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Laboratory Manager:	Ms. Donna Turner ( <a href="mailto:donnat@chem.ufl.edu">donnat@chem.ufl.edu</a> )	LEI 136
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**To the student:** READ AND RETAIN THIS SYLLABUS! It contains details pertinent to CHM 2046L. YOU ARE RESPONSIBLE FOR THIS INFORMATION! READ IT CAREFULLY! Ignorance is NOT an excuse!

**Students With Disabilities:** Students needing special accommodations in CHM 2046L must register with the Disability Resource Center (Reid Hall room 001) to get documentation for Dr. Horvath to obtain the accommodations.

**Corequisite:** CHM 2046L is to be taken with CHM 2046 or CHM 2051 (Honors).

**Prerequisite:** Before enrolling in CHM 2046L (and CHM 2046) both CHM 2045 and CHM 2045L must have been passed.

**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](http://lss.at.ufl.edu) **IT IS YOUR RESPONSIBILITY TO CHECK EL REGULARLY FOR INFORMATION & MESSAGES REGARDING CHM 2046L!**

**Beginning the Term (Read Carefully!):** CHM 2046L begins M: 8/29/11 - F: 9/2/11. On these days all 46L sections check in and get going with Assignment 1 in the CHM 2046L Lab Manual. **TO GET STARTED PROPERLY ANSWER Q 1.1 ON PAGE 1-9 IN ASSIGNMENT 1 BEFORE YOU ARRIVE FOR CHECK IN!**

**ATTEND YOUR FIRST SCHEDULED LAB SESSION (LS). YOUR 46L SPACE CAN BE LOST BY NON-ATTENDANCE!**

**During the Term (Read Carefully!):** There are no regular LSs 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:** M sects will "make up" for Labor Day on M:11/21/11.

**F Sects Makeup \*:** Sect. 6121 (F2-4) meets T:11/22/11 and M:12/5/11 pers 2-4. Sect. 6124 (F5-7) meets T:11/22/11 and M:12/5/11 pers 5-7. Sect. 6322 (F8-10) meets T:11/22/11 and M:12/5/11 pers 8-10.

\*If you are an F student with a schedule that will not allow you to meet the above makeup arrangement you must contact the Stockroom Personnel to schedule an individual makeup (or makeups). See below at "Makeup Lab".

The above schedule gives each 2046L section the maximum allotment of 13 LSs for the term.

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

1. CHM 2046L Lab Manual. "Chemistry for Laboratory II" by Horvath, second edition. Purchase at UF bookstore or other local bookstore. New manual required if you are repeating this course.
2. Chem. Dept. approved eye protection. UVEX S2500-S2530 plastic safety glasses (available at UF or Florida Bookstore) or full safety goggles must be used as these can cover prescription glasses. **NO EXCEPTIONS!** Also, avoid the use of contact lenses in the lab.
3. Towel and sponge (for clean up).
4. Ball 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. 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. EYE PROTECTION must be worn on entering, working in, & leaving 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 location of fire extinguisher, overhead shower, and eyewash station. Use safety devices if necessary!
7. **NO EATING, DRINKING, OR SMOKING PERMITTED IN THE LAB AT ANY TIME.**
8. Use only required amounts of chemical materials. **NEVER** return unused portions to original container! Use materials ONLY from your assigned Lab Area! When necessary go to the Stockwindow to get additional supplies of materials - **NOT** to a different Lab Area!
9. **CLEAN UP ANY MESS YOU MAKE.** Discard waste materials appropriately - consult instructor 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!

**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:** **THE STUDENT IS ALWAYS EXPECTED TO BE ON TIME FOR EACH SCHEDULED LS AND TO WORK THE ENTIRE LS UNTIL ALL WORK ASSIGNED FOR THE TERM HAS BEEN COMPLETED.** Note that there is ample time during the scheduled LSs to do all required as well as extra credit work including time for necessary repeat work (excluding unknown analysis - unknown analysis may be repeated only by approval of Dr. Horvath).

**Also note that work in the lab is permitted ONLY during the scheduled periods for the LS in which the student is enrolled.** (Authorized makeup is the only exception - see below at "Makeup Lab".) Moreover, the student may not begin work before the beginning of the first period, and the student is to finish work, clean up, and leave the lab by the end of the third period. Clean up should be done during the final 10 minutes of the third period.

