

CHM 2211L – Organic Chemistry Laboratory (2 credits)
Room 210 Chemistry/Chemical Biology Building (CCB)
Fall 2021

Teaching Assistant	To be assigned – see Canvas site
Faculty Coordinator	Dr. Tammy A. Davidson, davidson@chem.ufl.edu , Sisler 429B Please use Canvas or your official UF email for any correspondence
TA Office Hours	See Canvas site for schedule (http://elearning.ufl.edu)
Prerequisites	The prerequisite for CHM2211L is completion of either CHM2210 or CHM 2212 with a grade of C or higher, or completion of CHM3217. Please note that CHM2211L is intended to accompany either CHM 2211 or CHM2213, and we expect that you have a good working knowledge of the material covered in those lecture courses. Any students taking CHM2211L without concurrent registration in either CHM2211 or CHM2213 (or prior completion) should be prepared to do outside work as needed to understand these concepts.
Course Delivery	This course will meet in-person in CCB 210 during your scheduled lab sessions, and exams will be in-person. Occasional group work will occur via the Zoom platform. You will require a computer with an internet connection and a functional webcam and microphone for Honorlock proctored progress quizzes.
Course Objectives	The general objectives of this course are to introduce you to common laboratory techniques and equipment used in an organic chemistry laboratory, to help you gain understanding and proficiency in their use, to help you explore the process of doing organic chemistry, and to illustrate representative examples of the useful and important reactions you are learning in CHM 2211 lecture.

**IN-PERSON LABS WILL BEGIN ON WEDNESDAY, SEPTEMBER 1 WITH THE 11:45AM SESSION
(ATTEND YOUR SCHEDULED SESSION – SEE CANVAS FOR DETAILS)**

COVID-19 LAB POLICIES

We will have face-to-face instructional sessions to accomplish the learning objectives of this course. In response to COVID-19, the following practices are in place to maintain your learning environment, to enhance the safety of our in-classroom interactions, and to further the health and safety of ourselves, our neighbors, and our loved ones.

- **If you are not vaccinated, get vaccinated.** Vaccines are readily available at no cost and have been demonstrated to be safe and effective against the COVID-19 virus. Visit this link for details on where to get your shot, including options that do not require an appointment: <https://coronavirus.ufhealth.org/vaccinations/vaccine-availability/>. Students who receive the first dose of the vaccine somewhere off-campus and/or outside of Gainesville can still receive their second dose on campus.
- **You are expected to wear approved face coverings at all times during class and within buildings even if you are vaccinated.** Please continue to follow healthy habits, including best practices like frequent hand washing. Following these practices is our responsibility as Gators.

- Sanitizing supplies are available in the lab if you wish to wipe down your workstation prior to beginning your experiments and at the end of the class. Hand sanitizing stations will be located in every classroom.
- **If you are sick, stay home and self-quarantine.** Please visit the UF Health Screen, Test & Protect website about next steps, retake the questionnaire and schedule your test for no sooner than 24 hours after your symptoms began. Please call your primary care provider if you are ill and need immediate care or the UF Student Health Care Center at 352-392-1161 (or email covid@shcc.ufl.edu) to be evaluated for testing and to receive further instructions about returning to campus. UF Health Screen, Test & Protect offers guidance when you are sick, have been exposed to someone who has tested positive or have tested positive yourself. Visit the [UF Health Screen, Test & Protect website](#) for more information.
 - Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work.
 - If you are withheld from campus by the Department of Health through Screen, Test & Protect you are not permitted to use any on campus facilities. Students attempting to attend campus activities when withheld from campus will be referred to the Dean of Students Office.
- Continue to regularly visit coronavirus.UFHealth.org and coronavirus.ufl.edu for up-to-date information about COVID-19 and vaccination.
- While in the laboratory, please utilize the designated workstation areas and do not move any equipment to an alternate location. Practice physical distancing to the extent possible while working in the lab and when entering and exiting the classroom.
- **Again, if you are sick, stay home.** We are counting on everyone to follow this simple policy in order to maintain the health and safety of all students, TAs, lab staff, and faculty involved with this course.

