PHYS 1004, Summer 2023
May 4th to Aug. 16th
Information and Course Outline

1. Course Description

This course is designed to introduce electricity, magnetism, circuits, electromagnetic induction, and electromagnetic waves from a physics perspective for students in engineering programs. The associated laboratory sessions will meet virtually on a weekly basis starting in the first week of the term. Student evaluations will be based on labs, online assignments, and a midterm as well as a final exam.

This calculus-based course introduces electricity, magnetism, oscillations, waves and optics. The laboratory is an essential and autonomous part of the course.

Credit in this course precludes additional credit for PHYS 1002, PHYS 1008 and BIT1204.

Some students believe that if they can follow the lectures, then they have learned physics. This is usually not true. Learning physics is not a spectator sport. To learn physics, a student must do work outside of lecture time thinking about, and interacting with, the course material. No one ever learns physics by simply reading about it or listening to someone talk about it. You learn it by making the effort to understand the material and by solving problems using the principles learned. The standard requirement in a college course is that you spend two hours outside of class for every hour of lecture. There is no substitute for spending time learning the material.

It must be said, learning physics is a very active process! Everyone can do it with some effort. You all can do it. You will need to take the lead in this effort. Ask questions whenever you need help! Watching someone else "do physics" does not often do much for you! Once you realize that PHYSICS is really fun as you see it in every day’s life then you will know that you have understood it.

2. Course Times

Lectures (in-person)

<table>
<thead>
<tr>
<th>Room</th>
<th>Azrieli Theatre 302</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time:</td>
<td>Monday and Wednesday, 2:35 to 3:55 pm</td>
</tr>
<tr>
<td>Instructor:</td>
<td>Dr. Mustafa Bahran</td>
</tr>
<tr>
<td>Office:</td>
<td>3412 HP</td>
</tr>
<tr>
<td>Phone:</td>
<td>613-520-2600 EXT. 5094</td>
</tr>
<tr>
<td>E-mail:</td>
<td><a href="mailto:mustafabahran@cunet.carleton.ca">mustafabahran@cunet.carleton.ca</a></td>
</tr>
<tr>
<td>Office Hours:</td>
<td>Wednesday 4:00 to 5:00 pm</td>
</tr>
</tbody>
</table>

Laboratory (in-person)

| Room:           | Herzberg Laboratories, HP4130 |
| Time(s):        | A1: Wednesday, 8:35 to 11:25 am |
|                 | A3: Thursday, 1:05 to 3:55 pm |
Supervisors:
Jesse Lock
Office: HP 3368
E-mail: jlock@physics.carleton.ca

Tamara Rozina
E-mail: tamara.rozina@carleton.ca

**Final Exam**: Date, time and location to be confirmed.
3. Course Objectives

We will become familiar with electromagnetic theories, concepts and applications surrounding:

1. Electric Phenomena
   a. Notion and applications of charges
   b. Coulomb force as a function of charge and distance
   c. Electric fields as a function of charge and their influence as the origin of the Coulomb interaction
   d. Parallel plate system as a source for a uniform E field
   e. Electric potential energy and electric potential
   f. Potential Difference and its connection to Electric fields and Work
   g. Capacitors as devices to store charge and energy.

2. DC and AC Circuits
   a. Currents in a conductor under the influence of a potential difference
   b. EMF and batteries
   c. Resistors
      i. Circuits with multiple resistors – equivalent resistance
      ii. Circuits with multiple EMF’s – Kirchhoff’s Laws
   d. Circuits with resistors and capacitors in combinations – RC Circuits
   e. Sinusoidally varying EMF
      i. Reactance and impedance within an AC circuit
      ii. Effect on Power and current
      iii. Resonance and bandwidth

3. Magnetism
   a. Effect of B field on a moving charge
      i. Right Hand Rule
      ii. Mass Spectrometer
      iii. Velocity Selector
   b. Effect of B field on current in a wire
   c. Moving charge as the source of B fields
   d. B fields around wires
   e. Solenoids
   f. Electromagnetic Induction

4. Electromagnetic Radiation
   a. EM Spectrum and characteristics of EM waves
   b. Wave phenomena
      i. Refraction
      ii. Reflection
      iii. Polarization

Numerical solutions and critical thinking will be utilized and tested through assignments and laboratories. Direct real-world applications are highlighted in lectures, examples and reading from the textbook.

