

CHEM 108L – Organic Chemistry I Lab
University of California, Santa Cruz
Department of Chemistry and Biochemistry

Instructor: Dr. Caitlin Binder

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Office Location: Thimann Labs 313

Office hours: W 12-1 or by appointment

Teaching Assistants & Office Hours

Ian Colinas (icolinas@ucsc.edu), F 2 – 3 pm, PSB 341

Susan Citrak (scitrak@ucsc.edu), W 12:15 – 1:15 pm, PSB 253

Aruna Earla (aearla@ucsc.edu), F 12 – 1 pm, PSB 341

Jen Petraitis (jpetrait@ucsc.edu), M 12 – 1 pm, PSB 395

Eaindar Soe (esoe@ucsc.edu), M 9 – 10am, PSB 253

Course Prerequisites: CHEM 1C and 1N and **Course Fees:** \$55 materials fee previous or concurrent enrollment in 108A.

Course Description: CHEM 108L (2 units) is an introduction to common methods in synthetic organic chemistry, as it applies to pharmaceutical and research industries. Students will learn basic techniques for isolation and purification of organic chemicals, as well as qualitative and quantitative analysis. These fundamental skills will be applied in organic reactions. Whether your primary discipline is chemistry or another science, you will learn to perform lab work in a safe and efficient manner. Technical, scientific writing skills are emphasized.

Required Materials

- Mohrig, JR; Hammond, CN; Schatz, PF "Techniques in Organic Chemistry, 4th Edition" Freeman, 2015 (other editions acceptable, use lecture titles for reading assignments)
- Lab Notebook with duplicate pages and safety goggles (shared goggles provided in the lab)
- Access to the **course website** (<https://acrochem.sites.ucsc.edu/chem-108l/>)
- *Optional:* You may purchase your own lab coat and safety goggles, cannot be stored in lab

Enrollment and Make-up Policies – see also page 5 for more details

- Enrolled students must be present and prepared at the first lab meeting. If you are more than **15 minutes** late for the first lab, **you will be dropped from the course.**
- Starting the 2nd meeting of lab, students more than **two minutes late** cannot take the pre-lab quiz and more than **five minutes late** cannot perform the experiment (no make-ups).
- There will be **no section switching** outside of the registration systems in place online.
- The last day to enroll is Wednesday 6/22. Late added students should go to the course website given above for instructions on how to catch up.
- There will be **no lab make-ups in summer session.**
- If you miss or come to lab late, unprepared, or are asked to leave the lab for violating safety rules, you are not eligible for a make-up. You can get credit for what you have prepared that day, but nothing more. You are also responsible for turning in the lab report due that day, if applicable. See page 5.
- Consult the schedule for experiment due dates. Assume **no late lab reports** will be accepted unless **prior permission** is given by your TA in writing/e-mail before the due date. *Missing one full report means you drop one letter grade (ex. A to B).*
- *If you do not turn in two reports or if you miss two labs, you cannot pass the course.*

Disability Accommodation

If you qualify for classroom accommodations because of a disability, please submit your Accommodation Authorization Letter from the Disability Resource Center (DRC) to me as soon as possible, preferably within the first week of class. *This will affect the timing of the lab practical exam and arrangements need to be made early.* If you are currently enrolled in 108A, there will be a time conflict for exam 2. *Plan ahead by notifying me via email and I can arrange your 108A exam to start early.* Contact DRC by phone at 831-459-2089 or by email at drc@ucsc.edu for more information.

Academic Integrity

Students work in pairs and are encouraged to discuss experiments with each other, but *each student turns in an individual lab report*. The work you turn in should be your own. Avoid copy/pasting from someone else's work. Instead, you may talk about thoughtful responses and put it in your own words. Your TA will on the look out for blatant copying – it is pretty obvious! *Zero points will be assigned to duplicate lab reports, or sections of lab reports that are obviously copied, at the TA's discretion*. The following are a few clarifications to avoid issues.

- Both students in a lab pair must perform roughly the same amount of hands-on lab work. If a TA finds only one student is performing the lab out of a pair, a warning will be issued. A second offense will result in dismissal from the lab and possibly from the course.
- Each student records his/her own raw data, not to be copied from a lab partner unless specifically instructed to do so.
- All calculations and analyses must be performed individually before comparing answers with another student.
- The technical writing assignments (abstracts & experimental methods) are to be completed individually using the provided guidelines. Lab partners are encouraged to proofread each other's work only after a draft has been completed. Consult the TA for help as well.

