

GENERAL COURSE POLICY AND INFORMATION
for
PHYSICS 1250 and 1251

COURSE INFORMATION

1. Course Descriptions: Physics 1250 and 1251 form a two-semester introductory series of courses for physics, engineering, and other science majors. The class meetings per week are: three lectures, one recitation, and one laboratory session.

The holidays for all classes, as well as particular days on which there are no labs, are indicated in the Syllabus/Assignment Sheet for each course. Quizzes, midterms, and the final exam date and time are also stated. **Please check your assignment sheet for the correct date, time, and location of the final exam.** You are required to take the final exam at the appropriate time.

2. Course Problems: If a problem with the course cannot be resolved by your recitation instructor, lab instructor, or lecturer, you will need to see one of the course supervisors. The **Physics P125x Course Manager** will handle day-to-day problems such as missed exams and labs; therefore, in general you should see him first about absences from class. If the Course Manager cannot resolve your problems, he will refer you to the Vice Chair for Administration.

P125x COURSE MANAGER:

Dr. Michael Ziegler, (ziegler.2@osu.edu), SM 1036A, 614-292-2067.

3. Prerequisites: Physics 1250: The science prerequisite is 1 entrance unit of Physics or Chem. The math prerequisite is Math 1151 (152) or equivalent, but Math 1151 may be taken concurrently. Physics 1251: The prerequisite is Physics 1250 (131), Math 1151 (152), and Math 1152 (153) or equivalent, but Math 1152 may be taken concurrently.

4. Recitation Policy: How recitations are handled will be explained in the individual courses. Problems may or may not be assigned specifically for particular days. However you are still responsible for all assigned problems, no matter whether they have been assigned for lecture or recitation, and whether or not they have been covered in class. On-line homework must be submitted by the deadline. Since there is an extended period of time for the completion of on-line homework, extensions will not be granted for last-day computer problems or illness.

5. Wait Lists: Please check daily with Buckeye Link if you are on the wait list. Please note that wait lists are deleted at the end of the first week of classes. For assistance in entering classes after the first week, please come to room 1036 Smith Lab.

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EXAMS

1. Final Exam Schedule: Please consult your Syllabus / Assignment sheet for details of the date, location, and time of the final exam. The times given in the assignment sheets correspond to the times given on the Master Schedule of Classes. **FINAL EXAMS ARE NEVER GIVEN EARLY.**

2. ODS Exams: Take the ODS proctor form to the P125x Course Manager, who will fill out the form. Failure to meet the deadlines will result in delayed access to ODS services. The physics department has no control over the deadlines.

3. Missed Exams: If you miss a quiz, midterm, or the final examination for a serious reason, such as illness, your absence may be excused.

If you miss a quiz, please contact the Course Manager within 2 weeks of the date of the quiz, or by the first day of exam week, whichever is first. If you miss a midterm, please contact the Course Manager within 2 weeks of the date of the midterm. *To have an absence for a midterm excused means that your midterm grade of 0 will be replaced by a prorated final exam grade.*

If you miss the final exam, please contact the Course Manager before, or by the last day of exam week. See **Missed Final Exam** below.

Vacation plans are not an acceptable reason for missing an exam. For exam-related problems other than missed exams, you must contact either your recitation instructor or your lecturer or a course manager within 24 hours of the exam.

4. Missed Final Exam: If a student is absent when a final exam is given, the student must seek permission from the Course Manager to take a makeup final exam; otherwise, the final exam grade will be 0. *Permission to take a make-up final exam will be granted if the student has a valid reason for the absence and is passing the course.* The student must contact the course manager before the last day of exam week to request permission to take a makeup final exam. The Course Manager will consult with the student to agree on a time and place for the student to take the makeup final exam; depending on the timing, the student may have to take an incomplete (I) in the course – in this case, the makeup final exam would given after the semester has ended.

NOTE: Scheduling an air flight to depart before a final exam is not an acceptable excuse for missing a final exam.

5. Pre-semester Ticket Purchases: If you had arranged to travel during final exam week so that you cannot take the final exam, and if you or your parents had purchased a ticket BEFORE the first day of class, see the P125x Course Manager before the end of the first week of the semester with documentation proving both that the ticket was already purchased and that it was purchased before the assignment sheet or the course information sheet was provided in class. You will not receive an early exam, but you may be allowed to take a makeup exam in the following semester.

