

Syllabus Tentative[‡] CRN 56335 Chemistry 100 Lecture OnLine Spring-2021

Office info.	Office Rm S6-112F Office Phone: (619) 388-7493
E-mail:	Via Canvas or fgarces.ch100@gmail.com
WebPage	http://faculty.sdmiramar.edu/fgarces https://sdccd.instructure.com/login/canvas / MyLab & Mastering via Canvas
Course Meetings	MW 5:00 – 6:25 p, via Zoom in Canvas
Office Hours	MW: 3:00 – 4:00p, TR: 3–4:30p, Fri: 1-2pm and by Appointment through Canvas
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[‡] This is a tentative syllabus and is subject to change in the term. Please look at these pages for updates.

Hello, and welcome to Chemistry 100 the online course offered at Miramar College. In this course, you will be introduced to concepts to better understand chemistry as it applies to basic health and our environment. By the end this class, I hope that you will realize that "Chemistry is Universal" and plays an important role in the quality of your life.

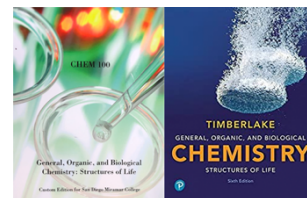
You have the flexibility to study and complete your assignments at a time and place of your convenience in this course. Keep in mind however that the rigor of this course is the same (some say greater) as that of the "on-campus" course. This class forces you to structure your schedule so that you are able to complete the assignments, homework, quizzes and exams by the set deadline. The schedule for all assignments, such as homework, special project, quizzes and exams are set for the term. Look at the course schedule at this time and make sure you can keep up with this demanding schedule. If you think it is overwhelming (it probably is) and you are advised to drop this course. Your grade in this course will be based on your ability to follow directions such as finishing the chapter readings and completing the end of chapter homework. Most importantly you will be asked to participate in the learning community in this course by being active in the discussion board. The midterm will be given **Apr 09th, 1 - 3 PM** and the final exam will be given **May 26th 1- 4 PM**. These exams are given over Canvas. This is to prohibit cheating and dishonesty - there is no exception to this policy. Not taking the midterm is grounds to drop you from the course and not taking the final exam on campus is grounds for failing the course. If you think you cannot take the midterm and final via Canvas at these dates and time, you will need to find another course.

You will be provided with the tools to succeed in this class, all I ask of you is to follow directions, meet the deadlines, work hard, keep your integrity (be honest), and have fun learning chemistry. If you have any questions concerning this class or your performance, please do not hesitate to contact me.

This course is designed so that one-quiz and one-homework will be dropped at the end of the semester. With this in mind, homework and quizzes will generally not have deadline extension.

Student Learning Outcome (SLOs):

- Apply mathematics to solve quantitative chemical problems.
- Write chemical names and formulas for inorganic chemicals.
- List the type of intermolecular forces a chemical possesses.
- Describe properties such as shapes, polarity and IMF for chemical substances.

**Software and Supply Requirement:**

- 1) **Textbook:** Timberlake "Chemistry, Structure of Life", Custom Ed. for Miramar, Prentice Hall: **MyLab&Mastering with e-Text and Access code \$145 (new)**
- 2) **Calculator:** Scientific calculator capable of exponential notation and log functions. You are not allowed to use your cell phone as a calculator. Your calculator must be
- 3) **Computer:** Internet browser such as Firefox, Safari or Chrome with the appropriate plug-ins.
- 4) **MS Word / Google Docs software:** No other word processing software is acceptable. If you submit an assignment in a format that my computer cannot open you will receive a zero for the assignment. It is your responsibility to get a copy of Microsoft Word / Google docs so that you can complete written assignments using these word processing programs.
(Go to <http://store.collegebuys.org/> to obtain educational prices for MS Office)
- 5) **Mastering Chemistry:** If you do not purchase the text from the bookstore you can purchase the access code and e-Text from Pearson **\$116.00 (MyLab&Mastering with eBook)**, or you can simply purchase the access code without the e-Text **\$69 (MyLab&Mastering only)** https://www.youtube.com/watch?v=u_5jga93ko0

If you need assistance accessing MyLab&Mastering, please contact our Book Rep. via the following information. [PearsonPub](#)

