Notebook and Grading Policies

Your Laboratory Notebook must make carbonless copies of each page, so that one copy can be torn out and submitted to your Teaching Assistant (TA). One example of this type of notebook is the National, Laboratory Research Pad, #43-641, which is available at the University Store and the Textbook Annex. Others of that type are acceptable, such as the lab notebook used in most general chemistry labs. A normal spiral-bound notebook is NOT acceptable.

Your notebook provides a permanent record of your laboratory work. Keeping detailed notes makes it easier to analyze results, write a discussion, and understand why a problem may have occurred. The carbon copy of all notebook entries (pre-, during, and post-lab entries) will serve as a major part of the report that you will submit for each experiment. All entries must be written directly into the notebook in ink. Do not write information on scraps of paper with the intent of transcribing it later on. Copies of ALL written work must be submitted to your TA. Refer to your lab text for instructions on keeping a good notebook. Follow the style from your lab text: Chapter 3 of Szafran, and Chapter 1 of Williamson.

Before coming to lab, download the experimental procedure and background information from the web (electronic handouts), read that material and the assigned background material, and prepare a prelab outline or a flowchart. This should be written in your own words, and in enough detail so that you could do the experiment by following the outline only. The outline must also include a summary of waste disposal procedures for chemicals used in that experiment. Before you may begin work, you must have your TA sign your prelab outline.

If the TA deems that the outline is poorly prepared, you will lose credit (1 point) and will be required to leave the lab until you are better prepared. A poorly prepared lab worker is a danger to everyone in the lab and will not be allowed to work.

Good record keeping is achieved by directly entering data and procedures into your notebook as the work is being done. Items such as detailed observations, data obtained, calculations, sketches of apparatus, physical data of compounds isolated (e.g., melting points (mp's) and boiling points (bp's)), and weights of reagents and products are entered at this time. Anybody should be able to read your notebook and both understand and reproduce your entire experiment.

Before you leave the lab, to document your work, you must have your instructor sign your notebook after the last entry. Unsigned work will not be given credit.

Lab reports are due at the beginning of your next scheduled lab period. Give your TA copies of all material from your notebook, plus your typed report. Your complete write-up should include the following sections:

Hand-written:
- Pre-Lab
- Methods (raw procedures)
- Results (raw data)

Typed:
- Discussion (workup and analysis of raw data)
- Answers to assigned questions (if present)

Late submissions will result in the loss of 1 point per day, unless you have a valid reason and special arrangements have been made with your TA.
Lab report grading scheme  

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>prelab outline</td>
</tr>
<tr>
<td>2</td>
<td>notebook</td>
</tr>
<tr>
<td>2</td>
<td>lab technique (subjective evaluation by TA)</td>
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<tr>
<td>2</td>
<td>answers to assigned questions</td>
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<tr>
<td>2</td>
<td>Typed report (discussion)</td>
</tr>
<tr>
<td>10</td>
<td>points total for each experiment</td>
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**Quizzes** (5 pts each) will be given at the beginning of three of your lab meetings. Make-up quizzes will not be given. Instead, the lowest quiz grade will be dropped. The total of the two best quizzes will have the credit equal to one experiment and will be averaged into the final lab grade.

**Due dates:** After an experiment is finished, all completed material must be submitted to your TA at the beginning of your next lab period. Late submissions result in the loss of 1 point per day. Occasionally a sample needs time to dry overnight - it is your duty to analyze properties (mass, mp, bp) during scheduled *morning lab hours* in the Inorganic/Organic Lab before the next lab period.

**Morning lab hours:** The Inorganic/Organic Lab will be open during scheduled morning hours on certain days of the week. The hours and days will be posted on the web and at the lab. During morning hours the only lab operations that may be done are the determination of melting points and weights (no solvent use!). This time may also be used to consult with the TA on duty, however the TA for Inorganic Chemistry will have limited availability. Make-ups may NOT be done during these hours.

**Contacts:**

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