**Overall Instructions.** This is a Word document containing a **Quiz** (3 parts) and a **Form** (acknowledging policies). For the **Quiz**, provide your name on page 1 and fill out answers to the questions. A score of 79% correct (19/24) or higher is needed to pass. For the **Form**, fill in the information and provide a ‘digital’ signature by writing your name and providing your student ID number. Once completed, upload the completed quiz and form to your ICN account. Alternatively, you can scan the **Quiz** and **Form**, submitting it as a jpg, tiff, and pdf file. However, files cannot be larger than 5 MB.

**QUIZ (PART A. COURSE POLICY QUESTIONS)**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Write ANSWERS in Boxes: ↓**

|  |  |  |  |
| --- | --- | --- | --- |
| **Ex.** | The sky is blue. | A. Yes  B. No. | A |
| **1** | Which of the following is true regarding lab report submissions? | A. As experiments are performed in pairs, only one person in the group must submit a report.  B. Each student is responsible for submission of their own report with analysis in their own words. |  |
| **2** | I had difficulty submitting work. I figured this would be a sufficient excuse not to submit lab reports on time.  (see syllabus, Part A, section 7) | A. There is nothing I should do.  B. I will just notify my TA at the next lab session.  C. It's my responsibility to contact my TA and the lab manager to get assistance ASAP. |  |
| **3** | I have a major health condition (chemical allergy, pregnancy, etc.). What should I do? (see syllabus, FAQs, Health Issues) | A. Arrange a confidential meeting with Dr. Mitchell Bruce, Faculty in charge of Gen. Chem. Labs.  B. Nothing. |  |
| **4** | I did not complete 3 lab assignments, but my lab average was 70%. (see syllabus, 7. Grading, Attendance…) | A. I should expect to fail by not submitting/presenting  > 2 complete lab reports.  B. I will pass because my average was 70%. |  |
| **5** | If I drop the lecture course (CHY 121), it may be possible to still continue the lab course.  (see syllabus, Part A, section 7) | A. True  B. False |  |
| **6** | If I arrive to lab late, what should I do?  (see syllabus, Part B, Section 5F) | A. Being late is ok, I will just get data from my lab partner to complete the lab.  B. I can arrive at any time, so far as lab work has not started.  C. As a rule of thumb, if you miss more than 15 minutes of lab you should plan to make up the lab at another time. |  |
| **7** | When trying to submit an assignment on ICN, what are some common problems that prevent submission? (see ICN Access Packet, Part 5, “instructions for uploading your first assignment") | A. The file is too large.  B. Uploading the file but forgetting to hit the “submit” button.  C. Using the wrong file format.  D. All of the above can cause submission issues. |  |
| **8** | Where do I find information for making up a lab? (see syllabus, FAQs, Questions about missing labs, also Part A, section 7.) | A. Instructions will be provided as an assignment on my ICN assignments page.  B. By searching the internet. |  |
| **9** | I missed a lab. I have a right to make it up and if I can't fit it into my schedule, it won’t count towards my lab average. (see syllabus, FAQs, Questions about missing labs.) | A. This is correct.  B. Although there will be make up sessions, there is no guarantee of making up every lab. Labs not made up will count toward my final grade. |  |
| **10** | (SHORT ANSWER):  Consider the scenario: Your lab partner and/or friend has had to miss a lab session. They have asked you for your data to complete their lab assignment on time. In the box on the right please indicate your response and/or suggestion to them in response to their request. |  | |