Week of:		Chapter and Topics	Homework, Quizzes and Exams
1	01-Feb	Chp 00: Introduction HW Due 2/14 Chp 01: Chemistry in Our Lives HW Due 2/14	1-Introduce yourself, Online 2/14 2-Background Survey Due 2/16 3-What U Know Question Due 2/16
2	08-Feb	Chp 02: Chemistry & Measurements HW Due 02/21	4-Math Review Practice, Due 2/16 5-Problem Solver Survey Due 2/16 2/16, Deadline to drop with no "W"
3	15-Feb	Chp03: Matter and Energy HW Due 02/21	Syllabus Quiz-00, Due 2/16 Quiz-1 [Chapter 1, 2 & 3, Due 2/21] Open on 2/19- 2/21 by midnight
4	22-Feb	Chp04: Atoms HW Due 02/28	
5	01-Mar	Chp05: Nuclear Chemistry HW Due 03/07	
6	08-Mar	Chp06: Ionic and Molecular Compounds HW Due 03/21	
7	15-Mar	Chp06: Ionic and Molecular Compounds	Quiz-2 [Chapter 4, 5 & 6, Due 03/21] Open on 03/19- 03/21 by midnight
8	22-Mar	Chp07: Chemical Reactions and Quantities HW Due 04/11	
9	29-Mar	Spring Break	
10	05-Apr	Chp07: Chemical Rxn and Quantities	
11	12-Apr	Chp08: Gases HW Due 04/18	MidTerm [Chp1-7, Scheduled Friday, 04/09, 1-3 PM] Apr 17 th , Withdrawal deadline
12	19-Apr	Chp09: Solutions HW Due 05/02	
13	26-Apr	Chp09: Solution	Quiz-3 [Chapters 8 and 9, Due 05/02] Open on 04/30- 05/02 by midnight
14	03-May	Chp10: Reaction Rates and Chemical Equilibrium HW Due 05/16	
15	10-May	Chp11: Acids and Bases HW Due 05/23	
16	17-May		Quiz-4 [Chapters 10 & 11, Due 05/23] Open on 05/21 - 05/23 by midnight
17	24-May	Review week	Final Comprehensive Exam ‡ May 26 th , 1 -4 PM [Chp:01-11]
18	31-May		

Important Dates:

Feb 16 - Last date to drop with no "W" in transcript.

Mar29 to Apr 02 - Spring Break

May 28 - End of semester

Feb 12 & 15 - President's Day, No Classes

April 17 - Last day to withdraw from classes with a "W"

‡ Throughout the semester there will be an opportunity to earn bonus points via the discussion board, these bonus points have strict guidelines. For example, if the assignment is for the chapter being covered, then look at the deadline because you must turn in your response before it closes. Once close, there is no chance for a makeup. This allows those of you who keep up on a regular basis a chance to earn bonus points.

I remind you again that this is an online course. There is no mandatory meeting for lecture. The zoom meetings are optional. Unlike remote learning courses, this class requires students to be responsible for their learning. The instructor will provide guidance of the important topic that you will need to know but ultimately you are responsible in reading the text and reviewing the text. The scheduled exam and quiz time are mandatory. The schedule above provides you information when the homework, quizzes and exams are scheduled. All assessments will be accessed through Canvas.

Course Objective: Students will be expected to develop an understanding of the fundamental principles of chemistry. This foundation will allow students to better understand the role that chemical processes play in our lives, our health, and our environment. Furthermore, critical thinking will be honed in order to solve the basic problems of a chemical nature within the framework of the Scientific Method. Development of problem-solving skills in chemistry will require the application of chemical languages, atomic theory, chemical.

What you need to know to be successful at the next level

1. Student will be able to solve quantitative chemical problems by dimensional analysis and college algebra.
2. Students will identify matter by its class and describe how matter undergoes phase changes.
3. Students will be able to use the heating cooling curve for water and other compounds to calculate heat absorb or release when energy is added or remove to the substance.
4. Students will be able to calculate the caloric value of different nutrients.
5. Students will be able to list the properties of an elements from the periodic table of the elements.
6. Students will be able to outline how the modern theory of the atom was realized by the Scientific Method.
7. Students will draw structure of an element and write out the electron configuration.
8. Students will write out chemical names and formulas for inorganic compounds
9. Students will be able to list the type of intermolecular forces a chemical possesses.
10. Student will be able to describe the properties such as shapes, polarity and IMF for chemical substances.
11. Students will be able to identify different types and balance chemical equations.
12. Students will be able solve quantitative amounts of chemicals substances by stoichiometric analysis.
13. Students will be able to solve properties such as pressure, volume, temperature and moles using the Ideal Gas Law.
14. Students will be able to calculate molarity and concentration by parts (% , ppm & ppb) for solutions
15. Students will be able to calculate concentrations for serial dilution problems
16. Students will be able to identify parts of a reaction coordination diagram.
17. Students will be use equilibrium and LeChatelier's Principle to determine the progress of a reaction.
18. Students will be able to calculate concentration and pH, pOH of acids and bases.

Required Assignments:

Chapter Reading: Best way to be successful in this course is to pace yourself, read the text, review the notes, watch the pre-recorded zoom sessions, attend any zoom reviews that are being offered but most importantly manage your pace and time so you absorb the concept without being burnt out. If you do this, you will be amazed by the amount of material you will understand. When I was a struggling college student, I would routinely go over the material covered in my really tough courses (like chemistry and calculus) at least three times. The first would be a quick scan to survey the topics and concepts being covered. The second was for comprehension to understand the fundamental core idea. The third, but by no means the last, was to review and reflect on the concepts that was emphasized during lecture. If you need to review a concept go back and read the material again or seek outside help (like asking me to try and clarify the concept). I think that if you make this a study habit in this course, you too can earn a ph.D. in chem (or at least feel confident that you understand the fundamentals of chem 100).

