CHM 238 Syllabus
Spring 2022

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Office: UCENT 343
Phone: (602) 496-0607 (6-0607 from campus phones)
Email: jason.houtchens@asu.edu (put "CHM 238" in subject line to ensure a timely response) – DO NOT SEND ME MESSAGES THROUGH CANVAS
Course Web Site: Canvas
Office Hours (held in UCENT 360 from 1/11/22 through 4/28/22): M & W 1:00 pm – 2:30 pm, T & Th 9:00 am – 10:00 am; you can also make an appointment for office hours by contacting me via email

College of Integrative Sciences and Arts:

This course is offered by the College of Integrative Sciences and Arts. For specific course information, contact your instructor. For more information about the college, visit our website: https://cisa.asu.edu/. If you have questions or concerns, please send your inquiry to cisa@asu.edu.

Face Coverings:

As announced on July 30, 2021, consistent with CDC guidelines for colleges and universities, ASU strongly recommends that everyone wear a face cover when inside a university building.

In addition, face coverings will be required in certain indoor settings, i.e., where distancing may not be possible. These include the following:

- Classrooms and teaching or research labs where distancing is not possible.
- All ASU clinical programs and centers that serve the general public, such as the ASU Health Centers, Child Development Laboratory, and Counselor Training Center (the "Programs"), whether on- or off-campus.
- Meeting rooms, workshop, design or production studios, and other indoor settings where distancing is not possible.

Additionally, consistent with CDC guidance, face covers may be recommended in selected outdoor settings or activities where distancing cannot be attained.

As previously stated, the university continues to recommend strongly that people get vaccinated and ASU continues to provide COVID-19 vaccines free of charge to students, faculty and staff. Greater rates of vaccination are the best tool available to reduce the rate of transmission in the community, which could change the applicable face covering guidance.

More information on what can be expected for the return to in-person learning can be found at:
https://www.asu.edu/about/fall-2021

If you require accommodations due to a disability or health-related concern, please contact Student Accessibility and Inclusive Learning Services.

Course Meetings:

All students are required to be enrolled in both the recitation and lab components of this course. Instructors and Instructional Aides (IAs) are responsible for the recitation and lab periods during the meeting times below:

Course	Day	Time	Room	Component Instructor
CHM 238 (Recitation)	F	10:30 am – 11:45 am	CRONK 122	Dr. Jason Houtchens
CHM 238 (Lab)	T	10:30 am – 1:20 pm	UCENT 375	Herbert Lopez
CHM 238 (Lab)	T	1:30 pm – 4:20 pm	UCENT 375	Herbert Lopez
CHM 238 (Lab)	T	4:30 pm – 7:20 pm	UCENT 375	Sebastian Delarosa
CHM 238 (Lab)	W	7:30 am – 10:20 am	UCENT 375	Jessica Gibson

Course Description:

Welcome to Chemistry 238, General Organic Chemistry II Laboratory, at Arizona State University. CHM 238 is a one semester lab course intended to provide you with hands-on experience with many of the synthetic reactions in organic chemistry, including substitutions, oxidations, additions, condensations, and polymerizations. You will also learn how to scale down reactions that are typically performed on a macroscopic level. You will be required to follow instructions and think critically about each experiment you perform in the lab and then complete a post-lab write up summarizing your results.

You are responsible for knowing all of the information in this syllabus—please read it carefully!

Student Learning Outcomes:

Through the completion of pre-lab assignments, laboratory experiments, quizzes, and exams, each student will have demonstrated that they are able to:

- Apply safety rules in the practice of laboratory investigations.
- Demonstrate the use of critical thinking to effectively solve problems in organic chemistry.
- Apply basic techniques used in the organic laboratory for preparation, purification, and identification of organic compounds.
- Employ the major techniques used in organic chemistry laboratory for analyses such as melting point determination, recrystallization, filtration (gravity and vacuum), extraction, distillation, and thin layer chromatography.
- Apply basic stoichiometry (such as calculating limiting reagents, theoretical yield and mole ratios) in the context of organic chemistry.
- Demonstrate the ability to maintain a proper lab notebook.
- Construct a lab report that includes an analysis of the data collected, and discussion of the outcomes and answers to open questions associated with the experiment.
- Deduce organic structures using spectroscopic methods: especially infrared (IR) and nuclear magnetic resonance (NMR) spectroscopy.
- Perform an effective multi-step synthesis.
- Identify unknown organic compounds through classification tests and the synthesis of derivatives.

