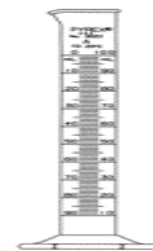




Welcome to General Chemistry Lab!



Make sure to pay close attention to the policies described in lab today – you will be responsible for understanding & following them.

Continued enrollment in the lab indicates that you understand and agree to all policies as described in the course syllabus

**If you have any questions,
do not hesitate to ask!**

Detailed information is also available in the course syllabus – make sure that you read and fully understand the syllabus!

Safety Equipment in the lab Room:

Eyewash

Safety Shower

Fire Extinguisher

Fume Hoods

**Know what to do and where
to go in an emergency**

Course Policies & Organization

- **Syllabus Part A** contains the schedule, TA contact information, and information about required materials
- Course & department policies are in Part B of the syllabus at the beginning of the lab manual (& on Brightspace)
- The **Check-in Instructions** tell you what you need to do today and before coming to lab next week.

Required Materials

- Lab handouts are in the Lab Manual.
 - Purchase from the URI Bookstore.
 - The Bookstore refers to the manual as a “module”.
 - Bring your lab manual with you each week.
 - If the bookstore says they are out of manuals, ask to speak to a full-time employee in course resources. There may be manuals that are not on the shelves.
- Scientific Calculator
 - Cell phones are not allowed.
 - Calculators that can access the internet and read pdf files are not allowed on concept reviews.
 - You will not be able to share calculators on concept reviews.
- Personal Protective Equipment (PPE)
 - Lab Coat & Safety Glasses: Described under department policies and in online safety module.

Organization & Work Items

- **A pre-lab assignment is due at the START of each lab session.**
 - Located at the end of each experiment in the manual.
 - Worth 20 points each.
 - Late pre-lab assignments are not accepted after lab 1.
- **During each lab:**
 1. You will take a concept review (similar to a quiz) at the start of each lab session.
 2. Carefully check your equipment drawer.
 3. Your TA will give a pre-lab talk.
 4. Complete the experiment & have you TA sign your data.
 5. **Make sure to clean up, put all your equipment away, & ask any questions that you have before leaving!**
- **There will be a lab practical toward the end of the semester.**

Concept Reviews

- Concept reviews cover material from the **previous week's** experiment
 - May include calculations, background information, experimental results, safety information, policies, etc.
 - Complete the calculations in the lab manual to prepare for the concept review.
 - Make sure to carefully review the pre-lab information.
 - **You may use your data sheets and results tables.**
 - **You may NOT use the calculations section.**
 - The concept review, data sheets, and results tables are submitted & graded as your informal report.
 - Each Informal Report is worth 100 points.

Concept Reviews

- **Do not wait until just before your lab to complete the calculations from the previous experiment!**
- The calculations section of the lab manual is not collected or graded.
- You must understand the calculations well enough to perform similar calculations on the concept review.
- Just getting the calculations done without understanding them will not help you to earn a good grade!

Absences

Your grade is based on completion of 10 experiments plus a lab practical.

- If you miss just **one** experiment:
 - Complete the make-up lab that is held at the end of the semester.
 - The pre-lab assignment & informal report grades for the make-up lab will count in place of the pre-lab & informal report for the 1 missed experiment.
 - The pre-lab assignment for the missed experiment will not count toward your grade.
 - If you do not complete the make-up lab, the lab practical score will count in place of the informal report for the single missed experiment. You will receive a zero on the pre-lab assignment.

Absences

- Students should sign up for the make-up lab by **Wednesday November 13th** to be ensured a spot.
- If there is no space remaining, students who did not sign up for the make-up experiment by the deadline **will be unable to complete the make-up experiment.**

Absences

- Due to limitations in the academic schedule, there is no Wednesday available before the practical for a make-up lab.
 - Students in Wednesday sections who need to complete the make-up lab will be accommodated in sections that meet on Tuesday, Thursday, or Friday.
 - It is strongly recommended that you sign up early so that you will have as many options as possible to choose from.

