Laboratory: Friday – 8:00 – 10:00 am and 11:00 am – 1:00 pm, Caputo Hall 331
Instructor: Prof. Jack W. Sipe, Caputo Hall 220
Office Hours: Tuesday 8:30 – 9:30 am & 12:30 – 1:30 pm; Thursday 10:00 am – noon,

Contact Information: e-mail: jacksipechem@gmail.com or Jack.Sipe@millersville.edu
Phone: 717-872-7438

Course Grading:

<table>
<thead>
<tr>
<th>Lab Reports (13 x 15 points each)</th>
<th>195 points</th>
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<tr>
<td>Initial Notebook Set Up</td>
<td>5 points</td>
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<td>Total</td>
<td>200 points</td>
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Required Materials:

1. Laboratory Instructions: available via D2L
2. Laboratory Notebook: Must be bound (no ring binders), approximately 7 x 9.5”, Quadrille Ruled, stapler or scotch tape.
3. Safety Glasses: Available from ACS Student Affiliates in the General Chemistry prep room (STC 330) or from the University Bookstore. You MUST wear goggles whenever you are in the laboratory.

Preparing for Lab:

Students are expected to read the entire laboratory procedure thoroughly before coming to lab. Laboratory notebooks must be prepared prior to coming to lab. The procedures are to be printed, cut and taped neatly into your lab notebook BEFORE you come to lab. Make sure to note the date of your lab work on the title page of each experiment. Record all information in the notebook IN INK; never use pencil, erasable ink, or white-out. Neatly draw a line through mistaken entries; do not obliterate them. A notebook is more like a diary than like a report book. Remember to be clear, concise and complete. Complete labs in your lab notebook will be handed in before you leave lab each Friday. They can be picked up outside my office anytime after Tuesday of the following week.

Laboratory Conduct:

Safety is paramount in the laboratory and goggles must be worn at all times. All standard laboratory safety procedures must be followed as well as procedures specific to a particular activity. A copy of lab safety rules are found in the introduction of the laboratory manual. A copy of these rules must be signed by the student and returned to the lab instructor at the beginning of the first lab. Please read them thoroughly. The instructor reserves the right to deduct points from a student’s should that student be found working in a manner unsafe to him/herself and/or other.

Other Information:

All other policies regarding attendance, plagiarism, course content and expectations will be followed as per Dr. Allen’s course syllabus.