Student Success:

To be successful:

- Attend class
- Ask questions
- Practice, practice, practice (every day)
- Check the course Canvas site daily (See Canvas Website below), read announcements, and respond to course email messages as needed
- Complete assignments by the due dates specified
- Communicate regularly with your instructor and peers

Required Materials:

- *Organic Chemistry Lab Manual CHM 238 Arizona State University, Pavia, (this is a customized version)*
- *A blank, Carbonless Lab Notebook*
- *Scientific Calculator*
- *Splash-proof Safety Goggles*
- *Lab Coat*

Optional Materials:

- *Organic Molecular Model Kit (the HGS 1013A, or similar kit, is recommended)*

Canvas Website:

To access my CHM 238 Canvas website, you must have an ASURITE account. If you have difficulty obtaining ASU computer access, the staff in the Information Commons can provide assistance. The course Canvas site can be accessed through the ASU Canvas website, http://my.asu.edu. First, log in using your ASURITE ID and password. If you are registered for this class then you are automatically enrolled as a Canvas user for CHM 238. The CHM 238 course should appear as a link in the COURSES folder when you login. This site contains the lab manual, practice problems, answer keys, and other useful information. Grades are also posted on Canvas. **Often the system will calculate its own averages. Please ignore these calculations and use the information below when determining your overall grade in the course.**

Course Grading:

Assignment	Points
Laboratory Work (12 x 50)	600
Recitation Quizzes (10 x 10)	100
Midterm Exam (1 x 100)	100
Final Exam (1 x 200)	200
TOTAL	1000

% of Total Points	Point Total	Letter Grade*
88-100	880+	A
76-87.9	760-879	B
64-75.9	640-759	C
52-63.9	520-639	D
Below 52	<520	E
Failure due to academic dishonesty		XE

*The +/- scale is used when determining grades that are close to the cutoffs (i.e. the top/bottom 1% of each grade category)

Since your grade in this course is not curved, you will not be affected by the performance of others. You should therefore be encouraged to participate in study groups, help your fellow classmates, and actively participate in classroom activities.

To calculate your current course grade at any point during the semester, simply determine your overall percentage for each assignment and use the following formula (be sure to adjust for the points distributed at any point in the course):

Course Grade = 600 x (Laboratory Work %) + 100 x (Recitation Quiz %) + 300 x (Exam %)

Course Assignments are described below:

- ***Laboratory Work (600 points):*** The majority of the points earned in this course come from the investigations. Each investigation is worth 50 points total: pre-lab (20 pts. each), and post-lab report (30 pts. each). Each two week experiment will be worth double for each component. You must wear the appropriate clothing and eye protection to be allowed into the laboratory. Without the proper safety attire you will not be allowed to enter the lab and the absence will be considered unexcused. This will be discussed in more detail during your first lab meeting. Your final grade in

the lab will be based on several factors including submission of the lab reports, lab notebook, midterm and final exams, attendance, class participation, and complying with safety rules. **Both the recitation and lab periods are mandatory sessions and are subject to the expectations outlined in the attendance policy below.**

- ***Lab Notebook:*** Each student is required to purchase a lab notebook for use during the lab meetings. Everything done in the lab should be written down in the lab notebook. Writing things down on scratch paper is not acceptable. By the end of every investigation your notebook will contain the pre-lab, and the results and discussion sections (see descriptions below). Copies of your notebook work will be submitted to your lab instructor at the end of each investigation.

