

LABORATORY WORKSHOP REGULATIONS

POLYMER DEPARTMENT

1. Attendance and Participation

Each student must complete all assigned exercises.

Attendance at classes is MANDATORY. Absences may be excused with a medical certificate.

Missing a class requires making up for it at a time agreed upon with the instructor.

Attendance is recorded, and leaving the laboratory is only allowed after the class ends.

A person assigned to a specific group/team must attend all classes with that group/team throughout the semester.

2. Participation Requirements

To participate in the classes, students must:

- Become familiar with the Health and Safety Regulations and the Laboratory Workshop Regulations of the Polymer Department (students confirm this by signing the attendance list during the organizational class).
- Know the course of the exercise, the operating instructions for the equipment, and the safety data sheets of the reagents.
- Possess: a lab coat, protective gloves, safety goggles, and closed-toe shoes.

3. Report

The report must be written in a laboratory notebook (one notebook per team).

The first page should include the following information:

- Course name
- Field and year of study
- Group/team number
- Two tables (as presented below).

Table 1 – List of Exercises

Exercise No.	Exercise Topic	Date of Exercise	Report Submission	Instructor's Signature	Report Completion	Instructor's Signature
1	Polycondensation	09.10.2010				
2						

Table 2 – Grades

Name and Surname	Exercise Number	1	2	3	4	5	6	...	Average Grade
Jan Kowalski									...

The report must be submitted to the instructor no later than the next class after completing the exercise.

The report should contain:

- The procedure of the exercise (in points or as a diagram)
- Results, calculations, tables, and charts

Tables and charts must be numbered and labeled.

Sample calculations and unit conversions should be included.

Charts must be drawn on graph paper or in a graphic program (printed and pasted into the notebook).

If corrections are needed, they must be made at the end of the notebook and submitted within two weeks of receiving feedback from the instructor. All feedback must be addressed.

4. Completion Requirements

To complete the laboratory classes, students must:

- Obtain passing grades in all exercises.
- Settle accounts for equipment and waste (confirmed by the instructor's signature).
- Have all reports approved.

5. Final Grade

The final grade is calculated as the arithmetic mean of grades from all exercises.

The grade for a specific exercise consists of:

- Quiz grade (quizzes can be retaken within three weeks of the exercise date).
- Knowledge of the exercise procedure and equipment operation.
- Work performance in the laboratory.
- Quality and timeliness of the report submission (late submission results in a grade reduction: half a grade down for each week of delay).

6. Making Up Classes

An excused absence requires an individual arrangement with the instructor to schedule a makeup session.

7. Work Organization

Only items necessary for the exercise may be present at the workstation.

Outerwear must be left in the cloakroom.

Waste must be disposed of in appropriate containers, and its quantity must be recorded on a waste card, which must be submitted to the instructor at the end of the class.

8. Compliance with Rules

Failure to follow the instructor's instructions, health and safety regulations, or the Laboratory Workshop Regulations of the Polymer Department may result in removal from classes.

Lack of knowledge of the exercise procedure may lead to removal from classes and the necessity of making them up.

Exercise procedures and the Laboratory Workshop Regulations of the Polymer Department are available at polimery.put.poznan.pl.