Chem 111 syllabus  Summer Session A 2008
General Chemistry Laboratory A Loyola University Chicago

Instructor of Record: Angela E. Boerger
Office Hours: Thursday 10 – 12
Office Location: 428 Flanner Hall Office Phone: 773-508-3135
Email: aboerge@luc.edu
Put Chem 111, your section #, and your TA's name in the subject

Closed toe shoes are required anytime you are in the laboratory for any reason. If you are not wearing closed toe shoes, you will not be allowed to enter the laboratory, participate in, and earn points for the work that is done during that class period.

Attendance is mandatory. You are not allowed to make up a quiz or a lab in another section of Chemistry 111. Chemistry 111 meets 11 times during the short summer semester. We perform 8 labs. Missing 2 of the labs means missing over 25% of the lab work, and will have a serious negative impact on the educational experience, including the performance on the both of the Practical Quizzes. This is significant and unacceptable and will result in academic failure as will missing 1 or both of the Practical Quizzes. Students should not enroll in a lab section that they cannot attend. It is in your best interests to register for a section that does not conflict with other obligations.

Students who are not concurrently enrolled in General Chemistry 101 will be removed from the class.

Failure to adhere to any lab safety rules can result in expulsion from the lab session and or course with no opportunity for make-ups.
REQUIRED ITEMS

1) You need to purchase the Chem 111 Laboratory Packet, which contains copies of the experiments to be performed. It is essential that you read the experiment before coming to class so that you can complete the lab and the write up in a timely fashion.

2) Safety goggles. These must be type G, H or K goggles and must meet or exceed ANSI Z87.1 requirements. If you do not purchase your goggles from the Chemistry Stockroom, 120FH, you must bring proof that your goggles meet these requirements. Safety glasses do not meet our requirements.

3) You will need a scientific calculator for most experiments and the practical quiz. A TI graphing calculator is highly recommended, as many experiments utilize specialized equipment containing a TI graphing calculator.

4) The use of a non-erasable pen is required for all written work.

5) Via blackboard, you should download and print, read, and bring to class the PDF file that contains the power point pre-lab lecture slides. (Done for you for the summer!)

ASSESSMENT

The grading scale is as follows. There will be no change in the grading scale or in the number of points. We will not grade on a curve or drop a grade.

<table>
<thead>
<tr>
<th>% total</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>94.00 - 100</td>
<td>A</td>
</tr>
<tr>
<td>90.00 - 93.99</td>
<td>A-</td>
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<tr>
<td>87.00 - 89.99</td>
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<td>84.00 - 86.99</td>
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<td>80.00 - 83.99</td>
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<td>74.00 - 76.99</td>
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<td>70.00 - 73.99</td>
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<td>65.00 - 69.99</td>
<td>D+</td>
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<td>60.00 - 64.99</td>
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<td>0 - 59.99</td>
<td>F</td>
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</table>

Your written work, as well as TA observations will serve as the basis for earning points and informing me of your progress. Written work will be graded with an emphasis on correct use of significant digits, consistency of results (do data and observations match conclusions?), appropriateness and correctness of analysis, and thoroughness in responses.
A one point penalty will be assessed for any written work which is not done in non-erasable pen, or if white out is used.

Two practical lab quizzes covering basic skills and comprehension will be given. In part, a laboratory practical quiz requires a student to demonstrate knowledge and skills by performing tasks in the laboratory. In this way, a student’s ability to use equipment properly and demonstrate correct technique can be evaluated. A practical lab quiz will also cover basic understanding of the fundamental models of chemistry illustrated in the laboratory experiments. Questions of this kind will ask you to analyze data similar to laboratory experiments you performed.

You may use your own graded data sheets, lab manual, syllabus, pre-lab lectures and tutorials from Chem 111 on the practical quizzes.

