

5. **Lab Access:** Students are not normally allowed to work in the laboratory outside of their assigned lab periods, and must obtain instructor permission and "keys-on-pipes" to do so. Responsible use and return of temporary keys is expected, and any failure to follow departmental guidelines for the care and return of keys will be handled according to department key policies.
6. **Lab Notebooks:** Each student's primary responsibility will be to maintain lab notebooks detailing his/her lab experiments. Two such books will need to be purchased because they will be handed-in on a rotating basis. The books should be bound, computation notebooks (available at the Book Mark). The purpose of the lab notebook is to detail **completely** the theory, procedures, data, analysis and conclusions for every experiment. The lab notebook, completed for each experiment, must be handed-in at the beginning of the lab period (1:30 PM Monday or 2:30 PM Wednesday) on the week following completion of that experiment. The book will be graded and returned by the following Monday (Wednesday).
7. **Notebook Grading:** Notebooks will be graded on a 10-point basis. All of the following will be important in determining the grade: successful completion of the experimental measurements and data analysis; documentation, appropriateness and accuracy of procedures; and data analysis carried out for the experiment. Additionally, as a minimum, it is expected that the notebooks will be legible and neat. More details on grading of lab notebooks are given in the lab manual.
8. **Late Penalties:** There will be a one-point-per-day late penalty assessed on all lab notebooks turned in after the due date. A fraction of a point will be deducted if the notebook is not turned in at the assigned time. For work that is turned in significantly late, there will be a 50% reduction of the grade on that assignment as a maximum late penalty. Zero credit is assigned for any pre-lab assignments that are not turned in at the beginning of the lab period.
9. **Formal Writing Assignments:** This course has been approved as a Writing in the Discipline (WRITD) course. The formal writing assignments are outlined below. More details on the format and content expected for lab reports may be found in the **Formal Lab Reports** and **Checklist for Formal Lab Reports** sections of the lab manual. Some of the writing assignments may be distributed to other members of the class for peer review.

Scientific Letter: 1200-1500 words (5-6 double-spaced text pages)

Each student must create three printed papers in the scientific letter format. The format to be followed is that found in *American Physical Society* publications such as *Physical Review Letters*. The paper must be created on a word processor, double-spaced, with a minimum font size of 12-point Times New Roman or similar throughout, including references. The paper may include figures or graphics in the form of data or drawings. These graphics must be machine made and not hand-drawn or taped onto the page. See the lab manual and handouts in class for more on style and formatting. The papers will be graded on content, style, and college-level use of English. The final draft of each formal report must take into account all of the comments of the instructor (and by peers made in the class). In addition to correcting grammatical, formatting, and other basic errors, the student will be expected to make other changes to bring the paper to a level that would allow it, in theory, **to be published**.

This may require reanalysis of data, replotting graphs, or other more extensive revisions of the original lab report. The original formal report, including instructor comments, must be attached to the rewritten formal lab report.

10. **Attendance:** Students are required to attend punctually the lecture and lab periods as scheduled. Students must inform the instructor in writing during the first five days of the semester of any scheduled or anticipated athletic, music, or other college activities that may require their absence during the meeting times of the course. Such written notice does not imply or grant a waiver of course requirements or an agreement to reschedule meeting times or due dates for assignments. Excessive absences or consistently coming to class or lab late *will* result in a reduction in the final course grade. Students are responsible for all announcements and assignments made in the classroom or distributed by e-mail.

11. Evaluation:	Lab Notebooks	55%
	Pre-Labs and Written Homework	10%
	Preparation and Participation	5%
	Formal Letter 1 first draft	5%
	Formal Letter 1 second draft	5%
	Formal Letter 2	10%
	Formal Letter 3:	10%

Assignment of final letter grades will be based upon the following guidelines:

	B+ = 86-90%	C+ = 74-78%	D+ = 62-66%
A = 94-100%	B = 82-86%	C = 70-74%	D = 58-62%
A- = 90-94%	B- = 78-82%	C- = 66-70%	

12. **Academic Honesty:** Having signed and agreed to abide by the College's Honor Code, students thereby pledge that, in all academic exercises, examinations, papers, and reports, they shall submit their own work. Footnotes or some other acceptable form of citation must accompany any use of another's words or ideas. In the context of this course, students are expected to collaborate and to discuss their out-of-class assignments. However, submitting under one's own name work that is merely copied from another is a violation of the Honor Code. (The full text of the Gustavus Academic Honor Code Policy may be found in the Gustavus Academic Bulletin).

13. **Incompletes:** A grade of incomplete will only be given for work not completed due to circumstances beyond the control of the student. (This is college policy)

14. **Disability:** Gustavus Adolphus College is committed to ensuring the full participation of all students in its programs. If you have a documented disability (or you think you may have a disability of any nature) and, as a result, need reasonable academic accommodation to participate in class, take tests or benefit from the College's services, then you should speak with the Disability Services staff, for a confidential discussion of your needs and appropriate plans. Course requirements cannot be waived, but reasonable accommodations may be provided based on disability documentation and course outcomes. Accommodations cannot be made retroactively; therefore, to maximize your academic success at Gustavus, please contact Disability Services as early as possible. Disability Services (<https://gustavus.edu/advising/disability/>) is located in the Academic Support Center. Disability Services Coordinator, Kelly Karstad, (kkarstad@gustavus.edu or x7138), can provide further information.