CHEM 237 - Organic Chemistry I for Majors Laboratory Syllabus
Spring Semester 2010

Contact Information
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Office Hours: by appointment
open door

General Information
♦ Class Hours: The CHEM 237 laboratory consists of one three-hour laboratory meeting per week.
♦ The CHEM 237 laboratory is not a stand alone course, meaning you will not receive a separate grade for it. Your laboratory grade will be forwarded to Professor Davis, who will incorporate it into his CHEM 237 lecture grade.
♦ Pre-requisite: The pre-requisite for CHEM 237 is Chemistry 147 or its equivalent.
♦ The laboratory exercises in CHEM 237 are designed to introduce you to the basic techniques employed in the organic chemistry laboratory. These techniques include recrystallization, gravity and vacuum filtration, liquid-liquid extraction, solid-liquid extraction, melting point, boiling point, simple and fractional distillation, thin layer chromatography, column chromatography, gas chromatography, vacuum evaporation, and reflux.
♦ Infrared spectroscopy will be covered at the end of the semester.

Materials
♦ Laboratory Notebook: a laboratory notebook with all pages secured; spiral notebooks and three-ring binders are not acceptable laboratory notebooks. A laboratory notebook with carbonless copies will work best.
♦ Safety goggles [are the only permissible eye protection in the laboratory; safety glasses, glasses with safety lenses are not allowed in the lab]
♦ One laboratory apron or laboratory coat
♦ One Master® lock, stamped “CHEM”
♦ Four Chemistry Deposit Cards [4 ‘breakage cards’ required, $5.00 each]
♦ One roll of paper towels [recommended]
♦ Ink pen to make entries in your lab notebook and lab manual.
Blackboard – Blackboard is the online source of information for the CHEM 237 laboratory

- Blackboard is accessed through http://www.elms.umd.edu
- You need a UMD ID and password to access Blackboard
- If you do not have a UMD ID and password or if you have difficulty accessing Blackboard contact OIT at (301) 314-1400
- CHEM 237 laboratory announcements will be posted on Blackboard
- Course documents, such as the syllabus, lab makeup exam schedule, and lab notebook guidelines will be posted on Blackboard
- The post-lab questions for each experiment will be posted on Blackboard and only on Blackboard. Hard copies will not be made available.
- The post-lab questions for each lab will be available for a limited amount of time; [see the post-lab question schedule].
- The only post-lab questions, which will be accepted for a grade will be identified with Spring 2010 in the heading. Any and all other post-lab questions will not be graded and will be assigned a grade of zero
- All supplemental and experiment-specific material will be made available on Blackboard. This includes material for the IR assignment.
- The CHEM 237 grade-book will be kept on Blackboard.

Attendance Policies

- All students are required to attend and be punctual for all scheduled laboratory sessions.
- You are allowed to be absent from and/or leave uncompleted up to three of the 11 scheduled labs and still remain in CHEM 237 during this semester.
- Regardless, of the reasons, if you are absent from and/or leave uncompleted more than three of the scheduled experiments, you will fail CHEM 237, regardless of your performance and/or status in CHEM 237 lecture.
- Be punctual for all scheduled lab meetings. All lab activities begin at the scheduled start time. Students who arrive more than 20 minutes after the scheduled start time will not be allowed into the lab. Students who are excluded from the lab due to lateness may apply to take a lab make-up exam to earn credit for the missed exercise, but the miss counts toward the limit of three missed and or uncompleted labs.
- If after you arrive at the laboratory a teaching assistant, faculty member, or laboratory coordinator dismisses or excuses you because of a safety violation and you arrive back at the lab more than 20 minutes after the scheduled start time for your section, you will not be allowed to do that day’s lab.
- To complete an exercise, you must (a) attend your scheduled laboratory section; (b) perform the assigned laboratory work; (c) fill out the lab worksheet and answer all post-lab questions; and (d) turn in your lab report, which is based upon the lab work
you performed this term as you enter the lab at the next scheduled lab, which is usually the following week.

