Course Syllabus: CHE 481-002—Laboratory Internship—Spring 2020

Classroom: M-130/C-209/C-210
Instructor: Russell J. Franks, Ph.D.
Class Times: 1:00-4:50 W

Office: M 114
Office Hours: 11:00-12:00 MWF
Other times by appointment
(Please email me to make an appt)
Email: rjfranks@sfasu.edu
Phone: (936) 468—2199

Catalog Description: Teaching experience in undergraduate chemistry laboratory, including maintenance, laboratory preparation, grading, and assistant of students in laboratory experience under the direct supervision of faculty mentor. May be repeated for credit if content differs.

Prerequisites: Prerequisite: Permission of the department chair and instructor. Pass-Fail grading.

Required Texts and Other Materials:
- Approved safety glasses or safety goggles
- A composition book to be used to keep a daily journal of experiences during lab

Required Supplementary Reading: None

Student Learning Outcomes: Upon completion of CHE 481, students will be able to:

- work independently, responsibly, and efficiently to solve problems occurring in an laboratory setting.
- demonstrate clear oral and written communication skills. (PLO 4)
- demonstrate an ability to prepare and present laboratory lecture. (PLO 4)
- perform routine laboratory procedures safely and efficiently.
- explain fundamental principles of chemistry to freshman students.
- demonstrate an ability to assess student progress and develop assessment tools.
- demonstrate safety practices regarding laboratory and chemical storage.

Course Requirements:

Laboratory assistant:
The student will be required to be prepared for each lab. The student will also assist in lab prep for CHE 330L and CHE 332L (150 pts). In addition, the student will be responsible for grading quizzes and lab reports for CHE 332L (150 pts).

Method of evaluation:
Grading is pass-fail. A passing grade is \( \geq 240 \) pts.

Attendance Policy:
If you cannot make it to lab due to illness, you must let me know as soon as possible. You may do this via email, phone, or text message. Two unexcused or two no-show/no-call absences will result in you being assigned a grade of F for the course.

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, Mar. 18th.
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:

• In this class, you are considered a teacher and NOT a student. You will be held to much higher standards of preparedness, performance, and behavior.

• You are expected to look, act, and be professional at all times while in lab. This includes wearing appropriate attire and in how you interact with students.

• You are expected to be more knowledgable of what is done in lab than the students. You are also expected to be better prepared for lab than the students. This mean that you are expected to prepare for lab ahead of time. This includes watching the pre-lab video, reading the lab manual, studying the lab materials posted on D2L, preparing a pre-lab outline, and doing the pre-lab calculations. You should spend at least 1-2 hours preparing prior to coming to lab.

• You are not allowed to date any student enrolled in CHE 332L (in any section) this semester. Moreover, you are strongly recommended to minimize your interactions with CHE 332L students outside of lab time. It is often hard to avoid encountering students on a small campus in a small town. Be courteous and polite, but you cannot be a “buddy” to the students while you are teaching them. This can cause a lot of problems.

• Do not give students your email or cell phone number. You should also refrain from interacting with students in social media.

• Student grades are confidential. You are NOT to discuss the grades of any student enrolled in CHE 332L with anyone but me.

• You have a busy schedule and have your own classes to worry about. If a student is having difficulty with the course material and wants to meet with you outside of lab time, please direct him or her to me. You are not expected to have office hours or outside study sessions. This is my job and I am happy to assist students.

• If a student has a question about his/her grade, please direct him or her to speak with me. I do not expect you to handle grade questions or disputes. You do not have any authority to change any student’s grade. That authority rests with me alone.

• If a student is disruptive, disrespectful, or difficult, please let me know at once. I am happy to handle the situation. I do not expect for you to have to deal with these types of situations.

• If a student is not properly attired, is not wearing his/her safety goggles in lab, or is otherwise in violation of the safety rules, please let me know at once. I am happy to deal with such situations; I do not expect for you to do so.

• If you have questions, or need help with anything regarding the lab, please don’t hesitate to ask me.

• I want you to be successful as a TA. I am happy to help you improve as a TA.

• Teaching is a demanding profession and requires a lot of time, effort, and hard work. It is also a very rewarding profession. You will learn CHE 332L material better than when you took the class as a student.