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| Course Administrator: | Dr. James C. Horvath (horvath@chem.ufl.edu) | LEI 132 |
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To the Student: READ AND RETAIN THIS SYLLABUS! It contains details pertinent to CHM 2045L. YOU ARE RESPONSIBLE FOR THIS INFORMATION! IGNORANCE IS NOT AN EXCUSE!

General Education Credit for CHM 2045L: CHM2045L is available for General Ed Credit since it is a 1st-semester UF lab course which introduces students to fundamental chemistry concepts and basic laboratory techniques including balance and volumetric glassware use and computer skills for the chemistry laboratory.

Students With Disabilities: Students needing special accommodations in CHM 2045L must register with the Disability Resource Center (Reid Hall room 001) to get documentation for Dr. Horvath in order to obtain the accommodations.

Corequisite: CHM 2045L is to be taken with CHM 2045.

E Learning (EL on Sakai): EL (Sakai) will be used for grade maintenance, message-posting, etc. Login to EL using your GatorLink ID and password at: lss.at.ufl.edu **IT IS YOUR RESPONSIBILITY TO CHECK EL REGULARLY FOR INFORMATION & MESSAGES REGARDING CHM 2045L!**

Beginning the Term (Read Carefully!): CHM 2045L begins M:8/29/11 - F:9/2/11. On these days all 45L sections check in and get going with Assignment 1 in the CHM 2045L Lab Manual.

ATTEND YOUR FIRST SCHEDULED LAB SESSION (LS). YOUR 45L SPACE CAN BE LOST BY NON-ATTENDANCE.

During the Term (Read Carefully!): There are no regular LS's on: M:9/5/11 (Labor Day); F:11/4/11 (Homecoming); F:11/11/11 (Veteran's Day); and, M:11/21/11 - F:11/25/11 (Turkey Days). So note:

M Sects Makeup: On M:11/7/11, M Sects will make up Assignment 2 (A2 - Density).

F Sects Makeup: F students will schedule an individual makeup for A 7 part 2 at an LS within T:11/8/11 - R:11/10/11.

Individual Student Makeups: On T:11/8/11, W:11/9/11, or R:11/10/11 individual makeups can be scheduled for work missed for excusable cause from Assignment 1 thru 7. For more information, see p. 3 of this Syllabus at "Makeups".

Note that each CHM2045L student is allotted a maximum of 13 LS's for the term including makeup.

For complete CHM2045L schedule for Fall, 2011, see page 3 of this syllabus.

Required Equipment: Each listed item is to be in your possession at the first LS and will be used in all other LS's. See that you have these items!

1. CHM 2045L Lab Manual, Gen Chem Lab I, 7th Ed. (by Horvath). Purchase at local bookstore - e.g., Florida Bookstore, 1614 W. University Ave. **NOTE: You may NOT attend Lab without the Lab Manual!**
2. Chemistry Department approved eye protection. UVEX S2500-S2530 plastic safety glasses (available at UF bookstore or Florida Bookstore) or full safety goggles must be used as these can cover prescription glasses. **NO EXCEPTIONS!** Avoid the use of contact lenses in the Lab.
3. Towel and sponge (for clean up).
4. Ink pen (nonerasable!). All entries in the Lab Manual must be made in indelible ink. **NO pencil! EVER!**
5. "Sharpie" permanent felt-tip glass marking pen.
6. Pocket calculator. Note that many calculations will be done in Lab.
7. Lab apron (optional). You are urged to protect your person and clothing by wearing an apron in Lab.

Safety & Clean-Up: See GENERAL CHEMISTRY LABORATORY REGULATIONS (GCLR). Students may not work in the Lab without complete compliance with these rules. (You will receive a copy of the GCLR in your first LS.)

