

Appendix B: Introduction to Workshops in CHEM 115

I: GOALS FOR INTRODUCTION TO WORKSHOPS

1. Students should be able to follow the standards for student conduct at SFSU.
2. Students should understand the requirements for the lab and discussion portion of CHEM 115, which include the following.
 - a. how to communicate with their instructor, and where their instructor will hold office hours
 - b. the breakdown of points for each component
 - c. the grading for the lab/discussion component
 - d. the attendance requirements
 - e. the physical requirements (lab notebook, goggles, lab fee)
 - f. the collaborative style of the lab and discussion
3. Students should be able to record accurate and timely observations during experiments in the lab.
4. Students should be able to take timely and accurate notes in discussion and lecture.

II: DISCUSSION PROCEDURES

The discussion section of CHEM 115 follows a workshop format where you will be asked to work in pairs or in groups assigned by your lab instructor. You may be asked to report your findings to the class verbally or on the white board.

You will frequently be asked to complete a pre-workshop assignment before you come to your discussion session. You will complete the workshop by doing activities related to the pre-workshop assignment in class, and a reflection at the end of class. Your grade for the workshop will consist of the pre-workshop assignment, the in-class exercises, and a reflection.

III: STANDARDS FOR STUDENT CONDUCT

You will be asked to agree to and sign the Standards for Student Conduct on the first day of class.

IV: GRADING IN LAB AND DISCUSSION

Thirteen 10-Point Labs (Lowest One Dropped)	120 Points
Eleven 10-Point Workshops (Lowest One Dropped)	100 Points
Attendance (recorded in WebAssign)	10 Points
Safety Quiz (Required to Stay In Class)	5 Points
Instructor Points (Pre-Labs, Quizzes, Reflections, Clean-Up, Etc.)	15 Points
Total	250 Points

There are 1000 points possible in CHEM 115. Of these, 750 can be earned in lecture and 250 can be earned in lab/discussion. You must receive a C– or better in *both* sections of the course for your points to be added and used to determine your final grade. If either portion is below a C–, you will earn the *lower* of the two grades in the course.

V: GRADE CUTOFFS

A	90% and Up	C+	73%
A–	87%	C	70%
B+	83%	C–	67%
B	80%	D	57%
B–	77%	F	56% and Below

*Please note that grades of D+ and D– are not issued in this course.

VI: ATTENDANCE POLICY

Attendance will be recorded during each lab and discussion period in WebAssign. You are allowed no more than two unexcused absences from lab and two unexcused absences from discussion. Upon your third unexcused absence, you will be notified that you will receive an F in the lab/discussion portion of the course, and therefore, an F in CHEM 115. If you are going to be absent, it is your responsibility to notify your instructor immediately. Your instructor retains the right to require documentation of all excused absences.

Attendance in all lecture, lab, and discussion sessions is *required* the first two weeks of class. A

single absence in any one of the sections will result in your being dropped from the course.

VII: GUIDELINES FOR KEEPING A PROPER LABORATORY NOTEBOOK

A 100-page laboratory notebook that is permanently bound and uses carbon paper or carbonless paper to make duplicate pages is required for the lab portion of this course. Your lab instructor will let you know if you need a separate workshop notebook, and in what form that notebook should be.

1. The laboratory notebook is a working notebook. It should be legible and organized to you, but not necessarily neat. However, all information should be adequately described, so that someone else can tell what you were doing. All numbers should have units.
2. All writing in the notebook must be done with a ball-point pen that contains permanent ink. Erasures or use of white out are strictly forbidden. Any erroneous entries should be lined out in such a way that the reader will see what it is that is being corrected.
3. Begin the entry of each experiment on a new page. All entries must be dated and clearly identified.
4. All data and observations must be entered directly into the notebook, never recopied. Paper towels, filter paper, filler paper, scraps of paper, or other loose pieces of paper containing recorded data will be confiscated and destroyed by your lab instructor.
5. You are required to include all data, observations, analysis, and answers to questions that are part of the exercise in your laboratory notebook. Notes from the pre-lab lecture should be kept separate from your laboratory notebook.

VIII: OTHER REQUIRED MATERIALS

In addition to your lab notebook, you will need a scientific calculator. You **MAY NOT** use your phone as a calculator on quizzes or exams in this class. Graphing calculators are generally allowed, but check with your instructor.

IX: OBSERVATIONS IN WORKSHOP AND LAB

First Day of Class

On the first day of discussion, you will participate in an activity designed to develop your skills in observation and enhance your accuracy when recording observations.

The instructor will show portions of a YouTube video (Five Types of Chemical Reactions Lab with Worksheet and Answers¹) which demonstrates five different types of chemical reactions, most of which will be taught this semester. Follow your instructor's directives and answer the questions you are asked.

¹<https://www.youtube.com/watch?v=nsEkKliOz7Q&feature=youtu.be>