**NOTE: REGARDLESS OF UF SCHEDULE, pers 11-E2 LSs END AT 9:15 pm. Thus, ALL 46L SECTS HAVE 3 hour LSs.**

**Preparation:** Careful preparation prior to each Assignment is required. This means prereading the entire Assignment with emphasis on understanding the Discussion in the Lab Manual. Almost all 46L work is to be done in Lab. Exceptions are the "Problems" (Ps) including preparation of Schemes for unknown analysis. "Problems" and "Unknown Schemes" are to be done as homework. Note: Solutions to all Ps except: P1.1, 1.2, Unknown Schemes, and Ps for Assignments 10 and 11, will be posted so that you can check your own "Problems".

**Deadlines:** Experimental work for Assignment 1\* should be completed during the first LS after check in. Thereafter, beginning with Assignment 2, all work is "self pace" (EXCEPT FOR UNKNOWN ANALYSIS!). Nonetheless, you must work as expeditiously as possible in order to deal successfully with all work called for in CHM 2046L. (Your 46L TA will provide indication of the approximate number of LSs required to complete each Assignment.)

\*NOTE: The "Experiment" for Assignment 1 may be done in teams of two. This is permitted because many solutions must be prepared for this work. But, after Assignment 1, NO team work in 46L is permitted! NO EXCEPTIONS!!

The Experiment (E) and Problems (P) for any Assignment (A) is due at the start of the LS after completion of the "E" for the "A" in question". For instance, since the "E" for A-1 should be completed during LS1, the E and P for A-1 should be turned in for final grading at any time up to the start of LS2. Similarly, if the "E" for A-2 is completed at some time during LS4, the E and P for A-2 are to be turned in no later than the start of LS5. Late work will be devalued 10% per day late up to one week late. Zero credit for any work later than one week! (To turn in work remove E pages at the perforation in the Lab Manual. Staple E and P pages together in sequence and give to your TA. When graded work is returned, it is to be repaginated into your Lab Manual contained in a 3-ring binder.) NOTE: Work may be turned in at the Lab Stockwindow (but NOT during the last LS). But, it is strongly advised that all work be turned in directly to your TA. IF YOU MISS LAB YOU ARE STILL OBLIGED TO TURN IN WORK "ON TIME"! NOTE: Work is NOT to be turned in via Chem. Dept. mail - NO EXCEPTIONS! Ask your TA for instructions on turning in work outside of Lab.

Problem solutions are posted on the 46L bulletin boards (outside east wall of CLB C130 & next to LEI 224).

Each (A) is to be done in the sequence contained in the Lab Manual. (\*See "Exception" below.) Required work is (A)s 1-9 and corresponding Unknown Analysis. Acceptable work done for (A)s 10 and 11 earns extra credit (XC).

\*EXCEPTION: Unknown analysis may NOT be carried beyond the LS in which the analysis was begun. (Each unknown analysis MUST be completed, and the UNKNOWN REPORT turned in AT THE STOCKWINDOW, during the LS in which the analysis was begun.) Thus, on occasion, it can be wise to postpone starting an unknown analysis until the next LS. This will insure having the full time for the analysis. In such a case, on the day of postponement the student will instead continue to the next (A). But, note that POSTPONEMENT OF UNKNOWN ANALYSIS IS SUBJECT TO THIS PENALTY: STARTING WORK in (A)-6 prior to 2A/B ANALYSIS COSTS 25 POINTS to get 2A/B UNKNOWNNS. STARTING WORK in (A)-8 prior to 5A/B ANALYSIS COSTS 25 POINTS to get 5A/B UNKNOWNNS. NO EXCEPTIONS INCLUDING MAKEUPS! STOCKROOM PERSONNEL WILL CHECK LAB MANUALS TO ENSURE STUDENT COMPLIANCE!

Also: FOR UNKNOWN ANALYSIS YOU ARE STRICTLY "ON YOUR OWN". Your TA is to offer NO assistance on doing unknown analysis. Stockroom personnel exclusively write start and stop times on the UNKNOWN REPORT.

Grading (subject to change!). Values indicated are maximum earnable points:

Assign(A).	Exp.	Probs.	Scheme*	Unknown (A/B)	TIME LIMIT
One	25	10	--	--	--
Two	50	5	20 (P 2.9)	100/100	90 min. for the pair
Three	30	5	--	--	--
Four	25	5	--	--	--
Five	--	5	20(P 5.11)	100#/100	120 min. for the pair
Six	30	5	--	--	--
Seven	25	5	--	--	--
Eight	20	5	--	--	--
Nine	--	5	20(P 9.6)	100#/100	120 min. for the pair
Ten*	25(XC)	5(XC)	10(XC)(P 10.5)	50(XC)**	45 min.
Eleven*	--	5(XC)	15(XC) (P 11.5)	60(XC)	90 min.
Totals:	230	60	85	710	Note: 2-pt. penalty per minute late!

