

HOUSTON COMMUNITY COLLEGE SOUTHWEST COURSE OUTLINE FOR CHEM 2425 – ORGANIC CHEMISTRY II Spring 2013 Class Number 37909

Discipline/Program	CHEMISTRY
Course Level	Second Year (Sophomore)
Course Title	Organic Chemistry II
Course Rubric and Number	CHEM 2425
Semester with Course	Spring, 2013
Reference Number (CRN)	CRN 37909
Course Location/Times	Stafford Scarcella Center, 10141 Cash Road
	Tuesday Room W121 (lecture) 2:00 – 5:00 PM
	Thursday Room S109 (lab) 2:00 – 5:00 PM
Course Semester Credit Hours	4 (3 lecture, 3 lab)
(SCH) (lecture, lab)	
Total Course Contact Hours	96
Course Length (number of	16
weeks)	In parcon
Type of Instruction Instructor contact information	In-person Dr. Steven E. Dessens
(phone number and email	Office Phone: 713-718-6710
address)	E-mail: steven.dessens@hccs.edu
dudicssy	Learning Web: http://learning.hccs.edu/faculty/steven.dessens
Office Location and Hours	Room S107 Stafford Scarcella building, Monday-Thursday 1:00-2:00 or by arrangement.
Course Description: ACGM or	Study of the properties and behavior of hydrocarbon compounds and their derivatives.
WECM	Designed for students in science or pre-professional programs.
Course Description: HCC	Continuation of CHEM 2423. Topics include aromaticity, benzene and EAS reactions,
Catalog Description	aldehydes, ketones, carboxylic acids and their derivatives, condensation reactions, amines,
	phenols, and infrared and NMR spectroscopy. Core Curriculum Course.
Course Prerequisite(s)	CHEM 2423, 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	1. To provide the student a basic and practical understanding of chemistry (formulas,
Learning Outcomes	reactions, and calculations) and recognize its relevance in our daily lives.
	2. To prepare our students to meet with success in higher level chemistry and other
	science courses when they transfer to four-year universities. 3. To prepare our students for professional programs requiring a mastery of General
	Chemistry and Organic Chemistry, such as Nursing, Medicine, Dentistry, and Pharmacy.
	4. To enhance class lectures with a meaningful, hands-on laboratory experience involving
	making measurements, observing reactions, evaluating the results, and drawing
	conclusions with the involvement of lab group or other class members.
Course Student Learning	Compare and contrast the structures, properties, and reactions of aromatic
Outcomes (SLO)	compounds, carbonyl compounds (aldehydes, ketones, carboxylic acids, acyl halides,
	anhydrides, esters, amides), and amines.
	2. Design syntheses for organic compounds and write mechanisms for the reactions.
	3. Perform laboratory synthesis, purification, and characterization of organic compounds
La suriu a Obia di	studied in the course.
Learning Objectives	1.1. Determine the aromaticity of aromatic hydrocarbons and benzene derivatives using
(Numbering system linked to SLO)	Hückel 4n + 2 Rule. Explain Electrophilic Aromatic Substitution (EAS) reactions of aromatic rings such as benzene and its derivatives.
310)	1.2. Identify conjugation in organic compounds and the reactions of conjugated dienes
	using Diels alder reaction.
	asing stells dider redection.

