

# LABORATORY POLICIES AND ORGANIZATION

## 1. GENERAL INFORMATION

THE UNDERGRADUATE LABS OPEN AT 1:00 p.m. Students may not arrive earlier or do any lab work until his/her TA is in the lab. TAs will present a **mandatory** pre-lab lecture beginning at 1:05 p.m. Drawers will remain closed, except for removal of safety goggles, until after the pre-lab lecture.

On days when quiz is given, **the quiz will begin at 1:05 p.m. and end at 1:30 p.m.** No extensions of time will be given for late arrivals. Pre-lab lectures will immediately follow the quiz.

Laboratory work **should be concluded at 4:30 p.m.** to permit time for the clean up.

THE UNDERGRADUATE LABS CLOSE AT 5:00 p.m. TAs must remain in the lab until his/her last student has left for the day.

A student SCHEDULED for MW LABS CANNOT COME INTO THE TR LABS TO WORK AT ANY TIME, AND VICE VERSA.

Selected FRIDAY's from 1:00-4:00 p.m. are "MAKE-UP LABS" times (See Lab Schedule for dates). Students may not come in to work on Friday afternoon to be ahead of their scheduled lab work, but only to "catch up" if he/she is behind in the lab. Students who need to come into the labs to work on Friday afternoon must SIGN-UP AFTER 1:00 pm and BEFORE 5:00 p.m. on WEDNESDAY AFTERNOON (for MW labs) and on THURSDAY AFTERNOON (for TR labs). The sign-up sheet is available at the stockroom.

## 2. TEACHING ASSISTANTS.

There will be two to four TAs present for each afternoon of lab. Over the course of the semester the **TAs will rotate around the sections**. Each student will thus have each of the TAs for at least one lab and some TAs for two or more labs. This permits each student to get to know and experience the strengths of each TA. Students should feel free to approach any of the TAs for assistance throughout the course. TAs office hours will be posted on the 5.310 website.

## 3. ORGANIZATION

**There will be five required experiments in 5.310. Please, review the experiment schedule.** Questions regarding experimental procedures, data interpretation, grades, etc., which a TA cannot answer should be directed to a faculty member.

<u>Experiment</u>	<u>Lab Periods</u>	<u>Points</u>
Exp. #1. Synthesis of Ferrocene	4	100
Exp. #2. Ellen Swallow Richards	5	100
Exp. #3. Essential Oils	4	100
Exp. #4. Catalase	4	100
Exp. #5. Fischer Esterification	4	100
<hr/>		
<b>Total Experiments</b>		<b>500</b>

- **PLACE: GRADE SHEET ON THE FRONT OF EACH REPORT** Reports missing the cover sheet will be penalized **2** points.
- **Reports** will be turned in to the **Undergraduate Laboratory** at 1:10 pm on the **due date** indicated on the lab schedule. A **report collection box** labeled 5.310 will be placed on a table across from the Stockroom. **Reports not handed in by 1:10 pm on the due date are considered late** (a Report turned in at 1:11 p.m. is considered one day late). All late written reports must be turned in by final date specified in the laboratory schedule in order to get a grade for the report/course.

**Late written reports are penalized by loss of  $[3*(n-1)] + 2$  grade points (n is the # working days late).**

**Arriving more than 5 minutes late for a scheduled oral report will result in 5-point penalty. Oral reports rescheduled to a different day due to an unexcused absence will result in 10-point penalty.**

There is no penalty for weekends and M.I.T. holidays (when the Undergraduate Labs are not open). During student vacations, the Labs are open!

When graded reports are returned to students, the report will have the TA return date stamped on the cover page. Students have **SEVEN CALENDAR DAYS** from this date to submit a report for consideration of a re-grade. After this period, the grades on specific reports are considered final. Re-grade requests must be submitted **in writing**, and must be specific as to the portion or portions of the report, which the student wants to have re-evaluated. Students should first present their re-grade request to the TA responsible for grading the report. If a grading question remains after the review by the TA then it may be presented within 7 days of TA review to the instructor teaching the course. The instructor reserves the right to re-grade the entire written report.

Oral Report grades are posted on the day after the Oral Report. Students have 24 hours from this date to submit a request for consideration of a re-grade. The request must be emailed to the TA with a copy sent to the course Instructor. After 24 hours, Oral Report grades are considered final.

**Only the Course Instructor may grant an extension of the due date of a report for valid medical reasons.** Extensions are not granted because you have exams in another subject or papers due in another subject. It is important that students balance their time and prepare ahead knowing that the workload in any particular week may be heavy. Please only avail yourself of an extension if you have a valid medical reason, which can be supported by the MIT health center.

MIT OpenCourseWare  
<https://ocw.mit.edu>

1. H€ Šà[ |æ[ |^ Á@{ ã d^  
Fall 2019

For information about citing these materials or our Terms of Use, visit: <https://ocw.mit.edu/terms>.