

**FUNDAMENTALS OF CHEMISTRY II**  
**CHEM 120 Spring 2020**  
Section \_\_\_;

Instructors: Ms. Grace Townsend (lecture) Office: MAIN 414C  
[townseng@tamu.edu](mailto:townseng@tamu.edu)  
Lecture Time and Location : \_\_\_\_\_  
Office hours: \_\_\_\_\_

Ms. Grace Townsend (laboratory) Office: MAIN 414C  
[townseng@tamu.edu](mailto:townseng@tamu.edu)  
Laboratory Time and Location: \_\_\_\_\_

TA: \_\_\_\_\_  
Email: \_\_\_\_\_  
Office hours in MAIN 314 \_\_\_\_\_

**Course description and prerequisite:** CHEM 120 is the second course in a two-semester sequence in general chemistry offered by the Chemistry department. These two courses cover the fundamental principles and applications of chemistry designed for science and chemical engineering majors. In order to succeed in this course, it is necessary to have a firm grasp of those topics presented in CHEM 119, which will be referred to and utilized throughout the semester; CHEM 119 topics will not be reviewed in depth. In this 4 credit course, students will be introduced to chemical kinetics and equilibria; the behavior of solutions; the chemistry of acids, bases, and buffer solutions; thermodynamics; electrochemistry; and nuclear chemistry. As an integrated Lecture/Laboratory course, both lecture and lab components of the course are required. Since there is no separate lab course, independent credit for either separate component of the course is not offered.

**CORE CURRICULUM:** This course meets the state requirements for Core Curriculum in Life and Physical Science. Courses in this category focus on describing, explaining, and predicting natural phenomena using the scientific method. Courses involve the understanding of interactions among natural phenomena and the implications of scientific principles on the physical world and on human experiences.

**Core objectives for the Life and Physical Sciences Foundational Component Area:**

1. **Critical Thinking:** creative thinking; innovation; inquiry; and analysis, evaluation, and synthesis of information. You will be challenged to meet this core objective through free response questions on exams, problems given in class, and Pop Up Points (PUPs) offered through eCampus.
2. **Communication:** effective development, interpretation and expression of ideas through written, oral, and visual communication. This core objective will be met through class discussions and the Extend Your Knowledge (EYK) submitted through eCampus.
3. **Empirical and Quantitative Skills:** manipulation and analysis of numerical data or observable facts resulting in informed conclusions. This core objective will be met through problems solved in class and on course exams.
4. **Teamwork:** ability to consider different points of view and to work effectively with others to support a

shared purpose or goal. This core objective will be met through the Extend Your Knowledge team assignment.

**REQUIRED TEXT:** Chemistry: An Atoms First Approach, Zumdahl, S. and Zumdahl, S. (2nd Ed. Cengage Learning, 2016). The textbook can be in any form – hardback, 3-hole punched with softback, or e-book.

#### **iClicker Cloud**

**iClicker Cloud will be used in class and Recitation. Do not try to register multiple times with free trial accounts. It is highly probably your grades will not all be included in the final reports!!**

GO TO: <https://www.iclicker.com/pricing> follow instructions to purchase and download the application to your smartphone, tablet and/or laptop that you plan to use in class (the fee includes multiple device access). For more information see the pdf file on iClicker in e-campus. **REQUIRED ONLINE HOMEWORK:** Sapling Learning Tutorial Module (INSTRUCTIONS FOR PURCHASE WILL BE POSTED ON ECAMPUS)

**REQUIRED ONLINE HOMEWORK:** Sapling Learning Tutorial Module (sign up for course through eCampus link only - otherwise the grade will not go in your grade book) If you purchased a one year subscription in Chem 119, you should not have to purchase again.

