

DEPARTMENT OF PHYSICS AND ASTRONOMY

To: All P111L and P112L Lab Instructors

From: Tan Dinh

Re: Duties, Responsibilities and General Information for Lab Instructors

1. You are EXPECTED to perform the experiments yourself (From Data collection to reporting – Sampling only). This give you a sense of what to expect and the appreciation of the students' efforts, thus assigned marks
2. Get to the lab at least 10 minutes before the lab to collect your thought, compose yourself and correct any emergency works
3. The first time you see the students, introduce yourself and gave them your contact info should they required assistance. If further assistant are needed, then the Head TA, then myself.
4. You should BRIEFLY introduce the experiment to the student (about 15 minutes). Any general information regarding the experiment should be introduce here as a great time saver (detailed explanations are better done in a small group as they get to that part of the lab)
5. INTERACT with your students during the lab period. Walk around and oversee their works is another great time savers as you can spot their mistake before they do and they can correct their works
6. Remind the students about the time and keep them moving on with the experiment and write up. There will be no time extension on the lab period (2 hours and 50 minutes). Enforce this rule will force the students to be prepare and perform the subsequence labs better and within the allotted time
7. NO EQUIPMENTS SWAPPING BETWEEN STATIONS, It's not usually return to the original station and it is your responsibility to ensure the conditions of the equipment are in proper order as the original set. (use the last half hour to clean and condition the set ups for the next group)
8. At the end of the lab, collect all the lab reports, make sure all pocket able items item such as micrometers, calipers etc. LOCK and SECURE SHUT the door behind you
9. Labs reports are to be mark out of 20 (and return to the students the next schedule lab in 2 weeks) using my guidelines. Remind the students to keep it in case of a mark dispute at the end of term. I regard the work in performing the lab is half the work (10 marks), but it implies the students DO the work including minimal write-up. The other 10 marks distribution is in the marking guideline. (If the guideline is followed, there are rare cases of marks less than 10 and higher than 18; but not impossible, as it is difficult to score a 90% in any course. The historical average is about 14)
10. The class list and grades are on LEARN, only admit your students to your section unless they have permission from the head TA or I. Please enter the grades on LEARN every week and keeping a hard copy (hand entered) of these marks (for my record at the end of term)