**PHYS:XXXX Course Name – LABORATORY Fall/Spring/Summer 202X**

**TA:** John Smith

**Office:** xxx Van Allen Hall

**Office Hours:** Day and time

 (Additional hours by appt.)

**Phone:** Optional, only if you have an office phone and use it

**E-mail:** john-smith@uiowa.edu

**Required Equipment:** Only for courses that use either an iOLab or Lab Kits - iOLab device (rent/purchase here: <https://store.macmillanlearning.com/us/product/iOLab-Version-2.0/p/1464101469>) OR

Lab Kits will be provided on the first day of lab for in person section. Students in online sections must pick up their Lab Kit in 203 VAN before the first lab.

**Lab Manual:** *Lab Manual Title*

Lab Manual Author(s) and edition year

(If your course distributes the manual free of charge as a PDF, say so here instead of title and author)

**Lab Sections:** PHYS:XXX:YYYY Day Time xxx Van Allen Hall

**Zoom Link:** For online sections only. Insert zoom link here.

**Laboratory:** Topics of this laboratory include *(insert brief list of major topics here, for example, classical mechanics and sound)*. A pre-lab and a lab report are required for each lab. Your work in lab is worth xx % of your final grade, so you should take it seriously. Misconduct in the lab will not be tolerated.

**YOUR TA WILL HAVE THE LAB UNLOCKED AND READY FOR YOU TO ENTER 10 MINUTES BEFORE YOUR LAB IS SCHEDULED TO START. PLEASE DO NOT ARRIVE MORE THAN 10 MINUTES EARLY. PLEASE DO NOT CONGREGATE IN THE HALLWAYS BEFORE LAB.**

The University of Iowa encourages students, faculty, and staff to be vaccinated and boosted against COVID-19. The university also welcomes students, faculty, and staff to wear a face mask while on campus, in classroom settings, and during in-person office hours. However, face mask usage is not required except in specified healthcare settings.

**What to Bring to Lab (May want to reword this as “What to have available for lab” for online sections:**

1. Varies by course - Your iOLab device and any included accessories,Your Lab Kit, OR Your entire lab manual
2. Any materials your TA has requested you to bring to this particular lab.
3. For iOLab or Lab Kit labs only: Your own Windows or Mac laptop computer (optional). A limited amount of software is required for this lab course. You may find it more convenient to work on your own personal computer. If you do not have, or do not wish to use, your own computer, departmentally owned computers are available for your use.

**Lab Schedule:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Week of:** |  |  |  |  |  |  |  |  |
| **Lab** |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Week of:** |  |  |  |  |  |  |  |  |
| **Lab** |  |  |  |  |  |  |  |  |

**Laboratory Organization:**

Before Lab: Read the lab manual. Complete and submit your pre-lab questions (via ICON for iOLab/Lab Kit Labs, paper copy if course uses a hard copy lab manual)

Beginning of period: Find an open seat. No more than two students per table. OR Join the Zoom meeting with your webcam turned on.

First 10-20 minutes: Discuss lab, explain apparatus and procedure.

 Rest of lab: Perform lab and write lab report

 End of period: Turn in lab report as instructed in Grading section below.

* In person labs only If using departmentally owned computer, log off at the end of lab, but do not shut it down. If you are in the last lab section for the week you will be required to put the computer in the laptop cart in storage room XXX VAN.
* In person labs only Clean the lab bench before you leave. I will check your lab bench before I give you any credit for clean up.

**Grading:** Give lab report due date information (end of lab, midnight of day of lab, etc.) and submission method (turn in paper copy, submit electronically via ICON, etc.) Your graded lab reports will be available to you by the following lab.

**Makeup labs:** To attend a lab section you are not registered for (makeup labs) you must have permission from the professor and both TAs involved. Permission must be requested at least one week in advance except in the case of an emergency.No student can go into a section that is already full.

Permission is not automatic and may be denied due to lack of equipment, experiments requiring close TA scrutiny, or other circumstances.

As stated in the University's Course Exam Schedule Conflict Policies: "When there is a conflict between an exam scheduled outside of class time and a regularly scheduled course, the regularly scheduled course will take precedence." It is up to the instructor of an exam scheduled outside regular class hours to arrange a makeup exam for the students who have a schedule conflict.

**Course Home**

For Undergraduate Courses: The College of Liberal Arts and Sciences (CLAS) is the home of this course, and CLAS governs the add and drop deadlines, the “second-grade only” option (SGO), academic misconduct policies, and other undergraduate policies and procedures. Other UI colleges may have different policies.

