

**Instructor Information:**

**ATTENDANCE POLICY:** Attendance will be taken at every lab meeting. Tardiness is not acceptable. If you miss the instructor's discussion at the beginning of lab, you will miss important explanations, and therefore would be unsafe in the lab. Under no circumstances will you be admitted to lab if you are more than 10 minutes late.

**PLEASE NOTE:** The lecture and the lab are co-requisites. If you withdraw from lecture, you must **also** withdraw from the lab, and if you withdraw from the lab, you must also withdraw from the lecture. Please consult the Academic Calendar for the final day to withdraw with a grade of "W" (<http://www.spcollege.edu/webcentral/admit/dates.htm>). You must initiate the proper withdrawal procedure yourself by taking care of it yourself online **NOTE: Instructors are NOT able to withdraw students.**

**MAKE-UP POLICY:** If you miss a lab (or arrive late to lab) it is your responsibility to determine another lab section during the scheduled lab times to make up the lab missed. Check the lab door and attached schedule for the dates when each experiment is offered. Prior to the start of the makeup lab, you need to check with the instructor to make sure it is okay for you to make up the lab at that time. Make sure you fill out a Make-up Lab Form and have it signed by the instructor of the make-up lab after you have completed all of the activities required by that instructor. Otherwise, you will not receive credit for completing the makeup lab. Under no circumstances will you be admitted to lab if you are more than 10 minutes late. This also goes for make-up labs – you will not be allowed to perform any experiment if you arrive more than 10 minutes after the starting time of the lab!! Lab reports will still be due midnight of the sixth day after your regularly scheduled lab section, NOT six days after you complete the make-up lab. All make-up labs must be completed prior to the week of the Lab Practical Final.

**REQUIRED SUPPLIES:** (These items must be brought with you to the lab, no later than the second meeting. You will not be allowed to continue in the lab without them.)

The listed items are needed for each lab, beginning with the first week.

1. LAB MANUAL (Purchase at SPC bookstore)
2. Composition notebook (~100 pages, graphing 1/4 grid recommended)
3. Safety goggles (NOT glasses), approved for use in chemical laboratories. (American National Standards Institute (ANSI) Z-87.1-1989).
3. An apron or laboratory coat and rubber gloves are recommended. Do NOT wear your best clothes to chemistry lab!
4. **Shoes that cover the ENTIRE foot are required.** Any student not wearing appropriate shoes will not be admitted to the lab. You will be required to make up the lab at another scheduled lab time if you come to lab without the proper shoes. It is suggested that you keep an appropriate pair of shoes in your car or locker (see Student Activities if you'd like a locker in the Science Building).

\*\*Cellular phones and beepers will not be permitted in this class unless the ringer is turned OFF!! Students may not share calculators on exams.

**REQUIRED ASSIGNMENTS:** Read the introductory material pertaining to each experiment prior to the scheduled lab, and complete the Prelab by midnight of the day prior to your scheduled lab.

Your instructor will inform you as to their requirements for your lab notebook.

Lab reports are to be completed online and are due midnight of the sixth day after the regularly scheduled lab for the section in which you are enrolled. For example, if your scheduled lab is on Monday, reports are due at midnight on the following Sunday. Each report has two parts : "Results" and "Postlab". Both parts are required to be completed prior to the due date. Penalties for late reports are at the discretion of the instructor.

If you do have to make-up a lab, materials for each experiment will be available in the lab for one week only. Please check with your instructor. Lab reports will still be due midnight of the sixth day after the regularly scheduled lab for the section in which you are enrolled, NOT six days after you complete the make-up lab.

Students who attempt to complete a lab report on ANGEL without having been in attendance for that lab (or not having attended a make-up for that lab with a signed make-up form) will be subject to the College's Academic Honesty policy. The penalty will be a grade of F or WF for the course and a report to the Associate Provost for violation of the College's Academic Honesty policy.

Instructors are happy to go over lab reports upon request of the student. All lab reports must be submitted by the day prior to the Lab Practical Final.

