INSTRUCTOR: Virginia Lehmann, Ph.D.

CONTACT INFORMATION: Office: M118
Phone: 373-3781 EXT 6449
Email: VLehmann@parkland.edu

OFFICE HOURS: T 4:50 – 5:50PM, M118

LECTURE: T 6:00 – 6:50 PM; L 242

LABORATORY: R 6:00 – 6:50 PM; M 228

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


COURSE WEB PAGE: http://virtual.parkland.edu/lsonnichsen/CHE206

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.

COURSE DESCRIPTION: Chemistry 206, Organic Chemistry II Laboratory, is an organic chemistry laboratory course that is a continuation of Chemistry 204. In this course, more advanced laboratory techniques will be addressed, more lab experience will be gained, and qualitative analysis will be performed.

PREREQUISITES: Parkland College CHE 203 and CHE 204 or equivalent with a grade of C or higher. Concurrent enrollment in CHE 205 is highly recommended.

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 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 their lab during the allotted time slot. It is very important that you come to lab on time and ready to work. A penalty will be assessed if you are still in the lab 20 minutes after the ending time.
LAB REPORTS:
Each lab report will consist of a handout provided by your instructor. The reports will also be available on the course website. The report will be due at the beginning of lab period the week after the lab was finished. Late labs turned in by the following class period on Tuesday will be penalized by subtracting 25\% from the total score. Labs turned in after the Tuesday class will be penalized by subtracting 50\% from the total score.

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.

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 during the first fifteen (15) minutes of the laboratory period. You will not be allowed to perform the lab until after the prelab has been 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 a 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 a quiz given for each lab performed this semester. Multiple week labs will have a quiz for each week of the lab. Each quiz will be worth ten (10) points and will be given in the first fifteen (15) minutes of the laboratory period. There will be NO make-up for any missed quizzes, including those missed due to tardiness. Eleven (11) quizzes will be used to for your grade. The actual number of quizzes taken may vary, however, only the highest eleven scores will be kept. There will be NO make-up quizzes.

PROJECT:
There will be one project required during the semester. The project will consist of two parts and will include both research and writing components. The projects will include both individual and group assignments. Further information on the specific details of the project will be handed out today. In addition, details will be provided on the course homepage.

PERSONAL CHOICE:
For the last five (5) weeks of lab, you will be given a list of acceptable labs and will have to choose which of the labs to will perform.

EXAMS:
Two (2) written 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 in lecture during the lecture time slot, as shown on the course schedule. The second will be given in the lecture room during finals week, as shown on the course schedule.
GRADING:
The grading breakdown is given below:

<table>
<thead>
<tr>
<th>Category</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>20 %</td>
</tr>
<tr>
<td>Notebook</td>
<td>15 %</td>
</tr>
<tr>
<td>Total</td>
<td>100 %</td>
</tr>
</tbody>
</table>

Letter grade cut off: (approximately)
A: 90%  B: 80%  C: 65%  D: 55%

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 counselor Norm Lambert (A250, extension 2620) or Learning Disabilities Specialist Evelyn Brown (X148, extension 2587).

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): Monday, January 26, 2004
- Last day for instructor withdraw (record): Monday, March 15, 2004
- Last day to withdraw (record): Friday, April 29, 2004