




HOUSTON COMMUNITY COLLEGE
SYLLABUS FOR CHEM 2423 – ORGANIC CHEMISTRY I
Fall 2015
Class Number 75892

Discipline/Program	CHEMISTRY
Course Level	Second Year (Sophomore)
Course Title	Organic Chemistry I
Course Rubric and Number	CHEM 2423
Semester with Course Reference Number (CRN)	Fall 2015 CRN 75892
Course Location/Times	Stafford Scarcella Center, 10141 Cash Road Tuesday Room S109 (lab) 2:00 – 5:00 PM Thursday Room W121 (lecture) 2:00 – 5:00 PM
Course Semester Credit Hours (SCH) (lecture, lab)	4 (3 lecture, 3 lab)
Total Course Contact Hours	96
Course Length (number of weeks)	16
Type of Instruction	In-person
Instructor contact information (phone number and email address)	Dr. Steven E. Dessens Office Phone: 713-718-6710 E-mail: steven.dessens@hccs.edu Learning Web: http://learning.hccs.edu/faculty/steven.dessens
Office Location and Hours	Room S107 Stafford Scarcella building, Friday 1:00-4:00 or by arrangement.
Course Description: ACGM or WECM	Study of the properties and behavior of hydrocarbon compounds and their derivatives. Designed for students in science or pre-professional programs.
Course Description: HCC Catalog Description	Study of compounds of carbon. Topics include alkanes, alkenes, alkynes, alcohols, alkyl halides, stereochemistry, nucleophilic substitution, reaction mechanisms and synthesis. Core Curriculum Course. Study of the properties and behavior of hydrocarbon compounds and their derivatives. Designed for students in science or pre-professional programs.
Course Prerequisite(s)	CHEM 1412. Must be placed into college-level reading and be placed into MATH 1314 (or higher) and be placed into college-level writing.
Academic Discipline Program Learning Outcomes	<ol style="list-style-type: none"> 1. Demonstrate a basic mastery of chemistry by writing formulas and equations for chemical reactions, performing chemical calculations, and recognizing the application of chemistry in our daily lives. 2. Demonstrate a mastery of introductory and intermediate level chemistry to promote success in higher level chemistry and other science programs at four-year universities. 3. Demonstrate a mastery of General and Organic Chemistry in preparation for professional programs such as Medicine, Dentistry, and Pharmacy. 4. Conduct laboratory experiments by making measurements, performing chemical reactions, and analyzing the results in a group or individual setting.
Course Student Learning Outcomes (SLO)	<ol style="list-style-type: none"> 1. Compare and contrast the structures, properties, and reactions of aliphatic Hydrocarbons (alkanes, alkenes, and alkynes), and alkyl halides. 2. Formulate reaction mechanisms for the synthesis and transformation of the above functional groups. 3. Perform and justify the separation techniques used in purifying organic compounds. 4. Interpret experimental data obtained from classical and spectroscopic methods used in characterizing organic compounds.
Learning Objectives (Numbering system linked to SLO)	<ol style="list-style-type: none"> 1.1. Explain the stereochemistry and chirality of organic compounds using specific rotation, optical activity, enantiomers, and diastereomers. 1.2. Identify the nomenclature rules for alkyl halides using IUPAC rules (method) to determine how to prepare alkyl halides.

