**COURSE INSTRUCTION FORM FOR CHEMICAL ENGINEERING LABORATORIES**

* The students have to carefully read the General Safety Guidelines for Chemical Engineering Laboratories; and follow the instructions given below.
* The students should be present at the laboratory before the beginning of the experiments. The experiments will start at 09:30 for the morning groups and at 13:00 for the afternoon groups. If the student is late for an experiment, he/she will be considered as absent. He/she may follow up the experiment, but cannot participate. He/she should attend the make-up experiment in order to receive a grade.
* The students have to bring their own laboratory goggles, gloves and masks while attending the experiments; wearing laboratory coats is mandatory. While the experiments proceed, any type of jewelry should not be worn and long hair should be tied at the back.
* In order to provide occupational safety, students with a health issue (such as asthma, allergy, etc.) should inform the experiment coordinators regarding their health issue.
* Before each experiment, the students will take a written quiz covering the information given on the laboratory booklet about the experiment. The students have to receive a score of 50 points, out of 100 points. If a student receives a score less than 50 points, he/she will be considered as absent. He/she may follow up the experiment, but cannot participate. He/she should attend the make-up experiment in order to receive a grade.
* For each experiment, preparing a group report is required. The groups will hand out the report to the responsible research assistant of the experiment, on their following experiment day. The submission day and time will be determined by the responsible research assistant of the experiment. During the report submission, the students will take another written quiz on the information given during the experiment and on the laboratory report.
* The laboratory report cover page format can be obtained from the Chemical Engineering Department web site.
* Each student can only attend one make-up experiment. Therefore, if the student is compensated for more than one make-up experiments, he/she should choose one experiment to attend the make-up for. Students that cannot attend an experiment due to health issues have to bring a health report, in order to have the right to attend another make-up experiment.
* If a student does not participate in the make-up experiment, the grade of an experiment that is unattended, lately attended or without the sufficient grade from the pre-experiment quiz, will be taken as zero.
* The grades of the quizzes that are taken before and after the experiments, and the grade of the group report will be considered as the experiment grade for each student.
* The students will take one midterm exam during a chemical engineering laboratory course.
* The grade of a student at the end of a semester will be calculated as follows:
* Experiment grade = (0.3×pre-quiz) + (0.4×report) + (0.3×report quiz)
* Grade at the end of the semester = (0.3×arithmetic average of experiment grades) + (0.3×midterm exam grade) + (0.4×final exam grade)
* Due to Article 26 of YTÜ Education and Training Legislation for Associate and Bachelor Degrees, in order for a course to be evaluated as successful, the average grade of the student received for the course should be at least 40 out of 100 (Official Gazette with the date of 27.04.2018 and issue of 30404).
* Due to Article 24 of YTÜ Education and Training Legislation for Associate and Bachelor Degrees, the students should attend at least 80% of any practices apart from theoretical courses (Official Gazette with the date of 12.08.2017 and issue of 30152).

Please verify that you read the aforementioned information and will apply the instructions given above during the Chemical Engineering Laboratory course.

Student Number, Name and Surname: Date and Signature: