Course Syllabus
General Chemistry 1411
Spring 2017

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This course syllabus is intended as a set of guidelines for General Chemistry 1411. Both North Lake College and your instructor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

Instructor Information

Instructor: Patricia Thompson
Email: pthompson@dcccd.edu
Office Phone: 972-273-3236 (best to email me)
Office: C356 (Main Campus)
Office hrs: W 12:30 – 1:30 pm
TR 9:00 - 11:00 am

Course Information

Course title: General Chemistry 1411 section 73429.
Credit hours: 4 credit hours
Class meeting time: Lecture online at home MTWRFSU, Lab at home MTWRFSU

Course description:
This online course is the same as our on campus course and will require just as much effort to achieve success. It will require time and effort to stay on schedule. It is advisable that you have had previous online experience before taking this course.

This course counts toward the Sustainability Awareness and Global Education (SAGE) Scholars Honor. This course qualifies for three categories of sustainability: environmental, economic, and societal. For more information click the link SAGE Scholars Honor.

This online course has the same rigor as our on campus course. This course is for science and science-related majors including health sciences and engineering. Fundamental principles of chemistry are presented including measurements,
fundamental properties of matter, states of matter, the history of chemistry, chemical reactions, chemical stoichiometry and the mole concept, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry. Basic laboratory experiments support the fundamental principles and include the introduction of the scientific method, data collection and analysis and the preparation of laboratory reports.

Course prerequisites: MATH 1314 or equivalent preparation (Statistics or DMAT 0310 may be accepted) AND DIRW 0310 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) Reading standard. High school chemistry is strongly recommended.

This course has met the Quality Matters review standards.

The Quality Matters (QM) Program is a nationally recognized, faculty-centered, peer review process designed to certify the quality of online courses and online components. Colleges and universities across the country use the tools in developing, maintaining and reviewing their online courses and in training their faculty.

Review criteria are linked to external standards; criteria and process are supported through instructional design principles; and the process is vetted by faculty experts. The goals of the program are to increase student retention, learning and satisfaction in online courses by implementing better course design. Quality Matters is has been adopted by hundreds of higher education institutions across forty states and Canada.

Click the link Quality Matters to go to the Quality Matters website for more information.

Required or Recommended Textbooks and Materials

If you are working with limited funds, it would be best to purchase the lab kit and access code first. You can buy a cheaper ebook or previous edition of the textbook or even come to NLC campus to read the textbook we have on reserve at the library or Science Tutor center.

- **Lab**: We will use the “LabPaq, Chemistry, 9 Labs” (LP-2123-CK-02) from Hands-On Labs, Inc. Click on the link to go to the web site Hands-On Labs to order the kit. Then click on the "Order" link and you will be prompted for the login and password to access the kits. Your login is C000258 and your password is labpaq. It is recommended that you purchase a new kit so that you will have everything you need for the experiments. You will not need to purchase a lab manual as it is free if you have the kit. Purchase the kit before class starts so you will have it in time to perform your experiments. It will take up to 5 days to process the order before it can be shipped. The lab kit will need to arrive by the end of the first week (Saturday) of class.

- **MyLab & Mastering Chemistry Access Code**: New current edition books can be bought in a package from North Lake which contains a free code called “Modified” MasteringChemistry. The NLC bookstore also sells the code with an ebook. If you want just the code alone, then the code must be purchased separately online at
www.pearsonmylabandmastering.com When purchasing the access code, choose the current edition even if you have an older edition textbook. Please refer to the Course Information button in ecampus for more details about mastering chemistry when ordering. There you will find additional information including the needed Course ID. There is also a free two week period available if you are waiting on funds.

- **Textbook:** Chemistry, The Central Science, 13th edition by Brown, LeMay, Bursten and Murphy. Prentice Hall Pearson Education, Inc. 2015. The book can be bought separately OR with the North Lake College package containing a free mylab mastering chemistry access code. If you purchase a textbook online be sure the access code is for “Modified” MasteringChemistry and not a different one so that you will have the correct code for MyLab & Mastering. You can also use a previous edition textbook if you have it.

- **Scientific calculator:** Nothing more advanced than a TI 83/84 plus. For example, a TI-30XIIS will work fine and is approved for testing.

**Course Objectives**

The course objective is to demonstrate a general knowledge of the basic concepts in chemistry, and to prepare the student for General Chemistry II.