Absences

- If you miss **two** experiments:
 - You **MUST** complete the make-up lab that is held at the end of the semester to replace the grades for the first missed experiment
 - Your lab practical will count twice in place of the informal report for the second missed experiment.
 - You do need to submit the pre-lab for the second missed experiment for grading. It is your responsibility to contact your TA about how to submit this pre-lab.
 - If you do not complete the make-up lab, you will receive zeroes for one of your missed experiments (unless you have documentation of a legitimate reason for not attending the make-up).

Absences

- More than two missed experiments
 - 3 experiments = 30% of the course material.
 - Official documentation is required for **ALL** missed experiments in order for accommodations to be made for more than two missed experiments.
 - You will receive zeroes for any missed experiments beyond two if you do not have official documentation in support of ALL of your absences.
 - Unless you have significant extenuating circumstances, there is no reason for you to miss more than two experiments, and documentation should not be needed.

Absences

- The allowed absences are for **students who have unavoidable reasons to miss lab**. If you have documentation for 2 of 3 absences, the absence policies will apply to the documented absences and you will receive zeroes for the 3rd absence and any additional absences for which you do not have documentation.
- You will want to note that health services' general policy is that they do not provide doctor's notes for absences. They will email instructors if a student will need to miss class for an extended period of time for medical reasons.
- **This policy is one reason that you are allowed two absences without documentation. Do not waste them because you may need them later in the semester!**
- **If you miss more than two labs, you must contact Dr. Donnelly (madon@uri.edu) as soon as possible.**

Grading

- Work submitted on time should be graded, recorded in Brightspace, and returned to students the week following submission. **Let the Dr. Donnelly know ASAP if your work is not being graded in a timely manner.**
- Questions on grades should be asked within a week of the graded work being returned to students and posted in Brightspace for those who are absent.
- Except in situations with extenuating circumstances, all CHM 102 grades should be finalized in Brightspace by the reading day following the last day of the semester. All students should review their grades at this time. **Any questions about final grades must be asked by the Friday following the reading day. No changes will be made to grades after the deadline to post grades in ecampus unless the student has a verified, compelling reason why they did not ask about their grade by the Friday following the reading day.**

Communication

- **Check your URI email account frequently!**
- Brightspace will be used to
 1. Provide resources & links to useful information
 2. Communicate important information to students
 - You may need to opt in to receive email notifications from Brightspace
 3. Post grades

THE UNIVERSITY OF RHODE ISLAND CHM102: Laboratory for Chemistry 101_00...

Course Home Content Assignments Discussions Quizzes Classlist Grades Class Progress C View as Collaborator Change

Notifications

Control how you receive notifications about activity in your courses. You can receive a periodic summary of activity, or receive instant notifications.

Instant Notifications	SMS	Email
Activity Feed - new comments from others on a post	<input type="checkbox"/>	<input type="checkbox"/>
Activity Feed - new posts created by others	<input type="checkbox"/>	<input type="checkbox"/>
Announcements - announcement updated	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Announcements - new announcement available	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Click on the box by your name to get the drop down box

Select notifications

At a minimum, get notifications for announcements. You can get additional notifications if you choose

Department Policies

Personal Protective Equipment (PPE)



- Safety glasses, a full length lab coat (to the knees), and shoes that completely enclose your feet are required
 - **Safety glasses & lab coat must be put on before you enter the lab and cannot be removed until after you exit the lab**
- Nitrile gloves are required for most experiments
 - A pair of nitrile gloves will be provided for each experiment
 - You must remove your gloves to leave the lab room
 - The provided gloves must be disposed of as you are leaving lab
- You will not be allowed to participate in lab without PPE. Health regulations prevent the department from loaning students PPE, so you must remember to bring your safety glasses & lab coat each week

Personal Protective Equipment (PPE)



