Hello, George!

I'm from Iowa University. I'm an assistant professor in the chemistry department.

I'm teaching an Organic Chemistry Lab course this semester. Here are the details:

**Lecture:**
AAA 11:30 – 12:20 PM F C20 Pomerantz Center

**Laboratory:**
- A01 1:30 – 4:20 PM MW E464 CB Joe Sumrak
- A02 1:30 – 4:20 PM MW W468 CB Kara Deweese
- A03 8:30 – 11:20 AM TR W464 CB Gopee Sreenilayam
- A04 8:30 – 11:20 AM TR W468 CB David Witte
- A05 1:30 – 4:20 PM TR E464 CB Eric Nelson
- A06 1:30 – 4:20 PM TR W468 CB Tyler Long
- A07 5:00 – 7:50 PM TR W468 CB Matt McConnell
- A08 5:00 – 7:50 PM TR E464 CB Adam Brummett

**Teaching Assistant:**
- NMR: Saikat Dutta
- "Float" Teaching Assistant: Hyunok (Cindy) Jo
  John Sander
- Head Teaching Assistant: Jelena Stojakovic

**Instructor:** Len MacGillivray
**Office:** E555 CB
**Phone:** 335-3504
**Email:** len-macgillivray@uiowa.edu
**Office Hrs:** T 3:00 PM - 4:00 PM
  F 1:30 PM - 2:30 PM

**Course Website:**
https://icon.uiowa.edu/

**Course Materials**
- Required: "Organic Chemistry Laboratory Manual" (download from class website)

**Required Equipment:**
- laboratory goggles or safety glasses
- laboratory notebook (with duplicate carbonless pages)

**Course Content and Prerequisites**

**Objectives:**
- introduce students to standard laboratory techniques
- provide experience with organic reactions
- introduce methods of separation and identification of organic molecules

**Prerequisites:**
- 4:012 (or 4:016 from old system) AND
- 4:121 or 4:123 AND
  a grade of C or higher in 4:121, 4:123, 4:122, or 4:124

**Co- or Prerequisite:**
- 4:122 or 4:124
Course Administration

A majority of course business can be accomplished at the Chemistry Center, E225 CB. The hours are 8 AM - 12 Noon & 12:30 – 4:30 PM on Monday-Friday, and the contact person is Lin Pierce (335-1341). The following SHOULD be accomplished at the Center: drop/add forms, section changes, make-up labs and exams, course handouts, TA office hours, loan of alternate textbooks, submission of late lab reports. Please do not ask the instructor or TAs to do these; they can be handled directly by the Chemistry Center.

Complaints

Complaints and appeals can be filed at the Department of Chemistry offices located in E331 CB (335-1350).

TA Office Hours

Your TA will have weekly office hours (times and locations to be announced). In addition, 4:141 students can get help from other 4:141 TAs between 8:30 AM - 12 NOON and 1:00-4:30 PM on Monday through Friday. Your TA will tell you her/his office hours; a listing of the office hours will be made available in the Chemistry Center (E225 CB).

Examinations

Exam 1: Wednesday, March 10, 6:00 PM – 7:00 PM (place TBA)
Exam 2: Wednesday, May 12, 9:45 AM – 10:45 AM (place TBA)

Grading

Exam 1 and Exam 2
Pre-lab and lab reports
TA evaluations (based on participation, activities, and lab notebook evaluations)

- Exams = 200 (100 x 2 exams)
- TA evaluation = 40
- Pre-lab (flow sheet + sections A-F in notebook) = 110
- Lab Reports
  - Expt 1 Literature = 30
  - Expt 2 Techniques = 70 (# 2a = 30 and #2b = 40)
  - Expt 3 NMR = 40
  - Expt 4 Acetaminophen = 30
  - Expt 5 Isolation = 30
  - Expt 6 Diels-Alder = 30
  - Expt 7 Grignard = 70
  - Expt 8 Wittig = 30
  - Expt 9 Unknown = 60
  - Expt 10 Green Chemistry = 30
  - Expt 11 Molecular Modeling = 30

Total = 800 points

Examinations will ONLY be given at the designated times. A makeup exam will only be given in the case of an excused absence. See “Schedule of Courses” for University-approved reasons. Personal or family travel is NOT an excused absence.
Pre-lab Report should include the flow sheet (if applicable) and sections A-F (see lab notebook guideline) in your notebook prior to the lab.

