CH 202L: Organic Chemistry II Laboratory
LABORATORY POLICY
UNIVERSITY OF SOUTH ALABAMA
URL http://www.southalabama.edu/chemistry/laboratories.htm

A. Safety regulations for laboratory activity
   1. All students are required to attend the scheduled Safety Orientation
      session to be allowed to work in the lab. At that session, the safety
      policies and dress code will be presented. All students must sign a copy
      of the Student Responsibility Sheet which will be collected and
      maintained in the Chemistry Stockroom for the duration of the semester.
      The safety rules will be vigorously enforced: noncompliance will result
      in dismissal from the lab.
   2. Attendance at the Safety Orientation is MANDATORY – EVERY
      SEMESTER. No exceptions!
   3. See NOTE regarding safety and the Practicum (Section E.)

B. Items needed by FIRST laboratory period
   1. Subscription to Catalyst Learning LabFlow
   2. Splash proof GOGGLES that are indirectly vented.
   3. Proper lab attire.

C. Attendance Policy
   1. CH 202 and CH 202L must be taken concurrently. If you
      DROP/WITHDRAW FROM EITHER THE LECTURE OR THE
      LAB, you must also drop/withdraw from the co-requisite course. One
      course cannot be completed without the other.
   2. Attendance in Laboratory and Pre-lab conference is mandatory. As a
      rule, make-ups are NOT ALLOWED, regardless of the circumstance.
      However, a student who must be absent for a REQUIRED University
      function must contact the Laboratory Manager as soon as possible
      PRIOR to the absence to determine what, if any, accommodations can be
      made. (Any extended absence must be reported to the Dean of Students
      and will be addressed on a case-by-case basis by the Laboratory
      Manager.)
      a. A pre-lab quiz missed due to tardiness will result in a grade of
         zero. There will be no make-up quiz. If the student is present for
         the pre-lab instruction, he may attend the laboratory with no
         further penalty.
      b. A pre-lab conference missed due to tardiness or absence will result
         in a grade of zero for that entire lab exercise and the student may
         NOT attend the lab session. There is no partial credit for work
         done outside the lab.
      c. Failure to have a pre-lab write-up at the beginning of the lab
         session will result in the student being allowed to leave the lab,
         write the pre-lab, then re-enter to work with NO EXTRA TIME
         allotted. The second incidence will result in an absence in the lab.
D. Laboratory Grading

1. The grade will consist of the sum of the average of the assigned laboratory exercise grades (80%) and the laboratory PRACTICUM (20%). A total of 11 exercises will be presented. See NOTE regarding safety and the Practicum (Section E.)

2. The lowest laboratory exercise grade earned during the semester will be dropped at the end of the term.

3. The final lab course grade will be assigned on a standard A (90-100), B (80-89), C (70-79), D (60-69), F (< 60).

E. Practicum

Practicum will be given during the last scheduled session for your section, (see schedule for specific dates), and will count for 20% of your overall lab grade. The Practicum may not be used as your drop grade. Weighting for Practicum score: Prelab (25%); Observation & Write-up to be handed in prior to the end of lab (50%); and Physical Properties & Purity (25%).

NOTE: A student may be barred from taking the Practicum if the Instructor determines the student's presence would jeopardize the safety of the student and/or others in the classroom. Such action might result from the student's repeated safety infractions throughout the term and/or absences from sufficient lab exercises resulting in the student NOT mastering the required laboratory skills. At the discretion of the instructor, some credit may be given for Practicum Prelab work even if the student is not allowed to perform the actual Practicum experiment.

F. Equipment Responsibility

1. Students are responsible for their assigned equipment from the time of lab check-in until check-out. Students must provide a combination lock to secure their equipment drawer. If you WITHDRAW from the course, request check-out by your Laboratory Instructor as soon as possible. Otherwise, you will check-out at the end of the term per published schedule (syllabus).

2. If you do not complete your own check-out by the scheduled check-out date for your lab section, your laboratory instructor will do it for you, and you will be charged for missing or unacceptable items (broken, chipped, dirty) PLUS a departmental check-out fee, (DCO), of $50.00. ALL monetary charges accrued through the Stockroom will be charged to your PAWS account.

3. The last opportunity to complete check-out without penalty is the day and ENDING time of your last regular scheduled lab period PRIOR TO THE PRACTICUM → See schedule.