1. **APPROVED EYE PROTECTION MUST BE WORN ON ENTERING, WORKING IN, AND LEAVING THE LAB. NO EXCEPTIONS!** (See GCLR.)
2. Complete lace-up shoes (not sandals, thongs, etc.) are required Lab footwear. (See GCLR.)
3. Long hair is to be appropriately constrained. Hair is very flammable!
4. Long, loose-fitting pants are required apparel for both males and females in the Lab. (See GCLR.)
5. No visitors or browsers are permitted in the Lab.
6. Note the location of the Lab fire extinguisher, overhead shower, and eyewash station. Use these safety devices if necessary!
7. **NO EATING, DRINKING, OR SMOKING PERMITTED IN THE LAB AT ANY TIME.**
8. Use only required amounts of chemicals. **NEVER** return unused portions to original container!
9. **CLEAN UP ANY MESS YOU MAKE.** Discard waste materials appropriately - consult TA if you have questions. **CLEAN YOUR WORK AREA AT CONCLUSION OF EACH LAB SESSION. PENALTIES WILL BE APPLIED FOR FAILURE TO CLEAN UP PROPERLY!** (See "HOUSEKEEPING" in GCLR.)
10. Do not leave lit burners unattended. Extinguish burner after use.
11. Perform **NO** unauthorized experiments!

Information on Student Honesty: UF's policy on honesty and cheating can be seen at the following web site: www.chem.ufl.edu/~itl/honor.html All students should visit this site and read the information which it offers.

Cell Phone Use: Cell phones must be turned off during Lab. Students using cell phones during Lab will lose 10 pts from their Subjective Grade (SG) per call up to three calls at which the SG becomes zero! But, if you are to receive an emergency call, tell your TA about this possibility. And, if the call comes, step out of Lab while you converse.

Attendance: ALL student are expected to be on time for each scheduled LS and work until the Assignment for the LS has been completed. Note that there is ample time during each LS to do all required work (plus limited repeat work and, for certain Assignments, extra credit work -- if you and your Lab Team are prepared and work expeditiously).

Also Note: Work in the Lab is permitted ONLY during the scheduled LS for which students are enrolled. (Authorized makeup is the only exception -- see pg. 3 at "Makeups".) Moreover, students may not work until their TA arrives, and students are to finish work, CLEAN UP, and leave the Lab by the end of the third period for the LS. Clean up is to be done during the last 10 minutes of the third period. (See GCLR.)

Preparation: Preparation is required prior to each Assignment. This includes careful prereading of the "Discussion" (ESPECIALLY!), and the "Experiment". This practice will help form a strong understanding of the Assignment before it is tackled in Lab. Do "P problems" after completion of "Experiment".

Punctuality: Students must be "on time" for Lab. You cannot contribute properly to the progress of your Lab Team if you are late and/or unprepared. Your TA will note lateness which will deduct severely from your "SG" (see below) and possibly from your Assignment grade (see below at "Team Work".) Also, Lab Quizzes (if given) will be at the start of the LS and will not exceed 15 minutes. Thus, lateness of or beyond 15 minutes results in a Quiz grade of "zero".

Lab Teams: In LS 1 "Lab Teams" will be created by Locker Assignment (NOT by student choice). Teams will consist of three nearest-neighbor students (or two, depending on section enrollment) with each Team Member designated as "BLUE", "GREEN" or "RED". Be sure to remember the color designation for each Member of your Team..

Team Work: Since Team Members work as a team for the term, Team Members will receive the same grade for each "Experiment" provided that each Member has contributed his/her fair share to Team progress during each LS.

A Team Member not contributing on a "fair-share" basis to Team progress, will be subject to grade penalty (severe if non-contribution is blatant) by SG and, possibly, CG (course grade). (For example, as stated on p. 1 of this syllabus, lateness costs 1 pt per minute late from the corresponding Assignment grade. Thus, CG is lowered.)

Deadlines: The "Experiment" for each Assignment is due (from the designated Team Member) at the end of the LS in which the Assignment was done unless directed otherwise. Your TA will explain/announce accordingly.