This course will rely heavily on a basic understanding of both differential and integral calculus for the theoretical development of concepts presented. Some topics of advanced calculus may be introduced, though will not be developed in any meaningful way, such as partial derivatives, line integrals and surface integrals.

Additionally, significant practice in problem solving, algebra and scientific computing will be exercised throughout the term. Formula sheets will be provided but knowledge of the meaning
and the concepts they reflect will be part of the objectives of the lectures and therefore are the student’s responsibility to use in assignment and tests accordingly.

More detail on the relevant chapters from the textbook and the course of these topics within the tentative lecture schedule is given in Section 6.

4. How the Course is Run

4.1. Pre-requisites

Students in this course must normally have MATH1004 and either have passed or be concurrently registered in ECOR 1101 Mechanics I

- or else have passed PHYS 1003 Introductory Mechanics and Thermodynamics
  - or PHYS 1001 Foundations of Physics I
  - or PHYS 1007 Elementary University Physics I (with a grade of at least B-)
  - or BIT1203 Physics for Photonics I

If you do not have both requirements, you must check with your professor to obtain permission of the Physics Department to take this course. If you withdraw from ECOR 1101 during the term, you will be required to also withdraw from PHYS 1004.

4.2. Required Text

*Fundamentals of Physics, Halliday, Resnick and Walker 9th, 10th or 11th E, Volume 2, Chap 21-44. J. Wiley & Sons. (Available at the Bookstore, University Centre.)*

4.3. Web Page

This course will make extensive use of Brightspace to deliver Online Assignments, Course Material, Information, Tracking Grades, Suggested Problem Sets, etc. The address to start off with is

https://brightspace.carleton.ca/

Once you have logged in, your browser will load a page that has course links to any of the courses that you are enrolled in. Click on:

PHYS1004A Electromagnetism & Wave Motion (LEC) Summer 2023

If you are unable to access Brightspace or need help with your computing account, please contact the CCS Service Desk at 520-3700 or email ccs_service_desk@carleton.ca.
4.4. Labs

The format of the laboratories will be in person, no online alternatives will be provided under any circumstances. Lab sessions start the week of May 8th, 2023. All the experiments will be held in HP 4130.

Attendance to each lab and submission of lab work for each experiment is required as a passing condition for each experiment. If you have a documented reason for missing a laboratory session, you must contact the lab supervisor immediately. A make-up session may be arranged in these cases. If you do not have valid justification, you will not be permitted to take a makeup session, and you will receive a mark of zero for that experiment.

All laboratory reports count towards your total lab grade for the course. No experiment grade will be dropped.

For students repeating this course, you may request to be exempt from the lab (and have your lab mark carried forward from before) if you have completed all the lab experiments with an acceptable lab mark. You must contact your lab supervisor (jlock@physics.carleton.ca) no later than May 12th, 2023 to obtain explicit permission to be exempt from the lab.

4.5. Lecture attendance

It is highly recommended that students attend every lecture throughout the term, and it is therefore expected that students will make every effort to do so. Lectures will contain additional information, hints and examples that may not be available on the lecture slides, in the textbook or in general information provided via the course Brightspace website. If a student misses a lecture, it is his or her responsibility to determine what information was presented. That is to say: students are responsible for everything the professor delivers during lectures as well as materials in relevant chapters of the book and on Brightspace. That is in addition to the lab requirements.

It is also expected that students will also read relevant sections in the textbook (or the equivalent) that match those presented during lectures. Due to the time constraints, it is not always possible to give the most complete description of all phenomena in the lecture. Supplemental material is found in the textbook and is therefore subject to appear on tests and assignments.
4.6. Tests and Assignments

4.6.1. Brightspace Weekly Assignments (HWs)

There will be 6 online HW assignments that will be used as part of the overall term marks. These will be administered through Brightspace and can be accessed through the Assignments section.

The assignments will be based on material studied during the lectures during that week. Each HW assignment will be available for a full week for students to solve.

Be vigilant and be sure to always check the due dates on the list. There will be 6 assignments; the actual date and times are to be determined at the beginning of the term. Students are allowed 2 attempts for each assignment.

