

Chemistry 1152K Course Syllabus Spring Semester 2012

*****NOTE Changes from Chemistry 1151:** 1) NO LAPTOPS ALLOWED IN LECTURES, 2) have your GSU ID available during each lecture and 3) a larger percent of test questions will come from the lecture material, so students will want to take good notes.

Instructor: Dr. Laura Kibler-Herzog (Dr. Herzog)

Lecture: Tuesday and Thursday: 9:30-10:45 am / Room 608 Classroom South

Office: 519A Science Annex (across street from the front doors of Kell Hall and GCB).

Office Hours: Tuesdays and Thursdays: 12:00–1:00 in Room 360 Petit Science Center plus Tuesdays and Thursdays: 1:30–2:30 in Room 519A Science Annex. This time is not meant to be a tutorial session, so please bring specific questions.

Telephone: (404) 413-5527

Email Address: LKKH@gsu.edu When sending an email to Dr. Kibler-Herzog, under the "Subject" heading, please state in which class you are enrolled (e.g., 1151K, 1152K, 1211K, 4999K, 8960K, etc.), or your email may be interpreted as "SPAM".

Students should check their GSU email and our uLearn Home Page daily for updates.

Textbook: Fundamentals of General, Organic and Biological Chemistry, 6th edition, Custom Edition for GSU, Volume #2, by McMurry, et. al., Prentice Hall, 2010. Students do not need to carry heavy books to class. However, students do need to bring ALL associated papers, notes, worked problems, etc. to every class.

Prerequisite for This Course: Successful completion of Chemistry 1151K. Students are advised to THOROUGHLY REVIEW all Chemistry 1151K material relating to the topics of "COVALENT BONDING", "MOLECULAR SHAPE" and "HYDROGEN BONDING". Certain minimum laboratory requirements (see lab manual) must be met in order to receive a passing grade in this course.

Prohibited Accessories: Laptops will not be allowed during lectures. **A cell phone, or any such transmitting equipment (e.g., Bluetooth) is strictly forbidden during any exam (test or quiz).** Any student found using such a device will be given a score of zero for the exam and may be administratively dropped from the course and face disciplinary action. If you need to be on-call during an exam, you can turn your cell phone to "vibrate" and leave it up front with the instructor. Students may NOT use a cell phone as a timepiece. If you have your cell phone with you during daily lectures, please set it on "vibrate" (no ring tone).

Laboratory and Lab Manual: Generally, Chemistry 1152K labs start during the second week of the semester. For important lab information and dates of initial meetings, go to www.gsu.edu and click on **GoSOLAR** (at the top), then to "Schedule of Classes". Choose Spring semester of this year and Submit. Under "Subject" choose Chemistry; under "Instructor" choose Kibler-Herzog, then "Class Search". Find your course CRN and **SCROLL ALL THE WAY OVER TO THE RIGHT**. Students who fail to attend the first laboratory session may **LOSE THEIR SPACE IN LAB**. If lab space is lost, the student will have to **WITHDRAW FROM THE COURSE**. Notice that on your course schedule there are two times (a pre-lab lecture and a lab time) listed for your lab session. Make sure you **ATTEND AT BOTH OF THESE TIMES**. Otherwise, you may be administratively disenrolled from the class and someone else will get your spot. The pre-lab lecture and the lab are consecutive, and both start on the same day. Safety Glasses/Goggles and a Lab Manual for Chemistry 1152K labs will be available during the first lab session at the scheduled time for each student to attend and check-into lab. **See the last several pages of this syllabus for more details regarding the laboratory.**