**Specific Course Learning Outcomes**

Upon successful completion of this course (according to the ACGM from the Texas Higher Education Coordinating Board and North Lake Chemistry), students will:

1. Define the fundamental properties of matter. Describe the history; relate basic laws and theories to the behavior of matter.
2. Classify matter, compounds, and chemical reactions. Differentiate between ionic and molecular compounds.
3. Determine the basic nuclear and electronic structure of atoms. Investigate the quantum mechanical model of the atom recognizing the historical contributions, write and interpret quantum numbers for the electrons in an atom. Write electronic configurations and show the correlation to chemical properties.
4. Identify trends in chemical and physical properties of the elements using the Periodic Table. Recognize the correlation between electronic structure and the organization of the periodic table.
5. Describe the bonding in and the shape of simple molecules and ions. Write Lewis structures: utilize the VSEPR theory to predict the shapes and polarities of molecules. Describe molecular orbitals using hybridization, distinguish between $\sigma$ and $\pi$ bonds, and account for properties using the molecular orbital theory.
6. Solve stoichiometric problems including calculations with empirical formulas, molecular formulas, limiting reactants, percent yield and molarity.
7. Write chemical formulas.
8. Write and balance equations.
9. Use the rules of nomenclature to name chemical compounds.
10. Define the types and characteristics of chemical reactions.
11. Use the gas laws and basics of the Kinetic Molecular Theory to solve gas problems. Describe the behavior and characteristics of gases.
12. Determine the role of energy in physical changes and chemical reactions. Determine methods of measurement of enthalpy, and perform related calculations. Recognize the environmental issues related to energy.
13. Convert units of measure and demonstrate dimensional analysis skills; include the use of significant figures. Be able to express, interpret, and utilize relationships between variables. Utilize data, including graphs, and interpret results.
14. Use basic apparatus and apply experimental methodologies used in the chemistry laboratory.
15. Demonstrate safe and proper handling of laboratory equipment and chemicals.
16. Conduct basic laboratory experiments with proper laboratory techniques.
17. Make careful and accurate experimental observations.
18. Relate physical observations and measurements to theoretical principles.
19. Interpret laboratory results and experimental data, and reach logical conclusions.
20. Record experimental work completely and accurately in laboratory notebooks and communicate experimental results clearly in written reports.
21. Design fundamental experiments involving principles of chemistry.
22. Identify appropriate sources of information for conducting laboratory experiments involving principles of chemistry.

**Means of Assessment of Course Learning Outcomes**

The Course Learning Outcomes are addressed in more detail for each chapter in the Learning Objectives. These outcomes (objectives) will be assessed using methods of testing through departmental exams, topics, mastering chemistry homework assignments, and written lab reports.

**Course Outline (Calendar)**

Please see [APPENDIX A](#) attached to this syllabus at the end for a complete Course Outline (Calendar). Pay careful attention to the many due dates on the Course Outline (Calendar).

**Evaluation Procedures**

You are to begin your study by first looking at the Learning Objectives and completing a topic section under the “Chapter Contents” button, and then review the corresponding section in the textbook. Finally do the corresponding homework assignments, experiments and practice problem sets. Do NOT get behind in this course.
Lab Grades
This course uses a “wet” lab experience with the use of a lab kit at home. Experiments conducted in campus laboratories are recognized as wet lab experiences. Through the use of the lab kits, real experiments with actual chemicals are used. Virtual or simulated labs are not an acceptable substitute for a wet lab experience according to the American Chemical Society (ACS Public Policy Statement).

You must purchase the kit before class starts so you will have it in time to perform your first experiment. The lab kit will generally need to arrive by the end of the first week (Saturday) of class.

Lab Grades come from the completed experiments. Experiments usually take at least 3 hours so plan accordingly. You may finish earlier, but it is better to have more time than less time available. You CANNOT pass the course with a failing lab average (not a single lab) regardless of your other grades. You will need to purchase a new “LabPaq, Chemistry, 9 Labs” (LP-2123-CK-02) from Hands-On Labs, Inc. Click on the link to go to the web site Hands-On Labs to order the kit. The lab manual with the experiments will be in ecampus. It is important to that you are performing the wet lab experiments (American Chemical Society) with the appropriate kit. You must forward the entire email of your lab kit confirmation order to the lab instructor in order to receive credit for the labs. If no lab kit confirmation order is received, then no credit for the labs will be given. I can then confirm with the company that the kit was ordered.

We will use the lab report forms that are located in ecampus under the folder for each experiment under the “Labs” button. We will NOT use the Lab Report Assistant form in the labpaq manual or the question section. The ecampus lab report forms will include a place for the conclusion and contain some questions. Be sure to read the information in the folder on “How to Write a Conclusion” under the “Labs” button. You may also use the Writing Center to help you with grammatical errors, punctuation, etc in writing your conclusion. See the Institutional Policies below for more information about the Writing Center.

After you have completed the report form, you will upload it into ecampus. Go to the “Labs” button and follow the instructions in the document, “How to Upload Your Report”.