Lab Reports:
Lab assignments or reports can be submitted for re-evaluation for one of the following reasons:
- addition error(s)
- a portion designated as missing or incomplete is present or complete

Lab assignments or reports can only be submitted for re-evaluation within a week after they were returned to you and must be date and time stamped in the Chemistry Center. A request should be written on the cover of the item. Remember that the ENTIRE report or assignment will be re-evaluated.

Late reports and assignments should be submitted via the Chemistry Center. They should be date and time stamped using the time clock and left in the Chemistry Center. A penalty of 10% of the available points per day is assessed. Reports a week or more late are only acceptable if permission is granted by the instructor. Such reports should be time stamped and submitted directly to the instructor.

If you have 2 or more UNEXCUSED absences in lab, you cannot receive a passing grade.

Safety
The course is designed to be safe when students follow appropriate, defined procedures and use the lab materials in the designated way. Safety is enhanced when all students are properly prepared and alert:
- You must pass the safety quiz with 100% and sign before working in the lab.
- Show up and leave on time. Do not enter the lab until a TA or instructor is present. Come prepared in every aspect (content preparation, goggles, clothing).
- Wear safety glasses or goggles at ALL times. The TA may make a few introductory comments before any equipment or materials are out. Glasses must be worn from that point until you leave. Group discussion is best convened in the hall. Wearing contact lenses is discouraged.
- Feet, legs, and the midriff should be covered.
- Eating, drinking, and smoking are prohibited in the lab at ALL times. Flames are not allowed in the lab. Wash you hands right before you leave.
- Report ALL injuries of any kind to the TA. You should even report a minor cut or burn to the TA before you go to the bathroom to wash it.
- Solvents, solids, and sharp items must be disposed of properly. NOTHING goes down the sink.
- An organic chemical may pose a different level of hazard to an adult than to an unborn fetus. Students who are pregnant or think that they might become pregnant during the course should discuss their enrollment in this course with their physician(s). Material safety data sheets MSDS are available and the chemical materials used are listed in the manual or via additions/corrections provided during the lecture portion.
- Safe practice in the lab requires that students be able to hear warnings or announcements. Lab computers cannot be used to play music; personal music devices even with headphones (i.e. tape, CD, or MP3 players) are not appropriate for labs. You should remove them and shut off cell phones before lab starts.
College Statement

Administrative Home
The College of Liberal Arts and Sciences is the administrative home of this course and governs matters such as the add/drop deadlines, the second-grade-only option, and other related issues. Different colleges may have different policies. Questions may be addressed to 120 Schaeffer Hall or see the CLAS Student Academic Handbook [www.clas.uiowa.edu/students/academic_handbook/index.shtml].

Electronic Communication
University policy specifies that students are responsible for all official correspondences sent to their standard University of Iowa e-mail address (@uiowa.edu). Students should check this account frequently. (Operations Manual, III.15.2. Scroll down to k.11.)

Academic Fraud
Plagiarism and any other activities when students present work that is not their own are academic fraud. Academic fraud is a serious matter and is reported to the departmental DEO and to the Associate Dean for Undergraduate Programs and Curriculum. Instructors and DEOs decide on appropriate consequences at the departmental level while the Associate Dean enforces additional consequences at the collegiate level. See the CLAS Student Academic Handbook.

Making a Suggestion or a Complaint
Students with a suggestion or complaint should first visit the instructor, then the course supervisor, and then the departmental DEO. Complaints must be made within six months of the incident. See the CLAS Student Academic Handbook.

Accommodations for Disabilities
A student seeking academic accommodations should first register with Student Disability Services and then meet privately with the course instructor to make particular arrangements. See www.uiowa.edu/~sds/ for more information.

Understanding Sexual Harassment
Sexual harassment subverts the mission of the University and threatens the well-being of students, faculty, and staff. All members of the UI community have a responsibility to uphold this mission and to contribute to a safe environment that enhances learning. Incidents of sexual harassment should be reported immediately. See the UI Comprehensive Guide on Sexual Harassment at www.uiowa.edu/~eod/policies/sexual-harassment-guide/index.html for assistance, definitions, and the full University policy.

Reacting Safely to Severe Weather
In severe weather, class members should seek appropriate shelter immediately, leaving the classroom if necessary. The class will continue if possible when the event is over. (Operations Manual, IV.16.14. Scroll down to e. h. and i.)