♦ You are allowed to attend only the laboratory section in which you are registered. If you are absent from one of the scheduled experiments, you are not allowed to make it up as you are not permitted to attend a lab section in which you are not registered.

♦ A student who misses a lab for a University approved reason (illness; religious observance; participation in another University-sanctioned activity; death in the family; court appearance or jury duty; military duty) may make up a grade for that lab by taking a make-up exam at the scheduled time, as described below.

♦ If a student knows he/she will miss a lab for religious observance, a University sponsored activity, etc. it is his/her responsibility to notify his/her TA, and apply for the make-up exam, BEFORE the absence.

♦ If the University closes for inclement weather, or the department cancels a lab, failure to perform that lab will not count against student’s absence limit and they will not be required to take a make-up exam to earn credit for it; rather, an average of all other lab grades will be assigned to the missed exercise so there will be no negative impact on student’s final grade. Students will be responsible for the material of the missed exercise on the final exam.

♦ If a student is absent from lab or is more than 20 minutes late in arriving at the lab on the day the University or the department cancels a lab [and the closure time is after the scheduled beginning of the lab period], that student will need to take a make-up exam to earn a grade for that lab. In addition, that lab counts as a missed lab.

IMPORTANT DATES

♦ Monday, January 25 – First day of classes
♦ Friday, February 5 – Last day of Schedule Adjustment
♦ Monday, March 15-Friday, March 19 – No Labs Scheduled: Spring Break
♦ Friday, April 9 – Last Day to Drop with a ‘W’
♦ Thursday, May 6 – Final Exam
♦ Tuesday, May 11 – Last Day of Classes
♦ Wednesday, May 12 – Exam Study Day

LABORATORY PREPARATION

♦ To adequately prepare for each lab, you should read the background material from the lab book before coming to the lab
♦ You will be given a written pre-lab quiz at the beginning of each lab period.
♦ Attend the TA pre-lab briefing at the beginning of each lab period after the pre-lab quiz has been given
PRE-LAB QUIZZES

♦ You will be given a written pre-lab quiz at the beginning of each lab period
♦ You will have a maximum of five (5) minutes to work each pre-lab quiz.
♦ If you come to the lab when the pre-lab quiz is in progress, you will have only until the end of the five-minute period to take the pre-lab quiz.
♦ If you come to the lab after the pre-lab quiz has been given and is being collected or has been collected [but before the 20-minute grace period has expired], you will not be allowed to take it and will receive a grade of zero (0) for it. You will be allowed to do the scheduled experiment that day, but will receive no pre-lab quiz points toward the overall lab score.

COURSE GRADES

♦ The CHEM 237 is not an independent course and as a result you will not receive a separate grade for this lab.
♦ The grade for each of the labs will be based upon the written pre-lab quiz, written lab report, post-lab questions, and a number of lab notebook sheets.
♦ The final lab grade in CHEM 237 will be based upon

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<thead>
<tr>
<th></th>
<th>Points</th>
</tr>
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<tbody>
<tr>
<td>8 lab reports @ 20 points</td>
<td>160</td>
</tr>
<tr>
<td>3 lab reports @ 25 points</td>
<td>75</td>
</tr>
<tr>
<td>8 Laboratory Notebook sheets @ 5 points</td>
<td>40</td>
</tr>
<tr>
<td>1 lab mid-term exam @ 50 points</td>
<td>50</td>
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<tr>
<td>1 lab final exam @ 50 points</td>
<td>50</td>
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<tr>
<td>Lab Practical (???)</td>
<td>???????</td>
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<tr>
<td>Infrared spectroscopy</td>
<td>30</td>
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<td>Course total</td>
<td>405</td>
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♦ NO laboratory grade will be dropped. Any student who is absent from and/or leaves uncompleted more than THREE of the scheduled experiments, for whatever reason, will fail CHEM 237.
♦ The laboratory coordinator will normalize your point total to a 250-point scale and forward that score to Professor Davis.