Lab Conduct

Safety first! Not safety "top ten." With more advanced labs, comes the responsibility of more potentially dangerous chemicals and procedures. Students are expected to act responsibly in lab. A comprehensive list of safety rules can be found on pages 6-7. An abbreviated version is below:

- No food or drink in the lab
- Wear proper attire and arrive to lab early and prepared.
- No running, or otherwise 'horsing around' during lab; keep belongings out of the way
- Take care of chemical spills immediately; consult the instructor
- Keep your work station clean and follow instructions on washing glassware
- Be sure you understand the full procedure before beginning an experiment
- Pay attention to waste procedures and chemical hazards
- Label all glassware at every stage of an experiment
- Help your lab-mates clean up if you are done early
- **ABSOLUTELY NO GLASS IN THE TRASH CANS, INCLUDING PIPETS**

Classroom Conduct

Students are expected to treat their instructor and fellow students respectfully!

Attendance to every lecture is mandatory and necessary for successful completion of this course. An introductory lecture will be given on each experiment to aid in your preparation, as well as tutorials on scientific writing. Quizzes will be given in lecture periodically.

* You are welcome to ask questions in lecture. It's more fun that way!

* Come to class on-time, stay for the duration, and stay in your seat.

* Please do not talk while the instructor is talking.

* CELL PHONES OFF AND AWAY!

* Do not take pictures in class. Write notes by hand.

* **Electronic devices are not permitted in the classroom** unless *prior permission* is obtained from the instructor and/or special accommodations are needed.

Description of Assignments:

Experiments and supplemental course materials are online. Additional reading assignments are from Mohrig, *et. al.* "Techniques in Organic Chemistry, 4th Edition." The schedule of reading assignments is on the last page of the syllabus. Read each section thoroughly before lecture and lab. Arrive to lab on time with a prepared lab notebook per the guidelines below. You cannot use the experiment document in lab unless otherwise instructed.

Notebook preparation: Your TA will check your lab notebook before you begin the lab. If your notebook is not properly prepared, you will be asked to leave, you will receive zero points for the results sections of the lab and you will not be eligible for a make-up. See *sample notebook page provided online and read specific instructions in lab handouts*. Write in pen (no pencil). If you make a mistake, use a single-line strike-through (no scribbles), NO WHITE-OUT!

- Experiment Number, Title, Your Name, Lab Partner Name, Date, Section Day/Time
- **Purpose** – one sentence plus scheme with structures & abbreviations
- **Reagent Table**
 - For each chemical used, make a table with its chemical name, molecular mass, moles used (mmol), mass or volume used (mg or mL), molar equivalents (for reactions only) bp/mp, density, and relevant hazards (flammable, corrosive, lachrymator, pyrophoric, hygroscopic, etc.) The hazards are listed in the safety tables at the end of each handout and chemical properties can be found at www.sigmaaldrich.com.
- **Full hand-written, step-by-step procedure with diagrams.** DO NOT copy directly from the handouts. This should be in your own words. You can number your procedure, use bullet points, or any other format that will be useful to you or a lab mate in easily following your own instructions in the lab. The included diagrams should be of glassware, especially if it's new to you, and/or some type of flow chart that complements your written procedure. This is not a substitute for the hand-written procedure.
- **Waste and Clean-up Notes.** Copy and pay attention to notes in the handout and announcements in lecture/lab.

Introduction (Pre-Lab Questions)

- Include a header at the top of the page with your name, section letter, day, time, and room number. A title should appear as well, such as "Exp 1 Introduction".
- **Responses to pre-lab questions** are to be numbered, written in complete sentences, neatly *typed*, printed, and handed in to your TA at the very beginning of the lab period (as you walk in the door). Your TA will return these to you the day the report is due.
- DO NOT re-type the question exactly but DO re-word the question as part of your answer.
- You may leave space to hand-write structures, mechanisms, calculations, etc. in PEN. Responses in pencil will not be graded.
- **Do not wait until the last minute to print this out.** *This is your only opportunity to get credit for the pre-lab questions, no exceptions for printer issues, etc.*
- The pre-lab questions will not be graded if the TA's initials are not present. Altering pre-lab questions after turning them in would qualify as academic dishonesty and you will receive zero points for that section of the lab report. A second infraction will not be tolerated (see section on Academic Integrity above).
- **Get help with your introduction before it is due!** Take note of TA office hours. You are welcome to go to anyone's office hours, not just your lab section leader's.

