

CHEMISTRY 112: LAB POLICIES

Course Requirements

You will need to show up in lab and check-in to your locker latest by the **third week of classes** to receive a grade for this course.

You will be completing 12 lab experiments (see schedule) during the semester. **To pass this course, you will need to successfully complete 10 out of 12 experiments excluding check-in and check-out. Please note that checking-out of your locker is also required to pass this course (with a passing grade).**

Policies regarding missed laboratory periods

Many Chem. 112 lab sections are completely full. Also, the reagents used for a given experiment and the waste generated by that experiment must be cleared promptly from the lab. Due to above reasons, there will **be no make-up labs for this course**. If you know in advance that you have to miss a particular lab period (e.g. school related field trip), **inform your Instructor in writing** in advance. If the Instructor agrees that your reason is valid, he/she will arrange for make-up work during the week that the experiment is scheduled.

If you have an unscheduled absence due to illness or emergency, please ask a friend or relative to contact the Instructor, Lab Coordinator or the Chemistry department by **phone or e-mail before your lab. If you wait until your lab is over to inform your instructor, it will be too late.** If you are unable to make up the missed work and you have a valid reason, your instructor may decide to excuse your absence and give you an average of your lab scores for the missed experiment. In any event, you will have missed a pre-lab quiz, which cannot be made up.

We will allow only one make-up lab per student per semester. Please remember that this make-up policy is only for those with a valid excuse and with Instructor's approval.

If the conditions for an excused absence or for making up missed work cannot be met, and you have several absences you will have to drop the course. If it is too late to drop, you may receive an incomplete provided you have completed a minimum of five consecutive experiments. All other missed work will result in zeros and will affect your final grade in Chem. 112.

Bereavement:

Illinois State University has several systems in place to assist our students in times of crisis and bereavement. If you have suffered a bereavement, you may choose to notify the Office of the Vice President for Student Affairs of your loss, (phone: (309) 438-5451, e-mail: StudentAffairs@IllinoisState.edu) and they will contact all your professors on your behalf, so you don't have to worry about it. The Dean on Duty (phone: (309) 438-2008, email: deanofstudents@illinoisstate.edu) and Student Counseling Services (phone: (309) 438-3655, email: counseling@illinoisstate.edu) are also there to help students deal with traumatic life events.

Academic Integrity

You are expected to be honest in all academic work, consistent with the academic integrity policy as outlined in the Code of Student Conduct and any additional syllabus language. All work is to be appropriately cited when it is borrowed, directly or indirectly, from another source. Unauthorized and unacknowledged collaboration on any work, or the presentation of someone else's work, is plagiarism. Content generated by an Artificial Intelligence third-party service or site (AI-generated content) without proper attribution or authorization would also be a form of plagiarism. If you are unsure about whether something may be plagiarism or another form of academic dishonesty, please reach out to us to discuss it as soon as possible.

Any allegation of a violation of this section may be referred to Student Conduct and Community Responsibilities, a unit of the Dean of Students Office for possible sanctioning. In addition, a grade penalty can also be applied.

University Sanctioned Events including Athletics:

- As per University policy, if you are on an athletic team or involved in other university-sanctioned events, you need to provide your instructor with information (name, athletic team/event, and planned travel dates) **by the end of the second week of class.**
- As per University policy, if you think you will be missing an assignment (quiz or lab) due to travel, you need to inform **us in person at least one week in advance of the missed assignment to make accommodations**, and your coach needs to email us 48 hours in advance of you leaving town. If the coach does not contact us within that time, you will likely receive a zero for that assignment.

Chemical Use:

Please note that certain chemicals, including potentially hazardous chemicals, may be used in this laboratory. If you have a concern that chemicals used in this lab could affect you, you should discuss your concerns with your Laboratory Supervisor, physician, and/or EHS. A list of chemicals used is available upon request from the Laboratory Supervisor.

Student Access

Any student needing to arrange a reasonable accommodation for a documented disability and/or medical/mental health condition should contact Student Access and Accommodation Services at 350 Fell Hall, (309) 438-5853, or visit the website: StudentAccess.IllinoisState.edu.