

Advanced Inorganic Chemistry: Lab Rules

1. Students must be fully clothed with no exposed skin on feet and legs. If a student arrives unprepared for lab (no lab coat, improper and unsafe clothing/footwear) he/she will be asked to leave the lab.
2. Students in this class are required to keep an up-to-date **laboratory notebook**. The notebook serves as the primary record of a student's (and scientist) work. All data, observations, and results from each experiment must be recorded directly in the notebook. Please always follow these rules: (1) the lab notebook must be an honest, accurate and permanent record of the work done and the results obtained; (2) the title and date of the experiment, balanced equations for the reactions and safety information for the compounds and solvents should be written in the notebook before starting the lab session, (3) it must be recorded as you perform the work, thus all data and observations are written in the notebook as the experiment occurs; (4) the record must be kept in such a way that a competent person familiar with the field can repeat the work based on the notebook, (5) students are obliged to show the lab instructor their lab notebooks before and after lab sessions.
3. Students are expected to attend all lab sessions unless they are incapable of doing so, such as due to illness. In case of illness, a doctor's note is required. Missed lab work should be made up. Students who missed a lab have the opportunity to do make it up at the two lab sessions at the end of the term. Student can made up only two lab sessions.
4. Students must arrive at lab on time. If a student misses the majority of the lab lecture or is unprepared, he/she may not be permitted to attend this lab session. This will be at the discretion of the lab instructor.
5. Students must attend the first lab session that is scheduled for the course. Laboratory safety and lab policy information is covered during this lab period. If a student misses this first lab session he/she must contact the lab instructor and if possible attend another lab section during the first initial week of lab. If a student is unable to attend an alternate lab section in the same week, he/she will be expected to attend a safety talk before attending the next lab session.
6. To receive a passing grade for this course, the student must complete eight laboratory sessions and prepare lab reports for each experiment. Each lab session consists of three components: pop-quiz covering the theoretical and experimental part of the prepared experiment (10% of the final grade), performance of the experiment (40% of the final grade) and the report (50% of the final grade). Each part is graded. In order to pass the lab session each part must be rated at least 3.