Chemistry 103 Course Policies

Welcome to Chemistry 103! This course is an introduction to the chemistry laboratory at the college level. Students will complete twelve chemistry experiments (including Lab 0) in the laboratory. These are designed to help students better understand the chemistry they learn or have learned in Chemistry 104 or a similar course. Students will do some deducing as they determine the identity, composition, or qualities of various systems or chemicals.

This document will discuss the course policies, expectations, and grading for the course.

There is a lab manual provided on Labflow. This manual is designed to help students on the experiments in Chemistry 103. Its aim is to guide students through the experiments they will undertake and to introduce them to several topics, techniques, and principles of chemistry. The experiments are intended to introduce the student to laboratory work, and it is our hope that our students will find these laboratory experiences challenging and interesting.

Finally, we understand that our students come to us with different levels of lab experience. The Course Coordinator and Lab Director welcome concerns and questions from our students, whenever they arise during the semester.

CHEMISTRY 103: General Information

In addition to this document, course information is also found:

- On the course website: **Chemisrty 103 website**(https://chemistry.illinois.edu/clc/courses/chem-103)
- In the Frequently Asked Questions section located on Labflow

There is a Canvas page for Chemistry 103; however, it is **ONLY** used to send announcements. The inbox is not monitored and students should not send emails to this location.

1. **Contact Information.**

    - Course Coordinator: Dr. Bhagya Gunasekera, mmg@illinois.edu, 3025 Chemistry Annex
    - Lab Director: Serenity Desmond, sdesmond@illinois.edu, 3015 Chemistry Annex
    - Teaching Assistant (TA): students will receive an email from their TA at the start of the semester. The information for TA office hours will be provided in the TA's weekly email and on the course website.
    - For prompt email responses, it is strongly recommended that students email the course account (chem-103@illinois.edu) for questions about the policies or the details of the course, Lab safety, to change their registered Lab section, requests for excused absences or extended assignments, unexcused missed Labs,

grading of questions in Labflow, lab cleanliness grades, scan-in (on-time attendance) grades, and/or DRES accommodations.

- Questions about midterm or final grades should be sent directly to the Course Coordinator.
- Questions about specific content on assignments should be sent to the student's TA. If the TA fails to respond in 48 hours, these questions should be sent to the Course Coordinator. This email should include the date of the email sent to the TA. Questions involving calculations will only be answered in-person, during office hours, due to the difficulty involved in explaining a calculation over email.

2. **Lab Schedule.** The specific experiment and assignment due date schedule depends on the day the student's lab section meets. This information is provided on the course website and within Labflow.

3. **Labflow Assignments.** Students must purchase Labflow for Chemistry 103 at https://labflow.com. Labflow is used for all online assignments in this course. Each student is required to have individual access to Labflow. It is not possible to share an account with another individual. Access to Labflow must be purchased each semester; however, if the student created an account for a previous course, their login/password information may be reused. Students will complete the following assignments in Labflow: Introductory assignments, a PreLab assignment before each Lab, the Lab Report during the lab session, and a PostLab assignment (which includes data analysis) after each lab. These assignments are described in more detail in the *Required Components of the Course* section and the due dates for these are given in the individual Lab Schedule for each day of the week.

   - The Experiment Introduction document, Lab Procedures, Report Sheets, and videos located on Labflow will be open for the entire semester, starting the first day of the semester.
   - The individual assignments (Introductory, PreLab, Lab Report, PostLab) for each Lab will open at their scheduled time for each section, each week.

   If students have problems accessing Labflow or technical difficulties during the semester, they should contact Labflow directly by emailing **support@Labflow.freshdesk.com**. Students may also create a help support ticket by accessing the form from the three-dot menu in the upper right-hand corner in Labflow, after logging into their account.

   If the loading screen persists when using Labflow, the issue is usually resolved by clearing cookies/browser history. Students should also try resetting their Labflow access by typing: **https://labflow.com/reset** into their browser and then newly logging into Labflow.

4. **Online Gradebook.** The Atlas gradebook is the official gradebook for Chemistry 103 and provides students with their scores for all Chemistry 103 assignments. Students should check this periodically throughout the

semester to make sure their grades are entered correctly. The Labflow gradebook is not the official gradebook for this course and should only be used to estimate ones grade. It does not contain all of the grades for Chemistry 103.

REQUIRED MATERIALS FOR THE COURSE

Students need the following for Chemistry 103:

- **Labflow** (Illinois, Chemistry 103, Fall 2025): Students are required to purchase Labflow from https://labflow.com. Students will also receive detailed instructions on the course webpage and emailed by the Course Coordinator and the TA. It is strongly recommend that students do not use the Labflow trial version instead of purchasing Labflow at the start of the semester. Students who do use the Labflow trial version are responsible for knowing when their trial ends and purchasing Labflow before this time. Students will not be given extra time to complete assignments, without penalty, if their trial version ends at the same time as an assignment is due.
  - Students must use their UIUC email and create a passcode to access their Labflow account. Using an email address other than the UIUC email (ending in @illinois.edu) may prevent the student's grades from properly uploading to the Atlas gradebook. If the student used Labflow in a previous course, they may use the same login/password, but will need to purchase access specifically for Chemistry 103 this semester.
  - Students must know their section number (for example, R14 or S14) when they register their information in Labflow. If a student changes their section number, they must contact the Course Assistant at chem-103@illinois.edu to update their section in Labflow. Labflow is not linked to any University systems. Therefore, the student's section number will not automatically update if they change their section within banner or another University system. Failing to update the section number may result in missed assignments and appropriate penalties.
  - It is critical that students correctly enter their UIN when they register for Labflow. If they do not do this, then their grades will not be uploaded to the Atlas gradebook and their grade for Chemistry 103 will not be accurately reported to the University.
- **Lab Manual**: the Lab manual is provided in a digital format to all students within Labflow.
- **Experiment Procedures & Report Sheets**: This information is provided in a digital format within Labflow. Students will also receive a packet including all of the experiment procedures and Report Sheets for the semester during Lab 0. Students are required to bring these documents with them to the lab each week. Additional copies will not be provided.
- **Illinois Approved Laboratory Goggles**: Students are required to wear the *Honeywell UVEX Stealth OTG safety goggles* in Chemistry 103. These goggles are available at the University bookstore. Alterna-

tive goggles are permitted with prior approval from the Lab Director. Student's who wish to request this exception should email an image of their proposed goggles to sdesmond@illinois.edu.

- **Illinois Approved Laboratory coat**: Chemical-resistant lab coats may be purchased at the University bookstore. Students are permitted to purchase and wear either the standard white laboratory coat or the blue, fire-resistant, laboratory coat. Students who plan to enroll in upper-level Chemistry laboratory courses should consider purchasing the blue, fire-resistant laboratory course so that they do not need to purchase a second coat for a later semester. Lab coats must: (1) be able to fully button, (2) the length must reach at least the mid-thigh, and (3) the arms must reach the wrists.
- **Proper Attire.** The full safety policy is found on pages Safety.1 to Safety.5 in the document *Laboratory Safety And Conduct* on Labflow. Proper attire includes:
  - UIUC approved Personal Protective Equipment (PPE). The student must have these items in correctly in place, on their person, before entering the laboratory.
  - Long pants that completely cover the entire leg, ending by covering over the socks and the tops of the shoes, and remain in this position when the student moves around the lab. The ankle and sock should not be exposed while standing or walking in the lab. Pants cannot be tucked into the shoes. Pants must be free of holes. Tights, leggings, exercise pants, and pants composed of other synthetic materials are not permitted because they can accelerate the transfer of chemicals to the skin. Full-length dresses or skirts are permitted if they meet the same requires as those listed for long pants.
  - Closed-toed shoes that cover the entire foot, including the back of the foot. Open-back shoes and shoes with holes are not allowed in the lab. The sock should not be exposed in any way.
  - Long hair must be tied back or confined within the laboratory coat. "Long hair" is defined as hair that is at a length that it is possible to be tied back.
  - Ball caps may be worn if they are positioned such that the brim faces way from the laboratory bench and the student's view is not obstructed.
  - Scarves, if worn, must be confined within the laboratory coat.
  - Contacts should be avoided. Chemical vapors may penetrate the contact lens and cause the lens to adhere to the student's eye, causing damage. If the student understands the risk and decides to wear contact lenses in the laboratory, they must notify their TA and are required to wear a "CONTACTS" badge on their laboratory coat each week.

