

CH 201L: Organic Chemistry I Laboratory

URL <http://www.southalabama.edu/chemistry/laboratories.html>

A. Safety regulations for laboratory activity

1. All students are required to attend the scheduled Safety Orientation session to be allowed to work in the lab. At that session, the safety policies and dress code will be presented. All students must sign a copy of the Student Responsibility Sheet which will be collected and maintained in the Chemistry Stockroom for the duration of the semester. **The safety rules will be vigorously enforced:** noncompliance will result in dismissal from the lab.
2. Attendance at the Safety Orientation is **MANDATORY – EVERY SEMESTER. No exceptions!**

B. Items needed by FIRST laboratory period

1. Text: *A Microscale Approach to Organic Laboratory Techniques*, Pavia, Lampman, Kriz, & Engel, Custom 5th Edition.
2. Lab Notebook with perforated duplicate pages.
3. Supplies: Combination lock for desk and splash proof GOGGLES that are indirectly vented.
4. Proper lab attire.

C. Attendance Policy

1. **CH 201 and CH 201L should be taken concurrently.** However, it is possible to drop the lecture and remain in the lab. In order to drop the lecture and remain in the lab a student must contact our department secretary (chemistry@southalabama.edu) during the following timeframe.
Fall term: Beginning on the Monday after fall break, and ending at 12 noon on the Wednesday preceding the last day to drop.
Spring term: Beginning on the Monday after spring break, and ending at 12 noon on the Wednesday preceding the last day to drop.
Summer term: On Monday, Tuesday, or until 12 noon on Wednesday of the week containing the last day to drop (typically a Friday).
2. Passing grades in **BOTH** courses are prerequisites for registering for CH 202 and CH 202L.
3. Attendance in Laboratory and Pre-lab conference is mandatory. As a rule, make-ups are NOT ALLOWED, regardless of the circumstance. However, a student who must be absent for a REQUIRED University function must contact the Laboratory Manager as soon as possible **PRIOR** to the absence to determine what, if any, accommodations can be made. (Any *extended absence* must be reported to the Dean of Students and will be addressed on a case-by-case basis by the Laboratory Manager.)
 - a. A pre-lab quiz missed due to tardiness will result in a grade of zero. There will be no make-up quiz. If the student is present for the pre- lab instruction, he may attend the laboratory with no further penalty.
 - b. A pre-lab conference missed due to tardiness or absence will result in a grade of zero for that entire lab exercise and the student may NOT attend the lab session. There is no partial credit for work done outside the lab.
 - c. Failure to have a pre-lab write-up at the beginning of the lab session will result in the student being allowed to leave the lab, write the pre-lab, then re-enter to work with **NO EXTRA TIME** allotted. The second incidence will result in an **absence** in the lab.

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D. Laboratory Grading

1. The grade will consist of the sum of the average of the assigned laboratory exercise grades (80%) and the laboratory PRACTICUM (20%). A total of 11 exercises will be presented.
2. The lowest laboratory exercise grade earned during the semester will be dropped at the end of the term.
3. The final lab course grade will be assigned on a standard A (90-100), B (80-89), C (70-79), D (60-69), F (< 60).
4. Each exercise will be graded on a 100-point basis as follows:
 - a. **(30 pts) Pre-lab Quiz** will be given during the first 15 minutes of each lab period. It will consist of 4 questions: 2 from the previous week's work; 2 from the present week's work.
 - b. **(10 pts) Technique Grade** will be determined by the instructor's careful observation of the student's work IN the lab.
 - c. **(15 pts) Notebook** entry will be written for each lab exercise. The instructor will initial each write-up and make appropriate notes, comments, and observations about each one regarding form, clarity, completeness, grammar, and spelling. (See the "Notebook Handout" for the correct form to be used. Refer to the Instructor syllabus for details regarding notebook grading policy.)
 - d. **(45 pts) Procedure/Data/Calculations** (Products count 20 points when applicable)
Product grade will be determined based on the following parameters:
 1. If enough product is collected to weigh and determine a physical constant, the grade = 90-100 %.
 2. If all procedures are carried out and no product (or not enough product to meet the previous condition), is obtained, the grade = 60%.
 3. If all procedures are not carried out, the grade = 0 %.

E. Practicum

Practicum will be given during the last scheduled session for your section, (see schedule for specific dates), and will count for 20% of your overall lab grade. The Practicum **may not** be used as your drop grade.

Note: A student may be barred from taking the Practicum if the Instructor determines the student's presence would jeopardize the safety of the student and/or others in the classroom. Such action might result from the student's repeated safety infractions throughout the term and/or absences from sufficient lab exercises resulting in the student NOT mastering the required laboratory skills.

F. Equipment Responsibility

1. Students are responsible for their assigned equipment from the time of lab check-in until check-out. Students must provide a **combination lock** to secure their equipment drawer. If you WITHDRAW from the course, request check-out by your Laboratory Instructor as soon as possible. Otherwise, you will check-out at the end of the term per published schedule (syllabus).
2. If you do not complete your own check-out by the scheduled check-out date for your lab section, your laboratory instructor will do it for you, and you will be charged for missing items or items unacceptable (broken, chipped, dirty) for reissue PLUS a departmental check-out fee, (DCO), of \$50.00. ALL monetary charges accrued through the Stockroom will be charged to your PAWS account.
3. The last opportunity to complete check-out *without penalty* is the *day* and *ENDING time* of your last regular scheduled lab period **PRIOR TO THE PRACTICUM** → See schedule.