General Information - Chem 331 (Organic Laboratory I)  
Spring Semester, 2016

Instructor: Dr. Yu Mi Ahn, 1009 Malott Hall (Chem_331@ku.edu).

Office Hours: MWF: 1:00 pm – 2:00 pm and by appointment (e-mail)

Review Sessions: Thursday 5pm, 1003 Malott Hall

Laboratory Director: Dr. Marina Rubina, 4025 Malott Hall (mrubin3@ku.edu).

Prerequisite: CHEM 330 or 310; fulfilling this prerequisite is absolutely essential to success in this course.

Required Web-based materials: TOPHAT. Access can be purchased online at http://www.tophat.com or through KU bookstores.


Notebooks: A bound laboratory notebook with alternating carbon paper is required. Each page in the notebook must be numbered and dated. The first page must contain a Table of Contents. At the end of the laboratory period, teaching assistants will initial notebook pages containing new experimental data and will collect the carbon copies. DO NOT leave the laboratory before your notebook is inspected!

Laboratory Lectures: Thursday, 9:30-10:45 am, room 130 Budig.

Laboratories: Registration for one section of laboratories is required.

Unless clearly specified otherwise, all aspects of the work in the laboratory (lab quiz, prelab preparation, the experimental procedure, and the lab report) must be performed and completed individually by each student. Plagiarism will not be tolerated.

Make-up Laboratory Policy: If you are unable to attend your regular laboratory session due to an unplanned event such as illness or family emergency, you will be excused for that period and will be allowed to make up the missed lab. If you miss a lab, you need to contact the lab director (Dr. Marina Rubina) and present a document justifying your absence. Only one make up lab will be offered, on Tuesday, April 26 (12-4 pm), and you must notify the lab director at least a week in advance, if you plan to attend. If more than two excused absences are accrued, you will be required to take an incomplete for that semester and make up the missed laboratory experiment the next time the course is offered. If you miss more than two laboratory sessions, you will receive an F for the course.

Intellectual Property Policy: Course materials prepared by the instructor, together with the content of all lectures and review sessions presented by the instructor are the property of the instructor. Video and audio recording of lectures and review sessions without the consent of the instructor is prohibited. On request, the instructor will usually grant permission for students to audio tape lectures, on the condition that these audio tapes are only used as a study aid by the individual making the recording. Unless explicit permission is obtained from the instructor,
recordings of lectures and review sessions may not be modified and must not be transferred or transmitted to any other person, whether or not that individual is enrolled in the course.

**Safety:** You must familiarize yourself with "Safety Regulations for Laboratory Courses Numbered Below 698," which can be accessed via the course website. Prior to the first laboratory session, you will need to take an online safety quiz (also available through the course website) and pass with a score of 100%.

The wearing of approved safety goggles with indirect vents (see image below) is mandated by State Law. Students found in the laboratory without approved goggles will receive a penalty of 10 pts for each occurrence.

![Safety Goggles](image.jpg)

**Laboratory Lecture Examinations.** Examinations will be administered covering material assigned and discussed in the laboratory lecture and laboratory experiments.

**Exam 1 (Midterm):** Thursday, March 10, 8-10pm (TBA)

**Exam 2 (Final):** (Comprehensive on all covered material) Tuesday, May 10, 7:30-10am (TBA)

*There will be no make-up examinations.*

**Quizzes:**

**Home pre-lab quizzes:** There will be total of 10 home pre-lab quizzes which will be assigned through TOPHAT. Each quiz will cover the theoretical background for the experiment discussed in the relevant lectures, and the material presented in the assigned reading pertaining to the **LABORATORY PROTOCOL and the TECHNIQUE.** Please note that there will be **NO MAKE-UP QUIZZES.**

**In lecture quizzes:** Each lecture will include a quiz, which will be administered through TOPHAT. Therefore, attendance in the lectures is strongly advised (3 points each lecture).

**In-lab quizzes:** Each lab period will begin with a short quiz (2-3 questions) administered and graded by your TA; maximum 5 points/quiz, part of the total of 25 lab points for each experiment. If you arrive more than 10 minutes late, you will not be permitted to take the lab quiz and will lose 5 points.

**Advance Laboratory Preparation:** Both the initial portions of the notebook write-up, and any pre-lab assignment, must be completed prior to each laboratory period. Refer to the **REPORT FORMAT** document (under SYLLABUS on the course website) and introductory lecture materials for details.
Submitting Products: In experiments that involve synthesis or isolation of compounds, the compounds must be submitted in properly labeled containers at the end of the laboratory period. Proper presentation (e.g. vial labeling), yield and purity of the product will be reflected in the grade for the Lab Report and Laboratory Technique. Refer to the PRODUCT SUBMISSION GUIDELINES (under SYLLABUS on the course website) for details.

