

## CHEMISTRY 330 – Organic Lab I

Syllabus – Fall 2013

### I. General Information:

Class Instructor: Jennifer Jones

Office: MG 3094

Office Phone: 785-4634

E-Mail: [jennifermj@truman.edu](mailto:jennifermj@truman.edu)

Office Hours: Office hours are posted on the board beside the instructor's door. If you cannot attend these hours but desire help, please arrange an appointment with me IN ADVANCE.

Instructor Web Information: The class syllabus and much other information will be posted on the web on Truman's Blackboard Site. (<https://bb-learn.truman.edu/index.html>) Lab information can be found at <http://chemlab.truman.edu>.

Laboratory: Section 51 11:30 AM – 2:20 PM T MG1040

Section 52 2:30 PM – 5:20 PM M MG1040

Recitation: Section 51 12:30 PM – 1:20 PM R MG2007

Section 52 3:30 PM – 4:20 PM F MG2007

Materials Required: The following materials will be necessary for this course.

Lab Manual: You need not purchase a lab manual. All lab experiments for this class are on-line at <http://jade.truman.edu/organic/>. You may print these for use. The lab experiments may not be posted in the correct order they will be performed, so pay close attention to the schedule you have been given with this syllabus.

Lab Notebook: A permanently bound laboratory notebook (manufactured by Hayden-McNeil Specialty Products) that uses carbonless duplicate pages that are white in color is required. You need to have this book for the first scheduled laboratory period.

Lab Goggles: All students are required to purchase departmental approved safety goggles for use in the laboratory. These goggles must meet ANSI Z87 or Z87.1 standards. Strict compliance of this rule will be maintained at all times. These will be necessary for the first scheduled laboratory period and all labs thereafter. These may be purchased through Alpha Chi Sigma (chemistry fraternity) representatives, Patty's University Bookstore, or the campus bookstore.

Calculator: A hand-held calculator capable of scientific notation, logs and exponents will be needed for homework, exams and in lab. All tests and quizzes will be written under the assumption that you have a calculator. The instructor will not provide calculators for exams or quizzes.

**Laboratory Attire:** Proper lab attire will be required at ALL lab sessions. In addition to safety goggles, you should always attend lab wearing long pants, close-toed shoes, and a shirt that covers the upper body with short or long sleeves (at least equivalent to a tee-shirt). Inappropriately attired people will not be allowed in lab.

**Cell Phones/Pagers/iPods:** Cell phones have no place in a lecture room or lab, where your attention should be on the material, discussion, or actions occurring. Therefore, cell phones or pagers should be silenced and none will be allowed in view in class. The only exception for this is if you are an on-call emergency worker (EMT, ambulance, police). If a cell phone or pager is in view or disturbs the class, that person will be asked to leave immediately. Likewise, if I observe text messaging occurring at any time in class, you will be asked to leave class immediately. Any device with headphones will be forbidden during lecture and lab.

## II. Lab:

**Lab Notebook:** You should come to lab with your notebook prepared BEFORE you enter the laboratory.

- During lab, all results and observations should be recorded directly into the lab notebook (not on paper towels or other paper). Your instructor reserves the right to confiscate lab data recorded on paper during the lab and dispose it.
- Always write in ink. Sign and date each session of writing in the notebook. Write only on the right-hand page, leaving the page on the left for calculations and scribbling.
- The carbon copies generated for all experiments will be collected and evaluated. Eight experiments will be assigned scores; the remaining lab will be reviewed and assigned a score to be used in consideration of borderline grades at the end of the semester.
- The format and guidelines for writing lab notebooks can be found at <http://chemlab.truman.edu/>

## Lab Reports:

- A lab report will be required for all experiments. Eight experiments will be assigned scores; the remaining lab will be reviewed and assigned a score to be used in consideration of borderline grades at the end of the semester.
- Deadlines for completion will be announced by the instructor, but students should assume that all labs will be due by the next lab period after the lab has been completed (1 week due date).
- The format and guidelines for writing lab reports can be found at <http://chemlab.truman.edu/>

**Recitation:** The recitation periods will be used for discussion of the theory, procedure, and safety concerns for the upcoming experiment. You should expect that you are to prepare a notebook procedural outline PRIOR to arriving to recitation. Assume you will not have access to the written lab directions as posted on the chemlab web site during lab. If evidence suggests that this preparation is not being done, you may be asked to leave the lab, as you may compromise the safety of others and/or unfairly dominate the instructor's time with questions to the detriment of all the class.

Exams: There will be one Midterm exam and one Final exam, each worth 100 points. The Midterm will be given October 10 (Section 51) and 11 (Section 52), during the recitation period. The Final will be given December 5 (Section 51) and 6 (Section 52) during the recitation period.

Quizzes: The instructor does not like to give POP quizzes, but reserves the right to do so if the following difficulties arise: 1) failure to practice good housekeeping in lab (including cleaning balances and other common instruments), 2) failure to practice safety in lab, 3) failure to arrive to lab and/or recitation on time and prepared, or 4) poor attendance and/or participation.

