



UNIVERSITY OF CALGARY
FACULTY OF SCIENCE
DEPARTMENT OF CHEMISTRY
COURSE INFORMATION - WINTER 2016

1. **Course: CHEMISTRY 555 - ADVANCED ORGANIC LABORATORY**

Instructors:

INSTRUCTOR	OFFICE	PHONE	EMAIL	OFFICE HOURS
Dr. I.R. Hunt	SA 144G	220-6430	irhunt@ucalgary.ca	Open door
Dr. T. Sutherland	SA 220	220-7559	sutherlt@ucalgary.ca	Open door

Lecture : Fridays 14:00-14:50 ST125

Laboratories : SA 216 / Starting week of January 11th 2016.

Course website: <http://www.chem.ucalgary.ca/courses/353/index353-w16.html>

D2L course name: CHEM 555 L01 (WINTER 2016)

Chemistry Departmental Office: SA 229, 403-220-5341, chem.undergrad@ucalgary.ca

2. **Prerequisites:** Chemistry 453

The [Faculty of Science policy on prerequisite](#) checking is outlined in section 3.5.C of the online Calendar. Students are responsible to ensure that they meet all pre- and co-requisite requirements, as listed in the Calendar, for each course in which they are registered. **Students who do not meet these requirements will be withdrawn from the course.**

3. **Grading:** The University policy on grading and related matters is described in sections [F1](#) and [F2](#) of the online Calendar. In determining the overall grade in the course, the following weights will be used:

Final Examination	20 %	(Scheduled by Registrar)
Laboratory Practical examination	20 %	
Experimental reports ¹	50 %	
Laboratory Notebook	5 %	
Course commitment ²	5 %	
Total	100%	

The marks for each of the course components will be recorded as numerical scores and combined as shown above to arrive at the total numerical score which will then be converted to the letter grade that will be reported to the Registrar. In assigning the final course letter grade, the following scale will be used:

A+ 95 A 85 A- 80 B+ 75 B 70 B- 65 C+ 60 C 55 C- 50 D+ 45 D 40 F

In any written work, the quality of the writing (language, spelling, grammar *etc.*) will be evaluated.

There will be a final examination in this course scheduled by the Registrar's Office.

1. There are four multistep experiments, 2 require full formal write ups (15% each) and 2 require short summaries (10% each). For more details, see the D2L content folder.
2. Further details on the course commitment component, see D2L content folder.

4. **Missed Components of Term Work:** The regulations of the Faculty of Science pertaining to this matter are found in the Faculty of Science area of the Calendar in [section 3.6](#). It is the student's responsibility to familiarize themselves with these regulations. See also [Section E.6](#) of the University Calendar.

Deferred examinations will ONLY be provided for the Final Examination and then only with the approval of the Associate Dean.

5. Course Materials:

Textbook: No text book is required. We will provide materials via D2L.

Chemistry 555 Laboratory Manual (free, online in D2L).

A self-duplicating **Laboratory Notebook** (required, available at the bookstore).

6. Examination Policy: The University policies around examinations and tests are described in the Calendar [section G](#) on examinations.

The written Final examination will be scheduled by the Registrar in the Winter examination period.

The Laboratory Practical examination will take place during your last two scheduled laboratory periods of the semester, (B02 W April 6th & M April 11th and B01 Th April 7th & Tu April 12th)

7. Approved Mandatory and Optional Course Supplemental Fees: The Department of Chemistry has a laboratory glassware breakage fee. At the start of the course, each student is assigned a locker and checks-in to establish that they have a complete set of usable glassware. By signing for check-in, a student agrees that they are now responsible for the glassware until check-out. Any equipment that is missing, unusable or has been replaced during the semester will be charged to the student. All students, even those who withdraw early from the course must check out of the laboratory before the last day of lectures. Any student who fails to check out before the last day of lectures for the term will be assessed a charge of \$30.00. If this fee is not paid by the last day of the final examination period of the term, an additional \$10.00 administrative fee will be charged and university services (registration, transcripts, etc.) may be withheld.

We keep the original signed form until the end of the course. This is like any rental agreement.... if you rent a car, you check it over before you take it because you know you will have to pay for any damage that occurs while it is in your possession..... you are renting the laboratory equipment from us for the duration of the semester, except there is no charge unless you break or misplace your equipment.

8. Writing across the curriculum statement: e.g. In this course, the quality of the student's writing in laboratory reports will be a factor in the evaluation of those reports. See also [Section E.2](#) of the University Calendar.

OTHER IMPORTANT INFORMATION FOR STUDENTS:

- (a) **Misconduct:** Academic misconduct (cheating, plagiarism, or any other form) is a very serious offence that will be dealt with rigorously in all cases. A single offence may lead to disciplinary probation or suspension or expulsion. The Faculty of Science follows a zero tolerance policy regarding dishonesty. Please read the sections of the University Calendar under [Section K](#). Student Misconduct to inform yourself of definitions, processes and penalties.
- (b) **Assembly Points:** In case of emergency during class time, be sure to FAMILIARIZE YOURSELF with the information on [assembly points](#).
- (c) **Academic Accommodation Policy:** Students needing an Accommodation because of a Disability or medical condition should contact Student Accessibility Services in accordance with the Procedure for Accommodations for Students with Disabilities available at http://www.ucalgary.ca/policies/files/policies/procedure-for-accommodations-for-students-with-disabilities_0.pdf. Students needing an Accommodation in relation to their coursework or to fulfil requirements for a graduate degree, based on a Protected Ground other than Disability, should communicate this need, preferably in writing, to the Associate Head of Chemistry, Dr. Ashley Causton, by email ahugchem@ucalgary.ca or phone (403) 220-5353.
- (d) **Safewalk:** Campus Security will escort individuals day or night (<http://www.ucalgary.ca/security/safewalk/>). Call 220-5333 for assistance. Use any campus phone, emergency phone or the yellow phones located at most parking lot pay booths.
- (e) **Freedom of Information and Privacy:** This course is conducted in accordance with the Freedom of Information and Protection of Privacy Act (FOIPP). As one consequence, students should identify themselves on all written work by placing their name on the front page and their ID number on each subsequent page. For more information see also <http://www.ucalgary.ca/secretariat/privacy>.

- (f) Student Union Information:** VP Academic Phone: 403 220-3911 Email: suypaca@ucalgary.ca
SU Faculty Rep. Phone: 403 220-3913 Email: science1@su.ucalgary.ca, science2@su.ucalgary.ca and
science3@su.ucalgary.ca;
Student Ombuds Office: 403 220-6420 Email ombuds@ucalgary.ca <http://ucalgary.ca/provost/students/ombuds>
- (g) Internet and Electronic Device Information:** You can assume that in all classes that you attend, your cell phone should be turned off unless instructed otherwise. Also, communication with other individuals, via laptop computers, Blackberries or other devices connectable to the Internet is not allowed in class time unless specifically permitted by the instructor. If you violate this policy you may be asked to leave the classroom. Repeated abuse may result in a charge of misconduct.
- (h) U.S.R.I.:** At the University of Calgary, feedback provided by students through the Universal Student Ratings of Instruction (USRI) survey provides valuable information to help with evaluating instruction, enhancing learning and teaching, and selecting courses (www.ucalgary.ca/usri). Your responses make a difference - please participate in USRI Surveys.

Department Approval: Approved by Department Head

Date: January 4, 2016