

# CH 101L: Survey of Inorganic and Organic Chemistry Laboratory

## LABORATORY POLICY

### UNIVERSITY OF SOUTH ALABAMA

URL <http://www.southalabama.edu/chemistry/laboratories.html>

#### 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!**

#### B. ATTENDANCE POLICY

1. **ATTENDANCE** at ALL lab sessions is required. Attendance will be confirmed by BOTH your presence at the lab **and** by the instructor's signature on the data sheet at the completion of the exercise. Participation in the lab exercises is allowed only for those students present for ALL pre-lab instructions.

#### C. LABORATORY GRADE

1. The grade consists of the sum of the average of the lab exercise grades (70%) and the lab PRACTICUM (30%).
2. The lowest lab exercise grade earned during the semester will be dropped at the end of the term.
3. 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. The drop grade will be used for a missed lab session.
  - b. **The Practicum may NOT be used for the drop grade.**
4. 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.
5. 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).
6. Lab **REPORTS ARE DUE** at the *beginning* of the next lab session following completion of the exercise **even if you cannot be present**. If necessary, the report may be submitted to the SLB Stockroom (Room 204) where it will be dated before being placed in the lab instructor's mailbox. When in doubt, contact your instructor. *Failure to submit a report will result in a grade of zero.*

- #### D. REQUIRED LABORATORY MANUAL - Chemistry 101 Laboratory Manual, 6<sup>th</sup> Edition, copyright 2020 (Orange manual, Fountainhead Press). DISCLAIMER: The laboratory manual required for CH 101L laboratory is co-authored by USA Chemistry faculty members Dr. Richard A. O'Brien and Dr. Milorad Stojanovic. The laboratory manual was selected for the CH 101L laboratory, based on a peer-review of the laboratory manual by a textbook selection committee with other competitive Chemistry 101 laboratory manuals. The authors receive monetary compensation from the publisher. Three hard copies have been placed on reserve in the USA library.

**Note:** Each student must have his or her own manual. NO photocopies are allowed.

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**E. EQUIPMENT RESPONSIBILITY**

1. Students must provide a **combination lock** to secure their equipment drawer.
2. Students are responsible for their assigned equipment from the time of lab check-in until check-out. 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).
3. 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) for reissue PLUS a departmental check-out fee, (DCO), of \$50.00. ALL monetary charges accrued through the Stockroom will be charged to your PAWS account.
4. 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.