



College of Arts & Sciences

Organic Chemistry I Laboratory - CHEM 2123-02L Syllabus

Instructor: Dr. Samantha Zepeda

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Instructional Method: Face-to-Face

Class Hours: Thursday 8:00am -10:45pm

Class Location: Science and Technology Building, Room# 327

Office: Science and Technology Building, Room# 311

Office hours: MWF 10-11am; and by appointment

Course Description

This is the accompanying laboratory for CHEM 2323: Organic Chemistry I. Experiments are designed to complement the concepts covered in CHEM 2323. Topics range from laboratory notebook record-keeping, melting points, recrystallization, extraction, distillation, chromatography, organic synthesis, computational and conformational analysis. Prerequisites: CHEM 1312 and CHEM 1112. Corequisite: CHEM 2323.

Course Materials

Laboratory Handouts: All required handouts will be provided on your blackboard. Each experiment includes pre-lab and post-lab reports and these reports are written with permanent blue or black non-water-soluble ink. Five points are deducted for the report written in pencil. Refer to attached schedule for the sequential list of experiments. The completed laboratory reports in PDF format are due as stated in the attached schedule unless otherwise stated in Blackboard. All students must submit individual reports for grading.

Proper attire for lab:

A) Closed-toe shoes that covers your foot in its entirety.

B) The following list is NOT appropriate lab attire:

Shorts, skirts, mid-riff shirts. tank tops. $\frac{3}{4}$ length pants. pants with large holes.

C) Lab coats

D) Approved safety googles **THIS POLICY WILL BE STRICTLY ENFORCED AND STUDENT IN NONCOMPLIANCE WILL BE DISMISSED FROM THE LABORATORY AND WILL RECEIVE NO CREDIT FOR THAT WEEK'S EXPERIMENT.** We take YOUR safety in the laboratory very seriously and we expect the same from you.

Goggles and lab coat **MUST** be worn properly in the laboratory **AT ALL TIMES. NO EXCEPTIONS!** Without goggles and lab coat, you will not be allowed to perform any lab activities and will receive no credit for the experiment.

Learning Objectives: By the end of this course students will be able to:

- Developing a feel for the logic of organic experimental procedures: the logic of glassware design, selecting the optimum equipment for a particular reaction or operation, why particular solvents and reaction conditions are used for a specific transformation
- Keeping a laboratory notebook as a record of what is done and when it was completed
- Monitoring the process of a reaction
- Isolation of products
- Using computational approach to understand molecular conformations and electrostatic potential surfaces

Attendance Policy: All students are expected to attend all laboratories and be fully and actively engaged in lab activities. Attendance will be monitored. Absences will be excused if due to illness (medical excuse), death of a close family member, religious holiday (please inform instructor), official university activity, cancellation of classes/closure of the University, military duties, pregnancy & related conditions, or participation in legal proceedings. Only **one** laboratory will be excused for the above reasons.

Late Work Policy: Punctuality is essential to maintaining a safe and efficient laboratory environment. Timely arrival ensures that you are present for important safety instructions and lab procedures. **Late Arrivals:** A point from your experiment grade will be deducted for every minute you are late, up to 10 minutes. If a student arrives more than 10 minutes late, they will not be permitted to participate in the lab for that day. This will result in a grade of "0" for that week's lab report. Please plan your schedule accordingly to ensure prompt attendance at every lab session. **Reports should be submitted on time. Late submitted pre-lab report will not be graded. For post-lab report, 20% will be deducted for every day late up to 3 days, and it will not be graded after 3 days of the due date.**

Lab Partners: Students will work in groups of two unless directed otherwise by the instructor.

Visitors: Only students enrolled in the course are allowed in the classroom. No visitors are allowed.

Conduct and Behavior: My goal is to create a safe and engaging learning environment. Class disruptions are unacceptable, asking questions to clarify material during class does not qualify as a disruption and is encouraged. If you disrupt the class, you will be asked to leave for the day. Technology in the classroom may be a great a resource, but it can also hinder the learning process. Therefore, students are not allowed to wear ear buds and headphones and/or use cellphones during class. All cellphones must be on vibration mode or turned off for the entirety of the class/lab period. In case of an emergency call, leave the room before answering the call. Texting during class is absolutely prohibited. The use of laptops, tablets or other devices for non-class related activities is not allowed.