**REQUIRED CALCULATOR FOR EXAMS:** Sharp EL-501X Scientific Calculator or TI 30X A; both available in bookstore, Amazon, Wal-Mart, etc. for under \$10

**PREREQUISITES:** Successful completion of CHEM 119 or equivalent.

#### **LEARNING OUTCOME**

Chem 120 expands on the concepts covered in Chem 119 and many students find it more challenging. By semester end, you will be able to:

- Define intermolecular attractions between molecules in liquids, solids and gases
- Apply knowledge of intermolecular attractions between molecules to their behavior in solutions
- Understand the laws of Thermodynamics
- Apply knowledge of the laws of thermodynamics to systems undergoing chemical and physical changes
- Understand the factors that affect reaction rates
- Describe a system at equilibrium
- Predict the effect of various changes to a system at equilibrium
- Understand systems of strong and weak acids and bases
- Determine the effect of buffers on strong and weak acids and bases
- Use the solubility product constant to solve problems of precipitation
- Describe structural and bonding properties of coordination compounds
- Understand basic concepts of nuclear chemistry
- Analyze a given problem, determine which concepts apply to the problem, and successfully solve the problem.
- Work effectively with others to produce a written, oral, and visual presentation on a topic pertaining to chemistry and the world around us. This meets the core curriculum communication requirements as specified by the State of Texas

**Questions: If you have any questions regarding the lecture, please contact your Lecture Instructor in class or via email. For questions about the laboratory or specific experiments, e-mail your TA.**

#### **EXAM SCHEDULE**

February 10th 6:30-8:00 pm; Exam 1 (10, 11)

March 16th 6:30-8:00 pm; Exam 2 (Chapters 12, 13,14)

April 20th 6:30-8:00 pm; Exam 3 (Chapters 15, 16,17)

Comprehensive Final Exam (may include 18 and/or 20, 21) - TBA 10:00-12:00  
 Daily lecture schedule can be found on the calendar link on the course eCampus page.

**Final Course Grade:**

<b>Lecture</b>	<b>75%</b>
<b>Lab</b>	<b>25%</b>

**LECTURE GRADING POLICY**

3 Exams	60%
Final Exam	15%
Sapling Homework	10%
Group Project	10%
In class assignments(usually Reef Poll)	5%
Recitation <sup>SEP</sup> One session/week	Grade earned in recitation may be substituted for one regular exam grade
Pop Up Points (PUPs)	Optional points randomly available through eCampus. This is your own personal curve.

<b>GRADE DISTRIBUTION</b>	
A	90-100
B	80-89
C	70-79
D	56-69

Exams are administered on Monday evenings. This was built into your schedule and there should be no conflicts. The exams will be mostly free response with limited multiple choice or True/False. The makeup exam will NOT be the same as the exam you missed. Exams will be closed book, closed notes. You must use the calculator specified for the course, or a pre-Approved equivalent. No programmable calculators, no cell phones. No SMART WATCHES.

Make up exams must be scheduled and taken within a reasonable amount of time after missing the scheduled exam and you must provide an absence form found on eCampus.

In Class Assignments are designed to check comprehension and understanding IN CLASS. The grading scale allows for limited wifi issues, dead devices, absences. There are no makeups as the exercises are concept checks and based on immediate feedback . You may not poll from anywhere but the classroom and attempts to do so will be considered a violation of the Aggie Honor Code and treated as such. Your in

class assignment grade will be determined as follows:

Reef Percentage	Grade
80-100%	100
70-79%	90
60-69%	80
50-59%	70
40-49%	60
30-39%	50
20-29%	40
10-19%	30
<10%	Percentage earned = grade

**Homework** is administered through Sapling Learning. There is one assignment per chapter covered in lecture plus two supplemental sets. You will need to sign up for Sapling online and there is a nominal fee. Homework sets will close at 5:00 PM on the exam date the chapter is covered. Note: These **will not** reopen. If you purchased the one year subscription in the fall, you should only need to add this course.

**Group Project** is an opportunity for you to work with a team to visually and orally describe a topic to your instructor and peers. More information will be provided in class.

**Recitation** There is one recitation session offered per week on Monday evening. Recitations are taught by the faculty who teach general chemistry and a TA. Supplemental assignments and instruction will be done in recitation. The grade you earn in recitation may be substituted for one regular exam grade. While not required it is highly recommended you attend. If your class schedule prevents you from attending the scheduled recitations, bring your schedule to your instructor so that we can work to accommodate the conflict. We can only do this for a class conflict.

**Recitation for this course is offered in MAIN 117 on  
Monday evening from 6:30-7:30.  
Tuesday evening from 6:30-7:30**

**eCampus** is an integral part of this course. You will find supplemental information, course calendar, links to Sapling and much more. Access through the Howdy Portal.

