



## Chemistry 161, Chem Structure & Properties Lab

### Fall 2024 Syllabus

Fall Semester: August 26<sup>th</sup> – December 7<sup>th</sup>

1-credit hour lab course

\* This is a common syllabus for Chem 161-001 through 161-015. Policies and procedures are the same for all classes, but there are different lab coordinators. Read the entire syllabus. \*

Welcome to Chem 161. We look forward to having you in the course!

Lab Location: Flanner Hall 305-308

Prerequisite: Math Placement Test or Math 117

#### **LAB COORDINATORS (Listed alphabetically)**

##### **Felix Amankona-Diawuo, Section 161-010**

Email: [famankonadiawuo@luc.edu](mailto:famankonadiawuo@luc.edu)

Office Hours: Mon 10:30am-11:30am, Tues 10:00am-11:30am, Wed 10:00am-11:30am

Office Hours Location: STEM Center in St. Joseph's Hall cafeteria

Office Location: FH 104

##### **Andrew Basner, Sections 161-003, 004, 008**

Email: [abasner@luc.edu](mailto:abasner@luc.edu)

Office Hours: Tuesday and Wednesday, 11:30am-1:30pm and by scheduled appointment

Office Hours Location: STEM Center in St. Joseph's Hall cafeteria

Office Location: 428 Flanner Hall (Not used for office hours)

##### **Luke Landry, Sections 161-005, 007, 011, 012, 013, 014, 015**

Email: [llandry1@luc.edu](mailto:llandry1@luc.edu)

Office Hours: Wednesdays 12:45-2:15pm, Thursdays 12:30-2:00pm and by scheduled appointment

Office Hours Location: STEM Center in St. Joseph's Hall cafeteria

Office Location: 403 Flanner Hall (Not used for office hours)

##### **Conrad Naleway, Sections 161-006**

Email: [cnalewa@luc.edu](mailto:cnalewa@luc.edu)

Office Hours: Thursday, 10:30-11:15 or by appointment

Office Hours Location: FH-200C or on Zoom by appointment

Office Location: FH-200C

**Agnes Pecak, Sections 161-001, 002, 009**

Email: [aorlof@luc.edu](mailto:aorlof@luc.edu)

Office Hours: Wednesday, 12:30pm-1:30pm and by scheduled appointment

Office Hours Location: FH-428

Office Location: Flanner Hall 428

Your Lab Coordinator is representative for communicating with you regarding all course content and policies and is the first and primary person you should contact with questions about all aspects of the course. As needed, all Lab Coordinators will consult with the Course Coordinator throughout the term.

**COURSE COORDINATOR**

Chem 161 is a multi-section lab course with common content and common outcomes across all sections. The Course Coordinator is responsible for consultation and coordination with instructors regarding policies, exam and quiz writing, and grading.

**Course Coordinator for Fall 2024:** Dr. Andrew Basner, [abasner@luc.edu](mailto:abasner@luc.edu)

**TEACHING ASSISTANTS**

Teaching Assistants (TA) will be assisting the laboratory coordinator during this course and will also hold an office hour for assisting students. TA information is listed in Sakai à Syllabus.

In each lab session, your primary interaction could be with a Teaching Assistant (TA). The function of a TA is to help you safely get good data and provide individual help when necessary. TAs will not do the course work for you. The role of the Laboratory Coordinator is more behind the scenes: plan the curriculum, prepare handouts & PowerPoints, and train TAs so the lab experience is educational, fair, and effectively run for students. The Laboratory Coordinator will be in lab too, but may step outside of the lab from time to time to handle appropriate curriculum work. Utilize both the Lab Coordinator and TA for help. The Laboratory Coordinator is available during and outside of lab hours if there are any questions/concerns that TAs cannot handle. The Laboratory Coordinator has final authority in all course related matters.

TA responsibilities include but are not limited to holding an office hour, grading, and answering student questions. Lab Coordinator and TA are in constant communication and “CC” each other on email replies to students. This mitigates a student emailing both the Lab Coordinator and TA with the same questions; one reply is given and is the same answer whether from Lab Coordinator or TA. TAs help students develop critical thinking and problem-solving skills. Students can always email the Lab Coordinator; TA can help answer questions too and can be emailed as well. \*If at any point you want to talk to the Lab Coordinator regarding the TA, please do. TA should enhance the educational experience. If this is not the case, talk to a Lab Coordinator so they know.

**COURSE DESCRIPTION**

This lab course emphasizes introductory application of some topics/theory covered in the lecture course (Chem 160). It introduces students to basic chemical laboratory skills & techniques including lab & chemical safety, glassware & lab equipment, significant figures, basic statistics, writing a formal lab report, graphing data, accuracy & precision, atomic structure, periodic table trends, solution preparation, stoichiometry, titration, pH measurements, acid/base indicators, and spectrophotometry. This list is not exhaustive but mentions the highlights.

## **EDUCATIONAL GOAL**

In this general chemistry laboratory course, my purpose as your Lab Coordinator is to provide a hands-on introduction to experimental methods of scientific investigation in Chemistry. The fundamental models of chemistry discussed in lecture will provide the basis for understanding the experimental laboratory work. Each lab will provide a practical opportunity for you to gain competence with the basic techniques of lab work and the practical experience necessary to understand its significance. My goal is that the lab experience will encourage students who are seeking intellectual challenges along with an understanding of the chemical principles in the lab.

Conducting experiments and collecting data to test the validity of theories and models requires a different set of skills than those required for success in the lecture part of a general chemistry course. During a laboratory activity, each student's hands, mind, eyes, as well as other senses are focused on the task at hand. Success in the lab involves skills in making perceptive qualitative observations and accurate quantitative measurements. With each laboratory experiment, relevant questions are posed, and along with TA, I help each student to execute a laboratory approach which will yield reliable data related to these questions. Each student is required to obtain data and depend upon this data when answers to these questions are drafted. All labs are structured enough so that you should not feel lost or confused, but not so structured that you will find it unnecessary to think for yourself.

