

PHY 114/132 Introduction Guidelines

1. Arrive 5-10 minutes before the lab starts. Log into Canvas and navigate to the Attendance tool on the left-hand side of the page. Get situated and ready for the madness.
2. No later than the lab start time, open the lab door and keep it propped open for the first 15 minutes of class.

Note: After 15 minutes, close the door. Anyone who is more than 15 minutes late to the lab should request a lab reschedule using the reschedule form linked on Canvas.

3. As students enter the room, politely ask them to put their backpacks, water bottles, and other personal items on the storage racks. **If you do this right from the start, they will get in the habit of it.**
4. As students start to form groups, remind them of the 3 students per group policy. Immediately break up any groups of 4. Groups should be no more than 3 students and we will enforce this strictly.

Note: the only time a group should have more than 3 students is if one of them is there for a rescheduled lab and there is no option to form smaller groups. If there are 25 or more students in the room and none are there for a rescheduled lab, ask them to check their enrollment to make sure they are in the correct room.

5. **Pass the sign-in sheet around the room** and tell the students to write their names on it according to the table at which they are sitting.
6. While the paper is being passed around the room, introduce yourself!
7. **Write your name & email on the whiteboard.** Tell the students who you are, what you study, and a hobby of yours (optional).
8. **Emphasize the following course policies:**
 - a. In-person attendance is required to earn credit for each lab.
 - b. To be marked present for each lab, make sure your name is on the sign-in sheet.
 - c. Lab worksheets must be completed using the template provided on Canvas.
 - i. Students can complete the worksheet on paper or electronically.
 - d. Completed lab reports are due by 11:59pm the day after your lab day (whenever you attend lab).
 - e. All pre-lab quizzes are due by 11:59pm the night before your **scheduled** lab day (this due date does not change when you reschedule your lab).

- f. Lab reports are **individual**. Discussion between classmates is encouraged, but copying or pseudo-copying is prohibited.
 - g. Between lab partners, raw data and graphs are expected to be the same, but all other components of the lab report must be done individually.
 - h. The Syllabus Quiz must be passed with a 100% score before you can turn in any assignments. Students are expected to read the syllabus on their own time and will be held accountable to the syllabus policies.
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9. Start the lab by explaining the following:

- a. Electrons will flow through a conductor when there is a continuous conducting path between the two terminals of the power source. This is called current.
 - b. (Incandescent) lightbulbs create light when enough electrons are pushed through the tungsten filament. This heats up the filament, causing it to glow.
 - c. We use the lightbulbs as a visual indicator of when current is flowing through that branch of the circuit.
 - d. Skip the second page of the lab worksheet and complete it after everything else.
 - e. For the Lab 0 Bonus Question: Use a 9V battery, not the DC power supply!
 - f. While you complete the experiment, RTFM; Read The Fantastic Manual.
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10. Once all students have signed the sign-in sheet, count the number of people in the room and write it down on the sheet. Count the number of names and make sure it matches the number of people in the room. If the counts do not match, investigate further.

11. At the earliest convenient opportunity, record the attendance on Canvas using the Attendance tool and the paper sign-in sheet. Making a seating chart is encouraged!

Note: If any students' names do not appear on the Canvas attendance roster, ask them to check their enrollment to be sure they are in the correct room.