Homework consist of a mix of online homework through the Canvas and Mastering GOB and discussion board participation. To register for MyLab&Mastering or (MyLab) go to https://www.youtube.com/watch?v=u_5jga93ko0 to review how to access the site. You register, you must access MyLab within canvas. Homework exercises are from the end of the chapter in the Timberlake text. There will be 11 assignments with each assignment worth 20pts of which one will be dropped. For each assignment, you can redo the problems a few times (minimum of 5 tries) until you get it right. Some have hints. Depending on the setting a small percent (<5%) of the points for that problem may be deducted. Giving you the opportunity to correct your mistakes allows you to use the feedback to correct yourself. Start the homework problems early so you can take advantage of repeatability of a homework-set. Because one end-of chapter assignments is dropped it is my policy that **no late homework assignments will be accepted**. All homework is through MyLab, so if you do not have access to MyLab, remember that there is a two-week sign-in grace period. **If you do not turn in three assignments in a row, you can be administratively dropped from the course for nonattendance/participation**. If you are having trouble understanding the assignment seek help immediately. To maximize your score in this course, do the homework and you want to feel confident on a concept, do extra problems at the end of the chapter. By taking the time to work on extra problems before the exam, you will be better prepared for the quiz or exam questions. When you have trouble with a problem, see me immediately—if you have to wait the day before an exam then it is too late!!

Attendance is determined by the assignments you complete and your login in the Canvas website.

- It is the student's responsibility to drop all classes in which he/she is no longer participating. **(online classes).**
- It is the student's responsibility to drop all classes in which he/she is no longer attending **(on-campus classes).**
- It is the instructor's discretion to withdraw a student after the add/drop deadline (include date) due to excessive absences.
- Students who remain enrolled in a class beyond the published withdrawal deadline, as stated in the class schedule, will receive an evaluative letter grade in this class.

Although attendance is not called, keep in mind that the quizzes and discussion boards to be scheduled at a certain time and dates. You are responsible in accessing these and completing the assignment within a specific period. If you fail to log in to the chem100 Canvas site **at least once a week, you will be dropped from the course.** If you have computer issues that prevents you from logging in, then it is imperative that you call or email me (via another computer) to keep me inform of your problem. If you are having computer problems for more than seven days then it is advisable that you drop the course. **You must take the midterm and the final exam.** That is a commitment for this course that must be honored. **Miss taking the midterm is ground for being dropping you from the course.** See the course schedule now to make sure you have no conflicts and are able to attend all mandatory meetings.

There are no make-ups for quizzes or set assignments since one quiz and one homework is dropped.

Quizzes and Examinations: All module quizzes (4) must be completed. The lowest quiz will be dropped and the average of the remaining quizzes will be used to replace the dropped quiz. For this reason, there will be no makeup if you miss a quiz. **No exception!** When taking the quiz, you are to apply the code of honor, under which you are to work alone and neither give nor receive help from any source. Furthermore, you are expected to help enforce this code. If you are dishonest in any way, you will fail this course. The midterm and final exams will be taken during regular class meeting and it is the student's responsibility to be present. As mentioned above, not taking the midterm is grounds for being dropped and not taking the final is grounds for failing the course. If you have a valid excuse and give the instructor a month notice to take the midterm or final early, then it will be under the conditions that you have not missed a homework assignment or module quizzes. Also, understand that the exam may be more difficult than the regular exam given to the class. Specifics conditions for taking the midterm or final early will be arrangement between instructor and students at least a month before the scheduled exam. **If you have a valid excuse for missing the midterm (turn in an excuse no more than a week after exam), part of your final exam will count towards your midterm. You will also need to turn in a term paper a week after the exam as part of the make-up process.**

Your Grade: The Midterm exam is scheduled for Friday, Apr 09th, 1-3 PM. The final exam is Wednesday, May 26th, 1- 4 PM. The midterm exam will account for 15% of your grade and the final will account for 20% of your grade. Please check your schedule for conflicts at this time. You are not allowed to use other devices or information without instructor's approval for the midterm and final exam. **Evidence of following directions, meeting deadlines and signs of improvement will be considered when assigning final grade.**

Quizzes / Exams	Date Open
Syllabus Quiz Must take	02 / 16
Qz 1, Ch 1,2 & 3	02 / 21
Qz 2, Ch 4, 5 & 6	03 / 21
Qz 3, Ch 8 & 9	05 / 02
Qz 4, Ch 10 & 11	05 / 23
MidTerm Ch 1-7	04 / 09
Final Comprehensive Ch 1-11	05 / 26

Grade Evaluated by:	
HmWk	20 %
Syb Quiz/Discussion.	15 %
4 Quizzes	20%
Midterm	15%
Final	20%
<u>Timely work and ppt.</u>	10%
Total	100 %

Points	Accomplishment Level	Grade
90-100 %	Excellent	A
80-89 %	Good	B
65-79 %	Acceptable	C
55-64 %	Mediocre	D
Below 55	Unacceptable	F
Completion of 85% of course & Instructor approval		I*

One Final Note: Although it should not be necessary to make this comment, **dishonesty in any form will not be tolerated** in this class. Anyone involve in cheating on the exams, etc., will fail the class and will be reported to campus authorities. Please review Miramar College academic integrity policy 3100-Student rights, Responsibilities and Administrative Due process at <http://hr.sdccd.net/hr/studtoc.htm>.