Goals of course:

1. Learn laboratory safety and chemical safety.
2. Learn basic laboratory skills including glassware and equipment for experiments.
3. Connect lecture theory topics to practical laboratory experiences.
4. Introduce scientific writing via a formal lab report and lab notebooks.

Outcomes:

1. Students will demonstrate safe lab practices and knowledge of chemical safety.
2. Students will identify & use appropriate glassware for experiment measurements.
3. Students compute calculations and analysis questions coupled to each lab experiment.
4. Students demonstrate proper documentation of lab experiments in lab notebooks and explain laboratory results in formal lab reports.

## **REQUIRED ITEMS**

1. Chem Laboratory Manual Packet (provided for free as PDF in Sakai). Printed manuals stored in the lab are provided. Do print out a personal copy of the manual if you prefer.
2. Composition style notebook (not spiral bound & cannot have tear-out perforations). Line ruled. Students must purchase a Composition style notebook.
3. A non-erasable pen is required for all written work. No white-out is allowed. No pencils allowed. Students must purchase a non-erasable pen.
4. Safety goggles (we provide to you for free on day #1). These must be type G, H or K goggles and must meet or exceed ANSI Z87.1 requirements. Safety glasses do not meet our requirements and are not allowed.
5. Long-sleeve Laboratory Coat (white is preferred coat color). Students must purchase.
6. **Appropriate clothing and footwear. See details in APPROPRIATE LAB ATTIRE SECTIONS\***

7. Scientific calculator (non-programmable, non-graphing, and independent of another device such as a phone or tablet). Suggested model: CALC TI30XA SCIENTIF/STAT FRAC. Cell phones are not calculators. Students must purchase a scientific calculator.
8. [Sakai access](#) via the internet to review/complete course content [watch Panoptos, complete simulation work, take quizzes, upload notebook pages, and other], view resources, review grades, and complete all Sakai assigned course work.
9. Desktop or Laptop computer with internet access. If you do not have a computer, the Information Commons (IC) on campus has plenty of available computer stations to do work at. You may also read about the [extended loan equipment program](#) within the first week of class to arrange a resource. Lab Coordinator is not responsible for coordinating resources for students nor responsible for a loaned device.
10. Microsoft 365 (free for LUC students) to write a formal lab report. Information is supplied on [how to download & access Microsoft 365 for free](#).
11. Panopto (free for LUC students). One format of recorded course content is Panopto video. You may be prompted to log in with UVID info to view videos. Links to videos will be provided in Sakai (Panopto tool) and via email.
12. Cam Scanner app, Notes app, OR a scanner machine. Cam scanner is a free app that converts phone pictures to a PDF file. You must take pictures of the Composition lab notebook pages and convert them to a PDF file to submit notebook pages to Sakai for grading. Cam Scanner works on Android and iPhone. A scanner machine can be used.
13. Periodic table. Here is a cool one provided by the [Museum of Science & Industry](#).

### **COURSE MEETING TIMES AND ATTENDENCE**

This course consists of a mixture of in person laboratories and asynchronous assignments that will be completed outside the lab. The in-person laboratories are 100% in-person and mandatory. There are no online substitutions for in-person laboratory work. **There are limited opportunities to make up missed labs!**

You must come to class on your assigned in-person days and can only attend the lab section where you are officially enrolled in LOCUS. There is a point value associated with the work accomplished in each class, and you cannot earn points for classes that you do not attend. A student may attend class during the asynchronous week to complete the make up in most instances. You may NOT use a partner's or other student's data and submit it as your own.

If the university is open, you are expected to attend class and be on time. Points are deducted for those who arrive late. If you arrive after the conclusion of the pre-lab lecture, you may not be allowed to perform the lab. Being sent home for improper clothing/footwear also counts as an absence and no makeup work is allowed.

Any days' activities listed as asynchronous are off-campus sessions designed as time set aside for the student to learn content in Panopto lectures, videos, and other activities in place of meeting in person. All coursework has specific due dates that will not be adjusted.

Review the schedule at the end of the syllabus and consider the negative impact that missing a hands-on laboratory session will have on your educational experience. Students should not enroll in this lab course if they cannot fully attend 100% on the days and times listed in LOCUS.

If absence is due to a claim of contracting COVID-19 or any other illness, the lab coordinator may ask to see proof of a positive test and/or doctor's visit, or other documentation. If any makeup time is offered for missing an experiment, it is done on the lab coordinator's terms and lab coordinator's schedule/availability.

It is the student's responsibility to pay attention to all information regarding the course, including the course schedule which is at the end of this syllabus. As a student enrolled in the course, you agree to be 100% committed and follow and complete all course aspects including requirements, experiments, lab report & peer review, assignments, homework, quizzes/exams, abide by due dates, rules, etc. set forth in this syllabus and displayed in Sakai. This course requires your full commitment so make sure you can commit 1-3 hours per week to complete the course homework activities outside of the scheduled lab time. All times listed are Central Standard Time (CST); all due dates are in CST.

**Academic Calendar:** It is the student's responsibility to know the schedule for this course and also the official [University Academic Calendar](#) of important dates.

