

THE UNIVERSITY OF HONG KONG

DEPARTMENT OF CIVIL ENGINEERING

LABORATORY AND FIELD WORK MANUAL

A. INTRODUCTION

The laboratory and field work associated with a lecture course are essential and integral parts of that course. Students must therefore produce evidence of having done the laboratory and field work satisfactorily. (B.Eng. Regulations EN6 refers.)

Laboratory and field work must not be regarded as mere demonstration or verification of theories. The objective of the work is to supplement the lectures in a much wider sense.

A student, on completion of laboratory experiments or field work (including report writing), is expected to have:

1. gained experience and skill in the handling of equipment;
2. acquired supplementary information or knowledge on top of that gained from lectures or tutorials;
3. obtained personal experience of the reality for which the theory is trying to account and examined the validity of the theory or theories in the light of the knowledge gained from the experiment of field practice;
4. demonstrated an ability to repeat an experiment or field exercise under stated conditions when he/she is given information normally considered by engineers to be sufficient for that purpose;
5. analysed, recorded and presented the result in a form sufficiently clear to enable an engineer to follow the reasoning of the work;
6. kept, after careful consideration, to the minimum any errors that may have been introduced in performing the work and allowed for such errors in the conclusions.

B. REGULATIONS OF LABORATORY/FIELD WORK

1. Smoking is strictly prohibited.
2. No student shall carry out experiments unless there is at least one technician/teacher responsible in the laboratory.
3. Great care should be taken in handling laboratory equipment. A good deal of the equipment is of high quality, expensive and difficult to replace. Students shall be responsible for any damage resulting from non-observance of the instructions.
4. Any student who is late for a laboratory or field class by over 15 minutes shall be subject to a 10% deduction of marks obtained in that particular exercise. Unless with very strong reasons, a student shall not be allowed to participate in the work without the consent of the subject lecturer if he is late for more than half an hour.
5. Early withdrawal is regarded as absence unless it is with the approval of the demonstrator or lecturer.
6. If a student cannot attend an experiment or field work for any reason, he should plead his case, in person, to the lecturer of the course, together with a letter stating the reasons of his absence not later than a week from the date of his absence. Should the student

be ill, the “Application Form for Students who have Missed Laboratory Sessions”(Appendix II) with medical certificate should be sent to the Department.

7. Misbehaviour during the practical class shall be put on permanent record.
8. All experiments or field practice should be finished during the prescribed practical sessions.
9. Students are advised to bring their electronic calculators to the practical class.
10. Students are expected to read and understand the instruction sheets before the practical class.

Notes: The Department is aware of the fact that, due to limited facilities, some experiments or field work have to be carried out inevitably before the subject is covered in lectures. As a measure to alleviate this situation, instruction sheets are written in such a way that the experiments can be reasonably interpreted/understood after careful reading. In case students have any difficulties they should seek help from the demonstrator or lecturer concerned.

C. FORMAT OF REPORTS

All reports should be original, logical and precise. They should be typewritten or neatly hand-written in ink. All submission should be on A4 size paper and drawings (if applicable) on A1 size tracing paper. Each submission should be bound together with a front cover (see Appendix I) by paper fastener. Students will be notified in due course when and where the work and reports are to be handed in. In case of group work, the students must indicate their degree of participation and contribution.

The framework of an experiment report should be as follows:

1. Title and date of the experiment;
2. Objective of the experiment;
3. Theory (This part should preferably be written concisely in students' own words);
4. Method or procedure, including diagram of experiment set up;
5. Tabulated experiment results;
6. Calculations;
7. Curves and diagrams, if any;
8. Comments and Discussions;
9. Conclusions;
10. References, if any.

D. ASSESSMENT

Reports are assessed with the following criteria : (1) clarity; (2) correctness; (3) completeness; (4) presentation; (5) organization.

Should an experiment be considered unsatisfactory, the student may be required to rewrite the report and/or repeat the practical work to the lecturer's satisfaction. Students should note that repeating an experiment does not necessarily constitute a pass in that experiment; depending on the performance, the second attempt can be judged as unsatisfactory too.

APPENDIX I
(Format of Front Cover)

THE UNIVERSITY OF HONG KONG
DEPARTMENT OF CIVIL ENGINEERING

Subject Title

Name & UNo.: (Group members' names in case of group work)

Group No.:

Submission Date:

Department of Civil Engineering
Application Form for Students who have Missed Laboratory Sessions

Instructions:

Submit to the General Office of Department of Civil Engineering (HW6-18) within 7 days after missing any Lab Session (*for example, if you missed a lab session on Sept 1, you must submit this form with your original medical certificate by Sept 8*). Late applications will not be entertained.

Name (Block Letters)	
U. No.	
Year of study	
E-mail	
Contact Phone No.	
Date of Missed Lab Session	
Course Code and Sub-class	
Name of Missed Lab Session (e.g. Concrete casting)	
Reasons for missing Lab Session	☐ Medical reasons (attach original medical certificate) ☐ Other reasons (attach supporting information if applicable)

Signature: _____ Date: _____

Departmental Policy:

From 2011-12 academic year onwards, make up laboratory session would only be arranged for students with medical certificate and for such cases, there would be no mark deduction. Students must provide the original medical certificate and the standard application form to the Department for record within 7 days after missing the lab session. Late applications will not be entertained.

Other students who missed the original lab session not for medical reasons, but with other valid explanation, may apply to join the make-up sessions. The application must be submitted to the Department within 7 days after the missed lab session. Late applications will not be entertained. These students may be given a 50% mark deduction.

Students who missed the original lab session without submitting any application within 7 days or students who were given a second chance but failed to join the make-up session, would receive 0% mark.

Official Use

Date of Receipt: _____