In-lab Quizzes – There will be a short quiz at the beginning of lab to assess your preparation. If you read the lab handout and put thought into the pre-lab questions, this should be easy! If you are late to lab (more than 2 minutes), you cannot take the quiz.

Lab Reports

Reports are due in the beginning of lab on the due date (see schedule) and are to be **typed** (with the exception of notebook pages, figures, structures, and calculations) in the format outlined below and according to technical writing guidelines provided on the first day of lab and posted online.

The components are as follows. *No single lab report will contain all of these components.* Consult the specific grading rubric found at the end of each lab handout. The lab report must be in the order indicated in the grading rubric. Your TA may have specific instructions or expectations. Please pay attention to in-class announcements and **get help with your pre-lab questions and reports before they are due!**

- **Abstract** – refer to *Technical Writing Guidelines*
 - Contains purpose, procedure overview, main result(s), and conclusions.
- **Introduction** - original pre-lab responses with TA initials, see description on previous page
 - Enumerate the questions and separate each question into its own paragraph.
 - Reword the question into your answer. Do not re-write the question itself.
- **Results** – Typed responses to in-lab questions in complete sentences
 - You may hand-write calculations, structures, and mechanisms.
 - Reports due at the end of lab – results section hand-written in the lab notebook
 - Relevant tables should be given clear labels (**Table 1**, etc.) and a descriptive title.
- **Experimental Details and Characterization** – refer to *Technical Writing Guidelines*
 - One **General Methods** paragraph
 - One additional paragraph for each reaction performed
- **Lab Notebook Pages** – the only hand-written component
 - Tear out the carbon-copy pages from your notebook for that lab and attach to the lab report. DO NOT re-write or alter your experimental notebook pages once the lab is completed, except to complete calculations or analysis.
 - TA initials for leaving lab with all the proper data and analysis.
- **Pre-Lab Quiz, Neatness & Organization**, 10-15% of each report.
 - Refer to report guidelines in the syllabus, experiment handout, and technical writing guidelines when putting together every report.
 - Student workspace and locker will be checked for cleanliness at each lab.
- **Lab Technique**, 5-10% of each report
 - Students will be assessed on their ability to safely carry out experiments using proper techniques as described in the safety rules (p. 5-6), experiments posted online, and any other demonstrations or instructions given by TAs in lab.

Lab Practical Exam (25%)

- Each student will perform this experiment individually using the prepared lab notebook in 1 hr, 45 min without help from classmates or the TA (no talking).
- Your lab practical time will be assigned during week 8/9 as either the *first or second half of your regular 4-hour lab time*. *If you come at the wrong time, you will get a zero for the exam.*
- Students prepare for the lab practical (Exp 8) just like any other (notebook & pre-lab questions). The experiment will be discussed in the last lecture and prep notes are available online well ahead of time.

COURSE ASSESSMENT

Assignments Overview

- * Read **lab handouts and text assignments** before lecture and to prepare for lab.
 - * Prepare your **lab notebook** and **pre-lab questions** before each lab (see guidelines).
 - * Be prepared for a short **pre-lab quiz** at the beginning of every lab.
 - * Seven individual **lab reports** (see due dates on schedule).
 - * **Final Lab Practical Exam** assessing student's ability to complete an experiment & analysis.
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Grade Breakdown

1000 Point Scale:

(10 points, 1%) **Clean-up Day (Thursday July 21st)**

(40 points, 4%) **Safety orientation activity**

(700 points, 70%) **Lab reports**

(250 points, 25%) **Final Lab Practical Exam – Tuesday July 19th in lab**

* **During 1st or 2nd half of regularly scheduled lab – pay attention to your assignment!**

* **Students must get a minimum of 60% on the final lab practical exam to pass the course, even if lab report grades are in the passing range.**

Grading Policies

- * **Students are to keep a record of their own graded assignments.**
 - * Grading rubrics indicate total possible point values for each lab report.
- * **Students must perform all labs and turn in all lab reports.**
 - * Missing one full lab report will drop one letter grade.
 - * Missing two labs - grade is dropped to a D and student will have to re-take the course.
 - * No make-up labs are provided in summer session.
 - * **Email your TA (cc Dr. B) as soon as possible** if you will miss lab or if you will be more than 2 minutes late to lab. We will consider partial credit on a case-by-case basis **as long as students communicate with us before the lab is over. Don't forget to turn in the lab report if there's one due!**
 - * The following conditions will keep students from performing the lab...
 - * Arriving to lab unprepared, including missing notebook components and improper attire.
 - * Arriving to lab late (more than 2 minutes).
 - * Not abiding by safety rules, procedures, or TA instructions.

