

Cisco Academy Lab Procedures:

Equipment:

Please return all equipment to where it belongs. If you don't have the equipment put away when the bell rings (cabling, etc.), you may lose points from your lab grade. If you are in the middle of a lab at the end of the day, ask me if it's O.K. to leave the equipment until the next day - but please don't ask me after it is too late to put anything away!

Saving Work:

You may need to save your work before leaving so the other class can use the equipment during the day. Be prepared to save your work well before the bell rings – otherwise, the subsequent class will probably reset the devices and you will have to start over – but you can start over only if there's enough time.

Lab Partners:

I will use the NetSpace software to randomly assign lab partners to the pods. Please cooperate with each other so you can complete the labs in a timely manner. We do not have extra time to waste when we go into labs.

As a good industry practice, one person should be chosen to be the team leader for each lab. The position to be the leader should change so the same people aren't leaders for every lab. Everyone participates in labs! There will be no campers in any of the labs. Leaders **KEEP THE TEAM ON TASK.**

As a general rule, the number of routers used in the labs will dictate the number of students that will be permitted in each group. I never want to see one or two students working while others are staring at their cell phones not participating. Everyone needs to learn the theory and hands-on skills. **NO GAMES!**

Safety:

Please do not stand on chairs or tables at any time. Don't throw or toss any item. Think safety when passing tools and equipment to others.

Theft & Destruction:

Although I've had very little problem with theft, please realize that the equipment and supplies in this room are owned by the taxpayers of our community – i.e.: your parents. The school administrators will be alerted and the police will be called. Stealing and defacing property is a crime. When students deface, destroy, or steal equipment, not only do they create a poor environment for the current students, they also ruin the lab experience for future students. Your younger siblings may be here one day.

If there's something that you want to use at home, ask me. You can probably check-out the tools or equipment to complete a project at home. If you want to make up some Ethernet cables, we have plenty of material so you can practice the skill of making the cable, and then take your project home to use.

Don't work hard, work SMART!

Time is short. Have a plan before starting the labs and then get the labs done in a timely manner. Think about what you are going to do before starting the lab. Don't get sidetracked in a group conversation about something that has nothing to do with the lab. We simply cannot have the entire class waiting around while a slow group of students attempts to finish their labs.

I will sometimes ask lab teams who have already finished their labs to help the other teams struggling to finish, but that cheats the struggling team out of the satisfaction of solving the problem on their own.

Students not finishing labs will be told to stop and be awarded only those points for the amount of lab completion only. **If you don't have the skills to do the labs in a timely manner, then you need to take the initiative to practice the skills on your own time. Packet Tracer is a wonderful tool that you can use at home to practice your skills – use it!**