Electronic Devices During Exams: All electronic devices must be completely stored during exams and quizzes. Academic misconduct and attempts to cheat during the exam will be pursued according to Texas A&M-San Antonio code of conduct policy. You are discouraged from leaving the room during an exam. If you need to use the restroom, ask and leave all electronic devices with the instructor.

Aggressive Behavior: The academic environment is meant for discussing ideas in a respectful manner. Tolerance, empathy, respect, and courtesy help us create a safe environment. Abusive and aggressive behavior will result in contacting the University Police Department and immediate removal of the student from the classroom.

AI policy: This class assumes that all work submitted by students will be generated by the students themselves, working individually or in groups. Students should not have another person/entity do the writing of any portion of an assignment for them, which includes hiring a person or a company to write

assignments and/or using artificial intelligence (AI) tools like ChatGPT. Use of any AI-generated content in this course qualifies as academic dishonesty and violates Texas A&M-San Antonio's standards of academic integrity.

Academic Calendar: The complete academic calendar and final exam schedule are available online at <https://www.tamusa.edu/academics/academic-calendar/index.html> . Please be familiar with important dates.

Tentative Schedule[⊗]

Week #	Day	Experiment	Report due
1	Jan 22	No Lab	
2	Jan 29	Lab safety/Check-in	Signed Lab Safety Form
3	Feb 5	Melting Points	Melting Points - Prelab
4	Feb 12	Recrystallization	Recrystallization – Prelab Melting Points - Postlab
5	Feb 19	Recrystallization Cont.	
6	Feb 26	Extraction	Extraction – Prelab Recrystallization – Postlab
7	Mar 5	Extraction Cont.	
8	Mar 10	No Lab- Spring Break	
9	Mar 19	Distillation	Distillation -Prelab Extraction - Postlab
	Mar 26	Distillation Cont.	
10	Apr 2	TLC	TLC– Prelab Distillation – Postlab
11	Apr 9	Synthesis of Aspirin	Synthesis of Aspirin – Prelab TLC – Postlab
12	Apr 16	Synthesis of Aspirin Cont.	
13	Apr 23	SPARTAN Simulation	Synthesis of Aspirin – Postlab
14	Apr 30	SPARTAN Simulation Cont.	
15	May 4	No Lab	SPARTAN Simulation - Report
16	May 6-12	Final exams– No lab	

[⊗]These are the tentative topics. Instructor reserves the right to make changes as deemed necessary.

Lab reports will be graded for correctness and accuracy, not just completion. *All reports must be worked on individually and are subject to analysis by anti-plagiarism software. Altering experimental outcomes or copying lab-partner's written report will result in a grade of a zero.*

Grading:

Your grade for the course will be assigned based on your performance on online special topics presentation and lab reports. These are the only opportunities for you to earn points throughout the semester. There will be **no** opportunities for extra credit.

Lab reports: 7 x 100 points each 700 points

Total	700 points
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To calculate your letter grade, use the following equation:

$$\left(\frac{\Sigma(\text{Points earned})}{700} \right) * 100 \%$$

Letter Grade:	A	B	C	D	F
% of Total Points:	90.0 - 100%	80.0 - 89.9%	70.0 - 79.9%	60.0 - 69.9%	0 - 59.9%

Should you have a question concerning the way that your lab was graded, or if you think that there was an error in calculating the lab score, then it is your responsibility to bring the matter to the attention of the instructor within three calendar days of the date when your lab score was updated on your blackboard.

Important University Policies and Resources:

University Email Policy and Course Communications: All correspondence between professors and students must occur via university email accounts. You must have your Jaguar email account ready and working. If it is not working, contact the help desk at helpdesk@tamusa.edu or at 210-784-HELP (4357). If you don't hear back within 48 hours, contact them again. They have many requests during the first part of the semester, so you may need to follow up with them.

Academic Accommodations for Individuals with Disabilities: Texas A&M University-San Antonio is committed to providing all students with reasonable access to learning opportunities and accommodations in accordance with The Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act. If you experience barriers to your education due to a disability or think you may have a disability, Disability Support Services is located in the Central Academic Building, Suite 210. You can also contact us via phone at (210) 784-1335, visit [Disability Support Services](#) or email us at dss@tamusa.edu. Disabilities may include, but are not limited to, attentional, learning, mental health, sensory, physical, or chronic health conditions. All students are encouraged to discuss their disability-related needs with Disability Support Services and their instructors as soon as possible.