Cell phones, tablets, and laptops will be used for Reef Polling in class and occasionally other tasks. Please be courteous to your peers and refrain from using these devices for other purposes during class.

This class may be recorded for private use and purposes.

**Americans with Disabilities Act (ADA) Policy Statement**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an

accommodation, please contact the Counseling Office, Seibel Student Center, or call (409)740-4587. For additional information visit <http://www.tamug.edu/counsel/Disabilities.html>

**Academic Integrity Statement**

*"An Aggie does not lie, cheat, or steal or tolerate those who do."* For many years Aggies have followed a Code of Honor: "Aggies do not lie, cheat, or steal, nor do they tolerate those who do." As such, it is the responsibility of students and faculty members to help maintain scholastic integrity at the University by refusing to participate in or tolerate scholastic dishonesty. The Aggie Code of Honor and the Scholastic Dishonesty sections in the TAMUG University Rules handbook will be the standard upon which scholastic integrity is maintained in this course. See <http://www.tamug.edu/honorsystem/> Academic dishonesty infractions will result in failure of this course as a minimum sanction.

**Absences**

Information concerning absences is contained in the University Student Rules Section 7. The University views class attendance as an individual student responsibility. All students are expected to attend class and to complete all assignments. For details see:

[http://www.tamug.edu/stulife/Academic\\_Rules/7\\_Attendance.html](http://www.tamug.edu/stulife/Academic_Rules/7_Attendance.html)

**Statement on the Family Educational Rights and Privacy Act (FERPA)**

FERPA is a federal law designed to protect the privacy of educational records by limiting access to these records, to establish the right of students to inspect and review their educational records and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings. Items that can never be identified as public information are a student's social security number or institutional identification number, citizenship, gender, grades, GPR or class schedule. All efforts will be made in this class to protect your privacy and to ensure confidential treatment of information associated with or generated by your participation in the class.

**COURSE CALENDAR**
**Tentative Lecture Schedule Spring 2020 (*Subject to change*)**

Week	Date	Topic
1	1/13	Introduction; Chapter 10 Solutions
2	1/20	Chapter 10 Solutions; Chapter 11 Kinetics
3	1/27	Chapter 11 Kinetics
4	2/3	Chapter 12 Equilibrium
5	2/10	Chapter 12 Equilibrium; Chapter 13 Acids and Bases
6	2/17	Chapter 13 Acids and Bases
7	2/24	Chapter 14 Buffers and Titrations
8	3/2	Chapter 14 Buffers and Titrations; Chapter 15 Solubility Product
	3/9	Spring Break
9	3/16	Chapter 16 Thermodynamics
10	3/23	Chapter 16 Thermodynamics; Chapter 17 Electrochemistry
11	3/30	Chapter 17 Electrochemistry
12	4/6	Chapter 18 Nuclear Chemistry
13	4/13	Chapter 18 Nuclear Chemistry; Chapter 20 Transition Metals
14	4/20	Chapter 20 Transition Metals
15	4/27	Reading Days; Final Exams Begin

