



Lab Policies and Guidelines

1120 B term 2020

Last Edited October 19, 2020

I. Schedules

Lab Schedule

Week	Date	Fully Remote	Group A	Group B	Due Date (The Monday after)
1	Oct 21-23 (half week)	Pre Lab Quiz	Pre Lab Quiz	Pre Lab Quiz	Oct 23
2	Oct 26	Lab 1R	Lab 2	Lab 1R	Nov 2
3	Nov 2	Lab 2R	Lab 1R	Lab 2	Nov 9
4	Nov 9	Lab 3R	Lab 3	Lab 5R	Nov 16
5	Nov 16	Lab 4R	Lab 5R	Lab 3	Nov 23
6	Nov 23	(Thanksgiving week, no lab but the lab in our hearts)			
7	Nov 30	Lab 5R	Lab 4		Dec 7
8	Dec 7			Lab 4	Dec 12

Figure 1: This is the schedule for when the labs will be performed this semester. If you are fully remote your labs are listed on the far right. If you are a hybrid student we will separate you into Group A and B. Then you will alternate going into lab every other week.

Assignment Due Dates and Points

Remote	Group A	Group B	Assignment	Pt Value		
Oct 23	Oct 23	Oct 23	Pre Lab Quiz	2		Total Points
Nov 2	Nov 9	Nov 2	Lab 1 Quiz	5		100
Nov 2	Nov 9	Nov 2	Lab 1R	10		
Nov 9	Nov 2	Nov 9	Lab 2 // Lab 2R	20		
Nov 16	Nov 16	Nov 23	Lab 3 // Lab 3R	20		
Dec 7	Dec 7	Dec 12	Lab 4 // Lab 4R	20		
Dec 7	Nov 23	Dec 7	Lab 5 // Lab 5R	20		
Dec 12	Dec 12	Dec 12	TA Feedback	3		

Figure 2: This is when the labs are due.

II. Hybrid students policies

II.1. In person safety

There will be rigid, uncompromising policies on in person interactions and safety in lab. **Lab Instructors have full discretion to decide on what violates these policies, and students who do not comply with these safety standards will receive a zero for this lab, or at an extreme we will consider never allowing the student back into in-person lab this semester. This is for your safety and the safety of your peers.**

These standards include, but are not limited to

- Wearing a mask the whole time one is in lab.
- Cleaning your work space before and after lab with sanitizing wipes and sprays.
 - At the beginning of class grab a spray bottle and some paper towels. Then take them back to your station and spray everything you expect to touch (Keyboard, mouse, your chair). **Do not spray the electronics.**
 - Then wipe them down, or let it sit for a few minutes. See the next point for more information about why you may wish to let the cleaning agent sit.
 - At the end of class spray down all the things you touched (the table you sat at, the keyboard, mouse, your chair) and then **do not wipe it off with a paper towel.** In truth these cleaning agents require 10 minutes of application to achieve full efficacy. Therefore, as we are ending on the 40 (aka 20 minutes before the next class) we have time for you to leave the cleaning agent sitting on the ‘dirtied’ area before the next class.

- Staying 6 feet away from others, and respecting peoples space if they ask you to ‘stay back’.

Please see Fig. 1 for when you will be going into labs. Group A and B will be announced once we have achieved quorum on the first assignment, the Pre Lab Quiz. Also see Fig. 2 for when items are due. Lab 1R and 5R are to be done remotely with the help of your remote lab instructor. We understand that many will not be coming back from Thanksgiving, in which case one will perform the remote Lab 4R with their remote TA’s.

If you need extra lab time OH 117 will be open from 3-5 on Friday’s. Please remain respectful, safe, turn on the fans, and only 12 students are allowed in the room. If you have any issues in lab, and need an adult please either email Dana, or knock on their door (Olin 125).

III. Remote student policies

You will have your own section this time, so please if you are fully remote and not in the fully remote section (B10W in PH 1121 and B21W for 1120) please email the lab manager ldana@wpi.edu. Your course instructor will be Debanik Das, ddas@wpi.edu, who will hold lab hours twice a week. You are required to go to one of these labs. Please see Fig. 1 for when you are due to go into lab, and Fig. 2 for when one’s lab reports are due.

IV. All Students

IV.1. Extensions

All students should email their Lab Instructor to ask for extensions. If a student emails at least 6 hours before the deadline they get an automatic day extension, no penalty. After that day, or if a student does not email, your lab report loses one point per day. There are no possible extensions past the Friday before the term ends. If the term ends on a Friday, then the Friday before that one is the last possible day for an extension.

For extensions you should email your request towards the Lab Instructor who is leading that lab that week, but cc the second Lab Instructor to keep them in the loop.

