

CHEMISTRY 120 LABORATORY

SYLLABUS

Spring 2013

It is your responsibility to know and follow the syllabus.

1. Prelab Meeting. This will precede each experiment. It will begin promptly at the beginning of the lab period, in the classroom listed on the class schedule. *It is important that you be on time for this.* If you miss the prelab meeting (or a substantial portion of it), you will not be allowed to work in lab that week and will be given a zero for the experiment.

2. Lab Assignment. Lab Handouts will be available on Blackboard. It is your responsibility to read the assignment and write down all materials and equipment needed in your notebook. Prior to coming to lab, you need read the assignment and prepare for lab by writing the following in your lab notebook **(IN INK!!!!!!)**. **The notebook should contain all the red sections.**

Title of Experiment

Purpose: 1 – 3 sentences describing what the purpose of the lab is and what, how, and why you are performing the experiment.

Materials and Equipment: write down things such as separatory funnel, distillations flasks, etc. You should also make note of any hazards associated with the chemicals you are using.

Procedure: write out exactly what you will be doing step by step.

This section will receive a stamp at the beginning of pre-lab lecture. If you are late, you will not receive a stamp but still need to include your write-up with your report.

3. While in lab. You are not allowed to use cell phones or pagers in lab or the prelab meeting. Should you bring one and it goes off, or should you use it in any way, you will leave and receive a zero for that experiment. In the lab itself, all books, book bags, coats, etc., should be left in the shelves at the back so nobody trips over them and nothing gets spilled on them.

Data:

All data recorded in lab needs to be recorded in you notebook **(in pen!!!!!!)** Data sheets will be stamped at the end of lab.

In the data section, you should also include calculations, tables, etc.

Conclusion: write a brief conclusion in your notebook after data.

Report Sheets. A report sheet and/or write-up is due after lab

4. Safety. The laboratory can be a safe place if you follow the safety rules. If you violate the safety rules, your lab evaluation may be lowered, or you may not be allowed to work in the lab. All the safety rules (in the syllabus) are important, but the two most strictly enforced are:

- (1) You must wear your safety glasses at all times in the lab. If you do not bring them with you, you will have to leave lab and get your glasses.

(2) You must wear closed-toe shoes in the lab. If you come to lab with open-toe shoes, you will have to leave lab and put on proper shoes before returning.

5. Lab reports. These consist of filling out the report sheet(s) in the lab handout, including showing calculations where called for. Unless directed otherwise, lab reports are due as follows:

Date you are scheduled for lab:

Report is due:

→Tuesday

Monday, 4:30

Unless directed otherwise, your reports must be left in the appropriate drawer outside Pierce 218. (Slide it in through the hole in the front of the drawer.)

Lab reports should be neat and legible. Reports which are not will receive a grade penalty. Remember to make corrections by drawing one line through the error and writing the correction above or to the side. If you need to make a lot of corrections on the report sheet, attach a separate sheet with your data and calculations shown neatly.

Your graded lab report will be returned at your next prelab meeting and discussed.

7. Lateness. Lab reports turned in late will lose 5 points per day late. Turning in a lab report after 4:30 on the due date counts as a day late. If you turn in assignments late more than twice, you will see the penalty escalate.

8. Grading. Each report is graded on a 100-point basis. Your lab notebook is 20% of your grade will be a properly recorded lab notebook, ie., writing all materials and procedures before lab, recording ALL data in INK, and writing a brief conclusion to each experiment after the data. Lab notebooks will be collected in class following the last report due date on Wednesday, November 23, 2011. These will be returned to you by the final exam date. An additional 5% of your lab grade will be on your performance and conduct in lab. This evaluation will be based on such items as being on time, being prepared, following the safety rules, working independently and efficiently, finishing on time, and leaving the lab clean.

Breakdown: 75% lab reports
20% notebook
5% lab conduct (prepared for lab, dressed appropriately, attitude)

9. Honor Code. You are responsible for knowing how the Oxford College Honor Code applies to Chemistry 142 lab. Basically, a lab report and a quiz must be your work and your work alone; you may not give or receive assistance. See the Honor Code Pledge handout for more information. Make sure you understand the provisions of the Honor Code as well as the information regarding the Honor Code on the handout. If you have any doubt as to how the Honor Code applies to any assignment, ask me.

10. Missed lab. Since each instructor has the same students in lab as in lecture, it is important that you work in your lab. Further, since the labs are normally full, it is important that you work in the lab for which you are enrolled. The only acceptable reasons for missing a lab are illness/emergency or a college-related activity (such as a field trip or a trip where you are representing the school). If you miss a lab for any other reason, you will receive a zero. If you do not follow the procedure below, you will receive a zero even if your reason is acceptable:

In the case of an illness or emergency, you must notify me by the date and time of the lab and give the reason for your absence. If the reason is acceptable, you may be allowed to make up the lab another day that week or if that is not possible, that lab will not be counted.

If you know you are going to need to miss lab for a college-related activity, you must talk to me at least a week before the lab. Again, you may be allowed to make up the lab another day that week or if that is not possible, that lab will not be counted.

Only one lab can be missed (or made up) without a grade penalty; any subsequent missed labs will be given grades of zero.

Leaving early for vacation, a doctor's appointment (unless due to an emergency), meetings, etc. are NEVER acceptable excuses for missing a lab; neither is something scheduled for another class. The laboratory is part of the scheduled class and should be treated as such.

11. Final comments on lab grades.

(a) Coming to lab unprepared – without your lab manual, lab notebook, safety glasses, and closed-toe shoes – sends the message that you do not take lab seriously, especially if this happens more than once. This will affect your lab evaluation.

(b) If you frequently take longer than everybody else to finish the experiment, you should examine the way you are preparing for lab and how you are working in the lab, as this will affect your lab evaluation.

(c) Be sure you know which experiment you are doing in lab each week. The schedule doesn't go in numerical order of the experiment numbers. In addition, the schedule may be changed if necessary to keep the lecture and lab aligned. Changes in the schedule will be posted on Blackboard.

(d) Make sure you know when your lab reports are due.

12. Have FUN in lab!