Rowan College at Burlington County Instructor: John Fulmer

Organic Chemistry I Laboratory (CHE 241)

Notebook Protocol & Supplemental Material

Required: three (3) 100 page college ruled notebooks. Enter your name, class and book number on the outside cover for identification.

Save a few pages in the beginning of each notebook for the Table of Contents, and at the end of each notebook for the Chemical Hazards and Precautions Appendix.

Number every page in the top right corner (100-199 for notebook #1, 200-299 for notebook #2, etc.).

The Spill & Waste Codes Explanation sheet must be included in the back inside cover of each notebook.

**For all entries:**

* Enter the date at the top right of the page
* Entries at later dates on the same page are dated as well
* Each section begins on a new page
* All entries must be made directly to the notebook. Scrap paper or other notebooks are NOT permitted.

Each page needs a header, even if a section is continuing from a previous page.

Example Header: Experiment 1: Boiling Points & Distillation

 Experimental Procedure

* Every mistake must be crossed out with a single line and then initialed. DO NOT use White-Out.
* Mark a line through all unused portions of a page. This includes blank pages in the middle of your experiment (these pages still require a header). DON’T mark a line through all pages after an experiment. These will be used for the next experiment.

Indicate whether each section continues or ends. Include the page number the section is continuing to, or where the section continued from.

Example: On page 2: Experiment 1 General Procedure continued to page 3 (initial)

 On page 3: Experiment 1 General procedure continued from page 2 (initial)

 If ending: Experiment 1General Procedure, End (initial)

* Sources must be given for all data used to complete your Table of Physical Constants and Chemical Hazards & Precautions Appendix (website, book, supplement, etc.)
* For each experiment, pages on the left side of the notebook are for your notes, calculations or instructions, and will not be graded. Pages on the right side of your notebook are graded. Use only this side for your finalized work.
* Black, water insoluble ink must be used. No pencil, gel pens, etc. are allowed.

**Order of sections for each experiment:**

* Purpose
* General Procedure
* Reaction Equations
* Table of Physical Constants
* Preliminary Calculations
* Preliminary Flow Sheet (if applicable)
* Experimental Procedure (written in past tense as the work is completed)
* Diagram with all parts labeled (can be included in experimental procedure section)
* Data Table
* Experimental Calculations
* Supplements (Spectra, Chromatograms)
* Flow Sheet (if applicable)
* Analysis
* Abstract

**General Format for Post-lab Reporting:**

Analysis – must be a minimum of one full page (single spaced, 12 pt. font)

Introduction/Purpose

Body/Experimental Procedure

Results and Discussion

Conclusion – supported by your results

Abstract – 1-2 paragraphs max

Purpose/Objective

Results (data)

Conclusion (supported by your data)

Notes:

\*Your Abstract should not include procedural or discussion details such as how the experiment was completed, or sources of possible error in your experiment. The purpose of your abstract is to provide a snapshot of the main points of your experiment only. All other details belong in the full Analysis /Synthesis.

\*Your Analysis and Abstract should be written in past tense – you have already completed the experiment and are now reporting on your work. Both the Analysis and Abstract should be word processed (12 pt. font, single spaced), printed, and then taped neatly into your laboratory notebook.

\*If in doubt whether a section should be included for a specific experiment, CHECK THE RUBRIC!! If it’s included in the rubric, you will be receiving a grade for this part.

Experimental Calculations

 Include all calculations required to complete your post-lab for each experiment. This may include percent yield, refractive index temperature corrections, calculations to average melting point range or refractive index data (if more than one trial was completed), corrections for theoretical yield (Experiment 11)