So basically do the following when working on the experiments:

1. Read the information in ecampus under the Labs button about each experiment to see about explanations or modifications
2. Follow the steps for each experiment (with any modifications) from the labpaq manual
3. Use the lab report form in ecampus not the one in the labpaq manual. The labpaq manual only has a Lab Report Assistant and not the formal lab report form. The lab report form in ecampus matches the modifications if any that were made
4. Write a good conclusion based on the rubric.
5. Upload your report form to ecampus

The lab reports are to be uploaded into eCampus by 11:30 pm on the specified due dates. You must use a browser that eCampus supports or you will not be able to upload the lab report (See under the Topics section below for browser info)
Late labs will be accepted but they will drop by ten points for each day the reports are late until 5 days have passed. After that time late lab reports will be worth 50% maximum. So be sure to start the labs early and get the lab reports turned in on time.

We will use the following guidelines for the lab reports with regard to ACADEMIC DISHONESTY. (Also see Academic Dishonesty under the Institutional Policies section below for more information). As part of our department policy we do check for plagiarism as well as for any of the infractions below.

- **No falsification of data.** Do not “fudge” or “tweak” in any way in order to improve your results.
- **Do your own work.** No sharing of data, that is, you may not copy data or any part of the report from other sources. Nor can you give someone else your data. You must not post your lab report on the web and doing so will be an automatic zero.
- **No plagiarism.** Students must submit their own independent Lab Reports and cannot use someone else’s report as your own. If you work with a partner your data may be the same as your partner’s but you must answer questions, perform calculations, and write the conclusions on your own.
- **Conclusions must be your own original work based on your own individual experimental results (Results will differ for each person).** You may not copy any part of the conclusion from the internet.
- **Use of another source even in your own words also constitutes plagiarism if the source is not identified.**

If the instructor suspects any academic dishonesty (as explained above) on the part of the students, those students will receive a zero on the lab report. Repeat cheating offenses will result in failure of the total chemistry lab.

You CANNOT pass this course with a failing lab grade regardless of your other grades.

Also in the folder for each experiment are helpful hints and modified procedures as well as explanations which you should read after you read the procedures on the CD but before you do the experiment. Sometimes we will modify the experiments from the CD in your kit and these modifications are explained in the helpful hints and modified procedures section.

See the lab schedule and further instructions under the "Labs" button.
Topics

All Topics are copyrighted material and should not be altered or distributed. The topics help you in preparation for the tests as well as understand the homework.

The Topics are located under the “Chapter Contents” button in eCampus. Select the chapter you are studying and you will find the Learning Objectives, Topics, Practice Problem Sets, and a link to Mastering Chemistry. You may work the Topics as many times as you would like. Study the topic first then review the textbook. Be sure your pop up blocker is turned off in order to see the activities if you are having trouble. Try to answer all questions including the blue text poppers before looking to see the answers. Be sure to click on all "blue words" whether light blue or dark blue in the topics. Many important course documents to help you with your studies are there, but they are links. You won't see the documents unless you click on the words. For example, in chapter 2 under the topic 8 called Naming Ionic Compounds, you will see the blue word "flowchart". You need to click on that in order to access the helpful document on naming ionic compounds.

The recommended browsers for use with eCampus depend on your operating system. It is recommended that you use a Windows computer. For more information about which browser is compatible with ecampus depending on your operating system see the link on the log in page for eCampus http://ecampus.dcccd.edu/. It is the first bullet at the bottom of the box. For the topics, you can use Firefox, Internet Explorer or Safari. Chrome will not work well with the topics.

You may need to switch between the browsers if you are having trouble opening topics or uploading lab reports. If you have trouble viewing the videos, try switching browsers or using a different media player.

Be sure that your Java version is the correct one. The link on the log in page for eCampus also indicates which Java version is the current one for supporting eCampus. Be sure you have the correct Flash Player as well.

Go to the “Helpful Websites” button in our ecampus class and find the “Technical Support and Software Downloads” link to find the free downloads if you need them. Once you have downloaded the correct versions, remember to turn off the automatic updates. You also need to be sure that your java script has been enabled.

You can find out which browser you have as well as which java or flash player you are using. There is a button you click that will give you this information. Take the Browser test to also see if your web browser is properly configured to use Blackboard. It is a button you click to automatically test your Browser as well as other useful components such as java, flash player, etc. Follow the steps below to find the button.

- Click on the "My DCCCD" tab in eCampus. It is at the top of the page. This same page is also the default page once you have accessed eCampus and before you have selected any courses.
- Scroll down the page
- On the left hand side you will see a box called "Browser Test"
- Click on the button and you will receive feedback on your browser as well as other needed items.
If the eCampus connection is very slow, you get error messages, or your buttons disappear the server you are on may have too much traffic on it. Log out and switch browsers to get a different server. Also if you are using the Firefox browser you can go to Tools in the browser, click on Clear Private Data. Make sure all boxes are checked (except for Saved Passwords if you want to keep them) and click on Clear Private Data Now. Log out and lot back in. You should be on a different server. You can also restart your computer which should enable you to hit a different server once you open your browser.

