

Introduction to Organic and Biochemistry Laboratory Syllabus

CHEM1108

Spring 2024

Course and Instructor Information:

Instructor of Record: Dr. H. Patricio Del Castillo

Instructor's contact: hpdelcastil@utep.edu

Office location & hours: PSCI 203-A - Upon request

Technical support contact: helpdesk@utep.edu



TA's contacts:

TA's name	CRN	Time	Location	Email
Kelly	23870	Wednesday, 11:30 AM	PSCI304	kaaguirremende@miners.utep.edu
	23871	Thursday, 12:00 PM	PSCI 304	
Jesus	24536	Friday, 11:30 AM	PSCI304	jholguinmuniz@miners.utep.edu
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Course description

UTEP CHEM1108 is a laboratory course divided into two parts: 1) The fundamentals of organic analysis for the identification of functional groups; 2) Characterization and/or applications of different molecules of biological relevance.

Text and Materials:

- Scientific calculator
- Periodic table
- Computer where you can work on the online activities at the lab
- Microsoft Excel
- **Personal Laboratory Notebook**

Course Requirements:

The final grade for the laboratory is composed of the following criteria:

Average of Prelabs – 33.3%

Average of Lab Reports – 33.3%

Average Attendance & Compliance – 33.4%

Prelabs: They are designed to test your knowledge on the topic and the experiment that you will perform in class. They will be presented as online quizzes on Blackboard's platform "Yuja", and they must be completed weekly one day before the session before 10:00 PM. You will have **two attempts** to complete your prelabs before the due date.

Lab Reports: They are designed for you to summarize the results obtained during your laboratory session. They will be presented as online quizzes on Blackboard, and they must be submitted weekly, every Friday before 10:00 PM. Check the calendar of assignments for more information on the due dates You will have **unlimited attempts** to submit or modify your reports before the due date; but only the last attempt will be graded.

Attendance and Compliance: One does not simply get 100 for showing up to class. The compliance component of this grade will be evaluated by your TA, and it will depend on: Your correct preparation for the experiment, your compliance with the facility's rules and responsibilities, your work etiquette, and your cleanliness during the experiment.

It is the student's responsibility to monitor his or her grade as the semester progresses. The grades will be in display and updated weekly!

Final Grading system:

Your activities will be graded on a basis of 0-100. By the end of the course, your accumulated grade will be translated to the corresponding letter grade using the following criteria:

A = 90 - 100

D = 60 - 69

B = 80 - 89

F = 0 – 59

C = 70 - 79

Course Policies

Safety: The first session of the semester will be the “safety training”. You are expected to comply with the indications of this session throughout the semester. Failing to do so will result in a penalization of your grade or even your expulsion from the laboratory with an attendance and lab report grade of 0 for your session.

Attendance:

- 1) Showing up to lab 20 minutes after the scheduled date will deduct 20 points from your attendance’s grade. Students will be asked to leave the classroom with an attendance and lab report grade of 0 if they show up to class 31 minutes after the session has started.
- 2) Making-up or exempting lab sessions is possible under certain circumstances. Make sure to notify your instructor about any potential absence during the semester **on time**. After evaluating your situation, he might authorize potential solutions for you.
- 3) A student may only pass the class if she or he has been present to **at least 70%** of the laboratory sessions. This includes students with justified absences.
- 4) Students who did not show up to class may not be included in lab reports of teams of students who did show up to class. (The student who submitted the lab report risks losing 40 points on the lab report and attendance grades for collusion). Every week, the TA will confirm the assistance + lab report match to assign a grade.

Late policy: The success for this class relies mostly on your attendance to class and the completion of your online activities on time. There are only two instances in which the instructor will grant an exemption/extension of a grade for lab report and/or attendance:

- 1) An instance regarding an infectious disease or a situation that physically incapacitates you from attending your class. Medical and/or other type of valid evidence must be provided for this. **The evidence must be official, and it must contain the date to be considered. Do consider using the health center’s services located behind the Union Building at UTEP (link to the center: <https://www.utep.edu/chs/shc/>).**
- 2) An instance regarding an athletic or academic event. It will be 100% your responsibility to notify your instructor about this instance with enough time. Official letters and emails from your coach or academic representative is enough valid proof.

There are only two instances in which the instructor will allow you to work outside of your scheduled times for online prelab activities:

- 1) An instance regarding a situation that physically incapacitates you from working from home, and/or at UTEP's computer laboratories (refer to the locations of these facilities in the syllabus). Medical and/or other type of valid evidence must be provided for this. **The evidence must be official, and it must contain the date to be considered.**
- 2) A malfunction related to Blackboard that was detected and addressed with the helpdesk before due dates during office hours. Students who experience malfunctions from Blackboard close or during the due date of an activity **will not** be considered for an extension. If you decide to submit a prelab or lab report 10 minutes before the due date, you will be at risk of losing the grade.

Other than this, there will be **NO EXCEPTIONS** for any late submissions or absence to class.

