

We have a good deal of material on the course website. Before reading this document, visit the course website (<https://chemistry.illinois.edu/clc/courses/chem-103>) and become familiar with it.

Most importantly, find your one-page summary of due dates for all assignments throughout the semester. It is a good idea to print out the schedule—the due dates are set and late assignments will NOT be accepted.

Students must purchase Labflow for Chemistry 103 at <https://labflow.com>. Each student is required to have individual access to Labflow. It is not possible to share an account with another individual. Once you have purchased Labflow you will have access to the following documents: Course Policies, Safety Policies and Conduct and the Lab Manual.

Read through the material given on the course webpage, the course information on the link through the Chemistry Learning Center (CLC, <https://chemistry.illinois.edu/clc/courses/chem-103>) and Labflow (<https://labflow.com>). You will find general information, such as contact information of the Course Coordinator and Lab Director, the course material list, and links to the Labflow online assignments and the Atlas gradebook.

Safety is very important in the Chemistry Laboratory. There are safety-related assignments, located in Labflow, under “Introductory Assignments,” that must be completed by each student before they will be permitted to gain access to the full course assignments in Labflow and attend Labs 0–11. These assignments are:

- Course Policy Assignment (available for completion starting the first day of the semester)
- Lab Safety Video and Lab Safety Quiz (available for completion starting the first day of the semester)
- Chemistry Annex Safety Scavenger Hunt (available for completion during Lab 0)
- Waste Disposal Activity (available for completion during Lab 0)
- Lab Cleanliness Activity (available for completion during Lab 0)

If these assignments are not completed by the due date that is set before the fourth lab session (Lab 3) and the student has missed 3 lab sessions (Lab 0, 1, 2), the student will not be permitted to attend Lab 3 and will automatically fail the course.

Additional Introductory Assignments: There are 2 additional introductory assignments: The Significant Figures Assignment and the Practice Report with Provisional Data assignment. Both of these assignments open at 8:00AM on the first day of the semester. These assignments are not required in order to gain access to the course but are part of the student’s semester grade. Students who do not complete these assignments by the due date will receive a grade of zero for any unanswered questions in each assignment. **Both assignments are due at 11:59PM the night before before Lab 0.**

For this class you will need the following:

- **Purchase Labflow** (UIUC, Chemistry 103, Spring 2025) from the following website: <https://labflow.com>. You will also find detailed instructions on the course webpage and will receive instructions emailed by the Course Coordinator. We strongly recommend that students do not use the Labflow trial instead of purchasing Labflow at the start of the semester. Students who do use the Labflow trial are responsible for knowing when their trial ends and purchasing Labflow. Students will not be given extra time to complete assignments, without penalty, if their trial ends at the same time as an assignment is due.
 - UIUC email and create a passcode to access your account in Labflow. Using an email address other than your UIUC email (ending in @illinois.edu) may prevent your grades from properly uploading to the Atlas gradebook. Note that students may not share an account. Each student must purchase their own Labflow account access for the Spring 2025 semester. ***VERY IMPORTANT: Students must know their section number when they register their information with Labflow (for example, R14 or S14). If a student changes their section number, they must contact chem-103@illinois.edu to update their section in Labflow. Failing to update this information may result in missed assignments which will incur a grade of zero.***
 - 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 Chem 103 will not be accurately reported to the University at midterms and finals.
- **Lab manual** – the Lab manual is provided in a digital format to all students within Labflow.
- **Lab Procedures & Report Sheets** –students will receive a packet including all of the experiment procedures and Report Sheets for the semester during Lab 0. These materials can also be found on Labflow before this date. Students are required to bring these documents with them to the lab space each week. Additional copies will not be provided. The handwritten completed Report Sheet(s), on printed pieces of paper, with the TA's handwritten initials (on each page), must be uploaded to Labflow. Failure to upload all of the handwritten Report Sheets will result in a 1-point penalty on the Lab Report grade. Failure to obtain the TAs handwritten initials on each of the student's printed Report Sheet will result in a 1-point penalty on the Lab Report Grade. Students may use a blank sheet of paper (that they provide) if they lose their Report pages. Students may not record their data digitally into a pdf; recording data digitally into a pdf will result in a 1-point penalty on the Lab Report grade.
- **Goggles.** Students are required to wear the *Honeywell UVEX Stealth OTG safety goggles* in Chemistry 103. Alternative goggles are not permitted without prior approval by the Lab Director. Students requesting this exception should email an image of their proposed goggles to sdesmond@illinois.edu.
- **UIUC approved Laboratory coat.** Lab coats may be purchased at the bookstore. Students are permitted to purchase and wear either the standard white lab coat or the blue, fire-resistant, lab coat.
- **Wear the proper attire.** The full safety policy is found on pages Safety.1 to Safety.5 in the document

Laboratory Safety And Conduct on Labflow. Students who are not dressed properly will not be able to attend the Lab. Students are not permitted to leave to correct their attire or PPE and return to the Lab. Students who are not permitted to attend the Lab due to an issue with their PPE or attire will receive a zero for the missed assignments. Provisional data is not allowed for this situation.

