

Physics Department Lab Course Guidelines

Physics lab courses play an important role in the general education curriculum for City Tech students. Effective instruction and training in lab classes require coordinated effort of both faculty and CLTs. To better support students learning process and coordinate teaching among different lab sections, the physics department establishes or reinforces the following guidelines:

1. Grading policy

- a. The overall laboratory grade is a number grade that is based on the experiments and lab exam/student presentation. If a student's laboratory grade is less than 60%, they automatically fail the lecture course.
- b. Each experiment is graded as the following. The lowest one is dropped.
 - i. If a student participates in an experiment as evidenced by an instructor's signature, they get 60% of the total points.
 - ii. The remaining 40% of the total points are assigned based on the following contents in the lab report:
 1. Objectives
 2. Theory
 3. Equipment and procedure
 4. Data sheets, calculations, and graphs
 5. Error analysis and conclusions
 6. Questions
- c. The suggested weight of the lab exam/student presentation is not to exceed 10% of the overall laboratory grade.

2. Absence and lateness

- a. Students may make up a missed lab by attending a different section running the same lab if such a section is available. They should inform the lab instructor as soon as possible to make arrangement and to avoid misunderstanding. The master lab schedule for all sections can be found at <https://openlab.citytech.cuny.edu/groups/physics-labs-coordination/files/>
- b. If a student shows up after the lab introduction, it is considered an absence. The student may make up the missed lab activity with a later section running the same lab if such a section is available. The master lab schedule for all sections is at <https://openlab.citytech.cuny.edu/groups/physics-labs-coordination/files/>
- c. The data sheet should be signed and dated by the lab instructor to provide proof of attendance and participation in the experiment.

3. Lab report

- a. Any section of a lab report that is done by copying a book, a lab manual, or contents posted on the Internet will receive no credit. Such practice is considered plagiarism

- and will be reported to the chair and the dean. The student may be expelled subject to the relevant college policy.
- b. Although experiments are performed in a group setting, lab reports must be written individually and independently, using the same experimental data that the group has obtained. Identical reports or sections of reports will receive no credit. Sharing a report (except the data from the group) is considered plagiarism and will be reported to the chair and the dean. The student may be expelled subject to the relevant college policy.
 - c. Lab reports are due the next class meeting. Labs not handed in at the next class meeting will be considered late and will receive a penalty of 10% for each week they are late.
 - d. The last day any late lab reports can be submitted is one week before the lab final. The only report accepted at the lab final is for the last lab. No reports will be accepted after the lab final.
4. Equipment and procedure
- a. The instructor should demonstrate the use of apparatus and key steps of lab activities.
 - b. The number of students per group should be no more than 3.
 - c. After each lab, the experimental setup should be disassembled and all parts should be returned.