**CHEMISTRY 120 LABORATORY SYLLABUS  
SPRING 2020  
MAIN 316**

**EXPERIMENT SCHEDULE**

<b>Week #</b>	<b>Experiment Title</b>	<b>Lab Flow Assigned</b>	<b>Lab Flow Due</b>	<b>Assignment Due</b>
<b>1</b> Jan 13	No Labs			
<b>2</b> Jan 20	<b>Module 1:</b> Intro to Labs and Dry Lab	Lab Safety & Ops, Math Review, Graphing		Word/Excel, Lab Equipment ID
<b>3</b> Jan 27	<b>Module 2:</b> Solutions Part 1	Solutions Part 1	Lab Safety & Ops, Math Review, Graphing	
<b>4</b> Feb 3	<b>Module 3:</b> Solutions Part 2	Solutions Part 2	Solutions Part 1	Solutions Report Sheet
<b>5</b> Feb 10	<b>Module 4:</b> Kinetics	Kinetics	Solutions Part 2	Kinetics Report Sheet
<b>6</b> Feb 17	<b>Module 5:</b> Acids & Bases	Acids & Bases	Kinetics	Acids & Bases Report Sheet
<b>7</b> Feb 24	<b>Module 6:</b> Titration	Titration	Acids and Bases	Titration Report Sheet
<b>8</b> Mar 2	<b>Module 7:</b> Equilibrium	Equilibrium	Titration	Equilibrium Report Sheet
<b>9</b> Mar 16	<b>Module 8:</b> Intro to Seawater Analysis	Qualitative Analysis	Equilibrium	Example Calculations
<b>10</b> Mar 23	<b>Boat Trip: Meet at Boat Basin at your designated lab time. We WILL travel in rain, but may be deterred for Wind or Lightning. Please check your email for updates.</b>			Boat Trip Sample Sheets
<b>11</b> Mar 30	<b>Module 9:</b> Seawater Analysis			Mapping Worksheet/ Formal Report Intro
<b>12</b> April 6	<b>Module 10:</b> Seawater Analysis		Qualitative Analysis	
<b>13</b> April 13	Make-up Labs			
<b>14</b> April 20	Final Exam			Formal Report Due

**LEARNING OUTCOMES:**

*By semester end you will be able to:*

- Demonstrate basic lab skills and techniques
- Practice safety procedures in the chemical lab
- Handle chemicals safely and know how to use common laboratory equipment
- Perform qualitative/quantitative analysis
- Record measurements, collect experimental data and analyze them
- Carry out chemical reactions
- Apply written experimental procedures to the bench top independently

### REQUIRED MATERIALS

- **Lab Flows online homework assignments (Note: This is SEPARATE from the Sapling component of CHEM 102 lecture. If you are enrolled in the lab AND lecture, you will need Sapling for lecture and Lab Flow for lab.)**
- Chemical splash goggles (fully enclosing goggles with four indirect vents) are required. These are the ONLY approved form of eye protection. No other goggles or safety glasses will be allowed.
- **Tennis Shoes or boots. Footwear must cover and protect your ENTIRE foot, up to the ankle.**
- Laboratory notebook (8 1/2 x 11, perforated pages with carbonless copying paper).
- Calculator (note: a cell phone is not a calculator)

### SAFETY:

*• Any student who does not view the safety video and pass the safety quiz will not be permitted to continue in CHEM 120.*

- SAFETY GLASSES MUST BE WORN AT ALL TIMES.  
**After initial class, you will be dismissed from class if you do not come prepared.**
- No eating or drinking in the laboratory. Smoking is prohibited in all campus buildings.
- Dress defensively:
- Exposed skin is susceptible to injury by splattering of hot or caustic solution. Normal clothing provides partial protection against these hazards if the skin is covered. The TAMU/TAMUG Safety Office requires Chemistry Lab students to wear long sleeved shirts that cover the chest and long pants to the ankle. No part of the foot or lower leg may be exposed. Shoes must completely protect the entire foot. Wear sensible clothing that will be no great loss if damaged. You may wish to purchase a lab coat as a secondary layer of protection.
- Long sleeves and long pants are required to be worn at all times
- Clothing must be loose fitting and not form-fitting
- Long hair must be tied back.
- Follow experimental procedures.
- Do not enter lab unless your instructor is present.

*If you do not comply with the attire rules, you will be asked to leave the lab to get appropriate clothing. If you do not make it back in time to complete the lab, you will receive a zero for that particular lab. You will not be allowed to attend class without your safety goggles, proper attire and shoes, and a written pre-lab in your notebook!*



\*Note: PPE and calculators are available for checkout from the chemistry stockroom at a POINT COST. Safety and Preparedness are part of any lab exercise. 5 points will be deducted from your total points for EACH checkout from the stockroom.

### ACCIDENTS AND OTHER INCIDENTS:

Any illness or injury incurred in the laboratory must be brought to the attention of your Instructor or Laboratory Coordinator. In the event of serious injury, 9-1-1 will be contacted by the Lab Coordinator or Instructor and the situation will be assessed by the responding EMT team. Because students are not eligible for workers compensation, the cost of any care not provided by the UTMB Health Center as part of the student Health Fees must be covered by the student's personal health insurance plan.