If there is any discrepancy between the marks posted in Brightspace grade and your calculated values notify the instructor immediately.

Questions

Before starting each assignment, first read the relevant chapter(s) in the textbook. Each assignment will consist of calculation-based questions for which you will be given 60 minutes to answer. You will be given 2 attempts at each assignment before the posted deadline, no additional attempts will be allowed following the deadline, with the highest mark of the two attempts taken as the mark for that assignment. Questions have randomized choices of input variable values, so that no two attempts are likely to repeat the same question set.

Numerical Answers

In answering the assignment calculation questions enter the answer when appropriate in scientific notation with three significant figures e.g. $1.60 \times 10^{-19}$. You are allowed a 5% variance between your answer and the one calculated within Brightspace to account for round errors, and so on. If you do not answer with three significant figures your answer will be outside of this 5% threshold and will therefore be marked as incorrect. Answers of this sort will not be eligible for reassessment by the professor.

Be sure always to take careful note of the units for your answer, typically it is expected that the answer will follow SI units (m, s, J, etc.) however there are occasions in which non-standard units will be required for the specific question. Generally, these instances will be noted in the question itself, e.g. “Express your answer in km”. Also, units are not to be entered with the numerical answer for these assignments!

Scientific Calculators

It is highly recommended that you use and understand the functionality of a reliable scientific calculator for all calculations on assignments and tests. In particular, it is good practice to fully understand how to use the scientific notation functionality that all scientific calculators will have available. This will save a great deal of time in all your calculations and greatly reduce mistakes.

There are a number of additional functions (such as tabbed results) which can be beneficial in performing calculations.

4.6.2. Brightspace Pre-Class Quizzes (RQs)

In addition to the weekly online assignments through Brightspace, there will be a pre-class reading quiz (RQ) due before each lecture. The quiz will consist of 5-10 multiple choice questions with a 45–60-minute time limit.
There will only be one attempt at these quizzes and all quizzes will count toward the final grade. The questions will be conceptually based. Students must read the relevant chapter and take the RQ prior to the lecture covering the said chapter.

4.6.3. Mid Term and Final Examination

There will be a midterm in person exam worth 10% of the course. The time and place for the midterm will be announced in due time. Final examination will be an in person exam worth 25% of the course. It will be scheduled during the regular examination period, at the end of the term. The final exam will be a cumulative covering all sections and chapters studied during the lectures. Students must write the final exam to pass the course.

The exam will not include material from the laboratory manual.

4.7. The Marking Scheme

The marking scheme will be as follows:

- Online HW Assignments: 20%
- Pre-Class Quizzes: 10%
- Midterm Exam: 10%
- Final Exam: 25%

**Theory** section: 65%

**Laboratory:** 35%

Total: 100%

4.8. Passing Conditions

In order to pass the course, students must attempt and hand in a report for all labs. Missing labs must be accounted for, usually by bringing in a doctor’s note, to the Lab Supervisor. There will be an assigned date at the end of the term for students to make-up labs missed due to a valid reason.

In addition, you must have

1. an overall mark must be **greater than 50%**, AND
2. must achieve **40% or above** on BOTH the Theory (≥ 26/65) **AND** the Lab (≥ 14/35) components of the course. Students must show up and write the final exam otherwise a failing F grade will be given.

   *(NOTE: Theory includes Assignments, PCQ and Final Exam)*

Students with an overall course mark above 50%, but who achieve between 40% and 49% on either Theory or Lab Experiments will be given a grade of D-, no matter how good their overall mark is.
5. Additional Information

COVID 19

It is important to remember that COVID is still present in Ottawa. The situation can change at any time and the risks of new variants and outbreaks are very real. There are a number of actions you can take to lower your risk and the risk you pose to those around you including being vaccinated, wearing a mask, staying home when you’re sick, washing your hands and maintaining proper respiratory and cough etiquette.

Feeling sick? Remaining vigilant and not attending work or school when sick or with symptoms is critically important. If you feel ill or exhibit COVID-19 symptoms do not come to class or campus. If you feel ill or exhibit symptoms while on campus or in class, please leave campus immediately. In all situations, you must follow Carleton’s symptom reporting protocols.