Very Important Notes (OnLine)

Preparation, time-management and working in class

1a. Class time is to Learn the Content that is Being Covered. Please review the schedule for the semester so you know what topics and assignments are scheduled. You will always be informed through the Canvas announcement or email blast of what topics we are covering for that week. It is a great idea to always read the textbook that way you have an understanding of how the concepts all come together. If we are working in a discussion board assignment, it will generally be due by 11:59 PM of the stated deadline as shown in the Canvas calendar. If submitting an email or a photo submission of your work, you should include your name and date that you submit your answer. The filename should be in the format of Lastnamefirstinitial_AssignmentTitle_Date. For example, GarcesF_ConcentrationEC_Aug19. If you read the text, you will be better equipped to ask questions when you come up with misconception and then you should email me with your questions. Please do not hesitate to ask me if you are falling behind or not grasping the concept. As Confucius once said, "He who asks a question is a fool for five minutes; he who does not ask a question remains a fool forever."

1b. Keeping to the deadline. Please adhere to the deadline stated in the schedule. The course allows the drop of one quiz and two (2) homework in case unseen circumstances arise. It is for this reason make up quizzes or homework are rarely given. If you miss an assignment, then it will be the assignment that is dropped.

1c. Working with others. In some assignments such as group work or homework, you will be working as a team. You are encouraged to share ideas and test your knowledge with others. When it comes to group work, make sure everyone is in agreement with the answer because one grade is given to the collective. Other assignments such as quizzes and exams will are not allowed to share your answer. Any work that is not specified by your instructor as a group /collaborative assignment must be your own work. **Credit will not be given for any assignment work that contains response/answer, which is identical or very similar to another source. This will be considered plagiarism or cheating.**

Plagiarism and cheating will not be tolerated. If you engaged in either of these activities on any assignment (quizzes, lab assignments. etc., that is not designated as group work) then you will receive **no credit** for the assignment and will be dismissed from the course, receive a failing grade and referred to the Dean of Students for disciplinary action. For further information, please read the Miramar College catalog under the section on "Student Rights, Responsibilities of all San Diego Community College District students", 3.0 Code of Conduct). See "Honesty Policy" below

1d. Calculator policy. You should purchase a scientific calculator that has the following function: scientific notation, base 10 and natural logarithms, and powers or roots (e.g. y^x or $\sqrt[n]{y}$). If you need help in determining whether your calculator contains these functions or in using any of your calculator's function, please see your instructor immediately. **It will be your responsibility to understand the use of your calculator and its functions.**

1e Show work. For certain designated assignments, i.e., **in class group work and exam free response questions, no credit** will be given for any numerical problem unless they are accompanied by a **complete step-by-step solution**, which clearly shows how the answer was obtained. Questions of this type will always have the statement to show all work / explain answer otherwise no credit will be given. Furthermore, final answers should be **boxed**. Finally, remember that neatness count. If student's work cannot be followed, **credit will not be given for that problem**. Do not write in pen for calculations. **All the sheets containing show of work should have the student's name and CSID**

1g Accessing MyLab. To link to MyLab through Canvas, please go to this site for directions.

<https://support.pearson.com/getsupport/s/article/MyLab-for-Canvas-Student-Registration-and-Sign-In>

2. Absent Policy

2a. Class attendance. Your attendance is an important part of your grade in this course. You are encouraged to attend the orientation zoom meeting on Friday, meeting synchronous meetings. In these meetings, I will go over the content of the material as if we were in class. Since there is no regular class meeting, your attendance will be monitored by your login record and your timely submission of assignments and participation on the discussion board questions.

Attendance College policy.

- It is the student's responsibility to drop all classes in which he/she is no longer participating (**for online classes**).
- It is the student's responsibility to drop all classes in which he/she is no longer attending (**for on campus classes**).
- It is the instructor's discretion to withdraw a student after the add/drop date (include date) due to excessive absences.
- Students who remain enrolled in a class beyond the published withdrawal deadline, as stated in the class schedule, will receive an evaluative letter grade in this class (A, B, C, D, F).

3 Course Assessments and Honesty Policy

3a When quizzes and/or exams have your calculator and required material prepared. All assessments including quizzes, midterm and final are given through Canvas. Before each assessment, an honesty disclosure statement must be signed. Not signing or acknowledging that honesty was used when completing the assessment, will void the score on the assessment. No makeup will be given. Once the assessment starts, the questions will be given one at a time without the chance of returning to a previously viewed question. Furthermore, once the assessment starts the Canvas will keep time and not allow pausing throughout the exam. After the allotted time, the assessment will close and there will be no chance to answer any more questions. It is important to make sure there are no disruptions when taking an assessment in Canvas - time waits for no one.

3b. Policies during online quizzes. When completing a quiz on Canvas, pay attention to the timer because that is the time you have for the completion of the quiz. Canvas is deceiving in that it will state:

Timer Setting	You will be notified when time expires, and you may continue or submit.
Force Completion	This test can be saved and resumed later. The timer will continue to run if you leave the test.
Due Date	This Test is due on February 16, 2014 11:59:00 PM PST. Test cannot be started past this date.

The statement "This test can be saved and resume later" means that it can be save and if there is a disruption on the quiz, you can continue to work on it but within the time allocation set for the quiz. Suppose you are taking a quiz that has a time allocation of 1-hr. You start the quiz and 30 min. into the quiz you take a 25min break, so you log out and 55 min from when you first open the quiz you continue, well you will only have 5 min to complete the remaining portion of the quiz. Another thing to note is that if the quiz is due by midnight and you start at 11:30pm, then you will only have 30 min to complete the quiz before it closes on you and submit automatically.