For example, if you are late, if you will miss lab, or are not prepared...

...you should still go to your section as soon as possible to have your TA check your prepared materials and to turn in your lab report, if applicable. You will not be able to make up the lab, but will at least get credit for your preparation (introduction and notebook pages). You will still turn in a lab report the following week and at minimum get credit for the intro and notebook pages (roughly 50% of the report is better than 0%!). You are welcome to complete other parts of the report for feedback, considering how this material will be covered on the final. *This offer expires when your lab is over! If you can't physically get to lab, you must email your TA before lab is over to make arrangements to turn in any reports and get your preparation checked off ASAP.*

- * Assume **no late lab reports** are accepted without prior permission from the TA (before the due date). This is handled on a case-by-case basis. Communicate with your TA.
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LABORATORY SAFETY RULES AND AGREEMENT

“Safety First! Not safety top ten, not safety third.”

Violation of any of the rules below may result in you being removed from the lab and/or you will receive ZERO for results portions of the lab. A second violation will result in you being dropped from the course. No make-up labs for students who violate these rules.

Each lab report contains a section on Lab Technique. Points will be deducted for each occurrence of a broken safety rule, at the TA’s discretion.

1. **Safety goggles must be worn** at all times when anyone in the room is working with chemicals, especially yourself! **Gloves** should be worn when directly handling chemicals and taken off before leaving the room.
2. **NO food, drinks, or gum** are allowed anywhere in the labs or in your mouth while you’re in the labs.
3. **Appropriate lab attire** must be worn at every lab. Students cannot go home to change.
 - **OK LAB ATTIRE:** Pants or long skirt, short or long-sleeve shirt, closed-toe shoes that cover the entire top of the foot. Long hair and loose clothing are confined or tied back.
 - **NOT OK:** Shorts or short skirts (no exposed ankles), *leggings/tights*, tank tops, sandals, ballet flats, or any other shoes that expose the tops of the feet or ankles (Crocs and Tom’s are NOT OK). High heels, baggy clothing, and dangling jewelry are strongly discouraged.
4. **Lab coats** must be worn over appropriate lab attire (see above). *Do not store anything in lab coat pockets* (spatulas, tape, pens, glassware, etc.) as these lab coats are shared.
5. **NO running, fighting, or other acts of mischief.**
6. **NO visitors**, including pets and side-kicks.
7. Know the **locations of emergency equipment** including fire alarms, fire extinguishers, chemical fume hoods, safety showers, and emergency eye washes.
8. **Notify your instructor immediately of any injury, spill, fire, or explosion.** You may clean up small spills (less than a few milliliters) yourself, but let the TA know. Upon chemical exposure, rinse the affected area for at least 10 minutes with water from the sink or flood hose. For larger exposure, the safety shower should be used.
9. Keep your lab space **clean and organized**. Backpacks, purses, jackets, phones, etc. are not allowed where chemicals are being used.
10. **Never leave an ongoing experiment unattended.** If you need to leave the room, be sure a neighbor is watching your experiment.
11. Unless otherwise specified, dispose of broken glassware in broken glassware boxes only, including ceramics and disposable glass pipets. NO paper or other items in the broken glass boxes. **NO PIPETS OR OTHER GLASSWARE IN THE TRASH!** Not cool and you’ll lose points.
12. **DO NOT TASTE ANYTHING IN THE LAB. EVER.**
13. **Never remove chemicals or equipment** from the labs or stockroom without permission.
14. **NO unauthorized experiments.** Stick to the given procedure.
15. Follow appropriate procedures for inserting glass into a stopper and/or have the stockroom or your TA assist you. Students can hurt themselves when they’re not paying attention.