Masks: Masks are recommended but not required.
Vaccines: Further, while proof of vaccination is no longer required as of May 1 to attend campus or in-person activity, it may become necessary for the University to bring back proof of vaccination requirements on short notice if the situation and public health advice changes. Students are strongly encouraged to get a full course of vaccination, including booster doses as soon as they are eligible. Please note that Carleton cannot guarantee that it will be able to offer virtual or hybrid learning options for those who are unable to attend the campus.

All members of the Carleton community are required to follow requirements and guidelines regarding health and safety which may change from time to time. For the most recent information about Carleton’s COVID-19 response and health and safety requirements please see the University’s COVID-19 website and review the Frequently Asked Questions (FAQs). Should you have additional questions after reviewing, please contact covidinfo@carleton.ca.

5.1. Academic Accommodations

5.1.1. Students with Disabilities

The Paul Menton Centre for Students with Disabilities (PMC) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring academic accommodations in this course, please contact PMC at 613-520-6608 or pmc@carleton.ca for a formal evaluation. If you are already registered with the PMC, contact your PMC coordinator to send your Letter of Accommodation at the beginning of the term, and no later than two weeks before the first scheduled test or exam requiring accommodation (if applicable).

*The deadlines for contacting the Paul Menton Centre regarding accommodation for final exams for the early summer exam period is June 1st, and for the late summer exam period is July 23rd.

5.1.2. For Religious Obligations:

Students requesting academic accommodation based on religious obligation should make a formal, written request to their instructors for alternate dates and/or means of satisfying academic requirements. Such requests should be made during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist, but no later than two weeks before the compulsory event.
Accommodation is to be worked out directly and on an individual basis between the student and the instructor(s) involved. Instructors will make accommodations in a way that avoids academic disadvantage to the student.

Students or instructors who have questions or want to confirm accommodation eligibility of a religious event or practice may refer to the Equity Services website for a list of holy days and Carleton’s Academic Accommodation policies or may contact an Equity Services Advisor in the Equity Services Department for assistance.

5.1.3. For Pregnancy:

Pregnant students requiring academic accommodations are encouraged to contact an Equity Advisor in Equity Services to complete a letter of accommodation. The student must then make an appointment to discuss her needs with the instructor at least two weeks prior to the first academic event in which it is anticipated the accommodation will be required.

5.2. Copying, plagiarism, and other forms of cheating

University rules regarding registration, withdrawal, appealing marks, and most anything else you might need to know can be found on the university’s website, here:

http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/

In this course, these rules are relevant mainly for lab reports (do not copy someone else’s), tutorial tests and the final exam (do not attempt to use unauthorized materials or collaborate with other students). A report will automatically be sent to the Dean of your Faculty, for possible further disciplinary action.

5.2.1. Plagiarism

Plagiarism is the passing off someone else's work as your own and is a serious academic offence. For the details of what constitutes plagiarism, the potential penalties and the procedures refer to the section on Instructional Offences in the Undergraduate Calendar.

5.2.2. What are the Penalties for Plagiarism?

A student found to have plagiarized an assignment may be subject to one of several penalties including: expulsion; suspension from all studies at Carleton; suspension from full-time studies; and/or a reprimand; a refusal of permission to continue or to register in a specific degree program; academic probation; award of an FNS, Fail, or an ABS.

5.2.3. What are the Procedures?

All allegations of plagiarism are reported to the faculty of Dean of FASS and Management. Documentation is prepared by instructors and/or departmental chairs.

The Dean writes to the student and the University Ombudsperson about the alleged plagiarism.

The Dean reviews the allegation. If it is not resolved at this level, then it is referred to a tribunal appointed by the Senate.

5.3. Deferred Exams

Deferred Exams are generally only granted to students who cannot take the regularly scheduled exam due to illness or condition beyond their control. Students must present a doctor’s note to the Science Registrar within five working days of the date of the final exam. The Deferred Exam
replaces only the Final Exam portion of the marks.
In order to be eligible for a Deferred Exam you must have earned at least 8 out of the possible 25 marks on term work in the theory component of the course (i.e. the Assignments, ICQ and PCQ) and at least 14 out of the possible 35 lab marks.

