
Date: Monday, August 25, 2008
To: Ch.E. Faculty and Students Involved in Ch.E. 433 / 4 Lab Class
From: David C. Drown (Course Coordinator) ddrown@uidaho.edu
Subject: Course POLICIES, Due Dates, & Penalties.

LABORATORY SAFETY by Barry King (former Experiment Facilitator)

“Why? It’s just a lab. We’ve been through this before, plenty of times, and I’ve never seen anything all that dangerous yet.”

The speaker may be right. It may not be that dangerous. After all, the experiments have been running for 40 years and haven’t hurt anybody yet. Statistically speaking, in instructional laboratories, we are due for a major injury. Too much time has passed without a significant injury here in ChE. The equipment is getting older and various unseen stresses and flaws in the glassware and steam lines may be developing even though we try mightily to ensure that everything is as it should be. But, much of the lab apparatus is constructed of glass weighing hundreds of pounds. The glass still breaks as glass does and could fall 10 to 12 feet before striking you. You can imagine what could happen with a 40 pound curved chard of glass that has fallen 10 feet. Steam lines can break blasting hot rusty steam and chunks of who knows what into your glasses **OR** your eyes. It’s sort of like a choice.

Other factors motivating the discussion of safety are your and our liabilities. As a student in the ChE department in a required course the university and ChE are responsible for your safety. But surprisingly participants in the lab are equally responsible. If an accident occurs and participants are found to be conducting themselves in an unsafe manner then they too are liable for the injuries that are incurred. After participating in a safety training tour the second week of the course, you will be required to sign a safety liability contract. Preliminary safety analysis of each experiment will be required before you can schedule operation of each experiment.

It is therefore to your advantage to know what you are doing in the lab **BEFORE YOU DO IT** and to require the people around you to wear protective gear or move to a safe distance from the apparatus. The easiest thing to damage on your person are your eyes. It is logical then to **wear safety glasses at all times**. Leather gloves would allow you to hold onto hot steam lines in a safe way instead of quickly pecking at a valve to change it. Packs, books, and coats laying in chairs close to experiments or on the floor block your exit route should a problem occur. You are allowed and encouraged to rearrange your lab site to make your escape easier. Know which way to run. Suggestions or recommendations for operating the lab in a safer manner are welcomed. Thank You.

Report Due Date Policy : by David Drown (Course Coordinator)

The default due date policy is that ALL reports (written and oral) are **due in the office of the COORDINATOR, TWO WEEKS** after the performance of the experiment. If the experiment is performed on a Monday, the report is due before 5 PM on Monday two weeks hence. These dates can be changed only with the approval of BOTH the course coordinator and the instructor in charge of the specific experiment. Late submissions will result in significant grade reductions on the particular report.

Since the oral report presentation requires multi-person coordination, there are potentially more difficulties in scheduling. The default due date for oral presentations is that the oral is to be presented no later than two weeks (to the day, same as written reports) after completion of the experimental work. This may not always be possible due to faculty evaluator availability schedules, but the arrangements as to when the presentation will be made **MUST** be worked out and signed up for **ONE WEEK PRIOR** to the default due date. The presentation grade will be reduced by 3 points for each day the sign up is late. If the coordinator has not been notified otherwise by the default due date, it will be assumed that the presentation will be made by the default due date and the presentation grade will be reduced by 10 points for each school day the presentation is late if not signed up before the default due date. Bear in mind that you must ultimately present a **SATISFACTORY** quality talk in order to complete the course. So, if you procrastinate long enough, you can end up giving the talk for no credit as far as your grade is concerned.

Oral Presentations :

The oral presentation will be video taped before a live (?) audience consisting of all the members of a different squad (referred to as viewers) and a Faculty Oral Evaluator (FOE). All viewers are **REQUIRED** to be present. One of the viewers (assigned responsibility) will run the video equipment and the FOE will grade the presentation. All the viewers and the FOE will evaluate the presentation on the standard **ASSESSMENT** form. All viewer assessments will be submitted to the FOE the same day as the presentation is made. The student viewers are encouraged to be totally honest and constructive in their comments as this will help the presenter in future efforts, but will not affect the presenter's grade.

After the presentation, the presenter will review the tape and evaluate the performance using the standard assessment form and submit the form and tape to the **COORDINATOR** within **ONE WEEK**. The presentation grade is determined by the FOE who fills out a grading form and an assessment form. The FOE submits the grading form and the assessment forms from all the viewers to the **COORDINATOR** who records the grade and returns the assessments (made anonymous) to the presenter.

It is the responsibility of the presenter to arrange the exact time of the talk with the FOE and the viewers after checking the sign-up sheets for the conference room. Once the time is settled, it is put on **THREE sign-up sheets** = the one on the **COORDINATOR'S** door, the **Conference Room** reservation schedule, and the FOE's sheet.

Viewers must submit confirmation to the course web site verifying they were contacted by the presenter and the date & time agreed upon. The presenter must do this at least 1 week prior to the presentation and the viewers within 30 hours after being contacted by the presenter. If you do not reserve the Conference Room or another appropriate place and the Computer/Projector, they may not be available when you need them.

SUGGESTION!!! Since the presentations are done as per the sign-up sheet on the COORDINATOR'S door and posted on the course web site, don't trust your memory as to the time you think you agreed on - - - **CHECK THE SIGN-UP SHEET!**
ABSENCE COSTS A COURSE GRADE PENALTY!