- Safety glasses and lab coats can be purchased from the Chemistry Department Stockroom
 - Try to purchase them well in advance of lab to avoid long lines
 - You can purchase PPE from outside locations, but they must be approved by Stockroom personnel
 - Bring any PPE that you have purchased elsewhere to the Stockroom
 - Stockroom personnel will verify if the items will provide sufficient protection, and will give you a signed form if the PPE is OK
 - Show the form to your TA when you arrive in lab
- **Disposable lab coats and short Pharmacy lab coats do not provide adequate protection and cannot be used**
- The Stockroom only accepts RAM account and personal checks
 - Make sure to add funds to your RAM account
 - Stockroom bills not paid before the end of the semester will result in a hold on your ecampus account.

Chemistry Department Stockroom

- Located toward the end of the hallway
 - Just past the exit to White Hall on the Flagg Road Side
 - Looks like a giant take-out window
- Hours are 8:00am – 5:00pm
- Only RAM account and personal checks accepted
- Lab bills are posted weekly on the Stockroom website (IF you opt in on your compliance form).
- Lab bills also emailed weekly – CHECK URI EMAIL!
- Stockroom website on chm.uri.edu contains useful information.

THE UNIVERSITY OF RHODE ISLAND

DEPARTMENT OF CHEMISTRY
1-401-874-2318 chemistry@chm.uri.edu

[Home](#) [People](#) [Research](#) [For Prospective Students](#) [For Current Students](#) [Links](#) [Contact Us](#)

Phone: 1-401-874-4969 Email: stockroom@chm.uri.edu

Academic Year Hours: 8am - 5pm, Monday-Friday

At its core, the Department of Chemistry Stockroom manages all chemicals and equipment for the teaching labs taught by the Department of Chemistry. It also acts as the main receiving, gas handling, and hazardous waste storage center for the department. See the links below for more information about the Stockroom.

Stockroom General Links

[Stockroom Staff](#)

[Mission Statement and Guidelines](#)

Teaching Lab Links


[Safety Training](#)

[Check on Stockroom Bills](#)

Research Lab Links

[Safety and Waste](#)

[Provided Stockroom Services](#)



THINK BIG WE DO™

Personal Protective Equipment (PPE)



- Safety glasses can also be purchased with cash from the **Chemistry Graduate Student Goggle Sale**
 - There should be signs in the hallways with information about days/times for the goggle sale
 - The safety glasses from the goggle sale are the same as the ones from the Stockroom
 - The Chemistry Graduate Student Goggle Sale is CASH ONLY

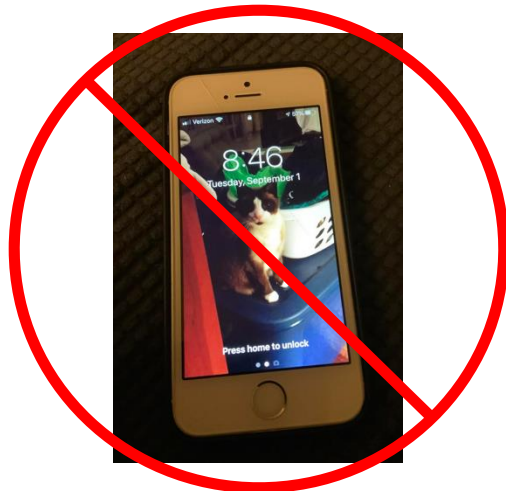
Dr. Mars would like
to remind students



To ALWAYS wear their
LAB COAT & GLASSES
when in lab!

Cell Phones

- Cell phones cannot be used in lab except in an emergency.
 - It is a chemical contamination hazard.
- Cell phones must be turned off and stored in the shelves by the lab entrance.
- If you must take a call due to a personal emergency, you need to remove your gloves and take your phone into the hallway to answer it.
 - You are responsible for any material that you miss while not in the lab room.



