



CHEM 1152L – Survey of Chemistry II Laboratory Course Syllabus - Fall 2017

Individuals with disabilities who need to request accommodations should contact the Disability Services Coordinator, Student Center 255, 678-466-5445 disabilityservices@mail.clayton.edu.

Course Description:

Number and Title:

CHEM 1152L (CRN 80126)

Survey of Chemistry II Laboratory

Credit Hours:

1.0 semester credit hour

Catalog Description:

Laboratory accompanying CHEM 1152.

Course Prerequisites and Co-requisites:

Co-requisite: CHEM 1152 Survey of Chemistry II

Computer Requirement:

Each CSU student is required to have ready access throughout the semester to a notebook computer that meets faculty-approved hardware and software requirements for the student's academic program. Students will sign a statement attesting to such access. For further information on CSU's Official Notebook Computer Policy, please go to <http://itpchoice.clayton.edu/policy.htm>.

Computer Skill Prerequisites:

- Able to use the Windows™ operating system.
- Able to use the Microsoft Word™ word processing program.
- Able to send and receive e-mail using your Clayton State University email.
- Able to use a Web browser.
- Able to access and submit documents via D2L (GA View)
- Able to learn to use CHEMDRAW software.

In-class Use of Student Notebook Computers:

Student notebook computers will occasionally be used in the classroom in this course. Computers will be required to access course materials and to communicate with your instructor.

Course Learning Outcomes:

After completing the course the successful student will:

- execute the procedure of a textbook laboratory experiment with attention to accuracy, proper procedure and health and safety
 - be able to collect relevant data and make careful, appropriate observations during the execution of the experiment
 - be able to interpret the data for the purpose of completing calculations and answering questions on the laboratory report sheet
-

Program Learning Outcomes:

General education outcomes:

The following links provide tabular descriptions of the communications outcome and the critical thinking outcome components (see CHEM 1152L in the tables):

- [Communications outcomes components](#)
 - [Critical thinking outcomes components](#)
-

Instructor Information:

Dr. Susan F. Hornbuckle

Phone: (678) 466-4780

E-mail: SusanHornbuckle@clayton.edu

Internet: www.susanhornbuckle.com

Office: LDS 235B

Office hours:	9:50 AM - 11:05 AM	T	LDS235B
	11:30 AM - 12:30 PM by appointment*	Th	LDS222
	1:10 PM - 2:10 PM	T	LDS235B
	2:30 PM - 3:30 PM by appointment*	Th	LDS222
	3:00 PM - 4:00 PM by appointment*	T	LDS235B
	8:00 PM - 9:00 PM	M,W	Online

*You may phone, email or talk to me in person to make an appointment.

Class Meetings:

Classroom and Class Times:

CRN	Day	Times	Room
80126	T	11:15 AM – 1:05 PM	LDS 244

Textbook & Supplies Information:

Text: Chemistry 1152 Laboratory Manual (Available online for free)

Safety Glasses

Scientific Calculator

Access to a computer

Supplies:

You are required to supply your own safety glasses for the laboratory. These are available in the campus book store but may be purchased elsewhere. Safety glasses **MUST** be worn in the laboratory at all times. *If necessary, the instructor will deduct points from lab reports for not wearing safety glasses while in the laboratory.*

Assessments:

You must complete the laboratory data sheet and report sheet for each experiment by accessing these forms from the course D2L site. Reports will be turned in via Dropbox in D2L. All structures are to be drawn with CHEMDRAW software. Each report is worth a total of 100 points with the grade distribution described elsewhere in this syllabus. The report will include the data sheet along with the report sheet. There will be a penalty for late lab reports of 10% per day of the week.

Reports may not be submitted by e-mail.

Evaluation:

Laboratory Reports 9 @ 100 pts each	<u>900</u>
TOTAL	900

Grading:

A	90 - 100%
B	80 - 89%
C	70 - 79%
D	60 - 69%
F	Below 60%

Mid-term Progress Report

Due to the relatively small number of laboratory reports that will have been returned by mid-term, mid-term grades may not be reported for this course. If a midterm grade is submitted, it will be issued on or before October 4th, and reflects approximately 25% of the entire course grade. Based on this grade, students may choose to withdraw from the course and receive a grade of "W." Students pursuing this option must fill out an official withdrawal form, available in the Office of the Registrar, by mid-term, which occurs on October 6th.

Helpful Information:

Homework: The lab meets in the designated room at the designated time. You are to complete the assigned laboratory exercise at that time. The instructor cannot guarantee the possibility of a makeup lab. Your laboratory experiments should be prepared. This includes pre-lab reading and preparation, performing the experiment, collection and proper recording of data and observations, conclusions, answers to all questions and clean-up as well as the experiment write-up. Points will be lost for late work received at the rate of 10% per day of the week.

Reports: Reports are due before the beginning of the next laboratory period, unless announced differently by the instructor in class or through email or D2L. The report should include the data sheet and the laboratory report sheet with all questions answered. These sheets are supplied as a computer "form" accessible from the course D2L page. All structures are to be drawn with CHEMDRAW software. The forms should be submitted on time using the appropriate D2L dropbox. Reports will not be accepted via e-mail. The student is expected to spend time outside of the laboratory on the report sheet. Proper writing skills are expected. Points will be lost for poor grammar, spelling, writing, etc. and/or the instructor may request that the report be redone. Points will be lost for late reports at the rate of 10% per day of the week. Reports are considered late if not submitted via D2L by the **beginning** of the next laboratory period.

You will need to download the chemical drawing program (CHEMDRAW) at the link below in order to complete your lab reports this semester. Go ahead and download it and start practicing using it.

