## Classroom Expectations

* Bring a scientific calculator, notebook, textbook and writing utensil to **every** class.
* Exercise **self-control** with your electronic devices.
* Labs and assignments are due at the **end of the day**. The late assignment policy begins at 2:45. See the handout regarding this policy.
* A 2” 3-ring binder is a necessity for SPH 4C. Dividers could be used to create sections; for example, Notes / Homework / Labs / Assignments / Tests sections. **The rings are there for a reason – use them!**
* If at any time you need extra help, please come in…the sooner the better! My office is in Room 135 (Lower Science Office).

## Laboratory Expectations

* Drinks are permitted in Room 136, provided you clean up after yourself.
* Only investigations authorized by the teacher are permitted.
* Read all instructions carefully before you begin the investigation.
* Use the exact amounts of material given in the instructions and follow only the exact method outlined.
* When doing an investigation that requires you to design your own procedure, have it verified by the teacher before you begin.
* Have on your bench only the apparatus and papers necessary for the investigation.
* Record your observations permanently as the investigation proceeds. Do not jot down information on scraps of paper.
* Never leave an investigation unattended.
* Electrical components should not be made “live” until completely assembled. Any malfunctioning equipment should be reported to the teacher.
* Do not subject glassware to sudden temperature changes either hot or cold, but gradual. Dispose of broken glassware in the broken glass container.
* Determine beforehand that a meter (eg. thermometer, voltmeter, Newton scale, etc.) is of an appropriate range.
* Long hair should be tied back, safety glasses on and appropriate clothing worn particularly when using the Bunsen burner or machinery.
* Chemicals should be handled with spatulas only (not hands) and excess not returned to the container.
* Flush soluble and non-toxic liquids and solids down the sink with plenty of water. Put insoluble and toxic wastes in the appropriate disposal containers.
* Upon completion of an investigation, clean all apparatus and return to proper storage places, leave your bench space clean and dry, and wash your hands.

**Always use common sense!**

# *“If we knew what we were doing, it wouldn’t be called research.”*

# *-- Albert Einstein*