Course Policies

Required Supplies
- Lab Instructions (provided in class or D2L)
- Notebook (permanently bound)

Course Policies

- **Attendance**: Students must complete every experiment. If you cannot attend a scheduled lab for approved reasons in the University-Approved Guidelines, please contact your instructor as soon as possible to arrange an alternate time.
- **Academic Honesty**: Students are expected to conduct all work in an honest and ethical manner consistent with University policy. Labs are carried out with a partner and discussion of results, concepts, and analysis is encouraged. However, all written work must be independent work.
- **Safe & Cooperative Environment**: Lab instructors help guide your experimentation. You are expected to follow all directions regarding safety precautions and lab attire. Your legs and feet should be covered at all times, and gloves and goggles worn as precautions and lab attire. Your legs and feet should be covered at all times, and gloves and goggles worn as precautions and lab attire.
- **Notebooks**: Students must record details of their lab work by hand directly into a bound notebook during the lab session. Notebooks will be left with the instructor at the end of the lab, so work should be scanned to pdf and submitted electronically for reference. Failure to record data appropriately may incur a penalty up to 10%.
- **Reports**: Data analysis and experimental interpretation completed after lab. Related jpg/png files will be needed to complete Post-Lab Analysis questions in D2L within a week of finishing an experiment.
- **Submissions**: Students are expected to complete lab assignments according to the weekly deadlines. Late submissions may incur a penalty up to 10% per day.

Assessment Components:
- **Pre-Lab D2L Quiz**: complete by 8 am the day of your lab
- **Notebook**: Record all data in your notebook. It will be collected 3 times throughout the semester: After Lab 2, Lab 6, and at the end of the semester.
- **Post-Lab**: complete assignment or quiz Thurs at 11:59 pm.

Lab Notebooks

**Pre-Lab Preparations**:
- **Table of Contents**: Maintain a list of titles and pages for each lab.
- **Background**: Review all materials provided in D2L to prepare for each planned lab.
- **Protocol**: Cut and tape the provided protocol print-out into the notebook for reference during lab.
- **Pre-Lab Questions**: Complete the D2L Quiz (unlimited attempts)
- **Title**: Start recording each experiment with its title on a new page.
- **Purpose Statement**: Write a brief rationale for the experiment, stating what will be evaluated and the method to be used. (Note: experience with techniques is NOT the purpose of any experiment.)

**During Lab**:
- **Primary Data**: Relevant information MUST be recorded by hand as you do each experiment. This portion of your notebook does NOT need to be neat but must be complete and clearly labeled.
  - **Date**: Record the date on which work is done. Add a second date as appropriate.
  - **Experimental Record**: Methods in the protocol do NOT need to be rewritten. However, you DO need to record any measurements taken (volumes, masses, etc.) and indicate solution info (conc, pH). An assay run on multiple samples may be summarized once. You should also make notes about any procedure changes or any problems that may have affected your results.
  - **Collected Data**: Record ALL data, including UNITS, directly into your notebook. Use labeled tables and sample descriptions when possible (rather than 1, 2, 3 etc). Each person should have ALL data recorded by hand in their own notebook.

**After Lab**:
- **Analysis**: Your data analysis and results will be used for reporting on each lab.
  - **Data Analysis**: Graphs or tables should have a descriptive title related to data shown underneath the graph. When using linear regression analysis, both the equation of the line and the R² value should be displayed. Data tables are needed only if they show analyzed results beyond the primary data recorded by hand. Please save or capture as jpg/png file and paste into question response field.
  - **Sample Calculations**: Some reports will include an example of calculations used for data analysis, including any data manipulations made in Excel worksheets. These may be done by hand and also captured as a jpg to submit.
  - **Conclusions/Applications**: Post-Lab questions may include a summary of major results obtained as well as explanations about how data were interpreted. Additional questions may also be asked that are based on understanding the principles and calculations practiced in the experiment.