**Loyola University Absence Policy for Students in Co-Curricular Activities (including ROTC):**

Students missing classes while representing Loyola University Chicago in an official capacity (e.g. intercollegiate athletics, debate team, model government organization) shall be allowed by the faculty member of record to make up any assignments and to receive notes or other written information distributed in the missed classes. Students should discuss with faculty the potential consequences of missing lectures and how they can be remedied. Students must provide their instructors with proper documentation (develop standard form on web) describing the reason for and date of the absence. This documentation must be signed by an appropriate faculty or staff member, and it must be provided as far in advance of the absence as possible. It is the student's responsibility to make up any assignments. [Policy for athlete attendance.](#)

Students participating in co-curricular activities must make information concerning time conflicts with University sponsored events available to the Laboratory Coordinator within the first week of the course. The Laboratory Coordinator reserves the right to contact the Athletics Department confirming time conflicts and regarding concerns. Students missing classes while representing Loyola University Chicago in an official capacity (e.g. intercollegiate athletics, debate team, model government organization) will need to discuss their needs with the Laboratory Coordinator. Sakai work cannot be made up in any circumstances, no exceptions. Laboratory work cannot be made up either; you cannot attend another lab section. These types of absences are handled on a case-by-case basis with remedy.

**Accommodations for religious reasons:**

Students missing a lab experiment due to observing religious holidays must alert the Lab Coordinator no later than the second week after the start of the course to request a special accommodation. This is handled on a case-by-case basis. The Lab Coordinator reserves the right to contact Campus Ministry, which keeps information on a plethora of religions and holidays.

Students must discuss with the Lab Coordinator the consequences of missing laboratory and the ways [if any] they can be remedied, while also providing the Laboratory Coordinator with proper documentation describing the reason and date of the absence. The document must be signed by

an appropriate Faculty/Staff member, and it must be provided as far in advance of the absence as possible. It is a student's responsibility to proactively ask what will be missed due to absence.

### **EMAIL AND ZOOM ETTIQUITE**

When sending emails please put Chem course # in the subject line or there will be a delay in response time. Lab Coordinator and TA must know which course a student is in before replying to email. Weekday emails will get a response within 24-48 hours. Emails after 6pm may not be replied to until the next morning at 8am. Lab Coordinators may check email on weekends; but understand response time may be 24-48 hours.

### **FALL 2024 MASKING REQUIREMENT**

For more information on the current mask policy, please see the [University's Health, Safety Website](#). A mask may be required depending on the lab coordinator's preference, and you may choose to wear one at your own discretion based on your comfort level.

### **APPROPRIATE LABORATORY ATTIRE**

Appropriate clothing must be worn that minimizes potential chemical contact with your skin. Shoes that adequately cover the entire foot are required. Sandals, open-toe shoes, perforated shoes, open-backed shoes are not acceptable. No skin can be exposed on your feet or legs. Clothing that covers and protects the body from the waist down (including your ankles) must be worn [no shorts, short skirts, kilts, skorts, or any other clothing that does not cover the entire lower and upper torso, etc.]. Lab coat required, which covers the midsection and upper body so short sleeves, tank tops is OK.

### **GENERAL POLICIES**

- Attendance for in-person labs is mandatory. All in-lab work, written & Sakai work, as well as TA observations, serve as the basis for earning points and showing progress. Written work will be graded with an emphasis on correct significant digits, consistent results (do data & observations match conclusions), appropriateness/correctness of analysis, and thoroughness in responses. Following directions of reporting, calculated answers are considered in grades too.
- If you miss a lab, it is your responsibility to schedule and plan for making the lab up. You may NOT use a partner's or other student's data and submit it as your own.
- Acting in a safe manner, wearing proper clothing and PPE, respecting chemicals, glassware, and equipment is required. Watching assigned Panopto videos BEFORE coming to lab is essential for knowledge of the experiments. Knowledge = safety. If Panopto experiment videos are not watched at least to 90% completion (do not fast forward, the coordinators will know), the coordinators reserve the right to not allow the student to complete an experiment. Unpreparedness can lead to endangering oneself or others in the laboratory.
- All hand-written course work must be completed in a non-erasable pen. Work not completed in pen or containing "white-out" is subject to point deduction(s) and is not eligible for any regrade requests.
- The Composition notebook must contain all lab experiment information (name, date, title, introduction, safety, and data/observations/calculations). This is the major component of your course grade. Losing this Composition notebook may result in failure of the course, as one cannot be graded on work that does not exist if the notebook is lost. Follow the guidelines given on how to appropriately set-up a laboratory notebook.

- Aspects of lab work must be done in the Composition notebook only. (No loose-leaf paper or other notebooks). Your TA will evaluate/grade your notebook. This functions as a way for TAs to grade along the way and to make sure you are on the right track with lab results. If there are any discrepancies in recorded grades, proof of having earned a specific grade on a particular lab is the presence of that graded work in your notebook.
- Each student is assigned a drawer with glassware and equipment. At the beginning & end of the course, the drawer contents are checked for completeness. The drawer is shared with other students over the course of the week. Therefore, it is essential that you clean the equipment used after an experiment is done. Drawers may be checked sporadically. If glassware is broken, the student is responsible for requesting a replacement item; there is no penalty for broken glassware.
- Homework can never be submitted via email. No exceptions. Sakai is the only avenue.
- Safety and Clean-up points will be earned based on safe/professional conduct in the lab. A safe lab environment is essential. Unsafe actions will result in grade degradation.
- The following is a partial list of ways you may not receive safety/clean-up points:
  - Coming late to class, after the pre-lab lecture has started.
  - Not having the lab notebook requirements prepared *before* walking into lab (name, date, experiment title, introduction, purpose, safety).
  - Not dressing appropriately for lab. Proper footwear/clothing are required.
  - Not bringing goggles to lab/not wearing your goggles consistently in lab can result in expulsion from the lab. Safety glasses do not meet our safety requirements.
  - Not bringing lab coat to lab. Not wearing lab coat properly (buttoned) during lab.
  - Not keeping equipment drawer or lab space in good condition (i.e. dirty glassware/bench).
  - Engaging in horseplay/actions that may endanger you, your classmates, TA, or the Lab Coordinator.
  - Not adhering to the Disposal Instructions indicated in each lab handout.
  - Mishandling UV-Vis and lab-pro equipment. These are breakable and require special care.
  - If you are not wearing proper clothing or footwear, you will be asked to leave the laboratory and a make-up lab time may NOT be offered, as the syllabus and welcome emails specifically state the clothing/shoe requirements. Be aware!

