

ESL LAB POLICIES

The primary purpose of these lab policies is to maintain the proper discipline in the lab to allow students to function in a study environment which is quiet, orderly, and productive. Students are required to complete 13 hours of lab assignments; therefore, when you come to the lab, bring your assignments with you and be prepared to **BEGIN WORKING UPON ARRIVAL**.

1. It is the responsibility of you, the student, to be sure that you have properly signed in or out. **ASK FOR HELP**. If you **FORGET TO SIGN IN** or **SIGN OUT**, you will automatically **LOSE** your **TIME** for that session in the lab.
2. Any student found logging in or out using another student's social security number will lose all lab time and possibly lab privileges.
3. Only lab assignments are permitted (**no** homework, journals, or class novels).
4. You may have your notebook, the specific lab assignments, pencil/pen, and dictionary on your desk. Keep all other items in your backpack and under the table.
5. A current BCC library card is needed in order to borrow lab materials and will be required during routine checks. You must present this identification to the lab attendant to authorize the work that you have completed.
6. Do not write in lab books or on other lab materials.
7. Do your work **individually** and **in silence**. If there is something you do not understand, or you need help, **ask the lab attendants**.
8. Guests, children, and friends are not permitted in the classroom or the lab. Only current officially enrolled students are allowed. Children must not be left unaccompanied anywhere in the Learning Resource Center.
9. No CD's, radios, food, or uncovered beverages are allowed in the lab.
10. Phones and pagers (beepers) must be **off** or switched to **silent mode**.
11. Remain in the lab after signing in. **If you need to leave for any reason, you must sign out.** Leaving the lab while signed in will result in the loss of hours.
12. Be respectful and considerate to all in the lab. Students using rude or disturbing language or behavior will be asked to leave.
13. Students are responsible for keeping track of their completed hours.