FIRST IN-PERSON SESSION – CHECKING IN

You must have the following items with you during your first lab session and each in-person session thereafter:

- CHM2211L/2200L Lab Manual, 2021-2022 edition (Hayden-McNeil, available at UF bookstores)
- Department approved Safety Glasses/Goggles and proper laboratory attire

You must be wearing department approved safety glasses or goggles and be properly attired to be admitted to the laboratory at all times, even on the first day of lab. Students should wear loose fitting pants and a shirt (with sleeves) that covers the entire torso. There can be no exposed skin at the waist or ankle area. Please refer to the lab manual and the links on the Canvas site for more information on attire and the types of eye protection approved for use in this lab. **Anyone without the necessary materials (listed above), the proper safety glasses/goggles, and appropriate clothing will not be allowed in the lab.**

During your first in-person session, you will be assigned to a lab bay, meet your TA, and be assigned to your laboratory workstation. You will need to choose a PIN for the lock on your personal workstation drawer. Be careful and deliberate when entering the code to lock your drawer – you will need to use the same PIN to unlock your drawer, so be careful to enter the code correctly when you lock the drawer.

The Materials and Supplies fee that you pay for this course (\$88) covers all reagents/supplies and reasonable breakage/loss of glassware. You are responsible for maintaining all of the glassware and equipment in your personal workstation drawer for the entire semester. Check everything carefully during check-in to make sure all of your equipment is in good working order. Look for star and hairline cracks in your glassware, and check your separatory

funnel carefully to make sure there are no leaks. Complete and sign the Safety Form and workstation equipment sheet (found in the "Forms" section of the Lab Manual), and turn them in at the stockroom window to complete the check-in process.

GRADING

Your grade will be determined from two categories in this course. The first category focuses on the experimental and group work for the course, including completion of pre-lab assignments, the data and observations recorded while working in the lab, the notebook summaries submitted upon completion of the experiment, and the infographic group project. The other portion of your grade will be determined by the lab practical and quizzes that assess your understanding of the concepts covered in the course (both technical and the background chemistry), including laboratory safety and various concepts/techniques from the laboratory experiments. Although it is natural to worry about grades, please don't let it become an obsession that ruins your experience in the lab. The average grade for this course is a B+, and any student who completes all of the assignments and shows a good attitude in the class will earn at least a C.

Grades will be determined from the following factors and weighted as indicated:

<u>Experimental/Group work</u>		<u>Assessment of Understanding</u>	
Pre-Labs	5%	Safety Quiz	5%
Lab Notebook/Summaries	10%	Lab Practical	15%
In-Person Lab Attendance	10%	Progress Quizzes	35%
Infographic Group Project	15%		
Participation/TA Evaluation	5%		

The grading scale will be firmly set as follows: A \geq 89.5%, A- = 86.5-89.4%, B+ = 83.5-86.4%, B = 76.5-83.4%, B- = 72.5-76.4%, C+ = 69.5-72.4%, C = 61.5-69.4%, C- = 58.5-61.4%, D+ = 54.5-58.4%, D = 50-55.4%, E < 50.0%. There will not be a curve beyond that already included in the scale above, and there is no rounding of scores in Canvas. UF grading policies are at <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>.

Explanation of Grade Breakdown:

The **Pre-Lab (PL)** grade consists of your Pre-Lab Assignments which are found in the lab manual for each experiment and are graded on a 5 point scale. See schedule for due dates. Upload a PDF scan of your pre-lab to the Assignments section of Canvas at least 30 minutes prior to the beginning of your lab session. **Anyone who has not submitted a pre-lab may not do the lab that day.**

Lab Notebook/Summaries (NB) are the notes you take during lab and your answers to the post-lab questions from the lab manual, and will be graded on a 10 point scale. Upload a PDF scan of the duplicate pages from your notebook to the Assignments section of Canvas. Your score on the online **Spectroscopy Module Quiz** will also count as a notebook grade. See the schedule for specific due dates.