Technical support at UTEP:

UTEP offers many technical support services that will assist you in completing your activities during the semester:

- 1) UTEP offers working spaces that are open to the students. Get familiar with the times and location of the workplaces by accessing the following link: https://www.utep.edu/technologysupport/ServiceCatalog/COMP_ComputerPrintingLabs.html.
- 2) UTEP offers the possibility to lend technological gadgets in the event of any loss during the semester. Email the helpdesk for more information.
- 3) Any technical difficulty related to your webmail or Blackboard's functions is solved through the helpdesk. You can copy your instructor in this email so that he is aware of your situation.

Contact the helpdesk for more information: helpdesk@utep.edu. **Make sure to always contact them during office hours to maximize your chances to get a reply!**

Calendar of activities:

Date	Activity	Prelab is due through Blackboard	Lab report is due through Blackboard
Week 1 Jan 15 th – 19 th	Experiment 1 – Safety Training	Syllabus Quiz due Friday, Jan 19 th before 10:00 PM through Blackboard	Safety Lecture Quiz due Friday, Jan 19 th before 10:00 PM through Blackboard
Week 2 Jan 22 nd – 26 th	NO CLASSES TO REGULARIZE WITH THE LECTURE		
Week 3 Jan 29 th – Feb 2 nd	NO CLASSES TO REGULARIZE WITH THE LECTURE		
Week 4 Feb 5 th – 9 th	Experiment 2 – Analysis of the Lassaigne’s Extract	The day before the experiment before 10:00 PM	Friday, Feb 9 th before 10:00 PM
Week 5 Feb 12 th – 16 th	Experiment 3 – Identification of Unsaturation	The day before the experiment before 10:00 PM	Friday, Feb 16 th before 10:00 PM
Week 6 Feb 19 th – 23 rd	Experiment 4 – Identification of Alcohols	The day before the experiment before 10:00 PM	Friday, Feb 23 rd before 10:00 PM
Week 7 Feb 26 th – Mar 1 st	Experiment 5 – Identification of Aldehydes and Ketones	The day before the experiment before 10:00 PM	Friday, Mar 1 st before 10:00 PM
Week 8 Mar 4 th – 8 th	Experiment 6 – Preparation of Fragrances	The day before the experiment before 10:00 PM	Friday, Mar 8 th before 10:00 PM
Week 9 Mar 11 th – 15 th	NO CLASSES IN ACCORDANCE TO SPRING BREAK		
Week 10 Mar 18 th – 22 nd	Experiment 7 – Synthesis of Azo Dyes	The day before the experiment before 10:00 PM	Friday, Mar 22 nd before 10:00 PM
Week 11 Mar 25 th – 29 th	Experiment 8 – Water and its Solutions Friday 29th, Cesar Chavez Day, NO CLASSES	The day before the experiment before 10:00 PM	Friday, Mar 29 th before 10:00 PM
Week 12 Apr 1 st – 5 th	Experiment 9 – Saponification Experiment 8 – Water and its Solutions (Friday Class Only) *	The day before the experiment before 10:00 PM	<u>Friday, Apr 12th before 10:00 PM</u>
Week 13 Apr 8 th – 12 th	Preparation for Final Project	During this period, you will go during lab time to work on your final project. These attendances are mandatory unless otherwise specified by your instructor and TA.	
Week 14 – Apr 15 th – 19 th	Preparation for Final Project		
Week 15 – Apr 22 nd – 26 th	Preparation for Final Project		
Week 16 – Apr 29 th – May 3 rd	NO LABORATORY ACTIVITIES		
Week 17 – May 6 th – 10 th	Final Project – Date and time TBA		

*Experiments and dates are subject to changes based on the performance of the group

*Due to Cesar Chavez’s Holiday, Friday students will take Experiment 8 and 9 on the same Friday Apr 5th. Their due dates for prelab and lab report will be different from other students.

UTEP Academic calendar:

Extracted from UTEP's official Website: <https://www.utep.edu/student-affairs/registrar/Academic%20Calendars/academic-calendar.html>

Date	Event
Jan 15th (Monday)	Dr. Martin Luther King, Jr. Holiday – University Closed
Jan 16th	Spring classes begin
Jan 16th-19th	Late Registration (Fees are incurred)
Jan 31st	Spring Census Day Note: This is the last day to register for classes. Payments are due by 5:00 pm.
Feb 12th	20 th Class Day Note: Students who were given a payment deadline extension will be dropped at 5:00 pm if payment arrangements have not been made.
Feb 16th	Graduation application deadline for degree conferral
Mar 11th-15th	Spring Break
Mar 20th	Freshman midterm grades are due
Mar 28th	Spring Drop/Withdrawal Deadline Student-initiated drops are permitted after this date, but the student is not guaranteed a W. The instructor of record will issue a grade of either W or F.
Mar 29th (Friday)	Cesar Chavez Holiday - No classes; Spring Study Day
Apr 12th	Deadline to submit candidates' names for commencement program
May 2nd	Spring – Last day of classes
May 3rd	Dead day
May 6-10th	Spring Final Exams
May 11-12th	Spring Commencement
May 15th	Grades are Due
May 16th	Grades are posted to student records; students are notified of grades and academic standing