Getting Started with uLearn: The Chemistry 1152K course schedule, plus additional course information can be found on our Chemistry 1152K uLearn Home Page - accessible to all students enrolled in Chemistry 1152. Students should check this Home Page daily for class updates and messages relevant to the course. To access our Home Page, go to the GSU Home Page at www.gsu.edu and click on uLearn (at the top). Type in your "username" and "password" to access this site. Your username is everything before the @ sign in your GSU email address. Your GoSOLAR pin is your password. Since it can sometimes take a while to process a new username and password, you will want to check for access right away. If you have not used uLearn before, you may need to "Configure your browser" before you login. Then login and follow the instructions to Chemistry 1152K. From the Chemistry 1152K Home Page, students have access (links) to A) the course Syllabus, B) On-line Homework, C) some Study Guides, D) some Additional Class Notes, E) chemistry Videos, F) a Periodic Table G) non-credit Practice Quizzes, and H) individual student Grades and a Discussions board. A copy of the Course Syllabus can be printed from this site and students who bring their printed complete syllabus to Test #1 will receive 3 extra credit points. Note that an extra credit on-line questionnaire is due in the very near future (see course schedule in the syllabus). The questionnaire is based, in part, on the topics in the syllabus. To avoid computer problems, each initial computer access (weekly) is best done at one of the GSU computer centers where computer technicians can help with any technical difficulties. Hours of operation for GSU computer labs downtown and at other locations, can be found at <http://www.gsu.edu/help/25705.html> (cut and paste this into your browser).

Electronic Calculators: Students will need a calculator for the laboratory portion of the course. A scientific calculator with logarithm, exponent, and memory capabilities is recommended. **Students may not share calculators during any exams and they may not loan their calculator to friend at any time during or after an exam.**

Class Attendance: Students are expected to attend all lecture classes and laboratory sessions. In-class questions are welcome, except when we are running short on time. Students are required to take all exams, including the course final exam and the laboratory final exam. Note: Sometime after the mid-point of each course (an exact date will be set by the Provost or his designee), the University now requires faculty members to: 1) give a "WF" to any student who is on the course roll but no longer attending class and 2) report the last day the student attended class or turned in an assignment. Students who are withdrawn may petition the Departmental Chair for reinstatement into their classes. Students who withdraw themselves by the mid-point of the course (by drop date) will receive a "W" under this policy.

Class Preparation: Chemistry is a highly structured course. New topics are often based on an understanding of topics previously developed, so it is important that students consistently keep up-to-date in their studies and assignments. To make a good grade in this class, a student should spend about 1.5 hours every day studying chemistry - 30 min. reading, then 60 min. working problems, learning concepts and memorizing material. This means that if you skip 2 days, by the third day you will need to spend $1.5 + 1.5 + 1.5 = 4.5$ hours studying chemistry in order to catch up!!!! And you may need more study time than this if the subject is particularly difficult for you. Students are advised to attend all lectures, listen carefully and take good lecture notes (including **notes on what is said** about concepts discussed, as well as what is written on the board). Class lectures are **an extension of the material** found in the assigned book and cannot cover everything students need to know. Also, it is a good idea to **make friends and trade phone numbers so you can get the lecture notes in case you have an emergency and are unable to attend class**. Prior to each class you will be expected to have A) studied the previous class concepts well enough to learn and understand formulas, definitions of terms, etc., B) comprehensively read all assignments for the upcoming class, C) worked the problems and exercises within each assigned section (without looking at the answers in advance!!) and D) written your own summary of the key material from each chapter. There are many different ways to learn Chemistry. You can learn by reading the book, listening to lectures, taking good lecture notes, discussing topics in study groups, writing summaries, watching any related videos, working the problems within each chapter, working end-of chapter problems, trying the practice quizzes, etc. The best way to learn chemistry is to do all of these things, and especially to work **lots** of problems! Reading chapter material over again is not nearly as effective a learning tool as is working additional practice problems. Definitions must be learned, but to define new terms is only the first step. You will need to learn to work with new concepts, units and principles - the subjects of the end-of-chapter problems. These problems assume mastery of pertinent definitions and are designed to test your knowledge of the material studied, as well as give an indication of the level of understanding expected of you. Therefore, it is recommended that you work the problems at the end of each chapter until you are able to solve them without reference to notes or text. These problems will not be taken up and graded.