5.4. Request for Documentation in Accessible Format
This document is available in a variety of accessible formats upon request. A request can be made on the Carleton University website at:
https://carleton.ca/equity/accessibility/request-documentation-accessible-format/
The course outline will be posted on the Brightspace Website. We reserve the right to amend the course outline on the Brightspace Website and will inform you if that version changes. In the event of any discrepancy between this document, and the version currently posted on the website, then the website version will be taken as the definitive version.

5.5. Email
Every student must use their Carleton Connect account in any communication to University academic staff. Emails sent from external e-mail accounts will not be answered. Please do not forward your emails from Carleton connect accounts to external emails. The University will not be responsible if important communications from the University, including the course instructors and academic staff, are not delivered due to a failure in the forwarding process. It is important to monitor the space available in your account. If a message cannot be delivered due to an overflow, then you may miss something important.

When communicating with the lecturer or lab supervisor, please write your email in a structured, professional and coherent manner, with correct spellings and grammar, it should be treated as an official communication. It is also advisable that you include the course number (i.e. PHYS 1004) in the subject of your message to help ensure your message is not tagged as spam or junk by the email filter.

Additionally, it is possible to send emails through the Brightspace page, in which case the email will automatically be tagged as PHYS1004.

5.6 Survivors of Sexual Violence
As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and where survivors are supported through academic accommodations as per Carleton’s Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: https://carleton.ca/equity/sexual-assault-support-services

5.7 Accommodation for Student Activities
Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience.
Reasonable accommodation will be provided to students who compete or perform at the national or international level. Write to me with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist:
5.8 Assistance for Students

Academic and Career Development Services: https://students.carleton.ca/departments/career-services/

Writing Services: http://www.carleton.ca/csas/writing-services/

Peer Assisted Study Sessions (PASS): https://carleton.ca/csas/group-support/pass/

Math Tutorial Centre: https://carleton.ca/math/math-tutorial-centre/

Science Student Success Centre: https://sssc.carleton.ca/

5.9 Important Dates and Deadlines

A full list of important dates is available on the Calendar website.
6. Lecture Schedule and Syllabus

Note this is a tentative schedule of Chapters covered by lecture (this schedule of lectures is subject to moderate changes as the semester progresses)

RQs are available at least 3 days before due time and HWs are available one week before due time.

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic(s)</th>
</tr>
</thead>
</table>
| May 08 | Introduction  
          Math and Physics Review  
          Ch 21 – Coulomb’s Law  
          RQ1 is due            |
| May 15 | Ch 22 – Electric Fields  
          RQ2 is due.            |
| May 22 | Statutory holiday                           |
| May 24 | Ch 23 – Gauss’ Law  
          RQ3 is due  
          HW1 is due.         |
| May 31 | Ch 24 – Electric Potential  
          RQ4 is due.  
          HW2 is due.        |
| Jun 07 | Ch 25 – Capacitance  
          RQ5 is due           |
| Jun 14 | Ch 26 – Current and Resistance  
          RQ6 is Due            |
| Jun 21 | Ch 27 – Circuits  
          RQ7 is due.  
          HW3 is due.       |
| Jun 28 | Ch 28 – Magnetic Fields  
          RQ8 is due           |
| Jul 03 | Statutory Holiday                          |
| Jul 10 | Ch 29 – Magnetic Fields due to Currents  
          RQ 9 is due                |
| Jul 17 | Ch 30 – Induction  
          RQ10 is due.  
          HW4 is due.   |
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul 24</td>
<td>Ch 31 – Electromagnetic Oscillations and Alternating Current</td>
<td>RQ 11 is due</td>
</tr>
<tr>
<td>Jul 31</td>
<td>Ch 32 – Maxwell’s Equations</td>
<td>RQ 12 is due</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HW 5 is due</td>
</tr>
<tr>
<td>Aug 07</td>
<td><strong>Statutory Holiday</strong></td>
<td></td>
</tr>
<tr>
<td>Aug 09</td>
<td>Ch 33 – Electromagnetic Waves</td>
<td>RQ 13 is due</td>
</tr>
<tr>
<td>Aug 16</td>
<td>Catchup and Review</td>
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</tr>
</tbody>
</table>
## 7. Lab Schedule