REQUIRED ASSIGNMENTS TO GAIN ACCESS TO THE REMAINDER OF THE CHEMISTRY 103 COURSE MATERIALS

There are several activities that must be completed by each student before they may attend Lab this semester and gain access to the remainder of the assignments in Chemistry 103. All of these activities are found in Labflow and are described below. Failure to complete these activities will prevent the student from attending their Lab and will result in a zero for the Lab assignments (Report, Scan-In points, Cleanliness points, and PostLab assignments) for each session that is missed because 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 3) and the student has missed the previous three lab sessions (Lab 0, 1, 2), the student will not be permitted to attend Lab 3 and will automatically fail the course.

- **Assignment 1:** Course Policy Assignment (available for completion starting the first day of the semester)
- **Assignment 2:** Safety Video and Quiz (available for completion starting the first day of the semester)
- **Assignment 3:** Scavenger Hunt (available for completion during Lab 0)
- **Assignment 4:** Waste Disposal (available for completion during Lab 0)
- **Assignment 5:** Lab Cleanliness (available for completion during Lab 0)

Students have 5 attempts to answer each question in the Course Policy Assignment and Safety Quiz and earn as many points as possible. Students are encouraged to carefully read this document and watch the videos provided.

Due Date for Assignment 1 and Assignment 2: 11:59PM the evening before Lab 0.

Students who have not completed the Course Policy Assignment and Safety Quiz by the due date set before their Lab 0 lab session will not have access to Lab 0 and will not be able to complete the Scavenger Hunt and Waste Disposal assignments during this lab period. These are required assignments that must be completed before a student is permitted to attend their lab session for the rest of the semester. Access to these assignments, after the Lab 0 lab period, will result in a 25% penalty on each assignment, even if every question is answered correctly. This is the penalty for failing to complete the required assignments by their due date. Students in this situation should email the Course Assistant at chem-103@illinois.edu to gain access to these assignments. 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.

Penalty if not completed by Lab 1 or subsequent Labs: Students who do not complete these assignments by the due date set before Lab 1 will not be able to attend Lab 1 and will receive a zero on the Lab 1 assignments

(Report, Cleanliness points, Scan-In points and PostLab). Students who do not complete these assignments by the due date set before Lab 2 will not be able to attend Lab 2 and will receive a zero on the Lab 2 assignments (Report, Cleanliness points, Scan-In points and PostLab). Students who do not complete this assignment by the due date set before Lab 3 will not be able to attend Lab 3 and will automatically fail the course because they will have missed more than the allowed 3 lab sessions (Lab 0, Lab 1, Lab 2 and Lab 3).

****Additional Penalty Information**

Students who do not attend Lab 0 AND obtain an excused absence per 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 at chem-103@illinois.edu to resolve this situation and gain access to the required assignments before Lab 1. These students must complete all 5 required assignments (Course Policy Assignment, Safety Quiz, Scavenger Hunt, and Waste Disposal Activity) before they will be permitted to attend Lab 1; however, there will not be a penalty for late access and completion. 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.

If a student misses Lab 0 AND does not obtain an excused absence for that date, the student will be given the opportunity to complete the Scavenger Hunt and Waste Disposal Assignment (both listed as "Lab 0" in Labflow) before the next lab session, but each assignment will incur a penalty of 25%, even if all questions are answered correctly. This is the penalty for failing to attend Lab 0 and complete these required assignments by their due date. The student must still successfully complete this assignment, and all other required activities listed above by the deadlines, to gain access to the remainder of the Chemistry 103 course in Labflow and attend the remaining in-person lab sessions for the semester. Note, students who miss Lab 0, for a reason that is not excused, should immediately contact the Course Assistant (chem-103@illinois.edu) for access to the missed Lab 0 assignments. It is the student's responsibility to make this request in a timely manner. Failure to contact the Course Assistant in a timely manner may result in missed assignments for which the student will receive zero points for each one missed.

Welcome to Chemistry 103! This course is an introduction to the chemistry laboratory at the college level. You will complete twelve chemistry experiments (including Lab 0) in the laboratory designed to help you better understand the chemistry you are learning or have learned in Chemistry 102 or a similar course. You will do some deducing as you determine the identity, composition, or qualities of several systems or chemicals.

This manual is designed to help you as you complete Chemistry 103. Its aim is to guide you through the experiments you will undertake and help introduce you to several topics, techniques, and principles of chemistry. The experiments are intended to introduce you to laboratory work and it is our hope that you will find these laboratory experiences challenging and interesting.

Finally, we understand that our students are coming to us with different levels of experience in the Lab. The Course Coordinator and Lab Director welcome your concerns and questions, whenever they arise throughout the semester.

Chemistry 103 Course Policies

You must read this section before coming to your first scheduled experiment.

CHEMISTRY 103

It is extremely important for you to familiarize yourself with the Chemistry 103 website, <https://chemistry.illinois.edu/clc/courses/chem-103>. From this website you can access your assignment and experiment schedules and the online gradebook (in Atlas). You will complete your assignments this semester in Labflow, <https://labflow.com>.

We suggest you go to the website as soon as possible.

To access the course website, go to <https://chemistry.illinois.edu/clc/courses/chem-103>.

