FALL 2006 – CHEMISTRY 204-001
ORGANIC CHEMISTRY I LABORATORY

INSTRUCTOR: Laura Sonnichsen

CONTACT INFORMATION: Office: L 213
Phone: 353-2332
Email: Lsonnichsen@parkland.edu

OFFICE HOURS: Monday 10:00 – 10:50 AM
Monday 1:00 – 1:50 PM
Tuesday 11:00 – 11:50 AM
Thursday 3:00 – 3:50 PM

LECTURE: M 9:00 – 9:50 AM; M 124

LABORATORY: W 8:00 – 10:50 AM; M 228

REQUIRED MATERIALS:
- Experiments for Organic Chemistry I, Illinois State University lab manual
- Labs, Lab Reports, & Course Handouts, Parkland College lab manual
- Duplicate page laboratory notebook and an ink pen
- Lab safety goggles (glasses are NOT acceptable)


COURSE WEB PAGE: http://natsci.parkland.edu/che/204

COURSE SCHEDULE:
A copy of the course schedule will be handed out today. In addition, the course schedule can be found on the course web page, where it will be updated as needed. A calendar of due dates can be found in Angel.

COURSE DESCRIPTION:
Chemistry 204, Organic Chemistry I Laboratory, is a beginning organic chemistry laboratory course that teaches basic laboratory techniques (recrystallization, melting point, TLC, column chromatography, GC, refluxing, distillation, spectroscopy, etc.) and provides experience in performing simple organic reactions.

PREREQUISITES:
Parkland College CHE 101 and CHE 102 or equivalent with a grade of C or higher and concurrent enrollment in CHE 203.

ATTENDANCE:
In order to successfully complete this class you MUST attend all labs. Labs can only be made up with a documented excuse for your absence (religious holiday, medical appointment, approved college athletic activity or death in the immediate family). If you are sick enough to miss lab then you are sick enough to go and see a doctor! If at all possible, inform your instructor of any anticipated absences PRIOR to the absence so that arrangements for making up the lab can be made.

Anyone who does not follow the lab rules provided, including additional rules as stated by your instructor, may be asked to leave the laboratory. Anyone asked to leave will be considered absent and will NOT be allowed to make-up the lab. In addition, lab penalties may be taken out of your lab attendance grade. A list of penalties can be found on the Organic Chemistry Lab Rules handout. Additional penalties may be determined on a lab by lab basis. All penalties will be clearly stated before being applied.
Unlike other classes, most organic chemistry labs take three (3) hours to complete. Therefore, you should never expect to leave lab early. Also, anyone arriving late to lab will experience difficulty finishing his or her lab during the allotted time slot. It is very important that you come to lab on time and ready to work. Lab begins precisely at the time listed on the clock in the laboratory. At the beginning of lab demonstrations and safety instructions are made. Arriving even one minute late means that you missed part of this and your lab participation grade will be negatively affected. If you arrive more than 10 minutes late to lab you may not start the lab and it is considered an unexcused absence. You will receive a 0 for all assignments concerning that lab and your lab participation grade will be severely effected. Two unexcused absences from lab will result in an automatic F for the course.

LAB REPORTS:
There will be a total of eleven (11) lab reports due this semester (twelve for the Spring semester). Each lab report will consist of a handout provided by your instructor. The report will be due at the beginning of lab the week after the lab was finished. Late labs will be penalized by subtracting ten percent (10 %) from the total score for each day the lab is late. No work will be accepted after one week from the due date. Labs turned in after the start of lab will be considered one day late.

LAB NOTEBOOKS:
How to keep a laboratory notebook properly is one of the most important skills to be learned in an organic chemistry lab. During this semester an emphasis will be placed on how well you keep a lab notebook. Both the structure and the content of the notebook will be evaluated. An excellent reference for how to keep a lab notebook is *The Organic Chem Lab Survival Manual*, by J. W. Zubrick. The most important aspects of a lab notebook are legibility and completeness. When a lab notebook has been written correctly, it should be possible for anyone to repeat experiments using ONLY the lab notebook for guidance. A handout clarifying notebook guidelines will be provided.

PRELABS:
It is extremely important to be organized in order to maximize your learning (and minimize the time spent) in this class. In order to facilitate this, a prelab will be required each week at the beginning of the laboratory period. You will not be allowed to perform the lab until after the prelab has been checked and initialed by your instructor. Unless otherwise specified, you will be asked to perform the lab using only your prelab. Therefore, it will be vitally important to write an organized, complete prelab. Details on what is expected will be handed out and will also be provided on the course homepage.

QUIZZES:
There will be eleven (11) quizzes given this semester. Each quiz will be worth ten (10) points and will be available on Angel. There will be NO make-up for any missed quizzes. The lowest scoring quiz will be dropped.

PROJECT:
There will be one project required during the semester. The project will consist of three parts and will include both research and writing components. Portions of the project will be individual and portions will be completed as a group. Further information on the specific details of the project can be found on the course homepage or in the Course Handouts book.

EXAMS:
Two (2) exams will be given to assess your performance in the laboratory. These exams will focus on both the content of the labs and the skills learned during the labs. These exams will be hour exams and the first will be given during the lecture time slot as shown on the course calendar. The second will be given during final exam time slot, as shown on the course calendar.

LAB PRACTICAL:
The final exam will be a lab practical given during the lab time slot of the last week of classes as shown on the course schedule. Details on what the final will consist of will be handed out in lab the week before the final. Failure to take the final will result in an F for the course.
HELPFUL HINTS:
While organic chemistry has the reputation of being a difficult course, I fully expect that everyone should successfully complete this course. If you are experiencing difficulty with the material, please get help as soon as possible. Help can be found during my office hours, by emailing questions to me, by visiting Peer Tutoring, and by talking to your classmates. The Writing Center is available if help is needed for the writing portions of this class. Please do not be shy about getting help as soon as you realize you need it. If you feel you have a disability for which you may need academic accommodation, contact Nancy Rowley (X158, 351-2588, nrowley@parkland.edu).

GRADING:
The grading breakdown is given below:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance (lecture)</td>
<td>2.5%</td>
</tr>
<tr>
<td>Attendance (laboratory)</td>
<td>7.5%</td>
</tr>
<tr>
<td>Reports</td>
<td>20%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>15%</td>
</tr>
<tr>
<td>Prelabs</td>
<td>10%</td>
</tr>
<tr>
<td>Project</td>
<td>10%</td>
</tr>
<tr>
<td>Exams</td>
<td>15%</td>
</tr>
<tr>
<td>Notebook</td>
<td>10%</td>
</tr>
<tr>
<td>Lab Practical</td>
<td>10%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

Letter grade cut off: (approximate)
A: 90%  B: 80%  C: 70%  D: 60%

WITHDRAW DATES:
Everyone should be able to satisfactorily complete this course, however if, for whatever reason, you need to withdraw from this class, the dates for withdraws are:

- Last day to drop (no record): Sunday, September 3, 2006
- Last day for instructor withdraw (record): Monday, October 16, 2006
- Last day to withdraw (record): Friday, December 1, 2006