Chemistry and Society Laboratory

The University of Toledo
College of Natural Sciences and Mathematics
CHEM 1150 – All Sections

Instructor: Dr. Samantha Schachermeyer
Email: samantha.schachermeyer@utoledo.edu
Office Hours: M: 12:00-2:00pm
TR: 10:30am-12pm
or by appointment
Office Location: BO2036
Office Phone: (419) 530-4592
Term: Spring 2019
Lab Location/Times: Multiple areas/times
Course Website: http://dl.utoledo.edu
Instructor’s Website: N/A
Credit Hours: 1

COURSE/CATALOG DESCRIPTION
The course is 1 credit hour lab experiments about topics covered in CHEM 1100 lectures. Approved chemistry safety goggles meeting ANSI Standard Z87.2003 must be worn by every student during every laboratory class meeting.

PREREQUISITES AND COREQUISITES
None.

INSTRUCTIONAL MATERIALS (TEXTS AND ANCILLARY MATERIALS)
Eye Protection: REQUIRED: Approved chemical safety goggles are required at all times. Goggles may be purchased at the UT bookstore or from the UT Student ACS chapter.
Equipment: Supplementary: USB flash drive
Blackboard: REQUIRED: This website is available through the University of Toledo Distance Learning program and can be accessed via the MyUT portal or via blackboard.utoledo.edu. Your access code is your UTAD username and password.

STUDENT LEARNING OUTCOMES (SLO)
Upon successful completion of this course, you should be able to:
1. recognize and properly use standard laboratory glassware and analytical equipment;
2. safely work with hazardous substances and reactive chemical systems;
3. perform common laboratory techniques involving solids and liquids;
4. understand and use the scientific method;
5. analyze data and observations to draft a scientifically valid conclusion;
6. use calculations necessary to determine percent content of an unknown;
7. identify an unknown based upon observations;
8. communicate the results of an experiment;
9. communicate ideas related to science in spoken and written word;
10. understand the influence of modern science of our global and diverse culture and society;
11. use the concepts of good scientific method to evaluate issues to be an active and informed citizen and voter.
TECHNOLOGY EXPECTATIONS
Most activities in this course will be done through your lab manual. There may be a few times in the semester where the lab coordinator will send materials to you, either through Blackboard or via your Rockets email address. It is your responsibility to check both places on a regular basis.

TEACHING STRATEGIES
This face-to-face course is designed to stimulate student learning though the delivery of readings, in-course lectures, and performance of experiments.

COURSE OVERVIEW
Welcome to the Bowman-Oddy general chemistry laboratories. I know you are asking, “Why am I here?” Some of you are here to fulfill the graduation requirement of a science-related lab, others are here as a precursor to moving on to General Chemistry. We honor your choice and will work with you to make this experience as worthwhile as possible. We hope the variety of topics you will explore during this course will give you a better understanding of science and how it affects our everyday lives.

Lab can be a lot of fun. Once you have settled in, I hope you will find the experiments and their results interesting, and you will be able to tie this information to the material you are learning in lecture. Enjoy your time in lab, and don’t hesitate to contact me, either during office hours or by e-mail.

LAB ATTENDANCE POLICY
Attendance is mandatory. You are expected to be on time and ready for lab at the beginning of each lab period. You will not be admitted to lab if you are substantially late or if your pre-lab is incomplete or unsatisfactory. If you miss an experiment, you may make it up only by attending another lab section during the same week that particular experiment is scheduled. It is up to you to make these arrangements with your instructor, either in person or via e-mail. There are no lab periods designated as make-up labs, but there will be an extra credit assignment available at the end of the semester that may be used to partially replace the points for an unexcused absence. If you need to attend another lab section during the same week as your regularly scheduled lab section, send an e-mail to samantha.schachermeyer@utoledo.edu, put CHEM 1150, your section number, and “Need to attend another section” in the subject line. Note, there are only two sections of CHEM1150 offered Fall 2018. If you know in advance you will be absent due to travel, job conflicts, etc., send e-mail as soon as you can to maximize your chances of getting into another section. It will not always be possible to do so.