After completing the assessment, you may or may not see your score in the gradebook. Usually the scores are not release until after the due date and after your instructor has gone over each student work. If you see a score that is lower that what you expect please do not email your instructor until it has been reviewed. Canvas assessment uses a logarithm to correct your assessment. In multiple choice questions, it is pretty straight forward. The question will be coded so that one or more, if the statement- check all that applies is stated, is program to be the correct answer. In formula questions, you will need to write the numerical values without units. (Canvas does not recognize units at this point). It will be assumed that the answer you type in is in the correct units the question poses. In short answer, the item will not be graded and the instructor will need to read your answer and grade you accordingly. The most difficult to grade is fill in the blank. These of questions, are coded with specific answer via the characters in the answer box. Simply not capitalizing the words in your answer may cause Canvas to mark your answer as incorrect. Typing in "FOUR" when canvas is looking for the number "4" will also mark your answer incorrect. Please read the directions in the question so you know what exactly to type in the answer box for these questions. These are the type of questions that are most difficult and time consuming for your instructors to correct and over-ride. For these reasons, do not question your score until after the due date and after your instructor have reviewed your assessment.

3c. Policies during quizzes, midterm exams and finals. As stated above, when taking the exam in this course it is your responsibility to clear a period of time of no disruption. You cannot communicate with anyone during the assessment period. You are not allowed to use the internet to or any source that is not mentioned in the directions. If you post any of the intellectual property from this course to Chegg or similar site, you will be in violation of the Honesty Policy, and will be reported to the Vice-President of Student Affairs for disciplinary action. Please read below so you know what accounts for dishonesty behavior. By continuing in this course, you agree to abide with the stated Honesty Policy.

When completing an assessment, you will be asked to agree to the honesty disclosure. If you do not agree to the policy, your assessment will not be counted. You will receive a zero for that assessment even if you scored 100%. If you miss a quiz, then that is the quiz that is dropped. One quiz is dropped in this course with no question asked. If you miss the midterm, however, you will be dropped from the course. If you miss the final, you will fail the course.

As mentioned above and reiterated here, if you have a valid excuse for missing any assessment then it will be under the conditions that you have not missed a homework assignment or any other assignment. Also, understand that the exam may be more difficult than the regular exam given to the class. Specifics conditions for taking the midterm or final at a different time as stated in the schedule need to be arrangement between instructor and students at least two weeks before the assessment. If you miss a midterm exam or final exam due to illness, you will need a doctor's excuse and you must contact the instructor to obtain a late authorization form. This must be turned in by writing to the instructor no more than a week after the scheduled, missed exam. No work will be accepted without the authorization form with the accompanying excuse. The make-up for the midterm will be part of the final exam. In addition, a 10-page term paper is due within a week after completing the make-up exam otherwise the exam is not counted.

4. Sustainability and Going Green.

4a. We are all encourage here at Miramar College to Reduce, Reuse and Recycle. Miramar College is committed to sustainability on campus and in our classrooms, as reflected in the SDCCD Sustainability Proclamation. To minimize the use of paper resources, please consider when a document may be shared digitally rather than printed. When a document must be printed, decrease the default setting on your margins to at least 0.8" and print on both sides of the paper. Please utilize the campus and classroom recycle bins for all recyclable materials: plastic bottles and containers (#1-7), cans, paper and cardboard. You are encouraged to bring reusable drink containers to school rather than disposable plastic bottles. Thank you for considering your role in keeping the campus environment clean, and conserving resources in your academic life.

5. Administrative Issues and Honesty policy

5a. Dropping course. If you drop this course it is your responsibility to go to the registration office so you can file the proper paperwork to withdraw from the course. You are also expected to let your instructor know that you have dropped the course so that he/she can verify that the registrar office has dropped the student. Simply not completing assignments or not taking part in the online activities does not constitute dropping the course. At the same time completing assignments does not constitute that you will pass this course. Completing all assignments and performing all courses work at the 65 percentiles, or better will ensure a grade of C or better for the course. Not completing any of the assignments will guarantee a failing grade for this course, however.

5b. Communication such as eMail, office hours and voice mail: If you want to discuss anything about the course or your progress in the course, you can contact me via Canvas email (fgarces.ch100@gmail.com), voice mail (619-388-7493) or stopping by my office (please contact me first to make sure I will be in). When emailing me, be sure you include in your email, the course you are enrolled in (Chem100), the CRN of the course and your name. Too many times your email address tells me nothing of who you are. Some of you have very flowery email address but there is no indication of who you are, i.e., PowerKid96@yahoo.com (I doubt if I have a student name PowerKid96). If you do not indicate who you are, there is no guarantees I will get back to you. If you are contacting me by voice mail, state clearly what class you are in, the CRN, your name, and the number that I can contact you. Leave a detail message so that I can ascertain the content of your concerns. When planning to stop by to visit, it is always a good idea to confirm that I will be in my office, too many times I will be out in a meeting or in the lab. Always check ahead of time.

5c. Conflict. You are encouraged to talk to me in person if a problem arises. We will work to find a resolution. If we cannot resolve the problem, we will talk with the department chair. If this does not resolve the issue, then we will seek the counsel of the dean. If the issue is still not resolved, then the Vice President of Instruction will get involved.