\*An action, even if not herein, that is deemed unsafe by TA or Lab Coordinator will result in safety point deductions.

**\*Failure to adhere to lab safety rules can result in expulsion from lab session and/or course with no opportunity for make-up work. Safety is taken seriously.**

### **COURSE REPEAT RULE**

Effective as of the Fall 2017 semester, students are allowed only THREE attempts to pass Chemistry courses with a C- or better grade. The three attempts include withdrawals (W). After the second attempt, the student must secure approval for a third attempt. Students must come to the Chemistry Department, fill out a permission to register form or print it from the Department of Chemistry & Biochemistry website: <https://luc.edu/chemistry/forms/> and personally meet and obtain a signature from either the Undergraduate Program Director, Assistant Chairperson, or Chairperson in Chemistry. A copy of this form is then taken to your Academic Advisor in Sullivan to secure final permission for the attempt.

## **TUTORING**

The Tutoring Center offers free tutoring. Visit the [Tutoring Center Page](#).

## **GRADING**

Reference the grading scale below. There will be no change in the grading scale, nor the number of points allotted in this course. It is to your benefit to attend all in person lab experiments to know the content for homework, quiz, and/or lab report. Students cannot earn points for experiments and course work they did not complete! There are weighted grades in the course. A zero (0) is earned for work not completed. If you do not bring your lab notebook to lab, points will be deducted.

The University uses the +/- grading scale system and that system is implemented in this course. Rounding only applies to the final course grade percentage. Sakai reports course grades to TWO digits past the decimal (XX.XX%); this final course grade percentage is rounded to the closest integer. For example, an 89.50% or 89.90% (B+) rounds up to a 90% (A-), BUT an 89.30% or 89.45% (B+) rounds to the integer 89% (B+).

Grades are posted on Sakai within one week of completing the work [Excel homework, notebook entries, Sakai pre/post work, formal lab reports]. Labster grades are reported instantaneously. Discrepancies in Sakai [grade incorrect, for example] must be resolved no later than 1 week after reviewing the graded assignment. A student must show proof the work was graded wrong or in the gradebook incorrectly. Grade disputes will not be entertained past 1-week of the graded work being returned to students nor be acknowledged after the last day of class. Be mindful of this policy. See the next few pages for the course grading scale and a table of all listed graded work.

### **Grading Scale:**

% total	Grade
94 – 100	A
90 – 93	A-
87 – 89	B+
84 – 86	B
80 – 83	B-
77 – 79	C+
74 – 76	C
70 – 73	C-
65 – 69	D+
60 – 64	D
0 – 59	F

**Withdraw deadline: Friday, Nov 1<sup>st</sup>, 2024.**

**Point Breakdown:**

Activity	Origin	Points	% of Final Grade
Notebook Pages or Data Sheet – Beanium	In Lab/Sakai (Assignments)	20	<b>50%</b>
Notebook Pages – Volume Measurements	In Lab/Sakai (Assignments)	25	
Notebook Pages – Determination of Calcium concentration in Loyola Water	In Lab/Sakai (Assignments)	25	
Notebook Pages – Analysis of Vitamin C content in a Supplement Tablet	In Lab/Sakai (Assignments)	25	
Notebook Pages – Inorganic Recrystallization	In Lab/Sakai (Assignments)	25	
Notebook Pages – Spectrophotometric Analysis of a Sports Drink	In Lab/Sakai (Assignments)	25	
Notebook Pages – Spectrophotometric Analysis of Aspirin Tablet	In Lab/Sakai (Assignments)	25	
<b>Total Lab + Notebook Points</b>	<b>Sakai (Assignments)</b>	<b>170</b>	
Quiz 0 – Syllabus, Course Policies, and Safety	Sakai (Tests & Quizzes)	20	<b>20%</b>
Quiz 1 - Beanium	Sakai (Tests & Quizzes)	20	
Quiz 2 – Volumetric Devices	Sakai (Tests & Quizzes)	20	
Quiz 3 – Hard Water	Sakai (Tests & Quizzes)	20	
Quiz 4 – Sports Drink Analysis	Sakai (Tests & Quizzes)	20	
Quiz 5 – Aspirin Analysis	Sakai (Tests & Quizzes)	20	
Quiz 6 – Inorganic Recrystallization	Sakai (Tests & Quizzes)	20	
Quiz 7 - Titration	Sakai (Tests & Quizzes)	20	
Quiz 8 – Cumulative Quiz	Sakai (Tests & Quizzes)	20	
<b>Total Quiz Points</b>	<b>(Lowest Quiz Dropped)</b>	<b>180</b>	
Sci-Finder Scholar Assignment	Sakai (Assignments)	20	<b>5%</b>
Graphing and Stats in Excel	Sakai (Assignments)	20	
<b>Total Sci Finder, Excel Activities Points</b>		<b>40</b>	

Formal Laboratory Report 1, Peer Review	Sakai (Assignments)	15	<b>15%</b>
Formal Laboratory Report 1, Final Submission	Sakai (Assignments)	85	
<b>Total Formal Laboratory Report Points</b>		<b>100</b>	
Practical Lab Experiment	In Lab	100	<b>5%</b>
<b>Practical Lab Experiment Points</b>		<b>100</b>	
Clean Up, In Lab Safety, Lab Prep	In Lab (Labs #1-7)	10/lab	<b>5%</b>
<b>Total Clean Up, In Lab Safety, Lab Prep</b>		<b>70</b>	

#### **Grade if Absent:**

A zero (0) is recorded for work not completed, absent or not. The Lab Coordinator has the right to fail a student if two or more absences occur during or if the formal lab report is not turned in. The Lab Coordinator may ask for documentation for reasons of an absence whether it is sickness, family emergency, car trouble, funeral, etc.