ADHERENCE TO SAFETY POLICY
Failure to follow the safety rules and policies will directly affect your grade.
• The first instance of failure to comply with these safety rules and/or policies will result in an immediate ten-point deduction for that laboratory exercise and possible expulsion for that day.
• A second violation will result in expulsion from the laboratory and a grade of zero being given for the laboratory exercise for that day.
• If there are further violations, the instructor can assign a failing grade for the course.

EXCUSED ABSENCE POLICY
You must fill out and submit an Excused Absence Request (EAR) form for each absence within two weeks of your return to campus.
Should you miss a lab, submit an EAR form (a copy is provided via Blackboard) and supporting documentation to the instructor via the department secretary in BO 2022. Do NOT give it to your TA. The lab report and any other papers that were due that day are to be attached to the EAR form. Your final grade for the course will be calculated based on the work you submit during the semester; your “Grade To Date” in the Blackboard grade center may be lower than your actual grade until the end of the semester.

Excused absences will be granted when school-related academic or athletic activities, medical problems, or other similar emergencies cause you to be absent. Absences due to work, schedule conflicts or family vacations will not be excused. No more than two excused absences per student per semester will be granted. **Excused absence requests that are received more than four weeks after the absence and those with no supporting documentation will not be approved.** All excused absence forms with attached supporting documentation must be submitted no later than the Friday before finals week.

**E-MAIL POLICY**
Most of the communication outside of the laboratory takes place via e-mail. Teaching assistants (TAs) are required to check and reply to your e-mail at least once daily Monday–Friday, between 9 am and 8 pm, weekends at a time that best fits their schedule. Part-time instructors who are TAs will let you know when they will check and reply to your e-mail. Your instructor will check their e-mail and reply frequently within normal hour on Monday–Friday. If you have not received a reply from your TA within 48 hours, send the e-mail again and copy your instructor on the e-mail. Please understand that you may not get a reply from your instructor within 48 hours based on the day and time you send the e-mail. If you do not get a reply within a few days, check that you used the correct e-mail address and that the e-mail was actually sent by your device. Feel free to resend the e-mail or stop by the instructor’s office to see whether the e-mail was actually received. If you need help urgently, please put URGENT in the subject line of your e-mail. We will do our best to help you quickly. An emergency which results in the inability to attend lab is urgent situation. Issues with data entry, calculations and deadlines are not considered to be urgent situations. Plan your time so you can get help from your TA and/or instructor in plenty of time ahead of the deadline.

**LATE WORK POLICY**
All assignments are due either upon entry to the lab. *Late work will not be accepted.* If necessary, you may submit papers that were due at the beginning of lab to your TA’s mailbox via the department secretary in BO 2022 by no later than 5 pm of the same day for a ten-point deduction; evening classes have until 12 pm the following day to submit their papers. This policy is to be used only as an exception, e.g., papers were left at home. Should this late submission become a regular occurrence, the submitted papers will be deemed late and will not be accepted for grading. In the event of an excused absence, work that as due (previous week's lab) is to be submitted with the Excused Absence Request form. If the experiment is made up in another section that week, work that is due that day is to be submitted to the instructor in charge of the other section.

**ACADEMIC DISHONESTY**
*Academic Dishonesty* is defined by the university’s policy as specified in the university’s catalog. The rules of academic honesty will be strictly enforced. Academic dishonesty includes cheating by copying from any other student — past or present. All work submitted must be the work of the individual submitting it. Academic dishonesty will result in a score of zero for an assignment and/or lab and can further result in a failing grade in the course that cannot be removed from the student’s transcript.

