

PHYSICS DEPARTMENT LAB POLICIES

It is the desire of the lab director, your TA, and your lecture instructor that your lab experience be positive, educational, and hopefully enjoyable. With as many students as we have take lab courses each semester, sooner or later there is always someone who does something that disrupts the laboratory experience or thinks the rules do not apply to them. While many of the items listed below may seem to be obvious common sense or courtesy, most of the items are listed because of specific incidents in the recent past.

1. Students are expected to follow instructions from the TA. Failure to do so can be viewed as a violation of the Code of Student Conduct. In the past students engaging in disruptive conduct have been asked to leave the lab and refused to do so. While this is rare, it does occasionally happen. If a student is asked to leave lab for any reason, that student is expected to leave immediately. Failure to leave when asked only creates more disruption. If a student is asked to leave, the lab director, Dr. West, will make a full investigation. If he determines the TA acted inappropriately or that the student should not have been asked to leave, he will allow the student to make up the lab without penalty. If he determines that the student was disruptive, the student will receive a zero and possibly referred to the Office of Student Conduct.
2. Students are expected to arrive on time and be prepared to begin work when the lab starts. Please keep in mind that if someone is late, that person's group will have to catch that individual up. This can result in the group not finishing the laboratory activity, and as a result everyone's grade suffers. Therefore, students arriving more than *10 minutes late* will not be admitted to lab. Dr. West recognizes that from time to time things happen which can delay someone. If something occurred to prevent the student from arriving on time, a makeup lab can be arranged *at Dr. West's discretion*. Students who are late on a consistent basis will be given a warning to be on time. If that person continues to be late, he/she will not be admitted to lab and will not be allowed to make up that lab.
3. **No food or drinks in labs.** This includes bottled water. You are free to leave drinks outside the door. Bottle with screw to lids may be put in backpacks. You may take a brief break (1-2 minutes, tops) outside of lab for drinks or snacks provided the TA is not giving instructions (or in 1403 and 1404 conducting a recitation). This is a Texas Tech policy, not just a Physics Department policy, and will be strictly enforced.
4. **Cell phones are to be silenced and packed away for the duration of the lab.** "Packed away" means put in pockets, purses, or backpacks; it does not mean sitting on the table. Students may not answer cell phones during the duration of the lab. Students leaving lab to answer the phone should take their things with them as they will not be returning. (If a situation exists in which someone may need to reach you in a hurry, allowances can be made *at the discretion of the TA and/or Dr. West.*) This policy will also be strictly enforced.
5. Students are expected to have a calculator. Cell phones are not calculators and may not be used as such.
6. Do not write on equipment or furnishings as this constitutes vandalism. This includes but is not limited to tracks, computer monitors, and tables. The equipment is not to be used as toys. Willful misuse of equipment will count as a violation.
7. All equipment should be neatly put back in boxes before you leave. Masses are to be placed in their holders. Resistors, capacitors, magnets, lenses, bulbs, and other small items need to be returned to their containers. Please pick up and throw away all trash. ***You may not leave the lab room until your TA checks your station.***

8. *Do not take equipment from other stations as this can create a problem for the next lab.* Report broken or missing equipment to the TA as soon as possible so it can be replaced or repaired.
9. Small items often have a way of disappearing. Sometimes things just get lost, but we've had cases of people taking magnets, compasses, stopwatches, and such with them. Theft will not be tolerated. First offense is expulsion from lab and a failing grade for all work that day. The matter will be reported to the Office of Student Conduct and/or university police at the discretion of the lab coordinator, Dr. West. Subsequent violations will result in the matter being reported to the university police and a failing grade in lab.
10. Standards of academic honesty will be observed. Students caught cheating, including copying work from a lab partner, will receive a failing grade for all work that day as a minimum, may receive a failing grade in the lab component of the course for repeated offenses, and/or may be referred to the Office of Student Conduct for further disciplinary measures.

Violations can result in a 0 for the lab. The lab director, Dr. West, will from time to time be in the labs observing TAs as well working on revising some of the labs. He has a zero tolerance policy for food, drink, and phone infractions and will probably eject you from lab for violations. This is not a course of action he or you will enjoy, so please do yourself and him a favor and simply abide by the rules.

This paper constitutes your only warning. By signing it, you acknowledge your receipt of these rules and your understanding of violations of the consequences.

I have read the rules for the labs and understand the penalties and consequences if they are not followed.

Name (printed)

Signature