**If you miss a lab, contact your primary Laboratory Coordinator immediately.** Contact the Lab Coordinator to understand if there is any possibility to makeup the lab experiment or if points associated with the lab experiment's notebook are lost permanently. **Normal deadlines always apply for completing other homework on Sakai.**

**If a student misses two or more lab periods, the result is academic failure *regardless of the performance/grade in the course at the time of the absences.*** It is unacceptable to sign up for a course and think it is ok not to attend. Attendance is mandatory.

#### **Late Work Policies:**

**NOTEBOOK ENTRIES:** Lab notebook scanned pages are to be submitted before leaving class. If not completed on time, or within the grace period allotted by the instructor, a 10% penalty is applied. After 1 week, if the notebook pages are not turned in a 0 is the final grade. If the lab notebook is for a make-up lab, the student has 1 week from the date the lab was completed to submit the lab notebook pages, or a 0 is the final grade.

**POST LAB QUIZZES:** If not completed on time, a 10% penalty is applied. After 1 week, if the notebook pages are not turned in a 0 is the final grade. If the Quiz is for a make-up lab, the student has 1 week from the date the lab was completed to submit the quiz or a 0 is the final grade.

**EXCEL or SCIFINDER WORK:** If not completed on time, a 10% penalty is applied. After 1 week, if the excel or scifinder assignments are not turned in a 0 is the final grade.

**FORMAL LAB REPORT:** For peer review, if the report draft is not submitted on time, a 24-hour grace period is allotted to turn the work in late and participate in the peer review, a 2% penalty for lateness is applied to grade. After 24 hours, if the peer review draft is not turned in, a 0 for the peer review will be entered, which is 15% of the final grade for the report. For the final draft of the report, if not submitted on time a 1-week grace period is allotted to turn the work in late, a 2% penalty per day for lateness applied to grade, with a max of 10% deduction. After 1-week, if the final draft is not turned in a 0 is the final grade.

As a student in this course, by enrolling you agree to follow and abide by all due dates and understand grades will suffer if work is not turned in on time or if work is not turned in at all.

### **REGARDING SAKAI AND TECHNICAL DIFFICULTIES**

It is *strongly encouraged* that all required submissions to Sakai as well as writing lab reports, opening course/data/experiment files, be done on a reliable wired internet connection [not wireless], that of which the University itself provides in the Information Commons and various computer labs on the Lake Shore Campus.

Under NO circumstances will excuses of “technical difficulties” be accepted as this syllabus is stating all students should use a wired internet University computer [not wireless internet] to submit work in Sakai, write lab reports, open course/data/experiment files. This list is not exhaustive, and it should be noted that any activities this course may require a computer or internet connection for should be completed using University computers with wired internet connection. Use of home internet [wired or wireless], University wireless, or public wireless is at your, the student’s, own risk. It is not prohibited but as stated in this syllabus, Lab Coordinator is not responsible for technical difficulties of non-University devices [cell phone, tablet, home/work/public wireless internet or computer]. Do not submit items in Sakai using a cell phone or a tablet device as these do not count as reliable internet connection tools.”

### **ACADEMIC INTEGRITY**

The standard of academic integrity and personal honesty delineated in the College of Arts & Sciences Statement on Academic Integrity is expected of every student and will be enforced. Details can be found at [http://www.luc.edu/cas/faculty\\_resources.shtml](http://www.luc.edu/cas/faculty_resources.shtml). Cheating can take many forms in lab, but the most common forms are copying data and answers to analysis questions, sharing files for homework, or completing Sakai work with another person. The data and analysis as well as the homework submitted for grading must be your own. If it is not, no credit will be awarded for the entire lab, nor will make-ups be granted. Findings of dishonest academic behavior are reported to the Chair of the Chemistry Department and to the Dean’s Office and are entered into an individual’s record. Copied work will result in a penalty for all students involved.

### **AI STATEMENT**

Regarding the use of Artificial Intelligence: our Provost has expressed to “Let us all make sure we are learning and sharing best practices and not allowing AI to do the learning for us.” In this course, any work you submit for credit must represent your own ideas and understanding of the assigned material. If you are uncertain about any case where your use of AI may be in conflict with University or course standards, please see your Lab Coordinator to discuss your concerns. AI cannot be used for formal lab reports nor other course materials. Why? The Lab Coordinators have seen how AI produces false scientific information, plagiarized info, and made-up fake references. You do not want to find yourself in a situation where your work is in question.

### **DISABILITY ACCOMMODATIONS**

If you have a documented disability and wish to discuss academic accommodations, see/contact your primary Laboratory Coordinator by the first week of lab. The Coordinator of Student Accessibility Center (SAC) is in the Sullivan Center and must be contacted independently. Certain accommodations may not be possible due to the nature of the lab course.

Necessary accommodations will be made for students with disabilities who procure a SAC letter. However, to receive any accommodations self-disclosure, proper documentation, and registration with the SAC office at Loyola University Chicago is required. Accommodations cannot be made until the Laboratory Coordinator receives proper documentation. Furthermore, accommodations are not retro-active and begin only once appropriate documentation has been received and signed by the Laboratory Coordinator in a timely manner. Recognize that the course time scheduled in LOCUS is fixed. No extra time on wet chemistry is given to a student with an SAC letter; it is not possible and the SAC office has been made aware of this. Only accommodations listed in the formal SAC letter will be provided. If an accommodation letter suggests the Testing Center be utilized to take an exam, it is the student's responsibility to schedule the testing time in the center. There are no written exams in this course. Review [SAC Policies](#).