Academic Learning Center: The Academic Learning Center provides free course-based tutoring to all currently enrolled students at Texas A&M University-San Antonio. Students wishing to work with a tutor can make appointments through the Brainfuse online tutoring platform. Brainfuse can be accessed in the *Tools* section of Blackboard. You can contact the Academic Learning Center by emailing tutoring@tamusa.edu, calling (210) 784-1307, or visiting the Central Academic Building, room 202.

Counseling/Mental Health Resources: As a college student, there may be times when personal stressors interfere with your academic performance and negatively impact your daily functioning. If you are experiencing emotional difficulties or mental health concerns, support is available to you through the Student Counseling Center (SCC). To schedule an appointment, call 210-784-1331 or visit Madla 120.

All mental health services provided by the SCC are free and confidential (as the law allows). The Student Counseling Center provides brief individual and group therapy, crisis intervention, consultation, case management, and prevention services. For more information visit [the university counselling website](#). Crisis support is available 24/7 by calling the SCC at 210-784-1331.

Additionally, the TELUS Student Support App [TELUS student support app](#) provides a variety of mental health resources to including support for in the moment distress, an anonymous peer to peer support network, mental health screenings, podcasts, and articles to improve your mental wellbeing.

Emergency Preparedness: JagE Alert is Texas A&M University-San Antonio's mass notification. In the event of an emergency, such as inclement weather, students, staff and faculty, who are registered, will have the option to receive a text message, email with instructions and updates. To register or update your information visit <https://tamusa.bbcportal.com/>. More information about Emergency Operations Plan and the Emergency Action Plan can be found at [emergency management website](#). Download the [SafeZone App](#) for emergencies or call (210) 784-1911. Non-Emergency (210) 784-1900.

Financial Aid and Verification of Attendance: According to the following federal regulation, 34 CFR 668.21: U.S. Department of Education (DoE) Title IV regulation, a student can only receive Title IV funds based on Title IV eligibility criteria which include class attendance. If Title IV funds are disbursed to ineligible students (including students who fail to begin attendance), the institution must return these funds to the U.S. DoE within 30 days of becoming aware that the student will not or has not begun attendance. Faculty will provide the Office of Financial Aid with an electronic notification if a student has not attended the first week of class. Any student receiving federal financial aid who does not attend the first week of class will have their aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester may also need to return a portion of their federal aid.

Jaguar Writing, Language, and Digital Composing Center (WLDCC): The Jaguar Writing, Language, and Digital Composing Center supports graduate and undergraduate students in all three colleges as well as faculty and staff. Tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments. Our language tutors support students enrolled in Spanish courses and students composing in Spanish for any assignment. Our digital studio tutors support students working on digital projects such as e-portfolios, class presentations, or other digital multimedia projects. Students can schedule appointments through JagWire under the Student Services tab. Click on "Writing, Language, and Digital Composing Center" to make your appointment. The Center offers face-to-face, synchronous online, and asynchronous digital appointments. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our website at <https://www.tamusa.edu/academics/>. The Writing Center can also be reached by emailing writingcenter@tamusa.edu.

Meeting Basic Needs: Any student who has difficulty affording groceries or accessing sufficient food to eat every day or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to submit a CARE referral through the [university care referral website](#) for support.

Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to direct you to available resources.

Military Affairs: Veterans and active-duty military personnel are welcomed and encouraged to visit the Office of Military Affairs for any question involving federal or state VA Education Benefits. Visit the Patriots' Casa building, room 202, or to contact the Office of Military Affairs with any questions at military.va@tamus.edu or (210)784-1397.

Religious Observances: Texas A&M University-San Antonio recognizes the diversity of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under the policy, students are provided an opportunity to make up any examination, study, or course work requirements that may be missed due to a religious observance provided they notify their instructors before the end of the second week of classes for regular session classes.

The Six-Drop Rule: Students are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e., courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the student's GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated as "F" grades and will impact the student's GPA.