Click on the following links and familiarize yourself with them:

1. **Contact Information.** This page provides you with the office and contact information for the Chemistry 103 Course Coordinator and Lab Director.
 - For prompt email responses, it is strongly recommended that students email chem-103@illinois.edu for questions about the policies or the details of the course, Lab safety, to change their registered lab section in Labflow, 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 grades in the Atlas Gradebook should be sent directly to the Course Coordinator.
 - Questions about specific content in 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. Note, questions involving calculations will only be answered in-person due to the difficulty involved in explaining a calculation over email.
2. **Lab Schedule.** These pages provide you with the schedule for the semester for each section. The specific schedule depends on the day your lab section meets. Go to your particular meeting time schedule and print it out. You will then have the schedule for the date each lab section meets, along with due dates for all online assignments.
3. **Labflow Assignments.** This link <https://labflow.com> allows you to access all online assignments. You will have to complete a PreLab assignment before the due date set prior to each lab session, enter data during

your lab session, and complete a PostLab assignment (which includes data analysis) after each experiment. These assignments are described in more detail in *Required Components of the Course* (next) and the due dates for these are given in the individual Lab Schedule for each day of the week. Clicking on the Labflow Assignments link will bring you to the login page for Labflow. Enter your UIUC email address as your login and the password you created when you purchased and registered for Labflow. The online assignments can be found on the initial page in Labflow after entering your information.

- The Introductory Assignments will be open starting 8:00AM the first day of the semester for all students.
- The Experiment Introduction information, Lab Procedures, Report Sheets, and videos will be open for the entire semester, starting the first day of the semester.
- The individual assignments for each experiment will then open at their scheduled time for each section, each week - Please refer to the specific day of the week schedule for your section.

If you have problems accessing Labflow or technical difficulties during the semester, 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 of the website, after logging into their account.

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

4. **Online Gradebook.** This link takes you to the Chemistry 103 gradebook in the Atlas gradebook. This is the official gradebook for Chemistry 103 and provides you with scores for all Chemistry 103 assignments. You should check this periodically throughout the semester to make sure the grades are entered correctly. Note, 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 the semester.

REQUIRED COMPONENTS OF THE COURSE

1. **PreLab Assignment.** These assignments have been developed to make sure that you understand the concepts and the calculations involved in the lab experiments. These are found online via Labflow and must be completed by 11:59PM the evening before the in-person lab session. It is important to note, the PreLab assignment is part of the graded assignments for Chem 103.

As a general rule, 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 strongly 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 taking each PreLab assignment will assist you greatly in being able to earn all possible points for the PreLab assignments. Your PreLab assignment must be completed before your in-person lab session, because once its deadline has passed, your access to the PreLab assignment will be closed and this assignment will not be re-opened.

A student seeking to be excused from a PreLab assignment must provide documentation that supports that they were unable to complete any of the questions in that assignment for the entire period of time that the PreLab Assignment was open.

Note: only one PreLab assignment will be excused this semester, provided the proper documentation is submitted by the student seeking to be excused, no later than 2 weeks after the deadline of that PreLab assignment.

Additional information about PreLab Assignments in Labflow:

- Students will complete their first attempt on all questions at the same time. Answers are not submitted individually, for feedback, after each question. After attempting the assignment questions, student will then be given 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, students will see their grade for attempt 1 and see which questions, if any, they answered incorrectly.
- Students will then be permitted to choose to attempt the PreLab Assignment for a second time. If a student chooses to attempt the Assignment for a second time, they will receive 10 new questions to answer for this attempt.
- At the end of the student's second attempt, they will again have the option to review their answers and answer any questions that 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 student's Atlas gradebook.
- 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. 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.

2. **Lab Assignments/Report.** There are twelve Labs or Experiments (including Lab 0) throughout the semester (see the Lab Schedule for the specific day of the week of your section). All lab data will be recorded into the provided tables on the Report Pages provided to the student, then recorded in Labflow. See *The Report Pages* section for more information.

You are required to attend all laboratory periods. During the lab session you will carry out the experiment, record your data (by hand) on your printed on paper Experiment Report Pages, obtain your TAs handwritten initials (on each page), upload all of your completed Report Pages to Labflow, and record your data in your Labflow account. When you have completed the latter tasks, you are expected to remain in the lab space and complete as much of your PostLab as is possible with the remaining time.

You are not excused from the Lab unless the reason falls under one of the categories described in *Attendance for the Course*.

Two important points about missing the Lab:

- Even if you are excused from a Lab, you must still complete the online 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. This data will be found in either sentence or table format within the Report. The student will enter the provisional data into the Report tables and use this data to complete any required calculations in the Report so that this information can then be transferred and used in the PostLab assignment; therefore, students are strongly encouraged to review the Provisional data carefully before moving on to 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 will copy the provisional data onto their Report Sheet(s) and upload all Report Sheets to Labflow, as is the standard procedure. The TAs initials are not required, since the lab is completed remotely.
- If images are required to be uploaded to Labflow from steps during the experiment, the excused student should write "I have an excused absence" on a piece of paper and upload this image instead of the experimental image.
- Any student who misses more than 3 laboratory periods (excused or unexcused or any combination of the two) during the semester will automatically fail the course or receive an incomplete grade for the course if reasonable excuse letters have been provided.

Labflow is a homework/quiz system. As such a system, Labflow automatically checks your answers and either provides you with immediate feedback, allowing you to change your answer, or accepts your answer and evaluates it after it is submitted or sometimes after the due date. Credit is earned based on the correctness of your response. For data entry it is a bit different because Labflow is not connected to a probe that gathers

your data, so it has no way of knowing if what you enter is correct. You need to make sure you are entering the correct data as it will be used for subsequent calculations in the PostLab.

