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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 (001 Reid Hall) 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) is 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: 8/26/13 - F: 8/30/13. 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 LSs on: M: 9/2/13 (Labor Day); F: 11/8/13 (Homecoming); M: 11/11/13 (Veteran's Day); and, T:11/26/13- F: 11/29/13 (Turkey Days). So note:

M Sects Makeup: On M: 11/4/13, M Sects will make up Assignment 2 (A2 - Density).

F Sects Makeup: F students schedule makeups as necessary during T: 11/5/13 - R:11/7/13. (See p.3 at "**Makeups**".)

Individual Student Makeups: On T:11/5/13, W:11/6/13, or R:11/7/13 individual makeups can be scheduled for work missed for excusable cause from Assignments 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 LSs for the term *including makeups*.

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 2045L Lab Manual, Gen Chem Lab I, EIGHTH Ed. (by Horvath). Purchase at UF bookstore or other local bookstore. **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 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. Full-length JEANS (*other leg attire not acceptable in Lab*) are required for both males and females.
5. No visitors or browsers are permitted in the Lab.
6. Note location of fire extinguisher, overhead shower, and eyewash station. Use safety devices as 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. Use supplies **ONLY** from your Lab Area. As necessary, get additional supplies at Stockwindow – not from another Area.
9. **CLEAN UP ANY MESS YOU MAKE.** Discard waste materials appropriately -- ask 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: Turn **OFF** cell phones. Cell phone use in Lab costs 10 pts from Subjective Grade (SG) per call up to 3 calls after which the SG is ZERO. But, if you receive an emergency call, tell your TA and leave Lab during the call.

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, some limited repeat work, and, for certain Assignments, extra credit work -- provided you & your Lab Team are prepared and work expeditiously.

Work in Lab is permitted ONLY during the scheduled LS for which the student is enrolled. (Authorized makeup is the only exception -- see p. 3 at "**Makeups**".) Moreover, students may not work until their TA arrives and must finish work, CLEAN UP, and leave Lab by the end of the LS. Clean up during last 10 minutes of 3rd Lab period. (See GCLR.)

NOTE: REGARDLESS OF UF SCHEDULE, pers 11-E2 LSs END AT 9:15 pm. Thus, ALL 45L SECTS HAVE 3-hour LSs.

Preparation: Preparation is required prior to each Assignment. This includes careful pre-reading 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 "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".)

Lab Teams: In LS 1 "Lab Teams" will be created by Locker Assignment. (Students do NOT chose team members.) Teams will consist of three nearest-neighbor students (or two, depending on section enrollment) with each Team Member designated as "BLUE", "GREEN" or "RED". *Note 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.

Any 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 by CG (course grade). You cannot learn unless you contribute!

FOR EXAMPLE, EACH TEAM MEMBER MUST PARTICIPATE IN PERFORMING WORK FOR EACH EXPERIMENT. *If your TA observes that you do not participate in performing Experimental work for an Assignment, you as an individual will receive a ZERO for the Assignment regardless of the grade earned by other members of your Team. You cannot learn in Lab without doing experimental work!*

RESPONSIBILITY: EACH STUDENT IS RESPONSIBLE FOR ALL WORK AS IF THE STUDENT WORKED INDIVIDUALLY.

Deadlines: The "Experiment" (Lab Report) 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 Lab Report:** Remove each page of the Experiment Section (the Lab Report) at the perforation in the Lab Manual, staple in sequence, and give to your TA. After grading, the Lab Report will be returned and is to be repaginated in your Lab Manual contained in a 3-ring binder. (See below at "The Lab Report".)
- Lab Reports may be turned in at the Lab Stockwindow (but NOT during the last LS). But, it is strongly recommended that all Lab Reports be turned in directly to your TA. Turn in at the Stockwindow only if you cannot contact your TA, and, IF YOU MISS LAB YOU ARE STILL OBLIGED TO TURN IN LAB REPORTS "ON TIME"!
- **FINALLY:** Lab Reports may NOT be turned in via Chem. Dept. mail -- NO EXCEPTIONS! Ask your TA for instructions on turning in Lab Reports 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 – see below) will be based primarily (if not entirely) on "Problems". So, do the "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 wasting valuable Lab time.