If you ask and receive an extension please know it may take your Lab Instructor longer than the normal 1- 2 weeks to grade your lab report.

An example extension request is below. If you are having trouble with any specific aspect of the lab please include it in your email. If it is a python question please provide screenshots of your code.

Hi (Insert what your Lab Instructor has asked to be called here. If you’re not sure you should copy their signature),
I’m sorry to email you, but I don’t think I am going to finish the lab by the deadline. I have had this specific issue with the lab, and (then explain the issue you are having with the lab).

May I have another day (or three)to continue working on the lab?

Best

Student Name

IV.2. Lab Rules

- You do not need to ask to go to the bathroom. Please feel free to get up, take a break, go for a short walk whenever you wish.
- Please know that lab ends on the 40 minute mark, so please try and keep any (recommended) breaks you take short enough that you finish your entire lab.
- You should never need to buy anything for physics lab. We are not Chemistry lab (although we think they’re great!).
- Lab materials (including Canvas quizzes) are due at midnight of the Monday after they are assigned.
- Lab partners cannot have identical answers to theoretical questions (the questions where we require you to write a few sentences), and we would consider answers that are exactly the same academic dishonesty.
- Labs must be submitted on Canvas as a PDF file. Please convert your lab into a PDF before submitting your lab. Each partner must submit their own copy of the lab on Canvas. Though numerical data and calculations may be shared between partners, any conceptual questions must be answered separately. If you are not sure whether a question qualifies as conceptual, ask your Lab Instructor. Identical lab reports will receive a grade of zero for both lab partners! After you submit your lab, check whether your lab was correctly uploaded and that it is not blank or corrupted.
- You must show all work, such that someone reading your lab would be able to replicate all of your calculations. Make sure that all your axes are labeled and all labels are big enough to be read when you copy them into your lab report. In LoggerPro, this is easily accomplished either by shrinking the graph before you copy it or by increasing the font size. Every answer should use the appropriate number of significant figures, including uncertainties. Answers given without units will not receive full credit.
- No food or drinks are allowed in the lab room at any time.
- Attendance: For fully remote students you will have a 2 hour ‘synchronous lab’ period once per week. You are required to attend and check in with your Lab Instructor. You are not required to stay for the whole two hours, but you must check in with your Lab Instructor. We will assign lab partners based on a pre-lab survey, and we encourage, but do not require, you to work with your lab partner.
- Attendance: For hybrid students your schedule will vary, but if you are assigned in person lab for that day you must **email beforehand if you cannot attend. Email both your remote lab in structor and in person lab instructor.**
- **Your physics grade may depend on completing all of the labs in this course. Failure to complete labs may result in an NR for your course. See the requirements for lab above and be proactive.**

IV.3. Academic Honesty

Please review WPI's policies on Academic Honesty. What this means for lab is that your words and your work should be your own. To that end all of your theoretical work should be different from your lab partner's. Theoretical work meaning anything where you write a sentence.

Students should share their data taken in lab with their lab partner, but for remote labs they should always try and take their own data first. Please consult with your Lab Instructor if there is a reason you cannot take your own data. If so we will either provide you with data to analyze, or ask your lab partner to share with you.

Additionally you should perform any analysis individually. You may consult and help other peers, but you should do your own graphing, data processing, and statistics. If your code looks a lot like the resource code that's okay, but you should be running your own code, and not asking a peer to run it for you. Students are expected to make their own graphs, and not share graphs. The only exception is Logger Pro graphs that students format together in class.

The first time students violate this policy they will receive a warning. The second time they will receive a zero for that lab report. If the violation is egregious enough then we will consider kicking a student out of lab, and not letting them finish.

Students who work together need to include their partners names at the top of their worksheets. Even if you were not assigned a partner, but just worked with a friend, you should include their name. If you have concerns about what can be considered academic dishonesty please talk to your Lab Instructor! You will not be punished for asking!

IV.4. Reaching Out

If it is a question about the lab, such as help with Python or a homework question please direct that towards the Slack channel, or email your Lab Instructor.

All extension requests should be emailed to both of your Lab Instructors.

If it is a question about lab scheduling please ask your Lab Instructor's first, and then ask the Lab Manager (ldana@wpi.edu) if they don't know.

If it is a personal or sensitive topic please feel free to reach out via email to your Lab Instructors or Lab Manager. This includes requests for accommodations, grading issues or concerns about safety in lab. If you have **any** concerns about in person safety please email Dana (ldana@wpi.edu). We take issues of COVID and personal safety very seriously.

Dana has office hours Friday 9:30-10:30 at this link. The password is 314.

If you have questions about the labs please do **not** contact your conference instructor or course professor (Prof. Wen and Prof. Quimby), please contact your Lab Instructors or Lab Manager.