COURSE POLICIES

1) Punctuality: If you are more than a half an hour late to lab, you may not be allowed to perform your experiment during that lab period because many of the experiments take the full three hours. Lateness can also adversely affect your final grade.

2) Material to be Submitted: Assignments, i.e. prelab reports, lab reports, problem sets, rough calculations, uncertainty analysis, and graphs, are due at your scheduled lab period. Hand them to a TA or the instructor so that they are signed and dated before collected for Chem 457.

3) Grading: Lab reports will NOT be graded until they are complete; this includes a copy of the signed and dated data page from your lab notebook and a completed Chem 457 cover page. Graded in lab questions, prelab quizzes will be attached to your lab report document by the TA.

4) Preparation: Here are some suggestions for preparing for the most beneficial labs:
   a) Read through the entire lab experiment, writing questions, reminders, etc. in the margins of your lab packet.
   b) Note any changes posted on the course web page in your lab packet to not miss important changes in the procedure, data analysis, and questions.
   c) Answer as many of the in-lab questions as possible before coming to lab, because these are due at the end of the lab period BEFORE you leave. Write in-lab questions to your lab notebook to keep a copy of your answers.
   d) Prepare a table for your primary data, with headings ready for entering data with its units and uncertainties.
   e) Have outlines of equations ready to be used for converting raw data into results. Later you can plug your values into these for the sample calculation portion of your experiment.

5) Penalties:
   a) More than 5 min late more than once: 5 pts deduction from lab report.
   b) Late Penalties: Late work will NOT be accepted!
   c) Labs missed for reasons of illness or other emergencies maybe made up ONLY with the permission of the instructor.
   d) Your TA will inspect the cleanliness and the order (such as, experimental set up, chemicals) of your work area and put her/his initials on your results sheet before you leave the lab for the day. Failure to do will adversely affect your final grade.

If ANY two lab reports are found to be exactly the same or very close to being the same, both students will receive a ZERO with NO opportunity for revisions.
6) Keeping Notebooks/Assignments: You may look at - but NOT keep - your graded report or your assignments in class one week after handing it in. Graded lab reports will be kept in the Chem 457 files. To receive the grade marked on them reports must be present in this file. You must raise any questions regarding the grading of a lab report within one week of the date it was returned to you.

7) Cleanliness of Lab Area: Please help to keep the lab neat. Leave your work area and the equipment you use as neat or neater than you found it. Your TA will inspect the cleanliness and the order (such as, experimental set up, chemicals) of your work area and put her/his initials on your results sheet before you leave the lab for the day. Failure to clean your lab area will adversely affect your final grade.

8) Lab Safety: Approved eye protection MUST be worn in the lab at all times. NO food or drink is permitted in the lab at any time.

9) Questions on Grading:
If you have a question about the grading of any lab report, it must be raised (to the grader) within one week after the report is returned. If the grader cannot resolve the problem to your satisfaction, you should see Dr. Ucak.