Prerequisites and Other Requirements

1. Each student must be concurrently enrolled in the 30B-lecture section.
2. Each student must receive a passing grade on a written laboratory safety quiz.

**General:** The lab exercises are designed and scheduled in order to help you comprehend the material presented in lecture. If you miss a lab, you must make it up to the satisfaction of the laboratory instructor. This means that you must perform the experiment and take the quiz in one of the other lab sections on the day that particular section will perform the missed experiment. You must obtain **WRITTEN** permission from both your regular instructor and the instructor whose lab you will be attending in order to perform any experiment **OR TO TAKE A QUIZ.** Only under special circumstances will you be permitted to make up a lab and/or quiz in another lab section. The experiment schedule for all sections is attached to this green sheet. Under no circumstances will you be allowed to perform an experiment during a lab period for which it is not scheduled. If you miss a lab, **YOU WILL RECEIVE A ZERO FOR THE LAB REPORT AND A ZERO FOR THE QUIZ (THE LOWEST QUIZ OF THE SEMESTER WILL BE DROPPED).**

There are 14 lab assignments in all (this includes check out). All of them will be taken from the lab manual. Some will involve "wet chemistry", that is, actual experiments. A few will be model-building exercises.

**QUIZZES:** A quiz will be given during the first twenty to thirty minutes of most of the laboratory classes. The quiz schedule is shown on the attached syllabus. Each quiz will consist of twenty multiple choice or true/false questions and will be assigned a value of forty points. In addition, bonus questions from supplemental reading will be included with some of the quizzes. All tests will be "closed book". Responses will be placed on test cards. **DO NOT WRITE ON THE QUIZ FORMS!** Before the quizzes are handed out, all lab benches must be cleared of all books, papers etc. Scratch will be provided for you. Any form of cheating will constitute a zero for that particular quiz or may result in a grade of **F** for the semester grade. Cheating on the Midterm or Final will automatically constitute a grade of **F** for the semester. Since the final grade that you receive may be based on your placement in the class, discussion of quizzes with students in other lab classes is considered cheating. You should be familiar with the section of the SJSU Catalog entitled "Policy on Academic Dishonesty."

Each laboratory section will be given a different, but similar quiz. It is important, therefore, that you mark your quiz card appropriately. The following information is required:

1) Print your full name (as given on your registration form)
2) sequence number of the quiz (upper corner of the quiz)
3) quiz number and quiz form letter (example: Quiz #1, Form A)
4) Your lab instructor's name and lab section or time
Quizzes will usually be scored during the laboratory period and students may examine their incorrect responses (if any) during the same lab. You must turn in both the quiz form and your answer card after examining your quiz results. There will be no make-up quizzes (except in extreme cases (written medical excuse)). One of the quizzes will be dropped.

Format: A lab lecture will be given immediately after the quizzes have been collected. The lecture will cover the following:
1) Theory behind the experiment
2) Brief description of the procedure and modifications thereof
3) Example calculations if needed
4) Demonstrations
5) Safety notes

It will be assumed that you have read the appropriate material in the lab manual prior to the lab lecture. The lab lecture is not a substitute for reading the lab manual and visa versa. Attending lab lecture is a prerequisite for performing the lab experiment even if it is a make-up.

You will perform the actual experiment after the lab lecture has been completed.

Experimental results and observations are to be entered directly into the lab manual in the spaces provided. Take care to write clearly and concisely. Once you have completed the experiment and have handed in your report you may leave the lab. LAB REPORTS must be handed in at the end of the lab period and not the following week.

Lab Reports
A report for each lab assignment will be due on the same day that the lab was performed. Lab reports are worth 10 - 15 points (a total of 200 points for the semester - out of approximately 960 total points). Since reports are to be handed in at the end of each lab, there will be no late reports.

Submitting a lab report for an experiment that you have not actually performed ("Dry-labing") is considered to be a form of cheating and that report will be assigned a zero value. Additionally, directly copying answers from fellow students or from old lab reports is also a form of cheating and will result in a grade of zero for that lab and could result in a grade of F for the entire course.

Dropping the Class: All students who wish to withdraw from the class must complete the normal withdrawal procedure for both the lecture and lab section by the deadlines noted in the schedule of classes. You must also check out of your lab locker! Those who fail to check out of their locker will be fined a minimum of ten dollars and will be required to pay addition fees for any missing, broken, or dirty equipment. Further details are given in the lecture syllabus.

Safety: Safety is of paramount importance in this class. Each student must pass a written safety quiz. All students are required to follow those safety regulations discussed in lab lecture and those noted on the safety instruction sheet. Violations of these rules will not be tolerated. Refusal to abide by the rules will result in your immediate expulsion from the laboratory. In particular, safety glasses will be worn at all times while lab work is being performed by anyone in the lab.
Read the safety section of the SJSU Catalog under Chemistry Department. Note: "Failure to comply with proper procedures and prescribed safety cautions shall subject the student to disciplinary action.  

1) Any student who conducts unauthorized experiments or who seriously disregards safety, thereby endangering self or others shall be withdrawn immediately from the class with a grade of F.
2) Any student who shows persistent disregard for safety may have his/her grade lowered, and may risk being withdrawn with a final grade of F."

**Grades:** Lab grades will be based on the lab reports. The number of points accumulated out of the total possible will represent approximately 20% of your grade in the course. Each point is equivalent to an exam or quiz point. Further details are given in the lecture syllabus.

We will not take quiz #8. Each student will be awarded 40 points for quiz #8 only if they attend and complete the lab on stereochemistry. If you do not attend that lab a grade of zero will be given for quiz #8. Please note that the material on amides and amines will be on the Final. The Final will cover the material from amides/amines through enzymes. In addition, the Final will also have the last quiz (quiz # 14 - nucleic acids) attached. The Final contains 50 questions and the quiz, which is attached and the quiz section contains the usual 20 questions. All of the answers will be placed onto the same scantron form (Form 882-ES).