NOTE: Students who are not dressed properly will not be able to attend the Lab. On the first instance when a student is not properly dressed (i.e. lab coat, goggles and/or attire), they will not be permitted to attend their lab; however, they will have the opportunity to complete the Lab Report and PostLab Assignment using provisional data and earn up to 50% of the points on these assignments (i.e. 50% of 30 points = 15 points). To take advantage of this opportunity, the student must email the Course Assistant (chem-103@illinois.edu) within 24 hours of their lab and provide an image of the index card they received from their TA for their inappropriate PPE or attire. Student's will not earn any points for the missed lab assignments for the subsequent instances that they are not dressed properly (i.e. lab coat, goggles and/or attire) for their lab.

ATTENDANCE FOR THE COURSE

Students are required to attend all in-person lab sessions (Lab 0-11). Students must attend the section in which they are enrolled. They are not permitted to attend another section for any reason.

NOTE: Any student who misses more than 3 in-person Lab sessions (excused or unexcused) during the semester will automatically fail the course. Student's with extenuating circumstances, and appropriate supporting documentation, may request an incomplete grade for the course. Incomplete grades are not automatically granted and are subject to the discretion and approval of the Course Coordinator.

Students must arrive to the lab space by the 5-minute mark of the lab period (defined as 8:05:00AM for a 8AM lab section, for example) in order to attend their lab. Failure to be present at this time (whether or not the TAs PreLab instruction has begun) and during the entire presentation of the PreLab information may result in an unsafe situation for the student or their labmates; therefore, late arrival to the lab space (defined as after the 5-minute mark) is not permitted.

NOTE: On the first instance when a student arrives after the 5-minute mark of the lab period, they will not be permitted to attend their lab; however, they will have the opportunity to complete the Lab Report and PostLab Assignment using provisional data and earn up to 50% of the points on these assignments. To take advantage of this opportunity, the student must email the Course Assistant (chem-103@illinois.edu) within 24 hours of their lab and provide an image of the index card they received from their TA for late arrival. Student's will not earn any points for the missed lab assignments for the subsequent instances that they arrive after the 5-minute mark of the lab period.

Student's with the appropriate documentation to support the reason for an absence may request that the absence is excused. This documentation must be emailed to the Course Assistant (chem-103@illinois.edu) as soon as possible after the student has missed their scheduled Lab, and no later than 12 hours before the due date of the PostLab Assignment that corresponds with the missed Lab. Documentation received after this deadline will not be accepted. If the absence is excused, the cleanliness points and scan-in points will be excused in the Atlas gradebook (indicated by an EX) and the student will be provided provisional data to complete the Lab Report and PostLab Assignment.

- Students who are excused from a lab session must still complete the PreLab and PostLab Assignments by their regularly scheduled due dates and times. Students will be provided with provisional, or simulated, data to use in the PostLab Assignment. This data will be found in either sentence or table format within the Lab Report. The student will enter the provisional data into the Lab Report tables and use this data to complete any required calculations in the Lab Report so that this information can then be transferred and used in the PostLab Assignment. Students are strongly encouraged to review the provisional data carefully before moving onto the PostLab Assignment. Data that is entered incorrectly will not be accepted and will prevent the student from moving on to the Postlab Assignment. Students are required to copy the provisional data onto their Report Sheet(s) and upload these Report Sheet(s) to Labflow, as is the standard procedure. The TAs initials are not required on the Report Sheet(s) in this instance, since the Lab is completed remotely.
- If the Lab Report requires an image from the experiment to be uploaded, the excused student should write "I have an excused absence" on a piece of paper and upload an image of this piece of paper in place of the required image from the experiment. Students who receive provisional data for incomplete experiments may also use this procedure for required images of the experiment.

Common situations that may receive an excused absence include:

1. **Medical excuse.** The student must provide documentation of an in-person visit with a medical practitioner dated within 3 business days of the missed Lab to the Course Assistant (chem-103@illinois.edu). The provided document must demonstrate that an in-person visit was attended. A generic "Event Confirmation" from McKinley Health Center will not be accepted unless it states that an office visit was attended. "Dial-a-Nurse" is not an acceptable medical visit and may not be used to obtain an excused absence. If a student sends their medical bill from their visit at McKinley Health Center, they may redact any personal information (such as the diagnosis) before sending the document. The only information required is the statement that includes the date of the visit and the term "office visit" or similar. Medical documentation should NOT be given to the TA. The TA does not have the authority to determine whether the documentation meets the course policy requirements or grant an excused absence.

   NOTE: COVID-19 falls under the "Medical Excuse" portion of this document and requires documentation of an in-person visit with a medical practitioner or documentation of a positive COVID-19 test from a medical facility. Images of a positive home test are not accepted.

2. **Family emergency.** If a student cannot attend class due to an unexpected emergency, they must provide documentation from the Emergency Dean. It is recommended that the student email the Course Assistant (chem-103@illinois.edu) as soon as possible to alert them of the situation. This information should NOT be given to the TA. The TA does not have the authority to determine whether the documentation meets the course policy requirements or grant an excused absence.

3. **Participation in a University-sponsored activity.** Examples include participation in the Marching Illini, a University sports team, field trips required by other courses, or a conference to present work completed at the University. Students must provide documentation regarding their absence to the Course Assistant (chem-103@illinois.edu) at least one week prior to their absence. This documentation should include the student's name, the dates of the University-sponsored event and the details of the University-sponsored event. Intramurals, student-sponsored clubs and activities, or registered student organization (SRO) events are considered on a case-by-case basis with proper documentation. This information should NOT be given to the TA. The TA does not have the authority to determine whether the documentation meets the course policy requirements or grant an excused absence.

4. **Religious Observances.** Illinois law requires the University to reasonably accommodate its students' religious beliefs, observances, and practices in regard to class attendance and the completion of assignments. The Office of the Dean of Students provides students with a form to assist in this re-

quest: Accommodation for Religious Observances. This form allows the student to easily indicate whether they are requesting an excused absence or some other accommodation for their religious observation. After completing the form, the student will immediately receive a copy that should be sent to the Course Assistant (chem-103@illinois.edu). This form does not require a response from the Dean of Student or other University offices before it can be sent to the Course Assistant and accommodations provided. In order to best facilitate planning and communication between students and faculty, students should make requests for absence letters as early as possible in the semester in which the request applies. This information should NOT be given to the TA. The TA does not have the authority to determine whether the documentation meets the course policy requirements or grant an excused absence.

