

CHEM 2200L – Organic Chemistry Laboratory (1 credit)

Scott Family Hall (SFH), Room 210

Spring 2024

Teaching Assistant	to be assigned during first laboratory meeting
Faculty Coordinator	Dr. Tammy A. Davidson, davidson@chem.ufl.edu , Sisler 429B Please use Canvas or your official UF email for any correspondence
Websites	Please see Canvas site (http://lss.at.ufl.edu)
Co-/Pre-Requisites	CHM 2200 lecture is a co- or pre-requisite for CHM 2200L. In order to be enrolled in CHM 2200L, you must have already completed and passed CHM 2200 (or CHM2210 in some cases), or you must be currently registered for CHM 2200.
Course Delivery	CHM 2200L meets once a week in the Scott Family Hall (SFH), room 210, during your scheduled lab session. Occasional group work may occur via the Zoom platform. You will require a computer with an internet connection to upload assignments and to complete Knowledge Checks.
Course Objectives	The general objectives of this course are to introduce you to some common laboratory techniques and equipment used in an organic chemistry laboratory, to help you gain understanding and proficiency in their use, to help you explore the process of doing organic chemistry, and to illustrate some representative examples of the useful and important reactions you are learning in CHM 2200 lecture.

IN-PERSON LABS WILL BEGIN ON MONDAY, JANUARY 22 (ATTEND YOUR SCHEDULED SESSION – SEE CANVAS FOR DETAILS)

FIRST IN-PERSON SESSION – CHECKING IN

The first lab sessions will be held the **week of January 22**. A full schedule for the semester is provided at the end of this syllabus, and the activities for each session are outlined in the Weekly Schedule pages in Module 3 in Canvas.

You must have the following items with you during your first lab session and each lab session thereafter:

- CHM2211L/2200L Lab Manual, 2023-2024 edition (Hayden-McNeil, available at UF bookstores)
- Department approved Safety Glasses/Goggles and proper laboratory attire

You must be wearing department approved safety glasses or goggles and be properly attired to be admitted to the laboratory at all times, even on the first day of lab. Students should wear loose fitting pants and a shirt (with sleeves) that covers the entire torso. There can be no exposed skin at the waist or ankle area. Please refer to the lab manual and the links on the Canvas site for more information on attire and the types of eye protection approved for use in this lab. **Anyone without the necessary materials (listed above), the proper safety glasses/goggles, and appropriate clothing will not be allowed in the lab.**

During your first lab session, you will meet your TA and check into the lab. You will need to choose a PIN for the lock on your personal workstation drawer. Be careful and deliberate when entering the code to lock your drawer – you will need to use the same PIN to unlock your drawer the next time you come to lab, so be sure to enter the code carefully when you lock the drawer.

The Materials and Supplies fee that you pay for this course (\$43.50) covers all reagents/supplies and reasonable breakage/loss of glassware. You are responsible for maintaining all of the glassware and equipment in your personal workstation drawer for the entire semester. Check everything carefully during check-in to make sure all of your equipment is in good working order. Look for star and hairline cracks in your glassware, and check your separatory funnel carefully to make sure there are no leaks. Complete and sign the Safety Form and workstation equipment sheet (found in the “Forms” section of the Lab Manual), and turn them in at the stockroom window to complete the check-in process.

******NOTE: No students may check into the lab after February 1 without an excused absence******

GRADING

Your grade will be determined primarily from two sources in this course. The first area is preparation/experimental work done in the laboratory – completion of your pre-lab assignments, your participation in lab discussions, the data and observations that you record in your notebook during lab, the notebook summaries you submit to your TA on completion of the experiment, and your TA’s evaluation of your general work habits and attitude. This experimental portion of your grade will be combined with assessment of your understanding of the experiments as evaluated on quizzes. Although it is natural to worry about grades, please don’t let it become an obsession that ruins your experience in the lab. The average grade for this course is a B+, and any student who completes all of the assignments and shows a good attitude in the class will earn at least a C.

Grades will be determined using the weighting below:

<u>Experimental/Group work</u>		<u>Assessment of Understanding</u>	
Pre-Labs	15%	Online Safety Quiz	5%
Lab Notebook/Summaries	30%	Knowledge Checks	30%
In-Person Lab Attendance	15%		
Participation/TA Evaluation	5%		

The grading scale will be firmly set as follows: A ≥ 89.5%, A- = 86.5-89.4%, B+ = 83.5-86.4%, B = 76.5-83.4%, B- = 72.5-76.4%, C+ = 69.5-72.4%, C = 61.5-69.4%, C- = 58.5-61.4%, D+ = 54.5-58.4%, D = 50-55.4%, E < 50.0%. There will not be a curve beyond that already included in the scale above, and there is no rounding to scores in Canvas. UF grading policies are at <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>.