Safety points will be awarded on the basis of safe conduct in the lab. A safe lab environment is essential, and unsafe actions will definitely result in grade degradation. The following is a partial list of ways you can lose safety points:

- Coming late to class, after the pre-lab lecture has started will result in deductions of your safety points.
- Not bringing goggles to lab.
- Not wearing your goggles consistently in lab can result in expulsion from the lab. Safety glasses do not meet our safety requirements.
- Not keeping your equipment drawer in good condition.
- Not adhering to Disposal Instructions indicated in each lab handout.
- The lab-pro equipment used is breakable, and requires special care. You and your partner will be assigned a box to use, and if the equipment is found to have been handled negligently, points will be deducted from both your safety points and your lab score.
- Not dressing appropriately for lab.

Points Available: 185 Total Points
Labs: 8 labs x (10 points/lab): 80 points
1 graph for Lab #2: 10 points
1 graph for Lab #8: 5 points
Practical Quiz #1: 20 points
Practical Quiz #2: 25 points
Online pre-lab quizzes: 12 points
Safety: 5 points
Check Out: 2 points
ATTENDANCE

- As labs and quizzes can only be completed in a staffed lab, attendance is mandatory, and every student is expected to attend every scheduled class.
- You must attend the section in which you are enrolled.
- There is a point value associated with the work accomplished in each class, and you will not be able to earn points for classes that you do not attend.
- If the university is open, you are expected to attend class and to be on time.
- If you arrive to lab after the conclusion of the pre-lab lecture, you will not be allowed to perform the lab.
- **There will be no makeups allowed.** You will not be permitted to attend another lab section to makeup a missed lab.

If you miss a lab, you may make use of the **sample data/half credit option**, but you may do so only **once** over the course of the semester. The sample data must be obtained and must be completed before the next lab session, **no exceptions on this deadline**. For a write up based on sample data, the analysis will be worth only half credit.

If you are hospitalized or attend the funeral of an immediate family member, you must contact the instructor immediately. These absences will not be excused if you only report the absence. You must provide the Instructor with appropriate documentation so that your absence can be verified and excused.

If your absence is excused, you will use sample data to complete your data sheet and you will receive full credit. **Half credit and the use of the half credit option will be recorded until verification of the absence has been determined.** Beyond hospitalization or funeral attendance, no absence from lab will be excused.

**Any make up work that you do, whether the half credit option is used or the absence is excused for full credit, must be completed and turned in at your next lab period.**

*If 2 or more labs are skipped (including the half credit option), or if either Practical Quiz is skipped, it will result in an academic failure regardless of the overall points earned in the class.*

Students must make information concerning time conflicts with University sponsored events available to the instructor at the beginning of the semester.
Role of Teaching Assistants

In each lab session, your primary interaction could be with a Teaching Assistant. The function of a TA is to help you get good data in a safe fashion, and to provide individual help on each lab when necessary. The role of the Laboratory Coordinator is more behind the scenes: to plan the curriculum, prepare both handouts and powerpoints, and to train the TAs so that the lab experience is educational, fair, and effectively run for students enrolled in all of the sections. Please know that Instructors are available to you if there are any questions or concerns that the TAs cannot handle appropriately.

GENERAL POLICIES

Completed written work will be stored in your lab folder. Your laboratory folder will be arranged alphabetically with other students in your section, and at the end of the semester should be complete. You may take the contents of your folder home before a practical quiz in order to study, but you should return the folder when you complete the quiz.

Checkout is your opportunity to verify that the scores submitted to me by your TA are indeed correct. If there are any discrepancies in the scores submitted by your TA to me, your proof of having earned a specific grade on a particular lab is the presence of that graded lab in your lab folder at the end of the semester.

Each student will be assigned a drawer with glassware and equipment. At the beginning of the semester, the drawer contents will be checked for completeness. The drawer may be shared with other students over the course of a week, and therefore, it is essential that you clean the equipment used after an experiment is completed. The drawers may be checked sporadically. If glassware is broken, the student is responsible for obtaining a replacement item at the main stockroom, room 120 Flanner Hall, and the student’s account may be charged. At the end the semester, the drawer will be checked out again for completeness.

