

# **Sergio Lozano-Perez– Practical Class Organiser (PCO)**

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## **Full briefing of the Practical Class**

- most of this information is also available in your  
Departmental Handbook**

# Most importantly

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- practicals are again **COMPULSORY**
  - they again constitute “**examinable coursework**”
  - **satisfactory performance in Practical**s is required in order to pass Part I and proceed to Part II
    - *normally need to achieve at least 40% (check Handbook when it is available) in practicals and have submitted your **practical book and a report for marking on each of the practicals listed in the Handbook***
- ...of course, mitigating circumstances will be taken into account by the Proctors**

# You are starting Part I Finals NOW

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- all practicals are a part of Finals
- their marks count towards Finals
- and therefore help determine your final degree classification....future job prospects...your future life etc...
- treat practicals as exams
  - *you wouldn't fail to turn up to an exam*
  - *you wouldn't turn up late*
  - *you wouldn't expect more time than others*
    - *which handing in late constitutes*
  - *you'd follow all the rules (e.g. not copying)*
  - *you'd study hard and do your best*

# Procedures, rules and regulations

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- because of the serious implications of failing to complete a practical we have put in place a series of procedures designed to catch problems early, such that they can be dealt with before they become critical
- other rules and regulations are in place to ensure your safety and to ensure the Department complies with Health and Safety Requirements
- you **MUST** follow all procedures and obey all rules and regulations
  - they are there for **YOUR** benefit
- failure to do so will get you thrown out of the labs

# When and where

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- **Monday, Tuesday and Wednesday afternoons 2-5pm**
- **undergraduate Teaching Labs (Holder Building)**
- **expect one practical every other week**
  - *half of you in odd weeks*
  - *half of you in even weeks*
  - *practicals in Trinity term arranged differently again*
- **you'll mainly be working in groups of three**
  - **each group will have its own set of equipment in MT and HT**

# When and where

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- **MT & HT groups work in parallel**
  - *seven sets of equipment*
  - *two week cycle*
  
- **TT practicals are organised differently**
  - *use more specialised equipment, e.g electron microscopes*
  - *we don't have seven sets of equipment*
  - *teams in series throughout weeks 1-8*

# Timetables – Michaelmas Term

Mon, Tues, Wed - weeks 1, 3, 5, and 7			
A1	Danks, Emily STA	Kim, Martin STA	Krefting, Saskia STA
A2	Yan, Karen STA	Yang, Qinxuan STA	Harper, Zoe STA
A3	Edison, Toby TRI	Hoy, Stephen Anthony TRI	Stening, Rowena TRI
A4	Wright, Louis TRI	Yu, Barry TRI	Papapavlou, Mariella QNS
A5	Makower, Louis QNS	Phutrakul, Chanisa QNS	Suttle, Adam QNS
A6	Lawal, Kehinde STC	Leung, Reggie STC	Dong, Jinhao STA
A7	McCarthy, Shane STC	Wall, Maya STC	

Mon, Tues, Wed - weeks 2, 4, 6, and 8			
B1	Antoine-Donatein, Daniel CCC	Chapman, Harry CCC	Flatters, Tom CCC
B2	Hurst, Camilla Frances CCC	Misakova, Simona CCC	
B3	Lee, Yuhang CCC	Yuan, Harry CCC	
B4	Fakokunde, Oluwafemi MAN	Gautam, Prisma MAN	Phagura, Rajun MAN
B5	Watt, Nick MAN	Withyman, Charlotte MAN	Vudathu, Abhinav MAN
B6	Bricknell, Thomas SEH	Curtis-Smith, Chloe SEH	Hardwick, Izzy SEH
B7	Peachey, Dominic SEH	Sabu, Davidson SEH	Sutton, Lewis SEH

# Timetables – Michaelmas Term

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<b>MT Wk</b>	<b>YEAR 2 (Mon, Tue, Wed)</b>
1	2P1, Dislocations & Deformation ( <b>Bo-Shiuan Li</b> , JTC)
2	TA: Mu-Huan Lee (Y3)
3	2P2, Steels ( <b>Chris Salter</b> , TJM)
4	TA: Yatir Linden (Y3)
5	2P3, Materials Selection ( <b>DEJA</b> , tbc)
6	TA: Varnika Agarwal (Y2)
7	2P4, Casting ( <b>KAQOR</b> , tbc)
8	TA: James Famelton (Y3)



# This term's practicals and associated lectures

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- **Dislocations and deformation**
  - *Microplasticity (MT)*
- **Steels**
  - *Microstructures (1<sup>st</sup> yr) & Engineering Alloys (TT)*
- **Materials Selection**
  - *General interest & Engineering Alloys (TT)*
- **Casting**
  - *Microstructures (1<sup>st</sup> yr) & Phase Transformations (MT)*

