

General Information

The laboratory course is independent of the lecture course and carries one credit. The information given here is in regard to the following:

- (a) Preparing for an Experiment in advance
- (b) Observing rules in the laboratory
- (c) Submitting laboratory reports (excluding preparation)
- (d) Grading Policy

(a) Advance Preparation

The list of experiments, to be performed in a semester, will be made available to the students; giving titles of experiments and dates. Students are expected to prepare for the experiments in advance. In particular, they are expected to know exactly what they are going to do in that laboratory period and why. They should make an outline for performing the experiment. The instructor will (a) attend to any enquiries about “principle” and “setting up” and (b) explain the apparatus and their operation to the students.

(b) Laboratory Rules

In general, two students will be assigned one laboratory table. Occasionally three students may be assigned one table. But in no case should there be four or more students on one table. This is because active participation of every student is expressly required. With more than two students on a table, the purpose is defeated. Students should, therefore, arrange themselves in groups of two.

Each laboratory table will have a complete set of apparatus and accessories. Students should, in no case, pick up apparatus/accessories from another table. If they genuinely feel that the table is inadequately equipped, they should contact the instructor. Similarly if a piece of equipment appears to be malfunctioning, the students should bring it to the notice of the instructor and should not pick up one from a neighboring table.

Students should not mishandle an apparatus or accessory. In particular they should not make any marks with pen or pencil on a piece of apparatus or scratch them. Similarly they must avoid writing on the table itself or drawing figures on it. In case of electrical equipment, they should not unnecessarily turn knobs and switches around.

When the laboratory work is finished, students should rearrange the apparatus and accessories on the table. All electrical equipment must be switched off. All weights should be arranged on the rack; all electrical wires should be collected and placed in proper bags.

A laboratory table is for performing experiments. Students should not use it to keep their belongings on it. Only manual, laboratory note book, pen, pencils, and the like, may be placed on the table. Some space on side tables is available that should be used for keeping jackets, books, backpacks etc. One can also use stools for this purpose.

(c) Laboratory Reports

Attendance is mandatory in all laboratory periods. Absences will earn a zero grade for those experiments. Attendance will be taken in each laboratory period. Before leaving the laboratory, students, however, should make sure that they have been marked present.

Students coming more than 15 minutes late will not be admitted in the laboratory.

If a student has a genuine reason for being absent, he or she should inform the instructor (preferably) in advance. Arrangements will then be made to do the experiment in a later (or earlier) laboratory period or at a later time. No penalties of any kind will be imposed.

A laboratory report is required for each experiment performed. A report submitted by a student who did not actually perform the experiment in the assigned laboratory period will be treated as cheating. Such reports will not be returned to the students and a “zero” grade will be recorded. A laboratory report based on a previous year’s laboratory report will also be treated likewise. Those students will not be allowed to redo the experiment at a later time or in a later laboratory period. If a laboratory report is not submitted at all, the grade for that laboratory will be ZERO even though the student did attend the laboratory period.

Sometime the two partners tend to submit identical or near identical reports. In such cases each will get one-half of the earned points. The two reports will, however, have common data, computer printout of pregraph calculations, graphs, and may be points of “What I Learned”.

Laboratory reports will be due in the next laboratory period. During this week, students are encouraged to consult the instructor for help with the preparation of the report. The report will be graded and returned in the following laboratory period. A report, once submitted, will be deemed final. No corrections or redoing the experiment will be permitted. If for some reason, beyond the control of student/instructor, the report is allowed to be corrected then all corrections should be entered on fresh pages and all such pages should be stapled at the end of the original report. No page should be removed from the original report. Such occurrences will be rare.

A laboratory report may be submitted late by up to one week, with prior permission. Reports submitted late without prior permission will lose 10% of earned points, for each week of late submission.

The last laboratory report shall be due before the final exam of the lecture course. No report will be accepted afterward. Students are expressly instructed not to leave any report with the Secretary of the Natural Science Department or in the instructor’s mail box(es).

Reports should preferably be delivered personally to the instructor or should be dropped in the laboratory. One may also slide the report under the door.

(d) Grading Policy

Each laboratory report will be graded out of 100 points. Each graded laboratory report will be returned to the students. Final grade will be based on the average grade of all laboratory reports. Following is the list of letter grade percentages:

00.00 - 54.99	F	55.00 - 64.99	D	65.00 - 69.99	C ⁻
70.00 - 78.99	C	79.00 - 80.99	C ⁺	81.00 - 82.99	B ⁻
83.00 - 87.99	B	88.00 - 89.99	B ⁺	90.00 - 90.99	A ⁻
91.00 & above	A				

(e) Collecting All Reports at the End of the Semester

The instructors may decide to collect all reports from all students at the end of the laboratory session. If this be the case, the instructors will make the necessary announcement in the class, at least two weeks prior to the end of the session.