<table>
<thead>
<tr>
<th>Week of</th>
<th>Experiment</th>
<th>Assessment Format</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 8&lt;sup&gt;th&lt;/sup&gt;, 2023</td>
<td><strong>Introduction Session</strong>: Measurements, errors, and graphical analysis</td>
<td>In-class activity</td>
<td>2% (Bonus)</td>
</tr>
<tr>
<td>May 15&lt;sup&gt;th&lt;/sup&gt;, 2023</td>
<td><strong>Lab 1</strong>: Electrostatics</td>
<td>Lab Report</td>
<td>15%</td>
</tr>
<tr>
<td>May 22&lt;sup&gt;nd&lt;/sup&gt;, 2023</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 29&lt;sup&gt;th&lt;/sup&gt;, 2023</td>
<td><strong>Lab 2</strong>: DC Circuits</td>
<td>Lab Report</td>
<td>20%</td>
</tr>
<tr>
<td>June 5&lt;sup&gt;th&lt;/sup&gt;, 2023</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>June 12&lt;sup&gt;th&lt;/sup&gt;, 2023</td>
<td><strong>Help Session</strong>: Lab Report Writing</td>
<td>In-class activity</td>
<td>2% (Bonus)</td>
</tr>
<tr>
<td>June 19&lt;sup&gt;th&lt;/sup&gt;, 2023</td>
<td>Mid–Summer examinations (No labs scheduled)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June 26&lt;sup&gt;th&lt;/sup&gt;, 2023</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>July 3&lt;sup&gt;rd&lt;/sup&gt;, 2023</td>
<td><strong>Lab 3</strong>: Oscilloscope</td>
<td>Lab Report</td>
<td>25%</td>
</tr>
<tr>
<td>July 10&lt;sup&gt;th&lt;/sup&gt;, 2023</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>July 17&lt;sup&gt;th&lt;/sup&gt;, 2023</td>
<td><strong>Lab 4</strong>: Magnetic Balance</td>
<td>Lab Report</td>
<td>25%</td>
</tr>
<tr>
<td>July 24&lt;sup&gt;th&lt;/sup&gt;, 2023</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>July 31&lt;sup&gt;st&lt;/sup&gt;, 2023</td>
<td><strong>Lab 5</strong>: RC/RLC Circuits</td>
<td>Write-up Sheet (in-class)</td>
<td>15%</td>
</tr>
<tr>
<td>Aug 7&lt;sup&gt;th&lt;/sup&gt;, 2023</td>
<td>Make-up labs</td>
<td></td>
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</tbody>
</table>

Relevant documentation for each experiment will be posted on Brightspace one week prior to the scheduled lab session. A prelab quiz will be administered on Brightspace for every experiment. The final grade for each experiment is calculated as a weighted average of a pre-lab quiz (worth 20%) and a written laboratory report (worth 80%).

For each experiment, lab reports must be handed in at the end of the second lab session (except for Lab 5 which is an in-class write-up due at the end of the first lab session). Late labs will be accepted up to one week after the due date with a 20% penalty. Any reports submitted more than one week late will not be accepted. Any in-class activity is due at the end of that lab session, no late submissions will be accepted for grading.
8. Important Information:

• Student or professor materials created for this course (including presentations and posted notes, labs, case studies, assignments, and exams) remain the intellectual property of the author(s). They are intended for personal use and may not be reproduced or redistributed without prior written consent of the author(s).

• Students must always retain a hard copy of all work that is submitted.

• Standing in a course is determined by the course instructor subject to the approval of the Faculty Dean. This means that grades submitted by the instructor may be subject to revision. No grades are final until they have been approved by the Dean.

• Carleton University is committed to protecting the privacy of those who study or work here (currently and formerly). To that end, Carleton's Privacy Office seeks to encourage the implementation of the privacy provisions of Ontario’s Freedom of Information and Protection of Privacy Act (FIPPA) within the university.

• In accordance with FIPPA, please ensure all communication with staff/faculty is via your Carleton email account. To get your Carleton Email you will need to activate your MyCarletonOne account through Carleton Central. Once you have activated your MyCarletonOne account, log into the MyCarleton Portal.