**CLASS STRUCTURE AND COURSE EXPECTATIONS**
Upon entry to the lab, you must be properly attired, including safety goggles.
For the each day in lab, your lab report from the previous week (including all data analysis and the completed Post-Laboratory Assignment page) and the pre-lab for that day’s experiment is due at the beginning of lab. If your prelab is not complete, you will not be admitted to lab until it is complete. Backpacks, coats, and other bulky items go immediately into the storage cubes at either entrance to the lab. Cell phones are to be set to silent; texting, etc. is not allowed in lab. No headphones or ear buds are allowed in lab. Only your lab manual and papers needed for lab, calculator, and pen are allowed at your workspace in the hood. Once everyone has been admitted to the lab, your TA will briefly review the safety hazards and critical steps of the experiment. Pay attention and take notes during this presentation so you do not lose valuable time during the experiment repeating steps. The remainder of the lab period is yours to complete the assigned experiment. Plan on being in lab each week for the full lab period. Data Sheets are to be completed in the laboratory in blue or black indelible ink; mistakes are crossed out with one line, and the correct value is written above or beside the incorrect value. Illegible work will not be graded. Once you are done with the experiment, use the remaining time to start your data calculations or to ask questions. You are responsible for cleaning your hood space and any assigned lab areas prior to leaving the lab. When done, present your Data Sheet(s) to your TA for his/her initials. All Data Sheets must be initialed by the TA before you leave the laboratory; a Data Sheet with no initials will not be accepted and a grade of zero will be awarded for that portion of the lab. You may remove your goggles once you are outside the lab.

It is your responsibility to know which assignment is due when and where. There are multiple sources that list these deadlines: the Experiment Schedule, the weekly PowerPoint presentation in lab, and the posted PowerPoint presentation online in Blackboard. Some TAs also send out reminders about upcoming deadlines via e-mail. The failure of the TA to send out such a reminder does not remove you from your responsibility to know that an assignment is due. Be sure to check your UT Rockets e-mail frequently so you do not miss important information.

ASSIGNMENT OF COURSE GRADE

Your grade will be based on your lab reports and assignments. Lab report grades include prelaboratory questions, Data Sheets, graphs, if any, and post-laboratory questions, which include the analysis of the data collected. Most labs are worth 100 points.

Students who have a grade of D or below will have a mid-term grade reported during the 5-8th week of the semester. This grade notification does not appear on your transcript; its purpose is to notify you of your academic standing in the class. Attendance is also recorded during the Midterm Grading Period. This reporting is done in compliance with state and federal laws regarding financial aid disbursement. Please note: if you are not attending class it could impact your financial aid (scholarships, grants, loans or Federal Work Study). If you decide you are not going to attend this class (or any other class you have registered for), you must formally withdraw (drop) from the course.

Course Points will be distributed in the following manner:

<table>
<thead>
<tr>
<th>Assignment/Assessment</th>
<th>Points</th>
</tr>
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<tbody>
<tr>
<td>Safety Quiz</td>
<td>20 pts.</td>
</tr>
<tr>
<td>Lab report, 11 @ 100 points each</td>
<td>1100 pts.</td>
</tr>
<tr>
<td>Written Assignment</td>
<td>20 pts.</td>
</tr>
<tr>
<td><strong>Total possible points</strong></td>
<td><strong>1140 points</strong></td>
</tr>
</tbody>
</table>

In order to complete this course with a grade of C+ or higher, you will need to achieve at least 75% of the total points for the course.
College laboratory classes often have lower grade averages and wider ranges than those in high school. While the average grade in lab is a B, it is common for some students to receive a lower grade. You can monitor your grade throughout the semester via the online grade book in Blackboard. It is your responsibility to ensure every entry made by your TA is correct. The deadline to report any error to the instructor of the course is 5 pm of the Friday before finals week. At the end of the semester a Final Grade will appear in Blackboard. You will have two days to notify your instructor via e-mail of an error in your final grade. Once the grades are uploaded to the official UT grade system, grade changes can no longer be done quickly.