\* TA-approved, "non-xeroxed" Scheme of Analysis must be presented at Stockwindow to obtain unknowns 2A/B, 5A/B, & 9A/B. 2A/B, 5A/B, & 9A/B samples issued without approved Scheme will be assessed a 25 pt penalty!

"Unknown A" is in the sample package with the numerical label.

\*Work in (A)'s 10 & 11 is for extra credit (XC). \*\*Report Only cations (sample contains 3) for (A) 10 Unknown. For (A) 10 unknown: 1 error = 1/2-credit (25 pts); 2 errors = zero credit; 3 (or more) errors = -10 pts. DON'T GUESS!

#Unknown samples 5A and 9A are guaranteed pure salts (i.e., samples 5A and 9A are not mixtures). But, don't forget the possibility of "alums". Also beware of "oxides" (for 5A and 9A) and "sulfides" (for 9A).

NOTE on UNKNOWN GRADING: EACH ERROR ("omission" – an ion in the sample is not reported; or, "commission" – a reported ion is not in the sample) COUNTS AGAINST YOU. Also, regardless of corrections, 6 or more errors = ZERO.

● YOU MUST DO THE LAB WORK REQUIRED BY CHM 2046L TO BE SUCCESSFUL. SO NOTE THE "OK" CHECKPOINTS IN THE LAB MANUAL. NO WORK MAY PROCEED PAST AN "OK" WITHOUT TA APPROVAL THUS, YOU MUST PRESENT YOUR LAB MANUAL TO YOUR TA FOR INSPECTION AT THE BEGINNING AND END OF EACH LS. NONCOMPLIANCE WITH THIS POLICY RESULTS IN ZERO CREDIT FOR ALL NON-"OK'd" WORK.

● FORGING TA's "OK" or "DRY-LABBING" is CHEATING! PENALTY IS AUTOMATIC GRADE OF "E".

● SEVERE PENALTIES ARE APPLIED FOR COPYING WORK FROM OTHER STUDENTS. ALL PARTIES INVOLVED ARE PENALIZED. 1st violation: ZERO CREDIT FOR COPIED WORK & 100-POINT ADDITIONAL PENALTY. 2nd violation: GRADE OF "E".

● POSSESSION OF LABORATORY WORK FROM OTHER STUDENTS RESULTS IN AUTOMATIC GRADE OF "E". NO EXCEPTIONS. BOOKBAGS, NOTEBOOKS, BACK PACKS, etc., WILL BE INSPECTED REGARDING THIS ISSUE. CALCULATORS ARE NOT PERMITTED IN CHM 2046L FOLLOWING (A) 3.

● LAB MATERIALS and EQUIPMENT MAY NOT BE REMOVED FROM THE LAB FOR ANY REASON (other than to submit unknown samples to Dr. Horvath for regrade). NO EXCEPTIONS. MINIMUM PENALTY IS GRADE OF "E".

● SUBMISSION OF CONTAMINATED UNKNOWN SAMPLE FOR REGRADE IS AN ACT OF ACADEMIC DISHONESTY. MINIMUM PENALTY IS GRADE OF "E".

● More 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](http://www.chem.ufl.edu~itl/honor.html) All students should visit this site and read the information which it offers.

Subjective Grade (SG) by TA: The SG is a 50-point max character-assessment grade which depends mainly on factors such as preparedness, diligence, improvement, neatness, and demonstrated interest in the work. The SG is separate from Assignment and Unknown grades. If you simply do what is expected of you as a student in 2046L – but no more – your demonstration of character is average and your SG will be ~30-35pts.

**Course/Instructor Evaluation:** Note that the first 15 minutes of an LS near term's end (as designated by Donna Turner) will be used to conduct the CHM 2046L Course/Instructor Evaluation. All students must participate!

**Checkout & Last (13<sup>th</sup>) LS:** Students may work during the first 90 minutes (absolute maximum!) of LS 13. NOTE THAT IF YOU ARE DOING UNKNOWN ANALYSIS IN LS 13 UNKNOWN SAMPLES WILL NOT BE ISSUED AFTER THE FIRST 30 MINUTES OF THE LS. NO EXCEPTIONS. At the 90-minute mark lab work will cease and students will clean up and check out. Also, be sure to read the following paragraph which also applies to checkout.