<http://www.materials.ox.ac.uk/teaching/ug/ugpracticals.html>

# Starting a practical

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- **sign-in in the practical lab at the start of EVERY afternoon**
- **attend briefing from Senior Demonstrator**
  - *you are NOT allowed to start a practical before the briefing*
  - *covers the theory and practice of the experiment*
  - *safety issues*
  - *report requirements*
  - *arrangements for marking*
- **get your practical book time and date stamped**
  - *health and safety requirement & compulsory*
  - *failure to do so equals starting a practical without permission*
- **SD will usually be present on the first afternoon**
  - **contactable on the second and third**
- **TA and Practical Class Technician present throughout**

# Your practical notebook

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- practical notebooks will be used whenever you are in the lab to record:
  - data
  - observations
  - results of any analysis
- following good practice in research and industrial labs, all entries should be legible, written in pen and if you make a mistake, just draw a line through it

<http://colinpurrington.com/tips/lab-notebooks>

# Your practical notebook

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- you can keep your practical notebook throughout term
- practical notebooks must be handed in to the Assistant to the Academic Administrator (AAA) at the end of term
- practical notebooks are the property of the Department
- practical notebooks are made available to Examiners

# Writing up your practical

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- a report on each experiment must be written up and submitted electronically (see hardcopy instructions)
- there may be teething problems – in which case please report to the AA, AAA or myself
- ***a report should be written by each individual student*** and NOT co-operatively by the practical group
  - see *Handbook* for relevant section on ***Plagiarism***
- follow the guidelines given by the SD and in the briefing notes

# Submission of reports

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- practical submissions are to be made in the form of a **pdf document** to WebLearn by 1pm on the Wednesday of the week after the starting date

- **this includes your practicals in weeks 1-4**

- otherwise it will be deemed to be late and will incur penalties

- your pdf filename should be in the format:

“Practical number – your first name and family name”

e.g. 1P2 – Sergio Lozano-Perez

# Submission of reports

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- **Submission must include an electronic declaration of authorship**

- **Electronic Declaration of Authorship for online practical reports**

- **Declaration of authorship - I confirm the following:**

- **I have read and understood the University's disciplinary regulations concerning conduct in examinations and, in particular, the regulations on plagiarism (The University Student Handbook Section 8.7; available at <https://www.ox.ac.uk/students/academic/student-handbook>).**

- **I have read and understood the Education Committee's information and guidance on academic good practice and plagiarism at [www.ox.ac.uk/students/academic/goodpractice/](http://www.ox.ac.uk/students/academic/goodpractice/)**

- **The [thesis/dissertation/extended essay/assignment/project/other submitted work] I am submitting is entirely my own work except where otherwise indicated.**

- **It has not been submitted, either partially or in full, either for this Honour School or qualification or for another Honour School or qualification of this University (except where the Special Regulations for the subject permit this), or for a qualification at any other institution.**

- **I have clearly indicated the presence of all material I have quoted from other sources, including any diagrams, charts, tables or graphs.**

- **I have clearly indicated the presence of all paraphrased material with appropriate references.**

- **I have acknowledged appropriately any assistance I have received in addition to that provided by my [tutor/supervisor/adviser].**

- **I have not copied from the work of any other candidate.**

- **I have not used the services of any agency providing specimen, model or ghostwritten work in the preparation of this thesis/dissertation/extended essay/assignment/project/other submitted work. (See also section 2.4 of Statute XI on University Discipline under which members of the University are prohibited from providing material of this nature for candidates in examinations at this University or elsewhere: <http://www.admin.ox.ac.uk/statutes/352-051a.shtml>).**

- **I agree to retain an electronic copy of this work until the publication of my final examination result, except where submission in hand-written format is permitted.**

- **I agree to make any such electronic copy available to the examiners should it be necessary to confirm my word count or to check for plagiarism**

- **(You must respond to submit your assignment.)**

# Submission of 8<sup>th</sup> week practical reports

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- **special arrangements in place**
  - *details will be sent by email before the end of term*
- **you will have to hand-in your practical notebook at the end of term, so make sure you photocopy any information you need to write-up your practical**
- **You are required to post the report to the AA, Philippa Moss, by the stated deadline**
  - *obtain proof of postage*
  - *suggest keeping a photocopy in case the original is lost in the post*
- **I'll alternate which groups get practicals in 8<sup>th</sup> week**
  - **so everyone has to do this**



# If there is to be face-to-face marking of reports

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- **PCT (Diana) will help arrange a date and time for the SD to mark, usually within 2 weeks of submission**
- **you need to ensure you can attend**
  - **given other commitments**
- **PCT will put up a provisional list of marking sessions or you will be asked to sign up on WebLearn**
- **take your practical notebook to the marking session with you – and expect the SD to look through it**
- **SD will provide feedback and grade your report**
  - **marks are out of 10**

# End of term arrangements

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- **all work must be completed and handed in for marking before the end of term**
  - *exception for 8<sup>th</sup> week practicals*
- **practicals not marked during term will be marked in the following term**
- **practical books are the property of the Department and should be kept by the AA over the vacation**
- **available practical marks will be sent to your College tutors towards the end of term**
  - **feel free to ask them for these marks and for their comments and feedback**