GRADED COMPONENTS OF THE COURSE

1. **MANDATORY INTRODUCTORY ASSIGNMENTS.** There are several activities that must be completed by each student before they may attend Labs 1-11 this semester and gain access to the remainder of the assignments in Chemistry 103. All of these activities are found within Labflow and are described below. *Failure to complete these activities will prevent the student from attending their lab session, beginning with Lab 1, and will result in a zero for the missed Lab assignments (Report, Scan-In points, Cleanliness points, PostLab) for each session in which the listed activities are not complete. If any of these assignments are not completed by the due date set before the fourth lab session (Lab 4), and the student was not permitted to attend the previous three lab sessions (Lab 1, 2, 3), the student will not be permitted to attend Lab 4 and will automatically fail the course.*

   BEFORE Lab 0: The first 4 assignments are completed by students at home before they attend Lab 0. These assignments are formally due at 11:59PM the evening before the student's Lab 1 lab session; however, if the student does not complete these assignments before they attend Lab 0, they will be required to complete these assignments before they will gain access, and be able to complete, the Lab 0 assignments.

   These assignments include:

   - Course Policy Assignment
   - Lab Safety Video and Lab Safety Quiz
   - Significant Figures Assignment
   - Practice Report with Provisional Data

   During Lab 0: The last 3 introductory assignments are completed during Lab 0. These assignments are due at 11:59PM the evening before the student's next lab session (Lab 1). Completion of the introductory assignments is required to gain access to the Lab 0 assignments during the Lab 0 lab period. It is important

to note that Lab 0 is a mandatory lab session. If a student misses Lab 0, for an excused or unexcused reason, their absence will count towards their 3 allowed absences for the semester.

The Lab 0 assignments that must be completed to attend the rest of the Labs (1-11) and gain access to the rest of the assignments in Labflow are listed below. PostLab 0 is a graded assignment, and counts towards the student's final grade in Chemistry 103; however, completion of this assignment is not required to attend Labs 1-11 or gain access to the rest of the assignments in Labflow. If a student does not complete their PostLab 0 Assignment before the due date, or within the automatic 24-hour extension period allowed for all students for all PostLab Assignments in this course, the student will receive zero points for any unanswered portions of the assignment. This is the standard policy for all PostLab Assignments in Chemistry 103.

The required Lab 0 assignments (completed in the lab) include:

- Scavenger Hunt
- Waste Disposal Activity
- Lab Cleanliness Activity

> *NOTE: Students who do not purchase Labflow before Lab 0 must be prepared to either purchase Labflow during this lab session, or initiate the start of their trial version, so they may complete the lab assignments during this lab period.*

Grading of Introductory Assignments: Students will receive the positive points earned on each of the introductory assignments if those assignments are submitted by the first due date, before Lab 1. Late access is only provided to these assignments because they are mandatory and required to attend Labs 1-1. If late access is required, the student will receive a lower number of points possible for each assignment, even if all questions are correctly answered, as described below. If the student misses a due date, they must email the Course Assistant (chem-103@illinois.edu) to gain late access. It is the student's responsibility to contact the Course Assistant in a timely manner. Failure to contact the Course Assistant in a timely manner may result in penalties.

- Students will have an opportunity to earn up to 100% of the possible points on each of the introductory assignments if they complete the assignments by 11:59PM the evening before Lab 1.
- Students will have an opportunity to earn up to 90% of the possible points on any of the introductory assignments that is completed after 11:59PM the evening before Lab 1 and before 11:59PM the evening before Lab 2.
- Students will have an opportunity to earn up to 80% of the possible points on any of the introductory assignments that is completed after 11:59PM the evening before Lab 2 and before 11:59PM the evening before Lab 3.
- Students will have an opportunity to earn up to 70% of the possible points on any of the introductory assignments that is completed after 11:59PM the evening before Lab 3 and before 11:59PM the evening

before Lab 4.

- Students who have not completed the introductory assignments before 11:59PM the evening before Lab 4, and did not to attend Labs 1, 2, 3 will automatically fail the course because they will not be permitted to attend Lab 4 and will now have missed more than the 3 allowed absences in Chemistry 103 per the attendance policy.

> NOTE: *Students who do not attend Lab 00 and/or Lab 0 AND obtain an excused absence in accordance with the guidelines under the "Attendance for the Course" section of this document (for example, they registered late, permanently changed into a section that had already taken place, illness, etc.) should immediately contact the Course Assistant (chem-103@illinois.edu) to resolve this situation and gain access to the required introductory assignments before Lab 1. These students must complete all required introductory assignments before they will be permitted to attend Lab 1. It is the student's responsibility to contact the Course Assistant in a timely manner to avoid missing Lab 1 or additional assignments without penalty. Failure to contact the Course Assistant in a timely manner may result in penalties.*

2. **PRELAB ASSIGNMENT.** These assignments have been developed to ensure that students are prepared to attend their Lab experiments. These assignments are found in Labflow and must be completed by 11:59PM the evening before the in-person lab session.

   Students will receive 2 attempts on all questions. Questions will not be reset and additional attempts will not be provided. If a student uses their allowed attempts without correctly answering a question, they will receive zero points for the question. Students are encouraged not to guess on questions and to seek assistance from their TA if they use 50% of their attempts without obtaining the correct answer.

   Carefully reading the Lab manual and watching the videos in Labflow before completing each assignment will assist the student in earning all possible points for the PreLab Assignments. The PreLab Assignment must be completed before the due date, because once its deadline has passed, access to the PreLab will be closed and this assignment will not be reopened.

   Additional information about PreLab Assignments in Labflow:

   - Students will complete their first attempt on all questions at the same time. The answers are not submitted individually, for feedback, after each question. After attempting the assignment questions, the student will have the option to review each of their answers and return to complete any unanswered questions.
   - After reviewing the selected answers, students will submit all 10 answers at the same time. At this time, the student will see their grade for attempt 1 and see which questions, if any, they answered incorrectly.
   - Students will then be allowed to choose to attempt the PreLab Assignment for the second time. If a

student chooses to attempt the assignment for a second time, they will receive 10 randomly selected questions to answer for this attempt.

- At the end of the second attempt make by the student, they will again have the option to review their answers and answer any questions they may have skipped, before submitting their answers.
- After the student submits their second, and final attempt, they will see their grade for the PreLab Assignment as well as the date and time of the final attempt.
- The attempt with the highest grade will be transferred to the Atlas gradebook. For example, if the student answered 8 of 10 questions correctly on their first attempt, but only 6 of 10 questions correctly on their second attempt, the students final grade on the assignment will be 8 out of 10 points.
- When the assignment closes, at 11:59PM the evening before the student's scheduled lab section, any attempted but unsubmitted attempts will be automatically submitted. The student will receive a zero on any unanswered questions and the highest grade obtained for all answered questions.

Extensions on PreLab Assignments:

- Only one 24-hour extension will be provided for each PreLab Assignment; however, students may request and receive an extension on each PreLab Assignment (Prelab 1-11), if they meet the following requirements.
  - Email the Course Assistant (chem-103@illinois.edu) no later than 5pm the day the assignment is due. Once the assignment has closed, it will not be reopened, and extensions will not be provided. Do not send this request to the TA. The TA does not have the authority to grant an extension.
  - The student must complete at least one question in the assignment at the time of their request.
  - The student must provide the name of the assignment, for example, PreLab 1.
  - The student must provide their section number. Section numbers begin with either an "R" or an "S" and are followed by 2 digits. For example, R14 or S14.

Appropriate accommodations will be provided to students with University-provided DRES Accommodations. This information is provided to these students after receipt of their DRES Accommodation paperwork at the beginning of the semester.

