

Revised Draft Syllabus Organic Chemistry I Lab Dr. Hahn (difference: added safety pts)

Professor: Dr. Juliet Hahn
office: Science 305
If I am not in my office, I will leave a note where I can be found & you may follow me (but do not follow me to lunch)
phone: **office: 843-383-8177** cell 803-834-0827 (only for emergency)
email: jhahn@coker.edu (easiest way to get a hold of me)

CHE 351L - Monday 2:00 to 5:00 pm (Science Bldg 206)

CHE 351L – Tuesday 1:00 to 4:00 pm (Science Bldg 206)

Office hours: W and F 10 am to 11 am; Wednesday 2 to 4 pm (other times by appointment)

For the Lab, you will need access to: (a) textbook will be posted in Brightspace as downloadable documents. You should print it out each week and bring to lab. (b) **a scientific calculator:** To perform calculations in this course, you will need an inexpensive “scientific calculator”. It does not need to be elaborate but should be able to express numbers in scientific notation (e.g. 6.02×10^{23}) and must have log (and ln) functions. You can buy such a calculator for around \$5 to \$10.00 at the local discount store. (c) 3 hole notebook holder – keep notes in notebook but take out pages for me to grade and staple for submission. I recommend holding on to your graded notebook pages in the 3 hole notebook holder until the lab final exam. I will give you extra credit points at the end of the semester if you turn in your lab complete lab notebook to me.

Students may attend any of my 2 sections on any given day. (provided there is room for you to come to the other section) **Notify me & confirm at least a day in advance if you want to do the lab in a different section of the Organic Chemistry I lab.** As long as you do the lab and there is room in the lab, you do not need to give me any reason for wanting to do the lab in the other section.

Grading:

Lab Notebook Grades - 70%

- Prelab grade** read lab textbook and write out short procedures - will check in the first part of lab class time (I will initial lab notebook and give grade in gradebook for prelab – maximum 10 pts)
These 10 pts are really earning points by showing up to the lab prepared and doing the experiment.
- Complete lab notebook – maximum 10 pts
- total lab notebook grade will add up to 20 pts
- Safety Points** penalty points which can be subtracted from the lab notebook grade (you may lose up to a maximum of 10% or 4 points, approximately equal to a letter grade demotion)

Lab Midterm – 15 %

Lab Final Exam (not cumulative) – 15%

Lab Notebook Grade will consist of completing the lab notebook and turning it in a week after the completion of the lab. Students sometimes hold onto lab reports hoping for a better grade but if you hold onto the lab reports, you will often end up doing worse even without penalty points because you forget, you misplace data from the lab, etc.

The reason most students earn an F in the lab is: (a) missing labs without an excused absence (b) doing the labs but turning in no lab notebook for multiple labs (c) turning in lab notebooks with large portions blank. Otherwise because all the work (except for lab exams) is open book, open notebook, open questions to me and lab colleagues, most students do well in labs. (note: asking questions to lab colleagues and working together is NOT the same as copying the answers letter by letter from lab colleagues (honor code violation).

Lab Notebook should have the following sections: Please note that in the interest of being a well educated person, you should write the notebook in full sentences with good grammar. However no matter how well written your lab notebook is if the chemical content of your notebook is incorrect, you will lose points.

NOTE: **If I cannot read your handwriting, I will count off for whatever I cannot read.** If your handwriting is totally illegible, it might be a good idea to actually type your lab notebook. Of course your observations would still have to be handwritten because those would be observations that you make during the lab while the lab is in progress.

- (a) **introduction** - 2 pts A few sentences for what you are theoretically doing in the lab.
- (b) **procedure** 10 pts (already graded in prelab time) – 2 columns for (b) & (c) – enough written so that I can tell that you read the lab directions before getting to class. If you do not have the procedure written but you are in class and I initial your lab notebook with just the title of the lab, you will earn 5 of these points for being in lab and doing the experiment. If you turn in the final notebook with nothing written for procedure, you will lose 5 pts as long as you were in lab and did the experiment.
- (c) **observations/changes in procedure** 1 pt – in the right column write down changes in procedures or any observations next to the procedures
- (d) **data** – 1 pts - if there are no data, leave out. If you are doing a reaction, things like mass of reactants and products would be in data.
- (e) **conclusion** – 2 pts – A summary of what you accomplished during the lab. Comments about how you would do the experiment for better results. Comments relating your experimental results to the theory behind the experiment.
- (f) **answer to questions** – 4 pts – questions will be given during the lab class. These questions may show up in the lab midterm and final exam so you should make sure that you understand the answers to the questions.