Academic Integrity

We wish to make it clear that the standard of academic integrity and personal honesty delineated in the College of Arts & Sciences Statement on Academic Integrity is expected of every student and will be enforced. Details can be found at http://www.luc.edu/cas/faculty_resources.shtml

Cheating can take many forms in lab, but the most common form is to copy data and answers to analysis questions. The data and analysis you submit for marking must be your own, and if it is not, no credit will be awarded for the entire lab, nor will make-ups be granted. Additionally, findings of dishonest academic behavior are reported to the Chair of the Chemistry Department and to the Dean’s Office, and are entered into an individual’s record. A copied answer or report will result in penalty for all students involved.
Disabilities Accommodations

If you have a documented disability and wish to discuss academic accommodations, please see your instructor by the second meeting of lab. (The Coordinator of Services for Students with Disabilities is located in the Sullivan Center for Student Services, Suite 260, 508-7714, and must be contacted independently.)

Educational Goal

In this general chemistry laboratory course, my purpose as your chemistry instructor is to provide a hands on introduction to experimental methods of scientific investigation in chemistry. The fundamental models of chemistry discussed in lecture will provide the basis for understanding the experimental laboratory work. Each lab will provide a practical opportunity for you to gain competence with the basic techniques of lab work and the practical experience necessary to understand its significance. It is my wish that this laboratory experience will encourage students who are seeking intellectual challenges along with an understanding of the chemical principles in the laboratory.

Conducting experiments and collecting data to test the validity of theories and models requires a different set of skills that those required for success in the lecture part of a general chemistry course. During a laboratory activity, each student’s hands, mind, eyes, as well as other senses are focused on the task at hand. Success in the lab involves skills in making perceptive qualitative observations and accurate quantitative measurements.

With each laboratory experiment, I intend to pose relevant questions, and along with TAs, to help each student to execute a laboratory approach which will yield reliable data related to these questions. Each student is required to obtain data and to depend upon this data when answers to these questions are drafted. Each lab will be structured enough so that you should not feel lost or confused, but not so structured that you will find it unnecessary to think for yourself.

Instructional Philosophy

I believe in a Carl Rogers’ type of “freedom to learn” educational philosophy; in my classroom and lab I encourage students to “self-actualize” in obtaining a functional knowledge of chemistry and consequently earning a specific grade. I expect that all students will consciously do the work required to earn the grade they seek. In that way, I can in good conscience sign a passing grade report.
LOST AND FOUND

Any items mistakenly left in lab will be taken to the Chemistry Department office, 125 Flanner Hall, and can be identified and claimed there. Please put your name on your data sheets, lab manuals, calculators, notebooks, and other personal items.

Safety in the Laboratory
Laboratory Safety is everyone's responsibility. By registering for and participating in this course you agree to abide by the following rules. Failure to follow these rules constitutes grounds for withdrawing the offending student from the lab session and or course at any time.

1. To wear approved safety goggles at all times in the laboratory.
2. To know both the location of and how to use eye washes.
3. Not to wear contacts in the laboratory.
4. To wear appropriate clothing that minimizes potential chemical contact with your skin. Closed toe shoes are required. You must be dressed appropriately to perform an experiment.
5. To know both the location of and how to use the safety showers.
6. To know both the location of and how to use the fire extinguishers.
7. Not to perform unauthorized and unknown experiments, nor work in the lab without appropriate supervision.
8. Not to take chemicals or equipment out of the laboratory.
9. Not to engage in horseplay or any clowning around that might endanger you or other students.
10. Not to eat, drink, chew gum, or smoke anything in the laboratory at any time. No head sets or cell phones.
11. To keep your lab space clean and tidy.
12. To ask your instructor or TA when in doubt about procedures.

By using common sense and following these rules, it is unlikely that you or your classmates will be involved in or injured in a mishap in the laboratory.

While it is very important that you do your part to prevent an accident from occurring, it is just as important to know what to do if someone is injured.

