

## Information Sheet

- Instructor: Dr. Dale Swenson 429/435CB  
phone: 335-0291  
e-mail: dale-swenson@uiowa.edu  
office hours: 5-6pm W
- Lab/discuss. Section SCA Wednesday 6:30 - 9:00 Room E340
- Lab Director: Dr. Earlene Erbe W446CB  
335-2275  
[earlene-erbe@uiowa.edu](mailto:earlene-erbe@uiowa.edu)
- Lab Text "Laboratory Manual Chemistry in Context", 4th Edition,  
Stratton, Steehler, Pienta, and Middlecamp, McGraw-Hill.
- Lab Safety
1. SAFETY GLASSES MUST BE WORN AT ALL TIMES.
  2. Eating, drinking, and smoking in the lab are prohibited.
  3. No open flames in the lab unless authorized.
  4. Students may not be in the lab without a T.A.
  5. Students are not allowed in the lab before class time.
  6. Labs must be cleaned at the end of the lab period.
  7. Shoes must be worn in the lab. Shorts are not permitted.
  8. Chemical wastes must be disposed of properly.
  9. Do not wear contact lenses if possible.
  10. Injuries must be reported to your T.A.
  11. Pregnant women or nursing mothers are advised to take the lab at another time.
  12. Learn about the hazards; don't be creative in the lab.
- Lab Supplies: Students are expected to supply their own lab text.
- Lab Reports: Lab reports/quizzes must be written in ink (not red ink). Ten unannounced quizzes covering the day's experiment will be given during the first few minutes of the lab. Quizzes will not be given to students arriving late. Lab reports are due the week following the experiment. Points will be lost for late reports (10% per week). There will be no make-up labs except for University approved excused absences.
- Grading: Final grades will be based on eight quizzes (5 pts. each), 10 lab reports (10 pts. each), and a laboratory skills assessment (15 pts.) and a lab exam. The lowest quiz and report grades will be dropped. Missed labs will not be made up. Ten points will be deducted if you do not show up for check-out.
- Re-grading: If you feel a mistake has been made, turn in your quiz or report to your T.A. during the lab period after the paper was returned with a statement explaining what you feel is in error. No re-grades on pencil-written material.
- Course Drops: To drop you must check-out of your lab drawer and have the T.A. sign your class card. After this is done take the signed card to the Chemistry Center (rm 231 CB) and have the drop slip signed.

### **Administrative Home of the Course**

The College of Liberal Arts and Sciences is the administrative home of this course and governs such academic matters as the add/drop deadlines, the second-grade-only option, issues concerning academic fraud or academic probation, and how credits are applied for various graduation requirements. Different colleges may have different policies. Students with questions about these or other CLAS policies should speak with an academic advisor or with the staff in 120 Schaeffer Hall. Also see the CLAS Academic Handbook:

[www.clas.uiowa.edu/students/academic\\_handbook/index.shtml](http://www.clas.uiowa.edu/students/academic_handbook/index.shtml)

### **Academic Fraud**

Plagiarism and any other activities that result in a student presenting work that is not his or her own are academic fraud. Academic fraud is reported to the departmental DEO and then to the Associate Dean for Academic Programs and Services in the College of Liberal Arts and Sciences who deals with academic fraud according to these guidelines:

[www.clas.uiowa.edu/students/academic\\_handbook/ix.shtml](http://www.clas.uiowa.edu/students/academic_handbook/ix.shtml)

### **Making a Suggestion or a Complaint**

Students have the right to make suggestions or complaints and should first visit with the instructor, then with the course supervisor if appropriate, and next with the departmental DEO. All complaints must be made within six months of the incident. [www.clas.uiowa.edu/students/academic\\_handbook/ix.shtml#5](http://www.clas.uiowa.edu/students/academic_handbook/ix.shtml#5)

### **Accommodations for Disabilities**

A student seeking academic accommodations should first register with Student Disability Services and then meet with a SDS counselor who determines eligibility for services. A student approved for accommodations should meet privately with the course instructor to arrange particular accommodations. See [www.uiowa.edu/~sds/](http://www.uiowa.edu/~sds/)

### **Understanding Sexual Harassment**

Sexual harassment subverts the mission of the University and threatens the well-being of students, faculty, and staff.

See [www.sexualharassment.uiowa.edu/](http://www.sexualharassment.uiowa.edu/)

### **Reacting Safely to Severe Weather**

If severe weather is indicated by the UI outdoor warning system, class members will seek shelter in the innermost part of the building, if possible at the lowest level, staying clear of windows and of free-standing expanses which might prove unstable. The class will resume after the severe weather has ended. See the Operations Manual section 16.14.i.

### **Student Classroom Behavior**

The ability to learn is lessened when students engage in inappropriate classroom behavior, distracting others; such behaviors are a violation of the Code of Student Life. When disruptive activity occurs, a University instructor has the authority to determine classroom seating patterns and to request that a student exit immediately for the remainder of the period. One-day suspensions are reported to appropriate departmental, collegiate, and Student Services personnel (Office of the Vice President for Student Services and Dean of Students).

### **University Examination Policies**

**Missed exam policy.** University policy requires that students be permitted to make up examinations missed because of illness, mandatory religious obligations, certain University activities, or unavoidable circumstances. Excused absence forms are available at the Registrar web site: [www.registrar.uiowa.edu/forms/absence.pdf](http://www.registrar.uiowa.edu/forms/absence.pdf)

**Final Examinations.** An undergraduate student who has two final examinations scheduled for the same period or more than three examinations scheduled for the same day may file a request for a change of schedule before the published deadline at the Registrar's Service Center, 17 Calvin Hall, 8-4:30 M-F, (384-4300).