

POLICIES AND PROCEDURES

1) General rules for the lectures

a) You have to be in class before the start of the lectures. The door will close at 08:40 (or 10:40), and nobody will be allowed (except very special circumstances) afterwards. If the door is closed, and the lecture has started, **DO NOT ENTER**. You would disrupt the course, and the instructor would ask you to leave the lecture room. You can enter at the beginning of the second hour after talking to the instructor during the break.

b) Do not talk with your friends during the course. All offenders of this rule will be asked to leave the lecture room. If you like to speak to your friends, do not enter the lecture at all.

2) There will be two midterms and a final exam. If you miss a test with a certified medical excuse, you may take a makeup exam at a designated time at the end of the semester.

3) You must work as a single person in all Homeworks. Required homework will be due at the beginning of the period on the due date. Use only one side of each page, and box the solutions. Put a separate cover page (use the standard cover page given in this web page) with the name and the ID number, the date, and the problem set numbers.

Typically, there will be 6-8 questions in every homework. We will grade only randomly selected 2-3 questions. So, make sure to submit solutions for all of the questions.

4) All homeworks should be on the instructors desk (in the lecture room) before the start of lecture. The homeworks should be ready before the lecture. So, any last minute hurry will end up being considered as late homework. Homeworks submitted during or after the lecture will be accepted as late. Late homework will be accepted up to one week after the due date and will receive a maximum of 60%. However, if a group abuses this privilege by routinely handing in homework late, the privilege will be withdrawn.

Don't forget that as only a few problems will be graded any **cheating** will easily be understood. So make sure that your homework is copy-free or is not copied by others.

5) I expect the students to work by themselves during midterms and final. Cheating during examinations will be harshly penalized.

6) There will be quizzes at the beginning of most of the classes. The quiz will be a modified version of either one of the homework questions or one of the assigned problems. So, those who have prepared the homework and solved the assigned problems will have a significant advantage during the quizzes. If you miss a particular quiz without any valid excuse (as described for the midterms), the grade of this particular test or quiz will be averaged as 0 into your test and quiz score. Please come to the class with your own paper to answer the bonus-quiz. Please submit a **full white-**

A4 paper (so that it will be easy to recycle) with your name and student ID number, date. Any piece of paper scratched from your notebook will not be accepted. The quiz attendance will also be used for keeping the course attendance purposes.

I like to remind the following definitions.

Collaborate: To work in a helpful way with another or others

Cheat: To act dishonestly or unfairly in order to win some profit or advantage.

Competition: A contest in which people try to do better than others

7) All copying incidents will be penalized. In certain cases, the students will be sent to disciplinary committee of the university. The minimum penalty for copying is one semester of abstention. So, do not risk your whole education by trying to get an additional 5-10 points from your homework, quiz, midterm, final etc.

8) I expect all of the students (taking this course) to have full understanding of the policies and procedures described above. If you have any questions about the procedures and guidelines, you can raise them during the second lecture of the semester. Under these guidelines, I want all of the students to fill in, sign and return the PHYSICS 101 honor code written in the next page, within the first two weeks of the semester. Any person who have not intentionally turned in his/her PHYSICS 101 honor code will be considered as not attending the class, and his/her tests will not be graded.