Course Syllabus: CHE 475-002—Transesterification Research—Fall 2017

Classroom: C-106/C-208/C-302/M-129  
Instructor: Russell J. Franks, Ph.D.  
Class Times: TBA  
Email: rjfranks@sfasu.edu  
Office: M-114  
Office Hours: 10:00-11:00 MWF, 10:00-12:00 TR, Other times by appointment (Please email me to make an appt)

Catalog Description: One to four semester hours. May be repeated for a total of four hours credit. Undergraduates only. Individual study and/or laboratory research. Prerequisite: Consent of the instructor. Pass-Fail grading.

Prerequisites: Permission of instructor

Required Texts and Other Materials:
- Lab notebook (see me for guidelines)
- A USB “thumb drive” for data storage & transfer
- Approved safety glasses or safety goggles

Required Supplementary Reading: Handouts and journal articles will be provided as needed.

Student Learning Outcomes: Upon completion of CHE 476, students will be able to:
- apply the chemistry knowledge obtained during the college career.
- analyze experimental results based upon trends in data.
- practice the safe use/handling of chemicals and their proper storage

Course Requirements:

You will work in the lab ~4 hours per week for each hour of credit that you are enrolled. At the beginning of the semester, we will decide on a mutually-agreeable time for you to come to lab and work. We will also meet individually to discuss your results and plan your upcoming activities in the lab.

Attendance Policy:
If you cannot make it to work at your scheduled time, please let me know. We can arrange a mutually convenient time to “make-up” the lab work.

Academic Integrity Policy:
All students are urged to acquaint themselves with the University’s codes, policies, and procedures involving academic misconduct, grievances, sexual and ethnic harassment, and discrimination based on disability. Copies of the SFA Policies and Procedures Manual can be obtained in print or online from the Office of Academic Affairs (http://www.sfasu.edu/upp/pap/academic_affairs.html).

Semester Withdrawals:
Please note: The last day to drop this course without receiving a WP or WF on your transcript is Wednesday, Oct. 25th.

Academic Disabilities Policy:
Stephen F. Austin State University is committed to providing reasonable accommodations for all students with disabilities. Students with disabilities who require accommodations in this course are requested to speak with me as early in the semester as possible. Students with disabilities must be registered with the Office of Disability Services prior to receiving accommodations in this course. The Office of Disability Services is located in the Human Services Bldg., Room 325, (936) 468-3004 or (936) 468-1004 (TDD).
I reserve the right to change any items contained in this syllabus. This includes, but is not limited to: course content, scheduled dates, grade cutoffs, and fraction(s) of final grade assigned to individual components of the course. If I need to make such changes, I will inform you of the changes in writing. This syllabus in no way constitutes a legally-binding contract on my part.

General Policies:

- You are expected to come ready to work in the lab at the times you have agreed to work. If you are not able to come, please contact me (phone or email) and let me know that you won’t be in. We will discuss making up the missed time if the need should arise.
- You should come and check in with me before beginning lab work. Please don’t carry out lab work while I am not around (this is for your safety).
- You are expected to follow all departmental safety rules while working in the lab.
  - Specifically, you are expected to wear approved safety goggles, proper shoes, and long trousers while in lab.
- You will be assigned a drawer in the lab for you to store your lab notebook and other personal items.
- All glassware and equipment in the lab is communal. Be courteous to your fellow labmates. If you need something, use it. After you are done, clean it up and return it to its proper place.
- I expect you to use departmental equipment responsibly. You will not be allowed to use departmental instruments on your own until you have been suitably trained (by me) and I feel confident that you are able to use the instrument safely. Please see me if you are unsure of how to perform a particular procedure or how to use equipment.
- You are required to submit a formal report on your research activities at the end of the semester. An outline for the paper must be submitted electronically by Wednesday, Oct. 25th. A formal rough draft of the report must be submitted electronically by Friday, Nov. 17th. The due date for the final draft of report is Friday, Dec. 15th at 12:00 noon. Your report should contain copies of any spectra recorded during the semester. You should submit both a paper copy as well as an electronic copy of your paper by the due date. In addition, you are required to turn all spectral data (both raw data as well as processed data) in to me (e.g. FID files) by the due date. I will provide more specific information regarding format and other guidelines and instructions for submission of the paper.

Lab notebooks

- Check with me (before buying anything) to find out what constitutes an acceptable lab notebook.
- All notebook records are to be kept in black ink.
- Keep meticulous experimental details in your lab notebook.
- Make sure you date everything clearly in your lab notebook.
- Your notebook should be neat, legible, and easy-to-follow.
- Bring your notebook and any other data (e.g. spectra, etc.) you have collected when you come to meet with me to discuss your progress.