You are required to read all assigned chapters as you finish each topic. Read those sections of the textbook that pertain to the Learning Objectives as not all material in the textbook will be covered. Be sure to work on the Topics under the Chapter Contents button before attempting to read the textbook. Also look through the Sample Exercises in the textbook as they contain helpful explanations.

Homework
Homework problems are assigned and graded. You will be using MyLab & Mastering Chemistry, an online tutorial and homework program. Your homework problems count toward your course grade (see Grading Scale) as well as help you prepare for the exams. You can go directly to the MyLab and Mastering Chemistry website without going through eCampus by going to www.pearsonmylabandmastering.com

Go to the MyLab & Mastering Chemistry Folder (scroll down) under the “Course Information” button for important details on how to register. You will also find listed there the Course ID you must have to register in mastering. If you are waiting on funds, there is a free two week period available during the registration process on the mastering website. However, you must purchase the code by the end of the two-week trial period in order for you to receive credit for your homework grades. The two-week option appears during the registration process after you put in the Course ID. There is a video you can watch on the mastering website regarding registration.

Many of the problems in the mastering chemistry website come from the textbook mostly from the end of the chapter problems (the problem numbers will be different if using an older edition). The odd numbered problems have answers. You can check the answers in the back of the book to help you figure out the problems. Do not attempt the homework until you have studied the topics and textbook. Also be sure to read the messages from your instructor included in some of the assignments. Note that if you click on “Give up” you will receive a grade of zero for that problem so try to solve it before doing that.

Students are strongly encouraged to complete the assignments in preparation for the tests. Late homework will worth 50% of the total points so be sure to do the homework on time. Be sure to check the due dates frequently. The mastering chemistry assignments will stay available until the time of the final for studying or completion of late assignments.

Homework due dates will be shown in mastering chemistry and in the Course Outline. All the homework assignments are due at 11:30 pm on the date indicated. Do the homework a little at a time through the week ahead of time rather than all at once on the due date.

Also included in the mastering chemistry assignments are the practice problems to help you understand the material. The practice problems are optional but would be good to do. Be sure
to do Assignment 1, Intro to Mastering Chemistry, as this will help you understand how to input your answers (even though this first Assignment is not counted for a grade). Occasionally, there are problems that can be worked for extra credit. Those problems are also optional. There is also a study area in mastering chemistry that provides additional problems to use as practice. Go to the Study Area and choose the chapter you want. Then you will see the Test yourself option with a link called Question Sets.

Once you have completed the homework and the due date has passed, you can still review or rework the problems in preparation for the exams. Often the problem will provide different numbers when you choose to rework them. Also available are additional problems under the Question Sets which are located in the Study area in the mastering website.

Your homework grades are posted on the MyLab & Mastering Chemistry website. Your final homework average for the course will be posted in eCampus. Note: Be sure that your computer is set up with the correct browsers or add ons. If you are having trouble getting mastering chemistry to accept your multiple choice answer or show the problem, then switch browsers or check Pearson technical support to see if your browser is compatible. The problem can also be that you need to update your flash player or enable your JavaScript. Go to the MyLab & Mastering Chemistry website for details. On the login page click on the Support link in the Students section at the bottom of the page. There you will find the info along with other FAQs. Most problems in mastering chemistry can be viewed on mobile devices. On occasion you may have trouble with some of the problems. Try using a computer in those situations.

Tutoring

Students are encouraged to go to the Science Learning Center at the main campus of North Lake College. The Science Learning Center (P333) provides free tutorial services for students taking this course. The center features tutors, software, videos, CDROM’s, internet, models, places to study quietly, places for group work, and other materials to assist in science classes. The subject specific schedule of tutors as well as the hours are updated every semester and is located at the front of the center, just ask a tutor. For more information call 972-273-3273 or go to North Lake College Tutorial Services. The Science Learning Center also has computers that you can use to work on your homework.

We also have one of the tutors available online to answer questions via email, discussion board or chat. Once the class starts, the tutor will post in ecampus the hours for online tutoring. You can also check the various campuses for other tutoring services at DCCCD Tutoring Services.
Exams

Students who live close to the Dallas County Area must take the exam at a DCCCD college or in a supervised testing situation at a testing site mutually agreed upon. No proctored test will be sent to a location in Dallas County (or close to the area) other than a DCCCD campus test center unless accommodation is being made through Disability Services.

