Dear CHEM-268 Students,

Welcome to the organic lab for chemistry majors. This packet of handouts 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 these handouts and all information given on the Chem 268 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.

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.

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

About the course website:

- **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.

**ESSENTIAL: CHECK EMAIL BEFORE NEXT LAB.**