**WEEK 1: CHM-354 Organic Chemistry Laboratory Techniques**

**Aim and Scope:** Within the framework of the CHM-354 Organic Chemistry Laboratory, the main goal is for students to become qualified about general laboratory techniques, organic synthesis, and organic analysis and full laboratory activities that will be needed throughout their professional life. Accordingly, the curriculum consists of three main sections, entitled as organic synthesis, literature study, and organic analysis. During the first week of a comprehensive practical course, students are told in-depth about the rules of the general procedures of the laboratory:

* It is the responsibility of students to work with knowledge of the causes of risk and to pay close attention to safety rules.
* Research assistants working in the laboratory should provide the experiments to progress in a controlled manner without triggering an accident. They should, therefore, advise and, if necessary guide students.
* Students should not hesitate to communicate with the responsible lecturers to prevent endangering the health of themselves and their colleagues in any subject they are uncertain about.
* It is mandatory to wear protective glasses and a lab coat.
* Hair had to be tied with a hairpin (or keep your hair up so it cannot fall into the reaction flasks or a flame). Shoes should be suitable for working in the laboratory, open toe and high heels should not be worn.
* Contact lenses may not be used in order to protect the eyes and minimize injury in potential accidents.
* It is strictly forbidden to eat and/or drink during the laboratory.
* Do not make noise since others work in the laboratory.
* It is restricted to play with mobile phones and listen to music.
* There will be no running in the lab.
* Any incidents occurring in the laboratory should be informed immediately to the responsible research assistants.
* No substances and materials should be taken out of the laboratory without the permission of the laboratory staff.
* The solid materials to be thrown should be thrown to the trash. Liquids should be poured into waste solvent bottles.
* Organic solvents and volatile liquids should not be poured into the sink.
* Benzene, ether and similar flammable and volatile substances should not be used in an open flame environment.
* If it is appropriate, experiments should be carried out in a fume hood.
* While handling chemicals, both hands must be used, one of them must be firmly held by the lid, while the other must grip under the bottle.
* Possible accidents and dangerous situations must occur before starting the reaction.
* Necessary precautions must be taken against the dangers that may arise from new chemicals or devices.
* Accidents that may occur in the laboratory and first aid procedures to be applied should be learned.
* In the event of an accident, in order to perform the first response, fire extinguishing and first aid procedures and equipment should be known and trained personnel should be asked for help.