LABORATORY ORGANIZATION

1. GENERAL INFORMATION

THE UNDERGRADUATE LABS OPEN AT 1:00 p.m. Students should not arrive earlier and expect to do any work until his/her TA is in the lab. TAs will present a pre-lab lecture at the beginning of each afternoon. Drawers will remain closed, except for removal of safety goggles, until after the **pre-lab lecture**.

THE UNDERGRADUATE LABS CLOSE AT 5:00 p.m. TAs must remain in the lab until his/her last student has left for the day.

A student SCHEDULED for MW LABS CANNOT COME INTO THE TR LABS TO WORK AT ANY TIME, AND VICE VERSA.

Selected FRIDAYs from 1:00-4:30 p.m. are "OPEN LAB" time. Students should not come in to work on Friday afternoon to be ahead of their scheduled lab work, but only to "catch up" if he/she is behind in the lab. Students who need to come into the labs to work on Friday afternoon must SIGN-UP AFTER 3:00 pm and BEFORE 5:00 p.m. on WEDNESDAY AFTERNOON (for MW labs) and on THURSDAY AFTERNOON (for TR labs). The sign-up sheet is posted across from the GC Room. Attendance is limited to 15 students from MW lab and 15 students from TR lab.

The Chem 5.32-5.33 Lab is off limits for any work or use of instrumentation by Chem 5.310 students, and Chem 5.32 or 5.33 students should not invade the Chem 5.310 labs.

2. TEACHING ASSISTANTS.

There will generally be four TAs present for each afternoon of lab. One TA will be in the charge of each lab section (A,B,C,D) for a given experiment. Over the course of the semester the **TAs will rotate around the four sections**. Each student will thus have three of the TAs for one lab each and one TA for two labs. This permits each student to get to know and experience the strengths of each TA. Students should feel free to approach any of the TAs for assistance throughout the course.

3. ORGANIZATION

There will be five required experiments in 5.310. Please, review the experiment schedule. Questions regarding experimental procedures, data interpretation, grades, etc., which a TA cannot answer should be directed to a faculty member.

Experiment	**Lab Periods**	**Points**
Exp. #1. Unknown Amino Acid	**5**	**100**
Exp. #2. Synthesis of Ferrocene	**4**	**100**
Exp. #3. Essential Oils	**4**	**100**
Exp. #4. Chemical Kinetics	**3**	**100**
Exp. #5. Potentiometric Titration	**3**	**100**
Total Experiments		**500** (80%)
Lecture Quiz		**100** (16%)
Safety Quiz		**25** (4%)
Total points		**625 points**

- **PLACE: (1) a GRADE SHEET ON THE FRONT OF EACH REPORT and then (2) a DATA SUMMARY Sheet. Reports missing the data summary sheet and/or the cover sheet will be penalized 2 points/missing sheet.**

- **Reports** will be turned in to the **Undergraduate Laboratory** at 1:00 pm on the **due date** indicated on the schedule. A **report collection box** labeled 5.310 will be placed on a table across from the "Prep Room" next to the Stockroom. **Reports not handed in by 1:10 pm on the due date are considered late** (a Report turned in at 1:11 p.m. is one day late)**.** All late written reports must be turned in by final date specified in the laboratory schedule in order to get a grade for the report/course.

- **Late written reports are penalized by loss of 3*n-1 grade points (n is the # of office days late).**

- When graded reports are returned to students, the report will have the TA return date stamped on the cover page. Students have SEVEN CALENDAR DAYS from this date to submit a report for consideration of a re-grade. Re-grade requests must be **in writing**, and must be specific as to the portion or portions of the report which the student wants to have re-evaluated. Students should first present their re-grade request to the TA responsible for grading the report. If a grading question remains after the review by the TA then it may be presented within 7 days of TA review to the faculty teaching the course. The faculty reserve the right to re-grade the entire written report.

- ***ONLY Dr. Gheorghiu may grant an extension of the due date of a report (and only for a VERY GOOD REASON)***