Attendance/Participation: It is expected that everyone will attend and participate. Promptness is an important characteristic. Therefore, late arrivals will be considered absent. Do not expect me to review the material discussed and announcements that are made. Common courtesy also suggests that if you are late that you enter the class unobtrusively and quietly. Failure to do so will incur my wrath for disruption of the class! Those who are habitually late or absent with no reasonable excuse will be assumed not to care about their class performance and, thus, will see me exhibit an equal lack of concern for your performance.

Help: Office hours are posted on the instructor's door and on Blackboard. If you cannot meet the instructor during scheduled office hours, an appointment can be scheduled with advance notice. A chemistry contact center (MG 3090), staffed by chemistry faculty members, provides an alternative for class help. Student tutors (AXE) will also be available during the semester. When a schedule of times for the contact center and student tutors is determined, you will be notified.

Make-up Policy: You are expected to attend and complete each lab. Makeup labs will be allowed only with PRIOR notification and at the instructor's discretion. If advance contact is not made, you will be given no opportunity for a make-up and a score of 0 for the missed work will be given. For each unexcused absence greater than a total of 1, an additional 10% deduction of the TOTAL POINTS FOR THE SEMESTER will be made (i.e loss of a complete letter grade). Valid reasons for absence are travel with a university sponsored event (with a pre-approval notice from the sponsoring organization or class), illness or a death in the family. If you have a sudden problem that requires you to miss class, please inform me by e-mail or phone and also contact the Student Affairs Office with the reason.

### III. Grading:

Grading Breakdown: Letter grades for the class will be determined based on a percentage derived from the following point breakdown:

Safety Worksheet = 30 pts  
Lab Notebook (8) = 160 pts  
Lab Reports (8) = 400 pts  
Midterm/Final (2) = 200 pts  
Product Quality = 80 pts  
Observation of Technique = 80 pts

TOTAL = 950 pts

Grading Scale: The following grading scale will be used to award final class grades. Percentages will be computed on the basis for the total points for the semester.

#### GRADE PERCENTAGE

A 90.0 - 100.0

B 80.0 - 89.9

C 70.0 - 79.9

D 60.0 - 69.9

F < 59.9

The instructor reserves the right to lower the grading scale, but it will never be raised.

#### IV. Academic Honesty:

One effective method for study and problem solving is to work with other students in the class. However, students will be expected to do their own work on notebooks, lab reports, exams, and other class assignments. Failure to do so constitutes academic dishonesty.

Academic dishonesty includes, but is not limited to 1) using crib notes, programmable calculators, or cell phone communications on exams or quizzes, 2) using lab data or reports generated by others, 3) falsification of data, 4) turning in another's work as your own, 5) directly copying another person's work, and 6) turning in another's words or work without proper citation. The resultant punishment for academic dishonesty will be at the instructor's discretion, but typically can be the receipt of no credit for the assignment, a 0 grade for an exam/quiz, or failure of the class. Punishment in accord with the University guidelines is also possible.

#### V. Other Information:

- Any student who has a disability that may prevent him/her from fully participating in the class lecture and lab activities must make arrangements as soon as possible to work out solutions to the difficulty. If you have a documented disability, you must contact Disability Services (McKinney Center) first, then contact me to ensure that your needs are properly met. If no contact is made, no concessions will be considered. Disability concerns must be communicated to the instructor as soon as possible to ensure that accommodations can be met. The day of the first exam is typically too late!
- A plethora of other information related to this class, labs, lab notebooks, and safety can be found at <http://chemlab.truman.edu>.
- Never ask me "Is this going to be on the exam"? If it is discussed in recitation or performed in lab I consider it important and potentially a topic for a exam question. If I do not consider it important for an exam, I will note this in my discussion or announcements.

- The instructor reserves the right to lower grades on lab notebooks that are sloppy, disorganized, or illegible. Also, please clearly mark your answer on all calculations. On all calculations requiring mathematical work, all work and assumptions must be shown.
- Goggles are required of all who plan to work in the laboratory. The instructor will not loan goggles, so remember to bring them every lab period. In addition, absolutely no one wearing sleeveless shirts, shorts or any open-toed shoes will be allowed to work in the lab.
- No cell phones, pagers, iPods, or like devices will be allowed to be visible during the exam times or during lab times. In exams they prove distracting and can tempt academic dishonesty. In lab, they can prove to be dangerous.
- The instructor expects mature approach to the class. All students are expected to arrive to class on time and to participate in the lecture discussion. Last minute emergencies on your part for assignments, labs, or exam preparation should not constitute an emergency on the instructor's part. The instructor reserves the right to not answer "panic" questions on the day of an exam and will certainly be stingy with time other than his office hours on the day prior to an exam.
- Don't Procrastinate!!! It will not be possible to complete your Pre-Lab preparation the night before or during recitation time. In order to be able to follow the recitation discussion, and complete the lab during the lab time allotted, you MUST come prepared to both recitation and lab sections. Students will not be allowed to work late to complete an experiment, therefore it is YOUR responsibility to make sure you have everything ready in order to enable you to make efficient use of your lab time!

\*\*\*\* Good Luck! \*\*\*\*