Important Documents

1. Medical Information form
 - Keep in your lab coat pocket or lab manual so it will always be with you
2. Online Compliance Form
 - Verification that you have learned about and understand department and safety policies
 - **Will be completed online today after you complete the safety module!**
3. Department Plagiarism Form
 - There is a copy in the syllabus for your reference

Medical Information Form

This form is for your records only. You need to complete this form and keep it with you at all times. It is not to be given to anyone else. If it is lost, you will be asked to fill it out again. Please print clearly.

Name: _____ ID #: _____
 Address: _____ Email: _____
 Phone: _____
 Age: _____ Height: _____ Weight: _____ Date of Birth: _____

Chief of Clinic or Clinical Supervisor: _____
 Clinical Medical Coordinator/Contact: _____
 Contact Medical Coordinator/Contact: _____

Questions (Please, include or remove): _____
 Allergies (including medications and food products): _____

Current medications, interventions, or other care at a hospital/clinic: _____

Personal Physician (Name, Address, Phone): _____

Person to contact in case of emergency (Name, Phone): _____

Student Signature: _____ Date: _____

DEPARTMENT SAFETY AND ENVIRONMENTAL COMPLIANCE FORM

I, (Please Full Name) _____, do hereby certify and affirm that I have read, understood and agree to comply with the regulations and safety rules. I understand that any violation may result in my being removed from the laboratory and being given a failing grade. Further, I understand that I will be handling potentially hazardous materials and will adhere to the institutional regulations and rules in understanding these activities. I also affirm that I have better than average knowledge for the nature and activities being taught from the nature of any time if this should not be true. I also have hereby signed and affirm that I have been trained in the following subjects in preparation for using the laboratory resources:

☐ Please **NOTIFY** each section before leaving the lab. Do not use alcohol, smoke, or any other substance.

☐ I have understood all of the safety rules covered in the safety session.

☐ I understand the Emergency Evacuation Plan, including exit route, procedures and assembly point.

☐ I will follow all safety procedures, including that paper and glass must go into the proper containers, no eating or drinking is to be done in the lab, and that all chemical waste will be put into the designated container and the container kept capped/stopper when waste is added.

☐ I know the location and use of safety equipment including personal protective equipment, eyewash, fire extinguisher, safety shower, first aid, emergency numbers, and chemical fume.

☐ I am aware of the departmental discipline policy, including time limits on reporting missing equipment and reporting the loss of a sample. I understand that any violation of this policy will result in a suspension from the department.

☐ I understand MSDS sheets and NFPA codes, their use and relevant contents.

☐ I will follow my TGA instructions regarding the handling of my medical form so that it is not immediately available to an employer.

☐ I understand that any TGA that I generate in this lab will be sent to my LRI email address.

☐ Initial **DATE**. Any lab I generate in lab may be posted online by my ID number.

Signature: _____ Date: _____ Date: _____

For department use only

I affirm that I have completed safety training with this student in accordance to the policy set forth by the Chemistry Department. I have signed by providing a picture ID that the student trained in the lab when name appears on this compliance form.

To: Instructor _____ TGA Signature: _____
 Student Number: _____ or Instructor/Staff (Circle one) P. Approval: _____ Date: _____
 Department of Chemistry, University of Prince Edward Island 8/10/2015

Please Print Your Name Legibly _____

Plagiarism Policy
 LRI, Department of Chemistry

One of our goals in this course is to reinforce the importance of academic integrity. In recent years, there have been numerous examples of dishonesty concerning laboratory data or copying material from another source. Acts of plagiarism both damage science and can have important impacts on society. The following material is intended to help you understand the importance of academic integrity and to help you report research examples that have adversely affected both science and public health. Acts of plagiarism have destroyed many scientific careers. Consequently, we want to make clear to you what plagiarism is and possible acts of plagiarism in a manner that makes clear its seriousness.