On-Line Homework: An extra credit on-line questionnaire, 10 regular sets of on-line homework problems, plus 3 make-up sets of on-line homework problems (6 points each set) are accessible from the Chemistry 1152K Home Page. Each homework set includes six practice problems/exercises, which will be of benefit to you in learning the material in this course. The maximum time allowed to complete each homework assignment is 60 minutes. Homework questions will be delivered one at a time, where any question can be revisited. A score will be released as soon as the homework has been submitted. Students may attempt a homework assignment as many as three times and the highest score will be recorded. However, except for the initial questionnaire, the same exact questions will not be repeated each time. For each attempt, the computer pulls a different set of six questions from a large data bank of possible questions. Students should not be confused when the computer calls their uLearn homework an "assessment" or a "quiz". In uLearn, any type of on-line testing is called an "assessment" or a "quiz". **Incomplete homework due to personal problems (e.g., sickness, etc.) or computer problems (e.g., server down, various technical difficulties, etc.) WILL NOT BE ACCEPTED**, so students should attempt the homework sets well in advance of the due date and time. The first attempt of each on-line homework should be done at a GSU computer center where assistants can help with unexpected computer problems. TAKE THIS PAGE WITH YOU when you go to do your on-line homework.

uLearn Homework Guide:

1. You cannot look at a set of homework questions before attempting an assignment because the quiz time begins as soon as any questions appear.
2. For each on-line homework set, every question must have a "saved" answer or the computer will not properly "submit" the homework.
3. If a homework set is not properly "submitted", the next time you log on for another attempt, the computer will cut you off with a message that your time has expired, and you will lose your next attempt. Log out of uLearn and log back in again to access another attempt.
4. The computer will not accept answers after the cut-off time and it will not accept unsubmitted answers if the available time expires in the middle of an assignment; you must click the "submit" button before time runs out.
5. If you find a mistake, typo or other error in a homework problem, do not leave the question unanswered – choose any answer. Corrections can be made later and your score adjusted, only if some answer has been entered
6. Each on-line homework problem is worth 1 point, and the points earned per set can be seen by going to "My Grades" from our uLearn Home Page.
7. On-line Homework is supposed to be the independent effort of each student. Therefore, the uLearn chat room or discussion board should not be used to ask questions about specific on-line homework problems.
8. For obvious reasons, I cannot answer questions about specific on-line Homework problems until after the homework is closed. However, if you find a similar question at the end of a chapter, I will happily answer questions about that one.

Assignments and Exams (Quizzes and Tests): Students need to show their GSU Panther ID card when taking any exam. All quizzes and tests are taken in class. The basic ideas and principles on these exams come from the book and lecture material and are designed to test a student's 1) understanding of the concepts and 2) ability to solve problems, as well as 3) knowledge of the facts. In general, questions and problems on exams will be original and not copied from those found in a chapter of the textbook. Exams are designed so that the majority of questions are of medium difficulty, some are relatively easy and some are challenging.

There will be one quiz worth 40 points. The format for quizzes will vary. Examples are short answer, problem solving, definitions, essays, etc. Considerable credit may be given for correct set-up of problems, however, numerical answers expressed with proper units and significant figures are expected for full credit.

There will be three major tests worth 100 points each, for a maximum of 300 possible points from major tests. Major tests and the final exam will be multiple choice (scantrons required). Missing any exam will result in the assignment of a zero for that exam, in either the lecture or the laboratory, and the student may lose conduct points.

NO MAKE-UP EXAMS ARE GIVEN. This applies to both the lecture and the laboratory portions of the course.

In a very few extreme situations, with adequate documentation, the % final exam score can be substituted for a missed test. However, students should take note that the final exam in this course is considerably more difficult than any other exam. Also, any student presenting falsified documentation will receive an "F" for the course and be referred to the Chemistry Department Chair or Dean of Students for disciplinary action. The lecture professor may retain copies of student quizzes and tests. Note: When viewing "My Grades" on uLearn, the Maximum Possible Score is often shown incorrectly. Since scoring details are stated in the syllabus, ignore any incorrect uLearn maximums. Generally, answers to exams will be posted outside room 519 SA within 1-2 days after completion of an exam. Students are responsible for keeping all quizzes, tests and other papers until after they have received their final grade for the course.

