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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) 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: 1/14/13 - F: 1/18/13. On these days all 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 LS's on M: 1/21/13 which is a holiday in honor of Dr. Martin Luther King's Birthday. The missed LS's for M: 1/21/13 will be made up on M: 4/1/13. (See Schedule on p. 3.) Also note:

There are no LS's M: 3/4/13 - F: 3/8/13 (Spring Break). The last (13th) LS for 45L is during M: 4/15/13 - F: 4/19/13.

Each CHM2045L student is allotted a max of 12 working LS's for Spring Term. See p. 3 for complete 45L Schedule.

Makeup Week: From M: 4/1/13 - F: 4/5/13 students who missed one LS for excusable cause from Assignments 1 thru 7 will make up that LS during their regular Lab time. Students needing more than one makeup are to schedule such at the Lab StockWindow. For more information on "makeup", see p. 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 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. Long, LOOSE-FITTING PANTS (sweats, jeans, or scrubs – **NO other pants are acceptable!**) are required 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 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 during Lab. Use of cell phone during Lab costs 10 pts from Subjective Grade (SG) per call up to three calls at which SG becomes zero. If you may receive an emergency call, tell your TA and, if the call comes, step out of 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 the last 10 minutes of the third 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 completing the "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 choose 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". *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, 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 are here to learn and you cannot learn successfully in Lab without doing experimental work!

RESPONSIBILITY: EACH student is responsible for all work done in CHM 2045L as if he/she 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 "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, 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 waste the entire LS.

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"!

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: Much 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 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 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. 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 ~15-18 points. 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 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 -- Spring, 2013 (subject to change -- *any changes will be announced*)

Week of:	Assignment(A):	Week of:	Assignment(A):
Jan 14	Check in. A1 - Measurement.	Mar 11	A6 - Structure, etc. (Part 2). <u>Qz 2 issued.</u>
Jan 21*	A2 - Density.	Mar 18	A7 - Solutions (Part 1). <u>Qz 2 due.</u>
Jan 28	A3 - Stoichiometry.	Mar 25	A7 - Solutions (Part 2).
Feb 4	A4 - Soln Cond, etc. <u>Qz 1 issued.</u>	Apr 1	Makeup Week.
Feb 11	A5 - Reactions (Part 1). <u>Qz 1 due.</u>	Apr 8	A8 - Kinetics(begin) & Evals. <u>Qz 3 issued.</u>
Feb 18	A5 - Reactions (Part 2).	Apr 15	Finish A8 & Check Out. <u>Qz 3 due.</u>
Feb 25	A6 - Structure, etc. (Part 1).	Apr 22	No Labs this week.
Mar 4	No Labs - Spring Break.	T: 4/30/13	45L Final Exam (12:30 - 2:30 pm; loc TBA)

*M: 1/21/13 is MLK Day. So, MONDAY 2045L students will do A2 on Monday: April 1, 2013 - No Fooling!

Final Exam: The Final is a min. 125-pt exam and is T: 4/30/13, 12:30 - 2:30 pm (Exam Group 30C), 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 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 pt totals are earnable: 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 the week of April 1 as indicated (see p. 1 & Schedule above). M Sects make up A2 on M: 4/1/13 at regular Lab time. Now note:

- If possible, makeup will be scheduled when your TA is on duty*. In this case, on completion of makeup, see your TA in the Lab Area where he/she is on duty to submit your work for formal grading.
- *Be sure to ask your TA when he/she teaches 45L for sections other than yours.
- If makeup is done when your TA is not on duty, it becomes necessary to get a Makeup Form (MF) at the Stock Window, have your TA sign, date, and indicate on the MF the Assignment to be made up. On completion of makeup, the MF must be signed by the makeup TA and given to your regular TA to verify that the makeup was done properly. Noncompliance with this policy results in zero credit as a minimum penalty for work made up.
- After the makeup dates indicated above, makeup will be scheduled only for having missed A8 unless the student can provide documented proof that he/she could not do makeup for earlier A's during the indicated makeup dates.
- Makeups are issued only to replace LS's missed for excusable cause. Each student is entitled to no more than 12 working LS's 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 -- but, 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 Week 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 all General Chemistry students will be provided on a regular daily basis in the Chemistry Learning Center (CLC) which is FLI 257-258. (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!