- **In the lab space, Labflow accepts answers that may not be correct.** That is, you may make an error in the lab and get a poor result and Labflow accepts it. This does not mean it is correct, even if accepted. In addition, you 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 you entered the value incorrectly. In these instances, the student must correct the entered value before they submit their data and proceed to the PostLab. Data cannot be changed after this time. If the student does not change their answer before they proceed to the PostLab, they will use the incorrect value when answering PostLab questions. Additionally, it is important to note, we sometimes put ranges of acceptable answers (for example, we may only accept temperatures between 0°C and 100°C for aqueous solutions), but do not think that just because data are accepted that they are correct. Remember, Labflow does not know what you have measured and it is being used merely as a data entry tool.

- **Labflow requires acceptable answers to be entered into the online Report in order to move onto the PostLab Assignment.** Write your data, by hand, in the tables on your Report Page. Check to make sure what you have typed into Labflow is correct and consistent with what is on your Report Page before you hit the submit button. Your data should be the same in both Labflow and on your Report Page. If it is different you may be suspected of committing an act of Academic Dishonesty and will be subject to an investigation and appropriate penalties if deemed necessary. Additionally, you may lose points on the PostLab because of poor data, even if it was entered accidentally.

- **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 the data, the student will earn zero points for the data entry.

- **Labflow will provide feedback on the data entered.** Students will be given 1 hour and 50 minutes to correctly complete the experiment. This time includes the time required to have the TA review and initial the collected data, as well as appropriately dispose of waste, clean and put away the used glassware, and clean the workstation. Students will receive some feedback from Labflow about their data while in 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 masses of a dilution do not decrease with every subsequent entry or 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.

- **Data should be recorded in PEN.** Students should never record any data in pencil. If a mistake is made when recording data, the student should cross through the incorrect piece of data with a single line and initial next to it. The student should then write the new, corrected, data in the adjacent location on their Report Sheet. Data should never be erased from the Report Sheet. Erasing data and writing different data into that location may be considered an act of Academic Dishonesty and may result in an investigation and appropriate penalties.
- **Write everything on your Report Pages.** Students should complete the calculations on the Report Pages, in the margins or in the provided boxes, as well, so that if you have questions later, you can find the data you collected for each part of the experiment and recall what you did with it, especially when it was used for calculations during lab period. This will also help your TA review your work if you need help on calculations after the lab period has ended. As stated previously, the data on your Report Pages **MUST** match the data entered by you into Labflow. If the values in these two locations do not match, a student may be suspected of committing an act of Academic Dishonesty and will be subject to an investigation and appropriate penalties if deemed necessary.
- **Wait until you have gathered all of your data before submitting any data into Labflow.** If your results are inconsistent or obviously in error, you should repeat any trials as needed before entering data. Additional time is not provided to repeat the experiment, so students are strongly 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.
- **For your PostLab to open, you must complete 2 tasks before you leave the lab space:**
 - **You must enter accepted data** (that is, to the correct number of significant figures and within any ranges that are set). You will receive a message if your data is not accepted but be careful and take your time. Always double check to make sure your data is accepted. If your data is not accepted you must repeat those portions of the experiment to collect accepted data. If you are not able to do so during the lab period, and you wish to earn points for the Lab Report and complete the PostLab assignment, you will need to request provisional data, with penalty. More details on this process are found later in this section.
 - **Your TA must scan the QR code on your Labflow Report.** Each 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 will **NOT** open if your TA does not scan your QR code during the lab period. The QR code will not be scanned after the lab period ends. The QR code serves as a verification by the TA that the student has attended the lab session in their registered room, at their registered time, and completed the entire experiment. 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, resulting in zero points for the PostLab assignment. For these instances, the

student should email the Course Assistant chem-103@illinois.edu to receive the points for the data entry portion of the assignment, since the data cannot be submitted if the QR code is not scanned. The Course Assistant will verify the data entered is appropriate before awarding any points.

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 opens before they leave the lab space. If it does not, this will give the student an opportunity to resolve the situation before they leave the lab space. If the student does not perform this check and resolve any errors before they leave the lab space, and finds they cannot open the PostLab later, they will not be granted access to the PostLab and will receive a zero for the assignment.

- **Students must upload all of their handwritten Report Pages (on printed paper) to Labflow, with their TA's handwritten initials on each page** Your TA will review your data and initial each of your Report Sheets. If a student fails to upload all of their Report Sheets, they will receive a penalty of 1-point deducted from their Lab Report grade. If a student uploads their Report Sheets without their TAs handwritten initials (on each page), 1-point will be deducted from their Lab Report grade. Forging of the TAs initials, for any reason, is considered Academic Dishonesty and will result in appropriate penalties. Report sheets are only graded if they are uploaded in the correct location and not accepted late or by email.
- **If you experience a technical issue during lab session**, take a screenshot of all messages and/or errors and have your TA call for help on the walkie-talkie immediately. Students should also immediately contact Labflow for assistance (support@labflow.freshdesk.com) and/or use the reset link provided by Labflow (labflow.com/reset).
- **Students are expected to stay in the lab 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 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?** Experiments are designed to be completed in the allotted time allowed for the lab period. Instances when a student does not finish the experiment are usually the result of poor preparation before the lab period OR because the student, and/or their lab partner, made an experimental error, and it was necessary to correct this error in order to continue with the experiment or for the data to be accepted by Labflow.

