The information contained on pages 1 – 9 of the Chemistry 141-142 Laboratory Manual, 17th edition, 2006-2007, should be considered part of the syllabus for Chemistry 141 lab.

1. **Before the lab.** A pre-lab lecture will precede each experiment. This will begin promptly at 2:30, in the classroom listed on the class schedule. It is important that you be on time for this. If you miss the pre-lab lecture (or a substantial portion of it), you will not be allowed to work in lab that week and will be given a zero for the experiment.

You must come to lab prepared. To prepare for lab you must read the appropriate assignment in the lab manual - BEFORE LAB!!! YOU, the students, are responsible for understanding the background information and performing each experiment. If you do not do the required reading before lab, this is impossible. Lack of preparation creates confusion and frustration. To help you avoid this, a pre-lab quiz will be given at the beginning of each lab. If you are late and miss the quiz, you will receive a zero for the quiz and may not be allowed to participate in lab.

Be sure you know which experiment you are doing in lab each week. The schedule doesn’t go in numerical order of the experiment numbers. In addition, the schedule may be changed if necessary to keep the lecture and lab aligned. Changes in the schedule will be posted on the LearnLink class conference (see # 12, below).

2. **Lab reports.** Lab reports must be turned in to your lab instructor and are due the following Monday by 4:30.

   For Experiment 4, the lab report is due Wednesday, Oct. 12, at 4:30, as Monday of that week is part of fall break.

   Unless directed otherwise by your lab instructor, your reports must be left in the appropriate drawer outside Pierce 218. (Slide it in through the hole in the front of the drawer.)

   Your graded lab report will be returned at your next lab meeting and discussed, in pre-lab. You should make sure you understand the reason for any points you lost.

3. **Quizzes.** There will be quizzes for most of the experiments. You will take the quiz during the lab, at the front of the room. The quiz will be short (5 minutes or so) and will be based on the experiment you did the previous week and the graded report that was returned to you in pre-lab. It would be a good idea to look back over that graded report before taking the quiz. The average of all the quiz grades will constitute an additional lab grade.
4. Formal summaries. You will write two formal summaries, for Experiments 2 and 6 (see the lab schedule). Your grade on a formal summary will be based on two components – content/organization and style. Content includes completeness and correctness of the information; organization includes placing the information in the correct places. Style includes correct scientific writing style as well as correct grammar and spelling. The formal summary will not be graded on data or results. You will be graded on data and results for those experiments, but that will be part of the grade on your report sheet. Thus, you must still turn in the report sheets for these experiments. A formal summary is strictly limited to ONE page. It must be double-spaced, with 12-point type size and at least 1-inch margins, and printed in black ink. Make sure your name is on it. You will lose points for not following these directions and those in the lab manual (pages 7-9).

Your first summary will be returned with a grade and comments. You will revise it and turn it in, along with the original version; the revision will then be graded. For the second formal summary, you will turn in one version of the paper to be graded instead of doing a revision.

Timetable for formal summaries:

Sept. 19 – 23 Exp. 2 performed; formal summary 1 to be written on this experiment.
Sept. 26 – 30 Formal summary 1 due at your regular lab time.
Oct. 3 – 7 Formal summary 1 returned to you.
*** NOTE: Revision of formal summary 1 is due the same day and time as the report for Experiment 4.
Nov. 7 – 11 Exp. 6 performed; formal summary 2 on this experiment.
Nov. 14 – 18 Formal summary 2 due at your regular lab time.

Note that the formal summaries are due later than the report sheets are due – make a copy of any information on the report sheets that you may want to include in your formal summaries.

5. Lateness. Any material turned in late will lose 5 points per day late. This includes pre-lab assignments, lab reports, and formal summaries. Turning in a pre-lab assignment or a formal summary after the pre-lab lecture begins counts as a day late. Even if you have worked in another lab section for a week, your report is normally still due at your regular due date and time. Students who turn in assignments late frequently may see the penalty escalate.