- **Note:** An "Experiment" due in the subsequent LS is due at the beginning of the LS. Late work will be devalued at the rate of 10% per day late up to one week late. Zero credit for any work later than one week.
- **Submission of Work:** To turn in work carefully remove each page of the Experiment section at the perforation in the Lab Manual, staple in sequence, and give to your TA. (After graded work is returned it is to be repaginated in your Lab Manual contained in a 3-ring binder.)
- Work may be turned in at the Lab Stockwindow (but NOT during the last LS). However, it is strongly recommended that all work be turned in directly to your TA. Turn in work at the Stockwindow only if you are unable to contact your TA, and, IF YOU MISS LAB, YOU ARE STILL OBLIGED TO TURN IN WORK "ON TIME"!
- **FINALLY:** Work may NOT be turned in via Chem. Dept. mail -- NO EXCEPTIONS! Ask your TA for instructions on turning in work outside of Lab.

Problems: Solutions to "Problems" are posted on EL so that you can check your "Problems" solutions. Therefore, "Problems" (except for Assignment 8) are not to be submitted for grading. BUT, the CHM 2045L Final (and Quizzes if given -- see below) will be based primarily (if not entirely) on "Problems". So, you better do "Problems"!

Purpose of "OK" Checkpoints: For your benefit, your TA is to see your Lab Manual at each "OK". This provides the opportunity to repair/redo inadequate or unacceptable work prior to pressing on and possibly wasting the entire LS.

Lab Quizzes: Lab Quizzes (3 @ 50 pts ea) will be on a Team basis, issued "online", and due at the start of Lab during the weeks of Sep 19, Oct 24, & Nov 28. Quiz Q's will be based on completed Assigns/Probs and will be challenging! (Lab Quizzes may also be given in Lab at the start of the LS. In-Lab Quizzes will be announced if they are to be given.)

The Lab Report: For each Assignment, the Experiment including responses to Q's constitute the Lab Report for the Assignment. No other materials are to be submitted. Responsibility for Lab Report submission per Team will rotate based on "color" (see above at "Lab Teams"). This practice will be explained by your 2045L TA during LS 1.

Grading per Assignment: Much of each "Experiment" will essentially be graded in the Lab as the work is being done. The "OK" checkpoints serve this purpose. However, certain "Experiment" work such as "unknown results" will not be graded until the "Experiment" has been turned in for formal grading. (See "Deadlines" above.)

Total Points Earnable Per Assignment (A). Subject to change!

A1 →75 A2 →75 A3 →125 A4 →125 A5 →150 A6 →150 A7 →125 A8 →125 Σ= 950 for Assignments

NOW NOTE:

- YOUR TEAM MUST DO THE LAB WORK REQUIRED BY CHM 2045L TO BE SUCCESSFUL. REGARDING THIS, NOTE THE "OK" CHECKPOINTS IN THE LAB MANUAL. NO WORK MAY PROCEED PAST AN "OK" WITHOUT INSTRUCTOR (TA) APPROVAL. THUS, YOUR TA HAS THE RIGHT TO INSPECT YOUR LAB MANUAL AT HIS/HER DISCRETION. NONCOMPLIANCE WITH THIS POLICY RESULTS IN ZERO CREDIT FOR ALL NON-"OK'd" WORK.
- FORGING TA's "OK" or "DRY-LABBING" (WRITING ENTRIES IN THE EXPERIMENT FOR ANY ASSIGNMENT OUTSIDE OF LAB) IS CHEATING! PENALTY IS AUTOMATIC GRADE OF "E".
- IF YOU HAVE LABORATORY WORK FROM STUDENTS NOT ON YOUR TEAM YOU WILL RECEIVE AN AUTOMATIC GRADE OF "E". NO EXCEPTIONS. NOTEBOOKS, BACK PACKS, etc., WILL BE INSPECTED AS NECESSARY TO ENFORCE THIS POLICY.
- LAB MATERIALS/ EQUIPMENT MAY NOT BE REMOVED FROM THE LAB. VIOLATION RESULTS IN GRADE OF "E".
- CHANGED LAB-REPORT ENTRIES MUST BE "LINED OUT" AND REWRITTEN. ERASURES, OBLITERATIONS, etc., ARE NOT PERMITTED! ALL ENTRIES MUST BE WRITTEN IN INDELIBLE INK! EACH VIOLATION = 10 pt LOSS FROM ASSIGNMENT GRADE!

