Millersville University
CHEMISTRY 103 Lab
Fall Semester 2019

Laboratory: Thursday – 5:00 – 6:50 pm, Caputo Hall 328
Instructor: Prof. Jack W. Sipe, Caputo Hall 220
Office Hours: Thursday 11:30 am – 1:30 pm
Others by appointment

Contact Information: e-mail: jacksipechem@gmail.com or Jack.Sipe@millersville.edu
Phone: 717-872-3662 – leave a message

Course Grading:

<table>
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<th>Lab Reports (13 x 12 points each)</th>
<th>156 points</th>
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<tr>
<td>Prelab (on D2L) (13 x 3 points each)</td>
<td>39 points</td>
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<td><strong>Total</strong></td>
<td><strong>195 points</strong></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 prior to coming to lab, and **outline major procedural bullet points, due one day in advance of performing the lab**. Additionally, full procedures are to be printed, cut and taped neatly into your lab notebook. This will be **due 24 hours prior to the laboratory period**. Lab instructor will grade the previous weeks post lab report (12 points) and the upcoming lab preparation (3 points) and bring the lab notebooks to lab for the students. Make sure to note the date of your lab work on the title page of each experiment and keep an up to date Table of Contents page. 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.

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. Albert’s course syllabus.