

Please read this entire sheet carefully; *then* come if you still have questions about the laboratory.

The lecture and laboratory parts of this course are designed to be closely connected, so careful attention to the lectures will help with laboratory work, and vice versa.

LABORATORY MANUAL, SCHEDULE, AND ATTENDANCE

You will be given a laboratory manual at the first laboratory lecture, **one of which you must attend during this first week of class, September 2 – 5**. The laboratory manual has a schedule, descriptions of the experiments, instructions for writing laboratory reports, and study guides.

Laboratory experiments begin next week, September 8 – 12. Direct all questions about enrollment in laboratory sections to Prof. Chapman or Dr. Alexander. Please make every effort to **arrange any necessary additions or changes in laboratory section as soon as possible**. Keep in mind that sections may be full, so we might not be able to accommodate all desired schedule changes, but we will do what we can.

You must attend your own regularly scheduled laboratory lecture and laboratory section each and every week. Do *not* enroll in a section that conflicts with more than one religious holiday. You may reschedule laboratory work for the following reasons *only*: one religious holiday (reschedule *in advance*), serious illness, or serious family emergency. Speak to Dr. Alexander immediately to request a time to make-up work for illness or family emergency.

LABORATORY LECTURES

Laboratory lectures start promptly at 1:10 PM in 805 Altschul. All students attend laboratory lecture on the day of their scheduled laboratory section. These lectures introduce topics relevant to that day's laboratory exercise and make connections to other course material. These sessions are an important part of the course; attendance is required and is checked.

Prof. Chapman gives lectures on Monday and Tuesday, and Dr. Alexander on Wednesday, Thursday and Friday. The same material is covered each day. Lecture slides are posted online.

The first session includes discussion of units, exponential notation, significant figures, and other computational techniques. This material is covered in the textbook (Chang) Chapter 1.6-7 as well as in the self-study section in the front of the lab manual. If possible, read these and work through the exercises and problems *before* your first laboratory lecture.

It is essential to attend your first laboratory lecture, THIS WEEK, September 2 – 5. If you do not, **your space in lab may be given to another student**. Students in the **MONDAY** lab should attend any other laboratory lecture this week. If you miss your first scheduled laboratory lecture, you must (1) inform Dr. Alexander immediately so your space in the laboratory is not given away, and (2) attend a laboratory lecture another day this week. **A brief lab orientation session follows the lecture; you should be done by 3 PM.**

Laboratory sessions are in **813 Altschul**. The laboratory work follows immediately after the laboratory lecture, and runs from 2:00 to 5:00. Do not schedule classes or appointments right after laboratory work is supposed to end, as an experiment might occasionally run a few minutes late. Laboratory work can almost always be finished comfortably in the allotted time, *if you are well prepared and work efficiently*. Read carefully and think through the material in the laboratory manual *beforehand*, and be sure to prepare in advance the appropriate lab notebook materials. **Laboratory work begins next week: September 8 – 12.**

You are expected to be in the lab working during your scheduled lab period. Except in serious emergency, it is not acceptable to step into the hallway to make cell phone calls.

FACULTY

Dr. Jacob Alexander e-mail: jalexander@barnard.edu	Office: 812C Altschul Office Hours: M-F 11-1	Telephone: 4-1625
Mrs. Olympia Jebejian e-mail: ojebejian@barnard.edu	Office: 813C Altschul Office Hours: Tu and F 11-1.	Telephone: 4-7351

Our office hours are for you; you are always welcome. Direct all questions about laboratory scheduling and grading of lab reports to Dr. Alexander or Mrs. Jebejian. Come see us as soon and as often as you need to, with any and all questions or comments. Please come *during scheduled office hours only*. If that is not possible, call to arrange an appointment. Please do not expect to drop by at other times, except in urgent cases. Both 812C and 813C are inside the laboratory, 813 Altschul.

LABORATORY INSTRUCTORS

Monday	Dr. Toby B. Holtz(*)	and	Dr. Suzanne Charnick	
Tuesday	Dr. Mandy Bennett	and	Dr. Grace Lee*	
Wednesday	Dr. Jacob Alexander	and	Dr. Suzanne Charnick	[Dr. Toby B. Holtz (*)]
Thursday	Dr. Jacob Alexander	and	Dr. Toby B. Holtz	[Mrs. Olympia Jebejian (*)]
Friday	Mrs. Olympia Jebejian	and	Dr. Grace Lee (*)	

Laboratory office hours: The instructor marked (*) will be available in 804 Altschul, between 12:00 and 1:45 that day, to answer questions about laboratory experiments and laboratory reports. This person will neither do your calculations nor check your work. However she will be happy to help you with specific problems or questions after you have made a good effort on your own.

STUDENTS WITH DISABILITIES

Any student who may need a disability-related accommodation in the laboratory or in writing the laboratory reports should inform Dr. Alexander or Mrs. Jebejian as soon as possible. You should also drop by the Office for Disability Services, 105 Hewitt, to register for support services.

NOTICES

Information regarding the laboratory may be posted from time to time on several bulletin boards: in the laboratory itself, outside in the hall, or on the course web page. Please check the bulletin boards regularly.

GRADES

Laboratory reports will be graded and your notebook returned to you each week. Read the comments carefully so you can learn from them. A small portion of each week's grade reflects the instructor's observation of your preparation and performance in the laboratory. The laboratory work counts 30% toward the single overall grade for the course.

STUDENTS ENROLLED FOR LABORATORY ONLY

Students who have taken an approved first semester chemistry course elsewhere may enroll for the laboratory only (2 points) with special permission of Prof. Chapman. There will be a special written final examination for the lab-only students, administered during the last weeks of class.