Students who have not completed any part of an assignment before the deadline of that assignment, may submit paperwork to be excused from that assignment, such that they do not need to complete it. Details on this process include:

- Email the Course Assistant (chem-103@illinois.edu) documentation supporting why the assignment, which was open for one week, could not be completed over the entire period that it was open.
- Documentation must be provided no later than 2 weeks after the due date of the assignment.
- This policy may only be used for **one** PreLab assignment during the semester, provided all the require-

ments are met.

- The excusal of the assignment will take place in the Atlas gradebook, as indicated by an EX, when the grades are uploaded.
- Acceptable reasons for the excusal of a PreLab Assignment include: hospitalization for an extended period of time and death of a family member or friend resulting in travel or University allowed time for grieving. Other situations are reviewed on a case-by-case situation. Waiting until the last minute to complete an assignment or forgetting a due date do not qualify as reasonable reasons for an excusal to be granted and will not be considered.

3. **LAB ASSIGNMENTS.** There are twelve Labs (including Labs 0) throughout the semester (see the Lab Schedule for the specific day of the week for the student's registered section section).

   During the lab session, the student will carry out the experiment, record their data (by hand) on their paper Report Sheets, obtain their TAs handwritten initials (on each page), upload an image of their completed Report Sheets to Labflow, and record their data in the Lab Report in their Labflow account.

   • **Labflow accepts answers that may not be correct.** In general, Labflow automatically checks answers and either provides the student with immediate feedback, allowing them to change their answer, or accepts the answer and evaluates it after it is submitted, or sometimes after the due date. Credit is earned based on the correctness of submitted responses. This process is different for the data entry that occurs in the Lab Report section of Labflow because Labflow is not connected to a probe that gathers data, so it has no way of knowing if the values entered are correct. The student may make an error in the Lab and obtain a poor experimental result and Labflow may accept it. This does not mean the entry is correct, even though it was accepted.

   In addition, the student may measure a temperature as 25.2°C, for example, and enter it as 2.52°C. Labflow will accept it because there is no way to know that the student entered the value incorrectly. For this reason, students must carefully record their data on the Report Sheets and confirm that they entered the correct values into Labflow before they submit their data. Experiment data cannot be re-entered, manipulated or changed in any way after the student proceeds to the PostLab Assignment. If the student does not change their answer before they proceed to the PostLab Assignment, they will need to use the incorrect value when answering questions in this assignment. This may result in a loss of points on the assignment.

   Finally, it is important to note, the course administrators sometimes put ranges of acceptable answers (for example, a particular table may only accept temperatures between 0°C and 100°C for aqueous solutions), but do not think that just because data are accepted, even in these situations, that they are correct. Remember, Labflow is merely used in the Lab as a data entry tool.

   • **Labflow requires acceptable answers are entered into the Lab Report and the QR code is scanned**

by the TA in order to access the PostLab Assignment.

- **Students must enter accepted data** (that is, to the correct number of significant figures and within any ranges that are set). Students will receive a message if their data is not accepted. If any of their data is not accepted the studnet must repeat those portions of the experiment to collect accepted data. If they are not able to do so during the lab period, and they wish to earn points for the Lab Report and complete the PostLab assignment, they must request provisional data, with penalty, by completing the required procedure. More details on this process are found later in this section.
- **The TA must scan the QR code on the students Labflow Report before the student leaves the lab space.** Each Lab Report in Labflow will generate a unique QR code for each student. Students must enter at least one piece of data before the QR code will be available for the TA to scan. The PostLab Assignment will NOT open if the TA does not scan the student's QR code during the lab period. TAs are not allowed to scan the QR code after the lab period ends. The QR code serves as a verification by the TA that the student has attended their Lab, in the registered room, at the registered time, and completed the entire experiment during this allowed time.
  - Labflow will display a green check mark when the QR code has been successfully scanned by the TA. Students should visually verify this green check mark is displayed before their TA leaves their personal device. Students are further required to ensure that their PostLab Assignment opens before they leave the lab space. If it does not, the student will have an opportunity to resolve the situation before they leave the lab space.
  - If the TA does not scan the QR code, or there is an unresolved error when the QR code is scanned, the student will not be able to open and complete the PostLab Assignment. For these instances, the student will have the opportunity to complete the assignment and earn up to 75% of the points on this assignment (i.e. 75% of 30 points = 22.5 points). To take advantage of this opportunity, the student must email the Course Assistant (chem-103@illinois.edu) within 24 hours of their lab and provide all of their completed, and initialed, Report Sheets. The Course Assistant will verify the data entered is appropriate and scan the QR code.

• **Lab Report points are earned for submitted data only.** The Lab Report cannot be submitted with incomplete tables or unresolved errors. Students should pay close attention to any error messages provided by Labflow and correct those errors so they may submit their data and earn points for the Lab Report. If a student enters data into Labflow, but does not submit it for any reason, they will not earn any points for their data.

• **Labflow will provide feedback on the data entered.** Student's are given 1 hour and 50 minutes to correctly complete the experiment, appropriately dispose of waste, clean and put away used glassware, and clean their workstation. This time includes the time required to have the TA review and initial the collected data. Students will receive some feedback from Labflow about their data while in the lab. For this reason, students

are strongly encouraged to enter their data into Labflow before they leave the lab space. For example, if the significant figures entered for a measurement are incorrect, the student will be directed to correct their entry to include the correct significant figures before moving on; if the data entered does not make sense – i.e. the total volume of a precise titration is larger than that of an estimated titration – the student will receive an error message and is encouraged to repeat the portion of the experiment that is incorrect. Additional time is not provided to repeat the experiment, but students are encouraged to do so if time permits.

• **The TA's initials on the Report Sheets do not guarantee the collected data is correct.** The TA is required to review the student's data on the Report Sheets, and initial each Report Sheet, before the student leaves the lab space. During this process, the TA will look at the recorded data and make every attempt to ensure the data is within an acceptable range for the experiment. However, the TA may not know if the student made an error during their experiment or while recording their data, so in some instances the TA may initial data that is not accepted by Labflow or does not result in appropriate answers in the PostLab Assignments. Therefore, students must carefully perform their experiment, record the obtain data on their Report Sheets and accurately transfer this information into their Lab Report in Labflow.

• **Data should be recorded in PEN.** Report Pages are considered legal documents and evidence of the work completed by the individual student during their scheduled lab section. For this reason, pencil may not be used under any circumstances and may result in appropriate penalties. If the student makes an error on their Report Sheets, they should put a single line through it (do not scratch it out, use white out or completely cover it in any way), place their initials above the line and write the new number or text beside it. Data should never be erased from the Report Sheets. Erasing data, by any means, may be considered an act of Academic Dishonesty and may result in an investigation and appropriate penalties.

• **Write everything on the Report Pages.** Students should complete the calculations on the Report Sheets, in the margins or in the provided boxes, so that if they have questions later, they can find the data they collected for each part of the experiment and recall what they did with it, especially when it was used for calculations.

• **Students should wait until they have gathered all of their data before submitting any values into Labflow.** If the student's results are inconsistent or obviously in error, they are encouraged to repeat those portions of the experiment before entering their data into Labflow. Additional time is not provided to repeat the experiment, so students are encouraged to diligently prepare for the Lab in advance so they will not make mistakes that must be repeated and do not lose valuable lab time.