5d. Student Code of Conduct

- Students are expected to adhere to the Student Code of Conduct at all times. Students who violate the Student Code of Conduct may be removed from class by the faculty for the class meeting in which the behavior occurred, and the next class meeting.
 - **For online classes:** Student access to class is removed for one week (5 instructional days).
- Acceptance of make-up work during the removal.
- Specify whether you will or will not accept make up work, since it is at the discretion of the instructor].
- Incidents involving removal of a student from class will be reported to the college disciplinary officer for follow up.
- The Student Code of Conduct can be found in Board of Trustees Policy, BP 3100, Student Rights, Responsibilities, Campus Safety and Administrative Due Process posted on the District website at: <http://www.sdccd.edu/public/district/policies/index.shtml>

5e Academic Misconduct and Cheating. In this course you are encourage to study and prepare for quizzes and examinations with other students. However, when taking quizzes and examinations, and when writing laboratory reports, you are to work alone. The College regulations are very explicit about academic misconduct and cheating and these regulations will be fully enforced. During examinations, we will apply a code of honor, under which you are to work alone and neither give nor receive help from any source. Also, you are expected to help enforce this code.

- Behavior: You have the responsibility to conduct yourself in a mature manner while you are online. There are [net-etiquette](#) website that gives you information on conduct over the Internet. One useful site is [Netiquette](#) Home Page. Any behavior, which interferes with the legitimate instructional, administrative or service functions of the class, is considered to be disruptive behavior. If I believe that you are displaying disruptive behavior you will be ask to meet with me and or the Dean. Please respect your instructor and your fellow classmates.
- Plagiarism: If you engage in either of these activities on any assignment (homework, quizzes, lab assignments. etc.) then you will receive **no credit** for the assignment and may be dismissed from the course, receive a failing grade and referred to the Dean of Students for disciplinary action. For further information, please read the Miramar College catalog under the section on "Student Rights, Responsibilities of all San Diego Community College District students") Special software is available to the faculty at Miramar College to check if a paper is plagiarized from the literature or the web.

Please read the honesty policy and the open letter from the chair on how dishonesty will be handled in this course.

6. Conditions for being Dropped

6a. The following are conditions for being dropped from the course before the withdrawal date.

- Miss 3 consecutive required assignments (i.e., 3 end-of-chapter homework)
- Miss Quiz-0, Syllabus quiz.
- Miss midterm exam.
- Average drop below 30% of total to date.
- Not logging into Canvas and participating within a 7-day period.
- Disruptive, dishonesty or behavior in course that is detrimental to self, neighbors and instructor.

7 Special Services

• **Tutoring:** Free tutoring will be available at the ASC (Academic Success Center). The ASC is a peer-to-peer tutorial center supervised by a credential instructor. The emphasis is on reading, writing, study skills, problem solving and math across the curriculum. Content tutoring is also available. If you would like more information on the service provided, see your instructor or stop by the ASC.

• **Disability Support Program & Services (DSPS):** Students with learning or physical disabilities should contact the instructor and the DSPS (Disability Support Program Programs and Services) to arrange for special classroom or exam accommodations. DSPS is located in building K-204 and can be reached at (619) 388 7312

• **American Chemical Society (ACS), Student Affiliates:** Join the science club for exciting experiences related to science and to meet other people who share an interest in science. The ACS Student Affiliate (not to be confused with ACS above) also sponsors the recycling program on campus. Open to all Miramar students, faculty and staff.

• **Science Center:** The faculty and former students will be experimenting on a Help room in S6-112 C this semester. The help room will be a place where you can get questions answered for this course. More information will be available when we finalize the schedule. (Not open during summer and inter-sessions).

Famous last words- From Ask Quora

<https://www.quora.com/What-do-you-do-when-you-feel-that-a-professor-has-given-you-a-much-lower-grade-than-you-deserve> Igor Markov, EECS Professor at Michigan - currently at Google

This situation is not rare, so you are right that some instructions could be useful. Students often assume that effort itself is rewarded, whereas university courses (unlike high school courses) increasingly reward skills and knowledge. Freshman courses may include many routine assignments, but the most advanced courses value insight beyond anything else. This comes as a shock for students with poor study habits. Students who ended up disappointed by their grades often spend time on things that aren't useful. For example, when given a medium-difficulty practice assignment, some students try to "do research on the Web" to find a solution, not to actually come up with a solution. This can take time and often succeeds, but is an absolutely wrong approach because it does not teach problem-solving and will almost guarantee a failure on the exam (such students expect that on the exam they will be given one of those problems for which they know solutions).

So, what should you do? - Ask for an appointment with the instructor and do two things.

- Go over your course performance by component (homework, exams, projects, etc...) to understand what your main weaknesses are. Keep in an eye on possible clerical errors, but such errors rarely affect the letter grade.
- Describe how you structured your efforts in this course and ask professor for suggestions on how to study more effectively.

Reasoning about "the grade that I deserve" is often questionable, as people often overestimate their abilities and blame others for their mistakes. This is not the case with everyone, but a good enough reason for professors to neglect student's claims of deserving better grades - rather than decide which students are reasonable and which are ridiculous, it's more consistent to look at documented performance. Keep in mind that some students end up repeating the same courses several times before they learn necessary skills.

5 Most Effective Techniques for Learning Without Memorizing, Maya Kacharava

Learning is a perplexed and consequential process. If you are involved in many various activities, your brain generates peculiar details of given information. We therefore can state that your capacity is sophisticated with accumulation of knowledge.