Students must take their exams at the following testing centers. (Note that Richland is not listed)

- Brookhaven College in Farmers Branch in North Dallas County
- Cedar Valley College in Lancaster in South Dallas County
- Eastfield college in Mesquite in East Dallas County
- El Centro College (downtown Dallas)
- Mountain View College in Dallas in Southwest Dallas County
- North Lake College (main campus) in Irving in West Dallas County
- North Lake College (north campus) in Coppell in Northwest Dallas County
- North Lake College (south campus) in Irving in West Dallas County
- NOT Richland

Unfortunately, we will not be able to use the Richland Testing Center. Brookhaven is the closest testing center to Richland. Eastfield is also another option. All exams are available for all students at all of the listed testing centers. You may choose to test at any of the testing centers anytime during the hours the testing center is open on the specified dates. Be sure to call and verify the testing center hours as they are often different during the end of the semester, in summer or around the holidays. Also different testing centers have different hours of operation.

Students taking tests are not to leave the testing center or the classroom during a test and return to complete the test at a later time. If you need special accommodations for North Lake College, you must submit a request to the Disability Services Office in person (A414) or by phone at 972-273-3165. Visit North Lake College Disability Services for more information. If you are testing at another campus, be sure to contact their Disability Office.
Students who do not live close to the Dallas County area may arrange for a proctor using the proctor nomination form found under the Exams button in ecampus (scroll all the way down to the bottom of the page). You must fill out the proctor form by the first day of the start of the course and no later than the stated deadlines on the form so the exams can be set up in time. You also need to scan and email the proctor form to the instructor in addition to mailing it to the Dallas Colleges Online (address on the form). The proctor can only be a full time employee of a local community college or university testing center and approved by the instructor.

The proctor must be approved by the instructor before exams will be arranged. If you are in the military, please contact the instructor regarding your testing situation. At any testing location, students are not allowed to save the exam once it is open and return later to complete the exam.

The 5 exams and the optional final will be multiple choice and will be taken on the computer, however, they still need to be taken in the testing center or in a proctored testing environment to ensure the credibility of the course. No exam can be taken at home. Each exam must be taken during the days the exam is open. Exams are not timed and can only be taken once. Students are not to leave the testing center or the classroom during a test and return later to complete the test.

You will log on to eCampus and click on the “Exams” button and select the exam. You may take the exam once the testing center has put in the password. Exam scores will appear on eCampus immediately upon completion of the exam.

Be sure to check the hours of your testing center particularly if there are changes due to holiday hours, and arrive in plenty of time to take the exam. Be aware that exams are not given out one hour before the closing time of the testing center and the testing centers close on time whether you are finished or not. So plan to arrive early enough to allow enough time for you to take the exam before the testing center closes. Do not wait until the last minute as you may not get in due to large numbers of students taking exams and there are no extensions of the deadlines due to overcrowding, schedule conflicts or testing center closures.

The testing center (or proctor) will provide a copy of the periodic table and scratch paper. You must turn in these when you are finished with the exam. Do NOT take any testing materials with you when you finish the test. This includes the test, answers, charts, scratch paper, etc. To do so constitutes Academic Dishonesty. Do NOT use websites or other additional information during the test other than what is provided as that also constitutes Academic Dishonesty.

There will also be some formulas and additional info provided on the exam itself. Refer to the document under the Exams button to see what will be provided so you will know what formulas or information you will need to know that are not provided.

You will need to bring a pen or pencil and your scientific calculator to the testing center along with your government or school issued photo identification. You do not need a programmable calculator. The calculator cannot be more advanced that the TI 83/84 plus. You may use your own programmable calculator if you agree to have the memory and information
cleared before and after the exam. Some testing centers will provide a calculator. For more information about your testing center policies click the link to the DCCCD Testing Centers.

**Exams must be taken by the scheduled deadline!** Any student who misses a test deadline with an excused absence can only earn a maximum of 70% of the total points on a make-up exam! You can take the exam anytime during the hours the testing center is open on the days the exam is available. Exams will be cumulative; however, they will focus on more recent material. You may take any exam as early as you wish, just not past the deadline. The exams come quickly so be sure to pace yourself accordingly.

MAKE-UPS: For a missed exam with an excused absence during the testing dates, a make-up exam must be taken as soon as possible at the discretion of the instructor. Excused absences will only be offered for one of the following reasons: illness, death in family, official University business, or documented emergency.

**As you study, be sure to refer to the Learning Objectives for each chapter.** These Learning Objectives will help you prepare for the exams and are located with each chapter under the "Chapter Contents" button. And don’t forget to do the homework, topics and practice problem sets.

**Grading Scale**

The grades will be based on the following distribution

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Five Exams*</td>
<td>55%</td>
</tr>
<tr>
<td>Homework</td>
<td>15%</td>
</tr>
<tr>
<td>Lab</td>
<td>30%</td>
</tr>
</tbody>
</table>

A = 90-100  B = 80-89  C = 70-79  D = 60-69  F = 0-59  (Do not beg for grades)  
Numerical grades will be rounded to the nearest whole number.

