

Chem 108 Lab Policies- Spring 2023

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 experimental lab days for the same experiment (or missing the only experimental day of an experiment) will result in a zero for the whole experiment.
- 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.

❖ Course Prerequisite:

- You must successfully complete CHEM 105 (General Chemistry Lecture).

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

- A pair of chemical splash goggles
- A laboratory notebook that has carbonless, duplicate pages
- Textbook: *Chemistry: An Atoms-Focused Approach* by Gilbert, Kirss and Foster, 3rd edition. The library has a copy of this textbook on reserve at the Textbook Reserve Desk

❖ Skills-Final Exam Requirement

- You are expected to take the final skills exam at your scheduled time. Bring your goggles!
- 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.
- Tie back long hair when working in the chemistry laboratory.
- 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:**

- **Tuesday, March 21st** 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.

❖ **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.

❖ **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* <https://www.winthrop.edu/studentconduct/winthrop-university-student-handbook.aspx>

❖ **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, as early as possible to discuss your concerns.

❖ **COVID-19 Statement:**

- During this pandemic period each student is expected to act in the best interest of the WU community by behaving responsibly to limit the spread of the COVID-19 virus. All students, faculty, and staff must wear masks inside buildings and classrooms, unless alone in a private office. All members of the campus community must follow campus guidance on masking. Please do not attend class if you have fever or any signs of the COVID virus; do not attend class if your roommate or someone you have close contact with acquires the virus and be respectful of others' desire to remain COVID-free. Use the Patient Portal COVID-19 Health Tracker daily. Students who violate WU guidelines will be asked to comply. Continued failure to comply may result in referral to the Dean of Students Office as a student conduct violation.

❖ **COVID-Related Absence**

- Students should contact Health Services regarding a positive test, close contact, or enhanced COVID-like symptoms. Any student who has either tested positive, has COVID-like symptoms, or has close contact with someone who has COVID, must contact Health Services. Students should log in to the [Patient Portal](#) to schedule a **TELEPHONE TRIAGE** Appointment w/ **COVID** as the reason and upload the positive test result if applicable. Health Services will communicate with the student on what steps to take next, and if need be, the Dean of Students Office will get absence verification for required isolation and quarantine. Students who verify their absences through the Dean of Students Office often minimize any academic impact caused by missed class time. Health Services will only provide dates of absence, not medical information. Please note, residential students who test positive should also follow their personal COVID Quarantine and Isolation Plan

❖ **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.**
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