	<p>1.3. Determine the structure of atoms, orbitals, hybridization, and electron configurations.</p> <p>1.4. Identify the polarity of compounds such as acids, bases, and salts and draw Lewis dot resonance structures.</p> <p>1.5. Identify functional groups and compare the conformations and stereochemistry of alkanes and cycloalkane derivative.</p> <p>2.1. Write and identify the organic reaction mechanisms using electron flow (curved arrows) and determine the energy of organic reactions.</p> <p>2.2. Explain the mechanisms of electrophilic reactions by orientation of Markovnikov's rule and Cahn-Ingold-Prelog priority sequence rule for E and Z designation.</p> <p>2.3. Prepare (synthesis) and complete reactions of alkenes and cycloalkenes such as addition, elimination, and oxidative cleavage.</p> <p>2.4. Prepare (synthesis) and complete reactions of alkynes such as addition, elimination, and oxidative cleavage.</p> <p>2.5. Describe the reaction mechanism types for alkyl halides such as E1, E2, S_N1, and S_N2 using the stability of carbocation and basicity of nucleophiles.</p> <p>3.1. Purify organic solids by recrystallization and verify purity by melting point, IR spectroscopy, and thin layer chromatography.</p> <p>3.2. Separate a mixture of liquids by simple and fractional distillation and compare the effectiveness of the two methods.</p> <p>3.3. Perform single and double extractions of a solid dissolved in aqueous solution, calculate K_d for the organic solvent used, and compare the effectiveness of each method.</p> <p>3.4. Purify a liquid product by distillation and verify purity by boiling point and IR spectroscopy.</p> <p>4.1. At campuses with GC-MS instrumentation, identify the structure of organic compounds using mass spectral fragmentation patterns based on molecular weight and degree of unsaturation. In absence of instrumentation, analyze mass spectral data from textbook and other sources.</p>																														
SCANS and/or Core Curriculum Competencies	Critical Thinking, Communication Skills, Empirical & Quantitative Reasoning, and Teamwork																														
Course Calendar	<div>Weekly Schedule</div> <table><tr><td>Aug</td><td>25</td><td>Begin Chapter 1 – Structure and Bonding</td></tr><tr><td>Aug</td><td>27</td><td>Chapter 1</td></tr><tr><td>Sept</td><td>1</td><td>EXPERIMENT 1 – Melting Point Determination</td></tr><tr><td>Sept</td><td>3</td><td>Begin Chapter 2 – Polar Covalent Bonds; Acids and Bases</td></tr><tr><td>Sept</td><td>8</td><td>EXPERIMENT 4 – Purification – Recrystallization of Benzoic Acid EXPERIMENT 5 – Preparation and Purification of Acetanilide</td></tr><tr><td>Sept</td><td>10</td><td>Conclude Chapter 2, Begin Chapter 3 – Organic Compounds: Alkanes and Cycloalkanes</td></tr><tr><td>Sept</td><td>15</td><td>EXPERIMENT 3 – Structures of Hydrocarbons – Working with Models</td></tr><tr><td>Sept</td><td>17</td><td>Conclude Chapter 3, begin Chapter 4 – Organic Compounds: Cycloalkanes and their Stereochemistry</td></tr><tr><td>Sept</td><td>22</td><td>Conclude Chapter 4</td></tr><tr><td>Sept</td><td>24</td><td>Chapter 5 – Stereochemistry at Tetrahedral Centers</td></tr></table>	Aug	25	Begin Chapter 1 – Structure and Bonding	Aug	27	Chapter 1	Sept	1	EXPERIMENT 1 – Melting Point Determination	Sept	3	Begin Chapter 2 – Polar Covalent Bonds; Acids and Bases	Sept	8	EXPERIMENT 4 – Purification – Recrystallization of Benzoic Acid EXPERIMENT 5 – Preparation and Purification of Acetanilide	Sept	10	Conclude Chapter 2, Begin Chapter 3 – Organic Compounds: Alkanes and Cycloalkanes	Sept	15	EXPERIMENT 3 – Structures of Hydrocarbons – Working with Models	Sept	17	Conclude Chapter 3, begin Chapter 4 – Organic Compounds: Cycloalkanes and their Stereochemistry	Sept	22	Conclude Chapter 4	Sept	24	Chapter 5 – Stereochemistry at Tetrahedral Centers
Aug	25	Begin Chapter 1 – Structure and Bonding																													
Aug	27	Chapter 1																													
Sept	1	EXPERIMENT 1 – Melting Point Determination																													
Sept	3	Begin Chapter 2 – Polar Covalent Bonds; Acids and Bases																													
Sept	8	EXPERIMENT 4 – Purification – Recrystallization of Benzoic Acid EXPERIMENT 5 – Preparation and Purification of Acetanilide																													
Sept	10	Conclude Chapter 2, Begin Chapter 3 – Organic Compounds: Alkanes and Cycloalkanes																													
Sept	15	EXPERIMENT 3 – Structures of Hydrocarbons – Working with Models																													
Sept	17	Conclude Chapter 3, begin Chapter 4 – Organic Compounds: Cycloalkanes and their Stereochemistry																													
Sept	22	Conclude Chapter 4																													
Sept	24	Chapter 5 – Stereochemistry at Tetrahedral Centers																													

