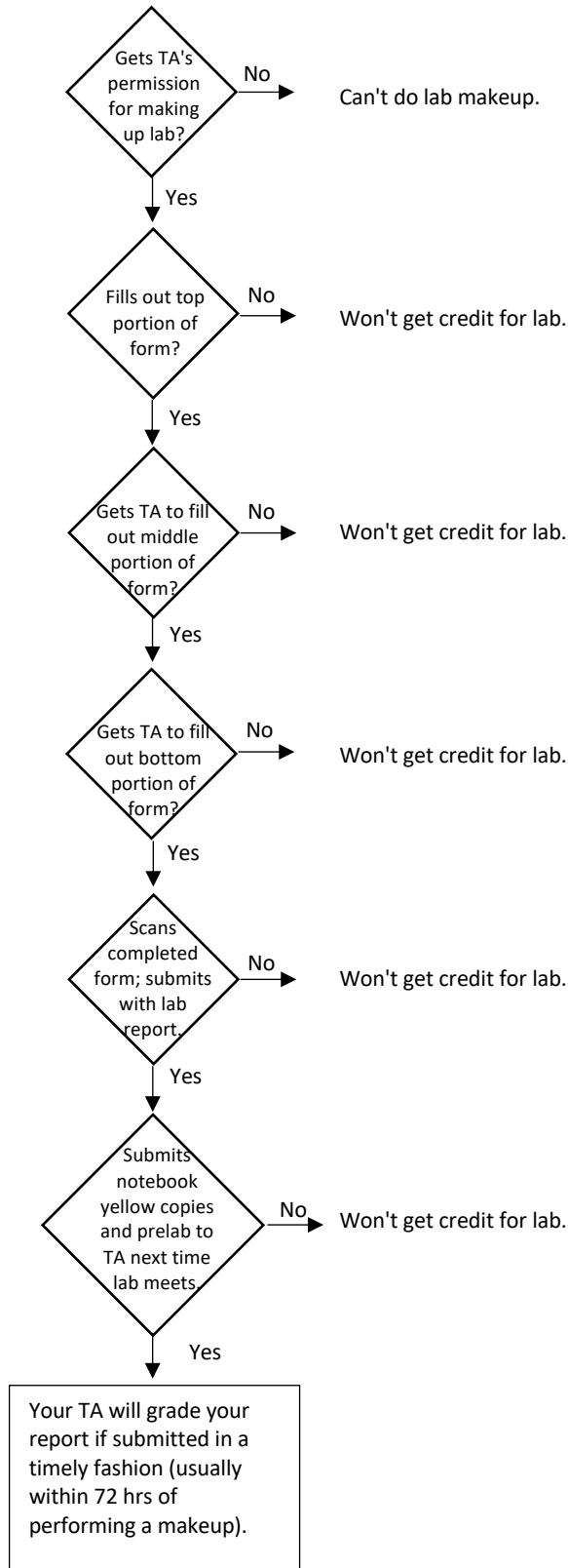


**Flow Chart for Making up a Lab – Spring 2020 and beyond
(See TA schedule on ICN resource page)**



Procedure for Making up a Lab – Spring 2020 and beyond

Two Common Methods for Making Up a Lab

1. During the same week the lab is being performed. Generally, the lab cycle starts Tuesday and ends the following Monday. However, at the start of the semester, the it may be Monday through Friday. Check with your TA about the schedule.
2. Specially announced weeks where make-up labs will be available. In fall, they will be the days after Fall Break, the days right before the Thanksgiving break, and the last few days of the semester. In spring, they will some days right before spring break and some days during the last week of classes.

Student's Responsibility when making up a lab

- a. Use flow chart to understand what you need to do when making up a lab.
- b. Use form (next page.)
- c. You are responsible for filling out top portion.
- d. You are responsible for completing any pre-lab assignments.
- e. You are responsible for understanding the lab procedure, especially important if you do not have a lab partner.
- f. All make-up labs are done as lab reports.
- g. At the beginning of the lab session, show your pre-lab assignment to your substitute TA. **Keep the yellow copies of your notebook – you will hand them to your TA the next time you meet.**

- When making up a lab, in general, they will be due within 72 hours after you perform the lab (even if there is a break or Holiday after your make up lab).
- We suggest you find a day/time where you might be able to make up a lab, show up early and ask the TA if you can make up the lab. Please respect the decision of the TA. There are a lot of different reasons why it may not be a good idea for you to make up an experiment in that particular session.
- Show up at least 10 min before the lab session starts. Speak to the TA but you may also talk with the lab manager (Fuoad Sulley at fuoad.saliousulley@maine.edu, 229 Aubert Hall) to assist you in the process of making up a lab.

Teaching Assistant's Responsibility when making up a lab

When accepting a student into your lab for a make-up, you have a responsibility for:

- a. Make-up sure the student has a prelab assignment. Look it over but allow the student to keep it.
- b. Make-up sure the student completely fills out the top portion of the form (with TA name legible).
- c. At end of lab, sign the bottom form.
- d. Please note the student on your folder, so that if necessary, you can follow up with the students regular TA.

Form for Making up a Lab – Spring 2020 and Beyond

FILLED OUT BY STUDENT

Date of Make-up: _____

Name of Experiment: _____

Name of student performing make-up: _____

Name of student's regular TA: _____

Regular Day (circle) M T W Th F, Time (circle) morning afternoon and section (if known): _____

Student Signature: _____

FILLED OUT BY SUBSTITUTE TEACHING ASSISTANT

TA Name who will allow Make-up (filled out by substitute TA): _____

Signature and date of substitute TA: _____, date: _____

FILLED OUT BY SUBSTITUTE TEACHING ASSISTANT

Substitute TA evaluation of student's work:

Pre-lab work, lab work, etc. Total: _____

Comments:

Signature and date of substitute TA: _____, date: _____