

2. The Laboratory Timetable

This is the order of events for a normal week of Organic Chemistry lab. Follow this schedule unless your instructor tells you otherwise.

1. Study

During the week before the experiment, study the assigned pages in the text and this lab manual, and outside materials including the lecture notes on the departmental web pages. The syllabus includes the schedule of experiments. The assigned readings are given near the beginning of each experimental chapter in this manual. Use the objectives included with the experiment and the associated lecture notes on the Chemistry Department web site as a guide for your studying. The main purpose of this studying is to prepare yourself to work safely and efficiently in the lab.

You will get more out of the week's experiment if you know some of its theoretical background before you come to lab. Part of the pre-experiment quiz will be on this material. You have at least one whole week between experiments. That is the time to do this studying and to get any questions answered by your instructor. The time immediately before the quiz begins is not the time for studying or for asking questions. You should also prepare parts of your notebook for the coming experiment before you come to lab, as explained in the chapter on the laboratory notebook (chapter 3).

2. Check in and Sign in

If you arrive early for lab and the room is unlocked, open your lockers and check the equipment. Make sure everything is there and in good condition. If anything is missing or broken, have it replaced at the stockroom. When all of the equipment is there and in good condition, sign the sign-in sheet.

You will be sharing your locker with students in other sections. You are responsible for the equipment from the time you unlock your locker and check the equipment until the next student unlocks it and verifies that all of the equipment is there and in good condition. At the start of the lab, any missing or broken equipment will be charged to the previous user.

After the lab is underway, **you** are responsible and will be charged. ***You must check at the beginning of lab. If you go to the stockroom to replace missing or broken equipment after the lab has been underway for a time, you will be charged even if you claim that you are not responsible.*** Signing in acknowledges your responsibility, but you are responsible if you work in the lab whether or not you sign in.

3. Quiz

The quiz is given at the beginning of lab for almost all of the experiments. You must be ready to take the quiz at the start of the lab unless the writeup for the experiment tells you otherwise.

4. Pre-experiment Lecture

After the quiz, your instructor will discuss some of the theoretical background and practical aspects of the day's experiment with the class. Other aspects of lab operation may also be covered during this time.

5. Check in and Sign in

If you did not do this earlier or didn't have time to finish, do it now. (See #2 above for details.)

6. The Experiment

Do the experiment. You should not leave the laboratory during the experiment without informing your instructor. Most instructors exempt trips to the stockroom or the rest room from this requirement. If you do leave, make sure that it is safe to leave the experiment at that point.

Remember to record the experimental data and observations in your lab notebook as you work. The laboratory is for laboratory work. Don't take the time to do other work, such as calculations and graphs, unless you need the results before you go on. Do these things after lab or after you have finished the things that must be done in lab. The general rule is to use your laboratory time for those things that can be done only in the laboratory.

7. Clean Up

Clean your equipment and your work area. Lock your locker. A few lockers are found open every time we check. Do your cleanup assignment if it's your turn.

8. Notebook

You will be required to turn one set of pages from your notebook before you leave. See the current syllabus or your instructor for the specific requirement.

9. Sign out

After checking your equipment and locking your locker, sign out of lab.

10. Post-experiment

Prepare the laboratory report on the day's experiment during the week. The report **must** be word processed (or typed). It may not be handwritten or hand-printed. It is due **at the beginning of** the next week's lab; your lab instructor may deduct points for late lab reports. Finally, go back to #1 above and start on the next week's lab.