	<p>Sept 29 EXPERIMENT 6 – Extraction – Determination of a Distribution Coefficient</p> <p><u>Oct 1 EXAM 1 – Chapters 1–4</u></p> <p>Oct 6 EXPERIMENT 7 – Distillation – Separation of a Mixture</p> <p>Oct 8 Chapter 6 – An Overview of Organic Reactions</p> <p>Oct 13 EXPERIMENT 8 – Properties and Identification of Hydrocarbons</p> <p>Oct 15 Begin Chapter 7 – Alkenes: Structure and Reactivity</p> <p>Oct 20 EXPERIMENT 9 – Preparation of Cyclohexene From Cyclohexanol</p> <p>Oct 22 Conclude Chapter 7</p> <p>Oct 27 Chapter 8 – Alkenes: Reactions and Synthesis</p> <p><u>Oct 29 EXAM 2 – Chapters 5–7</u></p> <p>Oct 30 (Friday) ☞ Last Day for Withdrawals (for grade of W) ☞</p> <p>Nov 3 Conclude Chapter 8 Begin Chapter 9 – Alkynes: An Introduction to Organic Synthesis</p> <p>Nov 5 Conclude Chapter 9</p> <p>Nov 10 Begin Chapter 10 – Organohalides</p> <p>Nov 12 Chapter 10</p> <p>Nov 17 Begin Chapter 11 – Reactions of Alkyl Halides: Nucleophilic Substitutions and Eliminations</p> <p><u>Nov 19 EXAM 3 – Chapters 8–10</u></p> <p>Nov 24 Conclude Chapter 11 Chapter 12 – Structure Determination: Mass Spectrometry (MS) and Infrared (IR) Spectroscopy</p> <p>Nov 26 😊 Thanksgiving Break – No Classes 😊</p> <p>Dec 1 EXPERIMENT 10 – Mass Spectrometry – Structural Determination of Compounds</p> <p>Dec 3 Conclude Chapter 12, Review for Final</p> <p>Dec 8 Finals Week (No Class)</p> <p><u>Dec 10 FINAL EXAM – Chapters 1–12, Thursday, 2:00 – 4:00 PM</u></p> 
Instructional Methods	Standard class lectures using the whiteboard with occasional use of PowerPoints.
Student Assignments	Outside of laboratory reports, special assignments are not given. I will recommend practice problems but these are not graded. Practice problems, such as those at the end of the chapters, are highly beneficial to learning chemistry. The McMurry organic textbook has “in text” problems within the chapters with answers provided at the end of the textbook.