Statement of Harassment and Discrimination: Texas A&M University-San Antonio is committed to the fundamental principles of academic freedom, equal opportunity, and human dignity. To fulfill its multiple missions as an institution of higher learning, A&M-San Antonio encourages a climate that values and nurtures collegiality and the uniqueness of the individual within our state, nation, and world. All decisions and actions involving students and employees should be based on applicable law and individual merit. Texas A&M University-San Antonio, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, gender identity, gender expression, or pregnancy/parenting status. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the appropriate offices within their respective units. Texas A&M University-San Antonio faculty are committed to providing a safe learning environment for all students and for the university as a whole. If you have experienced any form of sex- or gender-based discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking, know that help and support are available. A&M-San Antonio's Title IX Coordinator can support those impacted by such conduct in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The university strongly encourages all students to report any such incidents to the Title IX Coordinator. Please be aware that all A&M-San Antonio employees (other than those designated as confidential resources such as counselors and trained victim advocates) are required to report information about such discrimination and harassment to the university. This means that if you tell a faculty member about a situation of sexual harassment, sexual violence, or other related misconduct, the faculty member must share that information with the university's Title IX Coordinator (titleix@tamus.edu, 210-784-2061, CAB 439K). If you wish to speak to a confidential employee who does not have this reporting requirement, you can contact the Student Counseling Center at (210) 784-1331 or visit them in Madla 120.

Pregnant/Parenting Students: Texas A&M-San Antonio does not require a pregnant or parenting student, solely because of that status or issues related to that status, to (1) take a leave of absence or withdraw from their degree or certificate program; (2) limit the student's studies; (3) participate in an alternative

program; (4) change the student's major, degree, or certificate program; or (5) refrain from joining or cease participating in any course, activity, or program at the University. The university will provide such reasonable accommodations to pregnant students as would be provided to a student with a temporary medical condition that are related to the health and safety of the student and the student's unborn child. These could include maintaining a safe distance from substances, areas, and activities known to be hazardous to pregnant individuals and their unborn child; excused absences because of illness or medical appointments; modified due dates for assignments; rescheduled tests/exams; taking a leave of absence; and being provided access to instructional materials and video recordings of lectures for excused absences, if these would be provided to any other student with an excused absence. Pregnant/parenting students are encouraged to contact the Title IX Coordinator with any questions or concerns related to their status.

Texas A&M-San Antonio has also designated the Title IX Coordinator as the liaison officer for current or incoming students who are the parent or guardian of a child younger than 18 years of age. The Title IX Coordinator can provide students with information regarding support services and other resources. Young Jaguars can support parenting students with daycare if students meet this criteria: (1) must be enrolled in classes at Texas A&M-San Antonio in the current semester, (2) must be Pell eligible or a single parent, (3) child(ren) must be aged 3 to 12-years-old, and (4) child(ren) must be enrolled in Pre-K-3 through 6th grade. For more information, please contact Young Jaguars at youngjaguars@tamus.edu or call (210) 784-2636.

Students' Rights and Responsibilities: The following statement of students' rights and responsibilities is intended to reflect the philosophical base upon which University Student Rules are built. This philosophy acknowledges the existence of both rights and responsibilities, which is inherent to an individual not only as a student at Texas A&M University-San Antonio but also as a citizen of this country.

Students' Rights

1. A student shall have the right to participate in a free exchange of ideas, and there shall be no University rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.
2. Each student shall have the right to participate in all areas and activities of the University, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, gender identity, gender expression, and pregnancy/parenting or veteran status in accordance with applicable federal and state laws.
3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.
4. Each student subject to disciplinary action arising from violations of university student rules shall be assured a fundamentally fair process.

Students' Responsibilities

1. A student has the responsibility to respect the rights and property of others, including other students, the faculty, and administration.
2. A student has the responsibility to be fully acquainted with the published University Student Rules found in the Student Handbook, [Student Code of Conduct](#), on our website, and University Catalog, and to comply with them, as well as with federal, state, and local laws.
3. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.

4. A student has the responsibility to recognize the University's obligation to provide a safe environment for learning.
5. A student has the responsibility to check their university email for any updates or official university notifications.

We expect that students will behave in a manner that is dignified, respectful, and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation, or disability. Conduct that infringes on the rights of another individual will not be tolerated. Students are expected to exhibit a high level of honesty and integrity in their pursuit of higher education. Students engaging in an act that violates the standards of academic integrity will find themselves facing academic and/or disciplinary sanctions. Academic misconduct is any act, or attempt, which gives an unfair advantage to the student. Additionally, any behavior specifically prohibited by a faculty member in the course syllabus or class discussion may be considered as academic misconduct. For more information on academic misconduct policies and procedures please review the [Student Code of Conduct](#).

IMPORTANT. Each student receives this information during the first class. It is your responsibility to read this material and be familiar with the course syllabus and grading procedure.