Lab Quizzes: Lab Quizzes (Qzs – 3 totaling 150 pts) will be on a Team basis, issued "online" (via EL) during the week prior to due date, and due at the start of Lab during "due week". See schedule on p. 3. Qzs will be based on completed Assigns/Probs and related considerations. Qzs will be challenging! **Pt Values:** Qz 1 →40; Qz 2 →50; Qz 3 →60

If you cannot access a Qz it is YOUR problem to resolve since all UF students are obligated to be "computer savvy"!

The Lab Report: For each Assignment, the entire completed Experiment Section including acceptable responses to Qs constitutes the Lab Report for the Assignment. Submit nothing else for grading unless directed otherwise.

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

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

A 1 →75 A 2 →75 A 3 →125 A 4 →125 A 5 →150 A 6 →150 A 7 →125 A 8 →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-LABING" (WRITING ENTRIES IN THE EXPERIMENT FOR ANY ASSIGNMENT OUTSIDE OF LAB) IS CHEATING. PENALTY IS AUTOMATIC GRADE OF "E".
- IF YOU HAVE LAB WORK FROM STUDENTS NOT ON YOUR TEAM YOU WILL AUTOMATICALLY BE ASSESSED AN "E" GRADE. 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 ALLOWED. 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 exhibited contribution to Team Work. Thus, the SG is principally a character-assessment grade (like a reference letter) made by your TA. If you simply meet minimum requirements as a 2045L student – but no more – your demonstration of character is average, hardly good enough to get you hired, and your SG will be ~15-18 pts. YOU MUST EXCEL TO BE EXCELLENT!

CHM 2045L Course/TA Evaluation: This eval will be conducted AT THE START of LS 12. All students are to participate.

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 will clean up and check out.

More on Checkout: All students checked into 45L must check out. 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 (or LS 13).

CHM 2045L Schedule -- Fall, 2013 (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 26	Check in. A 1 - Measurement	Oct 21	A7 - Solutions (Part 1). <u>Qz 2 issued.</u>
Sep 2*	A2 - Density	Oct 28	A7 - Solutions (Part 2). <u>Qz 2 due.</u>
Sep 9	A3 - Stoichiometry	Nov 4**	Makeup Days (See " <u>Makeups</u> " below.)
Sep 16	A4 - Soln Cond, etc. <u>Qz 1 issued.</u>	Nov 11***	A8 - Kinetics (begin) & Evals.
Sep 23	A5 - Reactions (Part 1) <u>Qz 1 due.</u> View Pre-Lab Video @jchorvath.wikispaces.com	Nov 18	T - F Labs finish A8 and Check Out. (M Labs start A8.) <u>Qz 3 issued.</u>
Sep 30	A5 - Reactions (Part 2) View Pre-Lab Video @jchorvath.wikispaces.com	Nov 25	M Labs finish A8 and Check Out. No T - F Labs. <u>Qz 3 due.</u>
Oct 7	A6 - Structure, etc. (Part 1)	Dec 2	A8 makeups as necessary on M: 12/2/13.
Oct 14	A6 - Structure, etc. (Part 2)	Tues. Dec 10	45L Final Exam (3:00 - 5:00 pm; loc TBA).

*Sep 2 is Labor Day. So, M students will do A2 on M: Nov. 4.