Deadlines for Lab Reports and Products: your TA must check the notebook write-up (observation and results portion) and any product(s) by the end of the same laboratory period. Complete lab report is due at the beginning of the next lab period except when informed otherwise. Late results will not be accepted, unless they result from a legitimate and documented absence as determined by the course instructor and your TA. Reports must NOT be typed. All questions about graded lab reports must be brought to your TA’s attention within a week after the graded work is handed back.

Lab Report Grading. Refer to CRITERIA FOR ASSESSMENT OF LAB REPORTS and LAB REPORT FORMAT documents posted on Blackboard. Lab report rubrics will be provided for each experiment. Each laboratory effort is worth 25 points toward your "experiments" grade. Missed lab quiz is -5 pts. Failure to present the pre-lab completed before lab is -5 pts. If there is a product, a maximum of 5 pts is reserved for grading the product. Product purity and appearance are more important than yield.

Technique Grade. This score will be assigned by your TA and will be based on:

(1) Your understanding of what is going on in the lab
(2) Preparation, and general confidence in performing experiments
(3) Your contribution to the team effort
(4) Day to day neatness, desktop organization, and efficiency
(5) Ability to draw conclusions form experimental data and recognize sources of error
(6) Ability to handle and effectively use laboratory apparatus
(7) Adherence to the safety rules and regulations.

Common Equipment and Balances: All shared equipment including balances must be kept clean, and be used according to the instructions provided by the teaching assistants.

Clean-up crews of two students will be assigned each week to ensure proper clean-up of the common areas (e.g. hoods and balances). All students will participate in this duty.

Grading:

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
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<tbody>
<tr>
<td>Laboratory experiments</td>
<td>250 pts (10 @ 25 pts. each)</td>
</tr>
<tr>
<td>Laboratory examinations</td>
<td>150 pts (60 pts and 90 pts)</td>
</tr>
<tr>
<td>Technique Grade (include in lab quizzes)</td>
<td>20 pts</td>
</tr>
<tr>
<td>Home Pre-lab Quizzes</td>
<td>40 pts (10 @ 4 pts each)</td>
</tr>
<tr>
<td>Lecture Quizzes</td>
<td>36 pts (12 @ 3 pts. Each)</td>
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<tr>
<td>First Lecture Participation</td>
<td>4 pts</td>
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<tr>
<td>TOTAL</td>
<td>500 pts</td>
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Final Letter Grades: The following grading scale will be used, with rounding (i.e. A/A- cutoff will be 92%). A small curve may be applied if the class average warrants.

- 93% - 100% = A
- 90% - 92% = A-
- 87% - 89% = B+
- 83% - 86% = B
- 80% - 82% = B-
- 77% - 79% = C+
- 73% - 76% = C
- 70% - 72% = C-
- 67% - 69% = D+
- 63% - 66% = D
- 60% - 62% = D-
- Below 60% = F

Notes on Grading:

Letter grades will not be assigned to individual laboratory reports, quizzes, or exams.

Grades from all lab sections will be normalized at the end of the semester to adjust for differences in TA grading scales.

DISABILITY ACCOMMODATIONS: The Academic Achievement & Access Center (AAAC) coordinates accommodations and services for all KU students who are eligible. If you have a disability for which you wish to request accommodations and have not contacted the AAAC, please do so as soon as possible. Their office is located in 22 Strong Hall; their phone number is 785-864-4064 (V/TTY).

Information about their services can be found at http://disability.ku.edu. Please also contact me privately in regard to your needs in this course.

ACADEMIC MISCONDUCT: Cheating, or the appearance thereof, including giving or receiving help on an exam, plagiarizing (in part or in whole) laboratory reports, looking at another student’s paper while taking an exam or quiz, falsifying exam papers or experimental data, using unauthorized materials, notes, crib sheets, or the equivalent, will not be tolerated and will be dealt with in accordance with University regulations (see http://www2.ku.edu/~unigov/usrr.html#art2sect6). The Chemistry Department reserves the right to make and keep copies of individual examination papers and laboratory reports.

PLEASE REFRAIN FROM THE FOLLOWING ACTIVITIES DURING LECTURE:

1) Talking to your neighbor(s)
2) Reading newspapers
3) Preparing to leave while the instructor is still lecturing (unless the whistle has sounded)
4) Recording lectures without prior approval from the instructor