Critical Injuries include: glass in his/her eye(s), serious cuts, severe chemical burns, severe fire burns, seizures. Immediately call for help using either the lab phone (security number is taped to phone handle) or the emergency phone in the hallway directly outside the laboratory. Anyone with chemicals or foreign objects in his/her eye(s) will be escorted to the Wellness Center or to the hospital.
First Aid Basics

Minor Cuts: Clean the wound, remove foreign material. Band-Aids are available. (Two Band-Aid rule: If you bleed through one Band-Aid, another should be applied over the first Band-Aid. If you bleed through two Band-Aids in a few minutes, you will be escorted to Health Services). Additionally, if there is any possibility of broken glass in a cut, you will be escorted to the Wellness Center.

Minor Burns from Fire: Immerse affected area in ice water.

Chemicals in Eyes: Immediately flush eyes with water at the eye wash. Continue with flush for at least 10 minutes. You will probably need to hold the affected eye(s) open to do this properly.

Chemicals on Skin: Rinse affected area with water immediately at the sink or safety shower. If clothing is affected, remove clothes before rinsing! Continue with rinse for at least 10 minutes.

Fire Hazards

The primary heat source in this laboratory is the Bunsen burner, which is fueled by natural gas. A lit Bunsen burner is a small, controllable fire, but the heat generated by the burner fire can be quite hazardous in certain circumstances. It can serve as an ignition source for other combustible materials in the lab such as paper (lab handouts, paper towels, filter paper, etc.), plastics (wash bottle), flammable liquids (acetone, ethanol). A burner fire can also ignite clothing and hair. Proper operation of a burner and the absence of combustible materials in the proximity of the burner will significantly reduce the risk of a fire. Each lab is equipped with a fire extinguisher, fire blanket, and safety shower, which should be used in a fire emergency.

Procedure in a case of a fire:

- Remain calm; alert the instructor and your immediate neighbors.
- Personal safety, yours and others in the labs, is always the top priority.
- A small fire in a small container can be suffocated by covering it with a watch glass or inverted beaker.
- With a somewhat larger fire, you need to decide whether or not you think you can control it with a fire extinguisher.

Use of a Fire Extinguisher

- Located by the doors in both labs; a back-up fire extinguisher is located at the west end of the floor.
- Maintain an escape position; i.e. stay between the fire and the doorway.
- Break the plastic ring, pull out the metal ring, release the hose from the bracket, direct the hose at the base of the flames, and press the lever down.
- Note: the fire extinguishers are heavy and not particularly easy to direct. These are multi-purpose dry chemical extinguishers, safe for anything we use in lab.
Chem 111 Order of Labs

<table>
<thead>
<tr>
<th>Lab #1</th>
<th>Reaction of Reagents with Ordinary Materials</th>
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<tbody>
<tr>
<td>Lab #2</td>
<td>Accuracy and Precision in Measurement of a Salt Solution</td>
</tr>
<tr>
<td>Lab #3</td>
<td>Determining Chemical Equations from Mass Relationships</td>
</tr>
<tr>
<td>Lab #4</td>
<td>Determination of the Vitamin C Content in Juice</td>
</tr>
<tr>
<td>Lab #5</td>
<td>The Combining Ratio of Zinc and Iodine</td>
</tr>
<tr>
<td>Lab #6</td>
<td>Estimating Avogadro's Number Using Octadecanoic Acid</td>
</tr>
<tr>
<td>Lab #7</td>
<td>Energy Relationships in Chemical Equations</td>
</tr>
<tr>
<td>Lab #8</td>
<td>Spectrophotometric Analysis of Aspirin</td>
</tr>
</tbody>
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Pre lab quiz

