

# Syllabus Tentative<sup>†</sup> CRN 53542 Chemistry 100 Lecture On-Campus Spring-2024.

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WebPage	<a href="http://fogarces.com">http://fogarces.com</a> or <a href="https://sdccd.instructure.com/">https://sdccd.instructure.com/</a>	
Office Hours	MW: 2:30- 3:30p, T: 7–8:30p, Th 3:00 – 4:00p and by Appointment through Canvas	
Class Meets:	T Th in S5-208 5:00-6:25 PM; This is a face-to-face course.	
College ID	Be sure you apply for a college ID with photo. This is required to prove your identity in this course.	

<sup>†</sup> This is a tentative syllabus and is subject to change in the term. Please look at these pages for updates.

Welcome to Chemistry 100, an on-campus course designed for those pursuing a career or major in the allied health field. Throughout this course, you will delve into fundamental concepts in chemistry, gaining a better understanding of how the building blocks of matter influence your environment and health. Atoms form molecules and various chemical substances, shaping not only you and me but also our entire universe. By the end of this class, my hope is that you will realize the universality of chemistry and its crucial role in enhancing the quality of life.

While we will cover topics outlined in the course curriculum, adjustments may be made based on the interests of the class. I am committed to providing you with the tools and knowledge needed for success in this course. All I ask in return is for you to work hard, do your best, be honest, and, most importantly, have fun. Should you have any questions regarding the class or your performance, do not hesitate to reach out to me.

The schedule for all assignments, including homework, quizzes, midterm, and final exams, can be found on the next page and in the calendar link on Canvas. Take a moment to review the course schedule and ensure that you can keep up with the timeline. If not, consider discussing the matter with me or dropping the course. Your grade will be determined by various components, such as Canvas homework (200pts), in-class quizzes (200pts), class participation, syllabus quiz, discussion board & participation (200pts), two exams (350pts), and attendance (50 pts). The midterm is scheduled for April 11th, and the final exam will take place on May 25th. Please note that not taking the midterm may result in being dropped from the course, and skipping the final exam leads to failing the course. Requests to take exams earlier or later than the specified dates may make the process more challenging. Refer to the information below for further details.

This course is structured to allow the dropping of one quiz and one homework at the conclusion of the semester. Extensions or makeup will not be given since you can use a drop exam or homework. If you ask for an extension or makeup, I will refer you to this paragraph in the syllabus. If this condition is not acceptable to you, it is advisable not to take this course. Additional details can be found below.

I am committed to providing you with the necessary tools for success in this class. All I ask is that you adhere to directions, meet deadlines, work diligently, maintain your integrity (be honest), and enjoy the process of learning chemistry. Should you have any questions about the class or your performance, feel free to contact me.

## **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.
- **After completing Chemistry 100, students will be proficient in the concepts listed above, as demonstrated by performance on the ACS GOB standardized exam.**

## **Software and Supply Requirement:**

- 1) **Textbook:** [LibreTexts](#), Structure of Chemistry (Free Download, available in Canvas and Google Drive) [https://drive.google.com/file/d/1syAHH6vLB6Mfo-XbC7kUO8FNqimkgqzu/view?usp=drive\\_link](https://drive.google.com/file/d/1syAHH6vLB6Mfo-XbC7kUO8FNqimkgqzu/view?usp=drive_link)
- 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 available for each class.
- 3) **Packet of Scantrons:** Turn in before Feb 9<sup>th</sup>, there are six quizzes/exams in this course.
- 4) **Computer:** Internet browser such as Firefox, Safari, or Chrome with the appropriate plug-ins.
- 5) **MS Word:** No other word processing software is acceptable. SDCCD requires you to use your sdccd.edu email for all communication involving this course. Part of the benefits of having a sdccd.edu account is that you have access to Microsoft Office apps.



Week of:		Chapter and Topics	Homework, Quizzes and Exams
1	29-Jan	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	5-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	12-Feb	Chp03: Matter and Energy HW Due 02/21	Syllabus Quiz-00, in Canvas Due 2/16 Quiz-1 [Chapter 1, 2 & 3]
4	19- Feb	Chp04: Atoms and The Periodic Table HW Due 02/28	
5	26- Feb	Chp05: Nuclear Chemistry HW Due 03/07	
6	4-Mar	Chp06: Ionic and Molecular Compounds HW Due 03/21	
7	11-Mar	Chp06: Ionic and Molecular Compounds	Quiz-2 [Chapter 4, 5 & 6]
8	18-Mar	Chp07: Chemical Reactions and Quantities HW Due 04/11	
9	25-Mar	Spring Break	
10	01-Apr	Chp07: Chemical Rxn and Quantities	
11	08-Apr	Chp08: Gases HW Due 04/18	MidTerm [Chp1-7, Scheduled Thur Apr 11] Apr 17 <sup>th</sup> , Withdrawal deadline
12	15-Apr	Chp09: Solutions HW Due 05/02	
13	22-Apr	Chp09: Solution	
14	29-Apr	Chp10: Reaction Rates and Chemical Equilibrium HW Due 05/16	Quiz-3 [Chapters 8 and 9]
15	06-May	Chp11: Acids and Bases HW Due 05/23	
16	13-May		Quiz-4 [Chapters 10 & 11]
17	20-May	Review week	Final Comprehensive Exam ‡ May 23 <sup>th</sup>