* You may take an optional comprehensive Final Exam to replace your lowest grade in Exams 1 through 5. The final will not hurt your grade if your optional final score is below your lowest exam.

Please **do not beg for grades**; you earn them.

Also **do not ask for additional extra credit**. We already have extra credit in the homework as well as bonus questions on each exam.

To calculate your grade at any time you may wish to use the following formula.

**Grade = (Exam Avg x 0.55) + (Hmwk Avg x 0.15) + (Lab Avg x 0.30)**

This formula is the same one that I use. **During the last week of classes as well as during finals week, please do not ask me about your grade or if you need to take the optional lecture final.** I will not be able to answer your questions about your grade at that time. You may use the formula to know your grade in the course at any time as well as determine if you need to take the optional final. Taking the optional final is your decision. Remember that you cannot pass the class with a failing lab grade regardless of your other grades.
Discipline/ Course/ Department/Policies

Discussion Board
Discussion Board is where you can post any questions you may have concerning the material, labs, or homework. Give the location of your problem such as in Chapter 1, topic of density. All students can benefit from the question as well as the answer. You are encouraged to communicate with the other students about the course material. If you have a question, check the discussion board as it may have already been answered there.

There is also an area called the Blazer Café that you can use to discuss other issues besides our course.

Email
Email is the best way to communicate with the instructor. You must include course and section number in the subject line. For example: Chem 1411-73426. Do not forget to include your name in the email. Be specific as to the nature of the problem. Give the exact location problem such as the topic name and which chapter or the Mastering Chemistry Assignment number AND the problem number.

Please see that your correct email address is on eCampus. Please be sure your email is not over quota, and you cannot receive my reply. Also be sure my emails are not blocked by your filter or sent to junk. I will answer emails as quickly as possible, but please allow at least a 24 hour turnaround time. I will not be able to answer emails during the weekends.

Announcements
Be sure to check the announcements daily for any new information that may have been posted. This should not be a problem as you are logging on daily to study chemistry.

Websites
There are useful websites located under the “Helpful Websites” button. There are chemistry sites to help you with your studies, technical support site, and links to student services.

Institutional Policies

ACADEMIC DISHONESTY
The Student Code of Conduct prohibits academic dishonesty and prescribes penalties for violations. According to this code, which is printed in the college catalog, "academic dishonesty", includes (but is not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion”.

1) The Vice-President of Academic & Student Affairs may initiate disciplinary proceedings against a student accused of academic dishonesty.

2) Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion.

3) Cheating on a test includes:
   a) Copying from another student’s test paper;
b) Using, during a test, materials not authorized by the person giving the test;
c) Collaborating with another student during a test without permission to do so.
d) Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an un-administered test.
e) Substituting for another student, or permitting another student to substitute for you to take a test; and
f) Bribing another person to obtain an un-administered test or information about an un-administered test.

4) “Plagiarism” means the appropriation of another’s work (ideas and/or words) and the unacknowledged incorporation of that work in one’s written work offered for credit.
   a) Use of another source even in your own words also constitutes plagiarism if the source is not identified.
   b) Quotes not identified as quotes constitute a form of plagiarism even if the borrowed ideas are documented.
   c) Do not plagiarize your lab reports.

5) “Collusion” means an unauthorized collaboration with another person in preparing written work offered for credit.

Academic dishonesty may result in the following sanctions, including, but not limited to:
1. A grade of zero or a lowered grade on the assignment or course.
2. A reprimand.
3. Suspension from the college.

NOTIFICATION OF ABSENCE DUE TO RELIGIOUS HOLY DAY(S)
Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. Please refer to the Student Obligations section of the college catalog for more explanation. You are required to complete any assignments or take any examinations missed as a result of the absence within the time frame specified by your instructor.

OFFICE OF INSTITUTIONAL EQUITY
The Office of Institutional Equity, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.

Students with Disabilities:
If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please provide or request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: dcccd.edu/DSO Offices or contact DCCCD Office of Institutional Equity at (214)
The North Lake College Disability Services is in A414. Phone number is 972-273-3165.

This course is delivered through ecampus and the link to the disability information for ecampus is Blackboard Accessibility. We have documents that are in the pdf format and the link to the disability information for accessing pdf documents is Adobe Accessibility. We also make use of the Softchalk program with our Chapter Topics and the link to the disability information for our topics is SoftChalk Accessibility Standards.

A Note on Harassment, Discrimination and Sexual Misconduct

We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.

We are concerned about the well-being and development of our students, and are available to discuss any concerns. There are both confidential and non-confidential resources and reporting options available to you. If students wish to keep the information confidential, please contact the college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the College Title IX Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the student and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX Coordinator or visit www.dcccd.edu/titleIX. The North Lake College Title IX Coordinator can be reached at TitleIX-NLC@dcccd.edu, 972-860-3992. The District Title IX Coordinator at the Office of Institutional Equity can be reached at TitleIX-District@dcccd.edu, 214-378-1633.

