



## **PARTICIPANTS RULES AND REGULATIONS**

### **BASIC PHYSICS OFFLINE PRACTICUM**

#### **I. General Rules**

1. For this semester, 16 modules were prepared for all participants in practicum.
2. The practicum is commenced in LFD ITB Jatinangor by using the **online platform Microsoft Teams** for communication purposes to participants in a particular session.
3. The practicum is divided into 2 (two) sessions, each morning and day sessions. The distribution of participants and their respective sessions and modules is available in LFD website on the link <https://lfd.itb.ac.id/?p=2619>.
4. **All participants have to join the Microsoft Teams channel given in the provided link before the practicum introductions.**
5. In general, the mechanisms for practicum are as follows :
  - Participants will be given videos for each modules which are available in “Laboratorium Fisika Dasar ITB” Youtube channel. **It is mandatory for participants to watch the corresponding module video beforehand.** Participants are expected to understand the module concept, apparatus, practical steps, collected data, and how to process them.
  - The practicum is commenced in **180 minutes** which is used for collect preliminary assignments and pre-test (15 minutes), data collection and data processing (90 minutes), and writing the practicum report (75 minutes).
  - There are some scoring aspects which participants have to work on, including Preliminary Assignment, Preliminary Test, Activity, and Report. A detailed explanation of each aspect will be given below.

#### **II. Practicum Rules and Regulations**

1. All participants have to obey all rules and regulations applied in Basic Physics Laboratory ITB.
2. All participants have to be present in LFD on time. The official presence time is taken **as the QR code on the nametag made by each participants as instructed by LFD is being scanned.** Tardiness below 20 minutes will result in **PENALTY 1**, tardiness in

range 21 – 30 minutes will result in **PENALTY 2**, and tardiness of more than 30 minutes will be given **PENALTY 3**.

3. If the nametag is left behind or lost, the participant will receive **PENALTY 1**. Therefore, **participants are suggested to prepare a spare nametag and save the corresponding QR code image file in their cellphones.**
4. Should a participant is absent due to sickness or any other acceptable reasons (addition or loss of family members, competitions, and academic errands with an agreement from the lecturer), the participant have to fill in the permission form available in [https://lfd.itb.ac.id/?page\\_id=1705](https://lfd.itb.ac.id/?page_id=1705) no more than **1 (one) week** after the absence and will be positioned for the replacement practicum in later time. Not complying to this rule will result in **PENALTY 3**. Absence due to negligence (forgotten, overslept, etc.) will automatically subjected to **PENALTY 3** and will not be admitted for replacement practicum. **If the participant is confirming his/her absence in D-day of practicum and has done the PA, the PA will be invalid and the participant will join the replacement practicum and have to do another PA according to the module given.**
5. Participants **have to answer all questions** in the Preliminary Assignment (PA) and hand it over directly to the assistant during the practicum. Further details for Preliminary Assignment rules are given in the following sections.
6. Preliminary Test (Pre-test) is commenced in the first 10 minutes of the practicum. There will be no additional time for participants arriving late. Further details of pre-test rules are given in the following sections.
7. Participants are obliged to act politely and wear appropriate clothings. The regulations for clothings are **must wear a laboratory coat with all the buttons plugged in corretly, the coat's inner wear must be a collared shirt for men and women (either you are wearing hijab or not), it is not allowed to use t-shirts, and for women who wears hijab not required to wear appropriate hoodies. It is mandatory to use trousers or long skirts for women. Footwears have to be a closed shoes with the rear part is not being stomped by the foot.** Any violation to this rule will be subjected to **PENALTY 1**, except for **not using laboratory coat which will be subjected to PENALTY 3.**
8. Participants **are not allowed to eat and drink**, drinking bottles should not be brought into the practicum area, store them in the bag lockers provided.
9. Participants **are not allowed to sleep** either on purpose or not on purpose.
10. Participants **are not allowed to leave LFD** for any reasons, except for emergencies by asking permission from the coordinator and the assistant on duty.
11. Participants are expected to pay attention and focus throughout the practicum.
12. Should there are technical problems, both the assistant and the participant have to report the problem to the coordinator and/or the laboratory assistant.
13. Participants are obliged to **obey health protocols in LFD which are:**
  - **Using masks appropriately if you are sick.**
  - **Keeping a safe distance and avoid crowding.**
  - **Washing your hands by using soap and flowing water**, particularly after touching practicum apparatus.

### III. Preliminary Assignment (PA)

1. The Preliminary Assignment question will be given by the coordinator on D-3 before the practicum in **Microsoft Teams**. Participants have to do the PA according to the **appropriate question code** given by the coordinator.
2. Preliminary Assignment should be done on an HVS A4 paper. It is allowed to use reused papers.
3. Please write your **NAME, NIM, CLASS, SESSION and QUESTION CODE** on the **TOP-RIGHT CORNER**. Also, write down the title "Preliminary Assignment" on the middle before the questions. The format for PA is attached at the end of this document.
4. Preliminary Assignment have to be **handwritten** using a black or blue ink ballpoint, **but not both of them at once**.
5. **The preliminary assignment questions have to be rewritten.**
6. There are 5 questions in the preliminary assignment and all of them have to be done.
7. The preliminary assignment papers **have to be handed directly on the spot** to the assistant on duty in the beginning of the practicum.
8. Should one of the above points is not fulfilled (except not submitting the PA), **there will be a deduction of 5 points to the PA score**. This deduction can only be given once. (in other words, if there are multiple mistakes according to the rules, the PA score deduction will still be 5 points).
9. Participants who did not hand over the PA for any reason will be subjected to **PENALTY 3**. Should the participant hand over an incomplete PA, **the score for the PA component is as it is done**.
10. **Please ensure you brought the PA document during the practicum**. Not handing over the PA due to being left behind **will not be compensated**.
11. Participants are not allowed to cheat in any way, including by working on the PA in any area nearby the LFD building. Should there are indications of cheating between some participants, then the PA score will be 0 for the participants involved.
12. The preliminary assignment has a **maximum score of 15 points** with **3 points** for each question answered correctly.