	<p>Answers to the end of chapter problems are in the study guide. Practice problems can also be found on my Learning Web site. It is helpful to have a spiral leaf notebook just for working chemistry problems. That will keep your work more organized and you (or I) can more easily review your work.</p>
Student Assessment(s)	<p>The overall score is based on the following:</p> <ul style="list-style-type: none"> • Three regular exams 60% • Laboratory 20% • Final Exam 20% <p>Overall Score = 0.60(Average of three regular exams) + 0.20(Laboratory grade) + 0.20(Final Exam)</p>
Instructor's Requirements	<p><u>Laboratory Policy</u></p> <p>Lab safety will be reviewed before the first lab. Each student will then sign a statement affirming his or her commitment to following safe procedures in the laboratory, and turn the form in to the instructor. Be especially aware of the need for adequate <i>eye protection</i> and <i>proper dress</i> in the laboratory.</p> <ul style="list-style-type: none"> • <i>Safety glasses or goggles must be worn at all times during the laboratory period.</i> • <i>No food or drinks are allowed in the lab.</i> • <i>Open-toed shoes and/or shorts should not be worn in the lab.</i> • <i>Admission to the lab may be denied for violation of any of these rules.</i> <p>Normally, experiments will be performed in groups of two to three students. You should arrive at the lab <i>on time</i> with your lab handout. After you have finished the experiment, show me your results for me to examine briefly, and I will initial ("S.D.") your lab report before you leave. <i>Laboratory reports are due on the next lab day.</i></p> <p>Each report must be done <u>individually</u>; "group reports" and lab reports from different individuals with identical wording are <u>not</u> acceptable! See the accompanying handout which outlines the format of the lab report. Each report will be graded on a 20 point basis. You should come to lab <u>prepared</u>. Read through the experiment and answer the pre-lab questions beforehand. Keep a bound laboratory notebook (clothbound is standard; spiral is acceptable). This is for you to record your "on the spot" observations, changes to procedure, etc., and general data. The actual report is done separately. Makeup policy for missed labs: None!</p> <p><u>Exams and Make-up Policy</u></p> <p>Examinations will consist of three non-cumulative regular exams plus a comprehensive final. Make-up exams will not normally be given, so make every effort to take the exams on their scheduled dates. In the event that you <i>must</i> miss a regular exam, I will count the grade made on the final exam as the grade for the missed exam (for one missed exam only), and calculate the final course grade accordingly. If you do not miss any of the regular exams, I will replace your lowest exam score with your final exam score if the final exam grade is higher. This is intended to provide you a "second chance" if you do not do well on a particular exam. Remember that the final exam will be <i>comprehensive</i> (meaning that it will cover <i>all</i> of the material from the whole semester, not just the last part). Please note that all students are required to take the final (no student can be exempted).</p>
Program/Discipline Requirements	<p>At the program level, the Chemistry Discipline strives to accomplish the Program Learning Outcomes, Student Learning Outcomes, and Learning Objectives as described above. We desire that you receive a challenging and rewarding experience in your chemistry classes at HCC which will prepare you well for future chemistry and related science courses that you may take in the future.</p>
HCC Grading Scale	<p>A = 100 – 90:4 points per semester hour B = 89 – 80:3 points per semester hour C = 79 – 70:2 points per semester hour</p>

	<p>D = 69 – 60:1 point per semester hour 59 and below = F0 points per semester hour IP (In Progress)0 points per semester hour W(Withdrawn).....0 points per semester hour I (Incomplete).....0 points per semester hour AUD (Audit)0 points per semester hour IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.</p>
Instructor Grading Criteria	See the above descriptions of the lab, exams, and final. The course grade is based on these four criteria according to the Assessment section above.
Instructional Materials	<p><u>Textbook</u></p> <div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p>Organic Chemistry, 9th Edition, by John E. McMurry Cengage Learning 2015 Custom HCC Softcover 9th Edition, Volume I, Chapters 1-12 ISBN-13: 978-1-305-62592-1</p> </div> </div> <p><u>Laboratory Manual</u> Provided as handouts at http://swc2.hccs.edu/pahlavan.</p> <p><u>Optional Study Guide and Solutions Manual</u></p> <div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p>Study Guide with Student Solutions Manual, by John E. McMurry Cengage Learning 2015 Custom HCC Softcover 9th Edition, Volume I, Chapters 1-12 ISBN-13: 978-1-133-06727-6</p> </div> </div>
HCC Policy Statement: ADA Academic Honesty Student attendance 3-peaters Withdrawal deadline	<p>Access Student Services and other information at: http://www.hccs.edu/district/students/</p> <p><u>Disability Support Services (DSS)</u> “Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty are authorized to provide only the accommodations requested by the Disability Support Services Office.” If you have any special needs or disabilities which may affect your ability to succeed in college classes or participate in any college programs or activities, please contact the DSS office for assistance. At Southwest College, contact Dr. Becky Hauri, 713-718-7909. More information is posted at the Southwest College Counseling webpage at http://learning.hccs.edu/programs/counseling/southwest.</p> <p><u>Academic Honesty</u> “Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Disciplinary proceedings may be initiated by the college system against a student accused of scholastic dishonesty. Penalties can include a grade of "0" or "F" on the particular assignment, failure in the course, academic probation, or even dismissal from the college. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion.” Use of <u>cell phones</u> during exams will result in a <u>zero</u> on the exam!</p> <p><u>Attendance Policy</u> The HCCS attendance policy is stated as follows: “Students are expected to attend classes regularly. Students are responsible for materials covered during their absences, and it is the student's responsibility to consult with instructors for make-up assignments. Class attendance is checked daily by instructors. <i>Although it is the responsibility of the student to drop a course for non-</i></p>

