

Pete Nellist – Practical Class Organiser (PCO)

**M Eng Materials Science
Practical Class Briefing**

Brief guide to practicals now on website

Most importantly

- 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. See Course Handbook.**

Missing a practical / failing to submit a report

- you must inform the Education Manager (EM) 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 EM and a second to the PCT
- assume your College will also require a copy to submit to the Proctors

Safety in the Teaching Labs

- 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

Safety and procedures

- DOs

- DO pay attention to the PCT and demonstrators
- DO read and follow safety instructions
- DO concentrate on what you are doing to avoid mistakes
- 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
- DO speak in English at all times in the labs
- DO keep long hair tied back at all times

Safety and procedures

• DON'Ts

- 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:
- DON'T mess around
 - - if you do, you'll be required to leave
- DON'T wear inappropriate clothing and shoes
 - - e.g. sandals, short skirts, long scarves
 - - you'll be asked to modify your dress or leave
- Note: it is important that the only language spoken in the Teaching Labs is English - whether that be student-to-student or demonstrator-to-student - such that if incorrect (and potentially unsafe) instructions are given, there is a better chance someone overhearing them will realise and be able to act.

When and where

- **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**

Timetables – Michaelmas Term

Mon, Tues, Wed - weeks 1, 3, 5, and 7			
A1	Harper-Hill, Jack QNS	Lam, An MAN	Iyengar, Rohan SEH
A2	Travis, Sebastian QNS	Gu, (Tianxing) Sky MAN	Ainsworth, Simeon SEH
A3	Penny, Alexander QNS	Smith, Caitlin MAN	Beresford, Eliza STC
A4	Lesser, Isabel QNS	Ahmed, Gibran SEH	List, James STC
A5	Hassan, Syed QNS	Patel, Rohan SEH	Zeng, (Nuan-Yi) Veronica STC
A6	Walls, Dominic MAN	Record, Daniel SEH	Ren, Yilin STC
A7	Feng, Xinning (Amy) MAN	Gu, Yizhou SEH	Moses, James STC

Odd weeks

Timetables – Michaelmas Term

Mon, Tues, Wed - weeks 2, 4, 6, and 8			
B1	Desilva, Aron CCC	Papa, Marcus STA	Li, Amy TRI
B2	Dudley, Kathryn CCC	Wang, Zhuoying (Karis) STA	Dakin, Alec TRI
B3	Ning, Daniel CCC	Fu, Kuangyi (Sandra) STA	Zhang, (Xinyu) Sherry TRI
B4	Lin, He (Harmony) CCC	Loche, Eythan STA	Xu, Ruihan (Stella) TRI
B5	Parker, Christopher CCC	Marville, Bryan STA	Lisa, Maliha TRI
B6	Shan, Yuelin (Catherine) CCC	Jin, (Shuhui) Elina STA	
B7	Praesaengiam, (Nattaya) Prim STA	McAuliffe, Louis TRI	

Even weeks

Practicals - MT

MT Wk	YEAR 2 (Mon, Tue, Wed)
1 2	2P1, Materials Selection (Dave Armstrong, SCS) TA: Yuhan Zhuge (Y2)
3 4	2P2, Steels (James Marrow KM) TA: Matthew Coulson (Y2)
5 6	2P3, Extrusion (Clara Barker, MLG) TA: Benjamin Meyer (Y3)
7 8	2P4, Casting (Keyna O'Reilly, MLG) TA: Wenyu Zhang (Y3)

2P3 requires a long paper-style report, which will be assessed

Lab book marks will be carried forward for 2P2 and 2P4

Contribution of marks to Part I

- 7 practicals will have the lab books assessed, contributing with 3 marks each (Total of 21 marks)
- 3 practicals will have their reports assessed, contributing with 13 marks each (Total of 39 marks)
- Total contribution to Finals: 60 marks, out of a total for Part I of 800, and a degree total of 1200.
- DMAC has decided that no unmoderated numerical marks will be released, but formative feedback will be released.
- Tutors will be made aware of there is any concern about your marks.

Lab book feedback

	Comments and feedback
Completeness and conciseness of method description	
Data analysis and any preliminary error analysis	
Brief interpretation or comment on results	
Presentation and clarity	

Full write-up assessment

- **Title, abstract and Introduction – 2 marks**
- **Description of methods used including methods of data processing and analysis – 3 marks**
- **Presentation of results including the appropriateness of figures and data presented, and the use of errors where appropriate – 4 marks**
- **Discussion and interpretation of results – 3 marks**
- **Conclusions – 1 mark**

- **Formative feedback electronically via Canvas**

- **Make sure you are aware how to submit (Course Handbook)**

...and on a positive note

- **The TATA Steel Prize**

for the best performance in practicals

and finally...

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

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