LABORATORY ASSIGNMENTS AND REPORTS

♦ Each student in CHEM 237 lab is required to submit a copy (or copies) (the carbonless tear out sheet) of his/her laboratory notebook, with all entries made in ink, to the TA before leaving the lab. These data and observations [and only these data and observations] personally collected during the current lab are to be used in writing the final lab report.
- Associated post-lab questions will be assigned prior to the lab report’s due date. These post-lab questions will be available through Blackboard at [http://www.elms.umd.edu]. The post-lab questions will be made available for a limited amount of time; see the Post-lab Question schedule.

- All students are required to turn in a lab report for each of the scheduled labs this semester. Each lab report must be written on the report sheet available on the Blackboard site. Lab reports may not be written on notebook paper. Your responses to the post-lab questions may be written on notebook paper.

- **All lab reports and the associated post-lab questions are to be written in ink. If any part of a lab report and/or its associated post-lab questions is written in pencil, that lab report will not be regraded under any circumstances. This includes reports written [in-part or totally] in pencil then overwritten in ink.**

- **If any part of a lab report and/or its associated post-lab questions is obscured by using white out or any one of its equivalents, that lab report will not be regraded under any circumstances.**

- The lab reports are due to the TA as you enter the laboratory at the beginning of the next scheduled lab period. The lab reports will not be accepted at any other time.

- Once a lab report has been submitted to the teaching assistant, the report cannot be returned to the student for further reconsideration, reevaluation, or any sort of alteration. If a student removes his or her lab report after turning it in, the student will receive a grade of incomplete [No Grade for purposes of calculating final course grades] for that lab, and the student will not be allowed to sign up for and/or take that lab’s makeup exam, and that lab will count as one of the three missed/uncompleted labs that a student is allowed and still remain in the course.

- If a student is absent from lab on the day that a lab report is due, that student is required to turn in that [absentee] lab report to Room 1205 [and only Room 1205] as soon as he or she returns to campus but no later than 12:00 noon six days after the report was originally due.

- Warning: If you are enrolled in a Monday lab section and you are absent from lab on the day a lab report is due, this absentee lab report is due to Room 1205 as soon as he or she returns to campus but no later than 12:00 noon on Friday of the same calendar week.

- It is your responsibility to turn in any and all absentee lab reports to Room 1205 by the appropriate deadline(s).

- NOTE: there is a mail slot built into the Room 1205 door. Just slide your absentee lab report through the mail slot and it will collect in a box in Room 1205

- NOTE #2: it would be a very good idea for you to write your name on each page of your lab report and to make sure that all sheets are properly secured.

- If the laboratory coordinator is not 100% certain that an absentee lab report was turned in to Room 1205 by the appropriate deadline it will not be accepted for a grade.

- Absentee lab reports not turned in on or before the appropriate deadline will be assigned a grade of INC [incomplete]. That lab will count as one of the three
absentee/incomplete labs. In addition, you will not be allowed to apply to take the respective lab makeup exam.
♦ The graded lab report will be returned directly to the individual who submitted it. The TAs can return a lab report only to the student to whom it belongs.
♦ If a lab cannot meet for any reason beyond the student’s control [for example, the university closes due to an ice storm], the lab report originally due that day must be turned in with the aforementioned absentee lab report policies. If the university closes after the scheduled start time of the lab, you are still required to turn in your lab report due that day as you enter the lab.
♦ All students are required to write each of their lab reports individually based upon lab work actually performed this semester. You should treat the writing of a lab report, including the answering of the post-lab questions, as a take-home examination.
♦ Any evidence of academic dishonesty will be pursued by the department; this includes fabrication of data (defined by the Code of Academic Integrity as “intentional and unauthorized falsification or invention of any information...in an academic exercise”); use of data other than that submitted to the TA without proper acknowledgement; or evidence of unauthorized collusion with others, including communal calculation of experimental results, and copying of pre-lab and post-lab exercises. You should treat the writing of a lab report and answering the post-lab questions as a take-home examination. You should discuss this with no one except the lab coordinator.