In these instances, the student should complete as much of the experiment as possible. They should also still obtain their TAs initials (on each Report Sheet) and have their TA scan their QR code. The student

should then email a copy of all of their Report Pages to the Course Assistant (chem-103@illinois.edu) and request provisional data to use to complete the Lab Report and access to the PostLab. This request must be submitted with 24 hours of the student's lab section AND will incur a penalty of a 25% deduction (i.e. 25% of 30 points = a loss of 7.5 points) on the student's final grade for the Lab Report and PostLab Assignment. Note, all Report Sheets for a given experiment must be sent with the student's request in order to receive provisional data. 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 obtains data from a friend or some other source, fabricates data, or self-selects provisional data without 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 may complete the following steps to obtain provisional data to use to complete the assignment: Upon completing the entire experiment, the student will obtain their TAs initials on their Report Page(s) and the TA will scan the student's QR code. The student will then email their Report Page(s), along with a statement requesting provisional data because they were unable to collect acceptable data during the lab period, to the Course Assistant chem-103@illinois.edu. This request must be submitted within 24 hours of the student's lab section and will incur a penalty of a 25% deduction (i.e. 25% of 30 points = a loss of 7.5 points) on the student's final grade for the Lab Report and PostLab Assignment. Note, all Report Sheets for a given experiment must be sent with the student's request in order to receive provisional data. 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 obtains data from a friend or some other source, fabricates data, or self-selects provisional data without 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.

3. **PostLab Assignments.** These assignments consist mainly of calculations and data analysis of what you have completed in the lab space. The PostLab assignments are found online via Labflow and must be completed by 11:59PM the evening before **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% 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 used or completed. At the time of the due date, the final grade obtained on the PostLab is the grade the student will receive on the assignment.

For example,

- If a student correctly answers all the PostLab questions, 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 the incorrect answer for 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 in their final grade for the PostLab (i.e. they will receive 99% instead of 100%), even though all of the questions are now correct. The 1% deduction 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 ($1\% \times 3 = 3\%$) off their final score on that PostLab.
- Finally, if a student uses all three attempts, but does not correctly answer all questions, then they will receive the 3% deduction 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 strongly 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.

All experiment data must be correctly entered and accepted by Labflow in order for the PostLab to open. Students should verify that their PostLab opens (by physically opening it while in the lab space) before they leave the lab space. Lab data cannot be re-entered or manipulated after the assignment closes, so all errors must be identified and corrected before the student submits their experiment data. Failure to correctly enter and submit experiment data will prevent the student from completing the PostLab and will result in a grade of "zero" points for the PostLab. If a student enters a data value incorrectly (for example, 23.40 instead of 234.0) but it is accepted by Labflow, the student must use the incorrectly entered value to complete their PostLab assignment. Using a value that was not entered and accepted by Labflow will result in a loss of points on the PostLab assignment.

A student seeking to be excused from a PostLab assignment must provide documentation that supports that they were unable to complete any of the questions in that assignment for the entire time that the PostLab assignment was open.

Note: only one PostLab assignment will be excused this semester, provided the proper documentation is provided no later than 2 weeks after the deadline of that PostLab assignment.

Other Labflow Assignments

There are 6 other assignments in Labflow in addition to the PreLab Assignment, Lab Report, and PostLab Assignment mentioned above. These are:

- **The Course Policy Assignment and the Safety Quiz:** These two assignments are located under the *Introductory Assignments* in Labflow and open at 8:00AM on the first day of the semester for ALL students. Both assignments require that all questions be answered, for you to access and complete assignments in the rest of the Chemistry 103 course. More details on this are found in the *Required Assignments to Gain Access to the Remainder of the Chemistry 103 Course Materials* section of this document.

- **The Significant Figures assignment and the Labflow Practice with Provisional Data assignment:** These two assignments are located under the *Introductory Assignments* in Labflow and open at 8:00AM on the first day of the semester for ALL students. Both assignments are graded assignments that all students should complete; however, these assignments does not require completion to progress through the Chemistry 103 course this semester.
- **The Scavenger Hunt, Waste Disposal Activity, Lab Cleanliness Activity:** These assignments are located in Lab 0 and will be completed during your first lab session. They will become available to students at the start time of their scheduled lab session. These are required assignments and must be completed to progress in the Chemistry 103 course this semester. Late access will incur a penalty of 25% as described earlier in this document. Students who register late, switch into a section after it has taken place for the week of Lab 0, or do not attend for ANY reason, must contact the Course Assistant chem-103@illinois.edu immediately to gain access to these assignments. Failure to contact the appropriate person in a timely manner and complete the assignments by Lab 1 will prevent the student from attending Lab 1 and will result in a zero for those missed assignments. More details on this are found in the *Required Assignments to Gain Access to the Remainder of the Chemistry 103 Course Materials* section of this document.

4. **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. This assessment includes, but is not limited to, checking that benchtop area has been wiped down with soap and water at the end of the lab period; 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 and are turned off; all balances, and the surrounding benchtop area, are clean (Note, students should clean the balance immediately after each use. Dirty balances during the lab can 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 your TA were obeyed throughout the lab period.

Each section will be given points, ranging from 0–3, based on the condition of the lab space each week and the ability of the students to work in a clean and orderly manner. These points will be assigned to the class as a whole, not to individual students; therefore, it is not only important that each student works in a clean and orderly manner, but that students also encourage those around them to do the same.

3 points are awarded if the lab space is completely clean, and all conditions are met;

1 point is awarded if 1 or 2 of the conditions are not met; and

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 penalty than the loss of Cleanliness points for the given week.