All students checked into a 46L lab locker must check out! So note, if you leave 46L 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 46L must check out in LS 13.

**Final Exam:** The CHM 2046L Final Exam is a minimum 120-pt exam. The exam is Sat:12/10/11, from 8:00 - 10:00 pm (Exam group 10 F), at a location to be announced. If you have a conflict with this exam you must see Dr. Horvath in person to arrange a makeup. Q's and P's on the exam will relate to understanding the work done in Assignments 1-9. Bonus credit will also be earnable. Note: A solution key to a previous CHM 2046L Final is posted on Sakai.

**Course Grade:** The CHM 2046L grade will be based on total points earned (not %'s – ignore "out of" values in Sakai) including XC points (see below). Note that without XC work in (A)s 10 and 11 the following totals are earnable: 915 (Exps., Probs. Schemes, Unknowns for Assignments 1-9) + 50 (max SG) + 120 (Final) = 1085. The following grade scale then rigidly applies:

A: 900 or up	B+: 850-874	B-: 800-824	C: 700-749	D+: 650-674	D-: 550-599
A-: 875-899	B: 825-849	C+: 750-799	C-: 675-699	D: 600-649	E: below 550

**I Grade:** An I grade can be issued only if the requesting student meets with each of the following requirements: (i) At least 50% of the course work (this means through 5 A/B unknown analysis) 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.). Note that a student who receives an "I" must still check out. "I" grade issues must be discussed with Dr. Horvath. NO exceptions.

**Makeup Lab:** A student missing an LS for legitimate cause (excusable absence) may request a makeup lab. The student initiates the process by obtaining a Lab Makeup Form at the Lab Stockwindow and by following the instructions on the Makeup Form. Note:

- A MAKEUP LAB MUST BE SCHEDULED IMMEDIATELY ON RETURN TO 2046L AFTER AN EXCUSED ABSENCE. FAILURE TO DO THIS WITHIN ONE WEEK AFTER RETURNING TO 2046L RESULTS IN NO MAKEUP BEING GRANTED!
- All makeups will be scheduled solely at the discretion of Ms. Donna Turner, the Lab Mgr. TAs may NOT schedule makeups. Makeup MUST be done at the date, period, and work space designated on the Makeup Form. Noncompliance with this policy results in zero credit as a minimum penalty for the work made up.
- Questions regarding the scheduling of makeups should be directed to Ms. Turner. Contact Dr. Horvath about makeup only if absolutely necessary – and, only in person!
- One makeup max will be scheduled per week. NO EXCEPTIONS unless approved by Ms. Turner or Dr. Horvath.
- For each makeup a Makeup Form must be approved by your regular Lab TA's signature. After makeup, the Makeup Form and the made-up work must be turned in to your regular TA. Madeup work submitted for grading without the appropriately signed Makeup Form will NOT be accepted.
- Makeups are issued only to replace LSs missed for excusable absence. Each 2046L student is entitled to no more than 13 working LSs for the Fall Term INCLUDING makeup.

**UNKNOWN ANALYSIS & Makeup:** Doing unknown analysis during a makeup lab requires that you print the name of your regular lab (TA) on the UNKNOWN REPORT right after "Instructor Initial". This info is necessary in order to return the graded Unknown Report to you and your TA.

**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. Each such student is 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.

**ATTENDANCE REMINDER & MAKEUP:** Makeup space in 2046L is at a premium. Because of this vacated Lab space will be used for makeup. So note that if you miss three consecutive LSs and still intend to return to 2046L it is your duty to contact the Lab Manager (Ms. Turner) via email at: [donnat@chem.ufl.edu](mailto:donnat@chem.ufl.edu) in order to keep your space. If you fail to do this after missing three consecutive LSs your space will be considered vacated and will be used for makeup!

**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.) All General Chemistry TAs conduct their office periods in CLC. So, note your TA's office periods, and if you need out-of-class help but cannot contact your TA, you may request help from any 2046L TA who is on duty in the CLC. A help-schedule will be posted and help should be available M-R: pers 2-E1 and F: pers 2-8. But do check the help-schedule.

**Complaints/Conflicts, etc:** Should you encounter any difficulties with CHM 2046L (scheduling problems, questions on grading, etc.) which you cannot resolve with your 2046L, 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., Qs on grades) regarding CHM 2046L. Attempted contact via email or telephone WILL BE IGNORED! THIS POLICY REMAINS IN EFFECT AFTER THE TERM IS OVER!!

HAVE A GREAT SEMESTER!