### GRADING POLICY:

**In order to receive a grade for your work, you must be present for the experiment. No exceptions.**

ASSIGNMENTS	POINT VALUE	TOTAL POINTS
Lab Flow Homework	10 pts each	110
Pre-Lab Notebook	10 pts each	80
Report Sheets	10 pts each	90
Formal Report - Intro	10 pts	10
Formal Report - Complete	65 pts	65
Safety and Honor Code	15 pts	15
Final Exam	100 pts	100
Lab RAT	10 pts	10
<b>Total</b>		<b>***480</b>

<b>Final Grade Distribution</b> (% out of TOTAL)	90-100%	A
	80-89%	B
	70-79%	C
	60-69%	D
	< 60%	F

The sum of all graded submissions is the TOTAL POINTS possible for the semester. Your grade will be determined by tallying your total points (less penalty point deductions) and dividing your total points by the total possible points.

Please note the lab coordinator reviews all grades and may make minor adjustments for differences in TA grading habits. Final grade assignments will not be released to students by the TAs or the Lab Coordinator. Students will learn their final grades in the course after they are released by the University.

**\*\*\* 10% of each assignment's point value will be reserved for overall presentation. This includes neatness, legibility, spelling, grammar, proper use of tables, formatting, etc.**

**\*\*\* Total number of assignments may change over the course of the semester if necessary**

**\*\*\* Failure to arrive to lab prepared for proper lab safety as per the Chemistry Lab Safety Agreement, OR, failure to comply by the Aggie Code of Honor will result in the deduction of points from your final grade.**

**\*\*\*Late work penalties and policy discussed below**

## EXPERIMENTS AND ASSIGNMENTS

### *Where do I find them?*

All procedures are located in *Lab Central* on eCampus under the specified lab modules. You will be expected to use eCampus for this course. This is where all assignments, changes in procedure, and most current information regarding chemistry labs will be posted. Access through the **HOWDY** portal and go to the **eCampus** tab. There should be two sites for chemistry lab. One is labeled Lab Central, the other Lab Section. Lab Central is common to all sections and has non-section specific information. The second site is section specific, where you will find your grades and information specific to your class. If you change sections, notify your instructor and watch for the change on Howdy.

## LABORATORY ASSIGNMENTS

A working notebook will be kept for each lab and must be current. Some labs will have a report sheet due the following session, but the majority will be due by the end of the lab in which it was assigned. The report sheets are 10 points each. Clear, neat and accurate recordkeeping is important in every line of work. No less is expected in this course. All work turned in must reflect this. *Points will be deducted for work that is illegible, incomplete, poorly labeled, or not spell checked.*

## REPORT SHEETS

All report sheets can be found under the eCampus Lab Central. All answers must be typed and answered in complete sentences. Most report sheets are due at the end of the same class in which they were assigned following the completion of the experiment. Report sheets must be submitted electronically under your Lab Section in eCampus (see Assignment Submissions section of syllabus).

## FORMAL REPORT

*The required template will be provided for you on eCampus in the "Tutorials & References" section. An example formal report can be found on eCampus–resources.* All formal reports must be submitted in hard copy by the due date and uploaded to TurnItIn.com *before* the class when it is due. Use formal scientific journal articles as a model. It is *required* that you attend the writing lab in order to review your formal report.

## FINAL EXAM

The final exam **MUST** be taken to pass this class. It is a lab practical and is the best way for us to assess your readiness for the next level of lab.

## NOTEBOOK:

A working lab notebook will be kept for this lab. The notebook format is the same as expected for a working lab notebook in a commercial or academic research environment. This means your experimental work can be duplicated at any time, based on your records. It is important for reviewers to understand your data, procedures, reasons for doing things, and also know of any potential hazards in the experiment. All sections **MUST** be completed prior to lab, except the final section (results, observations, and calculations) which will be completed during class. Points will be deducted for coming unprepared.

**Note:** *You may not work without a written procedure.* This is a safety issue - there will be NO exceptions. Your instructor will initial your completed pre-lab within the first 30 minutes of the

lab period. If for any reason, your work has not been checked by this time, it is your responsibility to see that it is done. A notebook that is not signed will be considered incomplete and points deducted accordingly. Credit will not be given for content added after your notebook has been signed (except for the final section). You may not stay late to update a notebook. An example notebook write-up can be found on eCampus Lab Central – Resources. Points will be deducted for illegible and messy notebook pre-lab submissions.