			nomenclature of alcohols and phenols and reactions based on acidity and properties.
	1.4.	Review	nomenclature of ether, thiols, and sulfides and reactions based on acidity e and Claisen rearrangement.
	1.5.	Explain	nomenclature, preparations, and nucleophilic addition reactions of ketones
			ehydes by the method of Grignard, Witting, and Wolff-Krishner reactions.
		-	nomenclature, preparations, and properties of carboxylic acids and ives including alpha substitutions.
			Aldol condensation, Claisen condensation reaction, and mixed Claisen
			sations reactions and mechanisms.
			nomenclature of amines and their derivatives and reactions based on basicity
		propert	ties. Contrast the reactivity of arylamines and aliphatic amines.
		alkenes alkenes and ket	ts should be able write mechanisms of electrophilic addition reactions to and conjugated dienes, EAS, conversion of alcohols to alkyl halides and conjugated dienes, each one conversion of alcohols to alkyl halides and conversions of ethers, nucleophilic addition reactions of aldehydes cones, reactions of carboxylic acid derivatives, carbonyl alpha substitution and sation reactions, and reactions of amines with carbonyl compounds.
		spectra	ine the molecular structure of organic compounds using interpretation of I data such as GC-MS, IR, UV-VIS, and NMR (proton and carbon) or with actual nentation at campuses with analytical equipment.
		reaction reaction tertiary	n laboratory synthesis and characterization of a the product of a Diels-Alder n, perform an EAS reaction such as nitration of methyl benzoate, perform ns of alcohols and identify an unknown alcohol as primary, secondary, or perform similar tests to identify an unknown aldehyde or ketone, perform
			al tests on carboxylic acids and amines to study their properties and classify nown amine as primary, secondary, or tertiary.
SCANS and/or Core Curriculum Competencies	Read	ling, Wr	iting, Speaking/Listening, Critical Thinking, Computer/Information Literacy
	Read	ling, Wr	iting, Speaking/Listening, Critical Thinking, Computer/Information Literacy Weekly Schedule
Competencies	Read	ling, Wr	Weekly Schedule Chapter 12 – Structure Determination: Mass Spectrometry and Infrared (IR) Spectroscopy
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Competencies			Weekly Schedule Chapter 12 – Structure Determination: Mass Spectrometry and Infrared (IR) Spectroscopy Chapter 13 – Structure Determination: Nuclear Magnetic Resonance (NMR)
Competencies	Jan	15	Weekly Schedule Chapter 12 – Structure Determination: Mass Spectrometry and Infrared (IR) Spectroscopy Chapter 13 – Structure Determination: Nuclear Magnetic Resonance (NMR) Spectroscopy Conclude Chapter 13 EXPERIMENT 1 – Infrared and Nuclear Magnetic Resonance Spectroscopy
Competencies	Jan Jan	15 17	Weekly Schedule Chapter 12 – Structure Determination: Mass Spectrometry and Infrared (IR) Spectroscopy Chapter 13 – Structure Determination: Nuclear Magnetic Resonance (NMR) Spectroscopy Conclude Chapter 13 EXPERIMENT 1 – Infrared and Nuclear Magnetic Resonance Spectroscopy (Handout)
Competencies	Jan Jan	15 17 22	Weekly Schedule Chapter 12 – Structure Determination: Mass Spectrometry and Infrared (IR) Spectroscopy Chapter 13 – Structure Determination: Nuclear Magnetic Resonance (NMR) Spectroscopy Conclude Chapter 13 EXPERIMENT 1 – Infrared and Nuclear Magnetic Resonance Spectroscopy (Handout) Chapter 14 – Conjugated Dienes and Ultraviolet Spectroscopy
Competencies	Jan Jan Jan	15 17 22 24	Weekly Schedule Chapter 12 – Structure Determination: Mass Spectrometry and Infrared (IR) Spectroscopy Chapter 13 – Structure Determination: Nuclear Magnetic Resonance (NMR) Spectroscopy Conclude Chapter 13 EXPERIMENT 1 – Infrared and Nuclear Magnetic Resonance Spectroscopy (Handout) Chapter 14 – Conjugated Dienes and Ultraviolet Spectroscopy EXPERIMENT 2 – The Diels-Alder Reaction
Competencies	Jan Jan Jan Jan	15 17 22 24 29	Weekly Schedule Chapter 12 – Structure Determination: Mass Spectrometry and Infrared (IR) Spectroscopy Chapter 13 – Structure Determination: Nuclear Magnetic Resonance (NMR) Spectroscopy Conclude Chapter 13 EXPERIMENT 1 – Infrared and Nuclear Magnetic Resonance Spectroscopy (Handout) Chapter 14 – Conjugated Dienes and Ultraviolet Spectroscopy EXPERIMENT 2 – The Diels-Alder Reaction Begin Chapter 15 – Benzene and Aromaticity EXPERIMENT 3 – Nitration of Aromatic Compounds: Preparation of
Competencies	Jan Jan Jan Jan Jan	15 17 22 24 29 31	Weekly Schedule Chapter 12 – Structure Determination: Mass Spectrometry and Infrared (IR) Spectroscopy Chapter 13 – Structure Determination: Nuclear Magnetic Resonance (NMR) Spectroscopy Conclude Chapter 13 EXPERIMENT 1 – Infrared and Nuclear Magnetic Resonance Spectroscopy (Handout) Chapter 14 – Conjugated Dienes and Ultraviolet Spectroscopy EXPERIMENT 2 – The Diels-Alder Reaction Begin Chapter 15 – Benzene and Aromaticity EXPERIMENT 3 – Nitration of Aromatic Compounds: Preparation of Methyl m-Nitrobenzoate Conclude Chapter 15, Begin Chapter 16 – Chemistry of Benzene: Electrophilic

