Honors Organic Chemistry/Microbiology

Mrs. Holland

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| **Contact Information**  **Email:** [hollandaudrey@pleasval.org](mailto:hollandaudrey@pleasval.org)  **Phone:** 563-332-5151 Ext: 5142 | **Resources**   1. **Google Classroom** 2. **Website:** [www.hollandscience.weebly.com](http://www.hollandscience.weebly.com) 3. **Quizlet:** [**www.quizlet.com**](http://www.quizlet.com) **“**hollandscience” 4. [**Textbook**](https://college.cengage.com/chemistry/organic/hart/short_course/12e/student_home.html) 5. **Lab Manual** 6. **Before School:** 7:30am every morning. 7. **8th Period:** Please utilize this time to seek additional help if you need it. I will be available during this time slot Tuesday through Thursday. 8. **REMIND 101:** Classroom reminders may occasionally be sent via text message.    * To receive these text message reminders, simply text the message **@orgmicro** to **(81010)**.    * You may choose to opt out at any time by texting **unsubscribe @orgmicro** to the number above. 9. Synchronous Learning and Office Hours    * To be announced |
| **Materials Needed For Every Class**   * Chromebook * Organic Chemistry Book |
| **Expectations**   * Be on time and prepared for class. This includes completing posted notes and practice online when/if you are not in class. * Only use your own knowledge and ability to complete homework, projects, and tests. * Maintain the condition of classroom tools, books and lab manuals. * Come to class with a good attitude and participate! |
| **Grade Breakdown**   |  |  |  | | --- | --- | --- | | **Overall Grade** | **Organic** | **Micro** | | **Labs/Homework** | **25%** | **30%** | | **Tests/Quizzes** | **75%** | **70%** |  |  |  | | --- | --- | | **Grade Divisions** | | | Quarter 1 = 42.5% | Quarter 3 = 42.5% | | Quarter 2 = 42.5% | Quarter 4 = 42.5%  (Last test is a lab practical) | | Semester 1 Final = 15% | Semester 2 Final = 15% | |
| **Absences and Make-Up Work**   * If you are absent, it is your responsibility to set up days to complete any/all missing work with the teacher prior to your absence or promptly afterwards. * If the work has been previously assigned and is due on the day that you miss school, you are expected to hand in the work as soon as you return to school. |
| **Homework Policy**   * All assigned work is due at the beginning of class. If work is not handed in at the start of class for any reason, then it is considered late. * Late Labs: Participation points only (1/3 or less of the lab grade) will be given to students who performed a lab but turned the report in late. Late lab reports must be completely done and turned in within 2 days of the due date to receive any participation points. | **Cell Phone Policy**   * From the time you walk into my classroom, your cell phone needs to be placed away and silenced before the bell rings to begin class. * Upon entry of the classroom, you are not allowed to use a cellular device to make calls, check voicemail, send or read text messages between the hours of 8:10 a.m. and 3:30 p.m. |

**Lab Safety Contract**

**Purpose:** This contract is designed to inform you of lab rules as well as precautions that need to be taken to in order to prevent injury or bodily harm. Science labs can be a safe environment if the appropriate preventative measures are taken and safety regulations are followed. When in the lab, you will abide by all safety regulations and procedures. Disciplinary action, including removal from the lab setting, will be taken if you willfully choose not to adhere to safety rules, regulations, and procedures given.

**Rules:**

1. You must **ALWAYS** wear your goggles during the **ENTIRE TIME** in the lab when the lab precautions include goggles! Gloves and lab aprons may also be required.
2. Never begin a lab early or without the instructor present. Never work alone.
3. Before beginning a lab, make sure you have thoroughly read and understand the procedure.
4. If you have questions or if something is unclear, ask the instructor for clarification/help before beginning or moving on with the experiment.
5. A respectful mature attitude is expected at all times; horse-play, practical jokes are prohibited.
6. Only touch equipment, chemicals, and supplies if you are instructed to do so.
7. Only perform the authorized experiment.
8. Make sure your lab station and area is as clean as possible at all times. Extra supplies and personal items, like binders and pencil cases, clutter up a lab area and can cause accidents. Therefore, leave all personal items besides a pen and lab notebook/datasheet on a side table away from your experiment.
9. Do **NOT** eat or drink anything in the lab area.
10. Do **NOT** eat or drink anything from lab equipment. This includes beakers, test tubes, graduated cylinders, flasks, etc.
11. If you spill or break **ANYTHING,** notify the instructor immediately. This will allow for proper disposal techniques.
12. Report **ALL** injuries, whether severe or not, to the instructor.
13. Do **NOT** dump any chemicals down the drain unless instructed that such action is permissible.
14. Clean up your lab station and wash your hands thoroughly before leaving the lab. **Once your station is clean**, you will be dismissed from the lab and your group will be allowed to leave.
15. Never leave an experiment unattended (This includes walking away from your station and talking to friends without switching off hot plates).
16. Cell phones need to stay packed away in the designated zone during lab.
17. Any/all materials/equipment used will be handled with respect
18. Never remove anything from the lab!
19. Stay with your lab group. (Do not wander around the room or turn around to chat with a friend at another table during lab.)
20. Be a part of the lab! You do every lab in this class for a specific reason so make sure you are actively participating in the lab so you learn/practice the material.
21. Show up to the lab with pre-lab work already finished. This is background information you need to know to be successful in the lab. The failure to complete these sections may mean you need to make up the lab at another time.
22. Know the locations and use of safety equipment including a fire extinguisher, fire blanket, eye wash, and emergency shower.