

OPERATIONAL GUIDELINES

1. The lecturer in charge of the course is Professor T. H. Keil (Office - Olin 105, email thkeil@wpi.edu phone 508-831-5419). Contact him with questions or comments about the course. Each student in the course will also have a Conference Instructor. At the first conference meeting, this instructor will provide you with instructions about how to contact him/her. For questions about the laboratory portion of the course, contact the Lab Manager, Fred Hutson (Office – Olin 217, email flh@wpi.edu, phone 508-831-5527)

2. Three examinations are scheduled for the term:

| | <u>Secs. 1-8</u> |
|-----------------|------------------|
| Sept. 5 (Wed.) | 9:00-9:50 a.m. |
| Sept. 26 (Wed.) | 9:00-9:50 a.m. |
| Oct. 10 (Wed.) | 9:00-9:50 a.m. |

Please mark these dates on your calendar now! Occasionally students need to miss a scheduled exam. If you notify the course instructors at least 24 hours before the exam, there will be no penalty. Without 24 hours notification, the penalty will be 10% of the total exam grade. For exceptional circumstances, the penalty will be waived.

3. Course evaluation: Your grade will be calculated as follows:

| | |
|--------------------|-----|
| Examinations | 60% |
| Homework* | 20% |
| Laboratory** | 10% |
| Conference work*** | 10% |

* Homework assignments are done online at www.wileyplus.com. There are two types of assignments: Read and Study – worth 20% of the homework grade and Questions – Assessment – worth 80% of the homework grade. Late homework **will not be accepted**.

** To be eligible for course credit, you MUST satisfy the lab requirement by attending the assigned laboratory meetings and submitting the requisite lab reports based on your own laboratory measurements. Lab guidelines are contained in a separate document available on the Web.

*** Your final grade is determined by your conference instructor. He/she will describe the criteria you must meet to earn credit for conference work.

4. The syllabus details the topics and reading assignments. Experience shows that the best way to do well is to STAY UP-TO-DATE in the course and SEEK HELP for those problems you cannot solve.

Study aids

There are many different ways to get help, or to help yourself. As a rule, the more different techniques you employ, the more thoroughly you will learn your subject. We suggest the following:

1. **Conference instructors.** You meet in conference to discuss the physical significance of the material you have studied and to perfect your problem-solving skills. This is a chance to ask questions, explore dilemmas, discuss insights. Your conference instructor won't lecture at you

unless you force him/her to. Your conference instructor will post office hours for outside-of-class assistance.

2. **WileyPLUS.** In your web browser, go to <http://www.wileyplus.com/>. Follow the instructions packaged with your textbook to get access. Your homework assignments in PH1111 will be done at this web site. There are also many other resources available at the web site.
4. **Help Sessions - Think MASH!** The Math And Science Help program is now in its twenty fifth year and **has been very valuable** for the students who **take** advantage of the MASH help sessions (as indicated on course evaluation forms at the end of past courses). MASH schedules will be distributed near the beginning of the course.
5. **PHYSICS CLINIC.** Physics graduate students will be available a number of hours each week in **Olin 118** to answer questions and to provide assistance. A schedule will be posted.
6. **Other students.** We're convinced that students often learn much more from each other than they do from faculty members. Study with friends. Review with each other. Work on problems together. **HOWEVER!** Don't blindly copy someone's problem solution, because you don't learn much that way; do get help from each other when you need to learn how to set up a problem. Your objective should be to understand the problem, not merely to get a right answer. Some students spend hours battling their heads against a particular problem that they can't solve. That's not an efficient way to use your study time. After you've made an attempt (say, fifteen minutes or so), ask someone else if they've tried it. Try to figure out why you had trouble, and how you can avoid the trouble next time. If that doesn't help, write yourself a note to remind you to ask about it in conference, MASH, or the PHYSICS CLINIC.
7. **Email.** Contact instructors via email; email is often a quick way to get an answer to a question.
8. **Handouts.** The Syllabus and other materials will be distributed in lecture. Extra copies are available in the magazine rack in the first floor hallway of Olin Hall (near Olin 117).
9. Course materials are also available on the **WEB**. Point your web browser to the URL <http://www.wpi.edu/Academics/Depts/Physics/Courses/ph1111a12/ph1111a12.html>
11. **DON'T WAIT.** Seven-week terms are very short. At almost any time of the day or night, someone is available who can help.