Course Title: Fundamentals of Chemistry Laboratory  
Instructor: Crystal Yau, Ph.D.  
Semester/term and year: Spring 2013  
Instructor’s office room number: D-105B  
Instructor’s Contact Information:  
   Phone: (443) 840-5932  
   Email: cyau@ccbcmd.edu (Be sure to include “CHEM 108” in the Subject Line or your message may be deleted as Junk Mail.)

Course Website: http://faculty.ccbcmd.edu/~cyau1  
You should familiarize yourself with my course website. It contains the DETAILED COURSE SYLLABUS, course announcements, assignments, useful tutorials, some answers to your work, as well as useful links to other websites related to the study of chemistry.

Physical Science Dept Phone: (443) 840-4560  
If students have course-related concerns, they should first attempt to take the concerns to the faculty member. Only if students are unable to resolve such concerns with the instructor they should contact Mr. Fred Hickok, Head of the Department of Physical Science (443) 840-5935, FHickok@ccbcmd.edu.

Class meeting day, time and location: Sec CD1 Wed 10:10 AM – 1:05 PM in D-106

C. Office Hours: Mon 1:00-2:00 PM  
   Tues & Thurs 8:30-9:30 AM  
   Tues 1:00-2:00 PM  
   Wed 9:00-10:00 AM  
   and at other time by appointment arranged preferably by email.  
   You are also welcome to drop by any time, and if I am available I would be happy to help you.

Instructor’s Grading Policy  
The final course score in CHEM 108 will be based on the following:  
   Lab quizzes (average) 10 %  
   11 Lab reports (average) 60 % (about 5.5 % per lab report)  
   2 Formal Lab Reports 15 % (7.5 % per lab report)  
   Lab Final Exam 15 %  
   TOTAL 100 %  
*Note that experiments requiring formal lab reports are worth many more points than the rest of the experiments. Be sure you do not miss turning in these reports!

Instructor’s Attendance Policy: You are expected to attend all labs, on time. (See details at website.) Make up labs are almost impossible to arrange, so DON’T MISS ANY! If you withdraw from CHEM 107, you will have to withdraw from CHEM 108 as well as you would no longer be eligible to remain in the class. DO NOT COME LATE. See full syllabus for details.

Instructor’s Audit Policy: It is inappropriate to audit the lab. See details in the full syllabus online.

Required Materials  
duplicate sets). NO OTHER LAB NOTEBOOK WILL BE ACCEPTED. (Available in
CCBC-Catonsville bookstore.)

3. APPROVED splash-proof safety goggles (available at the Catonsville bookstore). If you
wear prescription glasses, goggles must be worn over them. You will NOT be permitted to
work in the lab without these safety goggles.

4. A non-programmable scientific calculator is required, such as but not limited to the “Casio
fx260” or “Casio fx300 MSplus” (both available at the CCBC Catonsville bookstore).
Programmable calculators (including graphics calculators) are not allowed. TI-34 is not
recommended. Each student must bring his/her own calculator to all class meetings. It
cannot be shared. You are also not allowed to use a cell phone in class at any time, for any
purpose. If you forgot to bring your calculator, we can lend you one for the period.

5. Pen with non-erasable ink to record data.
6. Pencil and eraser for doing calculations.
7. Extra notebook paper to take notes in class and to do calculations.
8. Easy access to a computer outside class to do Internet research and to write lab reports.

Classroom Conduct and Safety: You are expected to follow the conduct and safety rules described in
detail in the lab manual. Any time you are in the lab, you must be wearing closed-toed shoes and be
dressed appropriately according to the rules stated. Safety goggles must be worn at all times on lab
periods that require them according to the lab manual. No food or drinks are allowed in the room. If
you fail to abide by these rules, you will be asked to leave and you will receive a zero for the
experiment of the day.

Late Papers: Assignments are due one week after the scheduled date of the experiment. 10% of the
grade will be deducted from the lab assignment grade, per day late.

Care of Equipment: Failure to keep your equipment and common areas clean and neat will be noted,
and/or failure to check out of your drawer properly at the end of the semester will result in a deduction
of up to 5% of your course grade.

Course Calendar/Schedule

Critical Dates:

- 100% Refund Period Ends: Jan 25, 2013 (Fri by 4 PM)
- First Class Meeting: Jan 28, 2013 (Mon)
- Last day to change to Audit Status: Feb 15, 2013 (Fri by 4 PM)
- 50% Refund Period Ends: Feb 15, 2013 (Fri by 4 PM)
- Last Day to Withdraw with a “W”: Apr 8, 2013 (Mon by 7 PM)
- No withdrawals allowed after Apr 8, 2013

(Location: To be announced)

College-Wide Syllabus Policies:

For college wide syllabus policies please go to the Syllabus Tab on the MyCCBC page, which
can be accessed from the CCBC Homepage: http://www.ccbc.edu/

Lab Schedule was handed out on the first day and also at my CHEM 108 webpage.