

## ELEX 4550 Lab Information

Lab schedule updated Feb 14.

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### Split Lecture/Lab Course

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As an experiment, the lecture and lab portions of this course are being run independently. They may not cover the same material and may not be synchronized.

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### Lab Instructor

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Ed Casas. You can reach me by e-mail at [ecasas@bcit.ca](mailto:ecasas@bcit.ca), by phone at +1 604 432 8936 or by posting a question to the course web site (see below).

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### Office Hours

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My office is in SW1-3061, accessed through SW1-3059. Office hours are:

Day	Time
Monday	11:30 AM–2:20 PM
Tuesday	10:30 AM–12:20 PM

It's a good idea to let me know if you intend to come by as I may be away from my office.

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### Course Web Site

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Because the lab instructor will only meet with you in the labs, you should pay careful attention to announcements posted to the course web site. I recommend using the “Notifications” feature found on the drop-down next to the News widget’s title bar.

Lab instructions will be made available on the course web site (<https://learn.bcit.ca/d21/home/445573>).

Students can also ask and answer questions using the web site’s “Discussions” feature.

Please do not send e-mail from the course web site, these e-mails have invalid return e-mail addresses and I cannot reply to them. Instead, use the e-mail address above.

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### Lab Schedule

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Labs are 170 minutes long starting on Wednesday (Set 4L) or Friday (set 4M) at 8:30 AM. The labs will be in either SW1-3575 or SW1-3555. The tentative schedule is:

Wed	Fri	Lab	Room
Jan 17	Jan 19	1 – DTMF	SW1-3575
Jan 24	Jan 26	2 – Companding	SW1-3575
Jan 31	Feb 2	3 – DMT	SW1-3575
Feb 7	Feb 9	4 – DHCP	SW1-3555
Feb 14	Feb 16	5 – DNS	SW1-3555
Feb 21	Feb 23	6 – GNS3 and IOS	SW1-3555
Feb 28	Mar 2	Midterm Week (?)	
Mar 7	Mar 9	7 – OSPF	SW1-3555
Mar 14	Mar 16	Spring Break	
Mar 21	Mar 23	Easter Friday	
Mar 28	Mar 30	8 – PKI	SW1-3555
Apr 4	Apr 6	TBD	

Schedule changes will be posted on the course web site.

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### Evaluation

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The mark for each lab will be calculated as follows:

Component	Weight
pre-lab assignment	20%
completion of lab objectives	60%
accurate, complete and well-written lab report	20%

You will have approximately one week to prepare each pre-lab report. The purpose of the pre-lab assignment is to prepare for the lab so if the pre-lab report is not submitted before the start of the lab you will receive a mark of zero for that pre-lab.

The lab completion mark will depend on the lab. In most cases it will require collecting and analyzing data and you must submit a lab report with appropriate results to get the lab completion mark.

You will have at least one week after your lab to complete and submit your lab report. Any lab reports not submitted when the reports are collected will receive a mark of zero.

Please don't include a copy of your Pre-Lab Report in your Lab Reports. It's unnecessary material I have to download and skip through.

Only parts of each pre-lab and lab report may be marked.

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## Attendance and Absences

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You must attend a lab to get credit for completing it.

If you were unable to complete a lab due to illness, please submit a [Student Medical Certificate](#) to [Kelly Voros](#) who will then notify the instructors of the courses affected.

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## Proctored Lab Hours

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The telecom labs (SW1-3555, -3575, -3585) will be open for a few hours several evenings per week. Hours will be posted on the lab doors. Drop by SW1-3555 and ask the proctor for access to the appropriate room if you need to finish off a lab. You can also drop by if you want to work with your colleagues in a quiet environment.

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## Document Preparation and Submission

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### Document File Formats

In this course you will be asked to submit lab reports in specific file formats. *If you submit a lab report in the wrong file format you will receive a mark of zero for that submission.* The web site will not warn you if you submit a file in the wrong format.

Just as important as the file format is making sure your document is submitted to the correct dropbox and that it is readable. After uploading your submission, check that you've used the correct dropbox and then download your submission to make sure it was properly uploaded and is readable.