Explanation of Grade Breakdown:

The **Pre-Lab (PL)** grade consists of your Pre-Lab Assignments which are found in the lab manual for each experiment and are graded on a 5 point scale. See schedule for due dates. Upload a PDF scan of your pre-lab to the Assignments section of Canvas by 8:00am on the day of your lab session. **Anyone who has not submitted a pre-lab may not do the lab that day.**

Lab Notebook/Summaries (NB) are the notes you take during lab and your answers to the post-lab questions from the lab manual, and will be graded on a 10 point scale. Upload a PDF scan of the duplicate pages from your notebook to the Assignments section of Canvas. See the schedule for specific due dates.

An **Online Safety Quiz** will be available on Canvas under the Quizzes tab. Three periodic **Knowledge Checks** will be administered in Canvas during the semester and will assess your understanding of the experiments/concepts covered throughout the semester. See schedule for specific dates. **Note: The online safety quiz must be completed on the Canvas site by 11:00pm on January 26th. No extensions.**

The Organic Teaching Laboratory is a hands-on learning environment. Attendance will be taken during each lab session. The **Participation/TA evaluation** portion of your grade will be determined based on your overall engagement in the laboratory and your contributions towards the discussion aspects of the lab.

GRADING DISPUTES AND REQUESTS FOR REGRADES

Pre-Lab and Notebook assignments are graded by your TA using rubrics provided in Canvas. You should address any grading disputes on these items directly with your TA no later than one week after your TA posts the score on graded items in Canvas. Any grading disputes on Knowledge Checks must be addressed via email to the TA within one week of the score being posted in the gradebook.

Requests for re-grades will not be accepted after the deadline has passed. Please note that the purpose of regrading is to make sure all papers were graded according to the same standard – it is not a means to negotiate for more points. To ensure fairness, the entire assignment will be regraded based on the grading key, and grades may go up or down with the regrade. **All re-grade decisions are final.**

LAB CLEANLINESS AND LATE PENALTIES

You are expected to attend your scheduled lab session, complete the scheduled activity, clean up your work area, and leave the lab when your lab period ends. Everyone in this course is given the same amount of time to complete the experiments. If you are well prepared, you should have no problem finishing the experiments within the allotted time. **You may not stay late or come in during another lab section to do your experiments.**

You will find a weekly schedule on Canvas and at the end of this syllabus that shows this semester's experiments, along with the due dates for assignments. The following late penalties will be assessed as needed:

Late leaving the lab or messy workstation.....1 point deduction from Notebook grade per occurrence
Any assignment turned in late.....10% deduction on item for each day late

A NOTE ON TEAMWORK AND PARTICIPATION

Teamwork is an integral component of doing science. In today's world, researchers depend on collaboration with their colleagues to share ideas, spark creativity, maximize strengths, troubleshoot problems, and share limited resources. The days of lone scientists toiling away in lab by themselves are over. Teaching labs are no exception. The organic lab is an ideal place to exemplify the benefits of working together towards a common goal. Teamwork allows us to explore more sophisticated chemistry and develop a deeper understanding of what is happening in our experiments through active discussion.

You will see that our pre-lab discussions will be done in small teams, and many of our experiments are conducted while working with a partner. The goal of this approach is that everyone participates in the process, and that can only happen if you are prepared when you come to lab. Members of the team are expected to contribute equally, and your TA will be evaluating your participation and that of your teammates throughout the course.

COURSE COMMUNICATION POLICY

We will use the Announcements page in Canvas to post information that is relevant to the class as a whole. Please be sure to check the Canvas announcements regularly for updates. If you need to contact your TA or the faculty coordinator, please use the Canvas email tool or your official UF email (there is no need to send duplicate messages from both). We cannot discuss grading or any other course related issues via external email. We will do our best to respond to emails within 24 hours during the work week (Monday-Friday). You should not expect a reply to any email sent after 5pm or over the weekend (or on a holiday) until the next business day.

All students are expected to treat their classmates and instructors with respect, both in the classroom and when communicating via Canvas or email.

ATTENDANCE

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the Undergraduate Catalog at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

This is a hands-on course, and regular attendance and participation is critical to your understanding and overall success. Each laboratory session, you will learn techniques and concepts that will continue to be important throughout the semester. It is essential that you arrive at these sessions on time and prepared for the activity each time that lab meets. Due to space and time constraints, **there are no makeup experiment days in this course. You may not come in during a different lab period to do any experiments.** Therefore, it is important for you to attend your regularly scheduled lab session. Your TA will be taking attendance during each lab period. If you are more than 15 minutes late, you will not be allowed to enter lab and will forfeit attendance points for the day.

