

# Chem 108 Lab Policies

## Spring 2020

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The scientist or student in General Chemistry, is expected to abide by appropriate laboratory safety rules and etiquette. These rules are in place to provide a safe, comfortable and productive working environment for everyone.

### ❖ Attendance Policy

- MAKE UP LABS WILL NOT BE ALLOWED and you will not receive credit for the missed work.
- Missing 50% of cooperative lab days for the same project (or missing the only experimental day of a project) will result in a zero for the whole project.
- In addition, the University's attendance policy for this course will be adhered to: if a student's absences in a course total 25 percent or more of the class meetings for the course, the student will receive a grade of N if the student withdraws from the course before the withdrawal deadline; after that date, unless warranted by documented extenuating circumstances, a grade of F or U will be assigned.

### ❖ Required Course Materials: (All of these items are available at the campus bookstore)

- Lab Manual: Cooper, M., *Cooperative Chemistry Laboratory Manual*; 5<sup>th</sup> edition
- A pair of chemical splash goggles
- A laboratory notebook that has carbonless, duplicate pages

### ❖ Skills-Final Exam Requirement

- You are expected to take the final skills exam at your scheduled time unless other arrangements have been made in advance.
- If you do not attend your scheduled CHEM 108 Skills Exam, you must obtain written notification of your absence from the Dean of Students, in order to make-up the final exam. If you do not receive authorization from the Dean of Students for the make-up, you will receive a zero for the missed CHEM 108 Skills Exam.

### ❖ Safety Policy:

- Chemical splash goggles are required.
- Closed-toed shoes that cover the entire foot must be worn at all times in the laboratory. If you do not have the proper shoes on, you will not be allowed in the laboratory. If you miss the lab, you will receive a zero for that day's work.
- You are required to wear a laboratory apron while working in the laboratory. Lab aprons are provided by the Chemistry Department.
- If at any point during the lab you are not wearing your safety goggles or laboratory apron, 5 points will be deducted from your final total points for the first offense. It is optional for the instructor to give a warning. For the second offense, you will have to leave the lab and receive a zero for that day's work.

### ❖ **Course Withdraw:**

- **Wednesday, March 11<sup>th</sup>** is the last day to withdraw from a full spring semester course with an automatic N grade issued. Students may not withdraw from a course after this date without documented extenuating circumstances as determined by the University, not the instructor.

### ❖ **Lab Assignments:**

- All lab reports being turned in must be typed and have your name and organized according to the lab report format required by your instructor.
- Always use a pen (firmly) to record all required experimental information in your CHEM 108 lab notebook. The lab notebook is to be used as follows: Locate page one white copy, the page 1 carbon copy. Unfold out the back flap and insert it behind page 1 carbon copy. This is your title page. Leave it blank, or as the semester proceeds, write the main pages of information and the corresponding pages in the title page. Each lab should begin with a one sentence (or so) purpose, such as: "Purpose: The purpose of this experiment is to determine the density of an unknown liquid and an unknown solid. Excel will be used in the density of the unknown liquid, by plotting the mass on the y-axis and the volume on the x-axis, for three volumes and their corresponding masses. The slope of the line will be determined and that will be equal to the density, which is mass/volume." The Procedure (Materials and Methods) are listed next, followed by the Results (calculations, tables, weight in grams, volumes used, etc.) and Discussion. In the Discussion, note what went well in the experiment, any challenges incurred, while it is fresh in your mind. A phrase or two is fine, because the main bulk of the writing will be in the Lab Report (see Lab Report Guidelines on BlackBoard).
- If the lab assignment is more than one page in length, it must be stapled before turning it into your lab instructor or be sure to note your name on both pages and state page 1 of 2 and page 2 of 2, for example, if the pre-lab assignment is two pages.
- Once a graded assignment is returned, you have two weeks to discuss the grade with your instructor. After two weeks, no grades will be changed.

### ❖ **Late Assignments:**

- Late lab assignments will be subjected to a 10% late penalty per day. You may turn it in late on Blackboard or slip it under my office door (SIMS 109A), with your name, date and time you turned it in, marked clearly at the top of the assignment.

### ❖ **Grades:**

- It is against University policy and confidentiality to discuss grades through e-mail or amongst students while in the classroom. If you have a question about your grade, please stop by your instructor's office.

### ❖ **Quizzes and Exams:**

- You will need a calculator for exams and quizzes. Cell phones and pagers are strictly prohibited during exams and quizzes. You cannot use a cell phone as a calculator during exams and quizzes.

### ❖ **Communication:**

- If you have any questions about lab, please see your instructor during office hours. If these hours are not convenient, then discuss an alternative appointment time with your instructor.

### ❖ **E-mail:**

- It is important to check your e-mail regularly. If you registered for the course late, you will need to manually subscribe to the listserv. If you drop the course, you will need to unsubscribe to the list or you will continue to receive all e-mails. You can find directions at <http://www.winthrop.edu/acc/classlist.htm>

❖ **Student Conduct Code:**

- You should carefully read the Winthrop University Student Conduct Code printed in the Winthrop University Student Handbook. As noted in the Student Conduct Code: *Responsibility for good conduct rests with students as adult individuals*. This policy on student academic misconduct is outlined in the **Student Conduct Code Academic Misconduct Policy** in the online *Student Handbook* <http://www.winthrop.edu/uploadedFiles/studentconduct/StudentHandbook.pdf>

❖ **Students with Disabilities:**

- Winthrop University is committed to providing access to education. If you have a condition which may adversely impact your ability to access academics and/or campus life, and you require specific accommodations to complete this course, contact the Office of Accessibility (OA) at 803-323-3290, or, [accessibility@winthrop.edu](mailto:accessibility@winthrop.edu), as early as possible to discuss your concerns.

❖ **Safety Note:**

- All students are required to follow all safety rules.
- You must take and pass a safety quiz with 80% or better, by the beginning of the second lab period, or you will not be allowed to work in the lab until you do.
- Safety goggles, proper lab clothes and shoes that cover the entire foot are required for all labs. If you come to lab without the proper lab attire, you will be asked to leave and go get it. If it takes you more than 10 minutes to go get it, you will be marked as a tardy (two unexcused tardies of 10 minutes or more equal a half-absence. Per the university's attendance policy, missing 25% or more of class or unexcused absences will result in an automatic F. For each absence/tardy, you are hereby referred to the Dean of Students Office. Please give Dr. Knight's office your documentation and they will email an absence notification to me/all the other affected professors, and then I will mark your absence/tardy as excused: Miranda L. Knight, Ph.D. Assistant Dean of Students, Winthrop University, Dean of Students Office, 246 DiGiorgio Campus Center, Rock Hill, SC 29733, 803/323-4503 (W), 803/323-4514 (FAX), [knightm@winthrop.edu](mailto:knightm@winthrop.edu) You are responsible for all announcements made in class; absence or lateness does not excuse you from this responsibility.

❖ **These lab policies are subject to change. If for some reason these policies are changed or additions are made to this page, an announcement will be made in lab.**

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