

## Physics Student Lab Policy for Spring 2019

**Email:** All announcements, notifications, and other correspondence related to this lab will be sent to your official USM email account ([first.last@usm.edu](mailto:first.last@usm.edu)). Also, please use only this account when contacting the Lab Coordinator or your TA about the lab to ensure that your messages are delivered, instead of being filtered as junk. If you are unable to access your official USM email account, or if you need technical assistance, please contact the iTech helpdesk at 6-4357 or on the first floor of Cook Library.

**Co-Requisite:** All PHY labs must be taken in the same semester as the associated physics lecture. If you drop the class, then you must also drop the lab, and vice versa. You will not be allowed to participate in the lab if you are not enrolled in the lecture unless you have successfully completed the co-requisite lecture course in a previous, recent semester.

**Important Dates (Spring 2019):** The drop dates for the labs are stated in the current academic calendar, which can be found on the Registrar website at <https://www.usm.edu/registrar/spring-2019-full-academic-calendar>.

The last day to drop without academic or financial penalty is **1-31-19**; this can be done through SOAR, or the Registrar. Instructor (Lab Coordinator) permission is required if you wish to drop the lab after this date. To obtain permission, simply initiate the drop request in SOAR as usual, and then use the “Special Permission” link shown next to the error message to request Instructor permission. If permission is granted, then your lab grade will be a W, which will not affect your GPA. The very last day to drop, even with special permission from the Lab Coordinator, is **4-4-19**. You will not be allowed to drop after this date and will receive the grade (A-F) that you have earned in the lab.

**Grading:** Your lab grade will be calculated from the averages of 10 weekly quizzes (30%) and lab reports (50%), and a final exam (20%), with the following scale strictly applied: **F < 60, 60 ≤ D < 70, 70 ≤ C < 80, 80 ≤ B < 90, 90 ≤ A ≤ 100**.

Note: Assistance calculating your “current grade” should be provided by your TA or the Lab Coordinator if you bring all of your graded work, but it is *not possible* to simply tell you this upon request. It is *your* responsibility to track your course progress and calculate your lab grade according to the formula and scale given here.

Weekly quizzes will be based on material from the lab done the previous week *and* the lab to be performed on the day of the quiz; each quiz will consist of several conceptual and experimental questions. A thorough review of the previous lab activity and a careful reading of the next lab activity are *both* needed in order to sufficiently prepare for each weekly quiz. Please note that any copying of another person’s quiz, the existence of any open lab materials, or the use of any inappropriate electronic devices are all considered cheating, which will not be tolerated!

Weekly lab reports must be turned in, in person, at the beginning of the lab section in which you are officially enrolled. All lab reports must adhere to the format described in the *lab report guidelines* and will be graded according to the *lab report rubric*. Both of these documents are posted in pdf format on the following web page:

<https://www.usm.edu/physics/physics-and-astronomy-laboratory-information>. Lab reports will be considered late if they are not turned in at the *beginning* of your normal lab meeting the week after the reported activity was performed. Late lab reports may only be turned in for grading until the other students’ lab reports for that same lab activity have been graded and returned to the class, with a 10-point penalty assessed for each week day that it is late. Lab reports will not be accepted for grading once the other students’ lab reports for that lab activity have been graded and returned to the class. After this point, lab reports may be submitted for evaluation and feedback purposes only; no points will be awarded.

The lab final is an *individual* exam that is both *timed* and *comprehensive*; it consists of a total of 20 conceptual questions and/or calculations (2 points each) and 3 experimental activities (20 points each) that will each require individual, computer-based data collection and analysis, correct calculations with proper use of units and significant figures, and an accurate physical interpretation of your results. The lab final will be given on the last scheduled day of lab (refer to the posted lab schedule). It will be given the week before, NOT during, “finals week.”

**Important Note:** Although the data collection segments of the lab activities throughout the semester usually occur in groups, all quizzes and lab reports, as well as the final exam, are individual assignments. Your lab partners are NOT allowed to help you on these assignments; doing so is cheating!! Please refer to the Academic Integrity statement below.