Excused absences are for extenuating circumstances: illness, serious family emergencies, or university approved absences. Please understand that personal issues with scheduling conflicts, such as work, non-

emergency dentist or doctor appointments, extracurricular activities, family vacations, etc., do not justify an excused absence from lab. Missing lab due to improper lab attire does not qualify as an excused absence.

If you need to miss a lab session due to extreme circumstances that are beyond your control, you must submit a Request for Excused Absence on the Canvas site **no later than one week after the missed lab session** in order to have your attendance excused. You will need to provide documentation (a doctor's note, University excuse, funeral program, etc.) for anything other than a single day missed due to illness. Any subsequent absence due to illness must be explained with proper documentation. **You are responsible for any information presented in the lab even if you are absent.**

Any student who misses more than two lab sessions (excluding religious observance, disability related absences, or military leave), whether excused or unexcused, will receive an E in the course.

Please note: If you miss a knowledge check for an excused absence, you should contact your TA as soon as possible about scheduling a makeup.

PRE-LAB ASSIGNMENTS AND LABORATORY NOTEBOOK/SUMMARIES

Before you come to lab, carefully read through the scheduled experiment and complete your Pre-Lab Assignment (the colored sheet found after each experiment in the lab manual). These Pre-Lab Assignments are designed to ask you to think about the lab procedure to be performed, understand how it relates to other aspects of chemistry, and guide you in your preparation for the experiment. You may need to refer to your lecture text to help you answer some of the questions. Don't wait until just before lab to get prepared – instead, work on your Pre-Lab ahead of time so you can ask your TA for help if you are confused about anything. **Turn your pre-lab assignment via upload to Canvas by 8:00am on the day of your in-person lab session.** You will find that the labs will go much smoother if you have read through everything ahead of time, so be sure to do a good job in getting organized.

Your laboratory notebook is meant to be an accurate, legible, permanent record of everything that you do in the laboratory. Use the carbonless duplicate sets at the back of your manual, and start each new experiment on a fresh page. Include the title of the experiment, the chemical reaction that is being performed (if applicable), any physical data that is needed in the experiment (such as molar masses, melting points, boiling points, and densities), and any important safety alerts. While you are conducting an experiment, write everything in your notebook. Record your activities (a brief procedure – does not need to be complete sentences) and all data (weights, volumes, reaction times, melting or boiling points, calculations, etc.) and observations (colors, textures, odors, visual indications of reaction, etc.) directly into your notebook as you do your experiment. When you have finished the experiment, you should include a brief summary of your results and make any conclusions that can be drawn from your data. Also, be sure to answer the post-lab questions in your notebook. You will turn in scanned copies of the duplicate pages from your notebook via Canvas upload.

Be sure to consider the following items when preparing your notebook:

- The notebook must be kept in non-erasable, waterproof ink (preferably ballpoint)
- All errors must be crossed out with a single line – no scribbles or white-out!
- Do not skip or tear out pages – cross out with an X if the entire page is incorrect
- Experiments must have titles and include the dates that they are performed

- Include the names of your teammates (if applicable)
- There should be enough detail so that someone with a reasonable understanding of organic chemistry (like your TA) could repeat your work using only your notebook
- Accuracy and truth are more important than a “pristine” entry
- All entries must be made while the experiment is conducted and the duplicate pages must be turned in to the TA for grading after completion of the experiment – see the schedule for due dates

CELL PHONES, CALCULATORS, AND OTHER ELECTRONIC DEVICES

Cell phones and other personal electronic devices are not permitted for use in the laboratory at any time. All cell phones and other devices must be silenced and stored in your storage area in your bay. If you must make an emergency call during the lab period, please take your phone into the hallway outside of the lab. When you finish, please return your phone to your storage area. **NOTE:** You will need to use a calculator many times during this course. You should bring a calculator with you to class – we will not let you use the calculator on your cell phone.

ASSEMBLY EXAM CONFLICTS

Some students enrolled in evening laboratory sections may experience conflicts with their scheduled laboratory session and assembly exams in other courses. The official timeslot for assembly exams during the fall/spring term is for periods E2-E3 (8:20-10:10 pm)**. You are expected to attend your organic lab until 8:00 pm on the evening of an assembly exam. (Many times, you may be able to finish what you need to do that day without any trouble.) Please let your TA know if you have an assembly exam coming up so he or she can assist you with planning your activities in the lab. The lab instructors for the evening sessions will discuss this further with you during check-in day. Please do not complete a request for approved absence form for an assembly exam given periods E2-E3.

**Any other exams that are scheduled for outside of their normal class time, but not in an official assembly exam block, are not considered to be assembly exams by the university. We are not required to accommodate test conflicts if they are not official assembly exams as scheduled through the registrar’s office. Please discuss makeup exam options with your instructor in the other course before requesting accommodations for this lab.

