



PARTICIPANTS RULES AND REGULATIONS

BASIC PHYSICS OFFLINE PRACTICUM

I. General Rules

1. Sixteen modules are prepared for the first semester and 16 modules for the second semester for all participants, with Module 01 - Basic Measurement and Uncertainty as a mandatory module that will be given at the first practicum meeting for the first semester.
2. The practicum is carried out directly at the Basic Physics Laboratory (LFD), ITB Jatinangor Campus, using online media on the Microsoft Teams platform to deliver practicum information directly at each session.
3. The practicum is divided into two sessions, the morning session at 08:00-11:00 WIB/UTC+7 and the afternoon session at 13:00-16:00 WIB/UTC+7. The division of modules, sessions, and the list of practicum names can be seen on the LFD website at the link <https://lfd.itb.ac.id/?p=2976>
4. **All participants must join the Microsoft Teams channel provided on the link according to the session placed before the introduction to the practicum begins.**
5. The general mechanism of the practicum is as follows:
 - Participants will be given a practicum video available on the YouTube channel "ITB Basic Physics Laboratory". Participants are advised to watch the video before the practicum is held. Participants are expected to understand the concept of the module, tools and materials, and practicum steps, what data is obtained, and how to process it.
 - The practicum scheduled for 180 minutes is used for collecting preliminary assignments (PA) and initial tests (IT) (15 minutes), data collection and processing (90 minutes), and report preparation (75 minutes).
 - There are several components of the practicum that are worked on, including Preliminary Assignments, Initial Tests, Activities, and Reports. An explanation of all three can be seen below.
6. If there is one or more participants who are suspected of plagiarism, the part that is suspected of plagiarism will be given a score of zero or not assessed (both the giver and the recipient).

II. Practicum Rules and Regulations

1. All participants must obey all rules and regulations applied in Basic Physics Laboratory (LFD) 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 participant as instructed by LFD is being scanned. Tardiness below 15 minutes will result in **PENALTY 1**, tardiness in range 16 – 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 and does not do attendance, then the practitioner will be subject to SANCTIONS 1. For that, practitioners are expected to bring a spare nametag. It is not allowed for the QR Code to be made by someone else, make it yourself so that if an error occurs during attendance, you can immediately find out how to make it. It is prohibited to do QR Code attendance via cell phone.
4. If 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 no later than **2 (two) weeks** 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.
5. If the participant is ill on the day of the practicum and cannot continue the practicum and has completed the PA, then the PA will not be assessed and the participant has the right to take part in a follow-up practicum, the schedule of which will be determined later by still filling out the absence permit form.
6. Participants must 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.
7. Preliminary test (Pre-test) is commenced in the first 15 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.
8. Participants are obliged to act politely and wear appropriate clothing. The regulations for clothing 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 allowed to wear hoodies. It is mandatory to use trousers or long skirts for women. Footwears must be a closed shoe 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**.
9. 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.
10. Participants are **not allowed to sleep** either on purpose or not on purpose.

11. Participants are **not allowed to leave laboratory** for any reasons, except for emergencies by asking permission from the coordinator and the assistant on duty.
12. Participants are expected to pay attention and focus throughout the practicum.
13. If there are technical problems, both the assistant and the participant must report the problem to the coordinator and/or the laboratory assistant.
14. Participants are obliged to obey health protocols in LFD which are:
 - Using masks appropriately if you are sick.
 - 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 practicum on D-3 before the practicum schedule in Microsoft Teams. Participants must do the PA according to the appropriate question code given by the coordinator practicum.
2. Preliminary Assignment should be done on an HVS A4 paper. It is allowed to use reused papers.
3. Please write your NAME, NIM (Student's Identification Number), 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 must be handwritten using a black or blue ink ballpoint.
5. The preliminary assignment questions must be rewritten.
6. There are 5 questions in the preliminary assignment and all of them must be done.
7. The preliminary assignment papers must be handed directly on the spot to the assistant on duty in the beginning of the practicum.
8. If one of the above points is not fulfilled, the PA score will be reduced by 5 points.
9. Those participants who did not hand over the PA for any reason will be subjected to **PENALTY 3**. If the participant hand over an incomplete PA, the score for the PA component is as it is done.
10. Make sure the preliminary assignment file is brought during the practicum. The reason for not submitting TP due to being left behind will not be given leniency.
11. Participants are not allowed to cheat in any way, including by working on the PA in any area nearby the LFD building will be get **PENALTY 3**. If 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 initial test is done when the question sheets are distributed, or the questions have been read by the practicum assistant.
3. The initial test is done individually in the practicum journal book for 15 minutes.
4. Participants are not allowed to cheat in any form.
5. If a participant is late, there is no additional time is given to complete the initial test. If a practicum is present after the initial test is complete, the practicum is considered not to have completed it, and the initial test score is zero.
6. The maximum score for the initial test is 15 points with each question answered correctly worth 5 points.

V. Activities

Activities are assessed during the practicum with the following parameters:

- If the participant is active in data collection but passive in discussion and deliberation, the activity score is **20 points**.
- If the participant is active in data collection as well as discussion and deliberation, then the activity score is **23 points**.
- If the participants can 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 practical report is done **individually** by each participant.
2. The practical report is done in the practical journal book that has been provided and there is no maximum page limit for the report.
3. The report must be written in the format given. The report format can be seen at the end of this file.
4. The report format consists of several parts (**total scores: 35 points**):
 - Part I: Part I: Title, Practical Time, Assistant Name/NIM, Laboratory Conditions, Objectives, Basic Theory (**5 points**)
 - Part II: Data tabulation and data processing (**10 or 15 points**)
 - Part III: Analysis (**10 or 15 points**)
 - Part IV: Conclusions (**5 points**)
5. The report must be **handwritten** using a black or blue ink ballpoint.
6. If one of the points above is not met, the report value will be reduced by 5 points.
7. The journal book is returned to the assistant at the end of the practical time after the report has been worked on for 75 minutes. Participants who do not return the journal book are considered not to have completed the report.
8. Participant who did not submit reports will be given a score of 0 (zero) for their report score.

9. Participants are strictly prohibited from cheating or plagiarizing in any form. If there is a tendency for cheating between one or more people, then the practicum report scores for the practitioners involved will be given a score of zero.

VII. Penalties

- a. **PENALTY 1** : The score is reduced by 10 points from the activity score
- b. **PENALTY 2** : The score is reduced by 10 points from the activity score and does not receive an initial test score.
- c. **PENALTY 3** : The overall practical score is zero.

Note: Each penalty can be applied in multiples if it is caused by many violations, for example, being 5 minutes late and not wearing a collared shirt = 2 times PENALTY 1 = -20 activity score points.

VIII. Others

If there are changes to the regulations or those that are not yet listed in these regulations, they will be regulated by the Laboratory later. For practitioners who want to ask further questions about the details of the regulations, or if there are still those who do not understand, they can send an email or chat via Ms. Teams to ofd@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 ± 0.5) °C	(29 ± 0.5) °C
Humidity	(80 ± 0.5) %	(81 ± 0.5) %
Barometric Pressure	(695.45 ± 0.025) mmHg	(696.15 ± 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.