- ***Pre-labs:*** Since there is a limited amount of time to complete each investigation some preparation on your part will be required outside of class. Descriptions of each experiment are provided in the required lab manual and the documents posted on Canvas. During recitation these documents will be used to give you the background information necessary to perform the experiment. **Attendance at recitation is required.** From the information presented in recitation, and the materials provided in the required lab manual, you will complete a pre-lab. All pre-lab materials must be completed BEFORE you enter the lab. Without a completed pre-lab you will not be allowed to enter the laboratory, and the absence will be considered unexcused. Important ideas are highlighted in pre-lab exercises, including an introduction, list of chemicals outlining any physical properties and hazards, and procedures. You must write your pre-lab as follows:

    - ***Introduction*** – this section will include any background information about the technique(s) and/or reaction(s) that are important in understanding the investigation. Be as thorough as possible and be sure to use any key words that are described in the text or used in class.
    - ***List of Chemicals*** – Before handling chemicals you should know how to properly handle the compounds. You are required to look up any chemical in the investigation and provide data on any physical properties and hazards inherent to the compound, including: name, molecular formula, molecular weight, structure (typically skeletal/line-angle type where appropriate), melting and/or boiling point, density, solubility, and hazards. Citations must be included. The best way to present this is in table format. These can be referenced throughout the notebook if the compound is used more than once during the semester.
    - ***Diagrams and Reactions*** – All new techniques must include labeled diagrams. These can be referenced throughout the notebook if the technique is used more than once during the semester. Any reaction and/or mechanism that may be involved in the investigation must be provided, including structures of reactants and products (typically skeletal/line-angle type where appropriate), and any specific conditions used.
    - ***Procedures*** – This is a detailed account of the procedures that will be used in the lab. General descriptions of the techniques are presented in the introduction, but in this section you will give the actual steps to be performed. Another student or instructor should be able to use your procedures to duplicate the investigation. For new techniques include instructions on how to set up any apparatus. Subsequent experiments that use the same apparatus can reference the original description.

- ***Results and Discussion:*** As you work in the lab you will gather many pieces of information such as mass, volume, density, melting points, etc. You will need to construct a set of results for the data collected. This information must be neatly organized in your lab notebook. Often tables can help with this, but be sure to include correct headings, where appropriate. Each student will have their own way of recording their data however it must be clear, legible, and complete. You must show all relevant calculations. Remember that all numbers have a magnitude, unit, and confidence expressed with significant figures. The discussion should clearly analyze/interpret the data and come to a conclusion on how this ties back to the topics addressed in the introduction.

- ***Lab Reports:*** At the beginning of the semester, you will be assigned to a group within which you will complete the lab investigations. From the results of your experiment you will be able to answer the questions at the end of the investigation. Completion of these assignments counts as your post-lab report. You may work together to complete the reports, but each student must submit their own original work. Part of working in a lab environment is learning to work with new people that may do things differently than you. Please do not complain to your lab instructor about your group members unless you are unable to come to an understanding on your own. A simple discussion is usually sufficient to resolve most issues. Each report submitted must begin with a cover page which will include your name, the course (CHM 238), your lab instructor's name, the day and time you have lab, the date

the report is submitted, and the investigation number and title. The report will be graded on the thoroughness of your answers and explanations.

Completed laboratory reports are due at the beginning of the following lab session. You will submit your written lab reports directly to your IA. Late lab reports will be accepted; however there will be a penalty of 10% per day (including weekends). In order to confirm when late reports are submitted these must be scanned and submitted to your IA via email.

- ***Recitation Quizzes (100 points):*** Quizzes will be given in recitation before each investigation. These are designed to make sure you have retained and can apply the information learned in the laboratory. Each quiz will take no more than 10 minutes and will be worth 10 points each. There will be 11 total quizzes, but the lowest grade will be dropped and only 10 quizzes will count toward your grade at the end of the semester. **Canvas will NOT be updated with this dropped quiz, but your overall recitation quiz average and total points earned will be adjusted and posted at the end of the semester.**

- ***Midterm Exam (100 points):*** There will be a 100 point midterm exam around the middle of the semester (see the tentative schedule for exact date). This exam will test your understanding of techniques, reactions, and safety of chemicals used in the laboratory. The types of questions on the exam will vary but can include multiple choice, matching, fill in the blank, mechanism, and explanation questions. Only material leading up to this exam will be covered. However, because the course content builds through the semester, and the final is cumulative, you shouldn't forget what you've learned.

