

## **Internal regulation of the Organic Chemistry Laboratory of the Faculty of Chemistry (National Autonomous University of Mexico).**

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To carry out the experiments in Organic Chemistry laboratories, the following points must be regarded:

1. Follow the Hygiene and Safety Regulations of the Faculty of Chemistry and the Internal Regulations of Organic Chemistry Laboratories.
2. Report to the laboratory for a session of 2, 3 or 4 hours per week, depending on the course in which the student is enrolled.
3. Arrive on time to the corresponding laboratory according to the schedule in which the schedule in which you have registered. The delivery and the review of the material will take place during the first 10 minutes in the 2 hours laboratories or 20 minutes for the other laboratories, with the material ballot that the students must have printed. The students will be able to start their practical work until the teachers are present, who must arrive at least 5 minutes before the beginning of the class.
4. It is necessary to update your Medical Service (IMSS, ISSSTE, insurance for mayor medical expenses, etc). To process the optional medical service, IMSS, you must follow the following steps:
  - A.- Check over the validity of rights according to the indications marked on the electronic address: [www.dgae.unam.mx](http://www.dgae.unam.mx) and then search health insurance for the student, request for proof rights.
  - B.- It is recommended to go to your Family Medicine Unit for making the registration.
5. During the first week of classes, students must print 2 badges with their information and attach a recent photograph on each one. They must hand in a badge to the laboratory technician in order to be duly registered and be entitled to borrow the material. You will have 2 weeks to turn it in, in the 3<sup>rd</sup> week you will not be able to borrow material to work with. The second badge must be worn in a visible place throughout your stay inside the laboratory, otherwise you will be asked to leave the laboratory and will not be able to continue working in that session and the experiment will be failed.

6. It is essential to have the updated Handbook or experimental book, which can be found on the AMYD website (<https://amyd.quimica.unam.mx/>), as well as any additional materials requested by your professors and the use of face mask throughout the entire session.
7. The use of face masks is mandatory while in the laboratory.
8. For each laboratory session the students should:
  - Study beforehand the points listed in the previous knowledge section of the practical in the bibliography indicated in the Updated Handbook or experimental book.
  - Carefully review the material provided by the laboratory technician.
  - Fill out the form with the student's data requested, note any missing or damaged material, and deliver the signed form to the laboratory technicians.
  - Listen to the teacher's explanation of the experiment to be performed, and if you have any doubts, this is the ideal moment to ask them.
  - Once the experiment is finished, return the material clean and dry.
9. In case the material has broken during the practice and is irreparable, students must deposit it in the container located in the hoods of each laboratory. In addition, students must properly fill out the voucher with which the material will be replaced.

For the replacement of broken or lost material, students must purchase it with the same specifications and deliver it with the purchase note. If the broken material can be repaired, it must comply with the characteristics of the original material and be delivered with the note from the glass workshop, the replacement must be done as soon as possible.

In the case that the students do not cover their debts for the week prior to the delivery of grades, they will not have the Experimental Teaching evaluation and since it is a Theoretical-Experimental subject, the subject will be considered failed with a grade of 5.

### **EVALUATION.**

- I. In the first session of the course, the professor staff will give the evaluation parameters and must collect the autograph signatures of their students, this document will be delivered to the office of the Head of the Bachelor's Degree.

- II. Students must attend at least 80% of the experimental sessions, workshops and seminars. In case of not attending the session, the student must justify the absence so that it is not be taken into account for the evaluation.
- III. Students must pass 80% of the total sessions of the course.
- IV. The evaluation of the experimental teaching must be approved, minimum grade of 6, this represents 40% or 35% of the final grade of the Theoretical-Practical course of Organic Chemistry being taken.

S I N C E R E L Y

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