•**Students must upload all of their handwritten Report Pages (on printed paper) to Labflow, with their TA's handwritten initials on each page.** The TA will review the student's data and initial each of their Report Sheets. If a student does not upload all of their Report Sheets to the correct location in Labflow, they will lose 1-point on their Lab Report grade. If the student uploads their Report Sheets without their

TAs handwritten initials (on each page), they will lose 1-point on their Lab Report grade. Forging of the TAs initials, for any reason, or uploading a Report Sheet that is not consistent with the data entered into Labflow is considered an act of Academic Dishonesty and will result in an investigation and appropriate penalties. Additionally, Report Sheets are only graded if they are uploaded to the correct location. They are not accepted late or by email.

• **Students are expected to stay in the lab space for the entire lab period.** The TA is available for the entire lab period. It is advantageous for the student to work on their PostLab Assignment if they finish the experiment early because their TA is readily available at this time to help them if they have questions.

• **What happens if the student does not finish the experiment during the lab period?** In the instance that the student does not finish the full experiment, they should complete as much of the experiment as possible. The student will then have an opportunity to use provisional data to complete the assignment and earn up to 75% of the points on their final grade for the Lab Report and PostLab Assignment (i.e. 75% of 30 points = 22.5 points) by successfully completing the following steps:

- Obtain the TAs initials (on each Report Sheet), in addition to the TAs designation of the sections that are incomplete. *Note - the TA should not scan the QR code.*
- The student will email the Course Assistant (chem-103@illinois.edu) within 24 hours of the student's lab period. The email should include:
  - A statement indicating the student did not finish the experiment in the allotted time.
  - The experiment number (i.e. Lab 1)
  - The student's section number. Section numbers start with an "R" or "S" and are followed by 2 digits. (i.e. R14 or S14)
  - A copy of all of the Report Sheets for the experiment. For example, if a Lab Report contains two report pages, but only one page is sent with the student's request for provisional data, the request will be denied because the student did not send all of the necessary information. If a student is denied provisional data, they will receive this email after the 24 hour period has passed. The Course Assistant does not request missing information prior to this time. It is the student's responsibility to know the policy for provisional data and to send the required information within the specified time period.

If a student chooses to obtain data from a friend or some other source, fabricates data, or self-selects provisional data without prior approval from the Course Assistant in order to complete the Lab Report or PostLab assignment, the student's actions will be considered an act of Academic Dishonesty and appropriate penalties will be enforced.

• **What happens if the student collects data that is not accepted by Labflow?** In the instance that a student completes the experiment incorrectly and collects data that is not accepted by Labflow, the student

will then have an opportunity to use provisional data to complete the assignment and earn up to 75% of the points on their final grade for the Lab Report and PostLab Assignment (i.e. 75% of 30 points = 22.5 points) by successfully completing the following steps:

- Obtain the TAs initials (on each Report Sheet). *Note - the TA should not scan the QR code.*
- The student will email the Course Assistant (chem-103@illinois.edu) within 24 hours of the student's lab period. The email should include:
  - A statement indicating the student collected data that was not accepted by Labflow during their lab period.
  - The experiment number (i.e. Lab 1)
  - The student's section number. Section numbers start with an "R" or an "S" and are followed by 2 digits. (i.e. R14 or S14)
  - A copy of all of the Report Sheets for the experiment. For example, if a Lab Report contains two report pages, but only one page is sent with the student's request for provisional data, the request will be denied because the student did not send all of the necessary information. If a student is denied provisional data, they will receive this email after the 24 hour period has passed. The Course Assistant does not request missing information prior to this time. It is the student's responsibility to know the policy for provisional data and send the required information within the specified time period.

If a student chooses to obtain data from a friend or some other source, fabricates data, or self-selects provisional data without prior approval from the Course Assistant in order to complete the Lab Report or PostLab assignment, the student's actions will be considered an act of Academic Dishonesty and appropriate penalties will be enforced.

4. **POSTLAB ASSIGNMENTS.** These assignments consist mainly of calculations and the analysis of the data collected in the lab space. The PostLab Assignments are found in Labflow and must be completed by 11:59PM the evening **before** the next lab session. (see the online Syllabus for the schedule).

   Before the deadline **3 attempts** are allowed. Questions will not be reset and additional attempts will not be provided. There is a penalty of 1% (or 0.3 points) associated with each additional attempt beyond the first attempt. The penalty is applied as soon as the student initiates the additional attempt, even if the student changes their mind and the attempt is not completed or used. At the time of the due date, the final grade obtained on the PostLab Assignment is the grade the student will receive on the assignment.

   For example,

   - If a student correctly answers all the PostLab questions, on their first attempt, they will receive 100% of the PostLab points.

- If a student enters significant figures or performs a calculation error during their first attempt, they will receive feedback alerting them to those errors. The penalty is applied to each answer that is incorrect; however, the feedback is only displayed once. (i.e. if a student incorrectly enters their answer for trial 1 and trial 2, the error message will only display once, but the penalty will be applied to each incorrect answer). If the student then chooses to correct those errors, and successfully answers each question during their second attempt, they will receive a 1% deduction (or minus 0.3 points) in their final grade for the PostLab Assignment (i.e. they will receive 99% instead of 100%), even though all of the questions are now correct. The 1% deduction (or minus 0.3 points) is the penalty for not correctly completing each question on the first attempt.
- If a student uses all 3 attempts, and on their third attempt answers all questions correctly, they will receive a 3% deduction (1% x 3 = 3%, or 0.9 points) off their final score on that PostLab Assignment.
- Finally, if a student uses all three attempts, but does not correctly answer all questions, then they will receive the 3% deduction (or minus 0.9 points) for attempting any part of the assignment 3 times **PLUS** they will lose points for any answer submitted that is still incorrect. Similarly, if a student only partially completes any attempt, but does not submit their answers, the attempt will be automatically submitted for grading at the due date of the assignment and any attempts or missed questions will be graded as zero when computing the student's final grade on the assignment.

Students are encouraged not to guess on questions and to seek assistance from their TA or the Course Coordinator if they use 50% of their attempts without obtaining the correct answer. Once the deadline has passed, access to the PostLab assignment will be closed and will not be re-opened.

Students will not be penalized in Labflow for answering questions that rely on a previously entered incorrect answer. In these instances, Labflow will use the incorrect answer (from the previous question) to calculate the subsequent question's answer. Thus, if the student performs the calculation correctly, even though they used an incorrect previous answer, they will receive full credit for the question. It is important to note the following in these instances, if the student chooses to use an additional attempt and fix any errors with their PostLab answers, they must correct the answers for all steps in a multi-step calculation.

- For example, suppose student A answers question 3 **incorrectly**. The answer for question 3 is used in the calculation for question 4. The student uses the incorrect answer for question 3 and correctly performs the math functions involved in question 4.
- This scenario will be addressed by Labflow in the following way: Feedback is not provided until all answers are submitted together at the end of the student's completion of the assignment. At this time, the student will receive feedback that question 3 is incorrect. The student will notice that question 4 is correct. **IF** the student chooses to reattempt the PostLab Assignment and correct the error, the student must correct **BOTH** questions 3 and 4, because the answer for question 4 relies on the **CORRECTED** answer for question 3.

Extensions on PostLab Assignments:

- Only one 24-hour extension will be provided for each PostLab Assignment; however, students may use an extension on each PostLab Assignment (Postlab 0-11) this semester. PostLab extensions utilize a **DIFFERENT** process than PreLab extensions. This information is provided below:
  - Students **DO NOT** need to email the Course Assistant to receive and use an extension to complete the PostLab Assignment. Every student has **automatic** access to the extension at 11:59PM the evening before the student's next lab session (i.e. the due date of the assignment), the PostLab assignment will automatically roll into the 24-hour allowed extension period. The student does not need to complete any tasks to initiate this, nor will the student receive a message to confirm that they would like to enter the extension period. This will happen automatically for every student who does not submit their PostLab Assignment (by clicking on the submit button) **before 11:59PM** the evening before their next lab session.
  - Students who submit their Lab Report before 11:59PM the evening before their next lab session will have an opportunity to earn up to 100% of the points possible on the assignment.
  - Students who enter the automatic 24-hour extension period for the PostLab Assigment will have an opportunity to up to 75% of the points possible on the assignment (i.e. 75% of 30 points = 22.5 points), even if they completed the assignment before the due date but failed to submit it or they entered the automatic extension period and did not change any answers.