### Embedding Content

You should learn to include various types of content in your documents. In particular:

- scans or photographs of other printed or hand-written documents;
- graphs and tables created in 'Office'-type programs and embedded in your document;
- the screen output of arbitrary software using screen-capture utilities (e.g. Windows' 'Snip' tool)
- program listings must be single-spaced and use a monospaced font such as Courier. A simple way to ensure this is to open your code with Notepad++ and use Plugins -> NppExport -> Copy RTF to clipboard and then paste into your word processor.

## Cover Pages and Templates

Each submission *must* include the following on the first page (preferably on a separate cover page): the course number and name, the lab number and title, your name and BCIT ID, and the date the document was created.

You may find it helpful to create a document template that you can re-use for future submissions.

## Submission

All pre-labs and lab reports are to be submitted to the "Dropbox" section on the course web site.

You may use any file name for your document. Don't include comments when submitting your documents – I won't see them. You must click "Submit" after uploading your file. Check that your document can be downloaded and is readable. You should receive an e-mail confirmation; save it.

Submissions may be collected anywhere from a few minutes to a few weeks following the submission deadline. If you have not submitted your file(s) to the correct dropbox when I collect them you'll receive a mark of zero for that submission.

You'll be able to update lab reports until the time I collect them. So if you're not finished by the deadline I recommend submitting the incomplete version and updating it later if you get a chance.

The web site will not warn you if you submit a file in the wrong format.

For practical reasons, no marks can be given for reports submitted to the wrong dropbox.

Note:

1. If you do not submit a or lab report in the required file format I will not download it or read it and you will receive a mark of zero for that submission.
2. You must submit the document *in PDF format* unless another file format is specified.

These policies will seem harsh when you get no credit for something on you've spent much effort. Unfortunately, they're necessary in order to run the course efficiently and fairly.

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## Marking

The marking scheme will be published on the course web site under "Course Information" along with your encrypted marks. Each student will be supplied with a password they can use to view their own marks.

Marked lab reports will be uploaded back to the Dropbox section of the course web site and will be available in the "feedback" column. Typically each comment indicates an error for which a mark was deducted. Not all items in each report will be marked.

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## Copyright and Plagiarism

Throughout your career you will use the work of others. This introduces two different risks: copyright infringement and plagiarism.

Whenever you use the work of others you should ask yourself two questions:

- Am I allowed to copy this material? This question is answered by Canadian copyright law and determines whether you would infringe copyright.
- Do I need to cite a source for this idea? This question is answered by BCIT's policy on academic integrity and determines whether you would commit plagiarism.

Copyright law forbids copying others' work without permission although there are certain exceptions.

In addition to the "fair dealing" exemptions, BCIT belongs to [Access Copyright](#) which gives you permission to copy and download material from many publishers.

Plagiarism means taking credit for the work of someone else. Briefly, you must reference the source of an idea if there's a possibility a reader could mistake it as your own.

You are expected to comply with these laws and policies. The BCIT Library has introductory material on [copyright](#) and [avoiding plagiarism](#).

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## Academic Integrity

In this course labs are to be done individually. Students are encouraged to seek help from classmates but copying is not allowed. Instances of plagiarism will be reported to the Associate Dean and dealt with according to BCIT policy 5104 ("Sanctions range up to and including suspension from the institute.").

Here are some guidelines for this course:

**Don't:**

- divide up the questions or work together on solutions
- submit a modified copy of someone else's solution
- ask to look at someone else's solution or show someone else your solution, not even in rough form
- write out a solution for someone else, not even on a white board

**Do:**

- help someone else arrive at their own solution by asking them leading questions
- explain your interpretation of the question (but not the solution)
- explain material found in the lecture notes or other references
- share books, papers or links to useful reference material – unless finding this material is part of the assignment

- compare your final numerical results – but only if each person has arrived at their answer independently; any discrepancies must be resolved independently

Briefly, if a classmate asks for help, help them find their own solution, do not show them yours. When copying is detected we can't tell who copied from whom and all students involved will be penalized.

Labs may be set up in a way that allows plagiarism to be detected. This may not be obvious to you.