These rules apply to all lab sections. Your lecture instructor will have rules relating to lecture.

**Required Text:**

The 12th edition of the required text is acceptable (and less expensive).

You must be registered for a weekly lab. Lab schedules can be found at: www.geography.hunter.cuny.edu/tbw/wc.labs.spring.2015/index.html

**Required Course Lab Manual:**

**Rules & Policies for Weather & Climate Lab:**

Lab attendance is required and it is important you are in your seat at the time your lab begins. There will be a pre-lab quiz during the first ten minutes of every lab on the material covered in that day's lab exercise. You must come to lab prepared by reading the entire lab prior to your scheduled lab period. If you don't understand the lab material you should read the textbook chapter concerning that lab and refer to your lecture notes about the subject. I will cover lab subjects in lecture before the lab.

If you arrive to lab any time during the first ten minutes, you may work on the pre-lab quiz but all quizzes must be turned in at the ten minute mark. No one may take a pre-lab quiz at any time other than the first ten minutes of the lab period. During the pre-lab quiz you will submit completed labs from the previous week. Labs submitted after the first ten minutes of the lab period are considered late. After the pre-lab quiz your lab instructor will lecture for 15-45 minutes, depending on the subject. Since you will have received a lecture about the lab material in the lecture portion of the course this lecture will be a summary about the important points and your lecture instructor will point out some of the lab's pitfalls. After the lab instructor's lecture you will work on the lab. You may work on the lab with others BUT your work must be your own and we look closely at answer's that are word-for-word the same on two or more labs. This is plagiarism and will not be tolerated. All work must be in your own words. You are not required to complete labs during the lab period. Labs are due at the beginning of the next lab meeting and so you have at least a week to complete labs. Therefore, your lab grades should be consistently in the A/B range. If not then you are not putting in the necessary effort.

Late labs will have the grade reduced 20 points for each DAY it is late unless you have a valid excuse that can be documented. This rule will be strictly enforced.
Photocopied, emailed and/or faxed labs are not permitted. You may make a blank copy of a lab and then fill in the answers showing your work and calculations. Lab answers must be neat and you must show all math calculations and use proper units of measurement to receive credit for an answer. If your lab instructor cannot read your answers, your answers will be marked wrong. If an answer cannot neatly fit in the space provided, use a separate lined sheet of paper for your answers. Make sure your answers are properly numbered.

As said earlier, lab attendance is mandatory. Your overall lab grade will be reduced by 5% for each unexcused absence beyond one absence. Expect to spend the entire one hour and fifty minutes in lab. If you leave early and then have questions you lose the right to ask your lab instructor for extra help.

**Problems:**
If a problem develops during the semester relating to this course DO NOT LET THE PROBLEM BECOME SERIOUS BEFORE DISCUSSING IT WITH YOUR LAB/LECTURE INSTRUCTOR. It is better to talk early-on so we can attempt to find a solution. All conversations are in strict confidence.

*Students requiring special consideration during exams must make arrangements with the Office of AccessABILITY and tell your instructor of the arrangements.*

**Hunter College ADA Compliance Statement:**
_In compliance with the American Disability Act of 1990 (ADA) and with Section 504 of the Rehabilitation Act of 1973, Hunter College is committed to ensuring educational parity and accommodations for all students with documented disabilities and/or medical conditions. It is recommended that all students with documented disabilities (Emotional, Medical, Physical and/or Learning) consult the Office of AccessABILITY located in Room E1124 to secure necessary academic accommodations. For further information and assistance please call (212- 772-4857)/TTY (212- 650- 3230).*

**Plagiarism and Cheating (Important, read carefully):**
Plagiarism, dishonesty, or cheating in any portion of the work required for this course will be punished to the full extent allowed according to Hunter College regulations.

*Hunter College regards acts of academic dishonesty (e.g., plagiarism, cheating on examinations, obtaining unfair advantage, and falsification of records and official documents) as serious offenses against the values of intellectual honesty. The College is committed to enforcing CUNY Policy on Academic Integrity and will pursue cases of academic dishonesty according to the Hunter College Academic Integrity Procedures.*