safety points

safety points: You can lose UP TO a TOTAL of **10% for each lab for technique (If you lose these points at every lab, you will get no more than 95 % of your lab grade.)**

Possible reasons for losing technique points are:

- (1) not having **safety glasses** on 100% of the time that you are in the lab as soon as one person starts doing experimental chemistry in the lab until not one person is still doing experimental chemistry in the lab. (In addition to losing those points, you may also go blind by spilling concentrated sulfuric acid on yourself or your lab neighbor may make you go blind by splashing concentrated sulfuric acid on you.)
- (2) If you do anything which is a danger to yourself or to anyone in the lab, you will lose up to 10% of the points for that lab. For example if the lab book and I point out that you should not go near the open container of ether with your lighted Bunsen burner and you do go near the ether with your lighted Bunsen burner, you will lose 10 % for that lab for technique. (You will also probably set yourself and the open container of ether on fire as well.)
- (3) **Not following Dr. Hahn's directions** is also grounds for losing technique points. (see above – setting self on fire) . (For instance if I tell you to clamp the beaker and you do not, you will lose up to a maximum of 10 % points for technique and will probably also **break \$\$ of glassware**)
- (4) **Not cleaning up your chemical spills** is also grounds for losing technique points. If you **spill 10 grams of solid NaOH** and do not clean it up, someone else may come along and possibly injure themselves on your spilled NaOH. If you **spill 100 mL of ether** and don't do anything about it, someone else may come along and not knowing what the liquid is may

start a serious fire. If it is a significant spill, you should notify me about your significant spill.)

Lab Midterm & Lab Final Exam: These are tests given in the way that a normal test is given in class. (Tests are not open neighbor. I will not help you do these tests.) They will however be open book / open notebook. The lab test may ask theoretical questions or questions about how you actually do the experiment. You should probably study the lab questions which you submitted with your lab report.

You may make up the lab tests in the other section of the lab class. You should request permission to take the test in the other section of the lab from me prior to coming to take the test. If you do not and I run out of tests because you did not notify me that you were coming to the other section to take the test, you will not be allowed to take the test. In this case you will earn a zero on the test.

If you miss either test with a valid excused absence, you may either take a make up test (which will be a different test than the one the rest of the class took) or I will count your other test to replace the one you missed. [ex: You miss the midterm (excused) but take the final. Your final exam will be used for the lab midterm grade.] You may not wait until after the lab final exam to request a make up lab midterm test.

Excused Absence vs Unexcused Absence:

Excused Absence: Examples of Excused Absences are: medical grounds, death in the immediate family, documented weather related transportation problems and university business. (Official Coker sports team excuses and university wide emailed excuses are of course acceptable excused absences.)

You must have hardcopy documentation such as a doctor's signed note on letterhead, newspaper article for funeral listing your name, funeral program obtained at the service or a letter from a professor or coach stating that you worked on behalf of the university on the given date. Examples of working on behalf of the university could be that you were a part of an official university sports team or that you represented the University at a conference.

Please provide me a hard copy (college wide official emailed excuses are acceptable documentation & need no additional documentation) of your documentation for my files ASAP.

Unexcused Absence: Examples that are not valid excuses include: personal problems, oversleeping, going away for the weekend, etc. In any case, it is always in your best interest to tell me your excuse because it is possible that I may accept your excuse.

Missed Labs: There are no makeup labs after the week that the lab experiment has been completed. If you are unable to makeup the labs in my other section, you will earn a zero on the missed lab. **I will DROP ONE lab notebook grade. If you miss one lab (without an excuse) for which you earned a zero, that zero will be dropped.** The second missed lab without an excuse will be a zero which will not drop. ONE missed lab zero will drop your lab grade by approximately a letter grade. If you complete and turn in all labs this semester, then you will be allowed to **drop your ONE lowest grade lab report grade. If you have a valid excused absence (acceptable to me), I will average and plug in a grade for your missing lab report.**

Tentative Lab Schedule:

Week	class dates	Experiment Title
1	8/16T, 8/22M	Syllabus
2	8/23T, 8/29M	Safety
9/5	labor day holiday week	no lab
3	8/30T, 9/12M	Recrystallization
4	9/13T, 9/19M	Distillation
5	9/20T, 9/26M	TLC
6	9/27T, 10/3M	Lab Midterm
	10/10M and 10/11	fall break no lab
7	10/4T, 10/17M	Enantiomers
8	10/18T, 10/24M	Extraction
9	10/25T, 10/31M	Synthesis of 1 bromobutane
10	11/1T, 11/7M	Synthesis of 2-chloro-2-methylbutane
11	11/15T, 11/14M	lab final exam (not cumulative)

The following are some Coker University Statements.

