

Syllabus

Instructors

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Teaching Laboratory Coordinator

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Class Meetings

Tomsich 103, once each week, 1:10p–4:00p.

Required Materials

Purchase a copy of the Chem 123 Laboratory Manual for Fall 2009. This purchase also covers the cost of a laboratory notebook and a pair of safety goggles, which you will receive at check-in.

Laboratory Notebook

You are required to maintain a laboratory notebook as a written record of lab work. Label your notebook with your name. Underneath your name, write your initials and a Roman numeral, *e.g.*, “SPG-I.” You will prepare lab reports in your notebook and turn in duplicate pages for grading. To get credit for laboratory work, notebooks must be signed by your instructor at the beginning and at the end of each experiment.

You must complete the Introduction of your laboratory report before you start each experiment. The Introduction is due at the beginning of class (1:10p). Your instructor must initial each page of the Introduction before you start on the Procedure section.

You must complete the Procedure of your laboratory report before you leave class. Once you finish an experiment, your instructor must initial each page of the Procedure before you start on the Analysis.

Laboratory Reports

Lab reports must follow a standard form outlined in the *Laboratory Notebook Guide*. In addition, each experiment has a Report section that gives hints on what to include in the report.

Your laboratory reports must be submitted by the due dates specified by your instructor. Even if you are making up an experiment in a different section, your lab report is still graded by your usual instructor and is due by that instructor’s due date. Late work will not be accepted unless you have an official, excused absence from the Dean of Academic Advising. If you have an unofficial reason for being late, your instructor may accept your report, but only if you forfeit 10 percentage points for every 24 hours it is late.

The lab report for each experiment is due on the following lab period at 1:10p.

Quizzes

You will have a short, online quiz each week before the laboratory period. These quizzes cover both previous experiments and upcoming experiments. The due dates are different for each section.

The quiz for each section is due on the morning of your section at 10:00a. There is a quiz for each lab period, even if an experiment takes multiple lab periods.

Exams

The midterm exam is specified in the Schedule of Experiments. Attendance is mandatory. We will not schedule make-up exams without an official, excused absence from the Dean of Academic Advising.

The final exam for each section will be during the exam slots, listed below, scheduled by the Registrar for the period covering your section. Because of limited space, you cannot take your exam in a different section, unless you obtain a note from **Student Support** staff (defined below) to excuse you from your scheduled exam slot.

Section	Exam Date and Time
Monday	December 21, 8:30a
Tuesday	December 19, 1:30p
Wednesday	December 19, 8:30a
Thursday	December 18, 8:30a

Grading

Component	Weight	Policy
Completion of experiments safely	40	
Laboratory reports	30	
Quizzes	10	
Midterm exam	10	
Final exam	10	

Excused Absence

You are required to attend your assigned laboratory section every week. If you are not able to attend a laboratory meeting, please contact your instructor by phone or email as soon as possible and arrange to make up the work. To make up work in a different laboratory section, you must have permission from *both* instructors, and from the Teaching Laboratory Coordinator.

Planned Absence. If you must miss an experiment for an athletic, religious, or other type of event, you must inform your instructor *one week before the experiment* and arrange to make up the missed experiment. **You will not receive credit for the experiment unless your absence is excused by Student Support** staff (defined below). Only two (2) planned absences are allowed — additional absences are considered unexcused and cannot be made up.

Illness. If you miss an experiment because of illness, you must go to the Health Center for examination and obtain an excused absence from the Campus Physician. You must also inform your instructor and arrange to make up the missed experiment. You will not receive credit for the experiment unless your absence is excused by the Campus Physician*.

*This policy may be modified to remain in accord with CDC and college guidelines.

Unexcused Absence

You cannot make up an unexcused absence. You will receive a grade of 0 for both Completion and for the Report.

Academic Honesty

Read the College policy on Academic Honesty in the Student Handbook. Because collaborative work is an integral activity in the sciences, we wish to emphasize the difference between appropriate and inappropriate cooperation. A great deal of learning results from the exchange of ideas, and we encourage such exchanges both in laboratory and outside the laboratory. *All materials submitted for a grade, however, must be prepared by you alone.* Such materials include laboratory notebooks, lab reports, problem sets, quizzes, and examinations. If you are not sure whether something constitutes appropriate cooperation, please consult your instructor for guidance.

Safety

You will receive instruction — both at the beginning of the course, and in each prelab lecture — on proper safety etiquette in the laboratory. You are expected to conduct yourself in a safe manner at all times in the laboratory. Horse-play, unauthorized experimentation, or other activities deemed unsafe by the instructor will result in your immediate dismissal from the class for the day without the opportunity to make up the experiment. Questions relating to laboratory safety may appear on the quizzes or exams.

Safety rules are detailed in the orange document you signed, *Safety in Chemistry Department Laboratories*, but some important rules include:

- Wear shoes that cover your toes.
- Do not eat or drink in the laboratory, and do not bring food or drink into the laboratory.
- Wear protective eyewear while you are in the laboratory.

Students with Disabilities

If you have a disability and need some type of accommodation(s) in order to participate in this class, please discuss your concerns with Erin Salva, Coordinator of Disability Services (PBX 5453 or salvae@kenyon.edu). Your instructor and Ms. Salva will discuss appropriate accommodations. All discussions regarding disabilities are confidential. All accommodations must be approved by Erin Salva.

If your accommodation grants additional time on an exam, you must notify your instructor at least 1 week before the exam.

Student Athletes

Meet with your instructor in the first week of classes to discuss any athletic conflicts. Only two (2) planned absences are allowed — additional absences are considered unexcused.

Student Support staff

In this syllabus, **Student Support** refers to staff that are authorized to access your confidential, personal records. They include:

- The Dean of Academic Advising
- The Dean of Students
- The Campus Physician
- The Director of Counseling
- The Coordinator of Disability Services
- The Registrar