Various assessments that gauge your understanding of the course material are dispersed throughout the semester – see the schedule for specific dates. An **Online Safety Quiz** will be available on Canvas under the Quizzes tab. **Two Progress Quizzes** will be given via Canvas using Honorlock proctoring and will evaluate your cumulative understanding of the concepts/techniques covered in the lab. The progress quizzes will be available on their scheduled dates from 7:00pm until 10:30pm. You will have 70 minutes to complete each quiz, which already includes extra time to account for the use of HonorLock. The **Lab Practical** will assess your ability to determine a melting point range for an unknown compound accurately and your ability to carry out a synthesis and recrystallization using a

procedure that was performed earlier in the semester. More details will be given as the practical date approaches. *****Note: The online safety quiz must be completed on the Canvas site by 11:00pm on Friday, September 10. No extensions.*****

The Organic Teaching Laboratory is a hands-on learning environment. The **Participation/TA evaluation** portion of your grade will be determined based on your overall engagement in the laboratory and your contributions towards the group work that complements the experiments you are conducting in the lab. These activities will include preparation and peer review of an **Infographic Group Project**. More details will be provided on the Canvas site.

GRADING DISPUTES AND REQUESTS FOR REGRADES

All pre-lab and notebook assignments are graded by your TA, so you should address any grading disputes directly to your TA no later than three days after your TA posts your score on graded items. **Requests for re-grades will not be accepted after the deadline has passed.** Please note that the purpose of regrading is to make sure all papers were graded according to the same standard – it is not a means to negotiate for more points. To ensure fairness, the entire assignment will be regraded based on the grading rubric, and grades may go up or down with the regrade. **All re-grade decisions are final.**

HONORLOCK PROCTORING FOR PROGRESS QUIZZES

HonorLock is an online proctoring service that will be used to remotely proctor your quizzes this semester. You do not need to create an account. HonorLock is available 24/7 and all that is needed is a computer, a working webcam and microphone, and a stable Internet connection. To get started, you will need to use Google Chrome as your browser, and you need to install the HonorLock Chrome Extension. You can download the extension at www.honorlock.com/extension/install. For additional information and best practices, see the HonorLock Student Guide at <https://distance.ufl.edu/media/dceuffedu/pdfs/Honorlock-Student-Guide-UF-Update.pdf>.

When you are ready to test, log into Canvas, go to your course, and click on your exam. Clicking "Launch Proctoring" will begin the HonorLock authentication process, where you will take a picture of yourself, show your ID, and complete a scan of your room. HonorLock will be recording your exam session by webcam as well as recording your screen. HonorLock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it is on a secondary device.

HonorLock support is available 24/7/365. If you encounter any issues, you may contact them by live chat, phone (844-243-2500), and/or email (support@honorlock.com).

LAB CLEANLINESS AND LATE PENALTIES

You are expected to attend your scheduled lab session, complete the scheduled activity, clean up your work area, and leave the lab when your lab period ends. Everyone in this course is given the same amount of time to complete the experiments. If you are well prepared, you should have no problem finishing the experiments within the allotted time. **You may not stay late or come in during another lab section to do your experiments.**

You will find a weekly schedule on Canvas and at the end of this syllabus that shows this semester's experiments, along with the due dates for assignments. The following late penalties will be assessed as needed:

Late leaving the lab or messy workstation.....1 point deduction from Notebook grade per occurrence
Any assignment turned in late.....10% deduction on item for each day late

COURSE COMMUNICATION POLICY

We will use the Announcements page in Canvas to post information that is relevant to the class as a whole. Please be sure to check the Canvas announcements regularly for updates. If you need to contact your TA or the faculty coordinator, please use the Canvas email tool or your official UF email. We cannot discuss grading or any other course related issues via external email. We will do our best to respond to emails within 24 hours during the work week (Monday-Friday). You should not expect a reply to any email sent after 5pm or over the weekend (or on a holiday) until the next business day.

All students are expected to treat their classmates and instructors with respect, and to follow netiquette guidelines during meetings, Zoom chats, messaging, and emails. For more information, please see the Netiquette Guide on our Canvas site.

ATTENDANCE

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the Undergraduate Catalog at:
<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

This is a hands-on course, and regular attendance and participation is critical to your understanding and overall success. Each laboratory session, you will learn techniques and concepts that will continue to be important throughout the semester. It is essential that you arrive at these sessions on time and prepared for the activity each time that lab meets. Due to space and time constraints, **there are no makeup experiment days in this course. You may not come in during a different lab period to do any experiments.** Therefore, it is important for you to attend your regularly scheduled lab session. Your TA will be taking attendance during each lab period.

