

Dear CHEM-267 Students,

Welcome to the organic lab for chemistry majors. Our course website contains much of, but not all, the information that you will need for this course. You are responsible for knowing all of the contents of Chem 267 website. You should carefully read all posted documents, and then review this information as questions arise during the semester. The content on the course website and in the OWL assignments comprise the course syllabus.

The instructor will hold prelab lectures as he deems necessary. It is imperative that you pay close attention during the semester, to your TA and to the frequent emails I will send you, giving instructions on how to successfully do the experiments. Paying close attention, having to print out weekly experiment handouts, and having to spend sufficient time in preparing for lab and in writing up reports is a small price to pay for being able to complete two credits of organic lab in one semester.

Email messages will be sent to you frequently. Be sure to use and maintain your student email address and check it often.

About the website:

- Schedule of Experiments: gives the dates of experiments, handouts themselves, references our lab text for the actual experiments, dates when lab will not be in session, references to your organic text for background information, etc.
- Safety Dress Code and Consequences: how to work in the lab with regard to safety and how to safely and responsibly dispose of chemical wastes. KNOW THIS INSIDE OUT. Credit will be lost for safety violations.
- Notebook and Grading Policies: this tells you how your grade will be calculated and what you need to do to get a good grade. Follow it closely.
- Some ways to get a poor grade in this course: speaks for itself. Avoid these mistakes.
- Makeup Policies and Procedures: read over and follow closely if you ever have a need. Make-ups must be done as soon as possible after missing a lab period.

Next...:

1. Go to the 'General Handouts' portion of the website and read through all documents, beginning with 'Safety'
2. Complete the safety and Course Policy OWLs.
3. Go to Schedule of Experiments on website and click 'Day 1' and read through 'Start Here for Day 1.'