Subjective Grade (SG) by Lab Instructor: The SG is a 25-point maximum grade which rests primarily on factors such as preparedness, neatness, improvement, demonstrated interest in learning, and contribution to Team Work. Thus, the SG is principally a character-assessment grade (like a reference letter) made by your TA. Note that if you simply do what is expected of you as a student in 2045L, your demonstration of character is good – but not good enough to get you hired – and your SG will be ~15 points.

Course/Instructor Evaluation: At the start of LS 12 (see Schedule on p. 3) about 15 minutes will be used to conduct the the CHM 2045L Course/ Instructor Evaluation. All students must participate.

Team Work: Since Team Members work as a team for the term, Team Members will receive the same grade for each "Experiment" provided that each Member has contributed his/her fair share to Team progress during each LS.

Checkout & Last (13th) LS: Students may work during the first 90 minutes (absolute maximum!) of LS 13 to complete the "Experiment" for Assignment 8. At the 90-minute mark work will cease and students clean up and check out.

More on Checkout: All students checked into 45L must check out. So note, if you leave 45L before the end of the term by drop, withdrawal, or "I" grade, you must still check out. If you do not, the Lab staff will check out your locker and you WILL be billed for all equipment which must be replaced. Students completing 45L must check out in LS 12.

CHM 2045L Schedule -- Fall, 2011 (subject to change -- all changes will be announced)

| <u>Week of:</u> | <u>Assignment(A):</u> | <u>Week of:</u> | <u>Assignment(A):</u> |
|-----------------|-----------------------------------|-----------------|--------------------------------------|
| Aug 29 | Check in. A 1 - Measurement | Oct 24 | A 7 - Solutions (Part 1) |
| Sep 5* | A 2 - Density | Oct 21 | A 7 - Solutions (Part 2) |
| Sep 12 | A 3 - Stoichiometry | Nov 7** | Makeup Days (See p.1 of Syllabus) |
| Sep 19 | A 4 - Solution Conductivity, etc. | Nov 14 | A 8 - Kinetics (begin) & Evals |
| Sep 26 | A 5 - Reactions (Part 1) | Nov 21 & 22 | Kinetics makeup as necessary |
| Oct 3 | A 5 - Reactions (Part 2) | Nov 28 | A 8 - Kinetics (finish) & Check Out |
| Oct 10 | A 6 Structure, etc. (Part 1)** | Dec 5 | Kinetics makeup as necessary |
| Oct 17 | A 6 - Structure, etc. (Part 2) | Sat. Dec 10 | 45L Final Exam (8 - 10 pm – loc TBA) |

*Sep 5 is Labor Day. So, M students will do A 2 on M: Nov. 7.

** Nov 4 is Homecoming. So, F students will do A 7 (Part 2) on a makeup basis during T:11/8/11 - R:11/10/11.

Final Exam: The CHM 2045L Final Exam is a minimum 125-point exam. The exam will be given Sat:12/10/11, from 8:00 - 10:00 pm (Exam Group 10 F) at a location to be announced. If you intend to take the exam but have a conflict with the schedule you must see Dr. Horvath *in person during the last week of class* in LEI 132 to arrange a makeup. Q's & P's on the exam will relate to understanding the work done in CHM 2045L. Bonus credit will also be earnable on the exam. A solution key to a past 2045L Final Exam is available on Sakai.