	<p><i>attendance, the instructor has full authority to drop a student for excessive absences. A student may be dropped from a course for excessive absences after the student has accumulated absences in excess of 12.5% of the hours of instruction (including lecture and laboratory time)."</i></p> <p>If circumstances significantly prevent you from attending classes, please inform me. I realize that sometimes outside circumstances can interfere with school, and I will try to be as accommodating as possible, but please be aware of the attendance policy.</p> <p><u>Policy Regarding Multiple Repeats of a Course</u></p> <p>"NOTICE: Students who repeat a course three or more times may soon face significant tuition/fee increases at HCC and other Texas public colleges and universities. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test-taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available."</p> <p><u>Last Day for Administrative and Student Withdrawals</u></p> <p>For 16-week Fall 2015 classes, this date is <u>Oct 30</u>. I urge any student who is contemplating withdrawing from the class to see me first! You may be doing better than you think. Either way, I want to be accessible and supportive. I do not believe in "weed out" classes, and I consider you to be much more than just a name or number! Note my office hours above; if you need assistance, I'm here to help.</p> <p>☞ <u>Policy Regarding Withdrawals</u> ☞</p> <p>Students desiring to withdraw from a class must do so by the above withdrawal date by filling out a withdrawal form at the registrar's office. <i>After this date, instructors can no longer enter a grade of "W" for the course for any reason.</i></p>
Distance Education and/or Continuing Education Policies	<p>Access DE Policies on their Web site: http://de.hccs.edu/student-services/</p> <p>Access CE information on their Web site: http://www.hccs.edu/continuing-education/</p>
Test Bank	<p>Extra practice problems by chapter, sample exams, and sample finals may be found at the following web sites: http://learning.hccs.edu/faculty/steven.dessens http://swc2.hccs.edu/pahlavan McMurry Companion Website (6th Edition)</p>
Scoring Rubrics	<p>Regular exams and the final will consist of multiple-choice and show-work questions. These are graded in the standard manner. The regular exams will include extra questions for extra credit, for a total possible score of about 105 to 110 points.</p> <p>The lab reports are graded on the basis of completeness, neatness, and the correctness of the calculations tied to the experimental result. The pre- and post-lab questions are also checked. Each report is graded on a 20 point basis.</p>
Sample Assignments	N/A
Sample Instructional Methods/Activities	<p>See the PowerPoints at my Learning Web site for an overview of the content of each chapter: http://learning.hccs.edu/faculty/steven.dessens</p>

Important Dates

August 23	Sunday	Last Day for Drop/Add/Swap
August 24	Monday	Classes Begin
September 7	Monday	Labor Day Holiday – No Classes
October 30	Friday	Last Day for Administrative/ Student Withdrawals with a grade of “W” After the withdrawal date no W can be given, you <u>must</u> receive a regular grade (A-F) in the course.
Nov 25	Wednesday	No Night Classes Before Thanksgiving
Nov 26-29	Thurs-Sun	Thanksgiving Holiday – No Classes
December 6	Sunday	Instruction Ends
December 10	Thursday	Final Exam (No deviation from the printed schedule is permitted.)
December 18	Friday	Grades Available to Students

Other Information

Free chemistry tutoring is available. A tutoring schedule will be posted in the classroom and lab and will also be placed on my web site at http://learning.hccs.edu/faculty/steven.dessens/chemistry_resources/tutoring-schedules.



In addition to “face to face” tutoring, HCC also offers online tutoring from AskOnline. It is also free and is available for chemistry and many other subjects. The login page is at <http://www.hccs.askonline.net>.

There are also many interesting chemistry resources on the Internet which can be found by using keyword searches. But your best immediate source of information is your *textbook* - make thorough use of it!

The publisher of the McMurry 6th Edition textbook has a useful online companion site with chapter practice quizzes [here](#). The 7th Edition companion site is [here](#) but now requires a paid account in order to access it.

If you purchase a new textbook from an HCC bookstore, it will contain an OWL (Online Web Learning) passcode from Cengage, the publisher of your textbook.

