1. **Lab Notes:** Lab notes must be taken during each lab or field experiment in a lab notebook, that is bound not loose-leaf. It is important that you take accurate and complete notes during all experiments. You will need them to complete the lab write-ups correctly. The TA will examine the lab notebooks periodically to verify the completeness of the notes for the lab notebook part of the grade.

2. **Computer use:** We will use the computers in the CIVL 4247 lab for data analysis, where you should have access to your career account. Save your work often! Have a memory stick to backup your work.

3. **Lab Write-ups:** For each lab exercise, part of the lab period will normally be devoted to any hands-on work in with the equipment in CIVL 4201 or elsewhere. You will then prepare a complete write-up of the data and results you have collected. These write-ups will be done using WORD and EXCEL for calculations and text entries (e.g., explanatory notes, etc.). When you have completed your write-up and data analysis, you will turn in a hardcopy printout of your report. In some cases, a required part of the assignment is also to turn in data files or documents that you generate, that you will upload to the wiki page. Instructions on how to do this will be provided.

Labs and reports will be graded based on (a) correctness of the methods and results, (b) clarity and completeness of in the presentation of the data and the accompanying discussion, (c) completion of all assigned tasks, and (d) neatness and organization. See supplementary handout for more detailed guidance.

Students are expected to stay in the lab until the end at 5:20, unless they have completed and turned in the lab write-up for that assignment. Unfinished lab write-ups will be finished outside the assigned lab period as homework. Due dates for the assignments are tabulated in the accompanying assignment list and schedules. No late write-ups will be accepted, except as defined by University policy! You are encouraged to do as much as possible of the write-up during the scheduled lab time when the TA is available for answering questions.

4. **Weather disclaimer:** Students should come to lab prepared to work in any weather. However, because of the nature of the class being very dependent on weather, the professor reserves the right to modify or cancel the lab schedule in the event of unavoidable circumstances. This may result in a different number of total points. Also, in the worst-case scenario where a group project becomes impossible due to
circumstances beyond the students or professor’s control, on the sole decision of the professor, an alternate pre-determined field campaign may be substituted for the group project.

5. **Weather forecasting**: Students are encouraged to participate in EAS39100-004 Team Weather Forecasting taught by Prof. Mike Baldwin, even if not registered. Likely class times are 1-1:20 pm every day in 4247. Though EAS535 is not about forecasting, the discussions are very insightful, especially the day prior to any measurement campaign or during measurement campaigns.

6. **Grading**: There are a total of approximately 136 points possible for the semester (see attached assignment list) from combined lab assignments, homework, and a group project. Read carefully the Group Project Description to understand the grading procedure. The student’s total score is divided by the total possible to give a percentage score for the semester. Extra credit is available: 1 pt for a departmental seminar ½ page writeup, turned in the following lecture period.

   Course grades will be based on the following fixed scale:
   90%=A
   80%=B
   70%=C
   60%=D