Important Laboratory Information
Please Read Now and Keep For Further Reference

Labs will meet first during the week of April 1

Laboratory Sections and Times

<table>
<thead>
<tr>
<th>Section</th>
<th>Number</th>
<th>Laboratory Period</th>
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</thead>
<tbody>
<tr>
<td>Monday Afternoon</td>
<td>3</td>
<td>Monday 2:00 - 6:00 PM</td>
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<tr>
<td>Tuesday Morning</td>
<td>4</td>
<td>Tuesday 8:00 AM –12:00 PM</td>
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<tr>
<td>Tuesday Afternoon</td>
<td>5</td>
<td>Tuesday 2:00 - 6:00 PM</td>
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<tr>
<td>Wednesday Afternoon</td>
<td>6</td>
<td>Wednesday 2:00 - 6:00 PM</td>
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Professor Hair (221 Burke) is the faculty member in overall charge of the laboratory.

Lab Section Assignments

Permanent lab section changes will be handled by the Registrar's Office until the deadline of noon on Friday March 29. First preference for permanent changes in lab section is given to cases of a clear-cut academic conflict. The Registrar will also attempt to keep the sizes of each lab section approximately equal, so you may not get your first choice of new section.

Final assignments will be posted outside 006 and 304 Steele by 5 p.m. Friday March 29. You are responsible for coming to the lab section for which your name appears on these lists.

If your name does not appear on these lists, or if you register late for this course, see Professor Hair (221 Burke) ASAP.

Lab Logistics

If You Wear Contact Lenses. Contact lenses are not allowed in the laboratory because harmful chemicals can be trapped between the corrective lens and the eyeball, increasing the severity of eye injuries from liquid splashes or corrosive vapors. It is forbidden to wear contact lenses in the laboratory. If you do not own ordinary eyeglasses, you must obtain a pair before your first lab meeting.

Eye Protection. In addition to ordinary prescription glasses, you will wear goggles to protect your eyes from splashes. These must be purchased in the Chemistry Stockroom in 017 Burke. The cost is $5 and you should bring exact change. Everyone must wear safety goggles for every experiment.

Lab Meeting Places. Each week, you will meet in 007 Steele at the beginning of the laboratory period (8 a.m. or 2 p.m.) for announcements and a laboratory lecture or quiz before moving to the lab, on the third floor of Steele.
More Lab Logistics

Lab TA’s. At the first meeting you will be assigned to a Teaching Assistant who will supervise your lab work, grade your notebook, and grade prelab problems and quizzes. Office hours for your Section’s TA’s will be announced at your first lab lecture.

Lab Lecture and Prelab Problems. You must attend lab lecture and you must complete the assigned pre-lab problems and notebook preparation before you come to lab lecture. You must show your solutions to these problems in to your TA before you begin the experiment or you will not be permitted to continue the lab assignment and you will not be permitted to make up the lab. If you are late to lab lecture, you will not be permitted to do the lab assignment and you will not be permitted to make up the lab.

Laboratory Charges. A fee of $20 for your lab notebook and for expendable laboratory supplies will be charged to your College bill. Additional charges will be made for excessive damage.

Laboratory Manual. Before the first day of lab, you must purchase a bound laboratory manual from Wheelock Books. The cost of the manual is approximately $5. There will not be any copies available in Burke or Steele. Be sure to buy this term’s lab manual and do not use an old one, as changes are made each term.

Laboratory Notebooks. You will be issued a standard notebook after lecture during the first week of class. No other type of notebook is acceptable for this course. More on the notebook (format, proper use, due dates, etc.) can be found in the Lab Manual Introduction and further instructions will be given in lab lectures and by your TA. Write your name, the name of your TA, and your lab section on the cover. Be sure to read “Notebooks: What Happens When” in the Manual and note that there will be a penalty for late notebooks (see below about grading).

First Assignment

Before your section's first meeting:
• Obtain eyeglasses if you wear contacts.
• Obtain a pair of goggles from the Chemistry Department Stockroom. The stockroom is in 017 Burke, and is open from 7:30 to 4:30 p.m., Monday through Friday. The cost of goggles is $5 and you can pay by check or cash, with exact change.
• Obtain the Lab Manual from Wheelock Books.
• Read the lab manual through the end of Week 1, "Chemical Kinetics”.
• Pay careful attention to the sections on Laboratory Safety and the Honor Principle. Lab safety regulations will be enforced from your first meeting. You must sign and turn in the form agreeing to abide by the safety regulations and the Honor Principle at your first meeting. The back of this form has a map of safety equipment that serves as a quiz for the first week.
• Prepare your lab notebook by completing sections 1-4 as described in the manual. This includes completing the Objective, Reference, Prelab Problems, and Procedure Flowchart or Outline. If you have difficulty with the problems or write up, do what you can and come
prepared to ask questions of your TA. Prelab problems (which will be assigned each week) are designed to give you added understanding of the week's work before you come to lab.
Grading

You will be told by your lecture instructor how the lab grade will count toward your final Chem 5 course grade. In general, each of the eight weeks of lab will contribute roughly 12 points toward a total of approximately 100 for the term; this maximum, however, may be weighted differently towards your final course grade (such as toward an effective 200 points maximum lab component).