FORGOTTEN LAB REPORTS
♦ Forgotten lab reports will not be accepted under any conditions.
♦ The following policies will be enforced for each forgotten lab report: (a) the student will receive a grade of INC [incomplete] for the forgotten lab report; (b) the INC is equivalent to a grade of zero for purposes of calculating final grades; (c) each forgotten lab report counts as one of the three missed or uncompleted labs that a student is allowed this semester; (d) students are not allowed to apply to take or take the lab makeup for any and all forgotten lab reports.

THE ABSENTEE LAB REPORT
♦ You are expected to turn in all of your lab reports to your teaching assistant as you enter the lab, at the next scheduled lab meeting after you performed the experimental work.
♦ If a student is absent from lab on the day that a lab report is due, that student is required to turn in that [absentee] lab report to Room 1205 [and only Room 1205] as soon as he or she returns to campus but no later than 12:00 noon six days after the report was originally due.
Warning: If you are enrolled in a Monday lab section and you are absent from lab on the day a lab report is due, this absentee lab report is due to Room 1205 as soon as he or she returns to campus but no later than 12:00 noon on Friday of the same calendar week.

- It is your responsibility to turn in any and all absentee lab reports to Room 1205 by the appropriate deadline(s).
- NOTE: there is a mail slot built into the Room 1205 door. Just slide your absentee lab report through the mail slot and it will collect in a box in Room 1205.
- NOTE #2: it would a very good idea for you to write your name on each page of your lab report and to make sure that all sheets are properly secured.
- If the laboratory coordinator is not 100% certain that an absentee lab report was turned in to Room 1205 by the appropriate deadline it will not be accepted for a grade.
- Absentee lab reports not turned in on or before the appropriate deadline will be assigned a grade of INC [incomplete]. That lab will count as one of the three absentee/incomplete labs. In addition, you will not be allowed to apply to take the respective lab makeup exam.

LAB REPORT REGRADES

- The graded lab reports will be returned to the students at the next lab after they were submitted.
- If you feel that your lab report was not properly graded or that there is a problem with your lab report grade, consult your lab TA first. If your lab TA cannot resolve the problem to your satisfaction, you can submit the report to the Lab Coordinator for a regrade. If you submit a lab report to the lab coordinator for a regrade, you must follow and be aware of these guidelines.
- #1. You must submit the original lab report within one week after having it returned to you. Any lab reports submitted after this one-week time period will not be regraded.
- #2. Only lab reports and post-lab questions written totally in ink will be considered for a regrade. A lab report and lab questions written totally or in part [even the smallest part] in pencil will not be accepted for a regrade. If a lab report is written in pencil then overwritten in ink [in part or totally] it is not eligible to be regraded.
- #3. If any part of a lab report and/or its associated post-lab questions is obscured by using white out or any one of its equivalents, that lab report will not be regraded under any circumstances.
- #4. You must submit the lab report, the corresponding lab notebook data sheet(s), the respective pre-lab quiz, and the post-lab questions.
- #5. You must attach a separate sheet of paper stating what you believe to be the problem with the original grading of the lab report and why you want it re-graded.
- #6. The laboratory coordinator will regrade the complete lab report, including the post-lab questions.
#7. As the result of a regrade, the score on the lab report can remain unchanged from the original score, or it can increase or it can decrease with respect to the original score.

#8. If you submit a lab report for a regrade, you must accept the results of that one regrade as final, whatever the result. There will be no regrades of a regraded lab report.

**MATH ERRORS**

If there is a discrepancy between the overall grade for a lab and the grades for the individual components [the pre-lab, the report sheet, and the post-lab questions], bring this to the attention of your lab teaching assistant. You are expected to bring these ‘math errors’ to your teaching assistant’s attention within one week after the graded lab report was returned to the student. In these cases, the report will not be regraded but the grade recorded will be corrected to reflect the actual score.