In general, acceptable reasons for absence from class include illness, serious family emergencies, court-imposed legal obligations (e.g., jury duty or subpoena), special curricular requirements (e.g., judging trips, field trips, professional conferences), military obligation, tropical weather conditions, religious holidays, and participation in official university activities such as music performances, athletic competition or debate. Please understand that personal issues with scheduling conflicts, such as work, non-emergency dentist or doctor appointments, extracurricular activities, family vacations, etc., do not justify an excused absence from lab.

If you need to miss a lab session, you must submit a Request for Excused Absence on the Canvas site **no later than one week after the missed lab session** in order to have your attendance excused. You will need to provide documentation (a doctor's note, screenshot of Return to Campus status, University excuse, funeral program, etc.) for anything other than a single day missed due to illness. Any illness that requires you to miss two or more consecutive lab sessions must be explained with proper documentation. **You are responsible for any information presented in the lab even if you are absent.**

Please note: If you miss a progress quiz or the lab practical, you must contact Dr. Davidson within 24 hours of missing the assignment to request a make-up.

A NOTE ON TEAMWORK AND PARTICIPATION

Teamwork is an integral component of doing science. In today's world, researchers depend on collaboration with their colleagues to share ideas, spark creativity, maximize strengths, troubleshoot problems, and share limited resources. The days of lone scientists toiling away in lab by themselves are over. Teaching labs are no exception. The organic lab is an ideal place to exemplify the benefits of working together towards a common goal. Teamwork allows us to explore more sophisticated chemistry and develop a deeper understanding of what is happening in our experiments through active discussion.

You will see that many of our experiments and the infographic project will consist of activities done in small teams. The goal of this approach is that everyone participates in the process, and that can only happen if you are prepared when you come to class. Members of the team are expected to contribute equally, and your TA will be evaluating your participation and that of your teammates throughout the course.

PRE-LAB ASSIGNMENTS AND LABORATORY NOTEBOOK/SUMMARIES

Before you come to your in-person lab session, carefully read through the scheduled experiment and complete your Pre-Lab Assignment (the colored sheet found after each experiment in the lab manual). These Pre-Lab Assignments are designed to ask you to think about the lab procedure to be performed, understand how it relates to other aspects of chemistry, and guide you in your preparation for the experiment. You may need to refer to your lecture text to help you answer some of the questions. Don't wait until just before lab to get prepared – instead, work on your Pre-Lab ahead of time so you can ask your TA for help if you are confused about anything. Turn your pre-lab assignment via upload to Canvas at least 30 minutes prior to the beginning of your in-person lab session. **No one will be permitted to do the lab without a completed Pre-Lab assignment – your TA will ask you to leave the lab.** Additionally, you will find that the labs will go much smoother if you have read through everything ahead of time, so be sure to do a good job in getting organized.

Your laboratory notebook should be an accurate, legible, permanent record of everything that you do in the laboratory. Use the carbonless duplicate sets at the back of your manual, and start each new experiment on a fresh page. Include the title of the experiment, the chemical reaction that is being performed (if applicable), any physical data that is needed in the experiment (such as molar masses, melting points, boiling points, and densities), and any important safety alerts. While you are conducting an experiment, write everything in your notebook. Record your activities (a brief procedure – does not need to be complete sentences) and all data (weights, volumes, reaction times, melting or boiling points, calculations, etc.) and observations (colors, textures, odors, visual indications of reaction, etc.) directly into your notebook as you do your experiment. When you have finished the experiment, you should include a brief summary of your results and make any conclusions that can be drawn from your data. Also, be sure to answer the post-lab questions in your notebook. You will turn in scanned copies of the duplicate pages from your notebook via Canvas upload.

Be sure to consider the following items when preparing your notebook:

- The notebook must be kept in non-erasable, waterproof ink (preferably ballpoint)
- All errors must be crossed out with a single line – no scribbles or white-out!
- Do not skip or tear out pages – cross out with an X if the entire page is incorrect
- Experiments must have titles and include the dates that they are performed
- Include the names of your teammates (if applicable)
- There should be enough detail so that someone with a reasonable understanding of organic chemistry (like your TA) could repeat your work using only your notebook
- Accuracy and truth are more important than a “pristine” entry

- All entries must be made while the experiment is conducted and the duplicate pages must be turned in to the TA for grading after completion of the experiment – see the schedule for due dates

Grading rubrics for the Pre-Labs and Notebooks are provided on Canvas.