Appropriate accommodations will be provided to students with University provided DRES Accommodations. This information is provided to these students following receipt of their DRES Accommodation paperwork at the start of the semester.

Students who have not completed any part of an assignment before the deadline of that assignment, including the automatic, allowed extension period, may submit paperwork to be excused from that assignment, such that they do not need to complete it. Details on this process include:

- Email the Course Assistant (chem-103@illinois.edu) documentation that supports why the assignment, that was open for one week, could not be completed over the entire period that it was open.
- Documentation must be provided no later than 2 weeks after the due date of the assignment.
- This policy may only be used for **one** PostLab assignment during the semester, provided all the requirements are met.
- The excusal of the assignment will take place in the Atlas gradebook, as indicated by an EX, when the grades are uploaded.
- Acceptable reasons for the excusal of a PostLab Assignment include: hospitalization for an extended period of time and death of a family member or friend resulting in travel or University allowed time for grieving. Other situations are reviewed on a case-by-case situation. Waiting until the last minute to complete an assignment or forgetting a due date do not qualify as reasonable reasons for an excusal to

be granted and will not be considered.

5. **ICARD SCANNING or ON-TIME ATTENDANCE POINTS**. Students are required to scan their official University of Illinois i-card upon arrival to the lab space. This procedure ensures the safety of the student in the event of an emergency situation and that the student attends their registered section in the correct location.

   Additional items related to this policy include:

   - Each lab space contains an i-card scanning station. Scanning must occur by the student before the 5-minute mark of the lab session, as defined as 8:05:00AM for a lab session that begins at 8:00AM. A late scan is defined as at or after 8:05:01AM for a lab session that begins at 8:00AM.
   - Successful and on-time scanning of the student's i-card will earn the student 2 Scan-In points for that week of the semester.
   - A student who arrives before 8:05:00AM, for example for a lab session that begins at 8:00AM, but does not scan their i-card before 8:05:01AM, may attend their lab, but will not earn the 2 points associated with scanning their i-card.
   - A student who arrives after 8:05:00AM, for example for a lab session that begins at 8:00AM, and scans their i-card at or after 8:05:01AM, will receive zero Scan-In points AND will not be permitted to attend the lab as specified in the course attendance policy.
   - Students may receive their Scan-in points one time during the semester by obtaining a pink slip from the General Chemistry main office (1026 Chemistry Annex) instead of scanning their i-card. This allowance is made one time per student per semester. For these situations:
     - The office staff will record the following information: student name, NetID, Section Number and verify that this is the first time the student has tried to attend Lab without their card. The student will receive a pink slip that is to be given to their TA. If the student incorrectly reports that it is the first time they have requested a pink slip and incorrectly receives a second pink slip, they will be notified by email and will receive zero Scan-in points for that week, per this policy.
     - A temporary ID card cannot be used instead of an i-card to check into the Lab; therefore, the student may obtain a pink slip (if they have not used a pink slip for any other situation this semester).
     - If the student forgets, misplaces or has their i-card stolen, they may obtain a pink slip (if they have not used a pink slip for any other situation this semester). It is the responsibility of the student to replace their i-card at the University bookstore if it is lost or stolen and they will to earn their Scan-in points for future labs.
     - Obtaining a pink slip does not change or extend the time by which a student must arrive to

the lab space. Arrival to the lab space must still occur before the 5-minute mark of the lab period in accordance with the Chemistry 103 attendance policy.

- Students will not be provided with a pink slip if they arrive to the Main Office after the 5-minute mark of their lab session because it will not be possible for them to arrive to the lab space in accordance with the Chemistry 103 attendance policy.

6. **LAB CLEANLINESS.** Students are required to work in a clean and orderly manner in the Lab space each week. Lab cleanliness is important throughout the lab period, not just at the end. The TA will continually assess the lab space. The lab space is also assessed by the Lab Staff when they walk through the space. These assessments include, but is not limited to, checking that benchtop area has been wiped down with soap and water; all used lab glassware has been cleaned with a brush and soap and water and returned it to its proper location; all lab equipment that was used (e.g. spectrophotometer, hotplate, etc.) have been left clean; all balances, and the surrounding benchtop area, are clean (Note, students should clean the balance immediately after each use. Dirty balances during the lab period will result in a loss of points); lids are replaced on chemical containers at the balances and in the dispensing station after use; spatulas are returned to the OAS after use at the balances; used weigh boats have been discarded in the trash; chemical waste has been disposed in the proper receptacle and any other lab cleaning requests made by the TA or lab staff were followed during the lab period.

   Students are awarded points, ranging from 0–1, based on the condition of the lab each week. These points are be assigned to the section as a whole, not to individual students; therefore, it is not only important that each individual student leaves their area clean, but that students also encourage the other students in their section to do the same. For this reason, it is important that all individuals in a section work together to make sure lab cleanliness is upheld during the lab period.

   - 1 points are awarded if the lab space is completely clean, and all conditions are met
   - 0.5 point is awarded if 1 or 2 of the conditions are not met
   - 0 points are awarded if more than 2 of the conditions are not met

   In instances where poor student cleanliness results in the damage of lab equipment or controls, the Course Coordinator and Lab Director reserve the right to enforce a more severe lab penalty than the loss of Cleanliness points for the given week.

   Students cannot earn Lab Cleanliness points if they do not attend a lab session. Students who receive an excused absence will be excused from the Lab Cleanliness points for the missed Lab. This is indicated as an EX in the Atlas gradebook, when the grades are uploaded. Students who miss Lab, for an unexcused reason, will receive zero Lab Cleanliness points for the missed Lab.

7. **BONUS ASSIGNMENT.** There will be one bonus assignment available to all Chemistry 103 students. This is a cumulative assignment, covering topics from all experiments and Labflow assignments assigned during the Fall 2025 semester. The bonus assignment is worth up to 30 points. The earned points will be added to the student's final point total at the end of the semester.

   The bonus assignment will be available for completion in Labflow during the final week of the semester. The assignment is due at 11:59PM on the final day of the semester. This is an optional bonus assignment; therefore, extensions will not be provided for any reason.

   Students must complete the bonus assignment individually. Feedback (i.e. information on whether a submitted answer is correct or incorrect) is not received until after the assignment closes. Since this is a bonus assignment, rewarding the cumulative knowledge gained by the student during the semester, students are not permitted to seek assistance/help in answering the questions in this assignment from other students, their TA, individuals in the Chemistry Learning Center, the Course Coordinator, the Lab Director, the Course Assistant, or any other source (for example, ChatGPT, Reddit, Google Chegg or any online help source). Students who violate this policy will receive appropriate penalties, such as the loss of any points earned on the bonus assignment.

   If a student is found to have committed an act of Academic Dishonesty, as outlined in any number of instances explained throughout this document, the student will not be eligible to complete the Bonus Assignment at the end of the semester for points. Multiple instances of Academic Dishonesty will result in appropriate penalties as outlined by the University.

