**PHY407F: Fall 2015 Assignment Policy, Updated 2015-09-11**

**Due Dates:**

**Pre-labs:** Pre-labs must be submitted online BEFORE lectures on Mondays at 12pm for the lab that will be due that week. So for example, if Lab 7 will be worked on during the Wednesday 9-12 lab time, then pre-lab 7 is due before 12pm the Monday before. Pre-labs will be available on the Thursday of the previous week.

**Labs:** Labs must be submitted online by Fridays at 5pm for the assigned lab from that week. Labs will be made available on the Thursday of the previous week.  It is highly recommended that you start the lab BEFORE the lab time so that you can spend the lab time conferring with instructors and peers on issues that are confusing you.

**Submitting your work:**

All pre-labs and labs will be posted using the Assignments function on the course webpage in the "Pre-labs" and "Labs" folders. The pre-labs and labs will be handed in electronically via the Assignments function as well. You will notice that you can click on the title of each pre-lab and lab and it will take you to a page where you can upload your files.

Each pre-lab and lab will be explicit about what needs to be handed in. For everything that isn't a python program, you should make a single pdf file that contains all your solution components, including output figures, short answer explanations, pseudocodes, etc. The parts of your solutions should be well-labeled and appear in order (e.g. 1.(a) then 1.(b), then 2.(a) ...).  Make it easy for the grader to find your work!

Your solutions should be typed. If there are numerous equations required in the solutions (this should be rare), you can choose to write those out by hand and submit a readable scan of those equations embedded in your pdf rather than type them out.  In addition to this single pdf file, you should hand in all requested python programs with names that identify which question they answer. For example, if the python program is for lab 5 question 3(b), then call it lab5_q3b.py.  These python programs should be in working order (i.e. the marker may run them to test the output) so make sure to include all external user-defined functions as well.

*New for 2015:* Each python program should have the name or names of authors listed at the top. If you collaborated with others please indicate this and who did the work (see "Collaboration" below).

**Late Policy and Extensions:**

Late pre-labs will NOT be accepted. You need to complete these so you are prepared for the lab. Any pre-labs handed in after the due date/time will receive a grade of zero.

Late labs will be accepted with a late penalty of 25% of the total lab grade per 24 hour period. So a lab handed in between Friday at 5:00pm and Saturday at 5:00pm will receive a deduction of 25% and so on until you hit 0. There is no point to handing in a lab after the following Tuesday at 5:00pm since your penalty will have accumulated to 100%. Since submission is online, Saturdays and Sundays count as regular days and you can hand in late work on those days.

Non-penalized extensions to pre-labs or labs are given only under extreme circumstances (e.g. health issue).  Circumstances such as extra-curricular activities, or other problem sets and tests will not be

considered as a valid excuse. If you need an extension, contact Paul as soon as possible. If you have a medical excuse, please provide a copy of a doctor's note.

**Collaboration:**

Pre-labs should be completed on your own after you complete the required reading.

For labs, you may work with a partner if you wish. However, you should submit individual copies of your work along with the full name of your partner clearly identified at the top of the lab. ***New for 2015:*** Clearly indicate who did which work for each question, and make sure that each partner contributes approximately equally to the work.

Discussion of pre-lab and lab questions and ideas on how to approach the problems and checking that you got the same answer with other students are the types of collaboration that are allowed and encouraged in this class. However, **do not copy solutions found from any source**, e.g. other students (aside from your lab partner), websites, textbooks, or work that you have done in a previous course, etc.. This is **plagiarism** and is a **serious academic offence** and we will take appropriate measures. If you do use previous material from a reference, you must cite that reference. Please see below for more about academic offences.

The final project for the course will be an individual effort (not with a partner). Therefore, it is in your interest to ensure you are participating and understanding what you are doing throughout the labs, even if you have a partner.

**Policy on academic offences:**

The following regulations are quoted from Section B of the University of Toronto Code of Behaviour on Academic Matters:

B.i. 1. It shall be an offence for a student knowingly:

(b) <u>to use or possess an unauthorized aid or aids or obtain unauthorized assistance</u> in any academic examination or term test or <u>in connection with any other form of academic work</u>.
(d) <u>to represent as one's own any idea or expression of an idea or work of another</u> in any academic examination or term test or <u>in connection with any other form of academic work</u>, i.e. to commit plagiarism.

Wherever in this Code an offence is described as depending on "knowing", the offence shall likewise be deemed to have been committed if the person ought reasonably to have known.
In response to these regulations, the Faculty of Arts and Science enforce the following policy:

> **Student computational lab reports (both past and present) are unauthorized aids and making use of them *in any way* constitutes an academic offence**

**In PHY407 we will establish the following policy about prelabs and the laboratory reports.**

> 1. **An academic offence set out in the Code of Behaviour pertaining to plagiarism or using an unauthorized aid *in any prelab* could potentially lead to a mark of zero for the entire prelab component of the course (up to 15%).**

**2. Similarly, an academic offence *in any computer lab report* could potentially lead to a mark of zero for three labs in the course (up to 18%).**

**Commenting your code:**

If you are submitting python code for grading, it should be well commented so that someone unfamiliar with the specific question (but familiar with programming) can understand how the program works. Here are examples of helpful comments to include:

- Include authorship at the top of the program files.
- At the beginning of your code: explain the purpose of the code, if it requires any external function calls and what the output is (e.g. a single value, graph of what?, output file with what data...)
- Use comments to explain your variable names and specify units of physical quantities.
- Comment the purpose of any user-defined functions
- Comment any long lines of mathematical operations with what they are calculating
- If you are using specific numeric methods, include those in comments where they are utilized

**Pre-lab and Lab Format:**

It is not the grader's job to decipher your work, so make sure your work is neat, legible, complete and organized. At the top of your pre-lab or lab, please include your FULL name as it would appear to us on Blackboard as well as the FULL name of your lab partner if you had one.

**Regrade Requests:**

If you feel a mistake was made in the grading of your assignment (e.g. addition of marks error, or you believe your solution is right even if its marked wrong) then you may request a regrade of a specific question.  In order to do so, you must send an email to Sabine or Oliver explaining specifically what you would like looked.  You may only do so within 2 weeks of the date your assignment is graded. You may not request a regrade after this time.

If any of this information is unclear or you have questions, seek clarification and answers from Paul immediately.