

TO: Chemistry Laboratory Instructors, Chemistry Laboratory Coordinator
FROM: Dr. G. Blanchard, Department Head
DATE: August 18, 2009
RE: Coordination of chemistry laboratories policy

Because of several factors pertaining to chemistry laboratory instruction: the large number of individual instructors; the need for extensive preparation; the large amount of supplies and equipment required; and the short amount of time available for preparation; the introductory undergraduate chemistry laboratories require extensive coordination. To effect this coordination, the Department employs one staff Laboratory Coordinator and several student "solutions" workers and has appointed two lab manual editorial committees, one each for CLAB 103/104 and CLAB 123/124. To guide this coordination, I am promulgating the following policies.

The chairperson of each editorial committee is responsible for maintaining the electronic master document of the lab manual(s) and the corresponding preparation manual(s) and for providing current versions of these to the Departmental office and/or the Laboratory Coordinator as requested. Faculty and the Lab Coordinator may submit requests for revisions and corrections to the chairperson of the committee for consideration by the committee. The committee shall submit major revisions to the faculty for consideration before implementation. If the revision raises questions of safety, the revision shall also be submitted to the Departmental Safety Committee for consideration before implementation. The editorial committee is also responsible for maintaining coherence between the lab manual(s) and the preparation manual(s).

The Laboratory Coordinator is responsible for directing and overseeing the work of the student solutions workers. The Laboratory Coordinator and the student solutions workers are responsible for setting up equipment and supplies at the beginning of the week in accordance with the solutions manual and to ensure that supplies are available to replenish what is used during the week. The Laboratory Coordinator and the student solutions workers are also responsible for taking down equipment and supplies and removing waste at the end of the week.

Laboratory students are responsible for bringing proper personal protective equipment to lab and for leaving their respective workspaces in proper order at the end of each period as well as fulfilling the course requirements as determined by the course instructor.

Laboratory instructors are responsible for ensuring that students wear proper personal protective equipment and that they fulfill their responsibility for leaving their respective workspaces in proper order at the end of each period as well as fulfilling the instructional responsibilities for the course. It is the prerogative of laboratory instructors to customize experiments. However, the instructor is responsible for providing nonstandard equipment and supplies and for removing these from the workspace at the end of the laboratory section so as not to create distractions and/or hazards for the students and instructors of other sections.