- ***Final Exam (200 points):*** There will be a 200 point final exam at the end of the semester (see tentative schedule for exact date). This exam will test your understanding of techniques, reactions, and safety of chemicals used in the laboratory. The types of questions on the exam will vary but can include multiple choice, matching, fill in the blank, mechanism, and explanation questions. The final exam is cumulative and will cover material from all of the investigations performed.

    - ***Missed Exams:*** There are **NO** dropped exams! In cases where a medical emergency, military service, a university observed religious holiday (in compliance with ACD 304-04), or travel for a university-sanctioned event (in compliance with ACD 304-02) interferes with an exam date special accommodations may be made. If such plans do interfere with an exam date, then it is **your** responsibility to notify your instructor in advance and provide appropriate documents verifying the event. The documents must be from the appropriate official to be considered. Because all exam dates are scheduled at the beginning of the semester, personal travel, work schedules, traffic, etc. do not constitute grounds for accommodations. Please come see me if you have any questions about these policies.

Please keep track of your own grades so you know if something is awry. Make sure to keep ALL of your papers so that corrections can be made. You have a two-week limit to let us know about grading errors—after this, scores are considered permanent.

Classroom Behavior:

Participation and discussion during lecture is encouraged and expected. However, please be respectful of the instructors **by raising your hand rather than blurting out a question in the middle of class**. Also, please try not to talk while your instructor is speaking, as it can be very disruptive to everyone else in the room. Please remember to **mute your cell phone and any other electronic devices** prior to coming to class. Also, please remove any headphones (unless needed). Feel free to bring laptop computers and/or tablets to class, but make sure you are using it for classroom activities. Anyone sending text messages, email, or performing any other distracting tasks will be asked to leave.

We want to build a classroom climate that is comfortable for all. It is important that we 1) display respect for all members of the classroom – including the instructor and students; 2) pay attention to and participate in all class sessions and activities; 3) avoid unnecessary disruption during class time (e.g. having private conversations, reading the newspaper, surfing the Internet, doing work for other classes, making/receiving phone calls, text messaging, etc.); and 4) avoid racist, sexist, homophobic, or other negative language that may unnecessarily exclude members of our campus and classroom. This is not

an exhaustive list of behaviors; rather, it represents examples of the types of things that can have a dramatic impact on the class environment. Your final grade may be reduced each time you engage in the types of negative behaviors indicated above.

Trigger Warning:

Please note that some course content may be deemed offensive by some students, although it is not my intention to offend anyone. In addition, some materials that we link with online might also be considered offensive, troubling, or difficult to review in terms of language or graphics. I attempt to provide warnings when introducing this kind of material; yet if I forget to do so, or if something else (in my materials or posts from fellow students) seems offensive, please contact me at jason.houtchens@asu.edu or the faculty head, Richard Bauer.

Student Accessibility and Inclusive Learning Services:

If you need academic accommodations or special consideration of any kind (including those related to face coverings) to get the most out of this class, please let me know at the beginning of the course. If you have a disability and need a reasonable accommodation for equal access to education at ASU, please contact the Student Accessibility and Inclusive Learning Services. More information can be found here: https://eoss.asu.edu/drc.

Downtown Phoenix Campus University Center building, Suite 160 Phone: 602.496.4321 E-mail: DRCDowntown@asu.edu	**Tempe Campus** Matthews Center building, 1st floor Phone: 480.965.1234 E-mail: DRCTempe@asu.edu
Polytechnic Campus Sutton Hall - Suite 240 Phone: 480.727.1039 E-mail: DRCPoly@asu.edu	**West Campus** University Center Building, Room 130 Phone:602.543.8145 E-mail: DRCWest@asu.edu

Attendance Policy:

Attendance at ALL scheduled class meetings, including recitations and labs, is mandatory. All points for a given experiment are forfeit if either the recitation or the laboratory session is not attended for any reason. **In addition, if the recitation period is not attended, you may not enter the lab. This is for safety purposes and there are no exceptions.** Completion of the quiz will count as your attendance to recitation, unless you leave early. There are absolutely no make-up labs! Due to the short time allotted for lab, tardiness to lab will not be tolerated. If you are late you will not be allowed in the lab and the absence will be considered unexcused.