**QUIZ (cont.) (PART B. SAFETY POLICY QUESTIONS)**

**Resources to answer the Lab Safety Policy questions can be found in the Syllabus; Part B, Sections 1 &2**

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| --- | --- | --- | --- |
| **11** | Before beginning an experiment, I should: | A. Read only the information I identify as important.  B. Read the entire procedure and go over the safety handling precautions.  C. Do nothing. Your instructor will tell you everything you need to know. |  |
| **12** | When in the laboratory, eye protection (goggles) should be worn. | A. Only when dangerous chemicals are used.  B. Only when working at the bench, it is ok to take it off when working under the hood.  C. Always. |  |
| **13** | After an accidental chemical spill or broken glassware incident, I should: | A. Attempt to clean up the mess before your instructor notices.  B. Continue working.  C. Notify your instructor immediately. |  |
| **14** | If a chemical is spilled on my skin, I should: | A. Ignore it unless it begins to sting.  B. Inform your instructor immediately.  C. Use another chemical to neutralize its effect. |  |
| **15** | Food and drinks are \_\_\_\_\_\_\_ in the laboratory. | A. Not permitted at all.  B. Allowed at lunchtime.  C. Not permitted but a water bottle can be used. |  |
| **16** | When leaving the lab room, I can still keep my gloves on. | A. True, if you are returning right away.  B. False, used gloves can transfer hazardous chemicals beyond the lab. |  |
| **17** | When heating with a Bunsen burner: | A. Tie long hair back and away from face.  B. Ensure the striker is functioning before opening the gas valve.  C. Ensure that the area is clear of all debris.  D. All of the above. |  |
| **18** | I wear contact lenses. Am I permitted to use them in the chemistry lab? (see syllabus, FAQs, Health Issues) | A. Yes, if they are soft lenses.  B. Yes, always.  C. No, because of the dangers of chemical vapors. |  |
| **19** | Waste generated from an experiment: | A. Can be poured down the drain.  B. Should always be discarded in the designated labelled container, unless otherwise indicated by my instructor.  C. Should be left under the hood, the instructor always cleans up after students. |  |
| **20** | (SHORT ANSWER):  In the box to the right describe what is considered proper lab attire. Please also include penalties for not wearing proper attire to your lab session. |  | |

**QUIZ (cont.) (PART C. GENERAL POLICY QUESTIONS)**

|  |  |  |  |
| --- | --- | --- | --- |
| **21** | It is my responsibility to arrange to make up a missed lab (when make up labs are available). | A. True  B. False |  |
| **22** | The CHY 123 lab course is designed around an expectation of completing all experimental lab sessions in person. | A. True  B. False |  |
| **23** | Some changes to lab scheduling may occur for a number of reasons, including weather. It is my obligation to monitor my email and the ICN front page (ICN News) to keep aware of any changes. | A. True  B. False |  |
| **24** | I have no responsibilities in cleaning up my area in lab before or after I do an experiment. | A. True  B. False |  |

**SCORE: \_\_\_\_\_\_\_**

We **strongly** suggest that you read **all** information contained in the syllabus for this course. Please see part 3 in your introductory packet for instructions on accessing it. A few key points will be outlined here:

* If you have difficulties submitting assignments, it is your responsibility to get help. To get help, you should contact your TA as well as the laboratory manager ([sarah.e.bernard@maine.edu](mailto:sarah.e.bernard@maine.edu)). If there is an issue with your use of InterChemNet, it is unlikely that your TA will be able to solve it, so the lab manager should be contacted as soon as possible. Failure to get help promptly will result in point deductions for late lab submissions. With the exception of the final assignment, work is never accepted past the end of classes.
* For experiments requiring lab reports, you will generally be given 1 week after the experiment is performed to submit it, even when there is a Holiday (e.g. Holiday breaks).
* If more than 2 lab assignments are not submitted to ICN, for any reason, even if you have excused absences you will fail the course, regardless of your average.
* The TAs are under the direction of Dr. Mitchell Bruce. If you have any issues regarding your TA, please contact Dr. Bruce at mbruce@maine.edu.
* For the CHY 123 lab course, if you withdraw from the co-requisite lecture course (CHY 121), you must drop the lab.

**FORM (ACKNOWLEDGEMENTS)**

**At this point, you should have covered much of the ICN lab packet and the syllabus. Please finish reading the documents and acknowledge your completion below by filling out this form and including a “digital” signature, which you can provide by typing your name and student ID, e.g. FirstName LastName (12345678).**

My “digital” signature below indicates that I have read and understood the **Sexual Harassment, Laboratory Safety and Academic Integrity Policies** of the University of Maine and Department of Chemistry and agree to abide by these policies.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lab Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lab Section: \_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_