**ORGANIC CHEMISTRY POLICIES AND PROCEDURES**

**General Information** Students are required to have the following items to be admitted to the lab at check-in and for each subsequent lab session:

- A current edition laboratory text, a photocopy of the experiment that will be done, or a written or typed sheet detailing the steps to be performed for the day’s experiment.
- A bound laboratory notebook, with alternating carbon-copy tear out pages; carbon paper if it is not provided with the laboratory notebook.
- A combination lock stamped “CHEM” to secure your lab drawer; they are available at the University Book Center; no other type of lock is permitted; any other type of lock may be cut off your drawer; you will be held financially responsible for the contents of the drawer while the drawer remains unlocked.
- Acceptable safety goggles.
- A lab apron or lab coat.
- Shoes, which cover the tops of the feet; sandals and open-toed shoes are unacceptable; high heels are strongly discouraged.
- Four (4) Chemistry Department breakage cards, which are available at the cash registers at the University Book Center.
- A ball-point pen.
- A calculator.
- A roll of paper towels.

**Attendance**

- All students are expected to attend all scheduled laboratory sessions.
If a student misses and/or leaves uncompleted up to three of the scheduled labs this term [semester or summer session], that student is allowed to remain in this lab course.

If a student misses and/or fails to complete more than three of the scheduled labs this term [semester or summer session], regardless of the reasons, that student will fail CHEM 237.

All labs begin at the scheduled start time. If a student arrives at the lab more than 20 minutes after the scheduled start time the TA will not allow him/her to perform the scheduled lab. Students excluded from the lab because of lateness may apply to take a lab make-up exam to earn credit for that particular lab, but the miss counts as one of the three missed/uncompleted labs that you are allowed.

The TA must be present in order for the students to enter the lab.

Lab Safety

During the check-in process, students are expected to sign and submit a Safety Contract indicating that they have read, understood, and agreed to follow the safety rules defined in the laboratory manual.

All students must wear safety goggles any time any student is either working on the experiment or cleaning up.

Wearing safety goggles means that the goggles are worn over the eyes or over glasses. Wearing goggles does not mean “on the forehead” or “on top of the head” or “dangling from the neck.”

If a student is observed even once not wearing his or her goggles over the eyes, that student may be evicted from the lab, even the first lab of the semester.

Students must wear their laboratory apron or lab coat while in the laboratory.

Students must wear appropriate shoes in the laboratory. Sandals and open-toed shoes are unacceptable; high heels are strongly discouraged.

Any act of unsafe behavior, including failure to wear safety goggles whenever anyone is working in the lab can result in dismissal from the lab.

Students dismissed from the lab for safety violations are eligible to take a lab make-up exam but five (5) points will be deducted from the score earned on the lab make-up exam.

Students dismissed from the lab for disruptive behavior will not be eligible to take the make-up exam and can earn no credit for that lab.

In any case, dismissal from the lab counts toward the limit of three missed and/or uncompleted labs.

Lab Reports

All students are required to turn in a carbon copy (or copies) from their lab notebook to their TA before they leave the lab. Only the information recorded in the lab notebook may be used in the writing of the lab report.
Any evidence of academic dishonesty will be pursued by the department; this includes fabrication of data (defined by the Code of Academic Integrity as “intentional and unauthorized falsification or invention of any information…in an academic exercise”); use of data other than that submitted to the TA; or evidence of unauthorized collusion with others, including communal calculation of experimental results, and copying of pre-lab and post-lab exercises. You should treat the writing of a lab report and answering the post-lab questions as a take-home examination. You should discuss this with no one except the lab coordinator.

All students are required to turn in a lab report for each of the scheduled labs this semester. Each lab report must be written on the worksheet available on the Blackboard site. Lab reports may not be written on notebook paper. Your responses to the post-lab questions may be written on notebook paper.

All students are required to write each of their lab reports individually based upon lab work actually performed this semester. You should treat the writing of a lab report, including the answering of the post-lab questions, as a take-home examination.

All lab reports are due at the next scheduled lab period.

All lab reports are due to the TA as the student enters the lab on the day it is due. The lab reports will not be accepted for a grade at any other time.