In cases where a medical emergency, military service, a university observed religious holiday (in compliance with ACD 304-04), or travel for a university-sanctioned event (in compliance with ACD 304-02) interferes with attending a class it is **your** responsibility to notify your instructor in advance and provide appropriate documents verifying the event. The documents must be from the appropriate official to be considered. Because all experiment and exam dates are scheduled at the beginning of the semester, personal travel, work schedules, traffic, etc. do not constitute grounds for an accommodation to be made. Please come see me if you have any questions about these policies

Academic Integrity:

Academic honesty is expected of all students in all examinations, papers, laboratory work, academic transactions and records. The possible sanctions include, but are not limited to, appropriate grade penalties, course failure (indicated on the transcript as a grade of "E"), course failure due to academic dishonesty (indicated on the transcript as a grade of "XE"), loss

of registration privileges, disqualification and dismissal. For more information, see http://provost.asu.edu/academic-integrity.

If you fail to meet the standards of academic integrity in any of the criteria listed on the university policy website, sanctions will be imposed by the instructor, school, and/or dean. Academic dishonesty includes, but it not limited to, cheating on an academic evaluation or assignment, borrowing ideas without proper citation, copying others' work (including information posted on the internet), academic deceit (such as fabricating data or information), failing to turn in your own work for group projects, or falsifying academic records. You may work with other students on assignments, however, all writing that you turn in must be done independently. Turning in an assignment (all or in part) that you completed for a previous class is considered self-plagiarism and falls under these guidelines. Any infractions of self-plagiarism are subject to the same penalties as copying someone else's work without proper citations. Please be aware that the work of all students submitted electronically can be scanned using SafeAssignment, which compares them against everything posted on the internet, online article/paper databases, newspapers and magazines, and papers submitted by other students (including yourself if submitted for a previous class).

If you have any questions about your work and the academic integrity policy, please discuss your assignment or concerns with your instructor, IA, or your college Academic Integrity Officer in advance of submitting an assignment. Student resources on Sun Devil Integrity and strategies for completing your work with integrity and avoiding plagiarism are available here: ASU Student Resources for Academic Integrity or provost.asu.edu/academicintegrity for more information.

Establishing a Safe Environment:

Learning takes place best when a safe environment is established in the classroom. In accordance with SSM 104-02 of the Student Services Manual, students enrolled in this course have a responsibility to support an environment that nurtures individual and group differences and encourages engaged, honest discussions. The success of the course rests on your ability to create a safe environment where everyone feels comfortable to share and explore ideas. We must also be willing to take risks and ask critical questions. Doing so will effectively contribute to our own and others intellectual and personal growth and development. We welcome disagreements in the spirit of critical academic exchange, but please remember to be respectful of others' viewpoints, whether you agree with them or not. ASU policy prohibits harassment on the basis of race, sex, gender identity, age, religion, national origin, disability, sexual orientation, Vietnam era veteran status, and other protected veteran status. Violations of this policy may result in disciplinary action, including termination of employees or expulsion of students. Contact the professor if you are concerned about online harassment of any kind, and he/she will put you in contact with the Dean of Students office.

All incidents and allegations of violent or threatening conduct by an ASU student (whether on- or off-campus) must be reported to the ASU Police Department (ASU PD) and the Office of the Dean of Students. If either office determines that the behavior poses or has posed a serious threat to personal safety or to the welfare of the campus, the student will not be permitted to return to campus or reside in any ASU residence hall until an appropriate threat assessment has been completed and, if necessary, conditions for return are imposed. ASU PD, the Office of the Dean of Students, and other appropriate offices will coordinate the assessment in light of the relevant circumstances.

