Lecture title: Safety Practices in Chemistry Research

Location and hours: Room CH202, W 4-4:50pm (1 credit hour)

Instructor: Shu-Hui (Kay) Tsai

Office Hours: MWF, 9AM-11AM Room CH128. (Other times by appointments)

E-Mail: S-Tsai@wiu.edu or 309-298-1578

Description: The course is designed to train students in safety techniques and practices commonly used in laboratory research. A combination of lecture and demonstrations are used to describe MSDS, PPE, federal regulations, safe handling of hazardous reagents, and isotopes.

Pre-Requisite: Chem 101 or 201 or permission of instructor

Required textbook: none

Additional requirements: none

Important dates:
1. Last day to add course during open registration: 8/28/2015
2. Last day to add by permission or delete course: 9/24/2015
3. Last day to drop course with “W” grade: 11/01/2015

Attendance Policy: Attendance is mandatory. Excused absences will be handled on a per-case basis and making up any work due to absences will be the student’s responsibility. Students will lose 10 points from final point total for each unexcused absence.

Definition of Excused Absence: Excused absences include: documented illnesses, documented family medical emergencies, military commitments, WIU required athletic trips, and other absences excused by the course instructor.

Detailed Grade Scale: Grading will be based on the following:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quiz#1</td>
<td>50</td>
</tr>
<tr>
<td>Midterm</td>
<td>100</td>
</tr>
<tr>
<td>Quiz#2</td>
<td>50</td>
</tr>
<tr>
<td>Final</td>
<td>150</td>
</tr>
<tr>
<td>TOTAL</td>
<td>350</td>
</tr>
</tbody>
</table>
Grad Scale: Final grades are based on a total point system as shown below.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>92.0-100%</td>
<td>C</td>
<td>68.0-71.4%</td>
</tr>
<tr>
<td>A-</td>
<td>88.0-91.4%</td>
<td>C-</td>
<td>64.0-76.4%</td>
</tr>
<tr>
<td>B+</td>
<td>84.0-87.4%</td>
<td>D+</td>
<td>60.0-63.4%</td>
</tr>
<tr>
<td>B</td>
<td>80.0-83.4%</td>
<td>D</td>
<td>54.0-59.4%</td>
</tr>
<tr>
<td>B-</td>
<td>76.0-79.4%</td>
<td>D-</td>
<td>50.0-53.4%</td>
</tr>
<tr>
<td>C+</td>
<td>72.0-75.4%</td>
<td>F</td>
<td>less than 50%</td>
</tr>
</tbody>
</table>

NOTE: The course syllabus/outline is tentative and the instructor can change any aspect of it without advance notice to students.

Graduate students: Graduate students earning “G” credit have additional courses requirements compared to undergraduates. Graduate students will be required to give additional presentations on course work or assigned related topics by the instructor.

Outside work requirement: Students are expected to read ahead in the syllabus and be prepared for a discussion on the topic for the week. Outside help is available from the instructor or the Chemistry Resource Center.

Classroom Policies: Cell phones, iPads, iPods, iPhone, any electronic devices, and MP3 players are not allowed to be used in the classroom at any time.

All hats, caps, and hoods that cover your ears are not allowed to be worn during an exam. The instructor reserves the right to assign seating for the students during exams and/or any other time deemed necessary.

Exam grades are based on the total points and all grades are final. No curve will be applied to exam grades, and no "retakes" will be allowed. No "extra point" assignments will be made or applied to grades. The instructor keeps all graded tests/exams and the students have free access to them, when necessary.

No incomplete will be given to a student with a failing grade in the course. No incomplete will be given in this course unless the student experiences a documented emergency that takes him/her away from the university for at least two consecutive weeks and/or causes him/her to miss the final exam. The student must notify the instructor of this emergency before the final exam.

WIU Policies: It is the policy of Western Illinois University to accommodate individuals with disabilities pursuant to federal law and the University’s commitment to equal educational opportunities. It is the responsibility of the student to inform the instructor of any necessary
accommodations at the beginning of the course. Any student with a disability requiring accommodations should contact the Office of Disability Support Services.

Students who may require special assistance in emergency evacuations (i.e. fire, tornado, etc.) should contact the instructor as to the most appropriate procedures to follow in such an emergency. Contact Disability Support Services at 298-2512 for additional services.

**Students with disabilities**: In accordance with University values and disability law, students with disabilities may request academic accommodations where there are aspects of a course that result in barriers to inclusion or accurate assessment of achievement. To file an official request for disability-related accommodations, please contact the Disability Resource Center at 309-298-2512, disability@wiu.edu or in 143 Memorial Hall. Please notify the instructor as soon as possible to ensure that this course is accessible to you in a timely manner.

**Emergency Preparedness**: The WIU Office of Risk Management and Emergency Preparedness provides resources on how to respond to emergency situations. Please view the video resources at www.wiu.edu/rmepl (Click “Resources” on the right side of the page). If the fire alarms sound and/or students are asked to evacuate the building all students should proceed immediately to the nearest exit and gather at the southwest corner of the Higgins parking lot (near the fence) until the “all clear” is given.

**Student Conduct Code**: The following action is prohibited under the Student Conduct Code: Disorderly Conduct:- Any behavior which disrupts the regular or normal functions of the University community, including behavior which breaches the peace or violates the rights of others. Any student convicted of academic dishonesty/plagiarism, can receive a failing grade and may be subject to further academic penalties. Web address for Academic Integrity Policy (http://www.wiu.edu/policies/acintegrity.php)

Any student who arrives late for an exam may not be allowed to take the exam. Students are responsible for all material presented in class whether present or not. New material is presented during each class lecture.

It is the student’s responsibility to get class notes from their classmates for any class missed. It is not the instructor’s responsibility to provide class notes for absent students. Students are expected to memorize/learn the material outside of class by studying a minimum of 2-3 hrs outside of class for each lecture period.

**Student Rights and Responsibilities**: Please find the web address for Student Rights and Responsibilities: http://www.wiu.edu/provost/students/php

Additional information for syllabi to comply with the accreditation requirements.

**TENTATIVE SYLLABUS FOR CHEM 492G**
8/26- Discuss syllabus and course requirements
     Research Lab Safety and How to Handling Accidents in the lab
9/2- Legal Repercussions of Lab Accidents
9/9- Utilizing MSDS information
9/16- Government Regulations for Waste Disposal
*QUIZ#1 released today online and due tomorrow by 5:00 pm
9/23- Proper Labeling and Consolidation of Waste and Personal Protective Equipment
9/30- Safe Use and Storage of Acids/Bases
10/7- MIDTERM EXAM released today and due day after tomorrow by 5:00 pm
10/14- Safe Use and Storage of Volatile Solvents
10/21- Safe Use and Storage of Air Sensitive Chemicals
10/28- Safe Use and Storage of Carcinogens and Mutagens
*QUIZ#2 released today online and due tomorrow by 5:00 pm
11/4- Safe Use and Storage of Compressed Gases
11/11- Evaluating Lab Procedures for Hazards
11/18- Handling Accidents in the Lab
11/25- Thanksgiving Break- NO CLASS
12/2- Safety Scenarios
12/16- FINAL EXAM WEEK
*Final exam will be online and released on Monday and is due on Wednesday by 5:00 pm