Instructor: Travis Merritt  
Office: PELA -- 306 Robeson Hall  
Email: tmerritt@vt.edu  
Office Hours: By Appointment Only  
Lab Portal: www.phys.vt.edu/~labs

Office Hours and Email Policy
If you have questions regarding the lab, I am available to answer those questions either during my office hours or by email. During normal business hours, I will answer emails for two hours a day, typically 8-10 AM, in the order in which those emails are received. You are responsible for all information found in this syllabus and on the lab portal. If the answer to your question can be found in either source, I will respond “See the syllabus” or “That information can be found on the physics lab portal site,” or I may not reply at all.

Lab Manual (Required)
Laboratory Manual can be purchased from either the University Bookstore on campus or Volume Two Bookstore. Be sure that your manual contains Labs 1 - 10, is labeled “Physics 2216,” and has the appropriate year (2015 – 2016) on the cover. You must bring your lab manual to each laboratory session since it contains material that you will submit for grading at the end of each lab session. If your lab manual is unavailable to you for a given week, you must contact Travis Merritt to discuss your options.

No additional equipment is required for PHYS 2216. There is no dress code for the lab and you are not required to purchase lab kits of any kind. The lab team provides you with a computer workstation, lab software, and any necessary sensors or equipment.

Associated Lecture
This Lab course is a companion to the General Physics Lecture course (PHYS 2206). The Lab and Lecture courses should be taken concurrently; however, you are not required to do so. Grades in the Lab are independent from the lecture.
**Lab Sessions**
The labs typically meet twice a week and each session is 1 hour and 50 minutes in duration. The labs are intended to be completed in this time. No portion of the lab may be completed outside of the lab room. Students will perform each lab in groups of 2-4. The TAs in the room may move students around in the lab room in order to maintain a productive, respectful, and educational atmosphere. At the end of each lab session, you will hand in your entire lab (with pages in sequential order and stapled together) at the end of each session.

*The labs are meant to supplement your understanding of lecture material.* Though, the content of some labs is not explicitly covered in the lecture. It is essential that you come to lab prepared by referencing the lecture textbook beforehand.

**Attendance (Mandatory)**
There are 9 laboratory sessions scheduled for Summer Session II of 2016. A strict attendance policy is in place for this course. An absence is considered any lab session where a grade is not reported in your TA’s grade book. Absences count heavily against you. For each absence, you are docked a full letter grade and your remaining lab scores accumulate as a percentage of your highest possible score. If you miss one lab the highest possible score is a B. If you receive 90% of the possible points on the nine labs you attended then your final raw score in the course is 90% of a B (a points and percentages breakdown is provided below).

Given the strict nature of this attendance policy, you are given ample opportunities to make up missed lab sessions (See the section entitled “Lab Make-ups”). If you are more than 10 minutes late for the lab, then your TA will ask you to leave and come back for a make-up session.

**Grading**
The lab reports represent 100% of the possible credit for the course. Each lab report is graded out of 100pts and the scores are reported both on your returned lab report and on Scholar. The grade for a missed lab will be recorded as 0.

Your TA is expected to grade a lab report and post that grade on Scholar no later than the following week in which that lab took place. Your graded lab reports should be returned to you in the following session. However, you are responsible for retrieving graded lab reports from your TA. Furthermore, you are responsible for verifying that your Scholar-posted grades match the grades that you received on your returned lab reports.

If you do not receive your graded lab report from your TA within one week of performing the lab, discuss the matter with your TA. If this does not resolve the issue, contact Dr. Merritt by email.

There are 1000 possible points to be earned in the class (10 labs worth 100pts each) and letter grades (assigned to your scores at the end of the semester) are distributed in the following way:
A 95.00 % - 100.0 %
A- 90.00 % - 94.99 %
B+ 85.00 % - 89.99 %
B 80.00 % - 84.99 %
B- 75.00 % - 79.99 %
C+ 70.00 % - 74.99 %
C 65.00 % - 69.99 %
C- 60.00 % - 64.99 %
D+ 55.00 % - 59.99 %
D 50.00 % - 54.99 %
D- 45.00 % - 49.99 %
F 00.00 % - 44.99%

Note that grade divisions are exact and the letter grade you receive is reflective of your score to the hundredths of a percentage point. Any rounding occurs at the thousandth of a percentage point and smaller. It is your responsibility to keep track of your grades throughout the semester. You should keep all returned work in the event that an error occurs in the Scholar grade book.

THERE IS NO FINAL EXAM FOR PHYS 2216

Disputing an Earned Lab Grade

If you wish to dispute the grade for one of you lab reports, you must first discuss the matter with your TA. If you are unsatisfied with the outcome of that discussion, you may contact the Instructor directly and set up an appointment. All lab score disputes must be made within 1 week of having received a grade for a given lab. No points will be awarded at the end of the term for lab score disputes.

Disputing an Incorrect Lab Grade

If a grade on one of your lab reports does not match the grade posted on Scholar, that grade in Scholar can only be changed by presenting the graded lab report to either your TA or the Dr. Merritt. The deadline for disputing a missing lab grade is 5 PM on Friday, August 11th.

Special Accommodations: If you require special accommodations in the lab room, you should contact the Instructor as soon as possible. Documentation will need to be provided from the SSD office. The Instructor will do everything possible to make arrangements so as to accommodate you.
Lab Make-ups

Schedule of make-up sessions
Make-up sessions are held on August 10th-11th and will take place at times that labs regularly meet. These times can be found on the lab portal and following the appropriate links.

Requesting a make-up session
In order to attend a make-up session, you must fill out a make-up request form. This form is available at either the Physics Lab Portal or under the Resource tab on the Scholar page for the 2216lab course. This form must be filled out correctly and completely in order for your make-up request to be considered. Upon submission of your make-up request, you will receive an automated confirmation e-mail documenting your request. Within 24 hours or on the next business day of this confirmation, you will receive an e-mail from the Instructor indicating that your make-up request has been processed. This e-mail will contain information regarding the Instructor’s decision concerning your make-up request and, if applicable, the time and place in which you will perform your make-up lab.

In addition to your make-up request, you may be required to submit supporting documentation. This documentation must come from official sources such as medical institutions (notes form a doctor), a University Office (such as the Dean of Student’s office), etc. Failure to provide the required documentation in a timely fashion will result in a make-up designation of unexcused (See Make-up credit)

Make-up requests must be submitted within 1 week of your absence. However, for Lab 19, all make-up requests must be submitted by 10:00PM on August 8th. Make-up requests that are submitted more than 1 week after your absence are considered only in extreme circumstances, such as hospitalization or other forms of incapacitation. In these cases, your request must be supplemented with supporting documentation.

Make-up credit
Each make-up request will be assessed and given a designation based upon your reason for missing a given lab: Excused, Unexcused, or Denied. You may not make up more than 2 unexcused absences during the end of term make-up sessions.

**Excused:** If your absence from a given lab is **excused**, you will be granted the opportunity to make up your lab for full credit.
**Unexcused:** If your absence is *unexcused*, you will be granted the opportunity to make up your lab for partial (half) credit.

**Denied:** Your request may be denied for several reasons:
- Excessive make-up requests
- Submitting the form after 1 week without reasonable justification
- Missing the end of term make-up sessions
- Failure to submit documentation when requested by the Instructor
- Status of your current request is unexcused (for the end of term make-up sessions) and you have already requested and been granted two unexcused make-ups.

**Honor System Policy:**
While partners are expected to share the effort of completing the lab, each student is required to respond to predictions and questions in their own words. Copying off of your lab partner(s) is considered a violation of the Virginia Tech Honor Code and all violations will be prosecuted.