### **NOTICE OF REPORTING OBLIGATIONS FOR RESPONSIBLE CAMPUS PARTNERS**

As an instructor, I am a Responsible Campus Partner ("RCP") under Loyola's **Comprehensive Policy and Procedures for Addressing Discrimination, Sexual Misconduct, and Retaliation** (available at [www.luc.edu/equity](http://www.luc.edu/equity)). While my goal is for you to be able to engage fully and authentically with our course material through class discussions and written work, I also want to be transparent that as a RCP I am required to report certain disclosures of sexual misconduct (including sexual assault, sexual harassment, intimate partner and/or domestic violence, and/or stalking) to the **Office for Equity & Compliance** ("OEC"). As the University's **Title IX** office, the OEC coordinates the University's response to reports and complaints of sexual misconduct (as well as discrimination of any kind) to ensure students' rights are protected.

As an instructor, I also have an obligation under Illinois law to report disclosures of or suspected instances of child abuse or neglect (<https://www.luc.edu/hr/legal-notice/mandatedreportingofchildabuseandneglect/>).

The University maintains such reporting requirements to ensure that any student who experiences sexual/gender-based violence receives accurate information about available resources and support. Such reports **will not generate a report to law enforcement** (no student will ever be forced to file a report with the police). Additionally, the University's resources and supports are available to all students even if a student chooses that they do not want any other action taken. If you have any questions about this policy, you are encouraged to contact the OEC at [equity@luc.edu](mailto:equity@luc.edu) or 773-508-7766.

If you ever wish to speak with a **confidential** resource regarding gender-based violence, I encourage you to call **The Line** at 773-494-3810. The Line is staffed by confidential advocates from 8:30am-5pm M-F and 24 hours on the weekend when school is in session. Advocates can provide support, talk through your options (medical, legal, LUC reporting, safety planning, etc.), and connect you with resources as needed -- *without* generating a report or record with the OEC. More information about The Line can be found at [luc.edu/wellness](http://luc.edu/wellness).

### **USE OF APPROPRIATE NAMES AND PRONOUNS**

Addressing one another at all times by using one's chosen modes of address (including preferred names and gender pronouns) honors and affirms individuals of all gender identities and gender expressions. Misgendering and heteronormative language excludes the

experiences of individuals whose identities may not fit within a gender binary, and/or who may not identify with the sex they were assigned at birth.

If you wish, please share your gender pronouns with me and the class when you introduce yourself, on your name placard, and/or on your Zoom profile. If you do not wish to be called by the name that appears on the class roster or attendance sheet, please let me know privately and I will work diligently to honor your wishes. My goal is to create an affirming environment for all students so that everyone can learn and engage as our full and true selves.

### **SMART EVALS**

Feedback on the course is important so that a Lab Coordinator can gain insight into how to improve the course, the teaching style, and so the department can learn how best to shape the curriculum for future semesters. Towards the end of the term, students will receive an email from the Office of Institutional Effectiveness with a reminder to provide feedback on the CHEM 161 course the student is enrolled in. This office will send you constant reminders during the open period of feedback until the evaluation has been completed. The evaluation is completely anonymous. When the results are released, no one will be able to tell which student provided the individual feedback. The feedback is not released until after the semester, so feedback given will not impact student grades.

### **LOST AND FOUND**

Any items mistakenly left in lab will be taken to the Chemistry Department office, 125 Flanner Hall, and can be identified and claimed there. **Please put your name on your Composition notebook, lab manual, calculators, lab goggles, lab coat [tag], and other personal items.**

### **ADDITIONAL STUDENT RESOURCES**

Below are links to information in the event that students need more structured guidance on using the tools in the course. A link to the University Help Desk is provided for technology questions. Students can email the Lab Coordinator. However, links below may reveal the answer quickly.

[First and Second Year Advising](#)

[Information Technology Service Desk \(ITS Help Desk\)](#)

[Labster Simulation Support and Tips](#)

[Panopto Information](#)

[Resource Guide for Online Learning](#)

[SAKAI student guide](#)

[Success Coaching and Writing Center](#)

[Student Accessibility Center](#)

[ZOOM Information and Contacting ZOOM Support](#)

## **PRIVACY POLICY AND SHARING OF COURSE MATERIALS**

Materials from the course cannot be shared outside the course without the instructor's written permission.

## **SAFETY IN THE LABORATORY**

**Laboratory safety is everyone's responsibility. By registering for and participating in this course, you agree to abide by all the safety precautions, information, and rules provided to you in the syllabus and in or outside the laboratory. Failure to follow these rules constitutes grounds for withdrawing the offending student from the lab session and or course at any time.**

The Laboratory Coordinator, TA, and University take safety in the laboratory very seriously. Make sure to always listen to information regarding extra safety precautions when applicable. The rules of safety listed on the following page are reviewed during the first day of the laboratory course. Practice safe laboratory conduct during the entire term and beyond. This list is not exhaustive, and it is the student's responsibility to understand the proper, safe conduct when working in a laboratory. Students cannot complete experiments in the course unless the safety lecture and safety form are completed.

By using common sense and following all of the safety rules provided, it is unlikely that you or your classmates will be involved in or injured in a mishap in the laboratory. While it is very important that you do your part to prevent an accident from occurring, it is just as important to know what to do if someone is injured.