DROP POLICY

If you are unable to complete this course, you must officially withdraw by the date stated on the academic calendar. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. **There are important additional factors which are affected by withdrawals.** See the categories below for additional information. It is strongly encouraged that a student speaks with the instructor before withdrawing. If a student stops attending class and does not officially withdraw, that student will receive a performance grade based on work completed and missed. For more details concerning withdrawals go online to Dropping or Withdrawing from Classes.

All Dallas County Community Colleges charge a higher tuition rate to students registering the third time for a course. This rule applies to the majority of credit and Continuing Education / Workforce Training courses. Developmental Studies and some other courses are not charged a higher tuition rate. Third attempts include courses taken at any DCCCD college since the fall 2002 semester. For further information, go online to Third Attempt at DCCCD.
**ADMINISTRATIVE WITHDRAWAL**

Students with valid extenuating circumstances may be eligible for an administrative withdrawal by the Dean of the Division in which the course or courses are taught. An administrative withdrawal will not be awarded to students who simply fail to withdraw prior to the last day to receive a “W.” The request for an administrative withdrawal must be made in writing to the Dean of the Division with any supporting documentation attached. This must occur before the last official day of the semester.

**FINANCIAL AID STATEMENT**

Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate are also subject to this policy.

To apply for financial aid in the DCCCD, students must complete FAFSA (Free Application for Federal Student Aid) on the web at [FAFSA](#).

**FINANCIAL AID CERTIFICATION OF ATTENDANCE**

You must attend and participate in your on-campus or online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus or online course in order for you to receive financial aid. To meet the attendance requirement, you must attend and participate in your on-campus or online course(s) prior to the course certification date and continue beyond the course withdrawal date. You must participate in an academic related activity pertaining to the course such as but not limited to the following examples:

- initiating contact with your instructor to ask a question about the academic subject studied in the course;
- submitting an academic assignment;
- taking an exam;
- completing an interactive tutorial;
- participating in computer-assisted instruction;
- attending a study group that is assigned by the instructor;
- or participating in an online discussion about academic matters relating to the course.

In an online class, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and are engaged in an academically related activity such as in the examples described above.

**STOP BEFORE YOU DROP**

For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. Go to [eConnect Facts About Dropping Classes](#) for more information.
COUNSELING SERVICES
Counseling services for personal issues are provided to all students currently enrolled at North Lake College. These services are provided by licensed professionals who are bound by confidentiality (within ethical parameters) at no charge. With the assistance of a counselor, students are able to identify, understand, resolve issues and develop appropriate skills. To make an appointment call 972-273-3333 or visit A 311.

THE ACADEMIC SKILLS CENTER (ACS)
The ASC is designed to provide assistance to students in the following areas:
• An ESOL lab with computer access.
• Free tutoring for students enrolled in foreign language courses.
• The iRead Lab offers individual and small group tutoring, as well as workshops, to help current students improve their reading, study, and test taking skills.
• The Writing Center to help students clarify writing tasks, understand instructors’ requirements, develop and organize papers, explore revision options, detect grammar and punctuation errors, properly use and document sources, and improve their writing skills.
• The Blazer Internet Lounge with 12 computers, additional open seating, and WiFi Internet access.
• The Online Writing Lab (OWL) allows students to submit papers to our writing tutors electronically and get feedback within 24-72 hours. The OWL can be accessed through eCampus. After logging on to eCampus, click on the Community Tab at the top. Type “Owl” in the search field and click “Go.” Next, click on the double drop-down arrows next to “NLC-OWL2,” and then click on “Enroll.” Once enrolled, students can receive services from the OWL.
• For more information or to schedule a tutoring appointment, come by A-332 or call 972-273-3089.

SERVICE LEARNING
Service Learning (SL) is a nationally recognized program in which students will learn and develop through thoughtfully organized service experiences by participating in meeting real community needs. The program combines academic instruction along with active community service that utilizes both critical and reflective thinking skills that assist you in examining your civic responsibilities in the world in which you live. For questions or concerns, contact the Service Learning Coordinator, Katherine Villarreal, at kvillianreal@dccc.edu or nlcsl@dccc.edu.

State Outcomes Core Curriculum
As part of the core, this course contributes to the development of 6 basic Program Level Outcomes. These Outcomes are essential to the learning process in any discipline and are defined by the Texas Higher Education Coordinating Board.

This course reinforces Program Level Outcome 1 with written and visual communications, Program Level Outcome 2, 3, and 4.