	Feb	12	Begin Chapter 17 – Alcohols and Phenols
	Feb	14	EXPERIMENT 4 – Properties of Alcohols
	Feb	19	EXAM 1 – Chapters 12 – 16
	Feb	21	EXPERIMENT 5 – Dehydration of Alcohols: Dehydration of Cyclohexanol
	Feb	26	Conclude Chapter 17
	Feb	28	Begin Chapter 18 – Ethers and Epoxides; Thiols and Sulfides
	Mar	5	Conclude Chapter 18
	Mar	7	EXPERIMENT 6 – Identification of Aldehydes and Ketones
	Mar	12	⊙ Spring Break – No Classes⊙
	Mar	14	
	Mar	19	Begin Chapter 19 – Aldehydes and Ketones: Nucleophilic Addition Reactions
	Mar	21	Conclude Chapter 19
	Mar	26	EXAM 2 – Chapters 17–19
	Mar	28	Chapter 20 – Carboxylic Acids and Nitriles
	Apr	1	(Monday) 🕜 Last Day for Withdrawals (for a grade of W) 🖜
	Apr	2	Begin Chapter 21 – Carboxylic Acid Derivatives and Nucleophilic Acyl
			Substitution Reactions
	Apr	4	EXPERIMENT 8 – Carboxylic Acids: Reactions and Derivatives
	Apr	9	Conclude Chapter 21
	Apr	11	Chapter 22 – Carbonyl Alpha-Substitution Reactions
	Apr	16	Chapter 23 – Carbonyl Condensation Reactions
	Apr	18	EXPERIMENT 7 – Aldol Condensation: Synthesis of Dibenzal Acetone
	<u>Apr</u>	23	EXAM 3 – Chapters 20–23
	Apr	25	Chapter 24 – Amines`
	Apr	30	Conclude Chapter 24
	May	2	Review for Final
	May	7	Finals Week, No Class
	May	9	FINAL EXAM – Chapters 12–24, 2:00 – 4:00 PM
Instructional Methods	Stand	lard cla	ass lectures using the whiteboard with occasional use of PowerPoints.
Student Assignments	probl chapt text" Answ be for worki	ems be ers, ar proble ers to und or ing che	aboratory reports, special assignments are not given. I will recommend practice out these are not graded. Practice problems, such as those at the end of the re highly beneficial to learning chemistry. The McMurry organic textbook has "in the swithin the chapters with answers provided at the end of the textbook. The end of chapter problems are in the study guide. Practice problems can also may Learning Web site. It is helpful to have a spiral leaf notebook just for emistry problems. That will keep your work more organized and you (or I) can review your work.

Ctudont Assessment/-\	The everall score is based on the following:
Student Assessment(s)	The overall score is based on the following: • Three regular exams 55%
	• Laboratory 20%
	• Final Exam 25%
	Overall Score = 0.55(Average of three regular exams) + 0.20(Laboratory grade) +
	0.25(Final Exam)
Instructor's Requirements	Laboratory Policy
	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.
	a Cafatu alassas or angulas must be worn at all times during the laboratory period
	Safety glasses or goggles must be worn at all times during the laboratory period. No feed or drives are allowed in the lab.
	No food or drinks are allowed in the lab. Ones tood shape and for shorts should not be assessing the lab.
	Open-toed shoes and/or shorts should not be worn in the lab.
	Admission to the lab may be denied for violation of any of these rules.
	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. Laboratory reports are due on the next lab day.
	leave. Luboratory reports are due on the next lab day.
	Each report must be done individually; "group reports" and lab reports from different
	individuals with identical wording are not 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!
	general data. The detaal report is done separately. Makeup policy for missed labor None.
	Exams and Make-up Policy
	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).
Program/Discipline	At the program level, the Chemistry Discipline strives to accomplish the Program Learning
Requirements	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.
HCC Grading Scale	A = 100 – 90;4 points per semester hour
	B = 89 - 80:3 points per semester hour
	C = 79 - 70:
	D = 69 - 60:
	IP (In Progress)
	W(Withdrawn)0 points per semester hour
	I (Incomplete)0 points per semester hour

