Check In

- Students will choose a partner and a shared locker of lab equipment during the first lab session of the semester. Students are expected to work collegially with their partner, and to share the responsibility of maintaining their locker equipment throughout the semester.

<table>
<thead>
<tr>
<th>Complete the form below during the check-in session.</th>
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<tbody>
<tr>
<td>Locker Number:</td>
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<tr>
<td>lock combination:</td>
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<tr>
<td>Name of Partner:</td>
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<tr>
<td>How to Contact Partner:</td>
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Preparation for Lab

- Check the class schedule to see which experiment/exercise we are doing before each lab session.
- Before coming to lab, print and read the background/procedure, prelab assignment, and lab report, and complete the prelab assignment. Bring all three documents with you to the lab. You should understand the experiment and the steps you are to perform before you come to lab.
- Come to lab with closed shoes, goggles, and something to tie back your hair if it is long.

During Lab

- Your completed prelab assignment is to be turned in immediately upon arrival in the lab. Your professor will grade and return the prelab before the end of the lab. Prelabs are worth 5 points each, and your lowest score will be dropped. Late prelabs will not be accepted, so it is crucial that you arrive on time to your lab session.
- Lab will begin with a prelab lecture. During this lecture, we will discuss the lab theory, any procedural steps that are unusual or difficult, and critical safety information.
- You and your lab partner will then perform the scheduled experiment. All raw data must be recorded in ink! No pencils are allowed while you are conducting your experiment. No white out is allowed at any time. This policy is to ensure that data are not altered without the change being obvious to the reader. This is standard procedure for all laboratories.
- When finished collecting your data, clean up. If time allows, you should begin to analyze your lab data.
- At the end of the lab (before leaving) you must present your data to your professor to be “initialed”. Work that is submitted without your professor’s initials will not be accepted.
- Safety goggles must be worn at all times while performing experiments, and no food, drink or gum are ever allowed in the lab. Students are expected to follow all safety rules as outlined by your professor at all times.

Equipment

- Most of the equipment you will use is stored in your locker.
- Communal equipment such as test tubes, bunsen burners, ring stands, iron rings, buret stands are available elsewhere in the lab. Always return them to the place where you found them when you finish using them.
- Other equipment must be signed out from the stockroom. Find the clipboard for our class, then find your page on the clipboard and use it to sign equipment in and out of the stockroom. Be sure to return all stockroom equipment when you finish—do not leave it in your locker.
**Chemicals**

- Reagents are dispensed from stock bottles in the hoods on either end of the lab.
- Never pour anything into a stock bottle. If you accidentally take too much of a reagent, you must put the unused portion in the waste bottle provided.
- All chemical waste must be disposed of as directed by your professor. When putting chemical waste in a waste bottle, pour all remaining chemicals into the waste bottle, rinse your vessel once with a small amount of water, and place the rinse water in the waste bottle, too.

**Clean Up**

- Pour all chemical waste into the waste bottle provided.
- Return all equipment to communal storage areas, your locker or the stockroom as appropriate.
- Dispose of paper towels, used matches etc. in the large waste baskets by the doors.
- Wipe your bench top clean.
- Return lab chairs to their original locations and push them in out of the way.
- Lock up your locker.

**Lab Reports**

- In some instances, lab reports will due at the end of the lab period, but in general, lab reports are due one week later at the very beginning of your next lab session.
- Each student must turn in his/her own lab report representing his/her own work. Data will be the same, but each student must complete his/her calculations and answers to questions on their own.
- Although experimental data must be recorded in ink, calculations and answers to follow up questions may be completed in pencil. All pages of the report must be stapled together in order, and any extra pages such as graphs included at the end of the report. Work should be neat and legible.
- Lab reports are worth 10 points each. Late reports will be accepted up to one week past due (and absolutely no later); however your work will be assessed a penalty of one point per weekday late. Note that this means that late reports can have up to 5 points deducted from them! Your lowest report score will be dropped.