**COURSE INSTRUCTION FORM FOR 3522 CHEMICAL ENGINEERING LABORATORY-I**

* The students have to carefully read the General Safety Guidelines for Chemical Engineering Laboratories; and follow the instructions given below.
* Students should read the "General Safety Guidelines for Chemical Engineering Laboratories (for those who have 100% English language education)” form (FR-1467) on the website http://www.kalite.yildiz.edu.tr., and “Course Instructıon Form For 3522 Chemıcal Engıneerıng Laboratory-I’ form (Both forms are available on the Avesis profile of Res. Asst. Mert Akin INSEL) . It is mandatory for the forms to be read carefully and then signed and uploaded to the assignment via the https://online.yildiz.edu.tr system. Students who do not submit their forms will definitely not be admitted to the experiments.
* KMM3522 Chemical Engineering Laboratory I experiments will start on **Tuesday, 25.02.2025**, and the lecture time for the morning group (100% for those studying in English) is **09.00**. Be sure to follow the laboratories where the experiments will be carried out on the dashboard. Students who arrive late for the experiments will definitely not be admitted to the experiments.
* Students should bring their own laboratory glasses, gloves and masks to the experiments; It is mandatory to wear aprons. No jewelry should be worn during the experiment and students with long hair should tie their hair up. When coming to the experiment, you need to be careful about clothing. (e.g., wearing short shorts-skirts and open-toed shoes poses a risk of contact with chemicals.) Students who do not comply with these rules will not be allowed into the experiments.
* In order to provide occupational safety, students with a health issue (such as asthma, allergies, etc.) should inform the experiment coordinators regarding their health issue.
* Before each experiment, a written preliminary exam will be held related to the theoretical knowledge regarding the subject of the experiment (including the experiment booklet and study subjects).
* Students can see the group members and leader from the lists to be announced on Res. Asst. Mert Akın İNSEL's Avesis profile.
* 'Group Leaders' are responsible for organizing their group members during the experiment and also they are responsible for submitting the report. Each student must be a Group Leader at least once. Students can see the group and the 'Group Leader’ schedule from the lists to be announced.
* For each experiment, a group report will be prepared after the experiment. The report and report cover page format is available in the laboratory booklet and on the Chemical Engineering Department website. The study topics for the written/oral sessions to be carried out in the experiments have been announced on Res. Asst. Mert Akın İNSEL's Avesis profile. Students are required to submit the experiment reports they have prepared by the experiment time of the upcoming week, by completing relevant survey forms related to the group members and the group leader. The report upload of the experiment will be done once and only by the group leader by filling out the relevant survey form. The laboratory report cover page format can be obtained from the Chemical Engineering Department web site.
* Attendance is mandatory for all experiments (Students who do not participate in more than two experiment without an excuse will fail the course due to absence. If the student does not participate in the experiment without an excuse, the student does not have the right to make up). As in all exams, if an official health report is submitted, a make-up test will be made. Make-up experiments will be carried out after experiment schedules are completed, and make-up experiment details will be announced later. Students who cannot participate in the experiment due to health problems must contact the faculty member responsible. If a student does not participate in the make-up experiment, the grade of the experiment that is unattended, will be considered as zero.
* The students will take one midterm exam during a chemical engineering laboratory course.
* The grade of a student at the end of a semester will be calculated as follows:
* **Grade at the end of the semester:** 60% Term Evaluation + 40% Final

The grade distribution is as follows;

* **60% Term Evaluation:** 20% Midterm-1 + 10% Eng. Std. Quizzes (Q1 5%, Q2 5%) + 18% Pre-quiz + 9% Group Report Point + 3% Survey or Leadership Point
* Due to Article 26 of YTÜ Education and Training Legislation for Associate and Bachelor Degrees, in order for a course to be evaluated as successful, the average grade of the student received for the course should be at least 40 out of 100 (Official Newspaper with the date of 27.04.2018 and issue of 30404).
* Due to Article 24 of YTÜ Education and Training Legislation for Associate and Bachelor Degrees, **the students should attend at least 80% of any practices** apart from theoretical courses (Official Newspaper with the date of 12.08.2017 and issue of 30152).
* Senate decision dated 19.12.2023/12-03 and numbered 'If theoretical courses with a passing grade other than F0 are taken again, attendance is not required. However, **students who take the course for the second time are obliged to attend the experiments** due to the article 'In courses that include practice and/or laboratory, attendance is required.'
* This information form is admissible only according to the current conditions and can be edited in the future according to the decisions taken by the university senate.

Please verify that you read the aforementioned information and will apply the instructions given above during the Chemical Engineering Laboratory-I course.

Student Number, Name and Surname: Date and Signature: