

# 1212 Lab

## Dr. Connors

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Office Hours: R 2-3 PM, F 10 AM-12 PN or by appointment Courtland North 202

Required: (1) Chem. 1212 Lab Manual (available free during first lab, includes course outline, schedule of activities, grading) (2) Stitched composition notebook (3) Safety glasses/goggles (4) Non-programmable calculator

Grading: see 1212 Lab Manual. Graded final exams and final reports can be viewed at the instructor's office, but will not be returned to the students. No grades will be given via e-mail or by phone.

### General Notes:

1. This is an individualized project-type lab.
2. It is very important to know that you should NEVER miss a lab. There are no make-up labs, aside from the last lab of the semester. You should always be at prelab on time. Students CANNOT enter the lab without attending the whole prelab lecture. This is due to safety concerns. Any excuses for missing a lab must be made, in person, to Dr. Connors. Please bring the required documentation for allowable absences. Unfortunately, traffic is not considered an allowable excuse for an absence, so please make sure to allot enough time to arrive safely on campus in time for the prelab and lab. Missing lab or prelab will result in loss of points. Failure to attend the first 2 labs will result in your removal from the course.
3. Quizzes will be closed book. Always bring your non-programmable calculator with you for these quizzes. Quiz dates will be announced one week in advance.
4. A lab apron or coat and goggles are required at all times. Students will not be allowed in the lab wearing shorts, sandals or open-toe shoes, or tops that expose shoulders.
5. Cleaning up is part of the lab session. Students should stop working and begin cleaning up their work area, including their hood space, 20 minutes before the conclusion of the lab session. Points will be taken off for dirty lab benches or fume hoods. Students must exit the lab before or by the schedule ending time.
6. No cell phones are to be used in the laboratory. If you need to use your phone, you will wash your hands, and then go into the hallway. All cell phones must be on silent if they are in the lab.

### To pass the lab: Students MUST

- (1) Attend the first two lab sessions
- (2) Take the lab final exam
- (3) Turn in the lab report before taking final lab exam.
- (4) Turn in notebook before taking the final lab exam.

Failure to do any of these does not result in an incomplete, it results in a grade of an F for the 1212K course.

### Notes on Safety:

1. No food and drinks allowed in the lab. Failure to follow safety rules will result in expulsion from the lab with no make-up allowed.
2. The preparation/handling of concentrated acids or ammonia solutions must be carried out under the hood. Unused concentrated acids or ammonia solutions must be diluted by adding them to water, under the hood. The amount of water to be used in the dilution depends on the amount of reagent needed to be ACS diluted so it will not fume (about 1 in 10 dilution). The diluted solutions will be discarded in the waste drum located in the lab. Glassware used for the preparation/handling of concentrated acids or ammonia solutions must be rinsed with enough water, under the hood, and the combined rinses must then be placed in the waste drum.

### Notes on Notebook:

Lab notebooks should be kept up to date. Before each meeting, a summary in your own words about the experiment including purpose, and experimental methods must be written in the notebook before beginning the experiment. Students without written notes in their notebook will not be allowed to enter the lab area. During lab, students are expected to record data in ink into the notebook. Data must NEVER be recorded in pencil/or on other books/papers, and later transferred to the notebook. After the experiment is completed, calculations must be presented in your notebook. I should be able to find amount of material you added, volumes to titrate, etc. in your notebook for you to earn the maximum amount of points for those experiments. Failure to have work on the lab notebook can result in loss of notebook participation and experiment points.

### For each experiment, the following MUST be done.

- 1 Only write in black or blue INK in your notebook
- 2 Write the DATE, title, purpose, equipment, and procedure for the experiment BEFORE the prelab.
- 3 Always write down all results and observations during the lab in your notebook in ink.
- 4 You are required to be able to easily find your calculations you have done for each experiment. If they cannot be found, they will not be graded.
- 5 You should write a conclusion to each experiment after you have finished it.
- 6 Dr. Connors (only) will look at your notebook after your experiments to make sure you have done the calculations properly. Do these IMMEDIATELY after each lab you finish. You will lose points for not having the calculations done the following week.

### Notebook should...

- 1 Number all pages (only on the top right of each right-hand page)
- 2 The 1st page is your TABLE OF CONTENTS
- 3 The 2nd page is the schedule cut from the syllabus (My syllabus, if another instructor's material is in your notebook it's as if it was not there.) and TAPED onto the page.
- 4 The 3rd page is the experimental crucible page taped in.
- 5 The 4th page is crucible mass page taped in

### Notebooks without this set up by week 2 will result in severe point loss.

\*\*\*Notebooks are checked every week, not at the end of the semester, so it must be kept up to date for a maximum notebook grade.\*\*\*