- OWL Version 2 home page: <http://www.cengage.com/owlv2/>
- OWL login page: On my Learning Web home page or at the above link.

Evaluation for Greater Learning Student Survey System (EGLS₃)

“At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.” <http://www.hccs.edu/EGLS3>

New Meningitis Vaccination Requirement

Texas Senate Bill 1107 passed in May 2011, requires that new HCC students and former HCC students returning after an absence of at least one fall or spring semester who are under the age of 30 are required to present a physician-signed certificate showing they have been vaccinated against bacterial meningitis. The immunization must be administered at least 10 calendar days before the start date of your classes and must have been received within the last five years.

<http://www.hccs.edu/continuing-education/students/apply/meningitis/>

Additional Comments...

Mastering organic chemistry takes time! In my experience, the number one hindrance to doing well is lack of adequate and quality time to study outside of the classroom. Of course, you must also have a reasonable grasp of the principles you learned in General Chemistry. Remember the old adage, "For every hour of classroom time you should allow for two hours of study time at home," for it is true. A heavy class and/or work load does not leave much quality study time! By "quality" time I mean periods in which you can study undisturbed, when you are still wide-awake and alert. Pace yourself - *overloading yourself trying to meet an application deadline is a recipe for disaster!* Always feel free to ask me anything about the material, no matter how trivial the question may seem. Trying (!) to answer those "simple" questions often leads to a much greater understanding (or to at least a greater appreciation!) of the subject.

Take care of the little things, and the big things will take care of themselves. -- C. Sense

If you can't simplify it, you don't know what the !\$# you're talking about!!* -- A. Einstein (so I was told)

Organic chemistry is a vast field. Practically all of the substances we take for granted around us (and in us!), are composed of compounds of carbon. We continue our exploration of this very large subject in this class. I look forward to working with you this semester!



Steve Dessens
August 2015

Format of Laboratory Report

Your laboratory report should be divided into the following sections:

I. Introduction

A brief statement of the purpose of the experiment. This is also a good place to show relevant structures and chemical equations.

II. Experimental Procedure

A statement of the experimental procedure. Be particular about reporting the amounts of materials used and any modifications made to the original procedure.

III. Results and Discussion

This section is the most important. Include observations such as appearance of the reaction, color of product, etc. If the experiment was a preparative one, you should also report your percent yield:

$$\frac{\text{actual yield (in grams)}}{\text{theoretical yield (in grams)}} \times 100\% = \text{percent yield}$$

Show all of your calculations! Graphs should be done **on graph paper**.

Note: The lab handouts contain a "Data Report Sheet" for each experiment. You should record your results here and include this sheet with your report. The discussion part comes from you! Were your results what you expected? If, not, can you suggest reasons why not? If you took a melting point of a compound you synthesized, what is the true, or "literature" melting point? How well does your melting point compare? What does your melting point indicate about the purity of your compound? Assume that your reader is not entirely familiar with the experiment, so you need to explain clearly.

IV. Conclusions

The Conclusion section consists of your overall evaluation of your results. This is a good place to mention any modifications to the procedure which you feel would improve the outcome of the experiment.

V. Answers to Exercises

Exercises appear at the end of each experiment in the laboratory handouts. They consist of "pre-lab" questions, which should be done before the laboratory period, and "post-lab" questions to be answered after the experiment.

You should write your report **in ink**, or type it, using **one side** of the paper only. If you write your report by hand (which is perfectly OK as long as it is neat and legible), use lined paper (not torn out of a spiral notebook!). **Always** use **complete sentences**. Try your best to avoid spelling and grammatical errors. Write your report in **impersonal form**. The words "I" or "we" should **not** appear in your report. The following examples show some incorrect phrases and how they can be revised to avoid the personal form:

- ☹ **INCORRECT:** I added 10 g of NaCl to ...
- ☺ **CORRECT:** Ten grams of NaCl were added to ...

- ☹ **INCORRECT:** You told me that ...
- ☺ **CORRECT:** The instructor indicated that ...

- ☹ **INCORRECT:** We determined that ...
- ☺ **CORRECT:** It was determined that ...

This style of writing may seem awkward sometimes, but this is the proper form for writing reports. You will find it used extensively in articles and research papers in the scientific literature.