The final exam in this course is a timed standardized American Chemical Society comprehensive exam and will count as 1/3 of the total lecture grade. This standardized exam consists of two Parts. Each part contains a total of 60 multiple choice questions. Students will have 55 minutes to complete each part. Grades are curved based on national percentiles. Some foods reputed to help students do well on exams are: peppermint, grapes, chocolate and lemon drops.

Scantrons for Major Exams (tests and final exam): A total of SIX (6) scantrons (Form 882, 882-E or 882-ES) will be needed for this course. They can be obtained for free from somewhere in the student center.

General Testing Procedures:

- 1) Exams are color-coded and should be alternated in the same way within each row. Put an exam in every empty seat.
- 2) Write your name, student ID number and exam color on your scantron and set your ID out to be checked.
- 3) **Even if you are not copying, any form of looking around, neck stretching, gesturing or talking is unacceptable/considered inappropriate testing procedure, and will result in a zero score for the exam plus subsequent disciplinary action.** Students who feel they must move around during these times can apply for special testing privileges through the GSU Department of Disability Services.
- 4) Answer sheets, scantrons and exam papers should be completely covered throughout any exam. **If your paper or scantron can be seen, then you are a participant in cheating and ALL participants will face disciplinary action**, which may include a failing grade for the entire course.
- 5) During all exams, sit up straight and keep your paper directly in front of you and out of sight from other students.
- 6) **NO CELL PHONES!** Cell phones are NOT allowed during any testing procedure. A cell phone may not be used as a clock, or for any other purpose. If you need to be on-call during an exam, you can turn your cell phone to "vibrate" and leave it up front with the instructor.
- 7) Use the restroom and complete any other personal business before coming to an exam. Bring tissues in case you need them. Students may leave the room only after their exam has been turned in. Leaving the room at any other time will result in a score of zero for the exam.
- 8) Periodic tables or other announced materials will be provided as needed.
- 9) Please do not sit in the last row unless told to do so.
- 10) You may add (E) "none of the above" as an answer to any question on a multiple-choice exam.
- 11) Hats need to be removed or turned around.
- 12) Before an exam is passed out, there should be nothing on your desk except pencils, a scantron, your ID and a calculator (scratch paper will be provided if necessary).
- 13) Students who complete their exam before the allotted time is up, may hand in the exam and leave quietly, taking all their belongings with them.
- 14) Any returned written work/papers/previous exams, etc. that you have not picked up, should be picked up before you leave, after each exam.
- 15) When time is called for an exam to end, any student still writing will receive a zero.
- 16) **Students may not share calculators during any exams and they may not loan their calculator to friend at any time during or after an exam**, so bring your calculator to every exam.
- 17) Grades should be available on uLearn a few days after each exam.

Return of Graded Quiz and Test Papers: When graded papers are being returned, students may not retrieve any paper except their own. Each student is responsible for any changes made to his or her paper after the paper has been returned by the course instructor.

Course Points: Course points are calculated as shown below. A 20% penalty will be deducted from any written assignments that are turned in late. This applies to both lecture and laboratory situations. Students will be assigned grades based on the point scale given below.

	<u>Maximum Number of Points</u>
Complete at least 10 out of 13 sets of on-line	
Homework Problems (6 points each plus extra credit)	60
3 Major Tests (100 points each)	300
Quiz (40 points)	40
Laboratory (includes a Lab Final Exam)	200
Lecture Final Exam (Part 1/Organic + Part 2/Biochemistry)	<u>200</u>
Total Possible Points	800
Possible Extra Credit Points for Responsible Conduct	15

Note: Students will need to bring their GSU ID to every class meeting in order to be eligible for Extra Credit Conduct points.

