

Chem 311 Frequently Asked Questions

Q. I'm not feeling well and my lab's today. What should I do?

A. Go to the Health Center, or see your doctor. Most of the time, you can go to the Health Center that day and be seen by someone. Sometimes they are busy and will make an appointment with you. When you go there, leave your file open (waive your right to confidentiality). That way we can tell if you were really ill, or just didn't want to go to lab. Most of the time, students miss labs for minor illnesses (colds and flu) that the doctors can't really treat. We still need proof that you were sick.

With documentation, you can make up the lab. If making up the lab is impossible, we will average out the missing lab.

Q. So, I have my doctor's note, how do I make up the lab?

A. Each experiment is performed for only one week. Once the last section does that lab, it won't be done again. Here's the twist: we don't start on Monday. The laboratories start on a Tuesday. So the week of the experiment runs from Tuesday until the following Monday.

Once you have the note, call the stockroom personnel for the campus you take lab at (phone numbers are listed in your syllabus under "Course Policies" item #3 (Make up)) to arrange a make up. You can only make up the experiment on the same campus as you usually have lab. If there are no openings that fit in your schedule, then you cannot make up the lab. In that event, the lab will be excused and the points averaged out.

REMEMBER, IF YOU HAVE TO MISS THREE OR MORE LABS (EVEN FOR MEDICAL REASONS), YOU CANNOT RECEIVE A PASSING GRADE IN THIS COURSE.

Q. I have a Monday lab so I can't make up the lab. I have proper documentation. What happens now?

A. Students with proper documentation who cannot make up the lab are not penalized. We average out the missing lab.

Q. I cannot come to lab because of a religious observance. What do I do?

A. Get a letter from your religious leader stating that you are a member and will be observing that day and contact Dr. Govindarajoo by 9/11/07. **You must also provide documentation to Dr. Govindarajoo by 1/29/08.** For religious observances that may fall on one day or the next, if the holiday *might* fall on your lab day, you still have to inform Dr. Govindarajoo by 1/29/08.

Q. I missed the lab because my car wouldn't start. What should I do?

A. Nothing. We can't excuse students with transportation problems. Verifying the excuses is nearly impossible. There are only 2 exceptions: when a large number of students miss lab because the buses aren't running, we make an accommodation, and when you are involved in a car accident getting to the lab (provided you get a police report). Contact the course coordinator about the absence so that it is confirmed that you haven't dropped the course suddenly.

Q. My family (or I) got nonrefundable tickets for our vacation and the flight leaves the day I have lab or exam. Can I arrange a make up?

A. No. You must be in lab (or take the exam) at your assigned time, unless you have a valid reason. Family vacations, gatherings, vacations, reunions are not acceptable reasons. Valid reasons include: officially (Rutgers) sponsored events (Rutgers sports teams, concerts, plays, etc.); death in the immediate family; illness or injury; car accident (with police report only) the day of the lab. All the valid reasons require documentation from the appropriate authority.

Q. I want to change sections because my friend is in another section or because I've heard that another lab instructor is better or because I don't get along with my lab instructor. How do I change sections?

A. During the ADD/DROP period, go on-line or to the registrar's office and change sections. As long as there is room in the new section, you may move.

After ADD/DROP is over you may not change sections for any reason. If you don't like your lab instructor and have tried everything to fix the situation, then you can either stick it out or drop the course and retake it some other semester.

If you are having trouble communicating with your lab instructor, go to his/her office hours. If you are still not satisfied, see the course coordinators.

Q. I left my goggles at home. Can I borrow a pair from the stockroom?

A. No. You may stay for the prelab quiz and talk and you may turn in your prelab. You may not stay in the lab without the proper attire, which includes safety goggles. You may go home and come back within the first hour of the lab. If you have to buy a new pair of shoes or goggles or pants, do it. We will not grant you a make up lab or excuse the absence.

Q. I always run out of time. What should I do?

A. You only get the allotted time for lab each week to take the quiz and perform the experiment. Don't ask to stay an extra few minutes. It isn't fair to the other sections. Come to lab better prepared. Do more than one thing at a time. Work quickly and efficiently. For example, if you are waiting for a flask to cool or a chromatogram to run, set up the next part of the experiment or write your observations. Read the lab three times: once shortly after the previous week's lab, and second time when you start the prelab and the night before your lab. You may go to office hours of the lab instructors or the course coordinator for help.

Q. I have a class right before lab, so I usually arrive after the quiz has been given. Can I take the quiz at another time?

A. No. You will have to choose which class is more important to you. If you couldn't change sections during ADD/DROP, then you should have dropped one of the classes and take it in a later semester.

Q. What should I know for the exam?

A. The exam is based heavily on the lecture notes, prelabs, post labs, introduction questions and quizzes. A review sheet will be posted on the website two weeks before the exam.

Q. I have a common hourly exam during my lab. How do I arrange a make up lab?

A. You don't. Regularly scheduled classes take priority over common hourly exams. The instructor of the course with the exam must make alternate arrangements for you. The following is from the University's policy on common hourly exams.

RULES FOR COMMON HOUR EXAMS

The following rules shall govern the conduct of Common Hour Examinations and shall be enforced by the instructional deans of the faculties and colleges offering the courses in which Common Hour Examinations are given.

C. Certain scheduled Rutgers activities will take precedence over common hour examinations for students who are formally registered to participate in those activities. Activities that take precedence over common hour examinations include regularly scheduled Rutgers classes, scheduled Rutgers intercollegiate athletic practices, and scheduled Rutgers athletic events. Students who have conflicts between such activities and common hour examinations must be offered an alternate examination (see F., below).

F. If a student has a conflict between a common hour examination and a scheduled activity that takes precedence (see C.), then the department must offer the student an alternate examination within one week of the primary examination.

H. Alternate examinations must be offered at times that do not conflict with activities that take precedence.

J. Students and departments offering common hour examinations may disagree on whether a scheduling conflict constitutes grounds for missing a common hour examination. Student appeals in such cases will be referred to the dean of instruction in the student's college. The dean's decision will be binding on both the student and the department offering the common hour examinations. Student appeals must be submitted at least two weeks prior to the date of the conflict.