Queens College - CUNY
Department of Chemistry and Biochemistry
Laboratory Syllabus
Chemistry 113.1 Section 10
Introduction to Chemical Techniques

Instructor: Dr. Sheila Sanders **Office:** Remsen 206-D

Office hours: Tu,Th 2:30 - 3:30 pm or by appointments only (arrange via e-mail)

E-mail: ssanders@qc.cuny.edu

Lab Section: SEC 10: Friday: 9:15 am - 12:05 pm, Remsen 156

Laboratory Coordinator: Dr. Sheila Sanders
Office: Remsen 206-D

Office hours: Tu/Th 12:15 - 1:15 pm, or by appointment (arrange via e-mail)

E-mail: ssanders@qc.cuny.edu

Responsibilities: Oversight of quizzes, laboratory protocols, Blackboard postings, laboratory instructors and grade assignments.

Important: A grade of C or better must be achieved in CHE 113.1 and CHE 113.4 courses to advance to CHE 114.1 and CHE 114.4 courses.

Required for Each Lab Session:
Laboratory Notebook containing carbonless paper that automatically creates a duplicate copy.
Scientific Calculator
Experiment Documents (downloaded from Blackboard, no electronic devices are allowed).
Blue or Black Pen
Safety Goggles
Lab Coat

Withdrawal:
Withdrawal from the CHE 113.1 LAB does not require withdrawal from CHE 113.4 Lecture if you are passing the lecture course.
If you withdraw from lab make sure to check out with the stock room and take your White Card as a proof.
Withdrawal from the CHE 113.4 Lecture does not require withdrawal from CHE 113.1 Lab if you are passing the Lab course.

Academic Dishonesty:
Instances of academic dishonesty will not be tolerated and will be treated in accordance with university policy. Examples of academic dishonesty include copied lab reports, use of data obtained by other students, faking data, copying from another student during a quiz, etc.

LABORATORY REQUIREMENTS AND POLICIES

Course Objectives:

To provide students with the opportunity to develop core competencies in chemistry laboratory skills, as enumerated by the American Chemical Society, including:

• Safe handling of chemicals and proper disposal of waste arising from hazardous chemicals
• Maintaining a laboratory notebook and writing proper laboratory reports
• Acquiring and analyzing data, both qualitative and quantitative, and correctly interpreting results, including correct precision, accuracy and units.

Attendance:

- **Attendance** for every laboratory section is mandatory. Lateness by more than 15 min. is counted as an absence.
- There is NO MAKE-UPS in Lab for any reason.
- For Holidays only official CUNY free days are respected.
- **If Student extend holidays beyond official CUNY free days,** then zero grades will be assigned for that lab period and no make-up quizzes will be given.
- If you are absent for any reason, then you cannot submit a Lab Report for that day.
- If you provide a doctor‘s note for an absence, then I will give you a chance to take the missing quiz.

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Laboratory Safety:

All safety rules listed in the laboratory safety contract, which you sign, must be followed at all times.

A 5 pt grade deduction for the most serious violations are listed below:

• Failure to wear safety glasses AT ANY TIME during the laboratory period
• Improper disposal of any chemicals (for example pouring chemicals into the sink)
• Food or drink brought into the lab
• Winter coats, book bags, etc brought into the lab. USE THE LOCKERS!
• General Housekeeping Deduction: Clean after yourself when you finish experiment.

The instructor cannot be a policeman in the lab.
Students signing the safety contract are responsible for following the rules.

There is no lab manual for this course.
Instead, you must print all **12 Queens College Experiment Procedures from Blackboard and bring the hard copy to the lab**. **You will not be allowed to access the lab experiments electronically during the lab.**
If the Procedure was revised by the Instructor, then you must print the revised form and transfer the information to your personal notebook.

THE LABORATORY NOTE BOOK is the only place where observations or data will be written for the experiments during the lab period using a pen.
At the beginning of the lab session you must present your NOTE BOOK to the Instructor to get permission to perform the lab experiment.
It should contain the following:

- Chemicals being used
- Apparatus being used
- Steps of the procedure
- Tabulated data and observations
- Before leaving the laboratory for the day, you must obtain the instructor’s initials in the notebook and hand in the data sheet(s).

LABORATORY REPORTS (70%)
During the 14 week schedule, 12 experiments will be performed and each will require a written LABORATORY REPORT.
LAB REPORTS should be **typed** according to templates prepared by instructor and located in Blackboard.

EVALUATION OF LAB REPORTS
Maximum point for each LAB REPORT **is 25 points**, which will convert to a % in the grade column.

A sample rubric is provided below:
Title Page & Abstract – 3 pts
Introduction – 5 pts
Experimental – 5 pts
Results & Discussion – 10 pts
Conclusions – 2 pts

The following penalty are given for	wrong table	1 pt
	wrong sig. figs.	1 pt
	wrong graph	1 pt
	wrong formulas	2 pts
	wrong calculations	3 pts
	no Data Sheets	3 pts
	no conclusions	2 pts

Laboratory Reports are due 7 days after the experiment was completed (they are due at the next class meeting).

Reports up to 7 days late are subject to 5 points deduction automatically from the lab report grade.
If the lab report is more than 2 weeks late, a grade of zero is assigned and no report is accepted.
THE INSTRUCTOR CANNOT ACCEPT REPORTS 7 DAYS AFTER THE LAST EXPERIMENT.

Laboratory Safety Quiz (10%)
A Laboratory Safety Quiz will be given in the first or second week of the course.

Quizzes (20%)
- Quizzes will be given during the first 15 mins of the class.
  You will not be granted extra time if you arrive late.

Grades Scored Between	Will Equal
97 % and 100 %	A+
93 % and Less Than 97%	A
90 % and Less Than 93%	A-
87 % and Less Than 90%	B+
83 % and Less Than 87%	B
80 % and Less Than 83%	B-
77 % and Less Than 80%	C+
72 % and Less Than 77%	C
70 % and Less Than 72%	C-
67 % and Less Than 70%	D+
60 % and Less Than 67%	D

- Laboratory quizzes may cover the experiment from the previous week and/or ‘pre-lab’ questions regarding the experiment to be performed that day.

0 **% and Less Than 60%**

LAB COURSE GRADES WILL BE POSTED IN BLACKBOARD FOR YOU TO TRACK YOUR PROGRESS

There are three components to the laboratory course grade:

Laboratory Safety Quiz	10%
Quizzes	20%
Laboratory Reports	70%

The Letter Grade is assigned to FINAL GRADE COLUMN by the system according to Queens Undergraduate SCHEME and this is what you earned and cannot be changed!