Academic Dishonesty

From the **Coker College Student Handbook**:

“Academic dishonesty includes plagiarism, cheating, or failing to appropriately cite sources. Any form of academic dishonesty is wholly incompatible with the Code of Student Responsibility, the Mission of the College, and generally understood standards of ethical academic behavior. Academic dishonesty is among the most serious of violations that might be committed at the College; for that reason, penalties for academic dishonesty may include suspension or expulsion from the College.”

“Plagiarism: A student is guilty of plagiarism when he/she submits work purporting to be his/her own, but which in fact borrows ideas, organization, wording, or anything else from other sources—a published article, a chapter of a book, a friend’s paper, etc.—without appropriate source acknowledgement. Plagiarism, as a form of cheating, also includes employing or allowing another person to alter or revise the academic work the student submits as his/her own. Students may generally discuss assignments among themselves or with an instructor or tutor, but the actual work must be done by the student alone. When an assignment involves research with outside sources of information, the student must carefully acknowledge exactly what they are, and where and how he/she employed them.”

Title IX and Reporting of Discrimination and Sexual Harassment:

As a recipient of Federal Funds, Coker University is required to comply with Title IX legislation, which prohibits discrimination on the basis of sex in educational programs or activities, admission, and employment.

Coker’s Commitment to Equality

Equal access to educational experiences is an important part of the Coker experience. If you feel you have been discriminated against based on your sex, gender, gender, identity/expression, or sexual orientation, or if you have experienced sexual harassment, misconduct, or violence, we encourage you to report this to a member of the Coker Community.

What is Sexual Harassment?

Sexual harassment is unwelcome conduct of a sexual nature, including unwelcome sexual advances and requests for sexual favors. Sexual violence is a form of sexual harassment and includes sexual assault, dating violence, domestic violence, rape, sexual battery, sexual coercion, and sexual exploitation.

Who Can I Talk to?

While faculty and staff are happy to listen to your concerns, please be mindful of how much you wish to disclose since all Coker faculty and staff members are 'mandatory reporters.' This means that if they are made aware of potential discrimination, harassment, misconduct, or violence that has occurred involving any Coker student, staff, or faculty member, they are required by law to report it to Coker's Title IX Officer. This includes incidents that occur on campus or at an off-campus Coker-sponsored event or activity in the recent present or in the past. Of course, you may also contact Coker University's Title IX Coordinator, Tom Corti (843-383-8198) directly. At any time that you fear for your immediate safety, contact Campus Safety (843-383-8140) or dial 911.

Confidential Reporting

If you wish to talk with someone who is better able to keep your information confidential, please visit the Center for Health and Wellness [website](#) or call Coker's Student Health Services (843-917-4044).

Additional information is located under the Title IX section on the Coker website:

<https://www.coker.edu/about-coker/offices-services/campus-safety/title-ix/>.

Accommodation:

Reasonable accommodations will be provided for qualified students with documented physical, sensory, learning or psychiatric disabilities that require assistance to fully participate in this class. If a student has a disability that will likely need some accommodation by the instructor, the student should contact Robin Richardson in the Learning Support Services Office (ext. 8021, rrichardson@coker.edu) or Jennifer Rhodes (jrhodes@coker.edu) to provide the necessary documentation

Syllabus Agreement Form, Information Sheet & Permission to Return Exams Form

I have read and understand the policies stated in the syllabus for Dr. Hahn's **CHE 351 Lab** class for the Fall semester of 2022. All questions have been answered to my satisfaction. By signing this sheet I agree to abide by the policies stated therein.

Your signature _____

CHE 351 Lab Fall 2022

Print your name: _____ Date submitted: _____

I am in the [(Monday 2:00 to 5:00 pm) (Tuesday 1:00 to 4:00 pm)] (circle one) section

*****Information Sheet (note: **your official Coker emails will be used for Coker official communications**)

contact phone # _____ contact email address _____

major _____ year (please circle one) fresh, sophomore, junior, senior, other

if other please explain _____ last chemistry course taken (course name)

when (year, semester) _____ where (here, other) _____ cumulative GPA _____

grade received on last chemistry course _____

other science courses taking currently (give course name) _____

Are you doing research? (yes, no) If so with whom? _____

Why are you taking this class? _____

hobbies: _____

Feel free to tell me anything else you would like me to know about you: _____

***** Permission to Return Exams

I _____ (sign name) [(do) or (do not)] (circle

one) give Dr. Hahn permission to return my actual exams/lab reports in a self serve fashion in folders.