Student Code of Conduct:

ASU and the College of Integrative Sciences and Arts expects and requires its students to act with honesty, integrity, and respect. Required behavior standards are listed in the Student Code of Conduct and Student Disciplinary Procedures, Computer, Internet, and Electronic Communications policy, ASU Student Academic Integrity Policy, and outlined by the Office of Student Rights & Responsibilities. Anyone in violation of these policies is subject to sanctions. Students are entitled to receive instruction free from interference by other members of the class. An instructor may withdraw a student from the course when the student's behavior disrupts the educational process per Instructor Withdrawal of a Student for Disruptive Classroom Behavior. The Office of Student Rights and Responsibilities accepts incident reports from students, faculty, staff, or other persons who believe that a student or a student organization may have violated the Student Code of Conduct.

Students must refrain from uploading to any course shell, discussion board, or website used by the course instructor or other course forum, material that is not the student's original work, unless the students first comply with all applicable copyright laws; faculty members reserve the right to delete materials on the grounds of suspected copyright infringement.

Prohibition of Commercial Notetaking Services:

In accordance with ACD 304-06 Commercial Note Taking Services, written permission must be secured from the official instructor of the class in order to sell the instructor's oral, or video, communication in the form of notes. Notes must have the note taker's name as well as the instructor's name, the course number, and the date. This includes submission of course materials to online sources (e.g. Wikipedia, Chegg, Jove, Yahoo Answers, etc.).

Title IX:

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at https://sexualviolenceprevention.asu.edu/.

As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, https://eoss.asu.edu/counseling, is available if you wish discuss any concerns confidentially and privately.

Statement on Inclusion:

ASU is a comprehensive public research university, measured not by whom we exclude, but rather by whom we include and how they succeed; advancing research and discovery of public value; and assuming fundamental responsibility for the economic, social, cultural and overall health of the communities it serves.

Arizona State University is deeply committed to positioning itself as one of the great new universities by seeking to build excellence, enhance access and have an impact on our community, state, nation and the world. To do that requires our faculty and staff to reflect the intellectual, ethnic and cultural diversity of our nation and world so that our students learn from the broadest perspectives, and we engage in the advancement of knowledge with the most inclusive understanding possible of the issues we are addressing through our scholarly activities. We recognize that race and gender historically have been markers of diversity in institutions of higher education. However, at ASU, we believe that diversity includes additional categories such as socioeconomic background, religion, sexual orientation, gender identity, age, disability, veteran status, nationality and intellectual perspective.

ASU Counseling Services:

As a student, you may experience a range of challenges that can interfere with learning, such as strained relationships, increased anxiety, substance use, feeling down, difficulty concentrating and/or lack of motivation. These emotional health concerns or stressful events may diminish your academic performance and/or reduce your ability to participate in daily activities. ASU Counseling Services provides counseling and crisis services for students who are experiencing a mental health concern. Any student may contact the ASU counseling center for a same day or future appointment to discuss any personal concern. Here is the website: http://students.asu.edu/counseling. After office hours and 24/7 ASU's dedicated crisis line is available for crisis consultation by calling (480) 921-1006.

Syllabus Disclaimer:

The course syllabus is an educational contract between the instructor and students. Every effort will be made to avoid changing the course schedule but the possibility exists that unforeseen events will make syllabus changes necessary. The instructor reserves the right to make changes to the syllabus as deemed necessary. Students will be notified in a timely manner of any syllabus changes via email, or in the Announcements section on Canvas.

Sources of Help:

The best source of help outside of class is to regularly attend office hours. I try to make myself readily available to all of my students. I run my office hours on a first-come first-served basis and the regularly scheduled office hours can get very busy, so make sure to sign in when you arrive. In addition, try to arrive as early as you can or you may have to wait a while.

Although I have scheduled in-person office hours, you will notice I also take appointments via email. In order to take advantage of one of these half-hour sessions, just email me to set up a day and time. I do schedule these appointments on a first-come first-served basis, so be sure to make the appropriate arrangements with as much advanced notice as possible. Outside of watching the videos for class, attending all scheduled lectures, and completing provided homework and activities, scheduling and attending these meetings on a regular basis may be your best source of help.

Incomplete Policy:

A grade of incomplete (indicated on the transcript as a grade of "I") is given by the instructor when you have completed most of the course and are otherwise doing acceptable work but are unable to complete the course because of illness or other conditions beyond your control. You are required to arrange with the instructor for the completion of the course requirements. The arrangement must be recorded on the Request for Grade of Incomplete form which can be found at (http://students.asu.edu/forms/incomplete-grade-request).