### GENERAL INSTRUCTIONS FOR LABORATORY COURSE 2045L:

1. Most experiments will be worked with a partner. Please work with the person sitting NEXT to you. No more than two people are to work together at one time unless I approve it. All calculations, conclusions, and other report answers are to be done independently of your partner or anyone else. Students MAY NOT SHARE answers, conclusions, or results. Sharing and copying work is considered cheating and this work will be penalized and possibly given ZERO CREDIT. (See SPC Student Handbook for information on this subject.)
2. You may leave the lab when you have finished with the experiment, cleaned all used glassware and your area and when you have completed any calculations that I require. Most reagents will need to be disposed of in specially marked containers located in the fumehood. Please ask if you are not sure. DO NOT put any solid materials in the sinks. Do not dispose of any solutions or liquids into the sink unless the instructor approves. Please inform me of all spills immediately.
3. **Replace caps / lids on all containers immediately after dispensing. Do not mix spatulas, droppers or any other dispensing items. When using dropper bottles, use proper technique for dispensing the solution into your test tube. Do not allow the dropper to touch your test tube! Doing so will contaminate the solutions.**
4. There is often a great temptation for students to exit the lab as quickly as they can. This temptation is magnified by the fact that lab reports are completed online at home. However, most of the experiments come with data sheets and/or postlab questions. It is the instructor's prerogative to decide what materials must be completed before a student may leave the lab. Leaving the lab before you are allowed to do so by your instructor is a violation of lab policy and offenders may be penalized for this behavior.

**TESTING / GRADING POLICY:** You can calculate your grade as follows:

	Maximum Points
Best 10 out of 11 online "Prelabs" @ 10 points each	100
Best 10 out of 11 lab "Results" scores @ 60 points each	600
Best 10 out of 11 online "Postlabs" @ 30 points each	300
Lab Practical Final	300
Lab Notebook	<u>100</u>
TOTAL	1400

Your letter grade will be:

<b>A</b>	for 1260 points or higher	<b>D</b>	for 840 points
<b>B</b>	for 1120 points	<b>F</b>	for 839 points or less
<b>C</b>	for 980 points		

### Special Accommodations

If you wish to receive special accommodations as a student with a documented disability, please make an appointment with the Learning Specialist on this campus. If you have a documented hearing loss, please contact the Program for the Deaf at 791-2628 (V/TDD). If you will need assistance during an emergency classroom evacuation, it is imperative that you speak with you campus Learning Specialist immediately about arrangements for your safety. Clearwater: St. Pete/Gibbs: 341-4316.

**EMERGENCY PREPAREDNESS:** In the event that a hurricane or other natural disaster causes significant damage to St. Petersburg College facilities, you may be provided the opportunity to complete your course work

online. Following the event, please visit the college web site for an announcement of the College's plan to resume operations. This syllabus is currently available in ANGEL for your convenience. Log in to ANGEL to confirm that you have access, reporting any difficulty to the SPC Student Technical Call Center at 727-341-4357 or via email at [Onlinehelp@spcollege.edu](mailto:Onlinehelp@spcollege.edu).

**SEXUAL PREDATOR INFORMATION.** Federal and state laws require a person designated as a “sexual predator or offender” to register with the Florida Department of Law Enforcement (FDLE). The FDLE is then required to notify the local law enforcement agency where the registrant resides, attends, or is employed by an institution of higher learning. Information regarding sexual predators or offenders attending or employed by an institution of higher learning may be obtained from the local law enforcement agency with jurisdiction for the particular campus by calling the FDLE hotline (1-888-FL-PREDATOR) or (1-888-357-7332), or by visiting the FDLE website at <http://offender.fdle.state.fl.us/offender/homepage.do>

**CAMPUS SAFETY AND SECURITY:** For information on campus safety and security policies please contact 727-799-2560. For information on sexual offenders on your campus please contact campus security or the associate provost office or for general information go to the State of Florida website at <http://www3.fdle.state.fl.us/sopu/index.asp>.

#### General Lab Etiquette

The following behavior may warrant dismissal from lab which would require you to do a makeup later in the week (if available):

1. regular use of profanity in lab
2. talking or texting on your cell phone during lab
3. leaving lab repeatedly to talk or text on your cell phone
4. arriving to lab more than 10 minutes late
5. drinking or eating in lab
6. wearing shoes that do not cover your entire foot (including your heels)
7. not following safety rules (such as wearing your goggles)
8. leaving the lab without having completed all of the activities required by the instructor.