

General information

Location & time

Physics laboratories are located on the 3rd floor of SITE building in rooms STE 3001, 3003, 3010, 3013, 3040. Morning laboratory sessions take place from 10 am to 12:50 pm, while afternoon sessions are from 2:30 pm to 5:20 pm.

Schedule

The laboratory schedule is available at the [BbLearn physics laboratory website](#). Labs are scheduled on a two weeks cycle. Please **carefully** read your lab schedule to know when your first lab is. Students are responsible for reading your lab schedule, a mistake while reading your lab schedule is not a valid excuse to do a make-up lab. Do not assume that your schedule is the same as in your chemistry or biology class!

What is my laboratory group number?

Your laboratory group is the number after the word "LAB" on your course schedule.

Can I transfer to another laboratory group?

You have to follow the schedule of your lab group. If you want to transfer to another group, you must use the "Rabaska" tool in your uoZone. If you are not able to transfer to a specific group, it means that this group is already full. You cannot switch group after the last day for changes to course selection.

What should you bring to the lab?

- The lab report template. Read the manual and print the report template from the [BbLearn physics laboratory website](#) before coming to the lab.
- Blank paper to take notes or do some calculations.
- Ruler, drawing pencil and eraser.
- A usb key to save your results.
- You do not need laboratory coats or goggles for your physics labs.

Laboratory rules

General rules

- Arrive on time! Critical explanations (how to use instruments, lab procedure to modify, etc) are given at the beginning of each lab session. Lab demonstrators are not responsible for repeating their explanations to students who arrive late for their lab session. Students are not allowed to do their lab if they are more than 20 minutes late.
- Students should leave their personal belongings in front of the classroom. Only bring what you need to perform the lab to you workstation.
- No cell phones or other electronic devices should be used during the lab.
- Do not bring food or drinks to the lab.
- Students are encouraged to discuss and help each other but they should not disrupt the TA or the other students.
- Students should clean up their equipment and workstations at the end of the lab.

Plagiarism

STUDENTS COPYING FROM MANUALS, FROM THEIR PARTNERS OR FROM PREVIOUS YEARS LAB REPORTS WILL GET ZERO FOR THEIR REPORT. Students using report templates with pre-filled results or answers will get zero. Students are allowed to use books or manuals while working in the lab but they should understand what plagiarism is about by reading this document: www.uottawa.ca/plagiarism.pdf.

ANY CASE OF PLAGARISM WILL RESULT IN A ZERO FOR ALL STUDENTS INVOLVED!

Stealing or careless use of laboratory equipment

Students caught with laboratory equipment outside the physics laboratory classrooms **WILL GET A ZERO FOR ALL THEIR LAB REPORTS**. Careless use of laboratory equipment could also cost students some marks. Always follow the instructions and ask your demonstrator or a laboratory staff member if you are not sure how to use a given piece of equipment.

Evaluation

- The lab component is worth exactly 20% of your physics course grade.
- Failing the lab component does not mean you fail the course. It is only one component of the course.
- The details of the calculation of your lab grade are presented in the *My Grades* section of the BbLearn website.
- There is an online pre-lab test for most experiments. These tests must be completed at least 30 minutes before the beginning of your lab session. You have more than enough time to complete these tests. Don't wait until the last minute! There will be no extension or make-up test for students experiencing technical problems 32 minutes before their lab session!!
- Students do not have to complete the pre-lab test to attend their lab session; they simply lose the points related to the pre-lab if they do not complete it on time.

Handing in a take-home report

- The drop box for take-home reports is located beside STE 3007. Do not use the course drop box!
- Drop your report in the right box (know your course code and group number) or 10% of the lab value will be deducted from your mark.

Late report policy

Take-home reports

Take-home reports are picked up at 5 pm one week after your lab session. After that time, your report is considered to be late and a penalty of 10% of the lab value per day is deducted from your final mark (one hour late means one day late and a 10% deduction). If your report is more than 2 days late, you will receive a zero. The following table summarizes the late take-home reports policy:

If your lab session is on a :	No deduction if your report is handed in by the next:	A penalty of 10% of the lab value is applied if your report is handed by the next:	A penalty of 20% of the lab value is applied if your report is handed by the next:	You will receive a ZERO if your report is handed in after the next:
Monday	Monday at 5 pm	Tuesday at 5 pm	Wednesday at 5 pm	Wednesday at 5 pm
Tuesday	Tuesday at 5 pm	Wednesday at 5 pm	Thursday at 5 pm	Thursday at 5 pm
Wednesday	Wednesday at 5 pm	Thursday at 5 pm	Friday at 5 pm	Friday at 5 pm
Thursday	Thursday at 5 pm	Friday at 5 pm	Monday at 5 pm	Monday at 5 pm
Friday	Friday at 5 pm	Monday at 5 pm	Tuesday at 5 pm	Tuesday at 5 pm

In-lab report

In-lab report must be handed to your TA at the end of your lab session. You cannot take it back home to finish it. Hand in whatever you have done at the end of the lab session or you will receive a zero for that lab.

Absence

Absence from any lab session, or late submission of lab reports due to illness, must be justified.

- Students should advise one of the laboratory staff members (room SITE 3012) and submit a medical certificate from the attending physician or a medical certificate issued by the University of Ottawa Health Services.
- If the absence is foreseeable, students must advise the lab personnel, before the lab session to assign a make-up lab. The laboratory staff member who accepts the reasons given by a student will set a date for a substitute lab session or for handing in the lab report.
- Reasons such as obligations in other courses (i.e., studying for midterms), and errors in reading the laboratory timetable are not accepted.
- Students should make arrangements with the laboratory staff **DURING THE WEEK FOLLOWING A MISSED LABORATORY SESSION**. If students cannot come in person, they should at least send an email to phylab@uottawa.ca within that week period to explain their situation. Students failing to notify and justify their absence within that period will not be offered the chance to do a make-up lab.

Provided you are granted permission for a deferred lab session, a member of the lab personnel will fill out a form indicating the date, the time as well as specifying the lab section you will be joining to do the particular experiment. At the end of your deferred lab session, you are required to submit the form along with your completed lab report to the demonstrator. No form, no mark.

Contact

The 1st year Physics laboratories staff can be reached by email at: phylab@uottawa.ca. You can also stop by our service counter near STE 3012.

If you have a question or a problem regarding the general operation the 1st year laboratories, you should contact the laboratory coordinator:

Michael Wong
Undergraduate Physics Laboratory Coordinator (1st year)
SITE room 4051A
Phone: (613) 562-5800, extension 6655
mwong@uottawa.ca

Email etiquette

Include a detailed subject to your email including your course code. Please include your name, student number, and group number as a signature to your electronic communications. Rude or incomplete emails will be ignored.

Assistance

Physics help centre

The physics help centre is located at TBT 116. The schedule will be posted on the door of TBT 116 as well as near the physics secretariat and the physics labs. Teaching assistants at the help centre are there to help students taking first year courses and this includes the first year labs.

Special needs

If you need special accommodations to complete the lab component of the course due to a medical condition, please contact the [SASS – Student Academic Success Service](#) and the lab coordinator. We will arrange a special accommodation to assist you.