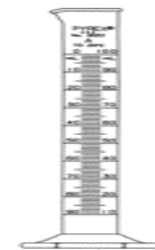




Welcome to General Chemistry Lab!



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

**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. They have more 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 the week before the practical to be ensured a spot.
- If there is no space remaining, students who did not sign up for the make-up experiment by the end of the week before the practical **will be unable to complete the make-up experiment.**

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...      Maria Donnelly 

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 notific

- [View as Collaborator](#)
- [Change](#)
- [Profile](#)
- [Notifications](#)
- [Account Settings](#)
- [Log Out](#)

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

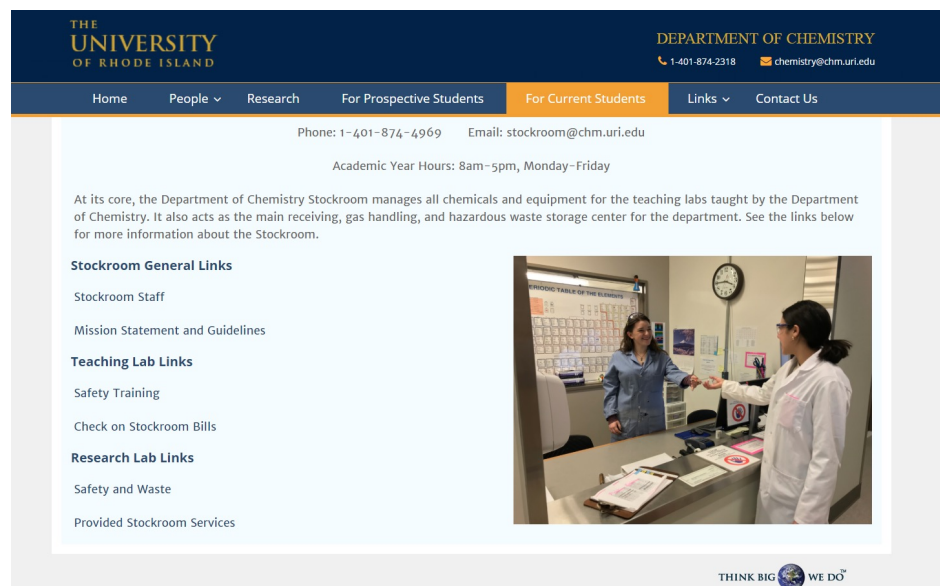
Personal Protective Equipment (PPE)



- 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 screenshot shows the website for the Chemistry Department Stockroom at the University of Rhode Island. The header includes the university logo and contact information for the department. The navigation menu has options for Home, People, Research, For Prospective Students, For Current Students (highlighted), Links, and Contact Us. Below the navigation, contact details are provided: Phone: 1-401-874-4969, Email: stockroom@chm.uri.edu, and Academic Year Hours: 8am-5pm, Monday-Friday. A paragraph describes the stockroom's role in managing chemicals and equipment. A sidebar on the left lists various links under categories like Stockroom General Links, Teaching Lab Links, and Research Lab Links. A photograph on the right shows two people in a lab setting. The footer features the slogan 'THINK BIG WE DO' with a globe icon.

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**

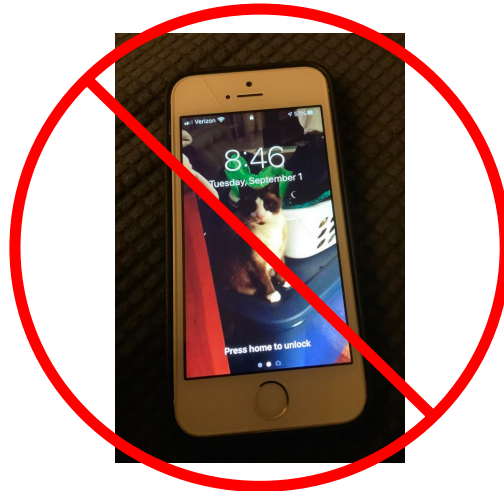
Dr. Mars would like
to remind students



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. 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

- On the back of the compliance form
- There is a copy in the syllabus for your reference

Medical Information Form

This form is for your records. It asks you to read emergency medical directions to help provide you with prompt medical care. You will be required to keep this form in your lab coat, your emergency collection container, and if it is not present, you will be asked to bring the lab. Please print clearly.

