

# Chem 108 Lab Policies

## Spring 2020

---

As a scientist or student in General Chemistry, you are 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 you and your classmates. Unfortunately, we have limited time in this course. As such,

### ❖ 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. 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.
- If the lab assignment is more than one page in length, it must be stapled before turning it into your lab instructor.
- 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.

❖ **Grades:**

- It is against University policy to discuss grades through e-mail. 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 I send. 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, given the second lab period, in order to work in the lab.
- **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 will be subjected to the above policies for missed labs.**

- ❖ **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.**
-