to the following Test-Day process:

- 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
 - Pen or pencil
- Students will leave their backpacks at the entrance of the lab before entering the testing area.

- If a student enters the testing room late, they will **not** be given any additional time, even if the time display indicates otherwise, and will be asked to exit the testing area 30 minutes prior to the next test 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 must first turn in their blue book and sign out at the sign-out desk, 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 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, 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://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.027.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 Memorandum of Accommodations. This request through SDS 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) no later than the Sunday before the test week.** 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.

- You cannot receive extra time if you do not follow the guidelines described above. See the SDS Student Handbook. <http://www.usf.edu/student-affairs/student-disabilities-services/documents/student-handbook-fall-2015.pdf>

- 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 may test in the SMART Lab (LIB 232) only during the following test times:

First and Second Attempt with Accommodations Test Schedule:

FIRST ATTEMPTS			SECOND ATTEMPTS	
Tests 1, 2 & 3 – Weeks 4, 7 & 10			Tests 1, 2 & 3 – Weeks 5, 8 & 11	
Wednesday	Thursday	Friday	Monday	Tuesday
9 AM*, 1 PM, 5 PM	9 AM*, 1 PM, 5 PM	9 AM*	9 AM*, 1 PM, 5 PM	9 AM*
Test 4 – Week 14			Test 4 – Week 15	
Monday, 11/25	Tuesday, 11/26	Wednesday, 11/27	Tuesday, 12/3	Wednesday, 12/4
9 AM*, 1 PM, 5 PM	9 AM*, 1 PM, 5 PM	9 AM*	9 AM*, 1 PM, 5 PM	9 AM*

Final Exams are scheduled during Week 17 of the semester. With the exception of Business Calculus, students with SDS Accommodations may test according to the schedule below. **Final exams can be attempted only once.** All other testing policies and procedures apply.

Final Exam with Accommodations* - Week 16 Schedule:

Monday, Dec 9	Tuesday, Dec 10	Wednesday, Dec 11
10:00 am – 2:30 pm 3:00 pm – 7:30 pm	10:00 am – 2:30 pm 3:00 pm – 7:30 pm	10:00 am – 2:30 pm

*Business Calculus Final Exams will be administered in a paper format and scheduled according to the USF Final Exam Matrix. Consult your instructor for further details. Students with SDS Accommodations may be eligible to take the Final Exam in the SDS testing center.