Chemistry 344
Important Things to Know

Chemistry 344, Introductory Organic Chemistry Laboratory, is designed to give students hands-on experience with some of the most important experimental techniques and synthesis reactions of organic chemistry. The first half of the course introduces routinely used separation, purification, and identification techniques with laboratory exercises and demonstration experiments. The second half of the course consists of experiments demonstrating standard synthetic methods. The synthesis reactions are mostly ones that are discussed in the introductory organic chemistry lecture courses. The lecture courses provide the theory and mechanisms of organic chemistry; the laboratory course provides the actual practice. It is essential to understand the techniques introduced in the first part of the laboratory course, since these methods will be used throughout the second part.

Below are outlined some important points of information on the policies and practices of this laboratory course. Please read them carefully. This information provides keys to survival, success, and enjoyment of organic chemistry laboratory.

1. Course prerequisites: The prerequisite for Chemistry 344 is prior credit or concurrent enrollment in Chemistry 345. This course assumes understanding of the vocabulary and fundamentals of organic chemistry. The track record for students who have proceeded without the prerequisite is very poor.

2. Start of classes: The first day of classes for the summer 2002 session is Monday, June 17.

3. Eye protection: Eye protection is required for every person in the laboratory. This is strictly enforced! Students who have to be repeatedly reminded about eye protection will receive poor grades for lab technique, and in extreme cases, they will be dismissed from the course. The required protection for your eyes are goggles. Plastic visitor's glasses are not acceptable because they are easily damaged by the solvents in the laboratory and do not provide adequate protection against splashes. If you have any questions regarding the requirement for proper eye protection equipment, see the Director or Assistant Director of the Organic Labs on the first day of the course.

4. Course materials: The Laboratory Manual for experiments carried out in this course can be purchased at Bob's Copy Shop, across from Union South. You will also need to have a laboratory notebook to record laboratory measurements, observations, and results. The notebook must be bound (not loose leaf) and provide duplicate numbered pages so that all original recordings in the notebook are in duplicate. Either spiral or sewn binding is acceptable. Suitable notebooks can be purchased at the General Chemistry office on the first floor of the Chemistry building or at University Bookstore.

5. Safety: Read the section on safety at the beginning of the lab manual. Anybody with sensitive medical conditions should consult with the laboratory director before the start of the course. If you are pregnant, especially in the first trimester, it is strongly recommended that you do not enroll in this course at this time.

6. Attire: You must wear footwear that fully covers your feet. No sandals! No open toe shoes. Since chemicals can damage clothes, it is best to wear clothes that you wouldn’t mind disposing of in case they are damaged.
7. Attendance: Attendance at every scheduled meeting of the laboratory is required of everybody enrolled in the course. Do not enroll if you know of conflicts with any of the meeting times. There is normally no way to ensure that missed experiments can be made up. To successfully complete the course, you must carry out all scheduled laboratory experiments during the scheduled laboratory periods. If a student misses a class for an emergency reason, he/she is still responsible for completing the missed laboratory work and the only option normally available for doing so is to try to complete it along with other schedule work during subsequent lab periods (see below).

8. Laboratory notebooks: All data and observations must be recorded directly into the notebook during the laboratory. Recording notes and data on items other than the notebook for later transcription into the notebook will not be tolerated. The portion of the laboratory grade designated for evaluation of the laboratory notebook will suffer if there is any deviation from these instructions.

9. Laboratory report deadlines: Specific deadlines for laboratory reports will be set by your teaching assistant, but reports will be do no later than the end of the week following when the lab work was completed. Reports handed in after the deadline will be marked down. Frequent or prolonged delays in turning in lab reports on time will lead to escalating penalties.

10. Making up laboratory work in emergency situations: Arrangement for completing laboratory work missed due to an emergency must be coordinated with and approved by the teaching assistant in charge of the laboratory section and with agreement of the laboratory director. All laboratory work must be carried out in the normal scheduled laboratory times of the section in which the student is enrolled.

11. Quizzes: Quizzes will only be given at the scheduled discussion times. There are no make up quizzes. If a student is late for a quiz, he/she may take the quiz with their class but will complete the quiz at the same time as the rest of the students in the class. No extra time will be allotted to make up for missed time due to tardiness.

12. Access to laboratory: The only times when you are allowed access to the laboratory and its equipment are the scheduled meeting times of the laboratory section in which you are enrolled. You may not work in the laboratory at any other time. Unless a person is enrolled in the scheduled laboratory section, they are not allowed in the laboratory – no visitors allowed.

13. Dropping the course: Most of the laboratory sections are currently filled and there are many students who are waiting for open spaces in this course. If you are likely to drop this course, because of conflicts or for any other reason, please let the lab director and teaching assistant know as soon as you know. We want to accommodate as many students who need this course as is possible.
14. **Laboratory equipment:** Each student will be assigned a laboratory bench space with equipment. On the first day, make sure every item that is supposed to be in the locker is there and in good shape. At the end of the semester, any missing and broken equipment must be replaced. If you drop the course before the semester is over, make sure that you check out of your locker. If you do not check out of the locker, your account may be charged with a fee.

15. **Academic Misconduct:** Unfortunately, this is a topic which experience has shown we have to address. One of the cornerstones of the academic community is trust between faculty and students. The student trusts the faculty to fairly evaluate the student's work and progress in a course. The faculty trusts that any work presented by the student is the product of the student and only that student unless it is clearly labeled otherwise. In the laboratory, this means that all laboratory work is carried out by the student, and the data recorded in the notebook reflects actual measurements taken by the student. Any conclusions and discussion contained in a laboratory report must be the student's original work. Anything less than this can be interpreted as academic misconduct and will be treated as such. The rules and ramifications of academic misconduct are outlined in a brochure available from the Office of the Dean of Students (phone 263-5700).