# Poster Competition

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- in *addition* to your standard practical write-up, you will be required to produce a poster for the practical **Materials Selection** (weeks 5 & 6)
- guidance on preparing posters:  
2:00-2:30 Fri Week 6  
Hume Rothery Lecture Theatre  
by Adrian Taylor
- poster competition:  
4:00-6:00 Fri Week 7 tbc  
Holder Building Cafe  
with wine and nibbles  
prize for the best poster

# Safety in the Teaching Labs

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- everyone's safety is our highest priority
- every effort has been made to make the labs safe
- however, there is also an obligation on YOU to help
- some **DOs** and **DON'Ts** follow, taken from the Handbook

# The DOs

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- DO** pay attention to the PCT and demonstrators
  - DO** read and follow safety instructions
  - DO** familiarise yourself with fire escape routes
  - DO** keep fire doors closed and escape routes clear
  - DO** wear appropriate eye and hand protection
  - DO** wash hands after working with chemicals
  - DO** work in a fume cupboard with etchants and solvents
  - DO** use minimum quantities of flammable liquids
  - DO** keep the labs clean
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- DO** speak in English at all times in the labs
  - DO** keep long hair tied back at all times in the labs

## ...and the **DON'Ts**

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**DON'T** eat, drink or put on make-up in the labs

**DON'T** use your mobile phone

**DON'T** mouth-pipette or lick things

- this includes sucking your pen!

● and a couple of obvious ones, not in the Handbook

**DON'T** mess around

- if you do, you'll be thrown out

**DON'T** wear inappropriate clothing or shoes

- e.g. sandals, short skirts, long scarves

- you'll be asked to modify your dress or leave

# Absence during practicals

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- you are required to sign-in to the labs any afternoon you are working there
  - *it is your responsibility to do so*
- a failure to sign-in constitutes an absence
- you are required to be present in the labs on all three afternoons, unless you have finished your practical
- if you miss a scheduled session your College tutor will be informed
- if you miss a practical you must inform the PCT of the reason as soon as possible

# Missing a practical / failing to submit a report

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- you must inform the AA if you miss a practical
- you must provide appropriate written evidence of a valid reason for missing a practical or failing to submit a report
  - *or if submitting late*in order to prevent penalties
- appropriate evidence includes
  - *a medical certificate to cover illness*
    - *details need not be specified by the doctor*
  - *a signed letter from your College Tutor to cover other matters*
- normally no later than one week later
- one copy to the AA and a second to the PCT
- assume your College will also require a copy to submit to the Proctors



# Penalties

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- **cheating is a Proctorial Offence**

- *copying of another student's work will be reported to the Proctors*
- *they have the power to reduce the class of your degree*

- **penalties imposed by recommending that the Part I Examiners deduct marks from those awarded by the SD**

- *starting a practical without permission – 4 penalty marks*
- *late submission of report and practical notebook in the absence of legitimate mitigating circumstances – 1 penalty mark for each week or part of a week the report is late*
- *if, within 4 week of the scheduled starting date a practical is not carried out, or within 4 weeks of the actual starting date the report and practical notebook are not submitted and completion date stamped, then a default mark of zero is awarded and no feedback is given*

# Penalties

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- **failure to turn up for an oral marking session without legitimate mitigating circumstances**
  - *student will forfeit the opportunity for oral feedback*
  - *a final opportunity will be made for the SD to mark the report*
    - *this requires the report and practical notebook to be submitted to the AA*
    - *must be within 4 weeks of the start of the practical*
  - *2 penalty marks*
  - *failure to book an available oral marking session will be treated as if an arranged session had been missed*
    - *if miss scheduled marking and don't hand in report and practical notebook for "marking without benefit of oral feedback" within required time, get a default mark of zero*

# Penalties

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- **a practical marked without a completion date stamp**
  - *1 penalty mark*
  - *exception if report marked within 7 days of the starting date and mark dated by the SD*
- **failure to hand in practical notebook at the end of term**
  - *4 penalty marks*
- **the practical book is your responsibility during term**
  - *if you lose your practical book then inform the AAA asap*
  - *outstanding practicals must still be written up and marked*
  - *penalties will be decided by the Part I Examiners and Proctors*

# Returning marked practical reports

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- **SDs will annotate your practical electronically with comments and then the marked report will be returned to you electronically**

# Submission to the Part I Examiners

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- **completion of all practicals is a requirement of Part I Finals**
  - *all marks contribute to Finals*
  
- **will need to submit reports and practical notebook to the Chairman of the Part I Examiners in the Honours School of Materials Science**
  - *c/o the AAA*
  - *by noon on Tuesday of 2nd week of MT (3<sup>rd</sup> yr)*
  
- **see Handbook to read more about the Examination Regulations on satisfactory completion of Practicals and other coursework**

**...and on a positive note**

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- **The TATA Steel Prize  
of £250  
for the best performance in practicals**

# Feedback from the Practical Labs

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- your mark for each practical will be available when your script is returned to you
- feedback may come in the form of comments written electronically on your script or verbally from the SD
- At the end of each term, your marks will be passed onto your Tutors. Your Tutors should discuss these with you at your end of Term meetings. If they don't, please prompt them to do so

**and finally...**

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- **if in doubt about anything  
- just ASK**