The selection of the squad to hear the oral is as follows :

- EXP 1 : The oral presenter from squad 1 talks to squad 2.
 The oral presenter from squad 2 talks to squad 3. ... etc.
 The oral presenter from squad n talks to squad 1.
- EXP 2 : The oral presenter from squad 1 talks to squad 3.
 The oral presenter from squad 2 talks to squad 4. ... etc.
 The oral presenter from squad n-1 talks to squad 1.
 The oral presenter from squad n talks to squad 2.
- EXP 3 : The oral presenter from squad 1 talks to squad 4.
 The oral presenter from squad 2 talks to squad 5. ... etc.
 The oral presenter from squad n-2 talks to squad 1.
 The oral presenter from squad n talks to squad 3.

Participation Reports :

Each squad member is required to submit a confidential PARTICIPATION REPORT on their other squad members after each experiment. These are due on the day after the written reports, i.e., 2 weeks plus 1 day after the experiment is run (even for those doing oral presentations regardless of when the oral is actually presented). Download the PARTICIPATION REPORT .DOC FORM, type your responses in, and submit the file to the course web site PARTICIPATION folder.

Experiment Assessment Reports :

Each squad member is required to submit a confidential LAB RECOMMENDATION / ASSESSMENT REPORT on each experiment. These should contain specific improvement ideas that the 'experiment facilitator', (David MacPherson) the 'experiment director' and the course coordinator can use to improve future assignments. These are due on the day after the written reports, i.e., 2 weeks plus 1 day after the experiment is run (even for those doing oral presentations regardless of when the oral is actually presented). Download the RECOMMENDATION REPORT .DOC FORM, type your responses in, and submit the file to the course web site RECOMMENDATION folder.

<u>Report Cycle :</u>	<u>EXP 1</u>	<u>EXP 2</u>	<u>EXP 3</u>
first name :	Formal	Exec. Summary	Oral
second name :	Exec. Summary	Oral	Formal
third name :	Oral	Formal	Exec. Summary

The squad member doing the FORMAL REPORT will be the “Fore person” (squad leader, boss, or other appropriate title) responsible for organizing, scheduling, managing, attending the ‘Common’ calibration & training lab session, and making all final group decisions for that particular experiment.

Grade Penalties :

- A) Late WRITTEN REPORTS : 10 REPORT points per day for the first day (or any fraction thereof) and 20 report points per day for each additional day (or fraction).
- B) ORAL ATTENDANCE: Unless notification of non-attendance is given to the COORDINATOR and a first class explanation (“I forgot” is not acceptable) are presented and approved PRIOR to the presentation, a 7 point reduction will be made in the FINAL SEMESTER GRADE.
- C) PRESENTER SIGN-UP : Failure to sign up with the COORDINATOR at least 1 week after the experiment is run will result in :
 - 1) 3 REPORT points per day for each calendar day (or any fraction thereof) the sign up is late.
 - 2) 10 REPORT points for each school day the presentation is late if not signed up before the default due date.

Failure to sign up to reserve the meeting room will result in possibly the room and video camera being unavailable, so you can’t do the presentation when scheduled and must reschedule = a 3 point rescheduling reduction will be made in the FINAL SEMESTER GRADE.

If you are not giving the presentation in the ChE conference room, BEL 307, failure to sign up to reserve a Computer / Projector will result in possible availability conflicts. If you can’t do the presentation when scheduled and must reschedule = a 3 point reduction will be made in the FINAL SEMESTER GRADE. It is acceptable to use overheads instead of **PowerPoint** computer slides; however, you must personally pay an outside vendor to make the overhead transparencies and the FOE may penalize your presentation grade if they think the visuals presented are of low quality. Three projectors and 2 laptop computers are now available in the ChE Dept. or you can supply your own, but make sure software editions and video resolutions are compatible ahead of time.

Grade Penalties: (continued)

- D) PRESENTER not contacting viewers & FOE before scheduling:
2 REPORT points per viewer (FOE counts double as a viewer + evaluator).
- E) Late VIEWER confirmation of oral scheduling:
2 REPORT points per day (or any fraction thereof).
Viewers know they will be in an audience and are responsible for contacting the presenter and helping find a time that works for everyone.
- F) Late VIEWER ASSESSMENT FORM:
2 REPORT points per day (or any fraction thereof).
- G) Late PRESENTER SELF ASSESSMENT FORM & RETURN of TAPE:
2 REPORT points per day (or any fraction thereof) for either the form or the tape.
- H) Late PARTICIPATION REPORT FORM or LAB RECOMMENDATION/ASSESSMENT REPORT FORM:
1 REPORT point per day (or any fraction thereof) per form.
- I) EXPERIMENT ATTENDANCE: Unless notification of non-attendance is given to the COORDINATOR and a first class explanation ("I forgot" is not acceptable) are presented and approved PRIOR to the experiment, a 15 point reduction will be made in the FINAL SEMESTER GRADE. Plus you must reschedule and run the experiment solo. Bear in mind that you must ultimately perform a SATISFACTORY experimental run for all 3 experiments each semester in order to complete the course.
- J) Common CALIBRATION Session ATTENDANCE: Unless notification of non-attendance is given to the COORDINATOR and approved PRIOR to the experiment and a first class explanation combined with trading responsibilities with another squad member:
7 point reduction will be made in the FINAL SEMESTER GRADE.
- K) OTHER: Anything not covered above is at the discretion of the COURSE COORDINATOR.