6. Other Exam Problems: Must be reported to the P125x course manager within 24 hours of the exam. **If an exam or any page of an exam is taken from the classroom, in fairness to other students it cannot be accepted later for grading.**

7. Regrade Requests for Midterms: These must be submitted within one week of the return of a quiz or midterm to you, and no more than two weeks after the exam has been returned to the rest of the class. Request forms are available on the physics department's course website, and in the rack next to room 1011V Smith Lab. **Regrade requests are not accepted for the final exam.**

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GENERAL POLICY FOR EXCUSED ITEMS

Because there are no makeup quizzes in these courses, every student is excused for missing two quizzes for any reason including illness, family emergency, an interview, representing the university, etc. Therefore, no documentation is needed for the first two missed quizzes. For more details, see below.

QUIZZES

1. Missed Quizzes: In order to take care of unforeseen problems or circumstances that arise, such as an illness that keeps a student out of school, two missed quizzes are excused and dropped automatically, for any reason. If a student misses more than two quizzes, the student must contact the Course Manager with documentation within two weeks, or by the first day of exam week, whichever is first.

2. Regrade Requests for Quizzes: These must be submitted within one week of the return of a quiz to you, and no more than two weeks after the quiz has been returned to the rest of the class, but the last day to submit a request is the first day of exam week. Request forms are available on the physics department's course website, and in the rack next to room 1011V Smith Lab.

LABORATORY

1. Lab Manuals: Students in Physics 1250 and 1251 need to purchase lab manuals at a campus area bookstore. There are separate lab manuals for each course. Students need to purchase new lab manuals because there are sheets that you write on during the lab in each lab manual. Consult the Syllabus/ Assignment Sheet for details.

2. Missed Labs: Note that generally there are no makeups for missed labs in order not to overcrowd or interrupt group dynamics in other lab sections.

No lab is dropped automatically. For a missed lab to be excused/dropped, the student must contact the Course Manager to be excused for missing the lab. Unless the student has a valid reason for taking longer, such as an extended hospital stay, the deadline for contacting the Course Manager is two weeks after the lab is missed, or by the first day of exam week, whichever is first. Those who can document the reason for the absence may be excused. However, those who make a habit of missing labs will receive zeroes for the missed labs. A scheduled university activity is a valid reason for missing lab; attendance at a rock concert or auto race, for example, is not.

Exams in other courses also are not valid reasons for missing labs, see "Schedule Conflicts with Other Courses and University Activities" below.

If you have a job interview, you cannot make up the lab and you will not be excused from it.

3. Prior Lab Work: credit for lab work from a prior semester is not passed on. All students who retake a course must attend lab.

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HOMEWORK

1. On-line Homework:

Physics 1250 and 1251 use the on-line homework web site *WebAssign*. WebAssign access cards, good for two semesters, are included in the textbook package when you buy a new book at a campus-area bookstore. Only new textbooks include the WebAssign cards.

2. Missed Homework: Because a week is given to complete each homework assignment, extensions are not granted for last minute illnesses or computer failures. A request for a homework excuse must be made within two weeks of the missed homework, or by the first day of exam week, whichever is first.

SCHEDULE CONFLICTS

1. Schedule Conflicts with Employment: We will make every effort to assist employed students in scheduling classes at hours that do not conflict with work hours. However, students are expected to make necessary arrangements to take all exams in class on the days and at the times listed in the Syllabus/Assignment Sheet. Bring a letter on your employer's letterhead to room 1036 Smith Lab if there is a conflict. The letter must state specifically on what days and at what hours you are employed. This can only be done after you have been employed, not in anticipation of employment. Please be aware that it is not always possible to accommodate all such requests. **Note: If there are no vacant places, it may not be possible to make such changes.**

2. Schedule Conflicts with Other Schools: Students who are enrolled at other colleges and universities, but who are taking a course at Ohio State, are expected to make the necessary arrangements to fulfill all course requirements. These include attendance in labs and being present for all exams. In particular, activities or classes at another school do not take precedence over exams here.

3. Schedule Conflicts with Other Courses and University Activities: Students enrolled at Ohio State should be aware of Rule 3335-8-11 which states that "**Regularly scheduled class appointments shall have precedence over any special examinations. . .**," and of Rules 3335-9-21 and 3335-9-22 which state that students may be excused for non-class functions only when specified procedures are followed.

If another course schedules a common midterm or final exam that conflicts with your regularly scheduled lecture, recitation, lab time, or final exam, university rules require that a makeup midterm must be available at a time when you do not have a regularly scheduled class. You will not be allowed to make up a lab missed because of a common midterm in another class.

