1. There is no lab manual for this class. Resources for completing labs will include: ESCI department materials (available in class); handouts supplied by teacher; worksheets & resources available through the course web resources (to be printed for use in class); and your text resources and lecture notes for the class. If you are required to print and bring resources, that information will be posted on course webpage or D2L, not later than 5 pm on the day before class. You are expected to check the web resources regularly, and come to class prepared with the needed materials!!

2. Upon arrival in the lab, take out what you will need for class, and store all other belongings (backpacks/bags, etc.) in the cabinet or under the lab table. During class sessions, instructor and students will be moving around the classroom; anything in the aisles presents a safety hazard and an obstacle. Proper storage allows maximum work space on the lab benches, leaves aisles clear for us to move around, and reduces risk of damage to your possessions.

3. Note-taking on a laptop is not as effective as taking notes by hand, particularly in a lab setting. Using a laptop is allowed only to the extent that it does not interfere with the designated activity. If a laptop is in the way or presents a distraction, be prepared with a “backup plan” for note-taking.

4. Food is not allowed in the lab/classroom. Drinks, in a container with lid, are allowed; however, it is only allowed to the degree that it does not interfere with activities, nor does it pose a risk of damaging any ESCI materials. You are responsible for cleaning up after yourself: dispose of trash in the proper receptacle, and place recyclables in a designated container.

5. ESCI lab materials are for use in the laboratory as directed. These materials are to be treated with care, in the manner directed by the instructor. Any intentional or incidental damage due to misuse of materials or disregard for the rules will result in lowered grade and/or financial obligation.

6. Your safety— and that of others around you— is important to all of us! Follow directions for using materials and equipment; pay close attention to observing any cautions and good scientific practices; and ask if you have any questions! Good lab practice includes following precautions, as instructed, with materials that could pose a hazard; you will be informed about any appropriate cautions and procedures.

7. Some exercises will be completed within the lab period and turned in on the same day; others may require that you complete them outside of the available class time. If a lab exercise is not completed during the allotted class period, materials will be accessible through the ESCI tutoring office (BBH 130) or as directed by the instructor; it is your individual responsibility to make the time to complete the work. ESCI materials are not to be removed from the designated ESCI rooms.

8. Respect for others leads to a positive classroom dynamic:
   - Silence or turn off cell phones and other electronic devices for the duration of the class period. Use of such devices in ways that are unrelated to class activities is not respectful to others in the class.
   - Listen when others are speaking, and keep an open mind to consider different viewpoints fairly.
   - If you have a question for me, or a contribution to the discussion, by all means speak up. However, if conversation with others is not part of a class activity, you will be asked to leave. Respect those in class who are trying to listen – or speak. Disruptions in the classroom will not be tolerated.

9. Lab work most frequently will be accomplished through working in small groups or pairs; you will therefore be required to exhibit good team citizenship in this class. “Team citizenship” is about respecting others (see rule #8!), putting forth your best effort, actively participating in the process and contributing to team discussions, and following through on your individual responsibility for your work.