ASSEMBLY EXAM CONFLICTS

Some students enrolled in evening laboratory sections may experience conflicts with their scheduled laboratory session and assembly exams in other courses. The official timeslot for assembly exams during the fall/spring term is for periods E2-E3 (8:20-10:10 pm)**. You are expected to attend your organic lab until 8:00 pm on the evening of an assembly exam. (Many times, you may be able to finish what you need to do that day without any trouble.) Please let your TA know if you have an assembly exam coming up so he or she can assist you with planning your activities in the lab. The lab instructors for the evening sessions will discuss this further with you during check-in day. Please do not complete a request for approved absence form for an assembly exam given periods E2-E3.

**Any other exams that are scheduled for outside of their normal class time, but not in an official assembly exam block, are not considered to be assembly exams by the university. We are not required to accommodate test conflicts if they are not official assembly exams as scheduled through the registrar's office. Please discuss makeup exam options with your instructor in the other course before requesting accommodations for this lab.

ACADEMIC HONESTY GUIDELINES

The University of Florida holds its students to the highest standards, and we encourage students to read the University of Florida Student Honor Code and Student Conduct Code (Regulation 4.040), so they are aware of our standards. Any violation of the Student Honor Code will result in a referral the Student Conduct and Conflict Resolution and may result in academic sanctions and further student conduct action. The two greatest threats to the academic integrity of the University of Florida are cheating and plagiarism. Students should be aware of their faculty's policy on collaboration, should understand how to properly cite sources, and should not give nor receive an improper academic advantage in any manner through any medium. You can find more information about UF's Academic Honesty Policy from the Dean of Students Office website at <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>.

INFORMATION FOR STUDENTS WITH DISABILITIES

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, <http://www.dso.ufl.edu/drc/>) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester. Note that DRC accommodations cannot be applied retroactively.

EVALUATIONS

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

SCHEDULE OF EXPERIMENTS – CHM2211L – FALL 2021[†]

Week	Dates	Activity
1	8/23 – 8/27	No lab sessions this week. You should use this time to read over the syllabus and familiarize yourself with the Canvas site. Be sure to review the content in the Safety and Laboratory Procedures module in Canvas. The Online Safety Quiz will be available beginning August 27.
2	8/30 – 9/1a ^s	Meet synchronously via Zoom during your regular session for safety/policy information and general Q&A about the course. See Canvas announcements for details and Zoom link.
	9/1p ^s – 9/3	Check-in (read pgs. v-xv and Chapter 1 in manual and watch Check-In Day videos in Modules on Canvas before lab) <i>Chapter 2: Introduction to Melting Point</i> – view video in Modules area before lab
3	9/6 – 9/8a	Labor Day Holiday – no labs (all sections)
	9/8p – 9/10	<i>Chapter 4: Synthesis of Acetophenetidin, Part 1</i>
		<i>Items Due:</i> <ul style="list-style-type: none"> • Acetophenetidin Pre-Lab (PL) • Online Safety Quiz[‡] due on Friday, September 10 by 11:00pm
4	9/13 – 9/15a	<i>Chapter 4: Synthesis of Acetophenetidin, cont., Parts 3 and 4 (omit part 2)</i>
	9/15p – 9/17	<i>Chapter 5: Extraction, Part 2</i> – watch dye extraction demo videos in Modules area prior to coming to lab
		<i>Items Due:</i> <ul style="list-style-type: none"> • Extraction PL • Acetophenetidin notebook (NB)
5	9/20 – 9/22a	<i>Chapter 5: Extraction, cont., Parts 4 and 5</i>
	9/22p – 9/24	<i>Chapter 5: Extraction, cont., Part 3</i>
6	9/27 – 9/29a	<i>Chapter 3: Identification of Organic Compounds using Spectroscopy (view Spectroscopy module on Canvas before coming to lab)</i>
		<i>Items Due:</i> <ul style="list-style-type: none"> • Spectroscopy PL • Extraction NB
	9/29p – 10/1	<i>Chapter 9: Extraction and TLC of Pigments in Spinach</i>
<i>Items Due:</i> <ul style="list-style-type: none"> • Spinach PL 		