	AUD (Audit)				
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	Textbook				
	Organic Chemistry, 8 th Edition, by John E. McMurry Cengage Learning 2011 Custom HCC Softcover 8 th Edition, Volume II, Chapters 12-24 ISBN-13: 978-1-133-06742-9				
	Laboratory Manual				
	Provided as handouts at http://swc2.hccs.edu/pahlavan .				
	Optional Study Guide and Solutions Manual				
	Study Guide with Student Solutions Manual, by John E. McMurry Cengage Learning 2011 Custom HCC Softcover 8 th Edition, Volume II, Chapters 12-24 ISBN-13: 978-1-133-06729-0				
HCC Policy Statement:	Access Student Services Policies on their Web site:				
ADA Academic Honesty Student attendance 3-peaters Withdrawal deadline	http://hccs.edu/student-rights Disability Support Services (DSS) "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. Contact numbers for the other HCC colleges are found in the Annual Schedule of Classes, and more information is posted at the HCC web site at <u>Disability Services</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." In this class, the penalty for willful cheating on exams is a grade of F in the course. This is the standard policy of the Physical Sciences department at Southwest College.				
	Attendance Policy The HCCS attendance policy is stated as follows: "Students are expected to attend classes regular! 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. Although it is the responsibility of the student to drop a course for non-				

 $attendance, the \ instructor \ has \ full \ authority \ to \ drop \ a \ student \ for \ excessive \ absences. \ A \ student$

	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)."
	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.
	Policy Regarding Multiple Repeats of a Course
	"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."
	Last Day for Administrative and Student Withdrawals
	For 16-week Spring 2013 classes, this date is April 1. 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.
	Policy Regarding Withdrawals
	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. After this date, instructors can no longer enter a grade of
	"W" for the course for any reason.
Distance Education and/or	Access DE Policies on their Web site:
Continuing Education Policies	http://de.hccs.edu/portal/site/de/menuitem.2b6e81332bdb11b9759b8e10507401ca/?vgne
	xtoid=6fb5596a7e1ff110VgnVCM2000001b4710acRCRD&appInstanceName=default
	Access CE Policies on their Web site:
	http://www.hccs.edu/hccs/at-a-glance/administrative-procedures-and-guidelines/e-1-
	educational-programs/e-1-5-12-continuing-education-programs
Test Bank	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 (6 th Edition)
Scoring Rubrics	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.
	2. 2, 12. 4 total postal do to 220 points.
	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.
Sample Assignments	N/A
Sample Instructional	See the PowerPoints at my Learning Web site for an overview of the content of each
Methods/Activities	chapter: http://learning.hccs.edu/faculty/steven.dessens

Important Dates

January	13	Sunday	Last Day for Drop/Add/Swap
January	14	Monday	Classes Begin
April	1	Monday	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.
May	5	Sunday	Instruction Ends
May	9	Thursday	Final Exam (No deviation from the printed schedule is permitted.)
May	17	Fridav	Grades Available to Students
iviay	1/	iliuay	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.

MaskOnline In addition to "face to face" tutoring, HCC also offers <u>online</u> 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 6^{th} Edition textbook has a useful online companion site with chapter practice quizzes <u>here</u>. The 7^{th} Edition companion site is <u>here</u> 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 home page: http://www.cengage.com/owl/index.html
- OWL login page: https://owl.cengage.com/owl-c/user/loginpage.cgi?Server=owl-

 $\underline{houstonccsouthwestmcmurry8e\&UserType=Student}.$

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/hccs/faculty-staff/ps-student-admin/whats-new-in-the-peoplesoft-student-system/meningitis-vaccination-requirement

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 DessensJanuary 2013

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

<u>This section is the most important</u>. 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 <u>lined paper</u> (<u>not</u> 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.