There are several key safety features of a laboratory that will be pointed out during the first day of class. Preventing an accident or injury from occurring is the ideal case scenario, which is why proactively being safe in the laboratory is desired. We live in the real-world and therefore have to be reactive in case of a lab incident.

Although not a requirement, it can be very helpful if a Laboratory Coordinator knows if a student has a condition that could possibly render an unsafe lab situation (allergies to latex, heart condition, seizure risk, etc.). Do feel free to discuss any concerns you may have regarding health conditions and laboratory work.

### **Your commitment to safety (including the following rules) is very important:**

1. Watching the required Panopto videos on the lab experiment *before* coming to lab to complete the experiment to ensure students are aware of chemicals, equipment, and safety.
2. To always be on time to the lab. Coming in late violates safety. Pre-lab lecture starts on time and missing any of its content is unsafe.
3. To always wear approved safety goggles<sup>1</sup> and a [buttoned] long-sleeve laboratory coat in the laboratory. Safety glasses are NOT allowed under any circumstances.
4. Non-latex, nitrile gloves are optional but *highly* encouraged, especially when working with acids and bases or solvents. Do not wear gloves in the hallway or anywhere outside of the lab. Gloves are provided for free in the laboratory!
5. To know both the location of and how to use eye washes.
6. Not to wear contacts in the laboratory. Eyeglasses are recommended.
7. To wear appropriate clothing that minimizes potential chemical contact with your skin. A lab coat is required, as are shoes that adequately cover the entire foot. Sandals, open-toe

shoes, perforated shoes, open-backed shoes are not acceptable. No skin should be exposed on your feet, ankles, or legs, so clothing that covers and protects your body from the waist down (including ankles) should be worn. You must be dressed appropriately to do experiments.

8. To know both the location of and how to use the safety showers.
9. To know both the location of and how to use the fire extinguishers.
10. To know the proper clean-up and disposal procedure for broken glass.
11. Not to perform unauthorized and unknown experiments, nor work in the lab alone.
12. Not to take chemicals or equipment out of the laboratory.
13. Not to engage in horseplay or any clowning around that may endanger you or other students.
14. Not to eat, drink, chew gum, or smoke anything in the laboratory at any time. No headsets, cell phones, or any other audio devices.
15. Cell phones cannot be used as calculators.
16. To pull long hair back, keeping it away from chemicals and open flame.
17. To keep your lab space clean and tidy. Lock your lab locker when done.
18. To ask your instructor or TA when in doubt about procedures.
19. Inform your instructor of any health condition you have that might affect your performance or safety in the laboratory. This could include allergies, sleeping disorders, balance/orientation disorders, seizure susceptibility, impaired visions, etc. It is up to the student to disclose anything they feel could put them at increased safety risk in the laboratory. Anything revealed will remain confidential [between student, TA, and Lab Coordinator].

This list is not exhaustive. The Lab Coordinator and/or Teaching Assistants reserve the right to make a judgement call on an activity they deem unsafe taking place in the laboratory. Safety is a priority and students who do not follow the rules can be removed from the course, and if necessary, Campus Safety will be called.

If you have questions about this syllabus' content, including the safety information provided, you are encouraged to discuss all questions and concerns with the Laboratory Coordinator. The information on the following page is some basic reactive procedures to different scenarios that have occurred previously in the laboratory.

### **FIRST AID BASICS**

- *Minor Cuts:* Clean wound, remove foreign material. Band-Aids available. Two Band-Aid rule:
  - If you bleed through one Band-Aid, another should be applied over the first Band-Aid. If you bleed through two Band-Aids in a few minutes, you will be escorted to the Wellness Center. Additionally, if there is any possibility of broken glass in a cut, you will be escorted to the Wellness Center via Campus Safety personnel.
- *Minor Burns from Fire:* Immerse affected area in ice water.
- *Chemicals in Eyes:* Immediately flush eyes with water at the eye wash. Continue with flush for at least 10 minutes. Hold the affected eye(s) open to do this properly.
- *Chemicals on Skin:* Rinse affected area with water immediately at the sink or safety shower. If the clothing is affected, remove clothes before rinsing! Continue rinsing for at least 10 minutes.

**Critical Injuries** may include glass in his/her eye(s), serious cuts, severe chemical burns, severe fire burns, seizures. **Immediately call for help using either the lab phone (security number is**

**taped to phone handle, 8-6039) or the emergency phone in the hallway directly outside the laboratory.** Anyone with chemicals or foreign objects in his/her eye(s) will be escorted to the Wellness Center or to the hospital.

### **FIRE HAZARDS**

The primary heat source in this laboratory is an electric hot plate. It can serve as an ignition source for combustible materials in the lab, such as paper (lab handouts, paper towels, filter paper, etc.), plastics (wash bottle), flammable liquids (acetone, ethanol). Proper operation of a hot plate and the absence of combustible materials in the proximity of the hot plate significantly reduces the risk of a fire or injury. Keep chords, plastic, and paper products away from hot plates. Make sure hot plates are off & un-plugged before leaving lab. Avoid spilling chemicals on hot plates.

Each lab is equipped with several fire extinguishers, fire blankets, and safety showers, which should be used in a fire emergency.

*In a case of a fire:*

- Remain calm; alert the instructor and your immediate neighbors.
- Personal safety, yours and others in the labs, is always the top priority.
- A small fire in a small container can be suffocated by covering it with a watch glass or inverted beaker.
- With a larger fire, decide whether you can control it with a fire extinguisher.

*Use of a Fire Extinguisher:*

Located by the 4 doors in the lab; a back-up fire extinguisher is in the hallway [west].  
Maintain an escape position; i.e. stay between the fire and the doorway.

