

Open Laboratory Guide

In the open laboratory system, you need not do laboratory activities during the regular schedule of the laboratory section you are enrolled in. Instead, sessions for specific laboratory activities will be scheduled, and you are given the freedom to choose the schedule to perform the activities indicated in your syllabus.

Along with the freedom to do the laboratory activities on your preferred session, comes the responsibility for you to see to it that you complete all course requirements. Contingencies like typhoons, sickness or traffic problems will no longer be a concern, as you can choose to “make up” for your missed activity simply by signing up for another session. You are expected to prepare before coming to class to optimize the use of laboratory hours.

1.0 Subjects

The following courses will follow the Open Laboratory system:

LBYPHY1 (PHYLAB1, PYENLA1 and PYCOLA1), **LBYPHY2** (PHYLAB2, PYENLA2 and PYCOLA2), **LBYPHYA** (INTPYLA), **LBYPHYD** (BIOPLA1), **LBYPHYE** (BIOPLA2), **PYMATLA**, **BIOPLAB** (LBYPHYC)

Requirements for each course are stated in the course syllabi.

2.0 Activities and Schedule

You will perform around 10 laboratory activities that you may choose from a set of 12 to 15 activities. Some activities are however compulsory and these are indicated in your course syllabi. In addition, you will be required to pass the skill-building activities before you are allowed to proceed with the required activities and elective activities. Refer to your course syllabus for the list of skill-building, required and elective activities.

For simplicity, all open lab sessions will be scheduled on the designated time and room of classes involved in the open lab system.

3.0 Procedures

3.1. Secure your own copy of the Open Laboratory Student Record Form (*Form 5*).

The session faculty during the first meeting will distribute *Form 5*. If you fail to get a *Form 5*, this may be secured from the Physics Supply Room (J409).

3.2. Sign up for an open laboratory session.

The schedule for each activity will be posted on the bulletin board outside the Physics Supply room (J409). If you want to perform one of the activities, you must sign up for a specific session. The sign-up sheets are also stationed at J409. You have the first priority to register for all the activities/sessions that are assigned on your original class schedule (i.e. the schedule indicated in your EAF). However, you must sign up at least 7 days before the scheduled activity otherwise, your slot will be considered open to other students. If you wish to attend an activity outside your original class schedule, the earliest that you may register for an activity is 6 days before the scheduled activity/session.

The number of activities that you may perform in one week is completely upon your discretion. You must however complete the minimum requirement for the course by the end of the 12th week.

You will perform the laboratory activities in groups of two or three, and you may choose your own group mates. If you wish to maintain your group throughout the course, you and your group mates have to sign up for the same set of sessions.

If you fail to register, or were closed out for a particular session, you may fall in line before the start of the session and will be considered a walk-in student. You will be accommodated after the initial grouping if some slots remain, and upon the discretion of the session faculty.

3.3. Read the write-up for the activity in the Laboratory Manual and photocopy the guide questions.

The original copy of the guide questions can be borrowed from J409 for photocopying.

3.4. Show up for the session on time.

You are expected to be punctual. You will be deemed to have forfeited your slot after the session faculty has assigned the initial groupings. You must bring the following to class:

- ✓ Laboratory manual
- ✓ Photocopy of the guide questions
- ✓ Calculator, pen and paper
- ✓ Your *Form 5* and student ID

If you come to class unprepared, you will be asked to leave the room and forfeit your slot.

Failure to attend the specific session is subjected to penalty:

- ✓ first offense : 5% deduction from the group report
- ✓ second offense : 10% deduction from the group report
- ✓ third offense : 20% deduction from the group report
- ✓ fourth offense : 40% deduction from the group report
- ✓ fifth offense : will get a score of zero for the activity

3.5. During the session

After setting up the apparatus, you must have the set-up checked by the session faculty before proceeding.

After performing the experiment, processing the data and answering the guide questions, the group must submit the worksheet (Data Sheet, graphs, computation sheets, and answers to guide questions) to the session faculty, who shall determine the reasonableness of your results.

If your work is unsatisfactory, you will be asked to repeat the activity. The session faculty will grade only satisfactory worksheets.

A session lasts exactly three hours (including time allotted for assessing your work). If you are unable to finish the experiment and have your report checked, you have to sign up for another session (catch-up session) to complete or repeat the work.

3.6. At the end of your session

Ask the session faculty to fill up the appropriate cells in your *Form 5*. Keep the *Form 5* until the end of the course.

3.7. If you finish early,

And your group feels that you have enough time to perform another activity, you may enter another session as walk-in students provided that

- ✓ There are slots available in the other session
- ✓ At least two of you walk in
- ✓ The session faculty agrees that there is reasonable time left for you to complete the activity
- ✓ You have prepared for activity and brought the necessary documents

4.0 Skills Lab Quizzes

4.1 You must first pass the Skill Building Activity/ies before you will be allowed to take the Skills Lab quiz.

4.2 Register/sign-up for the quiz session. Sign-up sheets are placed at J409.

4.3 Bring your *Form 5*, pen, paper, graphing paper, calculator and ID to the quiz session.

4.4 After the session faculty finishes checking your paper, ask him/her to record your score on your *Form 5*.

5.0 Pre-Laboratory Quizzes

Quiz for laboratory activities may be taken only once. Please refer to your course syllabus for the list of laboratory activities. Ask your session faculty to record your score for the pre-lab quiz on your *Form 5*.