

Instructor: Hanbin Li

Email: hanbin.li@csi.cuny.edu

Class Hours: Mon – Thu, 12:10 PM – 3:40 PM; In-person, 6S-246

Office Hours: Mon: 2:30 PM – 3:30 PM; By appointment, 6S-218

Textbooks: Macroscale and Microscale Organic Experiments, 7th Edition, Kenneth Williamson and Katherine Masters, ISBN: 978-1-305-57719-0; CSI Handouts

Course description: 4 laboratory hours. Students will learn about laboratory safety and equipment used to apply concepts from the lecture, investigating specific synthetic and analytical techniques used to create, isolate, purify, and characterize organic compounds. The lab grade is submitted to your lecture instructor and is worth 25% of your CHM 256 grade.

Class Attendance and Withdrawal Policy: You are required to attend each class on time. A pre-lab quiz will be administered at the beginning of each class and a lecture/review of each experiment will be provided during class hours. No make-ups will be arranged. Lateness is not acceptable. You will have a five-minute grace period once the lecture begins and each minute you are late thereafter will result in a 10% deduction of your lab score for that class. You need to complete and submit the lab reports before the next class in order to receive credit for the experiment. You may be excused for one absence if supported by a doctor's note. Official documents are required as the proof for absence excuses. Generally, only a medical condition is considered a valid excuse.

According to CSI's Summer 2022 Academic Calendar, the last day to withdraw with the grade of "W" without permission of an instructor or Chairperson is June 24, 2022.

Please see the CSI Summer 2022 Academic Calendar for additional information.

GRADING POLICY AND EVALUATION:

There will be six total experiments (with a pre-lab quiz at the beginning of the first five) as well as six corresponding lab reports. At the end of the semester, you will take a departmental final exam that is cumulative covering all course material throughout the semester. Below is a grade breakdown for the course components and their grade percentage.

Course Evaluation

Everyday Performance	70%
Final Exam	30%

Everyday Performance Evaluation

Pre-Lab Quizzes	10%
Lab Performance	10%
Lab Reports	80%

Lab Reports Evaluation

Purpose	5%
Balanced Equations, Structures and Properties	10%
Procedure(s) & Observations	5%
Data, Calculations & Discussion	60%
Conclusion	5%
Post-Lab Questions	15%

Pre-lab Quizzes: The pre-lab quizzes will be administered at the beginning of the class. No late pre-lab quizzes will be accepted.

Lab Performance: Lab performance score will be given based on students' behavior, including but not limited to safety awareness, lab skills, tidiness, etc. Being actively engaged in class also helps to gain lab performance score.

Lab Reports: Lab reports should be concise but complete and show your understanding of the experimental methods and steps or problems that occurred during the experiment. The report must be typed except chemical formulas, balanced chemical equations, reaction mechanisms, figures, and flow charts. Reports of a given day are **due by the end of next class day** (unless otherwise specified). The first experiment will be on Week #2 and the last will be on Week #13 (see Course Schedule). Lab report should be submitted as a single PDF file and should be named as 'FirstName_LastName_LabReportNumber' (e.g., Hanbin_Li_LabReport3.PDF). You can start the submission process by clicking "Assignment" link on our course menu. Email submissions will NOT be accepted. Points (15) will be deducted for each day a report is late and reports more than one week late will not be accepted. Grading is based on a 100-point scale.

Laboratory Report Evaluation:

<u>Components</u>	<u>Grade</u>
Name, Date, and Descriptive Title of the Experiment	0 (-5 if missing)
Purpose	5
Brief Experimental Procedure & Observations	5
Data, Equations, Calculations & Physical-Chemical Properties Table	30
Discussion	60
Conclusion or Summary	5
Post-Lab Questions	15

- * For the experimental procedure, do NOT copy detailed descriptions from your textbook or handouts. In your own words, summarize procedures or methods used to reach the goal of the experiment. Use paragraph form, do not make a list.
- * Data and calculations should include the following when applicable: observations, melting point (MP), boiling point (BP), actual yield(s), balanced chemical equation(s), theoretical yield calculation, percent yield calculation, gas chromatography (GC) traces with peak

identification, percent composition calculation, percent recovery calculation, charts, graphs, etc. This list is NOT exhaustive. Not all components will be present in all labs.

- * The Physical-Chemical Properties table is LITERATURE data and should include MP and/or BP, molecular weight (MW), structural formula, solubility in solvents of interest for the experiment and density for compounds purified or synthesized.
- * Your discussion should be an analysis and interpretation of YOUR data and reason(s) for deviation(s), if any, from the theoretical. You may find it helpful at this point to refer to literature data to support your argument. You must cite any sources used in the preparation of your report.

Final Exam: There will be a comprehensive final exam during final examination period (Week 15, exact date to be announced).

SIGNATURE PAGE SUBMISSION

1. Please print the "Student's Agreement" page, print your name, sign and date it.
2. Scan/photograph the page into a computer file.
3. Convert the file to PDF and name it as 'FirstName_LastName_StudentAgreement.PDF'.
4. Submit the PDF file as an assignment, which can be accessed by clicking on "Assignments" link on our course menu by the deadline.