Once a student has turned in a lab report, he/she cannot have access to that lab report for any reason until after it has been graded.

If a student is absent from lab on the day that a lab report is due, that student is required to turn in that [absentee] lab report to Room 1205 [and only Room 1205] as soon as he or she returns to campus but no later than 12:00 noon six days after the report was originally due.

Warning: If you are enrolled in a Monday lab section and you are absent from lab on the day a lab report is due, this absentee lab report is due to Room 1205 as soon as he or she returns to campus but no later than 12:00 noon on Friday of the same calendar week.

It is your responsibility to turn in any and all absentee lab reports to Room 1205 by the appropriate deadline(s).

NOTE: there is a mail slot built into the Room 1205 door. Just slide your absentee lab report through the mail slot and it will collect in a box in Room 1205

NOTE #2: it would a very good idea for you to write your name on each page of your lab report and to make sure that all sheets are properly secured.

If the laboratory coordinator is not 100% certain that an absentee lab report was turned in to Room 1205 by the appropriate deadline it will not be accepted for a grade.

Absentee lab reports not turned in on or before the appropriate deadline will be assigned a grade of INC [incomplete]. That lab will count as one of the three absentee/incomplete labs. In addition, you will not be allowed to apply to take the respective lab makeup exam.
If a lab cannot meet at all for any reason beyond the student’s control [for example, the university closes due to an ice storm], the lab report originally due that day must be turned in with the aforementioned absentee lab report policies.

Students may request a regrade of a lab report within one week of receiving the graded report; no report will be reevaluated after that time interval.

Grade Related Policies and Procedures

In order to complete and earn a grade for a lab, a student must (a) attend that scheduled lab; (b) perform the assigned laboratory work; (c) complete the lab worksheet and answer all post-lab questions; and (d) submit that lab report to his/her TA as he/she enters the lab on its due date.

If a student performs parts (a), (b), and (c) as defined above, then for any reason does not turn in that lab report by its assigned due date, that lab will be considered incomplete. That lab will be assigned no grade, will count as one of the three missed/incomplete labs students are allowed, and the student will not be allowed to take the lab makeup quiz for that lab.

Regardless of circumstances, students are not allowed to take a makeup exam for any lab which they attended and performed the scheduled experiment.

Students, who want a lab report regraded, must submit the original complete graded lab report to the laboratory coordinator within one week after it has been returned. This includes the (a) all appropriate carbon-copy tear-out sheet(s) from your laboratory notebook; (b) pre-lab quiz; (c) the lab report sheet or sheets; (d) the answers to all post-lab questions. The lab report must be written entirely in ink. A lab report with entries made in pencil and then overwritten in ink will not be eligible for a regrade. In addition, if a lab report has one or more entries obliterated with white-out or related product it will not be eligible for a regrade.

LAB MAKE-UP EXAMS

For most circumstances for missing a laboratory, you are allowed to apply for and take the lab make-up exam for the lab that you missed. For example, if you needed to be absent from lab due to illness, you would be allowed to apply for the respective laboratory makeup exam.

The laboratory makeup exam is NOT a substitute for the in-class participation of conducting and performing the actual experiment, but ONLY provides a grade for the excused absence. The makeup exams do not take the place of or replace the missed lab; the missed lab still counts toward the three that you are allowed and still remain in the lab.

If you physically perform a laboratory, you are not allowed to take the makeup exam for that particular lab. For example, if you physically performed experiment #2 and then for whatever reason, did not turn in the lab report for experiment #2, you would not be allowed to take the experiment #2 lab makeup exam.
Each lab makeup exam is worth the value of the respective lab.

If you take a lab makeup exam, your total score for that lab will be based upon your score on that lab makeup exam.

If you take a lab makeup exam, any and all points earned on that lab’s pre-lab quiz [if taken] will not be counted.

