This document is an addendum to the main syllabus for Chemistry 265. Please read the following sections carefully as they contain important information that pertains to the operation of the laboratory and grading of your work therein.

**Laboratory Introduction**
Welcome to DePaul University Air Analysis, Inc. (DPUAA). As a new employee, you will be assigned to one of our task groups, each of which focuses on the analysis of atmospheric constituents. I will be responsible for reviewing your work and determining whether or not you will get a promotion.

**Laboratory Groups**
DPUAA currently has three working groups. You will be assigned into one of these:

<table>
<thead>
<tr>
<th>Group</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Analysis of trace atmospheric gases</td>
</tr>
<tr>
<td>II</td>
<td>Analysis of particulate matter: Inorganics</td>
</tr>
<tr>
<td>III</td>
<td>Analysis of particulate matter: Organics</td>
</tr>
</tbody>
</table>

**Laboratory Design**
We hope that DPUAA offers you a unique laboratory experience. Unlike chemistry courses that you may have taken in the past, the DPUAA working groups participate in “real world” chemistry. You and your fellow group members will be responsible for gathering materials, setting up instrumentation, testing your methods, and analyzing data collected in the field. Be prepared - experiments do not always work the first time out and instrumentation may fail! You must learn to deal with problems as they occur.

**Laboratory Hours**
The DPUAA facilities are located in McGowan South 326. We are officially open on Tuesday afternoons from 1:00 PM until 5:00 PM. If you need to gain access to the laboratory at other times, please make arrangements with the management or support staff.

**Laboratory Data**
All data should be recorded in a bound notebook and written in ink (black or blue only). Do not erase any notebook entries – simply cross errors out with a single line. Since you will be doing atmospheric analyses, make sure you note the location in which your work is done, where any samples were collected, and what the meteorological conditions were at the time the samples were collected.

**Laboratory Field Work**
Your project will require you to leave the premises during your stay at DPUAA. When you are outside of the laboratory, be on your best behavior. Management can provide documentation detailing the nature of your work when needed.
Your group’s off-site field work must be approved before starting data collection. Approval must be made by Friday, 07 May 2010. Failure to get approval for your off-site measurements will cause the off-site portion of your group’s final project and presentation to be ignored when it is graded.

**Laboratory Submitted Materials**
All materials submitted to management for review must be type written in a neat, legible manner. Proper grammar and spelling are required. Please label all tables and graphs clearly.

**Laboratory Status Reports**
Your group must turn in a weekly status report which details the date and time of work performed, who performed the work, progress made on the project to date, and any intermediate results. All status reports are due by 5:00 PM each Friday afternoon. The report must include a signed statement that indicates that all group members worked equally on the project. The status reports will account for 30% of your laboratory promotion review.

In order to make sure that your work is proceeding on a timely basis, certain benchmarks will be required of each group. These benchmarks are to be reported through one or more weekly status reports by the dates indicated:

<table>
<thead>
<tr>
<th>Benchmark Date</th>
<th>Benchmark</th>
</tr>
</thead>
<tbody>
<tr>
<td>23 Apr 2010</td>
<td>Method calibration</td>
</tr>
<tr>
<td>14 May 2010</td>
<td>On-site measurements</td>
</tr>
<tr>
<td>30 May 2010</td>
<td>Off-site measurements</td>
</tr>
</tbody>
</table>

Failure to meet a benchmark will result in a 10% reduction of your final laboratory grade.

Each benchmark report must contain enough data to prove that the benchmark has been achieved. The method calibration data set must demonstrate that the method can be used to carry out the group’s analysis of field samples. The on-site measurement data is a complete reporting of data collected on campus, usually those obtained from the roof of McGowan South. The off-site data set must be collected at some location other than on campus.

**Laboratory Final Report**
Your group must submit a final report on your project by 04 Jun 2010. This report will account for 50% of your laboratory promotion review. Details on the report format will be distributed at a later time.

**Laboratory Oral Presentation**
Your group must give an oral presentation about your project. This presentation will account for 20% of your laboratory promotion review. Details on the oral presentation will be distributed at a later time.