**First Day of Labs- TA Notes**

**Highlights**
These are notes for the first time the labs meet. You will need to make sure to cover the followings things in lab:
- Safety
- Course syllabus & schedule
- Heavy use of Blackboard & Chem21
- Getting forms competed and signed
- Exp. 1 or 10 = Academic Integrity

This hand-out is broken up to describe what you need to do prior to lab, during lab, and after your lab meets. You must do all of these things with each section and during each make-up lab section.

**Announcements**
This is the first day of lab, often the first day of the semester. Many of these students have not been in a chemistry lab before.

**Reminders**
- Wait ~5 minutes after start of lab to allow for late arrivals. This is for the first day of lab ONLY.
- Your goal should be to cover the information and answer student questions, not to get out of the lab as soon as possible.
- The Blackboard site for this course has lots of information. This site should be visited early and often.
- The quizzes are on Chem21 for CHE 113 students. Students cannot access Chem21 until the usernames/passwords are sent out, after the Last Day to Add.

**BEFORE LAB**
Arrive at least 15 minutes early.
Pick-up from my office:
- Roster – Bring one copy back to file in the Black bins, you keep a copy
- Seating chart, located in trays on top of cabinet behind the door – YOU KEEP
- 24 packet sets per section

**For 111**
- Safety Release Form (light blue)
- Academic Offence Form (peach)
- Handout for course info (yellow) – STUDENTS KEEP

**For 113**
- Safety Release Form (green)
- Academic Offence Form (peach)
- Handout for course info (bright blue) – STUDENTS KEEP

**DURING LAB**
1. On board
   a. Write range of last names on board
   b. Write name and contact info on board
2. As students come in, help them find the correct room/TA. This will involve you talking with other TA’s and with the students.
3. Announce course, section, and time.
4. Introduce yourself
5. Call roll
   a. Do NOT have a student call roll for you!
   b. Check off students who are present, write “abs” next to students who are not.
   c. Say, “If you did not hear your name called, please come up to the front so we can check that you are on the roster.”
   d. Any student not on your roster should be redirected to the correct room/TA
   e. If the correct room/TA cannot be found, bring them to CP-19
   f. If a student says they are on a waitlist, give them one of the waitlist flyers and they can stay for the intro session but that will not guarantee them a seat in the class.
6. Say: “Dr. French is the course coordinator. See her for any issues involving absences, exceptions to policies, concerns/comments/suggestions for the course, student athlete forms and schedules, letters from student services, etc, and quiz issues/questions.
   a. Email: april.french@uky.edu (preferred method)
   b. Office: CP-19
   c. Phone: 257-3789”
7. Pre-/co-requisite – any student not meeting the course requirements should be brought to CP-19 at the end of the lab session (don’t just send them, bring them there at the end of class).

8. Show required lab manual, emphasize that their lab manual is ONLY available through chem21labs.com.
9. Show the required lab notebook, students who have one they bought in previous semesters may continue to use theirs if they have room in it. I have copies of ones you can show in my office.
10. Course syllabus and schedule are posted on Blackboard under both the “Start Here” and “Course Info” links.
   a. Read carefully, all policies will be rigorously adhered to and plagiarism is not tolerated by the Chem Dept and students who plagiarize will be caught. Emphasize the schedule, attendance policy, late and plagiarism policies for attendance and assignments.
   b. Tell them to mark relevant dates in their calendar
   c. Students who are more than 10 minutes late will have to work alone, too late and you will not be allowed to start
   d. All assignments are due by the due date given in the course schedule except in the case of an excused absence. Assignments will be accepted up to 24 hours after the due date/time with a late
4. Prepare lab notebook each week to collect data (see examples in Ch 3 of lab manual) 
5. Remind students to review all of the safety information online and in their lab manual (Chp. 1) 
6. (CHE 113 only) Students must pass a safety quiz with a 100% to continue in the course (Quiz 2). 
16. Show them general areas of lab and safety equipment 
   a. Fire extinguishers – three are located around the room. 
   b. Fire blanket – if a student’s clothing catches fire, the fire can be smothered by wrapping them in the fire blanket. 
   c. Fire alarm – if a lab fire cannot be handled by the fire extinguisher or other incident occurs that necessitates the evacuation of the building, the fire alarm will be pulled. 
   • Please make sure to tell your students that WHEN the fire alarm goes off they are to: 1. Shut down their experiment. You can shut them all down at once on the laptop, within the MeasureNet software. 
     2. They are to collect all their personal belongs and exit the building using the nearest exit. You should give them directions to the nearest exit. 
   d. Safety showers – for when a chemical is splashed on a substantial portion of the individual’s body. The pull the triangle down. When you want the water to stop, push it back up. 
   e. Eye wash bath – Chemical splashed in eyes. Demonstrate proper usage, eyes pulled open, head put in water flow for 15 minutes. 
   f. Goggles – eye protection is designed to keep chemicals from splashing into the eyes. While you may be careful or finished with your experiment, others in the room may not. Students and TA’s are REQUIRED to wear goggles at all times in the lab. Violations of this policy will result in the individual being removed from lab and the experiment will be unable to be made up. 
   g. Fume hood – note hood assignments and explain why fume hoods are used. 
   h. Exits – point out to students the three (or more) exits from each room. 
   i. Lab phone – this phone can be used in case of emergency to contact the lab supervisor or the stock room by pushing the button and dial. It should be used either by the TA or by a student designated by the TA for emergencies only. 
   j. Balances, reagent bench, distilled water
17. Appropriate attire for lab
   a. Shirts with sleeves which cover your torso (short or long sleeves)
   b. Long pants (to the ankle, no big holes)
   c. Close-toed shoes – shoes that cover all the skin on your feet.
   d. If there is bare skin on the legs, torso, or feet, you will be asked to leave the lab. Students often keep a change of clothes/shoes in their backpacks to ensure they are dressed properly. Any wardrobe changes should be made BEFORE ENTERING THE LAB.

