LABORATORY RULES

Attendance

Students are required to attend all scheduled laboratory experiments. **Each missed laboratory session, without a legitimate excuse accepted by the university, results in a reduction of your final course grade by one notch. A grade of at least 60% is required in Laboratory to pass the course, regardless of your performance in the rest of the course. Total Lab score is 600. If your Lab score is below 360, you will get an F.**

Whenever a student has an excuse for the missing laboratory, (s)he has to contact the laboratory coordinator within 3 days and provide the relevant documents in order to arrange a make-up session. It is the student's responsibility to ask for a laboratory make-up appointment. Late requests for make-ups will not be taken into consideration.

Before the Laboratory Experiment

Students should bring the laboratory manual and databook as well as the laboratory notebook. Anyone who does not have the manual and databook as well as the laboratory notebook can not be allowed to do the experiment. Students should read the manual before coming to the laboratory to do the experiment. Students are expected to collect enough knowledge about the experiment by reading the introduction and theory sections to have the necessary theoretical background of the experiment. The students should read the procedure section in order to familiarize themselves with the experiment, before coming to the laboratory.

During the Laboratory Experiment

Students have to come to the laboratory on time. Anyone who fails to come to the laboratory within the first 15 minutes will be assumed absent. The time determined for each experiment is 165 minutes. All laboratory work and report should be completed within this determined time. If this time does not suffice for the work, students will not be given extra time.
The laboratory reports should be written in the laboratory notebook. Students have to hand in their laboratory notebooks to the Instructor when leaving the Laboratory.

Students are expected to check the instruments and components needed for the experiment and report anything missing or unusual. After the experiment starts, they will be responsible from the experimental set-ups. During the experiment, students must take all the necessary data and perform all the calculations necessary to analyze the experiment.

Safety in the science laboratory is an important issue. We recommend goggles, laboratory coats and gloves to be worn at all times in the laboratory. Pay attention to what is happening around you at all times.

Use of pencil is not allowed in the laboratory; everything should be written in pen.
You will need calculator and graph paper during the experiments.

After the Laboratory Experiment

After completing the experiment, students should clean up the setup and leave the instruments and components in order and in good condition. All instruments must be turned off and disconnected and the table should be left tidy and clean. Taking any equipment out of the laboratory is an offense and may result in disciplinary action. Moreover, students will be financially responsible to replace all the missing equipment. Students should get their data checked and confirmed by the laboratory instructor and hand in their notebooks before leaving the laboratory with the laboratory instructor's approval.

Report Format to be Used in Laboratory Notebooks

Title and # of the Experiment **Date**:

Objective (10 pts.)
State your reason of performing this experiment. Write down your hypothesis, your prediction of the answer to the problem that will be investigated in the experiment.

Procedure (10 pts.)
List the instructions you followed during the experiment briefly.

Data Analysis (30 pts.)
Record your results and calculations in the experiment. This section includes tabulated numbers, graphs, and short explanations of observations. Graphs are to be drawn with a ruler, titled, and axis labeled.

Discussion(40 pts.)
Give answers to the questions asked in the manual. State the main results and your explanation of the results.

Conclusion (10 pts.)
State whether your hypothesis was correct or not and summarize what you have learned in the experiment.