6. Grading. Each report is graded on a 100-point basis. You will receive up to 10 points for your pre-lab assignment; up to 20 points for performing the experiment and turning in the carbon copy and the lab report; and up to 70 points on the report itself (including data, calculations, results, and answers to questions). If a report is turned in so late that the other reports on that experiment have been graded and returned, the maximum grade will be 30. If you turn in incomplete reports more than once, they may be given grades as low as 20.

7. Evaluation. Your lab instructor will evaluate you on your performance and conduct in lab. This evaluation will count as an additional grade; it will be based on such items as being on time,
being prepared, following the safety rules, working independently and efficiently, finishing on
time, and leaving the lab clean.

8. Lab grade. You will have 5 grades in lab beyond those for the lab reports on the experiments
you performed: the first and revised versions of the first formal summary, the second formal
summary, your quiz average, and your lab instructor’s evaluation. Your lab grade will be the
average of these grades. See your course syllabus for how the lab grade is used in determining
your course grade.

9. Reflective statement. At the end of the semester, you will write a short statement reflecting
on your experience with lab; details will be announced later. While you will not be graded on
this, if you do not write this statement, your quiz grade average will be reduced to zero.

10. Proper behavior. Cell phones and pagers are not allowed in lab or prelab. Should you bring
one and it goes off, or should you use it to call someone, you will leave the lab and receive a zero
for that experiment.

11. Making up a missed lab. This is the procedure that must be followed if you miss a lab:

(a) In the case of an illness or emergency, you must notify your lab instructor by the date
and time of the lab and give the reason for your absence. If you do not do so, you will
receive a zero for the missed experiment. You must make up the lab another day the same
week if at all possible. If not, you may perform a make-up experiment the last week of
lab. If the reason is not acceptable, you will receive a zero for that experiment. In
general, illness or an emergency are the only acceptable excuses for missing a lab. The
lab instructor makes the determination as to whether an excuse is acceptable.

(b) If you need to miss lab for college-related reasons (such as a field trip or a trip where
you are representing the school), you must talk to your lab instructor at least a
week before the lab; you must make up the lab another day the same week. (The
make-up lab at the end of the semester is for emergencies only.) If space is not
available, you must work on your regular lab day.

(c) The due date and time for all assignments remain the same as if you worked in your
regular lab section unless you make arrangements with your lab instructor.

(d) Normally you are allowed to make up only one missed lab, regardless of the reason.
Missed labs beyond the first will normally result in grades of zero.

Leaving early for vacation, a doctor's appointment (unless due to an emergency), meetings, etc.
are NEVER acceptable excuses for missing a lab. In general, you must arrange your schedule
around your lab time, not the other way around.

Giving a false reason for missing a lab is an Honor Code violation.

12. LearnLink. You are expected to read the “141 labs” (under Oxford Chemistry) LearnLink
conference regularly.
13. **Honor Code.** You are responsible for knowing how the Oxford College Honor Code applies to Chem 141 lab. Make sure you understand the provisions of the Honor Code as well as the information regarding the Honor Code on the pledge you sign. If you have any doubt as to how the Honor Code applies to any assignment, ask your instructor.

Collaboration on any portion of the lab report – a prelab assignment, a report sheet, a formal summary – is an Honor Code violation. Even if you worked with a partner in lab, you must do your entire report by yourself. If you need help, ask an Oxford College chemistry faculty member or a chemistry tutor.

It is a violation of the Honor Code to copy or use in any way any portion of another student’s lab report – this includes any prelab assignment, report sheet, and formal summary. This applies to graphs, tables, references, and equations. This applies to reports from previous years as well as those of students currently taking the class, whether in your lab section or a different one. It is also a violation to incorporate any material from an on-line source without the specific approval in advance of your lab instructor.

In summary, **any** collaboration on a prelab assignment, a report sheet, or a formal summary is an Honor Code violation.

In addition, when you are taking a quiz in lab, it is a violation of the Honor Code to:

(1) use any materials not specifically authorized;
(2) give or receive assistance while taking the quiz;
(3) give or receive information about the quiz from another student, whether in your lab section or a different one.