CUNY POLICY ON ACADEMIC INTEGRITY

Academic dishonesty is prohibited in The City University of New York. Penalties for academic dishonesty include academic sanctions, such as failing or otherwise reduced grades, and/or disciplinary sanctions, including suspension or expulsion. This policy also defines example of academic dishonesty: cheating, plagiarism, obtaining unfair advantage, and falsification of records and official documents. To read the full policy, please visit the following website:

https://www.csi.cuny.edu/sites/default/files/pdf/privacy/cuny_academic_integrity.pdf

REASONABLE ACCOMMODATIONS AND ACADEMIC ADJUSTMENTS

The City University of New York, in compliance with Section 504 of the Federal Rehabilitation Act of 1973 ("Rehabilitation Act"), the Americans with Disabilities Act of 1990 ("ADA"), New York State Executive Law §296, and New York City Human Rights Law, provides qualified individuals with disabilities the opportunity to participate in programs, activities, or employment. For more information and access to the full policy please visit:

<https://www.csi.cuny.edu/about-csi/diversity-csi/office-diversity-compliance/reasonable-accommodations-and-academic-adjustments>

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe that you have a disability requiring an accommodation, please contact the Center for Student Accessibility at 718.982.2510/ CSA@csi.cuny.edu. For more information please visit: www.csi.cuny.edu/csa/.

TUTORING AND ACADEMIC ASSISTANCE

The College offers tutoring to students, free of charge. For a complete list of the Tutoring Centers please visit <https://www.csi.cuny.edu/students/academic-assistance/tutoring>

COURSE POLICIES & SAFETY ISSUES

- Students are expected to work independently throughout the course on assignments. Please review all lab safety guidelines for proper lab practices and safety tips relevant to each experiment. Safety and cleanliness are foundational skills necessary to operate in any lab going forward. Goggles, lab coats and clothing that provides proper coverage are required when working in a laboratory setting. Lab safety material will be covered at the beginning of the course and must be reviewed for week's assignment before students begin their experiments. Disruptive behavior is unacceptable in the lab and will NOT be tolerated. Late arrival, noisy devices, inconsiderate behavior, and talking during lectures will not be tolerated. Discussion of scientific issues is highly welcome, but emotional arguments and quarrels are prohibited.
- You may want to review the definition of disruptive behavior as provided in [The CUNY New York Workplace Violence Policy and Procedures](#). In addition to defining disruptive behavior and detailing formal procedures for dealing with it, the policy contains a useful description of the learning environment.

LATE WORK AND MAKE-UP WORK POLICY

Reports are due by the beginning of next class (unless otherwise specified). Reports more than one week late will not be accepted. There will be no make-up quizzes or reports provided. Students must attend the final examination in order to receive a grade for the course.

CAMPUS (CIX) EMAIL

Students are expected to check their campus (cix) email regularly. Students must recognize that certain communications, may be time-sensitive, and they may be required to monitor email on a more frequent basis than determined by instructional needs. If students have issues accessing their campus (cix) email please email the helpdesk@csi.cuny.edu or visit the [Virtual Computer Lab](#).

COVID 19 CAMPUS ENTRY - EVERBRIDGE HEALTH SCREENING

All CUNY campus locations require that all unvaccinated faculty, staff, and students complete the Everbridge Health Checker app before coming to a Campus location. This simple Symptom Checker can be accessed from your mobile phone each day before your visit to a CUNY building. After a brief one-time setup of the Everbridge app, the daily Symptom Checker takes less than two minutes to complete. It is an important reminder to consider whether you have symptoms of – or have been exposed to someone with – COVID-19 before you enter a CUNY facility. The Symptom Checker results in either a green token (approved to come in) or a red token (not approved to come in), and you will be required to show your results to the screeners at your CUNY location upon entry. For more information please visit <https://www.csi.cuny.edu/faculty-staff/human-resources/everbridge-health-checker>

FACE COVERINGS: According to CDC guidelines, facemasks are required to be worn in public spaces on-campus and during in-person classes to reduce possible exposure to COVID-19 and prevent the spread of the virus. Face coverings are required for all individuals who are over the age of two and able to medically tolerate such coverings. Adherence to mask use policy is expected and will be self-managed. Any significant violations of mask policy can and will result in the campus community member being banned from campus activity for an appropriate time. Please refer to the College Re-Entry website for the most up-to-date information:
<https://www.csi.cuny.edu/about-csi/president-leadership/office-president/csi-campus-re-entry-plan>

PHYSICAL DISTANCING: Physical distancing must be practiced by maintaining 6 feet of distance between individuals while on campus, inclusive of faculty and staff, and students, to the extent possible and when seated in a classroom or meeting, unless safety or the core activity (e.g., moving equipment, using an elevator, performing a transaction) requires a shorter distance or individuals are of the same residence (i.e., a roommate). Any time individuals come within six feet of another person who does not reside in the same residence, acceptable face coverings must be worn. Please refer to the College Re-Entry website for the most up-to-date information:
<https://www.csi.cuny.edu/about-csi/president-leadership/office-president/csi-campus-re-entry-plan>

**Organic Chemistry II Lab Course
Summer 2022 CHM256 SECTION 2088**

Please read the laboratory syllabus and policy carefully. Sign and return this form to your instructor.

By signing this form, you agree to the following rules:

- (1) I have thoroughly read the information above and I understand the policies of the laboratory.**
- (2) I agree to abide by all stated policies and requirements stated in the syllabus.**

Print your name: _____

Signature: _____

Date: _____