

AP Chemistry: Lab Policy

1. Labs

- We will average one lab per week. Other double periods will be used for problem solving practice, tests, and homework review.
- Lab reports are due three school days after an experiment is completed. If a test falls on the same day as a lab is due, the lab report is due the following day. Two points are deducted for each day late.
- There is no lab book. I will give handouts for each lab.
- Prior to the first lab, I will review lab safety, lab notebooks, lab reports, and the use of *Word* and *Excel* to write reports.
- You and your parent/guardian must sign the lab safety contract prior to performing the first lab.

2. The Lab Notebook: **It is very possible that you will be asked to show your lab notebook and/or lab reports to receive college credit. Save your lab reports neatly in a folder or notebook.**

- You must buy a bound lab notebook (composition book or quadrille-lined book) to record original data, notes, sketches, and rough graphs.
- Write your name on the front cover and inside the front cover.
- Number all pages on the upper outside corner.
- Save the first four pages for a table of contents (lab title + page number)
- Write in ink. If you make a mistake, do not erase, but draw one line through the mistake. Although neatness is not a priority, your notebook should be legible and well organized. Plan ahead.
- Even if you work with a lab partner, each person must have a copy of all data in their lab notebook prior to leaving the lab.
- Lab notebooks may be collected and graded several times during the year.

3. Laboratory Reports

- Use the format given on the AP Chemistry lab coversheet.
- It is strongly recommended that your lab reports are written using a word processing program like *Word* and that data tables and graphs are done using a spreadsheet program such as *Excel*.
- Some labs have a “prelab” exercise. These must be completed prior to starting the lab.
- Even though you work with a lab partner, you must write an individual report. This includes all table and graphs.

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Safety in the Laboratory

- Wear chemical splash goggles at all times (to cover your eyes, not you head!)
- Notify your teacher of any spills immediately.
- If chemicals contact your skin, wash with large amounts of water and notify your teacher.
- Know where the fume hood, eyewash, safety shower, fire extinguishers, safety blanket, and gas shut-off are, and how to use them.
- Tie back long hair.
- Never attempt unauthorized “experiments” by mixing chemicals just to “see what happens.”
- Never eat or taste anything in the laboratory (including the end of your pen.)
- Keep your area neat and clean.
- Know how to light and adjust your Bunsen burner.
- Dispose of broken glass properly.
- Observe all safety precautions as listed in each lab handout.
- Dispose of chemicals as instructed by your teacher.
- NO HORSE PLAY

Student Safety Contract (must be signed prior to the first lab)

I will ...follow all directions given by the teacher
...protect eyes, face, hands, and body while in the lab
...keep my work station clean
...know where to get help and how to operate safety equipment
...conduct myself in a responsible manner at all times

I, _____, have read, understand, and agree to the safety regulations set forth above.

Date _____

Student Signature

Parent/Guardian Signature