For Graduate Courses: The College of Liberal Arts and Sciences (CLAS) is the home of this course, and CLAS governs the policies and procedures for its courses. Graduate students, however, must adhere to the [academic deadlines set by the Graduate College](https://grad.uiowa.edu/academics/deadlines).

**Academic Honesty and Misconduct**

All students in CLAS courses are expected to abide by the [CLAS Code of Academic Honesty](https://clas.uiowa.edu/students/handbook/academic-fraud-honor-code). Undergraduate academic misconduct must be reported by instructors to CLAS according to [these procedures](https://clas.uiowa.edu/students/handbook/academic-fraud-honor-code). Graduate academic misconduct must be reported to the Graduate College according to Section F of the [Graduate College Manual](https://grad.uiowa.edu/academics/manual/academic-program/section-iv-academic-standing-probation-and-dismissal).

**Student Complaints**

**Students with a complaint about a grade or a related matter should first discuss the situation with the instructor and/or the course supervisor (if applicable), and finally with the Director or Chair of the school, department, or program offering the course.**

**Undergraduate students should contact** [**CLAS Undergraduate Programs**](https://clas.uiowa.edu/students/handbook/student-rights-responsibilities#rights) **for support when the matter is not resolved at the previous level. Graduate students should contact the CLAS** [**Associate Dean for Graduate Education**](https://clas.uiowa.edu/deans-office/christine-getz) **and Outreach and Engagement when additional support is needed.**

**Drop Deadline for this Course**

**You may drop an individual course before the deadline; after this deadline you will need collegiate approval. You can look up the** [**drop deadline for this course**](https://registrar.uiowa.edu/course-deadlines) **here. When you drop a course, a “W” will appear on your transcript.** The mark of “W” is a neutral mark that does not affect your GPA. **Directions for adding or dropping a course and other registration changes can be found on the** [**Registrar’s website**](https://registrar.uiowa.edu/change-registration-myui)**. Undergraduate students can find policies on dropping and withdrawing** [here](https://clas.uiowa.edu/students/students-academic-policies/registration-policies#dropping)**.** Graduate students should adhere to the [academic deadlines](https://grad.uiowa.edu/academics/deadlines) and policies set by the Graduate College.

**College of Liberal Arts and Sciences (CLAS) Course Policies**
[**Attendance and Absences**](https://clas.uiowa.edu/faculty/student-attendance-and-absences)

University regulations require that students be allowed to make up examinations which have been missed due to illness or other unavoidable circumstances. Students with mandatory religious obligations or UI authorized activities must discuss their absences with me as soon as possible. Religious obligations must be communicated within the first three weeks of classes.

[**Exam Policies**](https://clas.uiowa.edu/faculty/examination-policies-and-best-practices)

**Communication: UI Email**

Students are responsible for all official correspondences sent to their UI email address (uiowa.edu) and must use this address for any communication with instructors or staff in the UI community.

**University Policies**

[**Accommodations for Students with Disabilities**](https://provost.uiowa.edu/teaching-resources/course-syllabi-information#accommodations-for-students-with-disabilities)

[**Basic Needs and Support for Students**](https://provost.uiowa.edu/teaching-resources/course-syllabi-information#basic-needs-and-support-for-students)

[**Classroom Expectations**](https://provost.uiowa.edu/teaching-resources/course-syllabi-information#classroom-expectations)

[**Exam Make-up Owing to Absence**](https://opsmanual.uiowa.edu/students/absences-class#8.1)

[**Free Speech and Expression**](https://provost.uiowa.edu/teaching-resources/course-syllabi-information#free-speech-and-expression)

[**Mental Health**](https://provost.uiowa.edu/teaching-resources/course-syllabi-information#mental-health)

[**Military Service Obligations**](https://opsmanual.uiowa.edu/students/absences-class#8.2)

[**Non-discrimination**](https://provost.uiowa.edu/teaching-resources/course-syllabi-information#non-discrimination-statement)

[**Religious Holy Days**](https://opsmanual.uiowa.edu/students/absences-class#8.2)

[**Sexual Harassment/Misconduct and Supportive Measures**](https://provost.uiowa.edu/teaching-resources/course-syllabi-information#sexual-harassment--sexual-misconduct-and-supportive-measures)

[**Sharing of Class Recordings**](https://provost.uiowa.edu/teaching-resources/course-syllabi-information#sharing-of-class-recordings-if-appropriate)