

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
Organic Chemistry Laboratory, CHM 319L, Spring 2018

Meetings: Wednesday 3:00–5:50 pm Room 8-312 Secn 04, CRN 34278

Instructor: Dr. Laurie S. Starkey Room 4/1-428 Phone: (909) 869-3670
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Homepage: <http://www.cpp.edu/~lsstarkey>

Office Hours (also by appt.) **Tuesdays and Thursdays** 10:45-11:45 AM and 2:30-3:30 PM

Supplies: See the "Laboratory Schedule" handout for a list of the texts needed. In addition, students must purchase GOGGLES, a LAB COAT and a LABORATORY NOTEBOOK (alternating colored duplicate pages). Students without goggles and lab coat are not able to be in the lab during an experiment; these items can be rented from the stockroom if needed.

Grading:	Lab reports	30%
	Prelab Quizzes	20%
	NMR problem sets	20%
	Final Quiz	20%
	Notebook/Technique	10%
	Total	100%



Laboratory Notebooks with duplicate pages will be maintained. “Prelab” portions of your notebook are due at the BEGINNING of each lab... **2 points (out of 10) deducted if Prelab is not completed by the beginning of lab and no hands-on work will be allowed!** After taking Observations during lab, each student will turn in the carbon-copy sheets to the instructor at the end of each lab. The complete reports are due at the BEGINNING of the following laboratory meeting. Reports submitted after that time will lose 10% for the first day. A separate handout on Lab Notebooks will be provided. The notebooks will be collected at the end of the quarter and given an overall grade, which will include a technique grade, based on the instructor's personal evaluation of each student. Factors that will be considered include the student's safety habits, preparation, cleanliness, punctuality, etc.

Prelab quizzes: Preparation is the key to a safe and productive laboratory class. Students must complete the required reading assignments and complete the prelab portion of the lab notebook BEFORE attending lab each week. Daily quizzes (blank reagent tables - open notebook, and Blackboard-related questions) will be given at the BEGINNING of lab. **Late students will not be allowed to take the prelab quiz.** Students may also find it helpful to review materials on various lab techniques (melting point, recrystallization, extraction, TLC, distillation) by watching the available online lab tutorials <http://www.cpp.edu/~lsstarkey/ochemlab>. A Final Quiz will be given during the last laboratory meeting, after checkout.

Incompletes: An incomplete will be granted only if the student is passing the course (C or better) and has a university recognized excuse. If a student must miss the scheduled lab period, they MAY be able to attend a different section. He/she should see the instructor when such a conflict arises.

Academic Integrity: CHEATING WILL NOT BE TOLERATED. If any such situation is suspected, University policies will be strictly followed. While collaboration and teamwork are required and encouraged, each student is responsible for his or her own work: prelab, observations, discussion, etc.