OTHER COMPONENTS OF THE COURSE

1. **Policy for Broken Laboratory Glassware or Equipment.** Students will use a variety of glassware and equipment in the Chemistry 103 laboratory. This equipment is expensive and requires careful handling. Students who break laboratory glassware of equipment will still have an opportunity to earn up to 50% of their Lab Cleanliness points for the week during which the breakage occurs. In these instances, the points assigned for the student's Lab Cleanliness grade will differ from those assigned to the rest of the students in their lab section.

   In instances where a student breaks breaks laboratory equipment controls (for example the OAS, waste hood or dispensing station), or breaks equipment in a manner deemed potentially dangerous to other individuals in the laboratory, the Course Coordinator and Lab Director reserve the right to enforce a more severe penalty.

2. **Office Hours.** Lab TAs hold weekly office hours. Students are not required to attend the office hours hosted

by their individual TA. They may attend the office hours of any Chemistry 103 Lab TA. All Chemistry 103 Lab TAs cover the same information each week and are, therefore, able to help students from any section, not just their own. Students are encouraged to attend office hours if they need help completing any of their assignments. Chemistry 103 TAs are available to answer questions through email; however, questions involving calculations will only be answered in-person due to the difficulty involved in explaining a calculation in an email. The Course Coordinator is also available to help students, by appointment.

The office hours typically begin when labs begin, 2 weeks after the start of the semester. The schedule and location will be provided to students by email and posted on the course website. Students are encouraged to email their TA or the Course Assistant (chem-103@illinois.edu) prior to the start of office hours.

3. **Individual *versus* Partner Work During Experiments.** Students in Chemistry 103 will complete a mixture of individual *versus* partner work during the experiments over the course of the semester.

   - **Individual Work in Chemistry 103:** Individual work is defined as when a student completes the experiment independently, without the assistance of a lab partner. During these experiments, the student is expected to complete, collect and analyze their own data. Failure to work independently and/or sharing of data, in any format, is considered an act of Academic Dishonesty and will result in appropriate penalties. During these experiments, the student is permitted to discuss the experiment and related analysis with other students in their lab section, but all data must be independently collected and the work submitted in the PostLab Assignment must reflect the work of the individual. The TA is always available to assist the student during the experiment.
   - **Partner Work in Chemistry 103:** Partner work is defined as when two (or in some instances three) individuals collaborate on an experiment. When working with a lab partner, each individual is expected to actively participate in setting up the experiment and collecting data. Lab partners should not divide the experiments into separate tasks that are completed individually by each person, and then share the data. Lab partners are permitted to discuss the results of the experiment and their analysis of those results; however, the PostLab Assignment should be reflect the work of the individual. Lab partners are not permitted to submit work they did not individually complete. This is considered an act of Academic Dishonesty and will result in appropriate penalties. As with individual work, the TA is always available to assist lab partners during the experiment.
   - **Assigning Lab Partners in Chemistry 103:** Students will select their lab partner at the beginning of the semester. Midway through the semester, the TA (under the direction of the Course Coordinator and Lab Director) will shuffle the class and students will be assigned a new lab partner. The purpose of this reassignment is to allow students an opportunity to work with another student in the class. Lab work is often collaborative; therefore, learning to work with different individuals is a valuable skill. If a student has an unfavorable experience with their lab partner, they are encouraged to email chem-

103@illinois.edu. The Course Coordinator and/or the Lab Director will follow up with the student so an appropriate resolution may be reached.

ACADEMIC INTEGRITY

All responses submitted to online administration systems, such as Labflow or any other, must be based on individual effort under all circumstances. Any portion of submitted responses that matches either information previously made available or answers submitted by other students will be considered plagiarized.

Specifics related to Labflow use in this course:

• The Labflow Lab Assignment involves the entry of data collected by the individual student during the in-person lab session. For some experiments, this work will be collaborative and the result of 2 (or sometimes 3) lab partners working together; however, not for EVERY Lab. Students should carefully read the instructions at the start of every procedure and listen to the TA instructions at the start of the Lab to determine if work with a lab partner is permitted. Entering of any data into the Labflow Lab Assignment that was collected, recorded and evaluated by more than one individual when individual work was required will be considered a violation of the student code and appropriate penalties will be enforced.

• Working with a lab partner is defined as working together on all parts of the experiment. Dividing the parts of the experiment, and working on them independently, then swapping data is not considered working with a partner and will incur appropriate penalties.

• The PostLab Assignment, and in some instances the Lab Report when students work with a lab partner to complete the experiment, are intended to be collaborative, as defined as two or more learners working together to solve problems; however, the final work submitted in Labflow must reflect that of the individual. Under this definition, students in this course may seek assistance from the Course Coordinator, the Lab Director, the Course Assistant, the Lab staff, or a Chemistry 103 TA (either their assigned TA or another TA for the Chemistry 103 course, for example in the Chemistry Learning Center).

• Collaborative learning in this course does not involve one individual providing answers to another individual, posting questions online, giving or receiving answers from online sources such as email, an online chat service or similar forums. Sharing or receiving information on paper, via text or other online platforms including, but not limited to, ChatGPT, GroupMe, Email, Reddit, Chegg, Zoom chat, etc. is considered a violation of the student code and appropriate penalties will be enforced.

• The only individual permitted to enter data or other information, including answers to assignments, into a personal device is the owner of that device or, in the case of official DRES Accommodations, the student's approved representative. Other individuals (i.e. students, TAs, etc.) are not permitted to enter data or other information, including answers to assignments, into another persons personal device. This is considered an act of Academic

Dishonesty and will incur appropriate penalties. All submitted work (i.e. data collection during the lab, submission of answers for any assignment, etc.) must be the reflection of the individual student's completed work and must be typed into the student's personal device by the student or their approved representative in situations of DRES Accommodations.

The course administrators will use all available tools to track abnormal matches between answers submitted. For example, certain data points in a plot may be considered plagiarized if the values are numerically 'tweaked' yet contain a matching 'trend'. Students are cautioned in the strongest terms, as the ability to establish potential plagiarism has vastly improved with new tools even when the source is typically presumed 'untraceable' electronically. Examples include handwritten notes and documents that exist only in image form.

The university policy on plagiarism can be found in the student code **https://studentcode.illinois.edu/**. The penalty for violation of academic integrity rules in a single assignment, fully or partially, is a failing grade for the entire course. Assisting in plagiarism also carries the same penalty. Keeping student login information secure is the student's responsibility. Therefore, allowing access to the student's information is also assisting in plagiarism.

Violations are not limited to online submission systems. Any member of the Faculty, the Lab Director, the Teaching Lab staff, Teaching Assistants, students, or other Department staff members have the authority to bring potential violations to the attention of the Course Coordinator. The Course Coordinator reserves the right to use such evidence, personal observations, and available tools to determine whether a violation has occurred before proceeding into an official inquiry process.

There are too many students and too many sections to allow students to switch sections; that is, students must attend the section in which they are enrolled. A student should NOT go to a different section and then submit their data during their scheduled time. The student will not be counted as being present in the lab session (and will not receive their Scan-in points), and if data is found to have been entered, it will be considered to be fabricated. Such violations will result in appropriate penalties.

If a student is found to have committed an act of Academic Dishonesty, as outlined in any number of instances explained throughout this document, the student will not be eligible to complete the Bonus Assignment at the end of the semester for points. Multiple instances of Academic Dishonesty will result in appropriate penalties as outlined by the University.