ACADEMIC HONESTY GUIDELINES

The University of Florida holds its students to the highest standards, and we encourage students to read the University of Florida Student Honor Code and Student Conduct Code (Regulation 4.040), so they are aware of our standards. Any violation of the Student Honor Code will result in a referral the Student Conduct and Conflict Resolution and may result in academic sanctions and further student conduct action. The two greatest threats to the academic integrity of the University of Florida are cheating and plagiarism. Students should be aware of their faculty’s policy on collaboration, should understand how to properly cite sources, and should not give nor receive an improper academic advantage in any manner through any medium. You can find more information about UF’s Academic Honesty Policy from the Dean of Students Office website at <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>.

INFORMATION FOR STUDENTS WITH DISABILITIES

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, <http://www.dso.ufl.edu/drc/>) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester. Note that DRC accommodations cannot be applied retroactively.

EVALUATIONS

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

SCHEDULE OF EXPERIMENTS – CHM2200L – SPRING 2024[†]

Week	Dates	Activity
1	January 8-12	Drop/Add Week - No lab activities scheduled.
2	January 15-19	No lab activities scheduled. Be sure to review the content in the Safety and Laboratory Procedures module in Canvas. The Online Safety Quiz will be available beginning January 15 and is due on January 26.
3	January 22-26	Check-In (read pgs. v-xv and Chapter 1 in manual and watch Useful Information for Check-In Day videos in Module 2 on Canvas before lab) <i>Chapter 2: Introduction to Melting Point</i> – view video in Module 2 before lab
		<i>Items Due:</i> Safety/Policy Quiz[‡] due on Friday, January 26 by 11:00pm
4	January 29 – February 2	<i>Chapter 4: Synthesis of Acetophenetidin, Part 1</i>
		<i>Items Due:</i> <ul style="list-style-type: none"> • Acetophenetidin Pre-Lab (PL) – upload to Canvas by 8:00am on the day of your lab session
****No students will be permitted to check in after Week 4 without an excused absence****		
5	February 5-9	<i>Chapter 4: Synthesis of Acetophenetidin, cont., Parts 3 and 4 (omit part 2)</i>
6	February 12-16	<i>Chapter 5: Extraction, Part 2</i> – watch dye extraction demo videos in Modules area prior to coming to lab
		<i>Items Due:</i> <ul style="list-style-type: none"> • Extraction Pre-Lab (PL) – upload to Canvas by 8:00am on the day of your lab session • Acetophenetidin notebook (NB) due by 11pm on Sunday • Knowledge Check 1 – available beginning 8am on February 12, due no later than 5pm on February 15
7	February 19-23	<i>Chapter 5: Extraction, cont., Part 3</i>
8	February 26 – March 1	<i>Chapter 5: Extraction, cont., Parts 4 and 5</i>
9	March 4-8	<i>Chapter 9: Extraction and TLC of Pigments in Spinach</i>
		<i>Items Due:</i> <ul style="list-style-type: none"> • Spinach Pre-Lab (PL) – upload to Canvas by 8:00am on the day of your lab session • Extraction NB due by 11pm on Sunday • Knowledge Check 2 – available beginning 8am on March 5, due no later than 5pm on March 8

Week	Dates	Activity	
10	**** UF Spring Break – no lab March 11 – 15****		
11	March 18-22	Chapter 8: Electrophilic Aromatic Substitution	
		Items Due:	<ul style="list-style-type: none"> EAS Pre-Lab (PL) – upload to Canvas by 8:00am on the day of your lab session Spinach NB due by 11pm on Sunday
12	March 25-29	Chapter 6: Synthesis and Testing of Biodiesel, day 1	
		Items Due:	<ul style="list-style-type: none"> Biodiesel Pre-Lab (PL) – upload to Canvas by 8:00am on the day of your lab session EAS NB due by 11pm on Sunday
13	April 1-5	Chapter 6: Synthesis and Testing of Biodiesel, day 2	
14	April 8-12	Chapter 12: Making Polymers Checkout	
		Items Due:	<ul style="list-style-type: none"> Polymers Pre-Lab (PL) – upload to Canvas by 8:00am on the day of your lab session Biodiesel NB due by 11pm on Sunday
****There are no more in-class activities scheduled this semester.****			
15	April 15-19	Items Due:	<ul style="list-style-type: none"> Knowledge Check 3 – available beginning 8am on April 15, due no later than 5pm on April 19 Polymers NB due by 11pm on Sunday Any late/makeup PL or NB submissions must be made by 11pm on Sunday, 4/21, in order to be graded.

†Schedule may change due to unforeseen events – see course Canvas site for any updates.

‡ Available on the Canvas website beginning January 15. You must complete this quiz no later than 11:00pm on January 26. No extensions.