Course Grade: The CHM 2045L grade is based on total points earned (*not %'s – ignore "out of" values in Sakai*) including extra credit (XC). Note: Without XC work in Assignments, the following totals are earnable: 950 (for Assignments 1-8) + 150 (3 Qz's) + 25 (max SG) + 125 (Final) = 1250. The following grade scale will then rigidly apply:

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|---------------|---------------|-------------|-------------|-------------|--------------|
| A: 1100 or up | B+: 1000-1049 | B-: 900-949 | C: 800-849 | D+: 700-749 | D-: 600-649 |
| A-: 1050-1099 | B: 950-999 | C+: 850-899 | C-: 750-799 | D: 650-699 | E: below 600 |

I Grade: An "I" grade can be issued only if the requesting student meets with each of the following requirements:

(i) Greater than 50% of the course work (through Assignment 6) must have been successfully completed. (ii) The student must be passing (grade of at least D) at the time of the request. (iii) The student has a legitimate reason for not completing the course (serious illness, accident, etc.). Remember that a student receiving an "I" must still check out. And, any "I-grade" consideration MUST be discussed with Dr. Horvath -- NO EXCEPTIONS!

Makeups: All makeups prior to Assignment 8 will take place during the week of Nov. 7 as indicated on p. 1 of this Syllabus. M Sects make up A 2 on M:11/7/11 at regular lab time. F students must schedule an individual makeup for A 7 part 2 during an LS within T:11/8/11 - R:11/10/11. Now note the following:

Any 45L student missing one or more LS's for excusable cause prior to Nov. 7 can make up the missed work by scheduling makeup(s) on T:11/8/11 and/or W:11/9/11 and/or R:11/10/11 at the Lab Stockwindow. This requires having the makeup(s) authorized by Makeup Form (available at Lab Stockwindow) and following instructions on the Form.

- If possible, makeup(s) will be scheduled when your regular TA is on duty (ask your TA when he/she teaches 45L for sections other than yours). In this case, after completing makeup work, see your TA in the Lab Area where he/she is on duty to submit work for formal grading.
- If makeup is done when your TA is not on duty, you must have the Makeup Form signed and dated by the makeup TA after which you present the Form to your regular TA to verify that the makeup was done. Noncompliance with this policy results in zero credit for makeup!
- Following the makeup dates indicated above, makeup will be scheduled only for having missed part of Assignment 8 (see CHM 2045L Schedule above) unless the student provides documented proof that he/she could not do makeup for earlier Assignments during indicated makeup dates.
- Makeups are issued only to replace LS's missed for excusable cause. Each 2045L student is entitled to no more than 12 working LS's for the term INCLUDING makeup.

Assembly Exam & Makeup: On occasion, students with evening Lab (pers 11-E2) will be scheduled for an assembly exam which will begin at 8:20 p.m. All such students are to request a makeup for the exam from the instructor giving the exam -- but, if this request is not granted, the student must attend Lab on the day of the exam until 8:00 p.m. After two assembly exams the student will be granted a full (3 hr) makeup. For any single assembly exam the student will be granted a half makeup (90 mins). Questions regarding this policy are to be asked at the Stockwindow.

Out-of-Class Help: Out-of-class help for all General Chemistry courses will be provided on a regular daily basis in the Chemistry Learning Center (CLC) which is in FLI 257-258. (Do NOT eat, drink, or socialize in the CLC.) Each General Chemistry TA (including your 45L TA) will conduct his/her office periods in CLC. So, note your TA's office periods, and also note that if you need out-of-class help but cannot contact your 2045L TA, you may request help from any other 2045L TA who is on duty in the CLC. A help-schedule will be posted in the CLC and help should be available M-R: periods 2-9 and F: periods 2-8. But do check the help-schedule.

Complaints/Conflicts, etc: Should you encounter any difficulties with CHM 2045L (scheduling problems, questions on grading, etc.) which you cannot resolve with your 2045L, TA please see in person :

DR. JAMES C. HORVATH IN LEIGH 132.

Dr. Horvath MUST be seen in person to resolve ALL issues (e.g., Q's on grades) regarding CHM 2045L. Attempted contact via email or telephone WILL BE IGNORED! THIS POLICY REMAINS IN EFFECT AFTER THE TERM IS OVER!!

HAVE A GREAT SEMESTER

