

Course Policies

1. These course policies have been designed by the instructor for the course: Dr. P. Mac Alevey. Please contact me if a question arises about these policies. The syllabus and contact information for all TAs will be posted on eLearning.

The manual is a description of some experiments. It is *not intended to be a comprehensive Physics textbook*. It is not a recipe book either and needs to be read carefully. Please don't think that you can get by skimming through the introduction and/or the instructions that are given in this manual. (See #3 below.) By far the most common difficulty encountered by students is their not knowing what they should do. This usually results from not reading the manual properly.

Some sections of introductory physics books might be useful. (These include "College Physics" by Hugh D. Young, "University Physics" by Young and Freedman, "Physics for Scientists and Engineers" by Serway & Jewett and "Fundamentals of Physics" by Halliday, Resnick & Walker etc.)

Any of the co-requisite classes [PHYS 1302 (College Physics II), PHYS 2326 (Electromagnetism & Waves) or PHYS 2422 (Honors Physics II)] might be helpful in this lab. **However no section of these classes follows the same schedule as this separate course and you might see some topics for the first time in this lab.**

2. Your grade is weighted as follows;
 - 94% of your grade will be the average of grades on Pre-Labs and Lab Reports (and the assignment on Graphs.). The averages on Pre-Labs and Lab Reports are weighted according to the maximum number of points achievable in the particular Pre-Lab or Lab Report.
 - **The Report with the lowest percentage of possible points and the Pre-Lab with the lowest percentage of possible points will be dropped.** (The assignment on 'Drawing Graphs' is neither a Pre-Lab nor a Lab Report and will not be dropped.)
 - 4% of your grade depends on your **score in the post-test** for electricity
 - 2% of your grade depends on your **completion of the pre-test** for electricity. *Answer sheets that are filled out without a serious effort to answer the questions [as judged by the instructor] will be treated as incomplete.* This test must be done before electricity I and is unavailable after that.

3. Each description of an experiment in this manual includes an *Introduction* and *Instructions*. *Read the Introduction to the experiment well before your lab meeting. If questions are posed in bold type in the Introduction then all students are required to submit a Pre-lab with answers to those questions. Pre-labs will be graded.* You are welcome to go to the office hours that are conducted by any TA for these labs.

Think of pre-Labs as homework exercises. I'll put the questions and space for the answers on the eLearning site if you want to print them. (I think that it will save you time if you print them.) You can write answers to the pre-lab question on any sheets of paper. Any **Pre-Lab that is submitted for grading must be written in ink** and is **due at the very beginning of the lab meeting**. **Late Pre-Labs attract no credit.** Please have your Pre-Lab stapled and give it to your TA **as soon as you come in to the lab**. The possible number of points is in brackets beside each question. *Note that the Pre-Lab does not have to be started in ink on the same paper that you'll submit. You can write your answer at first on any paper that you like. But if you do, you'll need to rewrite your answers in ink before giving them to your TA. Transferring answers gives you a chance to edit them! Your TA will appreciate your effort to be clear.*

4. **No student can copy or paraphrase work from any other source and turn it in for a grade.** (See policy #12 for more on scholastic dishonesty.) **All Pre-Labs submitted for grading must be the work of the student named at the top of the Pre-Lab. Any Pre-Lab must be written individually, using your own voice to answer any question that is asked.**
5. You will work through the section of the manual called *Instructions* during the lab meeting. Begin by checking that all the apparatus is there. Inform your TA if something is missing. All group members must contribute to the gathering and analysis of data etc. **All students are required to turn in their own Lab Report (with answers written in ink) at the end of the lab meeting in which the experiment is done.** Names & section numbers must appear on Lab Reports in order that credit can be attributed properly. Your TA is free to insist on this when assigning a grade to the report. *If you begin a lab in any section, then you must submit your lab Report at the end of that section.*
6. **The questions that are posed in the Instructions must be answered in your Report.** No other format for the report is necessary. As is the case for the Pre-Labs, you can write the Report on any paper you like. Just remember to bring paper etc. to the lab because you'll be submitting it to your TA as you finish your lab. (I'll post questions and answer spaces on eLearning so you can print them if you prefer. If you choose to use these pages then print them before your lab begins.) **You might want to begin by writing data or drafting answers in pencil but the Report submitted for grading must be written in ink.** Please remember that your TA will be grading the answer that you write. Thus, clarity of your written work and effective communication are important. Reports will be given credit as indicated in brackets after each question. **Always write your name in pen on any graphs. Please staple your Reports for your TA. Late Lab Reports attract no credit. Any Report must be written individually, using your own voice to answer any question that is asked.** *See my italicized comments in #3 above. They are just as useful for reports too.*

7. You will need to use a **scientific calculator, a pen and a ruler at all lab meetings**. No student can bring food or drink into the lab.
8. **Leave the equipment in good working order** for the next lab class. All apparatus must be arranged on the lab bench as it was before your section. **Expect your TA to look at your work-area just before your group leaves**.

