Guidelines for the VIAP Lab activities

There will be 2 lab activities and you are requested to do the following for these activities.

1. **All students MUST prepare a logbook.** You are requested to log down any findings, observations and data obtained in each lab session, answer the questions listed in the lab sheets, draw conclusions and make comments based on your logged stuff in your logbook. Make sure that your logbook is signed by tutors before you leave. This will be one of the key elements on which I based to give marks.
   - To save time, you may attach lab sheets to your logbook.
   - If you use an electronic log book to log things in the lab session, you have to print it out to have it signed.
   - I just want the original, the signed version of the logbook. I DON'T want any one to waste time on decorating a fancy logbook after the class for getting high marks from me.
   - You may log down everything on the lab sheets and, if necessary, additional sheets of paper and then bind them together to form a logbook.

2. During the lab sessions, tutors will tour around to assist you and they will ask you questions related to the lab activities. Your performance in answering the questions will be taken into account when I give marks. Don't worry. You shouldn't have any problem to answer the questions as long as you do your lab seriously on your own.

3. Your working attitude in the lab sessions is another element for me to give you marks. Don't let the tutors see you fooling around, browsing the Internet for fun, doing anything which is irrelevant to the lab activities, copying logbook, day-dreaming or waiting for answers from your classmates. You should stay in the lab until the end of the session unless you complete the lab activity assigned in that lab session and have your logbook signed by the tutors. Give me your reasons if you have to be late or leave early.

4. At the end of the semester, each one of you is requested to submit a lab report based on one of the two lab activities and your logbook.

5. **For some acceptable reasons** if you cannot attend a particular lab session, **you may do your lab at home.** Feel free to seek for advices from me if you encounter difficulties in the course. If you do it at home, present your logbook to tutors to have it signed afterwards. Tutors will also ask you questions related to the lab activities then. Doing your lab at home without supervision is not recommended. You may miss a lot as a briefing and highlights are given in the lab. If necessary, additional evening time slots for lab activities can be arranged for part-time students.

Composition of the marks for the lab component is as follows.

1. logbook 40%
2. questions 30%
3. report 10%
4. attitude 20%