

INTERNAL REGULATIONS FOR THE ORGANIC CHEMISTRY LABORATORIES OF THE FACULTY OF CHEMISTRY, UNAM

In order to remain in the laboratory and carry out Organic Chemistry experiments, students must comply with the provisions listed below:

Compliance with the provisions established in the following documents is mandatory: "General Guidelines for the Use of Laboratories at the NATIONAL AUTONOMOUS UNIVERSITY OF MEXICO," "Hygiene and Safety Regulations for the Laboratories of the Faculty of Chemistry," and these "Internal Regulations for the Organic Chemistry Laboratories of the Faculty of Chemistry, UNAM."

1. Depending on the course in which the student is enrolled, the student must attend one weekly session of 2 h (0279), 3 h (1312, 1411, 1412, 1521 and 1539), or 4 h (0032, 0033, 0067, 1311, 1407, 1413, 1506, 1606 and 1628).

2. Students must arrive punctually at the assigned laboratory, taking the following into consideration:

- i. The maximum grace period for entering any laboratory, for both faculty members and students, shall be 10 minutes.
- ii. If the faculty member does not arrive within the established grace period, students will be asked to leave and the laboratory session will be cancelled.
- iii. Students arriving after this period will not be permitted to join the laboratory session, and the session will be considered failed.

Laboratory materials will be issued only when the faculty member is present, subject to the following:

- a. For two- or three-hour laboratory sessions, materials will be issued exclusively during the first 15 minutes of the session.
- b. For four-hour laboratory sessions, materials will be issued exclusively during the first 20 minutes of the session.

3. Students must have current medical coverage (IMSS, ISSSTE, private major medical insurance, etc.).

To enroll in the optional IMSS medical service, students must follow these steps:

A.- Verify current eligibility according to the instructions provided at:

<https://www.dgae.unam.mx/#alumnos>, then locate "Student Health Insurance" (Seguro de Salud para el Estudiante) and request proof of eligibility.

B.- To activate the optional insurance, students must go to the corresponding Family Medicine Unit (Unidad de Medicina Familiar) to register for the service.

C.- Completion of the "Health Survey" is mandatory. It will be available exclusively during the first two weeks of the course through the QR code posted in each laboratory. The survey must be completed only once, listing all courses taken during the 2027-1 semester, and the digital acknowledgment must be submitted to the faculty member.

4. During the first week of classes, students must print two identification badges containing their complete information and attach a recent photograph to each. One badge must be

submitted to the faculty member so that the student is duly registered and entitled to borrow laboratory materials. Students will have three weeks to submit it; otherwise, beginning in the fourth week, laboratory materials will not be issued to them. The second badge must be worn in a visible place throughout the student's stay in the laboratory. Failure to do so will result in the student being asked to leave and not being permitted to continue working during that session; the laboratory session will be considered failed.

5. Students must have a printed or digital copy of the current Handbook of Organic Chemistry available on the AMYD website (<https://amyd.quimica.unam.mx/>), as well as any additional materials requested by the faculty member.

6. The use of face masks must comply with the regulations issued by UNAM each semester. Compliance with such regulations is mandatory. As a recommendation, students experiencing symptoms of a cold, influenza, etc., are encouraged to wear a face mask.

7. For each laboratory session, students must:

- Study in advance the topics listed in the prior-knowledge section of the laboratory protocol, using the cited references in the Handbook of Organic Chemistry.
- Carefully inspect the materials provided by the laboratory staff at the workstation and complete the corresponding form with the requested information. Any missing or damaged items must be recorded, and the signed form must be submitted to the laboratory staff before beginning any other activity.
- The signed form shall certify that the students verified that the materials provided were complete and in good condition.
- Listen to the faculty member's explanation of the experiment to be performed and, if there are any questions, raise them at this time.
- Upon completion of the experiment, return all materials clean and dry.

8. If any material is broken during the laboratory session and cannot be repaired, students must place the broken material, clean and dry, in the container located in the fume hood. In addition, they must properly complete the replacement voucher for the material.

For the replacement of broken or lost material, students must purchase an item with the same specifications and submit it together with the purchase receipt. If the broken material can be repaired, with the approval of the laboratory staff member or course coordinator, the repaired item must meet the specifications of the original material and be submitted together with the receipt from the glassblowing workshop. Replacement must be completed as soon as possible.

If students have not settled their outstanding material obligations during the week prior to the submission of grades, they will not receive an experimental-instruction grade. Because the course is theoretical-practical, the course will be considered not passed, with a grade of 0–5.9.

EVALUATION IN ACCORDANCE WITH THE CURRENT CURRICULUM.

I. During the first session of the course, the faculty member shall explain the evaluation criteria and obtain the handwritten signatures of the students acknowledging that these criteria and the laboratory regulations were communicated to them and that they agree to comply with the provisions established therein. This document must be submitted to the Undergraduate Department Office either in hard copy or digitally as a PDF file.

II. Students must attend at least 80% of the in-person experimental sessions, workshops, and seminars. If a student misses a session, the absence must be justified so that it is not counted against the student's evaluation. If the absence is not justified, the grade for that session will be zero.

III. To obtain a passing grade, students must pass at least 80% of the total course sessions.

IV. The experimental-instruction component must be passed with a minimum grade of 6. This component represents 40% (0032, 0033, 0067, 1311, 1407, 1413, 1506, 1606 and 1628) or 35% (0279, 1312, 1411, 1412, 1521 and 1539) of the final grade for the theoretical-practical Organic Chemistry course in which the student is enrolled.

All instructions contained in these Regulations are mandatory for every person present during each laboratory session.

V. Extraordinary provision in the event of suspension of activities.

During the ordinary course of the semester, a comprehensive final assessment shall be administered and shall account for 10% of the final course grade, in accordance with the criteria established in these Regulations.

If, for duly justified institutional reasons, in-person academic activities are suspended for a continuous period exceeding two consecutive weeks, and this situation prevents the regular completion of the scheduled experimental sessions, students must take a comprehensive final assessment. This assessment shall account for 60% of the final course grade and shall proportionally replace the evaluation corresponding to the experimental sessions that could not be carried out due to the suspension of activities.

This extraordinary provision shall apply exclusively to the following courses offered by the Department of Organic Chemistry: 0033, 0067, 0279, 1311, 1312, 1407, 1411, 1412, 1413, 1506, 1521, 1539, 1606 and 1628.

S I N C E R E L Y



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<https://quimica.unam.mx/wp-content/uploads/2024/06/lineamientos-generales-uso-laboratorios-unam.pdf>

<https://quimica.unam.mx/proteccion-civil-facultad-quimica/reglamento-higiene-seguridad-laboratorios-la-facultad-quimica/>

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