** Nov 8 is Homecoming. So F students do makeup on an individually scheduled basis during T:11/5/13 - R:11/7/13.

*** Nov 11 is Veterans Day. So M students begin A8 on M: 11/18/13 and, as needed, complete A8 on M: 11/25/13.

Final Exam: The Final is a min. 125-pt exam and is T: 12/10/13, 3:00 - 5:00 pm (Exam Group 10D), at a location to be announced. If you are taking 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. Qs & Ps on the exam will relate to understanding work done in CHM 2045L. Extra credit can also be earned 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 pts earned (NOT %'s – IGNORE "OUT OF" VALUES in SAKAI) including extra credit (XC). Note: Without XC work in certain Assignments, the following point totals can be earned: 950 (for A's 1-8) + 150 (3 Qzs) + 25 (max SG) + 125 (min. for Final) = 1250. The following grade scale then rigidly applies:

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) At least 50% of the course work (this means thru A5) has been successfully completed.
- (ii) Student is passing (grade \geq D-) at the time of request.
- (iii) Student has legitimate reason for not completing course (e.g., serious illness, accident, etc.).

Any student receiving an "I" must still check out. "I" grades must be discussed with Dr. Horvath. NO exceptions.

Makeups: All makeups prior to A8 take place during T:11/5/13 - R:11/7/13 as stated p. 1 of Syllabus and above Schedule. M Sects make up A2 on M:11/4/13 at regular Lab time. T, W, R students make up during regular Lab time on these dates. F students requiring makeup must schedule such on an individual basis for an LS within T:11/5/13 - R:11/7/13.

Scheduling of makeups is done by Lab Stockroom personnel. TAs may NOT schedule makeup. Now note:

- See Stockroom personnel if you require more than one makeup.
- If possible, a makeup will be scheduled when your TA is on duty*. In this case, on completing makeup work, see your TA in the Lab Area where he/she is on duty to submit your work for formal grading. *Ask your TA when he/she teaches 45L for sections other than yours.
- If makeup is done when your TA is not on duty, get a Makeup Form (MF) at the StockWindow, have your TA sign, date, and indicate on the MF the Assignment to be made up. In this case, the MF must be signed by the makeup TA and presented to your regular TA to verify that the makeup was done according to this policy. Failure to comply results in zero credit as a minimum penalty for work made up.
- After T:11/5/13 - R:11/7/13, makeup will be scheduled only for missing A8 unless the student can provide documented proof that he/she could not do makeup for earlier A's during T:11/5/13 - R:11/7/13.
- Makeups are issued only to replace LSs missed for excusable cause. Makeups are NOT issued to redo a fouled up A or for an unexcused absence. Each student is entitled to no more than 12 working LSs for the term INCLUDING makeup.

Assembly Exam & Makeup: Students with evening Lab (pers 11-E2) may have to take assembly exams which begin at 8:20 pm. Each such student is to request a makeup for the exam from the professor giving the exam -- however, if this request is not granted, the student must attend Lab on the day of the exam until 8:00 p.m. As necessary, a student will be granted makeup time during Makeup Days to complete unfinished work attributable to Assembly-Exam conflict. STUDENTS OPTING TO MISS LAB FOR AN EXAM RECEIVE A "ZERO" FOR THE MISSED WORK. NO EXCEPTIONS!

Out-of-Class Help: Out-of-class help for Gen Chem students will be provided on a regular daily basis in the Chemistry Learning Center (CLC) which is FLI 257. (Do NOT eat, drink, or socialize in the CLC.) All Gen Chem 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 2045L 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/GRADE Qs, etc: If you experience issues with CHM 2045L (such as Qs on grading) which you cannot resolve with your 2045L TA, please see:

DR. JAMES C. HORVATH IN LEIGH 132.

DR. HORVATH MUST BE SEEN IN PERSON TO RESOLVE ALL ISSUES REGARDING CHM 2045L. Contact via email or telephone is NOT acceptable and WILL BE IGNORED! This policy remains in effect during as well as after the Term.

HAVE A GREAT SEMESTER

Those who never try are those who really fail! Much more is gained from a hard-earned "C" than from a soft "A"!