MISCELLANEOUS

1. Cell Phones: Cell phones, or any mobile device, are not to be used during examinations. Calls may not be made nor answered in any class. Any student doing so will be asked to leave the class. You must turn off all such devices during an exam. If you answer or make a call during an exam, YOU WILL NEITHER BE ALLOWED TO COMPLETE THE EXAM NOR BE ALLOWED TO MAKE IT UP.

2. Communications: When sending email to instructors, it is preferred that you use an *osu.edu* address to preserve your privacy and to avoid being considered spam. The Federal Right to Privacy Act, FERPA, does not allow us to send personal information to a non-osu.edu email address. Also, do not send email in html format: it may not be read.

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3. Extra Help: Selected sample exams may be made available by your lecturer on CARMEN. Your lecturer may provide solutions to midterms, quizzes, and homework on CARMEN.

4. Grades: Your lecturer will inform you of the procedures by which grades are assigned on the Syllabus/Assignment sheet. Individual lecturers may require that minimum standards must be met.

5. Requests for Regrading: If you believe that there has been an error in the grading or addition of points on an exam or quiz, you must submit a "Request for Regrading" form. This form is available on-line on the physics department course websites or on a rack near room 1011V Smith Lab. This form, along with the exam in question, must be submitted to your recitation instructor within two weeks after the exam has been returned to the rest of the class, but the last day to submit a request is the first day of exam week. Requests will not be accepted past the stated deadline unless there is proper documentation showing that the circumstances were unavoidable. Requests are not accepted for the final exam.

If you submit a regrade request form, you must specify the problems to be regraded. For questions about a correct way to solve a problem, please consult your recitation instructor or lecturer. Please remember to indicate ANYTHING you added to the exam after it was returned to you. **The material for which a regrade is requested will be compared to a copy of the material made at the time the exam was graded.**

If you have two answers to a question on your test paper, neither one crossed out, it will be construed against you, even if one answer is correct.

6. Section Changes: Changes in lecture, recitation or lab class times may be effected through Buckeye Link in the first week of the semester if spaces are available. Vacant places in the wait list are filled in order. The wait list ends on Friday of the first week of classes. If you drop the sections you are in to add others, someone else may be put in your place and you may be dropped from the course. If that occurs, you will move to the end of the wait list. Students with a work conflict should bring a letter from the employer on the employer's letterhead to the Office of Undergraduate Services in Room 1036 Smith Lab for assistance with the problem. Students with a course conflict should see the P125x Course Manager. University rules require that a recitation instructor assign a grade of E if a student has not attended the correct recitation. We follow this rule.

7. Tutoring: A free tutoring service is available in SM 1011A and B – see the schedule posted there for times. A private tutor list is available at <http://pgsc.physics.osu.edu/tutors>.

LEARNING ADVICE

1. Cognitive Dissonance: You will need to learn concepts that often conflict with "common sense". It is impossible to enter a physics course without bringing to it your (often unconscious) ideas of how the world works: these ideas more often correspond to the physics of Aristotle than to the physics of Galileo and Newton. Therefore, you may often find yourself confused. This "cognitive dissonance", to use a term for the conflict between a preconceived notion and a scientific conclusion, is good, because it is a necessary step on the way to a new level of comprehension. To assist you in this process, the labs are specifically designed to overcome these alternate conceptions and help you make the basic ideas become "common sense" for you. For your part, the important thing is to work your way through this stage of the learning process. Since nothing is achieved without effort, you will need to plan to spend two hours doing homework for each hour in class, whether lecture or recitation or laboratory. You are also expected to attend all classes. The only variable for which psychologists have been able to

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find a correlation with grades is attendance in class. This is true for all the courses you are taking.

2. Problem-Solving Strategy: Students often are confused as to what constitutes a proper answer to a question on a physics exam. In general, a statement of the correct answer, even if it is known and memorized, will receive no credit. The P125x courses are concerned with how you solve problems and gain understanding of the underlying concepts. They are never intended to teach you a set of solutions that you simply memorize without understanding the method used to find the solution. Therefore, you should always start with a figure, list what is known and what needs to be found, follow with the basic equations, and derive the result in **algebraic symbols**. If a numerical answer is required, substitute in only after you have completed the **derivation of the algebraic quantity** that is sought. The way you learn how to do this is by studying examples and working as many problems as possible.

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