### IV. Preliminary Test (Pre-Test)

1. The preliminary test is made in essay format which consists of **3 (three) questions, includes 2 (two) conceptual questions and 1 (one) calculation question**.
2. The preliminary test is started when the question card is distributed or when the entire question has been read by the assistant. The pre-test have to be done individually in 10 minutes. Participants have to do the pre-test on an A5 paper (equally halved A4 papers are allowed).
3. Participants are not allowed to cheat in any way.
4. Should there are participants arriving late, there will be no additional time for pre-test. Furthermore, if there are participants arriving after the pre-test ends, the one will be considered not attempting the pre-test and the component score is automatically zero.
5. The maximum score for pre-test is **15 points** with **5 points** for each question answered correctly.

## V. Activity

The activity is assessed during the practicum according to the following parameters:

- If the participant **is not active during data collection and discussions**, the activity score is **20 points**.
- If the participant **is active during data collection and discussions**, the activity score is **23 points**.
- If the participant **is able to propose a more effective method in the practicum with a relatively better results (please note, the concept must be totally different from what given in the module)**, the activity score is **25 points**.

## VI. Practicum Report

1. The practicum report is done **individually** by the participants.
2. The report must be done **on the journal book given** to the participants. There are no limitations in the number of pages.
3. Participants are required to **write their report according to the format given** at the end of this file.
4. There are four parts of the practicum report (**Total Score : 35**):
  - Part I : Title, Practicum Time, Name/NIM of Assistants, Laboratory Conditions, Experimental Aim, Brief Theory (**Score : 5**)
  - Part II : Data and Processing (**Score : 10-15**)
  - Part III: Analysis and Discussions (**Score : 10-15**)
  - Part IV: Conclusions (**Score : 5**)
5. The report has to be **handwritten** using a black or blue ink ballpoint, **but not both of them at once**.
6. The journal **must be handed back to the assistant** by the end of the practicum, which is after 75 minute of report writing time. Participants who are not handing back the journal will be considered to not collecting the report.
7. Should any of the above points is not fulfilled (except not collecting the report), **the report score will be deducted by 5 points**. This deduction can only be given once. (in other words, if there are multiple mistakes according to the rules, the report score deduction will still be 5 points).
8. Should any participant **did not collect their report, the report score will be 0 (zero)**.
9. Participants are not allowed to cheat in any way. Should there are indications of cheating, **the report score for all involved participants will be zero**.

## VII. Penalties

- a. **PENALTY 1** : module score is deducted by 10 points
- b. **PENALTY 2** : module score is deducted by 25 points
- c. **PENALTY 3** : module score is automatically 0 (zero).

Note : For multiple violations, penalties may accumulate, ex. : arriving late by 5 minutes + using inappropriate clothing = double PENALTY 1 = 20 points deducted.

### **VIII. Others**

Should there are changes in rules and regulations, will be arranged by the Laboratory later. For participants who would like to ask more questions about the rules, or should you have not understand some of the points, please contact via email or teams chat: *lfd@office.itb.ac.id*.

# ATTACHMENTS

## Report Format

### MODULE XX

*Title*

Name :  
NIM :  
Class/Shift :

Assistant : *Name / NIM of the assistant*

Day, date, time of practicum  
*Monday, 25 January 2010*  
*Time 14.00 – 17.00*

#### I. LAB CONDITION

CONDITION / TIME	BEGINNING	END
Temperature	( $28 \pm 0.5$ ) °C	( $29 \pm 0.5$ ) °C
Humidity	( $80 \pm 0.5$ ) %	( $81 \pm 0.5$ ) %
Barometric Pressure	( $695.45 \pm 0.025$ ) mmHg	( $696.15 \pm 0.025$ ) mmHg

#### II. EXPERIMENTAL AIM

*Do not copy the one written in module, please write by your own language. Make it appropriate to the purposed result of the practicum.*

#### III. EXPERIMENTAL APPARATUS

*Write it according to the tools and the materials provided during the practicum.*

#### IV. BRIEF THEORY

*Write no more than half page. This section consists of very basic theory and main equations which correspond with the practicum.*

#### V. DATA AND PROCESSING

*Write the data into the table (will be guided by assistant). Do not forget to write the corresponding unit and the uncertainty of measurement.*

*Data processing and calculation should be written in the form of table (will be guided by assistant). If it is necessary to draw a graph, do it directly on the journal book (do not need to use millimeter blocks papers). If it is necessary to derive any equations, please do it in data processing section.*

#### VI. ANALYSIS / DISCUSSION

*Format of writing analysis or discussion is in **paragraph**. It is not allowed to write in points. The contents of analysis are not just to blame the equipment. Some analysis may be directed by the assistant.*

#### VII. CONCLUSION

*This section is generally to answer the objective. It is allowed to write in points.*

## PRELIMINARY ASSIGNMENT FORMAT

Name :  
NIM :  
Class/Session :  
Question Code :

Preliminary Assignment  
Module XX  
Module Title

Questions :

1. What is ...
2. Explain ...
3. A system .... Calculate the ...
4. Explain the applications of this module in your field of study!
5. Make a flowchart of the data collection in this module!

Answers :

1. Lorem ipsum dolor sit amet ....
2. Consectetur adipiscing elit. In faucibus ....
- 3.
- 4.
- 5.