Operations

1 Emergencies

- call campus police

  Emergency Number: Extension 5555 or 911 (on campus phones) and 575-835-5555 (off campus or cell)

  Non emergency: 575-835-5011 (Off Campus or by Cell) or Extension 5434 (on campus)

  E-Mail: dispatcher@nmt.edu

  Location: Student Activity Center Building; Located at the Southwest corner of the athletic field, west of Steve Torres Hall.

- Fire Alarm
  Evacuate the lab and close the door. Once outside, do a roll check to verify that everybody in your lab got out.

2 Safety

- Check the first aid kit.
- No food is allowed in the lab. Beverages are OK as long as they are in a spill-proof container.

3 Standard Operations

- Before you start the lab, make sure that all equipment is in working order. If unsure, do not allow students to use the equipment and notify me as soon as possible. I'm here from 8 to 5 – send me an email after hours. My cell number is 505.366.9875
- At the beginning of every lab do a roll call (check). This action is important for various reasons, but the most important is that in case of an emergency evacuation, you will be able to account for all your students.
- Before the students leave the lab, initial their raw data sheet; students must include it in their lab report. This action is important because it allows us to randomly check consistency between data and results, which discourages plagiarism.
- Before you exit the lab, make sure that you leave it ready for the next session. If equipment broke down during your session, leave a note for the next TA and notify me, so I can try to fix it as soon as possible. Make sure that both doors to the lab are locked unless the next TA is already present in the lab.

4 Policies

- Lowest grade is discarded.
- In general, there are no makeup labs. Under some circumstances and at your discretion, you could arrange for your student to take the lab with a different TA during the week when the lab is being offered. The last resort is to use the week before finals to make up the lost lab.
- **Academic honesty.**
  New Mexico Techs applicable policy regarding academic honesty is expressed in the NMT Undergraduate Catalog, and it will be strictly enforced. You are responsible for knowing, understanding, and following this policy.

  Laboratory exercises are a group effort and discussing the material with each other is encouraged. Data obtained during the lab session is expected to be the same within each group (tables, graphs, etc.). However, your written assignment must be your own work, and plagiarism is not tolerated. Any suspicion of a violation of the letter or intent of the NMT policy will be reported to the Lab Director, who will determine the appropriate charges to bring to the office of the Associate Vice President for Academic Affairs.

  In general, obtaining answers that in any way bypass the need to think about the assignment is a violation of the academic honesty policy and can have serious consequences. If in doubt, please ask your instructor before submitting any work as your own.