Program-Level Outcome 1: Communication Skills - to include effective development, interpretation and expression of ideas through written, oral and visual communication
1. Written: Process and produce effective written communication adapted to audience, purpose, and time constraints.
2. **Oral**: Produce effective oral communication adapted to audience, purpose, and time constraints.

3. **Visual**: Effectively interpret visual images or produce effective visual images.

4. **Listening**: Comprehend, and analyze oral information.

**Program-Level Outcome 2: Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information

**Program-Level Outcome 3: Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

**Program-Level Outcome 4: Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

**Program-Level Outcome 5: Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making

**Program-Level Outcome 6: Social Responsibility** - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.
# Learning Activities, Outcomes, and Assessment

The following table shows how the Course Outcomes reflect the State Outcomes and are incorporated and assessed in the course.

<table>
<thead>
<tr>
<th>Learning Activity</th>
<th>Learning Outcomes</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Learning Activity: Students will perform stoichiometric calculations between reactants and products in the lecture material as well as on the homework.</td>
<td>a. Learning Outcomes: Students will perform stoichiometric calculations between reactants and products with 70% proficiency on the exams.</td>
<td>c. Program Level Outcomes 2 and 3, Specific Course Outcomes 6 and 8, ACGM 6</td>
</tr>
<tr>
<td></td>
<td>b. Assessment: Students will practice this in lecture as well as in lab. The assessment is a question on the departmental exam.</td>
<td></td>
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<tr>
<td></td>
<td>2. Learning Activity: Students will work on determining the correct number of sig figs when measuring in lab as well as working problems.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Learning Outcomes: Students will determine the correct number of significant figures in an image of thermometer with 70% proficiency on departmental exams.</td>
<td>c. Program Level Outcome 1.3, Specific Course Outcomes 13 and 17, ACGM 5</td>
</tr>
<tr>
<td></td>
<td>b. Assessment: Students will practice this in lecture and lab. The assessment is a question on the departmental exam.</td>
<td></td>
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<tr>
<td></td>
<td>3. Learning Activity: The student will practice putting substances together to determine if a precipitate has formed.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a. Learning Outcomes: Students will predict the outcome of a precipitation reaction in aqueous solution at 70% proficiency on exam.</td>
<td>c. Program Level Outcomes 2 and 3, Specific Course Outcomes 7, 8 and 10, ACGM 10</td>
</tr>
<tr>
<td></td>
<td>b. Assessment: Students will practice the problems on the homework and the assessment is the question on the departmental exam.</td>
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<td>Sunday</td>
<td>Monday</td>
<td>Tuesday</td>
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<tr>
<td>Chap 1</td>
<td>Class</td>
<td>Email Instructor lab</td>
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<tr>
<td>Chap 2</td>
<td>begins</td>
<td>kit order confirmation</td>
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<tr>
<td>Mar 26</td>
<td>Mar 27</td>
<td>Mar 28</td>
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<tr>
<td>Chap 2</td>
<td>hw assign</td>
<td>Safety Form is Signed</td>
</tr>
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<td>Mar 27</td>
<td>1 – 6</td>
<td>and uploaded</td>
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<tr>
<td>Apr 2</td>
<td>Apr 3</td>
<td>Apr 4</td>
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<tr>
<td>Chap 3</td>
<td>hw assign</td>
<td>Exp Observations</td>
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<td>Apr 9</td>
<td>Apr 10</td>
<td>Apr 11</td>
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<tr>
<td>Chap 4</td>
<td>hw assign</td>
<td>Begin Exp</td>
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<td>Apr 16</td>
<td>Apr 17</td>
<td>Apr 18</td>
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<tr>
<td>Chap 5</td>
<td>hw assign</td>
<td>Exp Stoichiometry of</td>
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<td>Apr 23</td>
<td>Apr 24</td>
<td>Apr 25</td>
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<tr>
<td>Chap 6</td>
<td>hw assign</td>
<td>Exp Identification</td>
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<td>Apr 30</td>
<td>May 1</td>
<td>May 2</td>
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<tr>
<td>Chap 8</td>
<td>hw assign</td>
<td>Exp Determination of</td>
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<td>May 7</td>
<td>May 8</td>
<td>May 9</td>
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<td></td>
<td>hw assign</td>
<td>●Late Labs are due</td>
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<td>38 - 44</td>
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</tbody>
</table>

- You can take any exam anytime between the start of the course and the deadline, but **NOT** after the deadline.

- Note that the **Optional Final** is also during the time of Test 5, so plan to take Test 5 earlier during the testing time if you are going to take the Optional Final.

- Note the **Assessment Survey** at the end of the course counts as a lab grade so remember to do it.

- Any **late homework** (for 50% max credit) must be completed by 11:00 pm on Wednesday of the week of the optional final.

- The deadline to turn in any **late labs** (for 50% max credit) is 11:30 pm on Tuesday of the week of the optional final.