If you do miss a lab, you need to apply to take the lab makeup exam. To apply to take a lab make-up exam, you need to bring your documentation to the Undergraduate Services Office, Room 1206 in person and fill out the application form. See the Lab Make-up Quiz Schedule [in the syllabus] for the application deadlines. If you do not sign up to take a lab make-up exam by the deadline, you will not be allowed to take that lab make-up exam and will receive a grade of incomplete for that lab.

The lab make-up exams are given on Friday mornings in room 1407 from 7:15-7:45am. You will have a maximum of 30 minutes to work the lab make-up exams. Should you come to a lab makeup exam after the 7:15am start time you will have less than the allotted 30 minutes to work it. If you have signed up to take a lab make-up exam and do not take it [i.e. you are a “No Show”], you will receive a grade of incomplete for that lab. There are no make-ups for lab make-up exams.

Each lab make-up exam is closed-book. You are not permitted to use your laboratory manual, laboratory notebook, lecture text, notes, etc. to work a lab make-up exam. You are permitted and encouraged to bring a calculator.

CONTENT – the content for the lab make-up exams will be similar to the content of the pre-lab quizzes, the lab reports themselves, and the post-lab questions. The questions can address any aspect of the lab you missed: the equipment used to perform the experimental work, calculations you would have performed to write the lab report or answer the post-lab questions, the experimental techniques used in the lab, underlying chemistry and theory, a mechanism, and reagents involved in the experimental work [solvents, drying agents, catalysts, reactants, test reagents, and products]; this is not an all-inclusive list.

You are strongly advised to bring a calculator to any and all lab makeup examinations. If you do not bring a calculator to a lab makeup exam, you will have to work any and all quantitative problems without one. If you bring a calculator to a lab makeup exam and if it should become non-functional for any reason, you will have to work any and all quantitative problems without one.

You are strongly advised to bring more than one functional writing instrument to any and all laboratory makeup exams. If you bring a writing instrument to a lab makeup exam and it becomes non-functional for any reason, you will have to make due with the non-functional writing instruments.

Cell phones – All cell phones must be turned off during a lab makeup exam. You may not use a cell phone as a calculator during a lab makeup exam.

Proctors – the proctor(s) are there to hand out the makeup exams and then collect the completed lab makeup exams.

Proctors – The proctors will not provide calculators, writing instruments, erasers, or scratch paper, etc. to anyone taking a laboratory makeup exam.
♦ If you leave a lab makeup examination for any reason, you will need to turn in your lab makeup exam to the proctor regardless of how much you have completed. The proctor will return your makeup exam to you when you return to the lecture hall.
♦ NOTE: All students who are entitled to DSS accommodations must make those needs known at that time you apply to take a lab make-up examination. You must bring the appropriate written documentation with you at the time of the application. If you do not bring the appropriate written documentation, your request for DSS accommodations will not be granted.
♦ The material covered in lab is fair game for inclusion on the mid-term and/or final exam despite the fact that you may have taken a make-up exam for one or more labs.

LAB MAKE-UP EXAMS [SUPPLEMENTAL INFORMATION]

♦ Students who are eligible to take a make-up exam but cannot take it at the regularly scheduled time may be allowed to take it at a non-scheduled time.
♦ These students are restricted to (a) students entitled to DSS accommodations; (b) students registered for a UMCP course which meets during the lab makeup exam regularly scheduled time period; and (c) students participating in a UMCP-sponsored activity.
♦ Those students entitled to DSS accommodations must provide the USO with a current copy of their Academic Accommodations for Students with Disabilities form at the time they apply to take the make-up exam.
♦ Students participating in a UMCP-sponsored activity must provide the USO with written documentation on appropriate letter-head stationary at the time they apply to take their make-up exam.
♦ USO will access your UMCP registration to confirm that you are registered for a class, which meets at the time the lab make-up exam is scheduled.
♦ Students participating in club sports must take any and all lab makeup exams at the regularly scheduled time period.
♦ At the time you apply to take your make-up exam, you and the USO will find a mutually agreeable time for you to take your make-up exam.
♦ The mutually agreeable time will be as close to the regularly scheduled time as the individual student schedule permits.
♦ You will be allowed to take you make-up exam only during the mutually agreed upon time period; you will not be allowed to begin early, nor will the deadline be extended for any reason.

