

ChE 433/4 Lab Duties Schedule

Time	Task Description
before experiment	Planning & Preparation.
Week prior	* Turn in Preliminary report & safety analysis to Experiment Director. Revise as necessary.
Thursday 2:00	* Attend Common Calibration/Training session the week before experiment runs start.
Lab Week	* Run the lab experiment.
within one week after experiment is run	* Make arrangements to schedule oral presentation. Talk to Group Viewers, Faculty Oral Evaluator. * Sign up on BOTH sheets: schedule on Coordinator's door, Conference Room reservation schedule sheet.
within 30 hours after scheduling presentation	Coerce "Viewers" to submit confirmation to course web site that they agreed to the scheduled presentation date & time.
Two weeks after experiment	* Written reports DUE by 5 PM to Coordinator. * Each squad member must submit confidential Participation Form to course web site. * Each squad member must submit confidential Recommendation / Assessment Form to course web site.
Oral Presentation Day	set up computer, projector, video camera, and load files. All viewers MUST ATTEND , complete Oral Assessment Form , and submit to Faculty Oral Evaluator.
within one week after presentation	* Presenter must self-evaluate taped presentation using Oral Assessment Form and submit to Coordinator; return the tape.