GRADING FOR THE COURSE

Please note: Chemistry 103 follows the University plus/minus system for grading. The grading for the course will be as follows:

Course Policy Assignment	10 pts
Safety Quiz	10 pts
Significant Figures Assignment	5 pts
Practice Report with Provisional Data	10 pts
11 PreLab Assignments	110 pts

(Lab 0 does not have a PreLab Assignment. Lab 2 contains a PreSurvey for the MMLI project. This is similar to a PreLab and is included in this grading category.)

12 Lab Reports/PostLab Assignments	360 pts

(Each Lab Report = 8 points for data entry + 1 point for handwritten, on paper, Report Sheet + 1 point for handwritten TA initials on the Report Sheet + 20 Points for the PostLab Assignment)
(Lab 0 contains the Scavenger Hunt + Waste Disposal Assignment + Lab Cleanliness Activity; these equal a standard Lab Report.)

10 Lab Cleanliness Points (up to 1 point each)	10 pts

(Labs 0, 7 do not have Cleanliness Points)

11 “Scan-In” Points (2 points per Lab)	22 pts

(Lab 0 does not have “Scan-In” Points)

Total	**537 pts**

Bonus Assignment – up to 30 points possible

Grading Scheme for Chem 103:

This course is not curved.

Percentage %	Final Grade
(97 .0–100 .0%)	A+
(93 .0–96 .9%)	A
(90 .0–92 .9%)	A–
(87 .0–89 .9%)	B+
(83 .0–86 .9%)	B
(80 .0–82 .9%)	B–
(77 .0–79 .9%)	C+
(73 .0–76 .9%)	C
(70 .0–72 .9%)	C–
(67 .0–69 .9%)	D+
(63 .0–66 .9%)	D
(60 .0–62 .9%)	D–
(0 .0–59 .9%)	F

OTHER IMPORTANT COURSE INFORMATION

Medical Insurance

Each student at the University is responsible for providing his/her own medical insurance coverage. If a student is injured or becomes ill during their laboratory, the costs of transportation and treatment are the responsibility of the student. It is recommended that students check to be sure that their insurance coverage is adequate.

The course administrators and lab staff are committed to ensuring the safety of all individuals in the lab space. This may include obtaining medical assistance for an individual who is not feeling well or experiencing a medical situation in their lab. Students have the right to refuse evaluation and assistance by emergency personnel, if they are called. Furthermore, students will not be penalized if they are unable to complete their lab experiment due to a medical situation. The course administrators will be provide them with information on how to proceed based on their individual situation.

Emergency Response Recommendations

Emergency response recommendations and campus building floor plans can be found at the following website: **https://police.illinois.edu/em/run-hide-fight/**. Students are encouraged to review this website within the first 10 days of class.

There is also an evacuation map posted near the door in the lab space. Students are encouraged to located and review this map when they attend Lab 0. This map shows the recommended path the student should take to leave the building in case of an emergency and the location outside the building where they should meet their TA. This information is also presented to students during Lab 0 as part of the TAs orientation slides for the course.

Family Educational Rights and Privacy Act (FERPA)

Any student who has suppressed their directory information pursuant to Family Educational Rights and Privacy Act (FERPA) should self-identify to the instructor to ensure protection of the privacy of their attendance in this course. More information on FERPA can be found at the following website: **https://registrar.illinois.edu/ferpa/**.

Students with Disabilities

To obtain disability-related academic adjustments and/or auxiliary aids, students with disabilities must contact the Course Coordinator and Lab Director as soon as possible and provide them with a Letter of Academic Accommodations from Disability Resources and Educational Services (DRES). This information should also be provided to the course email account at, chem-103@illinois.edu. Upon receipt, the student will receive a detailed email with an explanation of how their accommodations will be applied during their enrollment in Chemistry 103 and any specific procedures that should be followed. To ensure that disability-related concerns are properly addressed from the beginning of the course, students with disabilities who require assistance to participate in this class should apply for services with DRES and contact both the Course Coordinator, Lab Director and email their accommodations to chem-103@illinois.edu as soon as possible. The Lab Director will arrange to meet with students who have accommodations that are specific to the time during which they are in the laboratory. In the instance that a lab assistant in required (as determined by the DRES specialist), the student should notify the Lab Director immediately so the proper protocols can be put into place and the lab assistant can undergo proper training. Please note, it is the responsibility of the DRES Specialist and the student to identify and select the lab assistant. The Lab Director will aid in this process when possible. In all instances, the Lab Director will meet with the DRES Specialist, the student and the lab assistant prior to the first experiment for which the assistant will be present to review the required safety and laboratory procedures.

DRES provides students with academic accommodations, access, and support services. To contact DRES, students may visit 1207 S. Oak St., Champaign, call 217-333-1970, e-mail disability@illinois.edu or visit the DRES website at **https://dres.illinois.edu/**. Here is the link for information to apply for services at DRES, **https://dres.illinois.edu/information-before-you-apply/application-process/**.

Disruptive Behavior

Behavior that persistently or grossly interferes with laboratory or office hours activities is considered disruptive behavior and may be subject to disciplinary action. Such behavior inhibits other students' ability to learn and an instructor's (or TAs) ability to teach. A student responsible for disruptive behavior may be required to leave the lab or office hours pending discussion and resolution of the problem and may be reported to the Office for Student Conflict Resolution (**https://conflictresolution.illinois.edu**; email **conflictresolution@illinois.edu**, call 217-333-3680) for disciplinary action.

Mental Health

Significant stress, mood changes, excessive worry, substance/alcohol misuse or interferences in eating or sleep can have an impact on academic performance, social development, and emotional well-being. The University of Illinois offers a variety of confidential services including individual and group counseling, crisis intervention, psychiatric services, and specialized screenings which are covered through the Student Health Fee. If a student or someone they know experiences any of the above mental health concerns, it is strongly encouraged to contact or visit any of the University's resources provided below. Getting help is a smart and courageous thing to do for oneself and for those who care about you.*

• Counseling Center (217) 333-3704 • McKinley Health Center (217) 333-2700 • National Suicide Prevention Lifeline (800) 273-8255 • Rosecrance Crisis Line (217) 359-4141 (available 24/7, 365 days a year)

Persons in immediate danger should call 911.

*This statement is approved by the University of Illinois Counseling Center

Community of Care

As members of the Illinois community, we each have a responsibility to express care and concern for one another. If a student comes across a classmate whose behavior concerns them, whether in regard to their well-being or the students, we encourage the student to refer this behavior to the Student Assistance Center (217-333-0050 or **http://odos.illinois.edu/community-of-care/referral/**). Based on the student's report, the staff in the Student Assistance Center reaches out to students to make sure they have the support they need to be healthy and safe.

Further, as a Community of Care, we want to support our students in their overall wellness. We know that students sometimes face challenges that can impact academic performance (examples include mental health concerns, food insecurity, homelessness, personal emergencies). Should a student find that they are managing such a challenge and that it is interfering with their coursework, they are encouraged to contact the Student Assistance Center (SAC) in the Office of the Dean of Students for support and referrals to campus and/or community resources.

Sexual Misconduct Reporting Obligation

The University of Illinois is committed to combating sexual misconduct. Faculty and staff members are required to report any instances of sexual misconduct to the University's Title IX Office. In turn, an individual with the Title IX Office will provide information about rights and options, including accommodations, support services, the campus disciplinary process, and law enforcement options.

A list of designated University employees who, as counselors, confidential advisors, and medical professionals, do not have this reporting responsibility and can maintain confidentiality can be found here: **http://wecare.illinois.edu/resources/students/confidential/**.

Other information about resources and reporting is available here: **Illinois WeCARE**.