18. Goggles are required for this course. Students (and their TA) must wear them the ENTIRE time they are in lab, regardless of if they are working with chemicals or not.
   a. For 111: One pair of goggles is included in the cost of Chem21. These are handed out by the TA at the start of Exp. 2, based upon who has paid/entered their access code onto Chem21.
   b. FOR 113: Goggles are not included in the cost of Chem21. Students should use the pair of goggles from last semester. If they no longer have that pair, another can be purchased from the stockroom for $6 using their PlusAccount. They will first be needed for Exp. 12.

19. Pass out student safety sheets (blue or green), academic offence acknowledgement sheets (peach)
   a. Emphasize that they must INITIAL (not put an check or “X”) each line indicating they read the statement and acknowledge them.
   b. While they are filling them out, walk around to EACH student and fill out your seating chart – DO NOT LET THEM SIGN IN ON SEATING CHART.

20. Have your students complete Experiment 1 – Academic Integrity
   a. This is to teach students about plagiarism, how to properly paraphrase, and how to write citations.
   b. You MUST teach them this. Bring the sample text I provide you to go over with them in class on how to paraphrase and how to write a citation.
   c. Be prepared for lots of questions.
   d. Students must turn in a paraphrased version of the provided material to BB and complete the Plagiarism Quiz on BB by the due date.

21. Complete the seating chart
   a. You need to fill it out with each student’s name, do NOT pass it around for the student to sign.
   b. Collect student information sheets, permission to use form (in lab manual), and safety release form (in lab manual).
   c. Mark on the seating chart which forms you have collected from each student (P=permission to use, I=information sheet, S=safety release).
   d. Goggles will be distributed during the first Experiment.
   e. If they lose or forget their goggles, they can purchase them from stockroom ($6, PLUS account only).

22. Remind them to read the syllabus and schedule on Blackboard.
23. Encourage students to see you if they have any questions either now or later in the semester.
24. Wait a few minutes to see if they have any questions.
25. Expect to and take the full 2 or 3 hours to go over this information.

   Wednesday and Thursday sections

   a. Wednesday: Students do not need to come to lab on Wednesday, Jan. 21, or the 28th since they came today.
   b. Thursday: Students do not need to come to lab on Thursday, Jan. 22 or 29 since they came today.
   c. Students need to come prepared for Exp. 2 (111) or Exp. 11 (113) the next lab period. Tell CHE 113 students that Exp 11 has a prelab assignment due the day before lab meets in Chem21.

26. Quiz 1 is due Jan. 30 for both CHE 111 & 113.
   a. (For CHE 111 only) Quiz 1 is available on Sapling Learning and is open as soon as they create their own account.
   b. (For CHE 113 only) They will have one week to complete it from when they receive their user name/password from me. An announcement will be posted on Blackboard when that info is emailed out. Tell them they must be proactive if they do not receive that info by Jan. 24, they need to check Blackboard for instructions on what to do.

27. For next lab session
   a. Read Chapters 1, 2, and 3 in lab manual, available on Blackboard until chem21labs opens.
   b. Read experiments 1, 2 & 3 in lab manual for 111 or Exp. 10 and 11 for 113 on chem21labs, must wait until they get access. Exp 1 & 10 is posted on Blackboard under Experiments.
   c. 111 students will have goggles distributed at the start of Exp. 2, if they have paid for Chem21 access. Paid access means that their access code has been entered into Chem21. If not, they cannot complete the lab or they will have to use their Plus account to pay $6 to the stockroom.
   d. Prepare lab notebook to collect data for Exp. 2 or Exp. 11
   e. Experiment 1 & 10 for both CHE 111 & 113 is due the week of Exp 2 or 11, which is the week of Feb. 3

**AFTER LAB**
- Record the following on Blackboard
  - Permission granted to use lab reports (from Safety Release Form, blue), enter as 1 (yes) or leave blank for no
  - Safety Sheet completion (from Safety Release Form, blue), enter as 1 (yes) or leave blank for no
  - Academic Offence Acknowledgement (from orange/pink sheet), enter as 1 (yes) or leave blank for no
  - Any related medication conditions
  - If they are not signed and reported on Blackboard, I will be reporting these students as absent from the first day and sending out UK Alerts on them.
- Return to CP-19 with the following
  - Extra copies of handouts and information sheets (put in trays on top of cabinet behind door, don’t forget to sort them)
  - Roster with attendance marked, put in the black boxes on the bookshelf.
- Put in folder in bin under mail boxes. The folders are organized by the course and section number. Put in folder “A” if you have the first of the alphabet, “B” if you have the end of the alphabet.
  - Any safety release or permission to use forms you have collected.
    - Sort by color
    - **Alphabetize by student’s last name**
      - Put in folder in bin under mail boxes. The folders are organized by the course and section number. Put in folder “A” if you have the first of the alphabet, “B” if you have the end of the alphabet.

- Keep
  - Seating chart
  - 111 Reviews should be returned to students the following lab, graded.

- Flag any information sheets which have medical information written on them. Put flag on side of paper so the flag is visible when the papers are in the folder and notify lab supervisor.