**Be sure to include the following in your Pre-Lab: (Points may be lost for illegible Pre-Labs)**

1. **HEADING (1 PT)**

a. Title and Date of experiment. Include your name, course, and section number.

2. **OBJECTIVES (1 PT)**

a. Brief statement summarizing objectives of experiment in your own words.

i. May be bulleted or complete sentences

3. **CLASS NOTES (2 PTS)**

All notes from prelab lecture go here. Most questions that arise during lab will be answered during the lecture. Take good notes! Leave the entire page under the title and purpose blank for notes. Complete the rest of the pre-lab on the subsequent pages.

4. **Balanced Stoichiometric Equations (1 PT)**

Show all balanced equations for the reactions in the experiment. Be sure to include states. (If there is no reaction occurring e.g. for physical changes, this may be omitted.)

5. **TABLE OF REAGENTS (2 PTS)**

a. Table format

b. Include all chemicals used in the lab

i. Chemical Name

ii. Chemical Formula

iii. Formula Weight (of solute if Molar Solution)

iv. Physical state as used in the experiment

1. (s) solid

2. (l) liquid

3. (g) gas

4. (aq) aqueous solution (used for molar solutions)

v. Safety. You can use either <https://pubchem.ncbi.nlm.nih.gov> or

<https://cameochemicals.noaa.gov> for physical properties and safety information.

Chemical Name	Chemical Formula	FW (g/mol)	State (s), (l), (g), (aq)	Molar Concentration (mol/L)	Safety
Hydrochloric acid	HCl	36.5	aq	0.1 M	Health- 3 Flammability- 0 Reactivity- 1
Sodium Hydroxide	NaOH	39.997	aq	0.6 M	Health- 3 Flammable- 0 Contact - 1

-List all reagents/reactants used in the experiment.

-Include any safety/hazard information.

## 6. PROCEDURE (2 PTS)

- a. Write out on left side of page, in your own words, an abbreviated, step-by-step procedure so you can perform the experiment based on the documents posted on eCampus. Write using your own words!
- b. Be thorough enough so you can work alone during lab.
- c. You may only use your lab notebook with the handwritten procedure at the bench; no printed procedure sheets!
- d. You will NOT be allowed to reference the eCampus document during the experiment!

## 7. RESULTS, OBSERVATIONS, CALCULATIONS (1 PTS)

- a. Record on the **right** side of the page
- b. Use this section to record all of your data, calculations, observations and results.
- c. A table is highly recommended.
- d. Include Calculations and show your work (all calculations should be in your notebook)
- e. Use significant figures.
- f. Label all units.
- g. Note exact measurements reagents in order to obtain accurate yield calculations
- h. The Report Sheet may be helpful for identifying what data needs to be collected.

### ASSIGNMENT SUBMISSION:

All report sheets, dry labs, and homework (with the exception of pre-lab notebooks) will be turned in electronically via the eCampus lab section portal. Assignments will be time-stamped by the system and late work will be graded according to the Late Work Policy outlined in this syllabus. Students are responsible for making sure assignments are submitted in the correct format by the specified due date. Students are also responsible for reporting any technical issues experienced and will still be held accountable for turning in assignments on time. Any questions, concerns, or difficulties should be reported to the instructor.

Note: Photographs or snapshots of handwritten calculations and/or notes is not acceptable in the submission of any report sheets, assignments, or formal lab reports. All calculations are to be typed out using your word processing program of choice.

### ELECTRONIC COMMUNICATION AND CONDUCT:

All electronic communication with your Instructor and/or the Laboratory Coordinator must be conducted from a TAMU/TAMUG email account. Emails sent to university email addresses are a permanent document of communication. Therefore, be sure that your emails are polite, professional and well prepared before you send them. **All emails should include the student's first and last name, UIN, and the course and section number.** FAILURE TO FOLLOW THIS FORMAT WILL RESULT IN THE UNANSWERED RETURN OF YOUR EMAIL.