In a lab class there are cases in which equipment doesn't perform as expected. We would like to minimize this. Tell your TA about any equipment that doesn't seem to work as you expect. Other simple things that help include turning off meters, computers etc. when not using them and doing the experiment as described rather than aimlessly 'playing' with apparatus.

9. Experiments are to be done in **groups of three**. Your TA may ask anyone to work with a different group so that groups will be roughly the same size (or for any other reason that the TA thinks appropriate).
10. **Attend the lab section for which you registered**. You may attend another section of the lab class only if the procedure in the next policy is followed;

11. Make-up labs:

You may be able to make-up a lab if you miss the meeting of your section. You'll get a zero if you decide not to turn in a report or pre-lab. Only the report with lowest number of possible points and the pre-lab with the lowest number of possible points will be dropped. See policy 2.)

Labs can be made up in other **scheduled** sections of the lab provided;

- Your lab section has met **THREE** times (or fewer) since your absence.
- You e-mail **both** the TA in charge of the section that you would like to attend and the TA in charge of your lab section. Tell them why you need to attend another lab section. **Contact information for the TAs is either on the bulletin board in the lab and/or posted on eLearning**. If there is enough apparatus to accommodate you at the other section, then the TA in charge of your chosen section will reply to your email, saying that the change is possible. ***You must wait for this written reply.***
- You turn-in your report and any pre-lab that is due to the TA in whose section you make-up the lab. Both the name of your usual TA for PHYS 2126 and your section number must be on anything that you turn in.
- **You check that the TA for the section in which you are registered actually records your score for the lab one week after you make any lab up.**
- **Make up labs in the order in which they are presented in the manual. You will need to submit the pre-lab for any missed lab before you make-up the lab.**

The TA (that runs the lab in which you make-up a lab) will ask you to step out until they have finished their introduction to their section. (Their verbal introduction will be about a different experiment than the one that you'll be making up). You'll be allowed to do your make-up lab after that.

I urge students to **make-up any missed lab early in the semester**. You should be particularly careful to avoid absences near the end of the lab schedule since fewer regularly scheduled lab sections are available then.

Circumstances may prevent you from making up a lab promptly. (These include an *illness certified by a medical doctor, jury duty ...*). **You'll need their doctor's note** or formal document (**on official letterhead with contact information**), *that lists the dates of your absence and the date when you can return to school*. This formal documentation must be brought to Paul MacAlevey as soon as you return to school. If everything is in order, then we can organize a time for you to do the experiment. **If I have not received formal documentation about an absence before the last scheduled lab then the absence will not be excused.**

12. It is of great importance to you as a student that others perceive your degree as having value. That value is diminished if others suspect that a grade can be obtained through dishonest means. Academic dishonesty also gives me a false picture of the capabilities of the individual that is being dishonest. In a wider context, it gives me a false picture of what can be reasonably expected of my students.

In order to further the objective of eliminating scholastic dishonesty, the University has a student code of conduct at <https://policy.utdallas.edu/pdf/utdsp5003> . **Students enrolling in the course are bound by this policy. Any suspected cases of scholastic dishonesty will be passed along to the Office of Community Standards and Conduct.**

13. I have used this scheme for generating (a first approximation to) grades in previous semesters. If x is a score then,

$x \geq 95$	A+	$70 > x \geq 65$	C+
$95 > x \geq 90$	A	$65 > x \geq 60$	C
$90 > x \geq 85$	A-	$60 > x \geq 55$	C-
$85 > x \geq 80$	B+	$55 > x \geq 50$	D+
$80 > x \geq 75$	B	$50 > x \geq 45$	D
$75 > x \geq 70$	B-	$45 > x \geq 40$	D-
		$40 > x$	F

No grade is official unless given by Dr. MacAlevey.

14. In the event of inclement weather etc, check the UTD Web page <http://www.utdallas.edu/> for notice of any unexpected closure of the university (in which case, lab will not meet). The university will also announce its reopening after this kind of closure. After it does, look for an *announcement on eLearning* that will tell you about the schedule for this lab.