Continuation of Chem 30B Syllabus:
Chemistry 30B Laboratory Greensheet -- Spring 2017

YOU MUST BE ENROLLED IN BOTH THE LECTURE AND A LABORATORY PORTION TO RECEIVE CREDIT FOR THIS COURSE

This laboratory stresses consumer-microscale experiments. Many experiments involve items that are found in your household. Micro-scale or using small amounts of reagents is extremely practical when one considers the costs of purchasing and disposing reagents. It is an environmentally friendly technique.

ALL STUDENTS WILL BE REQUIRED TO PASS A SAFETY QUIZ. ALL LAB WORKS AND LABORATORY REPORTS MUST BE COMPLETED IN ORDER TO PASS THIS COURSE. THERE ARE NO EXCEPTIONS. Please refer to the EXPERIMENTS and POINT BREAKDOWN section.

Required lab textbook:
Lab Manual: "Chemistry 30B customized Lab Manual". Note this manual is a custom version available only at the SJSU Bookstore. Every student must have a lab manual. You cannot share one because you will be turning in pages from your manual for credit.

Attendance: The laboratory for Chemistry 30B meets once a week for three hours. Attendance is mandatory for successful completion of Chemistry 30B. Missed laboratory periods may only be made up due to emergency conditions. ONE excused lab absence can be made up by attending another section and completing the work within the same week of the absence. Missed laboratory periods may only be made up with permission of your laboratory instructor, and only during the week for that particular experiment. Written permission of the laboratory instructor is required. Do not switch lab sections. Once you decide on a lab time you must attend that lab throughout the semester. The lab will be made up only during the week for that particular experiment. BE ON TIME for your lab attendance.

Missing three labs or more will result in an F for the FULL COURSE, irrelevant of how well you are doing in lecture. Do not miss labs!!

Accessible Education: If you need adaptations or accommodations because of a disability, or if you have emergency medical information to share with me, or if you need to make special arrangements in the case that the building must be evacuated, please make an appointment with me as soon as possible, or see me during my office hours.

Academic Dishonesty: You should be familiar with the section of the SJSU Catalog entitled "Policy on Academic Dishonesty" in the current Catalog. Also, you should be aware of the fact that incidents of academic dishonesty will be placed in Department and/or University files.

Plagiarism, word-for-word, copying of another person’s words without proper citation (quotation marks and a clear literature reference), is a serious form of academic dishonesty. Therefore, do not copy another student’s lab report! –YOUR LAB REPORTS WILL BE CHECKED WITH YOUR PARTNER’S LAB REPORT. IF THE WRITTEN ANSWERS, NOT THE FORMULA OR NUMERICAL ANSWERS, ARE EXACTLY ALIKE, BOTH STUDENTS WILL RECEIVE NO CREDIT FOR THE ENTIRE LAB REPORT!

Do not jeopardize your college career by cheating. Cheating on quizzes/lab reports, failure to submit answer cards for quizzes to lab instructors on time, copying quiz questions or answers, transferring information and/or quiz/lab report answers to other students may result in dismissal from the class with a grade of F.
**Emergency and Evacuations:** If you hear a continuously sounding alarm or are told to evacuate by Emergency Coordinators (colored badge identification), walk quickly to the nearest stairway (end of each hall). Take your personal belongings, as you may not be allowed to immediately return. Follow instructions of Emergency Coordinators. Be quiet so you can hear. Once outside, move away from the building. Do not return to the building unless so directed by the Police or Emergency Coordinators.

**Laboratory Safety:** You should read the safety section of the SJSU Catalog under Chemistry Department. Note in particular: "Failure to comply with proper procedures and prescribed safety cautions shall subject the student to disciplinary action.

1. Any student who engages in 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."

**Safe and Respectful Community:**

We hope that the classroom and laboratory will serve as an environment that will promote learning and the development of new ideas, as well as be a safe and respectful community. Behavior that interferes with the normal academic function in a classroom or lab is unacceptable. Students exhibiting this behavior will be asked to leave the class. Examples of such behavior include:

a) Persistent interruptions or using disrespectful adjectives in response to the comments of others.

b) The use of obscene or profane language.

c) Yelling at classmates and/or faculty.

d) Persistent and disruptive late arrival to or early departure from class without permission.

e) Physical threats, harassing/bullying behavior, or personal insults (even when stated in a joking manner).

f) Use of personal electronic devices such as pagers, cell phones, PDAs in class, unless it is part of the instructional activity.

**Laboratory Grading (280 Points):**
The points break down for lab:

A) Safety quiz (10 points): this will be given during the first or second lab period and you must pass it to remain in Chem 30B course.

B) Lab reports and worksheets (180 points)- all labs must be completed and all laboratory reports/worksheets must be submitted to your laboratory instructor at the end of the lab session unless otherwise. Please do not schedule appointments during your laboratory period. Generally, no late lab reports will be accepted. You will have about 8 lab reports (each lab report is 20 points) and 2 worksheets (each worksheet is 10 points).

- To be prepared for the laboratory, read the experiment before coming to your laboratory session. In most experiments, you will have the option to work in small groups or individually.

- Lab reports and worksheets will be due at the end of your lab each week, unless otherwise announced by your lab instructor. You must attend every lab and workday and turn in all the reports.

C) Pre-lab reports (80 points): You will have 8 experiments during the semester. You must prepare a pre-lab for each experiment and submit it to your lab instructor at the beginning of the lab prior to the start of the experiment. The pre-lab will be a 1-2 page typed-up report. The pre-lab includes:

- Title of the experiment

- Abstract (brief summary that describes the main purpose of the experiment. A short description of the experimental techniques used and any pertinent mathematical and chemical equations should be included here).

- Answer to the pre-lab questions (the pre-lab questions for each lab can be found in your lab manual, usually after the lab procedure).
The pre-lab (including the answer to the pre-lab questions) must be typed up. If there are any calculations or structures, they can be hand-written.

Please note that you need to be on-time to lab. If you are late, the lab instructor has the right to deduct 5 points from the pre-lab. Be on time!

D) Subjective laboratory evaluation (10 points). See section below for more detail.

**Laboratory Evaluation**

Subjective Laboratory Evaluation (10 points). Below are listed some qualities which will be used in a subjective evaluation of your laboratory performance.

1. Laboratory attendance. *Leaving your laboratory session early without completing your experiment will lower your grade.*
2. Punctuality---on time to lab.
3. Submitting your completed laboratory reports on time.
4. Attentiveness during lab, lecture, and post-laboratory discussion.
5. Improper conduct--cheating, safety violations, etc.
7. Effort and utilization of time.

*The office hours (times and location) for your lab instructor will be announced in lab during the first and second lab meetings.*