We anticipate that an average acceptable week's work will be worth about 9 or 10 out of 12 lab points, and will consist of part of the following point distribution:

- 1-2 points: Successful assigned pre-lab problems
- 2-4 points: Notebook style, content, and format
- 3-5 points: Quantitative agreement with known analytic results
- 3-6 points: Qualitative skill
- 3-5 points: Prelab Quiz

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Not all of these criteria will apply each week, as some experiments are qualitative and some are quantitative. Although you will in some cases be graded on your quantitative results, an important goal of the lab is to learn how to cope (and how to rescue or redo your experiment) if you do something wrong. You should be familiar with each experiment before you go to lab; ideally, you will then be able to carry out each experiment smoothly. If you do make a mistake, you will not be harshly penalized if you show understanding of the problem.

Late reports will suffer a 20-90% credit penalty. Notebook pages turned in more than 10 days late will receive 10% of the total points but will not be graded. The late deductions are summarized below:

- 1 day late: 20% deduction
- 2 days late: 20% deduction
- 3 days late: 30% deduction
- 4 days late: 40% deduction
- 5-10 days late: 50% deduction
- >10 days late: 90% deduction, write-up will not be graded.

Temporary Lab Section Changes

The Laboratory Section to which you are finally assigned is a regularly scheduled academic event and as such takes precedence over non-academic activities and even some academic activities. Thus, if another class schedules an exam during your lab time, the lab takes precedence and you must arrange for the exam to be given to you at some other time. Attached to this document is a statement of the policy for temporary lab section changes, including examples of situations for which requests will or will not be considered.

All other unresolved absences will be considered unexcused and will result in a grade of zero for that week’s lab. Three zeroes constitute automatic failure of not only the lab, but the entire course.
Temporary Lab Section Changes, continued

To request temporary transfer to another section:

- Fill out the request form on the ChemLab website http://www.dartmouth.edu/~chemlab/info/logistics/switches.html.
- The response to your request will appear in your Blitzmail within 48 hours. You will need to supply written or electronic documentation of authorized travel or illness. If the request is granted, you will receive an authorization blitz that you should print out and bring to your temporary lab section. You will not be admitted without it!
- To make up work missed due to excused illnesses, etc., use the same procedure as soon as possible after the missed Lab Section.
- Requests to make up an unexcused absence will not be allowed. All unexcused absences will stand as zeros.
- Laboratory change requests or any discussion are handled by a Super TA, in consultation with Dr. Hair. If you have difficulty accessing the website, contact the Super TA directly.

Prelab Problems

Every lab has associated weekly problems as noted in the Manual. You are to work these problems independently and bring your answers to lab lecture along with your prelab write-up in your notebook. Note that TA’s have office hours to give you a chance to ask questions the day before your lab section. These problems will give you added understanding of the week’s work before you come to lab. Prelab problems will be collected and graded each week and they must reflect your own work and independent thought. See the Academic Honor Principle statement in the lab manual.

Lab Schedule

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<thead>
<tr>
<th>Week</th>
<th>Experiment</th>
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<tbody>
<tr>
<td>1</td>
<td>(4/1-4/5) Chemical Kinetics, week 1</td>
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<tr>
<td>2</td>
<td>(4/8-4/10) Chemical Kinetics, week 2</td>
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<tr>
<td>4</td>
<td>(4/22-4/24) Spectra of Conjugated Dyes and Beer's Law</td>
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<tr>
<td>5</td>
<td>(4/29-5/1) Coordination Chemistry, week 1</td>
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<tr>
<td>6</td>
<td>(5/6-5/8) Coordination Chemistry, week 2</td>
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<tr>
<td>7</td>
<td>(5/13-5/15) Coordination Chemistry, week 3</td>
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<tr>
<td>8</td>
<td>(5/20-5/22) Coordination Chemistry, week 4</td>
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Policy on Temporary Lab Section Changes

Chemistry laboratory is a regularly scheduled academic event and takes precedence over all other activities.

Situations that MAY justify a temporary lab section change:

- **Illness or personal emergency severe enough to keep you from attending classes.** You must submit a note from Dick's House or a Dean. If the illness has lasted a week or more, see your chemistry laboratory instructor or Dr. Hair about possible special arrangements.

- **College approved travel.** Intercollegiate athletic competition and class field trips are the most common examples. Requests for a change because of "official" extracurricular activities must be accompanied by a note from a coach, professor, or Dean. No student will be allowed more than one temporary change for extracurricular activities, even if the request is strongly supported by a coach or professor.

Situations that NEVER justify a temporary lab section change:

- **An exam scheduled in another course outside that course's regular class time.** You must arrange with the instructor of the course in question to take the exam at another time. This is Dartmouth College policy! If that instructor refuses to reschedule your exam, please contact Professor Hair.

- **Upcoming exams, papers, problem sets, or other academic work.** Such pressures justify neither a lab section change nor an extension on the due date for chemistry laboratory reports. Plan ahead, schedule your time carefully, and keep up with your course work.

- **Any and all social event conflicts.** These include intramural athletic events, athletic banquets, fraternity or sorority affairs, etc.

- **Athletic practices.** You will not be excused for regularly scheduled or special practices.