It is important to note that you and all persons in your section can earn the maximum amount of lab Cleanliness points for each experiment, if throughout the lab session you work together to make sure that spills are cleaned up as soon as they happen (this includes when or if you spill a chemical on the lab balance), you return used spatulas to the OAS bins after use at the balances, and make sure you replace and tightly close lids of all chemical containers at the balance or in the dispensing stations.

It is not possible to earn Cleanliness points if you do not attend the lab session. Students who receive an excused absence will be excused from the Cleanliness points for the missed Lab. Students who miss Lab, for an unexcused reason, will receive zero Cleanliness points for the missed Lab.

5. **Policy for Broken Lab 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. Broken lab glassware or equipment will incur the following penalty: a loss of Cleanliness points for the week during which the breakage occurs. This penalty will be imposed on the individual student, not the entire lab section.

In instances where a student breaks glassware or equipment more than once, breaks lab 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 lab the Course Coordinator and Lab Director reserve the right to enforce a more severe lab grade penalty.

6. **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 Lab TA. All Lab TAs cover the same information each week and are, therefore, able to help students from any section, not just their own. Students are strongly encouraged to attend office hours if they have need help completing their PostLab assignment. 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 over email. The Course Coordinator is also available to help students, by appointment or during his office hours.

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.

7. **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 Chem 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 must reflect the work of the individual. The TA is always available to assist the student during the experiment.
 - **Partner Work in Chem 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 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 Chem 103:** Students will select their lab partner at the beginning of the semester. Midway through the semester, the TA (under the direction of the Lab Director and Course Coordinator) 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 contact the Lab Director so an appropriate resolution may be reached.

EXTENSIONS ON LABFLOW ASSIGNMENTS

The PreLab Assignment and PostLab Assignment in Labflow are each open, and available for students to complete, for several days. Due Dates for these assignments are found on Labflow and the course website. Specific due dates, for individual lab sections, can be found in Labflow and on the course website link from the CLC website (<https://chemistry.illinois.edu/clc/courses/chem-103>). Due dates are set at the beginning of the semester.

In the instance when a student may require an extension on an assignment, the following steps should be followed. Students will be granted no more than **2 extensions** (one for a single PreLab Assignment and one for a single PostLab Assignment) during the semester based on their supporting documentation and the discretion of the Course Assistant. Requests for extensions, and supporting documentation, should be emailed to the Course Assistant (chem-103@illinois.edu).

Failure to complete any of the listed steps will result in the denial of an extension.

1. Extension requests must be sent to the Course Assistant at chem-103@illinois.edu, a minimum of 5 hours before the due date, i.e. before 6:59PM the day the assignment is due. Once an assignment has closed it will not be reopened and extensions will not be considered.
2. To qualify for an extension, the student must have completed at least one question in the assignment for which the extension is requested before submitting their request for an extension.
3. The student must provide detailed information for why the extension is needed, with supporting documentation, if possible, to the Course Assistant (chem-103@illinois.edu). This information should NOT be sent to your TA.

Students who have not completed any part of an assignment before the deadline of that assignment cannot qualify for an extension but may submit paperwork to be excused from that assignment. All students can be excused from one PreLab Assignment (refer to page 9) and one PostLab Assignment (refer to page 16), once they provide documentation that supports why the assignment, that was open for one week, could not be completed over the entire period that it was open. Waiting until the last minute to complete an assignment or forgetting a due date do not qualify as reasonable reasons for an extension to be granted and will not be considered.

Examples of reasonable requests, for significant lengths of time, for an extension include: hospitalization (for any reason), death of family member or friend resulting in travel or University allowed time for grieving.

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 Spring 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 last 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 the section *Academic Integrity* within this policy document, the student will not be eligible to complete the Bonus Assignment at the end of the semester for points.

ACADEMIC INTEGRITY

All responses submitted to the online administration systems, such as Labflow or any other, must only 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:

- 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 experiment. Students should carefully read the instructions at the start of every procedure and listen to the TA instructions at the start of the lab period 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 person's 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 plagiarism also carries the same penalty. Keeping student login information secure is the student's responsibility. Therefore, allowing access to your information is also assisting 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 evi-

dence, 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, you must attend the section in which you are enrolled (for an excused absence, see “Attendance for the Course”). Do NOT go to a different section and then submit your data during your scheduled time. You will not be counted as being present in the lab session, 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.

REQUIRED MATERIALS FOR THE COURSE

You are required to purchase the following for Chemistry 103:

Lab Coat

A Lab coat can be purchased at any of the campus bookstores. Note: students are permitted to purchase and wear either the standard white lab coat or the blue, fire-resistant, lab coat.

Goggles

All students, teaching assistants, and visitors in the laboratory must wear regulation safety goggles as required by STATE LAW. You must wear goggles at all times in the laboratory or you will be asked to leave immediately. Students who are removed from their lab period for falling to wear their lab goggles at all times will receive a zero for the Lab assignments (Report, PostLab, Lab Cleanliness) for that day.

The approved goggles for Chemistry 103 is: Honeywell UVEX Stealth OTG safety goggles. Other models of goggles are not permitted in the lab space. Questions regarding goggles should be directed to the Lab Director (sdesmond@illinois.edu). Goggles can be purchased at any of the campus bookstores or online.