**NOTE:** While we try very hard to ensure that the Grade to Date shown in Blackboard is correct, mistakes do happen. Verify your grade by dividing your Total Points to Date by the Points Possible to Date, and multiplying by 100.

In order to compensate for differences in grading among TAs, different grading scales or grading adjustments may be used in order to ensure that fair grade assignments are made for each lab section. This will be done on a section-by-section basis. Final grades are determined by the instructor. The following is a general guideline:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A, A−</td>
<td>90−100%</td>
</tr>
<tr>
<td>B+, B, B−</td>
<td>80−89%</td>
</tr>
<tr>
<td>C+, C, C−</td>
<td>70−79%</td>
</tr>
<tr>
<td>D+, D, D−</td>
<td>60−69%</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 60%</td>
</tr>
</tbody>
</table>

Course drop and withdrawal procedures have been set by the University of Toledo. The Experiment Schedule that will be handed out during the first day of lab and is posted on Blackboard lists the drop and withdrawal deadlines for the course. You can also find these deadlines on the UT website, under the Academic Calendar. **There are no office hours during the week of finals: schedule an appointment if you need to see the instructor.**

**ACADEMIC POLICIES**

As a student at The University of Toledo you should be familiar with the policies that govern the institution’s academic processes, for example, Academic Dishonesty, Enrollment Status, and Grades and Grading. Please read Undergraduate Academic Policies. Students are expected to attend every class meeting of courses in which they are registered. Please read the Missed Class Policy.

**UNIVERSITY POLICIES**

The University is an equal opportunity educational institution. Please read The University’s Policy Statement on Nondiscrimination on the Basis of Disability Americans with Disability Act Compliance.

**ACADEMIC ACCOMMODATIONS**

The University of Toledo is committed to providing equal access to education for all students. If you have a documented disability or you believe you have a disability and would like information regarding academic accommodations/adjustments in this course please contact the Student Disability Services Office.

**GENERAL ASSISTANCE**

The General Chemistry Secretary, Ms. Pam Samples, in BO 2022, tel: 419-530-2109, can assist you if you have further questions or if you need assistance. If you have special needs, please contact me as soon as possible so we can work together on matching lab to your needs. I will gladly work with you and the Office of Student Disability Services to accommodate your needs.
ACADEMIC SUPPORT SERVICES
The University of Toledo offers a wide range of academic and student support services to help you succeed:

Chemistry Help Center: The Chemistry Help Center in BO2043 offers free help from chemistry graduate students and teaching assistants. It is staffed Monday through Thursday from 9 am until 8 pm and on Friday from 9 am until 4 pm during the Fall and Spring semesters. Each teaching assistant, with the exception of part-time instructors who generally teach in the evening, is required to schedule at least two hours of time, designated as office hours, which are held in the Help Center. Your instructor also provides help during her office hours (see top of syllabus) as well as by e-mail.

University Libraries: University Libraries are your gateway to information at The University of Toledo connecting you with the resources you need for education, research, and patient care.

Tutoring Services: Free tutoring support for all UT students is available through the Learning Enhancement Center located in the Carlson Library. Tutoring Services are offered in an array of subjects, including Writing, Math (Calculus, Statistics, Accounting) Biology, Chemistry, and Anatomy and Physiology. Further information and schedules will be posted in Blackboard as they become available. The Writing Center: The Writing Center provides free, face-to-face and online tutoring for writers in all disciplines. The staff there can assist you with a variety of writing assignments.

The Counseling Center: Transitioning to college and/or maintaining a healthy well-being while attending college can be difficult, if you or a friend ever feel overwhelmed adjusting to college or in need of crisis intervention or mental health services please contact the Counseling Center.

SAFETY AND HEALTH SERVICES FOR UT STUDENTS
A number of different health and safety services are available to UT students. For a complete list, go to http://www.utoledo.edu/offices/provost/utc/docs/CampusHealthSafetyContacts.pdf. Other information that is presented to you in class will also be available to you in Blackboard.