**Course Workload:** Students are expected to invest considerable time outside of class in learning the material for this course. The expectation of the University of Southern Mississippi is that each week students should spend approximately 2-3 hours outside of class for every hour in class working on reading, assignments, studying, and other work for the course. We realize that most students work and have family or other obligations. Time management is thus critical for student success. All students should assess their personal circumstances and talk with their advisors about the appropriate number of credit hours to take each term, keeping in mind that 30 credit hours each year are needed to graduate in four years. Resources for academic support can be found at [www.usm.edu/success](http://www.usm.edu/success).

**Attendance:** You must be enrolled in a particular lab section in order to attend that section, and you may *only* attend the section that you are enrolled in. Any exceptions to this must be arranged with and approved by the Lab Coordinator on a per case basis *prior* to attending a different lab section; you will *not* be allowed to attend alternate lab sections without verified permission from the Lab Coordinator. If you anticipate that you will need to miss your regular lab section, then it is your responsibility to contact the Lab Coordinator at least 1 day *before* your regular lab meeting (or the alternate lab section that you would like to attend if that section comes earlier in the week than your regularly scheduled lab) to make arrangements to attend a different lab section during *that* week. You will *only* be allowed to do this if there is space in an available lab section; the sooner you initiate contact about attending a different section, the more likely it is there will be an available slot for you in another section during that same week. If you attend an alternate lab section that is earlier in the week than your regular lab section, then your lab report from the previous week is due at the beginning of *that* section. If the alternate section comes later in the week than your regular lab, then your lab report is still due by your normal lab time, or when the arrangements to attend the later section are made with the Lab Coordinator, whichever comes first. Although attending an alternate lab section may be allowed under certain circumstances to allow you to stay caught up with your lab assignments, doing so does not imply a due date extension for a lab report that is currently due. Lab reports are always due at the beginning of your official lab section and may be considered late if they are not turned in by then.

*Important Note:* You will NOT be allowed to attend alternate lab sections during the lab make-up sessions or for the laboratory final exam! Both of these activities must be completed in the lab section in which you are officially enrolled.

**Make-ups:** If unforeseeable and extenuating circumstances *demand* that you miss your regular lab section and you are unable to make the necessary arrangements with the Lab Coordinator in time to attend another available, regularly scheduled lab section that same week, then you will need to submit a request to make up the missed lab to the Office of Student Ombudsman Services (OSOS), which can be found at <http://www.usm.edu/student-affairs/office-student-ombudsman-services> or on the 2<sup>nd</sup> floor of R.C. Cook Union. If your request to make up the missed lab is approved, then you will be contacted via email to make the needed arrangements for the make-up. All make-up requests must be submitted to OSOS as soon as possible (but no later than 1 week) after the lab is missed to ensure sufficient time to coordinate your participation in the relevant make-up session.

Make-up lab reports will be due at the regular lab meeting immediately after the make-up lab is performed and will be considered late if it is not turned in by then. Although make-up labs may be arranged under certain circumstances to allow you to make up missed labs, doing so does not imply an extension for a lab report that is currently due. Lab reports are always due at the beginning of your regularly scheduled lab. If you successfully obtain OSOS approval for more labs than can reasonably be made up during what remains of the *current* semester, then you will be given an I for your lab grade and allowed to make up the labs for which you have approval during the *next* semester.

*Important Note:* Whether or not you participate in an alternate lab section or a make-up lab, you are still responsible for studying the material from any missed labs in order to prepare for any upcoming quizzes, as well as the final lab exam.

**Weather Cancellations:** In the event that the university cancels classes for *one* lab day during a single week due to extreme weather, an extra lab will automatically be scheduled for Friday of that same week (3 pm for afternoon labs, 6 pm for evening labs, and in the same location) to allow the posted lab schedule to proceed in order and on time. If you are unable to participate in the Friday make-up lab, then it is your responsibility to obtain permission to attend an alternate or make-up lab, as outlined above. If *more than one* lab day is cancelled during a single week due to extreme weather conditions, then the next scheduled lab time will be considered a make-up lab session for those who missed a lab the previous week and an updated schedule showing the remaining lab activities will be posted to the web page at <http://www.usm.edu/physics/physics-and-astronomy-laboratory-information>.

