WPI | Department of Physics

Lab Policies and Guidelines
1140
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I. 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

I.1. 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.**

II. 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!

Also, you should absolutely be googling things, especially coding questions! So long as you take your own data this is fine.