Course Grades: The lecture portion is 75% and the laboratory portion is 25% of the overall course grade. Even if your laboratory is under the instruction of someone other than the lecture professor, one letter grade will be recorded for the overall four credit hour course. Course grades are calculated as follows:

<u>Total Course Points Earned</u>	<u>Letter Grade</u>
>765	A+
720-764	A
696-719	A-
680-695	B+
640-679	B
616-639	B-
584-615	C+
560-583	C
536-559	C-
480-535	D
<480	F

GSU Policy Regarding Student Conduct and Integrity: The Georgia State University Policy on Academic Honesty is in force in this course, including, but not necessarily limited to, infractions in the areas of Plagiarism, Cheating on Examinations,

Unauthorized Collaboration, Falsification, and Multiple Submissions. The university's policy is published in the On Campus: The Student Handbook, available to all members of the university community. Therefore, all exams taken must represent your individual unaided efforts. To receive **or offer** information during an examination is cheating. The use of unauthorized supplementary materials during exams is also cheating. All laboratory work performed during the laboratory portion of a course must reflect your individual effort. Only original data from your own in-lab experiment can be used, except when specifically authorized by your laboratory professor. Data from supplementary sources (handbooks, reference literature, etc.) must be clearly referenced (title, author, volume, page(s), etc.). Falsification or destruction of data (or allowing laboratory data to be copied) constitutes cheating. Conduct or actions that disrupt class or test periods or falsification of information related to chemistry courses by any student will be taken as violation of the policies of the Board of Regents of the University System of Georgia and the GSU Student Code of Conduct, Section 6.0. Any suspected offenses may be referred to the Department Chair or the Dean of Students for appropriate disciplinary action. Any student presenting falsified documentation will receive an "F" for the course and be referred to the Chemistry Department Chair or Dean of Students for disciplinary action.

Some Examples of Unacceptable Student Conduct:

- Not following the testing procedures as listed in this syllabus.
- Not sitting up straight with paper directly in front of you during an exam.
- Not keeping your scantron or exam papers covered during an exam.
- Having a cell phone available during a quiz or test.
- Using a disrespectful tone of voice, harsh words or profanity.
- Making inappropriate gestures of any kind.
- Letting your cell phone ring audibly during a lecture or exam.
- Talking while your professor is lecturing.
- Arguing with the professor about student conduct.
- Leaving class before the lecture is over.
- Not having your student ID for a quiz or test.

Cancellation of Classes: Official closure of the university is determined by the university administration. This sometimes occurs due to inclement weather. Notification is by broadcast on local radio and television stations. Should closure result in cancellation of chemistry classes or examination periods, resumption of the missed activities would occur at the next regular class period when the university reopens or as determined by the course instructor. Should a professor be unable to meet a class for reasons other than as noted above, another professor would normally meet the class as scheduled. Be hereby advised, however, that on rare occasions, if an unusual situation requires cancellation of class, students will be notified through email, uLearn or posted notices. Therefore, each student has the responsibility of checking his or her email and uLearn on a daily basis.

Course Schedule: **THIS IS A GENERAL PLAN FOR THE COURSE;**
DEVIATIONS MAY SOMETIMES BE NECESSARY

<u>Date</u>	<u>Tentative Topic</u>
Tues 1/10	Orientation; Chapter 1; Table 1.1 (columns 1 and 2); Pages 97-98
Thur 1/12	Chapter 1
Fri 1/13	Attempt (Extra Credit) on-Line Questionnaire
Sun 1/15	(Extra Credit - 2 Points) On-Line Questionnaire due at 11:00 p.m.
Mon 1/16	Attempt Chapter 1 on-line homework
Tues 1/17	Chapter 1; Chapter 2
Wed 1/18	Chapter 1 on-line Homework due at 11:00 pm
Thur 1/19	Chapter 2
Fri 1/20	Attempt Chapter 2 on-line homework
Sun 1/22	Chapter 2 on-line Homework due at 11:00 pm
Tues 1/24	Chapter 3
Thur 1/26	Chapter 3
Fri 1/27	Attempt Chapter 3 on-line homework
Sun 1/29	Chapter 3 on-line Homework due at 11:00 pm
Tues 1/31	Test #1 (Chapters 1, 2 and 3)
Thur 2/2	Chapter 4
Fri 2/3	Attempt Chapter 4 on-line homework
Sun 2/5	Chapter 4 on-line Homework due at 11:00 pm
Tues 2/7	Chapter 4; Chapter 5
Thur 2/9	Chapter 5
Fri 2/10	Attempt Chapter 5 on-line homework
Sun 2/12	Chapter 5 on-line Homework due at 11:00 pm
Tues 2/14	Chapter 6
Thur 2/16	Chapter 6
Fri 2/17	Attempt Chapter 6 on-line homework
Sun 2/19	Chapter 6 on-line Homework due at 11:00 pm
Tues 2/21	Chapters 4, 5 and 6 review
Thur 2/23	Test #2 (Chapters 4, 5 and 6)
Fri 2/23	(Not for Credit) Chapters 4, 5 and 6 on-line <u>exam review</u> opened
Fri 2/24	Last day to withdraw and possibly receive a W
Tues 2/28	Spring Break - no class
Thur 3/1	Spring Break - no class
Mon 3/5	Chapters 4, 5 and 6 on-line <u>exam review</u> closed at 11:00 pm

