

## MIT Ocean Engineering Teaching Lab

### GENERAL INFORMATION

A well equipped lab, such as the Ocean Engineering Teaching Laboratory (OETL), is a wonderful resource in which you can do amazing things with your engineering knowledge. Unfortunately, your time in the lab will be limited, so it is imperative that you come to the lab awake, prepared, and ready to work. Once in the lab you should work in an organized and efficient fashion. The following simple rules will help you to develop good lab skills:

1. Ready any assigned material before you come to the lab.
2. Take the time to think about the purposes and procedures of the lab before diving into the hardware.
3. Plan and organize your work before you start, don't forget to discuss this plan with your lab partner(s) if you have any.
4. Organize your work space, you can't do good work if you're uncomfortable.
5. Take thorough notes and write them in your lab notebook while you work, not after you work.
6. Analyze your data as soon as possible after the lab, this will reduce the risk of forgetting any important points about the lab that you may have forgotten to write down during the lab.

If you work in groups, then the group members are responsible for the fair division of labor in carrying out the lab activities. Each person within a group must keep his/her own lab notebook and common data and other information must appear in each group member's lab notebook. Each member of the group must do his/her own data analysis and write it up in his/her own lab notebook.

Tools and test equipment will be kept in common storage areas. You will get the equipment that you need at the start of the lab and return it to the proper storage areas at the end of the lab. Setups that must remain intact for more than one lab session may be left on the bench but they must be labeled with your name(s) and dated. If possible, such setups should be placed on the shelves above the workbenches to leave the workbench spaces clear for other students to use. There will be a set of drawers and shelves assigned to you and /or your class for long-term storage of project-specific equipment and parts.

We will go to the proper use of each tool and test instrument as it is needed for the labs. You will not be allowed to use a tool or test instrument unless you have been properly trained in its use. All equipment must be properly cared for and put away after each laboratory session. If any piece of equipment breaks notify the lab manager immediately so it can be fixed or replaced. Other students will be using this equipment during non-course hours. Notify the lab manager immediately if any equipment is left in a disorganized or dysfunctional state by non-course students.

You can make your own directory on any of the lab's computers. Just place that directory in the "My Documents" folder of the computer you are working on. Alternatively, if you

are a member of a course then you can put group work in the course's directory, for example, "My Documents\2.017". You will be given the computer login codes on the first day of the class. All your data, text and graphics should be kept organized in these directories. It is recommended that your directory be kept well-organized and backed-up periodically onto floppy disks, zip disks, or CDROMs that we will provide as needed. Each of our lab's PC's is connected to the campus network and the Internet so you can also upload your data to your campus account and do your analyses outside of the lab. The Internet and World Wide Web are great tools for research and while you are in the lab they should be used such. **CHATTING WITH YOUR FRIENDS OR OTHER NON-LAB RELATED INTERNET ACTIVITIES WILL NOT BE TOLERATED IN THE LAB!**

When you enter the lab place your coat, backpack and other personal items under a lab bench or chair, or otherwise out of the way. Do not dump your stuff on a workbench that you or your fellow students will be using, or in the aisles. The only things you should take to the workbench are your notebook, calculator and lab-related books. You should take ALL your personal belongings with you at the end of the lab session. We are not responsible for personal items left in the lab, they may be stolen and they definitely will be thrown away when we periodically clean the lab. The storage space assigned to the class is for class-specific items, not personal belongings. Bicycles are not allowed in the lab, they should be chained to the bicycle racks, outside, near the lab. Students may not wear roller blades in the lab or in the building.