CHECKOUT

♦ Once you have checked into a laboratory section, you must check out when you leave (i.e. drop the course, change sections, or complete the course at the end of the semester). If you change sections or drop the lab before the drop/add date, you
should check out of your original drawer as soon as possible so a new student can use that drawer. If you should drop the lab after the drop/add date, you may check out at any time during the semester at the regular lab time. All students completing the course must check out during check-out week at your regular lab time.

- If you have checked into a laboratory section but fail to check out, your TA will check you out and any expenses for missing, damaged or excessively dirty glassware or equipment will be charged to your student account.

EXAMS

- You will be given two written, 50-point exams throughout the semester. If you require DSS accommodations, you must make your request known well before the mid-term exam is given. The exams will be written examinations which may/will cover any or all experiments [pre-lab quizzes, lab reports, post-lab questions, techniques, equipment, etc.] done up to that point in time.
- The exams will consist of multiple choice questions.
- The mid-term exam will be given in your lab period on Thursday, April 1. You will be given 45 minutes to work on the mid-term exam.
- The final exam will occur on Thursday, May 6 and will also be a 45-minute exam. The time and location of the final exam will be announced by your TA and made available via Blackboard towards the end of the semester.

DISABILITY SUPPORT SERVICES [DSS] ACCOMODATIONS

- If any student needs DSS accommodation, please bring your written documentation to your teaching assistant and/or the lab coordinator as early as possible in the semester.
- Should you need to lab makeup exam, bring written documentation at the time you apply to take the lab makeup quiz.
- Disability Support Services
  0126 Shoemaker Hall
  College Park, Maryland 20742
  Hours: Monday through Friday, 8:30am - 4:30pm
  Phone: (301) 314-7682
  http://www.counseling.umd.edu/DSS/
  http://www.counseling.umd.edu/DSS/Staff.html

TA Office Hours

- The organic laboratory teaching assistants schedule office hours throughout most of each day of the week in room Chemistry 1521 [this room is in the biochemistry wing]. Any TA teaching this course, even though not assigned to your specific section, as well as any of the TA’s teaching CHEM 232/242 should be able to help
you during those office hours. Be advised that the teaching assistants are not there to give you answers; rather they are there to guide you to the answer. In addition, the teaching assistants will not help you with the post-lab questions.

**Academic Integrity:**

♦ “The University of Maryland, College Park has a nationally recognized Code of Academic Integrity, administered by the Student Honor Council. This Code sets standards for academic integrity at Maryland for all undergraduate and graduate students. As a student you are responsible for upholding these standards for this course. It is very important for you to be aware of the consequences of cheating, fabrication, facilitation, and plagiarism. For more information on the Code of Academic Integrity or the Student Honor Council, please visit http://www.studenthonorcouncil.umd.edu/whatis.html.”

♦ Students are expected to sign the Honor Pledge, which appears at the end of each lab report. Whether or not a student has signed that pledge, any evidence of academic dishonesty found by a TA or grader and reported to the laboratory coordinator will be pursued by the Department: examples include, but are not limited to (a) fabrication of data (defined by the Code of Academic Integrity as “intentional and unauthorized falsification or invention of any information...in an academic exercise”); (b) use of data other than that submitted to the TA; (c) unauthorized collusion with others (specific examples are cited in the lab manual), including but not limited to, communal calculation of experimental results and copying of pre-lab and post-lab exercises from another student.

♦ The instructional design of this laboratory course encourages student collaboration and cooperation while in the lab. However, the policies and procedures specifically dictate that all lab reports are to be completed by each individual student on his or her own. Each student should consider the writing of a lab report and answering the associated post-lab questions as a take-home examination.

♦ The teaching assistants have been directed not to answer questions regarding the post-lab questions. Any questions and concerns regarding the post-lab questions must be directed to the laboratory coordinator.