Students are responsible for checking their TAMU email on a regular basis to receive messages regarding the laboratory course. Inappropriate language and/or disruptive behavior can result in loss of credit at the discretion of the Instructor or Laboratory Coordinator and/or reported to the Galveston Aggie Student Conduct Office.

### STUDENT WORK AREAS AND SHARED CLEANUP/LAB RAT DUTIES:

Students are expected to clean up all spills immediately. Ask for help if needed. Special care should be taken to keep the area around the balances free of spills. Each week, each bench will be assigned a series of cleanup jobs. End of class duties include making sure the counters and balances are clean, equipment has been put away, etc. If everyone cleans up after themselves, this should be a very easy. All students are expected to participate in clean up duties. Clean up is worth 10 points of your grade. You will start with 10 points and lose them if you leave the lab without assisting with your bench's clean up job. You should check in with your instructor before you leave. Students will be asked to complete LabRAT (Laboratory Risk Assessment Tool) forms with teams to evaluate the class's safety performance.

### LABORATORY EQUIPMENT

You will be assigned an equipment drawer on the first day of lab. **You are responsible for recording your drawer assignments and using ONLY your assigned drawers in lab.** *If drawers are missing equipment at the end of the semester or equipment is not properly cleaned, 1 point per improperly returned piece of equipment will be deducted from your lab notebook grade for that week.*

### POLICY ON CELL PHONES:

Remember to use basic phone etiquette during class (and some common sense as well). It is a safety hazard to multitask. However, with the increasing sophistication of cell phones, there are times in lab when it is convenient to have one available. There are a number of excellent chemistry apps. Your TA will tell you when it is appropriate to have your cell phone out. Otherwise - PACK IT UP! Remember, even a waterproof case will not protect against chemical spills; use phones at your own risk. Cell phones may NOT be used during quizzes or exams. If you are using your phone for anything non-chemistry related, you will be asked to put it away.

### POLICY ON LATE WORK:

The following deductions will apply for all late work. You are responsible for checking the syllabus to determine when assignments are due and making sure to submit them, and checking your grades on eCampus to see if you have a "0".

- 24 hours after end of lab: 25% deduction
- 48 hours after end of lab: 50% deduction
- 72 hours after end of lab: 75% deduction
- >72 hours after end of lab: not accepted, 0

### POLICY ON ABSENCES:

All students with University-approved excused absences, as defined by Student Rule 7 (see <http://student-rules.tamu.edu/rule07> ), will be allowed to make up missed laboratory work. In cases where advanced notice of an approved absence cannot be given, students must contact the instructor or the lab coordinator **by the end of the second working day after the end of the absence.**

- All excused absences from lab and make-up lab requests must be reported to and processed by the lab coordinator.. Your TA **does not** have the authority to approve a request for a make-up lab or to schedule a make-up experiment.
- An absence for a non-acute medical service (*such as a routine doctor's appointment*) does not constitute an excused absence.

**Missing lab for not having goggles, a completed prelab, or other required safety attire is not an excused absence.** We are under no obligation to allow make-up opportunities for unexcused absences. Notify your lab instructor by email AND fill out the makeup lab form through the link on eCampus. This routes to the lab coordinator who will either place you in a makeup lab or deny your request.

Information concerning absences is contained in the University Student Rules Section 7. The University views class attendance as an individual student responsibility. All students are expected to attend class and to complete all assignments.

For details see:

<http://student-rules.tamu.edu/rule07>

It is sometimes possible to attend another section during the same week with written permission from your Instructor, the Instructor of the class you will be visiting, and the Chemistry Lab Director. There are two required forms, available for download on eCampus.

One make-up lab will be offered at the end of the semester for university excused absences. You must have the online request completed and on file two weeks prior to the make-up lab. Absences beyond two will not be made up, and will be graded as zeroes. Labs move at a rapid pace and frequently build on prior experiments; therefore it is recommended you consider dropping the course if more than two classes are missed. Unexcused absences will be given a grade of zero. You must be present to receive credit for the experiment. This includes multi-week experiments.

#### **STATEMENT ON THE AMERICAN WITH DISABILITIES ACT:**

The American Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Counseling Office, Seibel Student Center, or call (409)740-4587.

For additional information visit: <http://www.tamug.edu/counsel/services/dssprocedures.htm>