



OLLSCOIL NA
GAILLIMHÉ
UNIVERSITY
OF GALWAY

Scoil na nEolaíochtaí
Bitheacha agus Ceimiceacha
School of Biological
and Chemical Sciences

1st Year Chemistry Lab FAQs

How do I know which afternoon my lab is on?

You'll get an email from the College office a few days before the labs begin letting you know which afternoon you are on. You only attend one lab a week. You will also receive an email from Judy letting you know what bench and locker you are on. We have no control over which afternoon you are assigned.

Where are the labs on?

The 1st year lab is located in the Arts/Science building on the main concourse, right behind Smokey's café.

Who is the contact for the labs and how can I contact them?

Judy Buckley, room 244, on the main corridor opposite the 1st year lab entrance. She works mornings only, her email is judy.buckley@universityofgalway.ie and her phone is 091 492459.

To contact Physics: 1styear-physics@universityofgalway.ie

To contact Biology: biology@universityofgalway.ie

Who do I contact if I miss a lab?

You need to email Judy letting her know. To get an authorised absence see below. If none of the below apply to you, you will be marked absent and get 0 marks and you do not complete the report.

How do I get an authorised absence?

If you are sick, you need a medical cert to get an authorised absence and submit this cert to Judy as soon as possible. **Certs received after 1 calendar month from date of absence will not be accepted.**

If you are representing the university at sports, you need to go to yourspace.universityofgalway.ie and select letter of absence. If possible, contact Judy in advance and try to swap to another afternoon as you can only miss a max of 3 labs with an authorised absence when doing 16 labs, or 1 if doing 8 labs.

If a close relative passes away, you need to send the rip.ie death notice to Judy explaining your absence.

How do I know how many labs I have?

CH101 (1BS, 1BPC, 1PHO, 1EV) and CH130 (1BY, 1BMS, 1EH, 1AGS) do 16 labs in total, 8 in semester 1 and 8 in semester 2

CH120 do 8 labs. 1MR and 1BGG do 8 in semester 1 and 0MB and 1BO do 8 in semester 2

CP102 do 8 labs in semester 1

CH140 have 1 lab the week of the 25th of November (tbc)

How many authorised absences can I have?

For students who do 2 semesters of labs (16 labs), a max of 3 authorised absences are allowed. If you're doing 1 semester (8) labs, 1 authorised absence is allowed. After that, you'll be marked 0 regardless of the reason.

Can I swap my lab?

Only under extenuating circumstances.

You can email Judy in advance to see if there is a space another afternoon (labs are generally full every day). If there is a space, she will swap for you. Alternatively you can find someone on another afternoon to swap with and contact Judy to organise an official swap. If you swap, your lab report submission deadline remains the same as normal. You must organise the swap with Judy beforehand.

Can I turn up to any lab I want?

No, you can only do the lab you are assigned to.

Where do I get my lab manual?

You will be given your lab manual at the 1st practical and you must bring it to every lab after that.

What do I do if I lose my lab manual?

You will need to reprint it at your own cost.

What do I need for the labs?

Students **must** bring their own white **Science laboratory coat** (eur25) and **safety glasses** (eur4) both available at the SU shop. Laboratory coats and safety glasses cannot be hired. Should a student arrive at a practical without their own laboratory coat and/or safety glasses, they will not be allowed to carry out the practical and, as such, will be given an unauthorized absence and marked zero.

Lab coats must be the science lab coats and not the medical ones. Science lab coats are made by Howie and have a round neck and cuffed sleeves.

The SU do free lab coats at 10am on the 23rd of Sep, first come first served.

Lab manual provided at the 1st practical.

Please bring your own biro/pencil/calculator.

Mobile phones/tablets/laptops/food/drinks are strictly prohibited.

What do I do if I have registered with the Disability office and have a LENS report?

Please email the report to Judy as these reports are not automatically emailed from the Disability office and it's important for lab technicians to know in advance of any potential situations.

What do I do if I'm late for a lab?

You cannot arrive late for any lab, if you do, you'll be asked to leave and will be given zero marks for that practical.

Do I have to attend the pre practical talk and where are they on?

Yes this is compulsory and if you miss it or are late to it, you'll be asked to leave and will be given zero marks for that practical. Talks are on in the lab at the beginning of each lab.

Who do I contact if I've any questions?

You can contact Judy for any admin questions or you can contact the GTA assigned to your bench for any questions on reports or practicals.

Can I bring personal belongings into the lab?

No, personal belongings must be stored safely somewhere before the lab. Food and drink are strictly prohibited.

If I feel sick in the lab or I have an accident, who do I tell?

Notify your GTA immediately.

When are the labs?

Monday 2-4.30pm

Tuesday 3-5.30pm

Wednesday 2-4.30pm

Thursday 3-5.30pm

Friday 2-4.30pm

What are the report submission deadlines?

Monday lab report due by 1pm the following Monday

Tuesday lab report due by 1pm the following Tuesday

Wednesday lab report due by 1pm the following Wednesday

Thursday lab report due by 1pm the following Thursday

Friday lab report due by 1pm the following Friday

Reports received after this deadline, even if you attended a lab, will be given 0 marks. Please do not leave it until the last minute to submit your report as technical faults or power/wifi outages will not be taken into account for late reports.

Do I have to pass the continuous assessment?

Yes for CH101, CH120 and CH130 this part of the course must be passed. The continuous assessment component is made up of the labs and the online homework and is worth 40% of the overall mark (30% labs + 10% homework). You need to get at least 14/40 to pass. If not, you'll be returned Incomplete in the summer and the autumn repeats. This is unlike other subjects so is very important to note.

Who do I contact with a query on my lab report?

You need to contact your GTA by email. They should give you their email in the first practical.

Do I work on my own or with someone?

All students must work in pairs unless there is an odd number. You will be assigned your lab partner before the 1st lab. You cannot swap your lab partner. If your lab partner is absent, we will try and pair you up with someone else.

Do I have to stay for the full lab?

Yes, if you are finished the practical early, you can start on your lab report in the lab.

What can I not wear to a lab?

In the laboratory safety is paramount, therefore, open-toe shoes and shorts/miniskirts are not permitted and anyone wearing same will be asked to leave and given zero marks.