Name: _____ ID #: _____
Address: _____ Email: _____
Phone: _____
Age: _____ Height: _____ Weight: _____ Date of Birth: _____
Officer License or Driver's License: _____
Current Medical Conditions/Concerns: _____
Current Medical Conditions/Concerns: _____
Allergies (including medications and other products): _____
Current medications, intravenous treatment or therapies taken on a regular schedule: _____
Personal Physician (Name, Address, Phone): _____
Person to contact in case of emergency (Name, Phone): _____
Student Signature: _____ Date: _____

DEPARTMENT SAFETY AND ENVIRONMENTAL COMPLIANCE FORM

I, (Print 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 all lab handling procedures (hazardous materials and all other lab handling procedures) are to be followed as outlined in the laboratory manual and rules in conducting these activities. I also affirm that I have familiarized myself with the location and use of the safety equipment located in the laboratory at any time if this should not be true. I also do hereby certify and affirm that I have been trained in the following matters in preparation for taking chemistry classes:

Please **NEVER** eat, drink, or use any other food or drink in the lab. Do not use work clothes.

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

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

I will follow all waste disposal procedures, including that paper and glass must go into the proper containers, no liquids or hazardous materials be put into the sink or trough, and that all chemical waste will be put into the designated container and the container kept capped until 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 hood.

I am aware of the departmental breakage policy, including time limits on reporting breakage and the consequences for the violation of a limit on reporting a breakage.

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

I will follow my TA's instructions regarding the handling of my material form so that it will be immediately available in an emergency.

I understand that any chemical that generates its own heat will be used in my lab.

I understand that any chemical that generates its own heat will be used in my lab.

I understand that any chemical that generates its own heat will be used in my lab.

Signature: _____ 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. Please confirm by checking a portion of the Student trained by the student whose name appears on this compliance form.

TA Signature: _____
TA Name: _____
Section Number: _____ or Hallway/Station (Circle one if applicable) _____
Department of Chemistry, University of Rhode Island 8/10/2017

Please Print Your Name Legibly: _____
Lab Section: _____
Department of Chemistry

One of our goals in this course is to emphasize the importance of scientific integrity in research papers. There have been numerous examples of dishonesty concerning scientific data or copying material from another source. Acts of plagiarism both damage science and can have important impacts on society. The University has established policies to ensure that research is conducted with integrity and that all reports are prepared in a manner that is fair and equitable to all students. Acts of plagiarism have destroyed many scientific careers. Consequently, we want to make clear to you what plagiarism is and provide acts of plagiarism in a manner that makes clear its seriousness.

Your laboratory reports contain information about the purpose, 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 any report can be identical to reports identical to that of 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 results in a maximum grade of D. For repeat instances of plagiarism, the entire report will be resubmitted, and the incident will be referred to the Chair of the Chemistry Department and the Dean of your college.

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

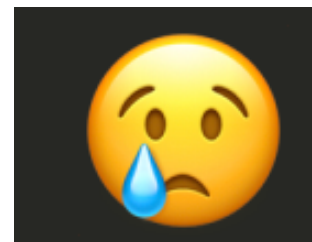
1. Your laboratory reports contain information about the purpose, theory, and results of your experiments. Each of you prepares a laboratory report associated only with your name. Since you are the sole author of that report, no section of your report can be identical to reports identical to that of 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 is treated as plagiarism unless the citation is included.
2. Data obtained from the web should not be used in your reports. Students often work together and the plagiarism policy is not designed to discourage collaboration learning, however, when your original data may be identical to that of your lab partner, your collaboration need not be your own. The inclusion of reports containing the calculations must be identical or nearly identical to your own. From experiments, it is unlikely that you will have precise analytical results. To avoid the appearance of calculation in the same style with the same final results, to avoid the appearance of calculation in the same style with the same final results, you must perform calculations individually and use the results of the calculations. Copying calculations received from another student is 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 identified that 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 another 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 Rhode 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 e-campus 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!**