It is strongly advised that you do not wear contacts while in the laboratory. They readily absorb vapors from solvents that are detrimental to the eye. Safety goggles are not “air tight” and therefore do not completely eliminate

this absorption. If you choose to wear contacts in the laboratory, you must notify your TA and wear a “*CONTACTS*” badge on your lab coat each week.

Chemistry 103 Laboratory Manual “General Chemistry Experiments”

The Lab manual is provided digitally in Labflow. Students cannot use an old version of this manual this semester, as the course has been redesigned to include new experiments and policies.

Chemistry 103 Report Pages and Printed Experiment Procedures

The current Chemistry 103 Laboratory Manual is located, digitally, in Labflow. Changes are made to the manual each semester, preventing students from using old versions.

Students will be provided with a printed packet of all Experimental Procedures and Report Pages when they attend Lab 0. This information is also located in pdf format in Labflow. Students are encouraged to review the digital information in Labflow before they attend Lab 0 and receive their lab manual.

Students are required to bring the printed Experimental Procedures and Report Pages with them to the lab space each week. They will record their data, by hand, in the provided tables on the Report Pages. Students are not permitted to record data digitally into a pdf on their personal device. In some instances, there will also be squares in which they should show their work for calculations. Misplaced or forgotten packets will not be replaced by the Department of Chemistry. If a student loses their Experimental Procedures and Report Pages booklet, then they will be responsible for printing their own copy of these documents from Labflow and will incur any costs associated with this process.

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. If the student makes an error, 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. Failure to follow these instructions may result in a loss of Report points.

Students will take an image of each of their Report Page, after their TA has initialed each page (by hand), and will upload this document to their electronic Labflow Report. Report Pages are only graded when they are uploaded to the correct location. Report Pages are not accepted by email or late.

ATTENDANCE FOR THE COURSE

Students are required to attend all in-person lab sessions.

Students must attend the section in which they are registered. Students are not permitted to attend another section for any reason.

Students must arrive to the lab space by the 5-minute mark, when the TA's PreLab instruction begins, in order to attend Lab. Failure to be present by this time (whether or not the TAs PreLab instruction has begun) and during the entire presentation of this important information may result in an unsafe situation for the student or their lab-mates; therefore, late arrival to the lab space (as defined as after the 5-minute mark) is not permitted. Students who arrive too late to attend the lab session are not eligible for provisional data and will receive a zero for the missed assignments (Report, PostLab, Cleanliness points).

Documentation to support why a missed Lab should be excused must be submitted as soon as possible after that scheduled Lab has been missed by that student, and no later than 12 hours before that Lab's PostLab deadline. Documentation received after this deadline will not be accepted.

NOTE: Any student who misses more than 3 in-person lab sessions (excused or not) during the semester will automatically fail the course or receive an incomplete grade for the course if required reasonable excuse letters have been provided.

All absences will be considered unexcused except in the following cases:

1. **Medical Excuse.** You must provide documentation of an in-person visit with a medical practitioner dated within 3 business days of the missed Lab to chem-103@illinois.edu. The documentation must demonstrate that an in-person visit was attended. A generic "Event Confirmation" from McKinley Health Center will not be accepted unless it states an office visit was attended. Additionally, "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 term "office visit" or similar. Medical documentation should NOT be given to your TA.

If you are sick and unable to attend your assigned in-person lab session, please email the Course Assistant at chem-103@illinois.edu as soon as possible.

Note, COVID-19 falls under the "Medical Excuse" portion of this document and requires documentation of a visit with a medical practitioner dated within 3 business days of the missed Lab 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 you cannot attend class because of an unexpected emergency you must provide documentation from the Emergency Dean to chem-103@illinois.edu. This information should NOT be given to your TA.

If you miss a lab due to an emergency, please email the chem-103@illinois.edu as soon as possible.

3. **Participation in a University-sponsored activity.** Examples include participation in the Marching Illini or a University sports team. You must provide documentation regarding your absence chem-103@illinois.edu at least one week prior to your absence. This documentation should include your name and the dates of the University-sponsored event. This information should NOT be given to your TA. Intramurals, student-sponsored clubs and activities, or registered student organization (SRO) events are considered on a case-by-case basis with proper documentation.
4. **Religious Observances.** Illinois law requires the University to reasonably accommodate its students' religious beliefs, observances, and practices in regard to admissions, class attendance, and the scheduling of examinations and work requirements. The Office of the Dean of Students provides students with a form to assist in this request: 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 is ready to 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.

MANDATORY I-CARD SCANNING POLICY AND PROCEDURE

The Department of Chemistry requires that students scan their official University of Illinois i-card/UIN card upon arrival to lab space. Scanning must occur within the first 5 minutes of the lab period. Successful and on-time scanning of the student's i-card will earn the student two i-card Scan-In (On-time Attendance) Points each week of the semester. If a student forgets to scan their card, scans their i-card late, or does not have their i-card/UIN card with them, then they will not receive the 2 i-card Scan-In Points; however, they may still attend the lab session so long as they arrived before the 5-minute mark of the lab period. This policy applies to all students enrolled in Chemistry 103.

Listed below are frequently asked questions regarding this policy.

Why do students need their official University of Illinois i-card/UIN card?

Scanning of official University of Illinois i-card card is required for safety and will ensure the student attends the lab section for which they are registered.

When does the scanning of the card occur?