<http://sitesubscription.cambridgesoft.com/sitelicense.cfm?sid=2560>

The manual for the software can be found at this link:

<http://www.cambridgesoft.com/support/DesktopSupport/Documentation/Manuals/files/ChemBioDraw.pdf>

Group Work: We will normally work in small groups in the laboratory. It is each individual's responsibility to insure that everyone in the group participates in all aspects of the experiment. You are responsible for cleaning all equipment used and keeping the lab neat and clean. Points may be deducted for failure to wear safety glasses while physically in the laboratory, for messy labs, late reports, horseplay in lab, etc., at the discretion of the instructor. Even though we may perform the experiment in groups, and even though we encourage an exchange of ideas for comprehension of the laboratory exercise, all reports must be of an individual nature. Written work must be original and must be the individual's expression of the results and understanding of the laboratory concepts. Work that has been copied from another individual will result in the lowering of both scores.

Note: The instructor reserves the right to alter the laboratory schedule as she sees fit. Students must participate in the laboratory in order to successfully complete the course.

Course Schedule:

Tentative Topic Schedule

Date	Topic
8/15	Introduction, Safety Rule and Waiver Assignment
8/22	ChemDraw Lab Exercise—Bring your computers to this lab
8/29	Molecular Models
9/5	Labor Day!—No CHEM1152L classes this week!
9/12	Reactions of Hydrocarbons
9/19	Assessment of Hydrocarbons Unknown
9/26	Paper Chromatography
10/3	Caffeine
10/6	Mid-Term: Last day to withdraw without academic accountability
10/10	Fall Break!—No CHEM1152L classes this week!

10/17	Carboxylic Acids
10/24	Esters
10/31	Aspirin
11/7	Soap
11/14	Biochemistry I
11/21	Biochemistry II
11/28	Last Lab Report Due - Clean-up Day
12/4	Last Day of classes. No reports accepted after today. Late reports incur a 10% per day late penalty

PLEASE CAREFULLY NOTE THE DATE & TIME of EACH LAB.
They may not appear sequentially in the lab manual!!!

Course Policies:

General Policy:

Students must abide by policies in the [Clayton State University Student Handbook](#), and the [Basic Undergraduate Student Responsibilities](#).

University Attendance Policy:

Students are expected to attend and participate in every class meeting. Instructors establish specific policies relating to absences in their courses and communicate these policies to the students through the course syllabi. Individual instructors, based upon the nature of the course, determine what effect excused and unexcused absences have in determining grades and upon students' ability to remain enrolled in their courses. The university reserve the right to determine that excessive absences, whether justified or not, are sufficient cause for institutional withdrawals or failing grades.

Course Attendance Policy:

Attendance is required in lab until you have completed the experimental portion of this course. You will be institutionally withdrawn from the laboratory course if you have a total of FOUR excused or unexcused laboratory absences.

Students missing a laboratory period will be assigned a grade of zero for assignment done that day. Make up laboratory experiences will be offered at the instructor's convenience and are only available to those students having valid excuses. **Students should contact the instructor via telephone or e-mail within 24 hours of the missed lab to schedule a make-up lab.** After that

time, no make-up labs will be scheduled.

Academic Dishonesty:

Any type of activity that is considered dishonest by reasonable standards may constitute academic misconduct. The most common forms of academic misconduct are cheating and plagiarism. Cheating in any form will not be tolerated. Consequences may include a zero grade on the assessment instrument, or possible action by the College Judicial Board of Review. Judicial procedures are described at http://adminservices.clayton.edu/studentlife/judicial_affairs.htm.

Disruption of the learning Environment:

Behavior which disrupts the teaching-learning process during class activities will not be tolerated. While a variety of behaviors can be disruptive in a classroom setting, more serious examples include belligerent, abusive, profane and or threatening behavior. A student who fails to respond to reasonable faculty direction regarding classroom behavior while participating in classroom activities may be dismissed from class. A student who is dismissed is entitled to due process and will be afforded such rights as soon as possible following dismissal. If found in violation, a student may be administratively withdrawn and may receive a grade of WF. A more detailed description of examples of disruptive behavior and appeal procedures is provided at:

<http://a-s.clayton.edu/DisruptiveClassroomBehavior.htm>

Other Policies:

Participation in laboratory activities involves an inherent risk of injury. In the event of injury, the student should immediately inform the instructor or laboratory technician who will file an accident report. The injured party will be given first aid through the Campus Public Safety Officer and be referred to the appropriate medical facility for follow-up.

- Safety glasses must be worn at all times in the laboratory.
- No extra credit work will be assigned
- I am not allowed to give out grades over the telephone or via email due to federal privacy laws.

Reports are due on the dates indicated in the schedule at the start of lab. There is a 10% per working day penalty for late labs. Under no circumstances will reports will be accepted after the last day of classes as printed in the University schedule.

Electronic calculators will be needed for laboratory calculations. The battery and working of your calculator will be your responsibility. You will find it useful to have your calculator in the laboratory.

Other class policies:

- Arrive to lab on time, and stay until the exercise is complete.
- No children or visitors are allowed in the laboratory.
- Turn off phones, radios and other electronic devices. Pacemakers are allowed.
- Replace all chemicals to the shelves with lids firmly attached.

- Clean all spills that occur on and around the balances.
- Be sure all glassware is cleaned with soap, rinsed and returned; return all equipment to its proper place. No glassware should be left in the sink.
- Be very careful with thermometers.--Expensive!!
- No smoking, eating or drinking is permitted at any time in the classroom.
- Be aware of all safety rules, policies and procedures. Abide by the safety rules while in the laboratory.
- Wear your safety glasses (This is a must) at all times in the laboratory. *If necessary, the instructor will deduct points from lab reports for not wearing safety glasses while in the laboratory.*

The instructor reserves the right to take any steps she deems necessary in order to produce satisfactory results in the laboratory.