Tues 3/6	Review for Final Exam - Part 1 (Organic) Chapters 1, 2, 3, 4, 5 and 6
Thur 3/8	Final Exam - Part 1 (Organic) (Chapters 1, 2, 3, 4, 5, and 6) ***at 9:00 am***
Fri 3/9	Read Chapter 7; Attempt (Make-up or Extra Credit) Properties of Organic and Biochemistry on-line Homework
Sun 3/11	(Make-up or Extra Credit) Properties of Organic and Biochemistry on-line Homework due at 11:00 pm
Tues 3/13	Chapter 7
Thur 3/15	Chapter 7; Chapter 8
Fri 3/16	Attempt Chapters 7 and 8 on-line homework
Sun 3/18	Chapters 7 and 8 on-line Homework due at 11:00 pm
Tues 3/20	Chapter 9
Thur 3/22	Chapter 9; Chapter 10
Fri 3/23	Attempt Chapter 9 on-line homework
Sun 3/25	Chapter 9 on-line Homework due at 11:00 pm
Tues 3/27	Chapter 11
Thur 3/29	Chapter 11
Fri 3/30	Attempt Chapters 10 and 11 on-line homework
Sun 4/1	Chapters 10 and 11 on-line Homework due at 11:00 pm
Mon 4/2	Attempt Some Review Topics Chapters 7-11 on-line Homework
Tues 4/3	Chapters 7, 8, 9, 10 and 11 Review
Wed 4/4	Some Review Topics Chapters 7-11 on-line Homework due 11:00 pm
Thur 4/5	Test #3 (Chapters 7, 8, 9, 10 and 11)
Tues 4/10	Chapter 12(some topics); Chapter 14
Thur 4/12	Chapter 14
Fri 4/13	Attempt (Make-up or Extra Credit) Chapters 12 and 14 on-line homework
Sun 4/15	(Make-up or Extra Credit) Chapters 12 & 14 on-line Homework 11:00 pm
Tues 4/17	Chapter 13
Thur 4/19	Quiz #1 (Chapters 12 (some topics), 14 and 13); Discussion of final exam
Fri 4/20	Attempt (Make-up or Extra Credit) Chapter 13 on-line homework
Sun 4/22	(Make-up or Extra Credit) Chapter 13 on-line Homework due 11:00 pm
Tues 4/24	No class
Thur 4/26	Final Exam - Part 2 (Biochemistry) (Chapters 7, 8, 9, 10, 11, 12, 13 and 14) ***at 9:00 am***

Chemistry 1152K Laboratory Portion Spring Semester 2012

During the first laboratory session, each student will receive a pair of safety glasses/goggles. Students are required to wear safety glasses/goggles whenever they are in the laboratory. If a piece of glassware breaks during check-in, glass could go flying toward your eyes, so eye protection is necessary even during the check-in procedure. Store these glasses/goggles in your assigned lab materials drawer.