Each lab space contains an i-card card scanning station. Students will scan their card immediately upon arriving to their Chemistry 103 lab space. All scanning must occur within the first 5 minutes of the lab period, for example by 8:05:00AM for a lab session that begins at 8:00AM. Late is defined as, for example, 8:05:01AM for a lab session that begins at 8:00:00AM.

What will happen if a student does not scan their card by 5 minutes after the start of lab period?

Students must scan their card no later than 5 minutes after the start of lab period. Any student that scans their card after this time, or fails to scan their card at all, will receive zero i-card Scan-In Points for that lab session.

For example, a student is registered for the Tuesday 8:00AM lab session. This student must scan their official University of Illinois i-card card by 8:05:00AM. If the student scans their card at 8:05:01AM, their scan will be considered late. The student will receive zero i-card Scan-In Points for that week of lab. They may, however, still attend lab because they arrived prior to 8:05:00AM as required by the course attendance policy.

A student who arrives after 8:05:00AM, and scans their i-card 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.

What will happen if a student forgets their i-card or has a temporary ID?

A temporary ID card cannot be used instead of an i-card to check into the lab session.

The student should report directly to the General Chemistry Main office (1026 Chemistry Annex) to report that they forgot their i-card.

Please note, this option does not change or extend the time by which the student must arrive to the lab space; therefore, the student must obtain the i-card pass AND arrive to the lab space before the 5-minute mark of the lab period as required by the course attendance policy. Students will not be provided with an i-card pass if they arrive to the Main Office after the 5-minute mark of their lab session.

For this option, 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 the lab session without their card. The student will receive a pink slip that is to be given to their TA, stating they may attend the lab session without their i-card this ONE TIME. **This allowance will only be made one time per student per semester.** Students must still

arrive to the lab space prior to the 5-minute mark, as required by the course attendance policy to attend lab. If the student incorrectly reports that it is the first time they have requested a pink slip and incorrectly receives a pink slip, they will be notified by email and will receive zero Scan-in points for that week, per this policy.

All subsequent instances when the student reports their card as misplaced, lost or stolen, will result in the student receiving zero points for i-card scanning for that lab period. It is the responsibility of the student to go to the Illini Union Bookstore and replace their i-card before trying to gain access to the lab space again if they wish to earn the i-card scanning points. Students must present their new official University of Illinois i-card card the next time they attempt to access the lab space.

What will happen if a student misplaces, loses or has had their i-card stolen?

Please note, this option does not change or extend the time by which the student must arrive to the lab space; therefore, the student must obtain the i-card pass AND arrive to the lab space before the 5-minute mark of the lab session. Students will not be provided with an i-card pass if they arrive to the Main Office after the 5-minute mark of their lab session.

The student should report directly to the General Chemistry Main Office (1026 Chemistry Annex) to report that they misplaced, lost or had their card stolen. The Office Manager or the Office Support Associate will record the following information: student name, NetID, Section Number and verify that this is the first time the student has tried to attend the lab session without their card. The students will be provided with a pink slip to give their TA, alerting them that the student will be allowed to attend the lab session without their card this ONE TIME. **This allowance will only be made one time per student per semester**. Students must still arrive to the lab space prior to the 5-minute mark, as required by the course attendance policy to attend lab. If the student incorrectly reports that it is the first time they have requested a pink slip and incorrectly receives a pink slip, they will be notified by email and will receive zero Scan-in points for that week, per this policy.

All subsequent instances when the student reports their card as misplaced, lost or stolen, will result in the student receiving zero points for i-card scanning for that lab period. It is the responsibility of the student to go to the Illini Union Bookstore and replace their i-card before trying to gain access to the lab space again if they wish to earn the i-card scanning points. Student must present their new official University of Illinois i-card card the next time they attempt to access the lab space.

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	10 pts
Practice Report with Provisional Data	10 pts
11 PreLab Assignments	110 pts
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 + Lab Cleanliness Activities - they are equal to a Lab Report.)

10 Lab Cleanliness Points (up to 3 point each) 30 pts

(There are no Lab Cleanliness Points for Lab 0 + 6)

11 "On-Time Attendance" or "Scan-In" Points 22 pts

(There are no On-Time Attendance points for Lab 0)

Total..... 562 pts

Bonus Assignment – up to 30 points possible

This course is not curved (i.e. 70.0–72.9% is a C–, 73.0–76.9% is a C, 77.0–79.9% is a C+, 80.0–82.9% is a B–, 83.0–86.9% is a B, 87.0–89.9% is a B+, 90.0–92.9% is an A–, and 93.0–100% is an A).

Grading Scheme for Chem 103:

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 ITEMS

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 laboratory, costs of transportation and treatment are the responsibility of the student. Check to be sure that your insurance coverage is adequate.

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 locate 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 instructor as soon as possible and provide the Course Coordinator and Lab Director 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 Chem 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 is required (as determined by the DRES specialist), the student should

notify the Lab Director immediately so the proper protocols can be put into place. 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, you 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 lab 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 class 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 you or someone you 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 yourself 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)

If you are in immediate danger, 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 you come across a classmate whose behavior concerns you, whether in regard to their well-being or yours, we encourage you to refer this behavior to the Student Assistance Center (217-333-0050 or <http://odos.illinois.edu/community-of-care/referral/>). Based on your 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 you in your 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 you find that you are managing such a challenge and that it is interfering with your coursework, you 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 the 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://we-care.illinois.edu/resources/students/#confidential>.

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