**Lab Procedures:** First, lab reports from the previous week's experiment are due at the beginning of your normally scheduled lab section. Second, the *timed* quiz will be administered by the TA. Third, a brief introduction to the upcoming lab activity will be given by the TA, with a chance to ask questions before beginning the lab activity. Next, you are to complete in lab the data collection, calculations, and questions sections of each lab activity in groups of 2 or 3, which may be assigned or changed by the TA at any time during the semester. Finally, you are to clean up your lab station, which includes logging off of the computer, unplugging all sensors from, and powering off, the Pasco interface, as well as throwing away any and all trash generated during the lab activity. This should be verified (and initialed) by the TA before you leave each lab meeting; points may be deducted from each lab report that is not initialed by a TA!

**Behavior:** You are expected to bring a printed copy of each lab activity, or your lab manual, as well as a pencil, and a graphing or scientific calculator, to each lab meeting. The use of any external data storage device is not permitted in lab. No cell phones, smart phones, laptops, tablets or any other internet-capable electronic devices are to be out during the lab session for any reason. If you have any of these items, please ensure that they are off (or silenced) and put away. The use of any data storage device or internet-capable device during the quizzes, activities, or exams will be considered cheating. If you must use your phone during the lab period, please exit the lab to do so.

No open food or drink containers are allowed in the lab at any time. You may leave the lab if you need to visit the water fountain, vending machines, or restroom, but do not return to lab with open food or drink containers. If you do need to step out of lab for any reason, please inform the TA beforehand and return to the lab quickly enough to avoid being counted as absent for that lab by the TA.

You are expected to be in lab on time each week; tardiness will result in reduced time for you to take the timed quiz, possibly including no time at all (resulting in a zero on your quiz for that week). If you are excessively late for lab, you may be counted as absent for that lab, in which case you will not be able to turn in a lab report for a grade unless you have a valid excuse and are granted approval to make it up (see above). Similarly, if you leave the lab too early to collect all data, calculate all results, and answer all questions (your TA will need to verify all of this before you leave each week), you may be counted as absent. You must be present in each lab and do the lab activity in order to receive a grade for your lab report for that activity. Do not leave the lab without the TA's initials in order to avoid being counted as absent, or to avoid losing points for completeness or cleanliness, for that lab.

Misuse and/or abuse of the lab and/or computer equipment will not be tolerated in this lab! Nor will any behavior that disrupts the educational environment or compromises the safety of anyone, including yourself. The first time you engage in any such behavior will result in a verbal warning from the TA (and a call to UPD if necessary), notification of the Lab Coordinator, and a mandatory meeting with the Lab Coordinator before you will be allowed to resume participation in the lab. Any further incidents may result in disciplinary action, possibly including expulsion from the lab course or university. Please be respectful of the lab environment and those you share it with at all times!

Cheating on quizzes, lab reports, or the lab final will not be tolerated! The first time you are caught cheating on any assignment will result in a verbal warning from the TA, an immediate zero on the assignment in question (which may not be made up) for all parties involved in the cheating, and possibly a mandatory meeting with the Lab Coordinator before resuming participation in the lab course. Any further incidents of cheating will result in the involved students receiving a grade of XF (Failure due to academic misconduct) for their lab grade and a report to the university's academic authorities. While cheating on quizzes or the final exam is straightforward (using an internet-capable or storage device in lab, looking on someone else's quiz or exam, etc.), cheating on the lab reports is a bit more difficult to categorize. You are allowed to work in groups and are encouraged to help each other understand the material, but in the lab only. Any plagiarizing of another's work, including other students in your lab, students from another lab section (past or present), or other resources such as online or printed materials, the associated lab activity document, or previously submitted lab reports, will be considered cheating. Cheating is a very serious academic offense and will not be tolerated in this lab!!!

The University's Plagiarism Tutorial may be viewed at [http://lib.usm.edu/plagiarism\\_tutorial.html](http://lib.usm.edu/plagiarism_tutorial.html).

USM's academic integrity policy may be viewed at <https://www.usm.edu/institutional-policies/policy-acaf-pro-012>.

*Important Note:* Repeated acts of academic misconduct may lead to expulsion from the university.

