Among sources of information in CHE 327 are handouts such as this one; announcements in lab lecture; notices written on the board in lab each week; and postings on Blackboard.

COURSE DESCRIPTION

It is a one-semester, 2-credit course that provides a basic organic laboratory experience, including techniques of isolating and handling organic substances, including biological materials. It is recommended that students take CHE 327 at the same time as or immediately following CHE 321. Four laboratory hours and one lecture hour per week. Not for credit in addition to CHE 383.

Lecture: Tuesday 8:20 am, Javits 100

Instructors: Dr. Rong Chen Dr. Zachary Katsamanis
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Office Hours: Dr. Chen ---- Monday and Wednesday 10-11:30 am.
Dr. Katsamanis ---- Tuesday 11 am-12:30 pm, and Wednesday 10-11:30 am.

Office hours of TAs will be posted early in the semester. We urge you to use these scheduled times to discuss the techniques and experiments with any CHE 327 staff member. See Dr. Katsamanis for questions regarding the course organization.

RESPONSIBILITIES

Each student is responsible for knowing all procedures and course expectations detailed in this document, in the Lab Manual, in other handouts, on the course web site (including Blackboard) or those announced in lecture or lab. Failure to attend a lecture is not an excuse for not knowing what was presented or announced. If you miss a lecture it is your responsibility to find out what transpired from a fellow student, or from your lecturer.

REQUIRED BOOKS AND MATERIALS


- A bound notebook whose pages are pre-numbered and duplicated. You will probably need 75-100 pages. Your notebook may be one that was used in another course, but not for a previous offering of CHE 327. Because your notebook is your own record, do not be referencing a previous CHE 327 notebook while you are in the lab – such an action must be considered academic dishonesty.

- CPSrf interactive response pad from eInstruction (the “clicker”). This will be used in lecture for pop quizzes. It will be available at the bookstore. See the CPSrf Pads Instructions (handed out when you check in, also available on Blackboard and course web site) for details.

- Safety goggles that are in compliance with the latest Z87.1 Standard for Occupational and Educational Eye and Face Protection established by ANSI. These may be obtained at the bookstore; be sure you purchase chemical splash goggles and not a less effective kind of eye protection.

- Heavy-duty gloves. Lab Safety Supply Neoprene Gloves are recommended as they resist a broad range of organic and inorganic chemicals. Playtex Living Gloves are also satisfactory and probably the cheapest available. Try hardware or grocery store or the bookstore.
GRADING
You will be graded relative to other students, present and past. In this way, we may be sure our goals for a particular assignment are realistic.

1. Products, notebook, and reports/results (150 points)


   If you are in a situation where you must make a decision between greater purity vs. greater yield, you should be aware that we grade both but purity will count more.

   A special case is getting a refill from the stockroom: A zero yield grade will be assigned. (Do not be discouraged; yield is generally less than 15% of the total grade on any assignment.) Sometimes the choice is yours as to whether to proceed with what you have or to start over. You might decide to take the yield penalty if the refill gives you a chance to obtain a significantly purer product.

   No grade will be dropped. Instead, the value of your lowest grade will be adjusted upward at the end of the course. With our algorithm, you can achieve your highest total by trying for your best product in each experiment.

2. The notebook and associated quizzes (120 points)

   - Pre-lab write-up. For most experiments you should write a pre-lab in your notebook. The pre-lab is the evidence that you are adequately prepared to do the experiment. It does not have to be lengthy or elaborate. In appropriate cases, the pre-lab should include procedure in the form of a work plan (the format used in the Manual is suggested). Early in the lab period, your pre-lab will be checked by one of the instructors and the result will be reflected in your Technique grade (see the section Technique below).

   - Notebook quizzes (120 points). There will be questions regarding your notebook record. In the section “The Notebook” of the Manual, there is a detailed description of what belongs in your notebook and how it will be collected and graded. Read it over carefully and review it several times early in this semester.

3. Theory exams and quizzes (120 points)

   There will be two exams of on theory and practice. There will also be pop quizzes in lecture (???). Study Questions at the end of the experiments are intended to aid you in preparing for quizzes (as well as for lab). Also to aid you, selected previous quizzes can be found on Blackboard.

4. The report on the Unknown experiment (80 points)

   Forms for the two parts of the Unknown report are included in the Manual. Follow the instructions carefully.

5. Technique (30 points)

   You should endeavor to prepare thoroughly, work independently, show concern for safety, show consideration for others, and in general develop a team player relationship of a professional nature.

   2 points will be deducted from the technique grade for each time a student is observed eating/drinking/chewing gum, not wearing safety goggles, or not following the dress code at any time during a lab period.

ACADEMIC INTEGRITY
Each student must pursue his or her academic goals honestly and be personally accountable for all submitted work. Representing another person's work as your own is always wrong. Any suspected instance of academic dishonesty will be reported to the Academic Judiciary. For more comprehensive information on academic integrity, including categories of academic dishonesty, please refer to the academic judiciary website at http://www.stonybrook.edu/uaa/academicjudiciary/.
COURSE WEBPAGE

The course web site should be checked on a regular basis. Reading and homework assignments, course announcements, lecture notes and various other course materials can be found there. Old examinations will be posted selectively, but you should realize that they may be written by different faculty. This Blackboard supported web site can be found at: http://www.chomp.sunysb.edu, where you can also view your grades and communicate with classmates or CHE 327 staff, and, etc. The most recent class notice and/or announcement will be emailed through Blackboard. In order to receive the most recent email notice and/or announcement through Blackboard, you must update your email address on Blackboard.

This course is also linked to the Chemistry Department Course Servers. The direct web address is http://www.sinc.sunysb.edu/Class/orgolab. There are useful links to external sites, and our own photos of lab set-ups that you may wish to print out for in-lab reference.

STOCKROOM POLICIES

You will check in glassware and equipments, which you will keep in an assigned drawer. At the end of the semester you should return the drawer and its contents clean and in the condition you received them (other than expendables such as litmus paper). Failing to check out before the course ends will result in a fee, including the cost of: 1) the examination of the drawer by lab staff, 2) the replacement of damaged equipment, if any, and 3) the un-returned key.

At check-in, you will receive the key to your drawer. If you should lose this key at some time during the semester, see the stockroom supervisor as soon as possible. There is a $6.00 replacement charge.

Equipment you borrow should be returned to the stockroom as soon as practical during the same lab period. Keep in mind that the stockroom closes fifteen minutes before the scheduled end of the lab period. If the stockroom is closed so that you cannot return borrowed equipment, you should lock it in your drawer. If another student needs the equipment, the stockroom staff will have to retrieve it and you may be charged a fee. If the equipment is still in your drawer the next period, be sure to return it promptly.

UNIVERSITY POLICY ON STUDENTS WITH DISABILITIES

If you have a physical, psychological, medical, or learning disability that may impact your coursework, please contact Disability Support Services, ECC (Educational Communications Center) Building, room 128, (631) 632-6748. DSS will determine with you what accommodations are necessary and appropriate. All information and documentation are confidential.

Students who may require emergency evacuation are encouraged to discuss in advance their needs with their professors and DSS. For procedures and information, visit the website at http://www.ehs.stonybrook.edu/fire/disabilities.asp.

More about the course policies, as well as the tips on how to succeed in CHE 327, are given in the “Introduction” part of the Manual.