When you are trying to remember the text, the cerebrum cannot keep up the huge amount of information. Moreover, memorizing activity is an intense mental activity. Sometimes a person can even deal with the problem of forgetting the plain text forms.

In this case we can facilitate mental work by connecting similar ideas and associations. You can easily make logical chains from things you already know. The psychologists and neuroscientists assert that this is the passive form of perception. The passive learning can be both entertaining and intellectually productive. The main advantage is that you can combine natural aspect of thing (how it sounds and how it looks like) and your own representation. Here are the most effective techniques that you can use for learning material without memorizing:

1) Visualization process. Usually it uses the power of your imagination. The absolutely new concept can be reached by creating visual forms. For example, you can connect abstract ideas and forms into one mental picture. This means that one episode from your experience may appear in completely new image.

For students who do not use visual system for memorizing, this strategy can be achieved by auditory or somatosensory perception. For example, sound, taste or smell image creates a particular concept.

2) Simplifying technique. This method for learning without memorizing is considered to be one of the most effective. It is based on the explaining the particular concept using the simplified lexicon. You can imagine the situation when you are supposed to describe or explain the idea to children or pupils. It usually helps to underline the concrete facts rather than abstract information.

3) Metaphorical images. Metaphors are great instruments for memorizing process. The key point is that you can combine the already known text forms with completely new images. It can help you to accept and analyze the new information more quickly. For example, if we are talking about global political issues we can correlate it with the experience from your own social activity.

4) Graphic images. Creating of different kinds of diagrams, schemes and tables is a productive way for establishing connections between the various things. Moreover, this type of memorizing technique develops your own vision on the text material because you make logical operations during the information systematization. For example, when you are studying American history outline, you can create a table based on time line, political/social life etc. Such graphic image will show the differences and similarities between the periods.

5) Group learning. This method works as a kind of brainstorming. It appears when several people share their opinions or explanations regarding a specific topic. The members of a group therefore can make connections between the same facts and remember the subject itself.

HONEST ACADEMIC CONDUCT

San Diego Community College District

This policy is in accordance to District Procedures 3100.

Honesty and integrity are integral components of the academic process. Students are expected to be honest and ethical at all times in their pursuit of academic goals.

1.0 DEFINITIONS:

Cheating: The act of obtaining or attempting to obtain credit for academic work by the use of any dishonest, deceptive, or fraudulent means. Examples of cheating include, but are not limited to:

1. Copying, in part or in whole, from another's test or other examination;
2. Discussing answers or ideas relating to the answers on a test or other examination without the permission of the instructor;
3. Obtaining copies of a test, an examination, or other course material without the permission of the instructor;
4. Using notes, "cheat sheet" or other devices considered inappropriate under the prescribed testing condition;
5. Collaborating with another or others in work to be presented without the permission of the instructor;
6. Falsifying records, laboratory work, or other course data;
7. Submitting work previously presented in another course, if contrary to the rules of the course;
8. Altering or interfering with grading procedures;
9. Plagiarizing, as defined herein;
10. Knowingly and intentionally assisting another student in any of the above.

Plagiarism: The act of incorporating ideas, words, or specific substance of another, whether purchased, borrowed, or otherwise obtained, and submitting the same as one's own work to fulfill academic requirements without giving credit to the appropriate source. Examples of plagiarism include but are not limited to the following:

1. Submitting work, either in part or in whole, completed by another;
2. Omitting footnotes for ideas, statements, facts or conclusions, which belong to another;
3. Omitting quotation marks when quoting directly from another, whether it is a paragraph, sentence, or part thereof;
4. Close and lengthy paraphrasing of the writing or work of another, with or without acknowledgment;
5. Submitting artistic works, such as musical compositions, photographs, paintings, drawings, and sculpting, of another;
6. And submitting papers purchased from research companies (or downloaded from electronic source) as one's own work.

2.0 ACADEMIC AND ADMINISTRATIVE SANCTIONS

- Cheating and plagiarism may warrant two separate and distinct courses of disciplinary action which may be applied concurrently in response to a violation of this policy.
- Academic Sanctions, such as grade modifications, are concerned with the student's grades and are the sole responsibility of the faculty member involved.
- Administrative Sanctions, includes any disciplinary action up to and including expulsion, and are the responsibility of the College president or designated representative.

2.1 ACADEMIC SANCTIONS

When a student is accused of cheating or plagiarism, it is recommended that the faculty member arrange an informal office conference with the student and the department chair, or designee, to advise the student of the allegation as well as the evidence, which supports it. The purpose of the informal conference is to bring together the persons involved so that the situation might be discussed informally and an appropriate solution might be decided upon. If more than one student is involved in the incident, the faculty member may call the students together to confer as a group at the discretion of the faculty member. All notes and discussion between the student and faculty member are confidential, in accordance with the Family Rights and Privacy Act, and may be used as evidence in subsequent campus disciplinary proceedings or any subsequent legal action.