Week	Dates	Activity		
7	10/4 – 10/6a	Chapter 8: Electrophilic Aromatic Substitution		
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10/6p – 10/8	UF Homecoming – no labs (all sections)			
8	10/11 – 10/13a	Chapter 6: Synthesis and Testing of Biodiesel, day 1 Review/Q&A for Progress Quiz		
		All Sections – Progress Quiz 1, via Canvas with HonorLock proctoring – Tuesday, October 12. Time limit: 70 minutes. Quiz will be available from 7:00-10:30pm.		
		<table border="1"> <tr> <td><i>Items Due:</i></td> <td> <ul style="list-style-type: none"> • Biodiesel PL • EAS NB </td> </tr> </table>	<i>Items Due:</i>	<ul style="list-style-type: none"> • Biodiesel PL • EAS NB
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10/13p – 10/15	Chapter 6: Synthesis and Testing of Biodiesel, day 2 Clean glassware for Lab Practical			
		<table border="1"> <tr> <td><i>Items Due:</i></td> <td>Online Spectroscopy Module due on 10/15 at 11:00pm (counts as a NB grade)</td> </tr> </table>	<i>Items Due:</i>	Online Spectroscopy Module due on 10/15 at 11:00pm (counts as a NB grade)
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9	10/18 – 10/20a	Lab Practical (during regular lab session)		
	10/20p – 10/22	Chapter 7: Synthesis of Fluorescent Coumarin Derivatives, Part 1		
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10	10/25 – 10/27a	Chapter 7: Synthesis of Fluorescent Coumarin Derivatives, Part 2 Applications of Organic Chemistry: An Infographic Group Project		
	10/27p – 10/29	Chapter 12: Making Polymers, Parts 2 and 3 Chapter 13: Renewable Block Copolymers, Part 1		
		<table border="1"> <tr> <td><i>Items Due:</i></td> <td> <ul style="list-style-type: none"> • Polymers PL • Biodiesel NB </td> </tr> </table>	<i>Items Due:</i>	<ul style="list-style-type: none"> • Polymers PL • Biodiesel NB
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11	11/1 – 11/3a	Chapter 13: Renewable Block Copolymers, Part 2		
	11/3p – 11/5	Chapter 13: Renewable Block Copolymers, Part 3		

Week	Dates	Activity
12	11/8 – 11/10a	Chapter 14: Dyes and Dyeing Checkout
		<i>Items Due:</i> <ul style="list-style-type: none"> • Dyes PL • Polymers NB and Worksheet
	11/10p – 11/12	Veterans' Day Holiday – no labs (all sections)
13	11/15 – 11/19	Flex days to be used in case of tropical weather – look for updates on Canvas. Use this time to work with your group to finalize and submit your Infographic Group Project.
		<i>Items Due:</i> <ul style="list-style-type: none"> • Infographic Group Project due Friday, 11/19 by 7:00pm. • Peer reviews of Infographic Group Projects assigned at 8:00am on 11/20 • Dyes NB due (11/19)
14	11/22	All Sections – Progress Quiz 2, via Canvas with HonorLock proctoring – Monday, November 22. Time limit: 70 minutes. Quiz will be available from 7:00-10:30pm.
	11/23 – 11/26	Thanksgiving - no class meetings scheduled for the rest of this week.
15	11/29 – 12/3	No class meetings scheduled this week. Finish peer reviews and submit any outstanding assignments.
		<i>Items Due:</i> <ul style="list-style-type: none"> • Peer reviews of Infographic Group Projects due by 7:00pm on Wednesday, December 1 (must complete rubric and leave a comment in order to be considered as completed) • Any late PL or NB submissions must be made by 12/1 in order to be graded.

[†]Schedule may change due to unforeseen events – see course Canvas site for any updates.

[§]NOTE: An “a” indicates labs beginning at 8:30am on Wednesdays, while the “p” indicates labs beginning at 11:45am or later on Wednesdays.

^{*} Available on the Canvas website beginning August 27. You must complete this quiz no later than 11:00pm on September 10. No extensions.