**Academic Integrity:** All students at the University of Southern Mississippi are expected to demonstrate the highest levels of academic integrity in all that they do. Forms of academic dishonesty include (but are not limited to):

1. Cheating (including copying from others' work)
2. Plagiarism (representing another person's words or ideas as your own; failure to properly cite the source of your information, argument, or concepts)
3. Falsification of documents
4. Disclosure of test or other assignment content to another student
5. Submission of the same paper or other assignment to more than one class without the explicit approval of all faculty members involved
6. Unauthorized academic collaboration with others
7. Conspiracy to engage in academic misconduct

Engaging in any of these behaviors or supporting others who do so will result in academic penalties and/or other sanctions. If a faculty member determines that a student has violated our Academic Integrity Policy, sanctions ranging from resubmission of work to course failure may occur, including the possibility of receiving a grade of “XF” for the course, which will be on the student’s transcript with the notation “Failure due to academic misconduct.” For more details, please see the University’s [Academic Integrity Policy](#). Note that repeated acts of academic misconduct will lead to expulsion from the University.

**Writing and Speaking Centers:** The university offers, at no cost, help with writing and/or speaking assignments for students through the Writing Center and the Speaking Center, both located on the first floor of Cook Library. Both centers ask students to make appointments; walk-ins are welcome, but such students may have to wait for tutors to become available. It is suggested that students bring copies of their assignments and preliminary work (such as outlines or rough drafts) to appointments so that the staffs at either center can be of better assistance. If you need additional assistance with your assigned lab reports, please visit the Writing Center on the first floor of Cook Library, or make an appointment at <https://www.usm.edu/writing-center/make-appointment>.

Writing Center: <https://www.usm.edu/writing-center> (601) 266-4821

Speaking Center: <https://www.usm.edu/speaking-center> (601) 266-4965

*Please Note:* Additional resources for Student Success at Southern Miss may be found here: <https://www.usm.edu/success>

**Mental Well-Being:** Southern Miss recognizes that students sometimes experience challenges that make learning difficult. If you find that life stressors such as anxiety, depression, relationship problems, difficulty concentrating, alcohol/drug problems, or other stressful experiences are interfering with your academic or personal success, consider contacting Student Counseling Services on campus at 601.266.4829. More information is also available at [www.usm.edu/student-counseling-services](http://www.usm.edu/student-counseling-services). All students are eligible for free, confidential individual or group counseling services. In the event of emergency, please call 911 or contact the counselor on call at 601.606.HELP (4357).

**Nondiscrimination:** The University of Southern Mississippi offers equal access to educational, programmatic and employment opportunities without regard to age, sex, sexual orientation, disability, pregnancy, gender identity, genetic information, religion, race, color, national origin, and/or veteran status pursuant to applicable state and federal law.

**Americans with Disabilities Act:** If a student believes that they have a disability which is covered by the Americans with Disabilities Act (ADA) and makes them eligible to receive classroom or housing accommodations, they should contact the Office for Disability Accommodations (ODA) for information regarding the registration process. Disabilities covered by the ADA may include but are not limited to ADHD, learning disabilities, psychiatric disabilities, physical disabilities, chronic health disorders, temporary illnesses or injuries and pregnancies. Students should contact ODA if they are not certain whether their documented medical condition qualifies for ODA services. Students are only required to disclose their disability to the Office for Disability Accommodations. All information submitted to ODA by the student is held with strict confidentiality.

Email: [oda@usm.edu](mailto:oda@usm.edu)      Mail: Office of Disability Accommodations      Phone: (601) 266-5024 (Voice)  
118 College Drive #8586      (601) 266-6035 (Fax)  
Hattiesburg, MS 39406-0001      (800) 582-2233 (TTY)

**Confidentiality and Mandatory Reporting:** As an instructor, one of my responsibilities is to help create and maintain a safe learning environment on our campus. I also have a mandatory reporting responsibility related to my role as a faculty member. I am required to share information regarding sexual misconduct or information about a crime that may have occurred on USM’s campus with certain University officials responsible for the investigation and remediation of sexual misconduct. The information will remain private and will only be shared with those officials necessary to resolve the matter. If you would like to speak in confidence, resources available to students include Confidential Advisors with the Shafer Center for Crisis Intervention, the Counseling Center, Student Health Services, and Clergy. More information on these resources and University Policies is available at <https://www.usm.edu/sexual-misconduct>.