- 16. Wash your hands and arms with soap and water before you leave the lab**, even if you've been wearing gloves.
17. Always know the **hazards** as well as the physical and chemical properties of the materials used. Your lab notebook should include a brief note on the safety hazards for each chemical being used based on **Material Safety Data Sheets (MSDS)** available online.
18. **Read labels carefully**. Read labels twice. Know what you're working with!
19. **Label all containers** with chemical/mixture names, your name, and the date **before** anything goes into that container.
20. **Use pluringes and pipet bulbs with glass pipets**. NEVER pipet by mouth. It's gross.
21. Check all **glassware for cracks and cleanliness** before using...or you'll be sorry later that you didn't.
22. **Avoid contamination**. Take only what you need from reagent bottles and NEVER return unused chemicals to the original bottle that other students are sharing.
23. **Fume hoods** are often used to minimize chemical exposure. Handle chemicals six inches into the hood, **DO NOT PUT YOUR HEAD IN THE HOOD** and **DO NOT KNEEL IN FRONT OF THE HOOD**, or anywhere in the lab.
24. **Wash all glassware before leaving lab for the day. Do not wear gloves while washing.**
25. **Dispose of all waste as instructed in the lab handout or by the TA**. Read waste container labels carefully to be sure it's going to the right place. Waste containers are typically in the fume hoods. Let your TA know if a waste container is full. **DO NOT LET THE WASTE CONTAINERS OVERFLOW! Seriously, who does that?!**
26. **NO use of flame in the lab**. Nearly everything in the labs is flammable.
27. **Wear gloves** when appropriate in the lab and **change your gloves** if you get chemicals on them. They're cheap! Gloves are only a first line of protection. They do not make you invincible! Take off gloves before you leave the room. **DO NOT touch door handles or your face with gloved hands.**
28. **Minimize chemical exposure** and treat every chemical as if it were hazardous.
29. **No cell phones or electronic devices are allowed to be used in the labs**. If you'd like to take a picture or video of your experiment, ask your TA for permission, but take your gloves off first.
30. Abide by any instructions and additional rules announced by your TA.
31. **Come to every lab prepared**. This includes understanding the procedure and safety hazards of the chemicals being used to the best of your ability. Pay attention to demonstrations given in lab on new equipment or techniques. If a TA finds that an under-prepared student is a safety hazard, disruptive, or not paying attention, that student will be removed from lab.

Violation of any of the rules above may result in you being removed from the lab and you will receive ZERO POINTS for that lab. A second violation will result in you being dropped from the course. No make-up labs for students who violate these rules.

You will sign a contract on the first day of lab, stating that you agree to abide by these rules.

Week	Lecture Topic <i>Reading Assignment</i> <i>Exp's online</i> <i>"Sections" in Mohrig 4</i>	Labs* (Tu/Th) <i>Experiments online</i>
<i>Prior to the first experiment, skim the sections of the text on safety and general lab technique (Mohrig Sections 1-3).</i>		
1	6/20 Recrystallization & Melting Point <i>Exp 1; Sections 14 & 15</i> 6/22 – Boiling Points & Distillation <i>Exp 3; Section 13 (*13.3a)</i>	6/21 - First Lab Meeting – Safety and Error Analysis Activities 6/23 - solo Exp 1 - Recrystallization of Acetanilide <i>Due at the end of lab</i>
2	6/27 - Gas Chromatography <i>Exp 3; Section 19</i> 6/29 – Liquid-liquid extraction; Sublimation <i>Exp 2; Section 11 & intro to 16</i>	6/28 - pairs Exp 3 - Citrus Oil (Isolation) **BYO Freshly Grated Citrus Peels** <i>Due 7/5</i> 6/30 - pairs Exp 3 - Citrus Oil (GC Analysis) <i>Due 7/5</i>
3	7/4 – No Lecture 7/6 – Thin-Layer Chromatography <i>Exp 4; Section 17</i>	7/5 – Dry Lab 7/7 - pairs Exp 2 - Extraction & Purification of Caffeine from Tea Leaves <i>Due 7/12</i>
4	7/11 – Infrared (IR) Spectroscopy <i>Exp 5; Section 20</i> 7/13 - IR continued <i>Exp 6; Section 16.6-16.7</i>	7/12 - solo Exp 4 - Spinach/TLC **BYO Spinach** <i>Due 7/19</i> 7/14 - pairs Exp 5 - IR Exercise <i>Due at the end of lab</i>
5	7/18 - Elimination and Substitution <i>Exp 8; Sections 4, 5, 7</i> 7/20 – No Lecture	7/19 LAB PRACTICAL EXAM - solo Exp 8 - Synthesis of <i>t</i> -pentyl chloride <i>Due at the end of lab</i> 7/21 – dry lab Check-out and Clean-up, 10 points!

* Experiments ordered differently over the summer than in the regular academic year and some experiments are omitted. Please excuse the numbering system for experiments!

Grade Distribution

A+ 98 – 100%	A 93 - 97	A- 90 - 92
B+ 88 - 89%	B 83 - 87	B- 80 - 82
C+ 78 – 79%	C 70 - 76	
D 55 - 69	F < 55	