Advisor/Student Combo
At the end of each semester, students enrolled into CHE491 are requested to rank interest in projects using a faculty advisor project interest form. The faculty compiled this information, then assigned students to research advisors. While not everyone is linked to their top project choices, the faculty will do the best they can to link students using the information provided.

Research Space
At the beginning of the semester, students immediately work with their assigned advisor to begin preparation of a space to do research. Most students receive a space in the research lab in NSC209, but for specific applications and projects, it might be more conducive to having a different laboratory base. Students will also be assigned a drawer of common supplies used in a chemistry laboratory.

Chemicals/Supplies
In order to obtain chemical and additional supply needs, students download and fill the request form from the D2L course shell. When completed, the form is sent to the faculty advisor who reviews it. If it is appropriate, the faculty advisor will approve it and send it to back to both the student and the Laboratory Technician. The request will be completed as soon as possible and available in NSC209 laboratory. Chemical storage bins for each advisor’s group members will be arranged into the laboratory research space. When preparing for an experiment, students will obtain the needed materials from this bin and take them to the laboratory bench. When done with the experiment, chemicals will be placed back in the appropriate bin.

NOTE: CHEMICALS WILL NOT BE STORED ON THE SHELVES ABOVE THE SINKS!

Instrumentation
Because of the number of students and faculty conducting research, there will be times where multiple people will need an instrument at the same time. At the beginning of the semester, coordination of usage will be evaluated by faculty after the students provide work schedules. The most common problem of overlap will be due to students coming in during unscheduled periods, so students are requested to schedule time wisely!

PLEASE NOTE: There is a log book next to each instrument. Anyone who uses the instrument must sign in and out of the book. Make sure specificity of usage is provide, what was the type of experiment, where there problems, etc- it will help if future problems arise if there are clues to help solve the mystery.

PLEASE NOTE: If someone uses the instrument, leave it clean and organized! This is particularly important in the analytical balance room!
PLEASE NOTE: Some instruments (NMR/IR/UV-Vis) require check out of supplies to use the instruments. Other laboratory courses need these supplies as well. Only keep the supplies for that particular experiment or application. Turn in the supplies when done- do not store them in a drawer or work station!

Laboratory Etiquette
Retrieval and use of materials (such as stir bars, stir bar retrievers, heating mantles, hot plates, etc.) from other laboratory rooms will not be tolerated. Never take an item from another lab room even if you are currently taking a lab course in that room. If you need a supply, ask the Lab Technician for that supply or check out a small piece of equipment.

Research Periods
In order to be admitted into the laboratory to conduct experiments, a student must first prepare to go into the laboratory. They will be expected to:

- Pre-read any literature pertaining to the experiment.
- Prepare a laboratory notebook entry for the experiment. Ensure goals, reactions, reagent tables, MSDS summaries, sample calculations, and procedures are already in the notebook.
- Order the chemicals and supplies needed for the experiment.
- Prepare an MSDS folder for ALL chemicals utilized during this experiment in the folder. This MSDS folder will be placed into the front door sleeve of the laboratory room you will be conducting the experiment. The MSDS folder must stay in the room where the chemicals are located for the experiment, typically in NSC209. However, if an experiment is being run in a different room, then the folder containing MSDS summaries for the chemicals being used must transfer to the other room.

Your faculty advisor must be in the building during laboratory periods of work!!!!

Although the laboratory may be open, students are expected to first meet with your advisor before entering the lab to conduct any part of an experiment. Once the faculty and student review the goals to be accomplished, recognize safety concerns, ensure experimental order of the MSDS folder for the experiment and ensure all chemicals and supplies are available, a student may begin his/her work. At the end of your laboratory period, a student must ensure laboratory space cleanliness and organization. Did you:

- Place all chemicals/solutions back into faculty storage bin?
- Put away all supplies?
- Take care of instrumentation?
- Clean your lab space?
- Make sure weighing scales are clean?
- Pick up the MSDS folder for that experiment and take it back into the research room?
- Make sure “Experiment in Progress” form is in front of continuing experiment?
Experiment in Progress
Occasionally an experiment needs to be left unattended. Below are basic guidelines for any experiment that must be left unattended.

- Does this experiment need to be left in the hood?
- Fill in the “Experiment in Progress” form with the suitable contact, safety, and experimental information. This form can be uploaded onto the D2L course shell. This form must be placed next to the experiment.
- The MSDS folder for the experiment must be in the folder holder next to the front door.
- The faculty advisor must be aware of the needs for the experiment and sign off on the set up of the experiment on the Experiment in Progress form.