Your laboratory reports contain information about the persons, theory, and results of your experiments. Each of you prepares a laboratory report associated only with your name. By implication, you are the sole author of that report, and no section of your report can be identified as having been copied from another person without attribution. Reports or sections identical to any other source whether that source is another student, a section of a book, or information obtained from others on the web will be treated as plagiarism. In a chemistry lab report, the first instance of plagiarism is to receive a grade of 0. For repeat instances of plagiarism, the second report will receive a 0, and the student will be referred to the Chair of the Chemistry Department and the Chair of your college.

To avoid plagiarism in lab reports, some specific guidelines to follow when writing your report are listed below:

1. Your laboratory reports contain information about the persons, theory, and results of your experiments. Each of you prepares a laboratory report associated only with your name. Since you are the sole author of that report, no section of your report can be identified as having been copied from another person without attribution. Reports or sections of reports identical to any other source whether that source is another student, a section of a book, or information obtained from others on the web will be treated as plagiarism unless the citation is included.
2. Data analysis must be performed individually. Students often work together and the plagiarism policy is not designed to discourage collaboration learning, however while your original data may be identical to that of your lab partner, your calculations need be your own. The sections of your reports containing the calculations must not be identical or nearly identical to anyone else. From experience, it is critical for you to keep people analyzing the same data to obtain exactly the same set of calculations in the same order with the same final results. To avoid any appearance of plagiarism, if you work with another student, you must perform your calculations by yourself or with the aid of an instructor. No calculator calculator is allowed for the purpose of plagiarism.
3. There is only one exception to the plagiarism policy given above. If you generate your data with a laboratory partner, the original data included in your report should be identical to that of your laboratory partner. The other sections of your reports, including all written work and all calculations, cannot be identical to anyone, including your laboratory partner.

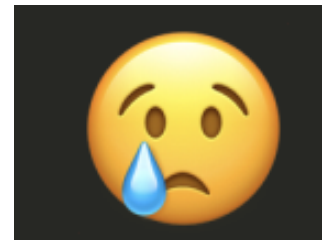
I have read the plagiarism policy outlined above. I understand that I am responsible for my own laboratory report even when the experimental data are collected with partners. I understand that any part of a laboratory report, other than original data, identical to that of any other person is treated as plagiarism. I also understand that any section of a laboratory report taken from another source is treated as plagiarism.

Signature: _____ Date: _____

Department of Chemistry, University of Prince Edward Island
DEPARTMENT COPY

Lab Equipment & Breakage

- You are responsible for the equipment in your lab drawer
 - If you break something you will need to pay for it
- You MUST verify that everything is present & not broken at both the BEGINNING & the END of every lab session.
 - If you find something missing or broken at the start of the lab session, report it to your TA right away.
 - First 60 min of lab – if you did not break the item yourself, it will be charged to the last student who was assigned that drawer in a section that meets before your section.
 - If you neglect to put something away in your lab drawer, & it is reported missing at the start of the next lab session, YOU can be charged for the missing item.
- Unpaid lab bills will result in a hold on your ecampus account.



Safety Training

IMPORTANT: YOU MUST COMPLETE THE DEPARTMENT'S ONLINE SAFETY MODULE BEFORE ATTENDING YOUR FIRST IN-PERSON EXPERIMENT

- There is a link to this module in Brightspace
- It can also be accessed at the following address:
<https://www.chm.uri.edu/index.php/safetyonline/>
- The module consists of a series of short videos with questions that must be answered correctly
- You must complete this module before leaving lab today

The module must be completed EVERY SEMESTER that you take a chemistry lab!

Before Attending Your Next Lab

- Purchase lab coat and safety glasses – do not leave this till the last minute!
- Complete your pre-lab assignment and bring it with you to hand to your TA when you arrive at lab.
- Purchase a lab manual and bring it with you to lab.
- Make sure to have a blue or black ink pen and a scientific calculator
- Make sure to wear closed toed & heeled shoes and to tie back long hair. Long pants are strongly recommended.
- **COMPLETE THE SAFETY TRAINING MODULE & the online compliance form!**
 - Must be completed before you leave lab today.

If you have any questions, do not hesitate to ask!