**Academic Integrity:** Students in this course are expected to adhere to the standards of academic honesty and integrity spelled out in other University at Buffalo publications (see for example: [http://undergrad-catalog.buffalo.edu/undergraduateeducation/studentrights.shtml#academic](http://undergrad-catalog.buffalo.edu/undergraduateeducation/studentrights.shtml#academic)).

In this particular course, examples of academic dishonesty include but are not limited to the following:

- Collaboration between students in different groups.
- Copying portions (including text, data, figures, tables, and graphs) of a written assignment or oral presentation from another group (either in current or previous offering of the course) unless specifically directed to by the instructor.
- Taking portions of a laboratory report directly from a textbook, current, or past laboratory handout, or other references without proper attribution.
- Modifying data in the laboratory notebook after leaving the laboratory.

Each final report must be accompanied by a Laboratory Report Honesty Statement signed by all of the team members (see course website).

Breaches of academic integrity will result in disciplinary measures that may include a failing grade or grade adjustment for a particular assignment, a failing grade or grade adjustment for the course, or other sanctions according to university policy.

**Grading Policy:** A student’s grade in this course will be based on an evaluation of individual effort as well as group work. The grades will be weighted as follows:

- Final reports (group grade) – 50%
- Final oral presentation (group grade) – 20%
- Pre-lab quizzes (individual grade) – 15%
- Pre-lab meeting/ Detailed Operating Procedure (group grade) – 10%
- Laboratory conduct (safety, teamwork, clean-up-individual grade) – 5%

**Assessment of Individual Effort in Group Activities:** As stated previously, the team leader for a given experiment must summarize what was accomplished (and by whom) at each meeting. This information must be e-mailed to Prof. T. Kofke by the due date of the final report. The instructor will use this information to adjust individual grades only in the event of group conflict over work distribution.

**Late Penalties:** Final reports are due by 4 pm, two weeks from the lab session. A penalty of 5% per day (including weekends) will be assessed. Late penalties may be waived by the instructor for legitimate university-sanctioned excuses (“We have an exam in another course” is not a legitimate excuse). Reports may be submitted directly to the instructor, to the departmental office (303 Furnas), or placed under the instructor’s office door.