

Dear Chem 269 students,

On Check-in Day you were supposed to receive two multi-page handouts. You were mistakenly given only one of these (Wed section is ok). The handout that you are missing tells you exactly what needs to be done for your first lab experiment. It is vital that you read the following information and go to the relevant web pages on the course website referred to below. You will receive the handout at your next meeting but you will need to follow this information carefully to prepare for the first experiment, Distillation. All of the information that is in the missing handout is on the course website. It just requires that you go to the web pages to see what has to be done.

The web pages of immediate importance are “Schedule of Experiments”, “Safety and Waste Disposal”, “Notebook and Grading Policies”, and “First Lab Experiment” (“Prep for Day 2”).

Peter Samal

ESSENTIAL: CHECK EMAIL REGULARLY.

Dear Chem 269 Students,

Welcome to the organic lab. This packet of handouts contains much of, but not all of, the information that you will need for this course. You are responsible for knowing all of the contents of these handouts and all information given on the Chem 269 website. You should carefully read the entire set of handouts and also become familiar with the course website, and then review this information as questions arise during the semester. These handouts as well as all content on the course website and in the OWL assignments comprise the course syllabus.

Because the lecture portion of the course has been entirely placed online, it will be 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. An added bonus is not having to purchase an expensive lab text.

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

About the handouts in this packet:

- Schedule of Experiments: gives the dates of experiments, dates when lab will not be in session, references to your organic text for background information, etc.

- Calendar: a summary of the semester schedule
- Safety and Waste Disposal: 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.
- Prep for Day Two: use this as a checklist in preparing for the first experiment.
- 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.

About the pages on the course website:

- ESSENTIAL: Download Weekly Handouts Here: this is where you will view and download the experiment handouts and get other information such as photos of equipment and procedures.
- ESSENTIAL: OWL: information on using OWL and OWL policies.
- ESSENTIAL: How to Keep Your Notebook: as it says. Use this as a template for keeping your notebook and writing reports.
- other pages will become clear as the semester proceeds.

Again, welcome and best of luck with the semester.

Peter Samal