1. Every student in this course is required to work a prescribed number of shifts, as per the course conspectus.

2. Each student is solely responsible for keeping track of their scheduled shift times. Coordinating the student's shift times with their scheduled course work is **NOT** the responsibility of the EMEC.

3. Any student failing to report for an entire shift, without prior notice of at least 30 minutes, shall receive a **NCNS (NO CALL NO SHOW)** designation on their grade sheet for said shift.

4. Any student that receives a **NCNS** designation on a shift, will be assessed a grade penalty, as set forth in the course conspectus. In addition to accruing said penalty, you will be required to make-up the missed shift. If an additional shift cannot be found or this requirement is not fulfilled, then it is the **student's responsibility** to inform the instructor about their failure to abide by the "**Tool Crib Expectations**".

5. Any student that reports for a shift more than 15 minutes late, will be required to sit for the remainder of the shift for which they have reported and additionally sit for another open shift if they do not wish to receive a grade penalty.

6. **All students are required to register for their shifts by the start of the second week of the semester.** Any student that has not done so will be expected to see the instructor or facilitator and explain to them why they were unable to meet the expectations of the course. Any student that has not done so will accept whatever shift they are assigned regardless of preference and without complaint.

7. When a student reports for their shift, it is **THEIR** responsibility to seek out the instructor or facilitator to sign them in. When registering, fill in the print your name and shift number sections only. When the student arrives for their shift, they will sign their name and the instructor or facilitator with initial the form to acknowledge their presence. Failing to do so will result in a **NCNS** designation on the ledger. **No Exceptions.**

8. For the rules and expectations provided to those participating in Tool Crib staffing, please see the posted itemized list in the Tool Crib above the computer station

**Attn:**

The computer station located in the Tool Crib, is for shift specific needs and scholastic purposes only. Those found misusing this piece of equipment will have to face any consequences deemed fit by the instructor in line with the severity of their actions. This may include, but not be limited to, a penalty assessed on said person's grade, dismissal from the course or disciplinary action brought forth against them in accordance with university policy.