Course Withdrawals:

The course withdrawal deadline is Sunday April 3rd. The complete session withdrawal deadline is Friday April 29th. More information about these deadlines can be found at https://students.asu.edu/drop-add.

Grade Appeals:

Students must first speak with the instructor of the class to discuss any disputed grades. If, after review, a resolution is not achieved, students may proceed with the appeal process. Student grade appeals must be processed in the regular semester immediately following the issuance of the grade in dispute (by commencement for fall or spring), regardless whether the student is enrolled at the university. Complete details are available in the CISA Grade Appeals policy.

Course Evaluations:

Students are expected to complete the course evaluation. The feedback provides valuable information to the instructor and the college and is used to improve student learning. Students are notified when the online evaluation form is available. The results are always anonymous and cannot be reviewed by the instructor/department until after final grades have been posted.

Campus Resources:

As an ASU student you have access to many resources on campus. This includes tutoring, academic success coaching, counseling services, financial aid, disability resources, career and internship help and many opportunities to get involved in student clubs and organizations.

- Tutoring: https://students.asu.edu/academic-success
- Counseling Services: http://students.asu.edu/counseling
- Financial Aid: http://students.asu.edu/financialaid
- Disability Resource Center: http://www.asu.edu/studentaffairs/ed/drc/
- Major/Career Exploration: http://uc.asu.edu/majorexploration/assessment
- Career Services: http://students.asu.edu/career

- Student Organizations: http://www.asu.edu/studentaffairs/mu/clubs/
- ASU Writing Centers: https://tutoring.asu.edu/writing-centers
- ASU Police Department: https://cfo.asu.edu/police
- International Student Resources: https://students.asu.edu/international/support/academic

CHM 238: General Organic Chemistry Lab II
TENTATIVE LAB SCHEDULE*
Spring 2022

DAY	DATE	LABORATORY INVESTIGATION
T, W	1/11, 1/12	NO LAB MEETINGS!!
F	1/14	Course Introduction – Syllabus Walkthrough
T, W	1/18, 1/19	Laboratory and Safety Introduction
F, T, W	1/21, 1/25, 1/26	Lab A: Experiment 23A & C---Synthesis of n-Butyl Bromide and t-Pentyl Chloride
F, T, W	1/28, 2/1, 2/2	Lab D: Experiment 30 & 31---Preparation of Soaps and Detergents
F, T, W	2/4, 2/8, 2/9	Lab G: Experiment 49A & B---Preparation and Properties of Polymers
F, T, W	2/11, 2/15, 2/16	Lab H: Experiment 66---An Oxidation Puzzle
F, T, W	2/18, 2/22, 2/23	Lab E: Experiment 38---Triphenylmethanol and Benzoic Acid
F, T, W	2/25, 3/1, 3/2	Lab E: Experiment 38---Triphenylmethanol and Benzoic Acid (cont.)
F, T, W, F	3/4, 3/8, 3/9, 3/11	SPRING BREAK (OBSERVED) – NO RECITATION OR LAB MEETINGS!!
T, W	3/15, 3/16	MIDTERM EXAM
F, T, W	3/18, 3/22, 3/23	Lab B: Experiment 27---Relative Reactivities of Several Aromatic Compounds
F, T, W	3/25, 3/29, 3/30	Lab E: Experiment 36---Multistep Reactions: The Conver. of Benzaldehyde to Benzil
F, T, W	4/1, 4/5, 4/6	Lab E: Experiment 36 (cont.)---Multistep Reactions: The Conver. of Benzil to Benzilic Acid
F, T, W	4/8, 4/12, 4/13	Lab I: Experiment 52---Identification of Unknowns
F, T, W	4/15, 4/19, 4/20	Lab I: Experiment 52---Identification of Unknowns (cont.)
F, T, W	4/22, 4/26, 4/27	NO RECITATION OR LAB MEETINGS!!
F	4/29	FINAL EXAM

*This is a tentative schedule and may be changed at any time. Any changes to the schedule/syllabus will be announced in recitation and posted on Canvas.