During the first laboratory session students will: 1) RECEIVE A LAB MANUAL (THE COST IS INCLUDED IN THE PRICE OF YOUR STUDENT LAB FEE), 2) record contact information in their lab syllabus, 3) discuss the course format and organization along with relevant safety issues, 4) view a "Laboratory Safety" video, 5) take a safety test based on information given in the Lab Manual and safety video, 6) receive a workstation/desk number, 7) sign-in and 8) follow some standard check-in procedures. Students who miss the first scheduled lab meeting may be disenrolled from the entire course. Or, in rare cases, the student will incur a \$20 late check-in fee

A student repeating the Chemistry 1152 lecture course can be exempted from repeating the laboratory work only if the student took Chemistry 1152 lab at Georgia State University and received a minimum total lab score of 160 out of 200 possible points and at least 35 out of 56 possible points on the Lab Final Exam. A previously earned laboratory score will be used in grade calculations for a student requesting exemption. It is the student's responsibility to have a previously earned lab score officially communicated from the previous lab instructor to the current lecture professor.

Laboratory Instructor: Your laboratory section may be under the direction of someone other than the Lecture Professor. This Laboratory Instructor, as well as each member of the laboratory staff, has a mailbox in the Chemistry Department Main Office, in case students need to contact them outside of the scheduled laboratory time.

Laboratory Format: The non-experimental portion of each laboratory period is split into two parts: 1) a pre-lab lecture describing the Background and Theory of an experiment and 2) a post-lab session of practice questions and problem-solving calculations. The 30 minute pre-lab lecture will be given before going into the laboratory to do any experimental work. Immediately following the pre-lab lecture, students will have 90 minutes to complete all experimental work, 10 minutes to clean up, and then 20 minutes to complete the Questions and Calculations section found at the end of each experiment. These written answers, along with all Data Tables, are turned in for credit BEFORE leaving the laboratory.

Pre-Lab Lecture Quiz: During the pre-lab lecture, students will be given a Quiz worth 1 point. The quiz will be based on material from the Background and Theory and/or from the Methods and Procedures section of the current Lab Experiment.

Laboratory Attendance: Students are expected to attend all laboratory sessions. There is no allowance for an exemption from any chemistry laboratory experiment, even though students sometimes think they will get “one free laboratory to miss,” this is **not** a Chemistry Department policy. **Fall semester during the week of Labor Day / Spring semester during the week of Martin Luther King, Jr. Day, all chemistry laboratories WILL meet at their regularly scheduled times.** The Chemistry Department does not have laboratory sessions on Mondays during the Spring 2012 semester, so no chemistry laboratory classes are affected by the MLK holiday. Except for make-up labs, students have access to the laboratory only during their regularly scheduled time.

Make-up Labs: Permission to make up a missed laboratory experiment will be granted for EXCUSED absences only. Determination of what constitutes an excused absence will be at the discretion of the Laboratory Instructor. WRITTEN PERMISSION FROM YOUR SCHEDULED LABORATORY INSTRUCTOR is required to make up a missed laboratory. The student can only attend a make-up lab during another session of Chemistry 1151 or Chemistry 1152 laboratory (if space is available), and must make up a missed lab experiment WITHIN ONE WEEK OF THE SCHEDULED LAB TIME AND PRIOR TO THE WEEK OF LABORATORY FINAL EXAMS. One week after the scheduled time for each laboratory experiment, reagents and supplies for that experiment will be disposed of. **It is the student’s responsibility to inform the Laboratory Coordinator (Room 364 Petit Science Center) at least 24 hours in advance of any make-up lab.**

One Make-up Laboratory Permission form can be found just prior to Experiment 1 in the Laboratory Manual. Students will need to follow all instructions on this form to get credit for a missed laboratory session. A total score of 0 points for an incomplete assignment will be given for the entire laboratory experiment in the case of an unexcused absence or a laboratory not made up with the ONE WEEK TIME LIMIT. Questions and Calculations from a make-up laboratory should be turned in to the MAKE-UP Laboratory Instructor right after completion of the laboratory experiment and BEFORE leaving the laboratory. All other details regarding this laboratory can be found in the Chemistry 1151K or the Chemistry 1152K Laboratory Manual.

Electronic Calculators: Students will need a calculator for all exams (quizzes and tests) and for the laboratory portion of the course. **Students may not share calculators during any exams and they may not loan their calculator to friend at any time during or after an exam.**

Additional information regarding various aspects of Chemistry 1152 laboratories can be found in the front part of the Lab Manual.