Tentative Summer Session A 2008 Schedule

<table>
<thead>
<tr>
<th>MAY</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 Check In Lab #1</td>
<td>20</td>
<td>21 Lab #2</td>
<td>22</td>
<td>23</td>
<td></td>
</tr>
<tr>
<td>26 MEMORIAL DAY: NO LAB</td>
<td>27</td>
<td>28 Lab #3</td>
<td>29</td>
<td>30</td>
<td></td>
</tr>
</tbody>
</table>

| JUNE      | 2      | Lab #4  | 3         | 4 Practical #1 | 5       | 6       |
|-----------|--------|---------|-----------|----------------|---------|
| 9 Lab #5  | 10     | 11 Lab #6 | 12        | 13             |
| 16 Lab #7 | 17     | 18 Lab #8 | 19        | 20             |
| 23 Practical #2 | 24     | 25 CheckOut | 26        | 27             |
Guidelines for taking quizzes and tests in Blackboard 7.3

Before starting a quiz/test or test on Blackboard:

1. **Do not take** the quiz/test until you are ready.

2. **Close down** any other programs you may have running.

3. **Do not wait** until the last second to take the quiz/test. If something goes wrong there won’t be enough time to resolve the issues and allow you to take the quiz/test. If you have a problem accessing the test please contact your instructor.

4. Make sure you are using a browser that is compatible with Blackboard 7.2. If using a PC use Internet Explorer 6.0, service pack 1 or higher, or Firefox (latest version is 2.0.0.9). If using a Mac use Firefox (latest version is 2.0.0.9).

5. If you are working on a dial-up connection make sure your **ISP time-out settings** are set to the maximum allowed time.

6. **Do not resize or refresh** your screen after loading the quiz/test. Make sure the screen is the size you want before going into the quiz/test. Most browsers refresh the page when you resize the screen so the browser will try to reload the quiz/test if you resize/refresh.

While loading and taking the test or quiz/test:

1. When entering the quiz/test, **only click the link once**. Sometimes it will take a while to load the quiz/test (wait at least a full minute). If, after clicking once and waiting the full minute, nothing happens contact your instructor or test proctor immediately. Do not contact blackboard@luc.edu as Blackboard support staff cannot intervene in a test-taking process.

2. **Do not keep clicking on the quiz/test/test link**. If you click twice on the quiz/test link you will receive a message saying you already took the quiz/test and you will be prevented from accessing the quiz/test again. If something goes wrong contact your instructor or test proctor immediately. Your instructor or test proctor should be available by e-mail or telephone during the duration of the quiz/test if the quiz/test is “high stakes”, e.g., any quiz/test that counts toward your grade and is a one-time only exercise.

3. **Do not use the back and forward buttons** on the Internet browser to move to and from the quiz/test or between pages of the quiz/test. Instead use the Previous or Next buttons located at the bottom of each page of the quiz/test to navigate through the quiz/test.
4. **Blackboard is case sensitive** which means that for questions in which you enter text answers, e.g., short answer, fill-in-the-blank, your answer must match one of the answer variations provided to Blackboard by your instructor as s/he create the questions. For instance, if you entered the answer “Physics”, or “physics” for a fill-in-the-blank question in which your instructor had only allowed a single correct response of “physics”, Blackboard would score your answer as incorrect. Your instructor should be aware of this feature and allow for capitalization and other correct variations of the answer or misspellings within reason. Consult your instructor when you suspect Blackboard failed to credit a correct answer.

5. **Click on the Save button** at regular intervals as you are taking a quiz/test. In that way at least some of the questions you have answered will be saved if for some reason you lose your connection to the test.

6. If your instructor has allowed back-tracking (the ability to go back and change an answer for a question) in a question-by-question quiz/test presentation **click on the Save button** when you have finished answering a question. In that way Blackboard saves answers to all completed questions as you finish them. You can always go back and change an answer even if you have saved it.

7. **Do not click on the Submit button** until you are either finished with the quiz/test or you have run out of time.

8. **Click on the Submit button** when you have finished the quiz/test. Clicking on the Submit button guarantees that everything you have answered up to that point will be recorded by Blackboard.

This document is based on information from Northern Illinois University’s, **Quick Guide for Students** (http://www.its.niu.edu/its/blackboard/student_guide.pdf).