Guidelines:

It is the faculty member's responsibility to determine the type of academic sanction, if any. In reaching the decision, the faculty member may use the following guidelines:

1. The faculty member should advise the student of the alleged violation and should have reasonable evidence to sustain that allegation. Reasonable evidence, such as documentary evidence or personal observation or both, is necessary if the allegation is to be upheld.
2. The usual sanction is "grade modification." This sanction is to be used only if the faculty member is satisfied that cheating or plagiarism did, in fact, occur.
3. The "grade modification" is left to the discretion of the instructor and may include a zero or F on the paper, project or examination, a reduction in one letter grade (e.g., C to D in the course), or an F in the course.
4. In addition to grade modification, certain instructional departments/programs may have policies, which state that cheating can show unsuitability for continuation in the program and/or profession.
5. In all cases, faculty should make the student aware of the penalties for cheating or plagiarism and of their appeal rights. It is recommended that a statement be included in the course syllabus.

If an academic sanction is imposed, the incident must be reported in writing within ten instructional days to the School Dean who shall send a copy of the report to the Disciplinary Officer. Notice to the Disciplinary Officer will ensure that there is documentation of the incident with the college in the event of a challenge or legal action.

2.2 ADMINISTRATIVE SANCTIONS

The School Dean will consult with the Disciplinary Officer as to whether the matter warrants administrative sanction in accordance with 3100.2. All actions related to discipline under Policy 3100.2 are the responsibility of the Disciplinary Officer.

1. In the memorandum to the School Dean, the faculty member should state what the nature of the offense was, the evidence, and the academic sanction imposed.
2. The memorandum will be retained on file with the Disciplinary Officer.
3. The Disciplinary Officer will notify the faculty member if an administrative sanction will be pursued.

Collaboration versus Dishonesty

What is the difference between working collaboratively versus committing academic misconduct? Students can begin to answer this by asking themselves the following questions:

Is this assignment meant to evaluate my own individual knowledge and skills?

If yes, then it must be your own work. It is also best to assume that all coursework is individual, unless explicitly labelled as group-work by the faculty member.

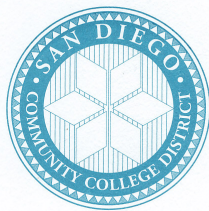
Am I working with others on general skills, or on a specific assignment?

Working together to solve problems, explore challenging ideas or learn new skills are examples of collaboration. Pooling effort on a piece of coursework which has not be explicitly labelled as group work is an example academic dishonesty.

The chart below displays the differences between Collaboration and Academic Dishonesty*.

Collaboration	Academic Dishonesty
Revising with friends and quizzing each other on course material	Sitting for an online exam together (including using instant messaging to discuss the exam while it is ongoing)
Discussing an assignment briefly with friends	Sharing draft assignments with friends and copying words/ideas/structure from each other
Working on a group project together, spreading the work equally around the group	Deciding the “smartest” person in the group should do all the work so everyone gets the best grade
Asking your friend to help you improve your skills with an element of essay writing (structure, referencing, etc...)	Asking your friend to edit your essay for you
Discussing course concepts and building on each other’s ideas	Planning specific exam answers
Directing your friend to resources to improve their academic skills (see academic skills centre)	Writing your friend's assignment or sitting for their exam for them
Mentioning a helpful source to a friend	Sending your full bibliography to a friend
Sharing work with members of your group on a collaborative project	Sharing your group's work with friends in another group
Finding sources online and citing them correctly in your essay	Buying an essay from a website
Each study group member revising one section of a module and teaching the others	Each group member prepping an exam answer for everyone to copy

*This chart was developed by Dr Rachel Horrocks-Birss, Academic Skills Centre, University of Dundee



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Professor Namphol Sinkaset
Chair, Department of Chemistry
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February 4, 2021

Dear Students,

Greetings! Welcome to the Spring 2021 semester at San Diego Miramar College! My name is Dr. Namphol Sinkaset, and I am the chair of the Chemistry Department. I know that taking a chemistry course remotely during a pandemic is exceedingly difficult, and I commend you on your dedication to your education. The transition to remote instruction has also been difficult for instructors, and as a department, we meet regularly to discuss different issues that arise and how to address them. Unfortunately, one of these issues is academic integrity.

Similar to how students talk about instructors, professors also talk about students. While we don't talk about specific students, we do discuss general student behavior including communication during exams, attempts to use another student's work as their own, and consulting internet resources such as Chegg. Since we transitioned to remote instruction in March of 2020, documented academic integrity violations have increased by about a factor of 10 in the Department of Chemistry; prior to the pandemic, we averaged 3 violations per academic year whereas in Spring 2020 and Fall 2020 combined, we've seen at least 30. These are documented cases that we've reported to the dean of Student Affairs; we suspect that the actual number is higher. If you are unaware, clear violations of academic integrity are filed with the Office of Student Affairs using the form shown on the next page. If it is a first offense, the form remains in the Office of Student Affairs, and no further action is taken. However, if a second violation occurs in any other class, the dean of Student Affairs will call a meeting with the student and further disciplinary action such as suspension or expulsion is possible.

Because we recognize that chemistry courses are difficult, professors in the Department of Chemistry are perpetually looking for ways to improve instruction, and we want you to learn the material so that you will be successful in your future studies and your future career. If you are struggling in your chemistry course, remember that your instructor is your primary resource, so please reach out to them for help. Thank you for choosing to take a chemistry course at Miramar College, and good luck with your studies this semester!

Sincerely,

A handwritten signature in blue ink that reads "Namphol Sinkaset".

Namphol Sinkaset