

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 studious environment which is quiet, orderly, and productive. Students are required to complete 13 hours of lab assignments. **Cell phones should be off and put away.** Be prepared to BEGIN WORKING UPON ARRIVAL.

1. Students are required to bring class notebook / ESL Lab folder containing the class syllabus, lab policy, lab schedule, lab assignments, pen/pencil, and paper.
2. It is the responsibility of you, the student, to be sure that you have appropriately 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.
3. Any student found logging in or out using another student's social security number or Broward College ID will lose all lab time and possibly lab privileges.
4. Only lab assignments are permitted (**no** homework, journals, or class novels).
5. You may have your notebook, the specific lab assignments, pencil/pen, and dictionary/thesaurus on your desk. Keep all other items in your backpack and under the table.
6. A current BC library card is needed in order to borrow lab materials and will be required during routine checks.
7. Do not write in lab books or on other lab materials.
8. Do your work **individually** and **in silence**. If there is something you do not understand, or you need help, **ask the lab attendants**. Pronunciation students will need to record quietly.
9. Guests, children, and friends are not permitted in the classroom or the lab. Only current officially enrolled students are allowed. According to college policy, children must not be left unaccompanied anywhere in the Learning Resource Center.
10. No MP3s, iPods, food, or drinks are permitted in lab.
11. Texting is prohibited.
12. 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.
13. Be respectful and considerate to all in the lab. Students using rude or disturbing language or inappropriate behavior will be asked to leave.
14. Students are responsible for keeping track of their completed hours. Students can check their individual reports by logging in to myBC Login at www.broward.edu.

I, _____, have read the ESL Lab policies. I understand them and agree to comply.

Signature: _____ Date: _____

Course: _____

Reference #: _____

Professor: _____