**PASS (pull, aim, squeeze, sweep).**

**Break the plastic ring, pull out the metal ring, release the hose from the bracket, direct the hose at the base of the flames, and press the lever down.**

Note: Fire extinguishers are heavy and not particularly easy to direct. These are multi-purpose, dry chemical extinguishers, safe for anything we use in the lab.

### **SYLLABUS MODIFICATION NOTICE**

The Laboratory Coordinators reserve the right to revise any content in the syllabus or course to correct unintentional mistakes and/or to change the labs or lab directions for the class if necessary. Students will be notified if any changes have been made.

### TENTATIVE CHEM 161 ORDER OF LAB EXPERIMENTS

For labs 2 and 3, students will be grouped into two groups, A and B. These groups will alternate between synchronous and asynchronous activities depending on the day of lab. The tentative order of activities for each group is below.

Safety/ Lab 1 (week 1)	Syllabus, Safety, Glassware/Drawer Check-In/Beanium Intro to Data, Chem and Lab Safety Labsters
Lab #2 (weeks 2/3)	Significant Figures (SF)/Volumetric Glassware Measurements with a Salt Solution
Async #1(weeks 2/3)	Excel Statistics, Excel Graphing
Lab #3 (weeks 4/5)	Hard Water Analysis
Async #2 (weeks 4/5)	Sci-Finder Scholar Activity
Async #3 (week 6/7)	Formal Report Writing
Lab #4 (week 7)	Sports Drink Analysis in Lab (Partner Lab)
Lab #5 (week 8)	Aspirin Analysis in Lab (Partner Lab)
Async #4 (week 8)	Formal Report Peer Review
Lab #6 (week 9)	Inorganic Complex Recrystallization
Async #5 (week 9)	Review Peer Feedback, Submit Final Report Draft
Lab #7 (weeks 11)	Vitamin C Analysis via Titration /Mouthwash Analysis via Titration
Lab #8 (weeks 12)	Lab Practical
Week 13	Thanksgiving Break
Check Out (week 14)	Final Make Up Day, Wrap Up, UG Research

All lab experiments are completed as an individual unless otherwise noted. If there is a partner lab, a maximum of 2 students may work together to complete it.

**Tentative Fall 2024 Chem 161 Lab Schedule**

<b>Month</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Aug 2024</b>	<b>26</b>	<b>27</b> Classes Not meeting	<b>28</b> Classes Not meeting	<b>29</b> Classes Not meeting	<b>30</b> Classes Not meeting
<b>Sept 2024</b>	<b>2</b> <b>LABOR DAY</b>	<b>3</b> Lab 1, Intro/Safety Beanium	<b>4</b> Lab 1, Intro/Safety Beanium	<b>5</b> Lab 1, Intro/Safety Beanium	<b>6</b> Lab 1, Intro/Safety Beanium
	<b>9</b>	<b>10</b> Lab 2, Excel	<b>11</b> Lab 2, Excel	<b>12</b> Lab 2, Excel	<b>13</b> Lab 2, Excel
	<b>16</b>	<b>17</b> Lab 2, Excel	<b>18</b> Lab 2, Excel	<b>19</b> Lab 2, Excel	<b>20</b> Lab 2, Excel
	<b>23</b>	<b>24</b> Lab 3, SciFinder	<b>25</b> Lab 3, SciFinder	<b>26</b> Lab 3, SciFinder	<b>27</b> Lab 3, SciFinder
	<b>30</b>	<b>1</b> Lab 3, SciFinder	<b>2</b> Lab 3, SciFinder	<b>3</b> Lab 3, SciFinder	<b>4</b> Lab 3, SciFinder
<b>Oct 2024</b>	<b>7</b> <b>MID-SEMESTER BREAK</b>	<b>8</b> <b>MID-SEMESTER BREAK</b>	<b>9</b> Scientific Writing, Final Make up Labs 1-3	<b>10</b> Scientific Writing, Final Make up Labs 1-3	<b>11</b> Scientific Writing, Final Make up Labs 1-3
	<b>14</b>	<b>15</b> Lab 4, Scientific Writing	<b>16</b> Lab 4, Scientific Writing	<b>17</b> Lab 4, Scientific Writing	<b>18</b> Lab 4, Scientific Writing
	<b>21</b>	<b>22</b> Lab 5, Peer Reviews	<b>23</b> Lab 5, Peer Reviews	<b>24</b> Lab 5, Peer Reviews	<b>25</b> Lab 5, Peer Reviews
	<b>28</b>	<b>29</b> Lab 6, Formal Report Final Draft	<b>30</b> Lab 6, Formal Report Final Draft	<b>31</b> Lab 6, Formal Report Final Draft	<b>1</b> Lab 6, Formal Report Final Draft
<b>Nov 2024</b>	<b>4</b>	<b>5</b> Make-up Lab 4-6	<b>6</b> Make-up Lab 4-6	<b>7</b> Make-up Lab 4-6	<b>8</b> Make-up Lab 4-6
	<b>11</b>	<b>12</b> Lab 7	<b>13</b> Lab 7	<b>14</b> Lab 7	<b>15</b> Lab 7
	<b>18</b>	<b>19</b> Lab Practical	<b>20</b> Lab Practical	<b>21</b> Lab Practical	<b>22</b> Lab Practical
	<b>25</b>	<b>26</b>	<b>27</b> <b>THANKSGIVING BREAK</b>	<b>28</b> <b>THANKSGIVING BREAK</b>	<b>29</b> <b>THANKSGIVING BREAK</b>
<b>Dec 2024</b>	<b>2</b>	<b>3</b> Drawer Checkout/Final Make Up lab 7	<b>4</b> Drawer Checkout/Final Make Up lab 7	<b>5</b> Drawer Checkout/Final Make Up lab 7	<b>6</b> Drawer Checkout/Final Make Up lab 7