#### Important Dates:

Feb 09– Last date to drop with no "W" in transcript.

Mar25 - Mar 31 – Spring Break, no class

May 26 – End of semester

Feb 16 & 19 – President's Day

April 12 – Last day to withdraw from classes with a "W."

‡ Throughout the semester, there will be opportunities to earn bonus points via the discussion board, subject to strict guidelines. For instance, if the assignment aligns with the current chapter, be sure to submit your response before the specified deadline, as there will be no chance for makeup once it closes. This system allows diligent students who stay on track regularly to earn bonus points

I want to reiterate that this is an on-campus course, and attendance for lectures is mandatory. The course is designed to ensure that you come prepared for each class meeting, where we will often clarify concepts and engage in problem-solving practice. While the instructor will guide you on important topics, it is your responsibility to read and review the text. Attendance at scheduled exam and quiz times is also mandatory. The provided schedule outlines when homework, quizzes, and exams are scheduled, and all assessments will be accessible through Canvas.

**Course Objective:** Students are expected to develop a comprehensive understanding of the fundamental principles of chemistry throughout this course. This knowledge will empower students to grasp the significance of chemical processes in our lives, health, and environment. Additionally, critical thinking skills will be cultivated to address basic chemical problems within the framework of the Scientific Method. Problem-solving in chemistry will involve the application of chemical languages, atomic theory, and chemical concepts.

**To succeed at the next level, students should focus on the following key areas:**

1. Solve quantitative chemical problems using dimensional analysis and college algebra.
2. Identify matter by its class and describe how matter undergoes phase changes.
3. Utilize heating-cooling curves for water and other compounds to calculate heat absorption or release during energy transfer.
4. Calculate the caloric value of different nutrients.
5. List the properties of elements from the periodic table.
6. Outline the realization of the modern theory of the atom through the Scientific Method.
7. Draw the structure of an element and write out the electron configuration.
8. Write out chemical names and formulas for inorganic compounds.
9. List the types of intermolecular forces a chemical possesses.
10. Describe properties such as shapes, polarity, and intermolecular forces for chemical substances.
11. Identify different types of chemical equations and balance them.
12. Solve quantitative amounts of chemical substances through stoichiometric analysis.
13. Solve properties such as pressure, volume, temperature, and moles using the Ideal Gas Law.
14. Calculate molarity and concentration by parts (%), ppm, and ppb for solutions.
15. Calculate concentrations for serial dilution problems.
16. Identify parts of a reaction coordination diagram.
17. Use equilibrium and LeChatelier's Principle to determine the progress of a reaction.
18. Calculate concentration, pH, pOH of acids and bases.

#### **Required Assignments:**

**Chapter Reading:** To enhance your success in this course, it is vital to adopt effective study habits. This involves pacing yourself, carefully reading the assigned text, reviewing your notes, watching pre-recorded Zoom sessions, and actively participating in class. However, the key to success goes beyond these actions; it lies in managing your time and pace effectively to absorb concepts without experiencing burnout.

Drawing from my own experience as a struggling college student, especially in challenging courses like chemistry and calculus, I discovered a three-step approach to be highly beneficial. Firstly, conduct a quick scan of the material to survey the topics and concepts covered. Next, delve into a more comprehensive reading for better comprehension, aiming to grasp the fundamental core ideas. Lastly, revisit the material to review and reflect on the concepts emphasized during lectures. This iterative process ensures a thorough understanding of the subject matter.

If you feel the need to review a concept, don't hesitate to revisit the material or seek external assistance, such as asking for clarification. Making this a consistent study habit in this course can significantly contribute to your success, and you might even find yourself feeling confident in your understanding of the fundamentals of Chemistry 100, realizing your educational goals.

Homework in this course involves two components: online assignments through Canvas and participation in the discussion board. The exercises for homework are designed based on the concepts covered in the LibreText. There will be a total of 11 assignments, each valued at 20 points, with the option to drop one assignment. It's important to note that **late homework assignments will not be accepted**, given the policy of dropping one end-of-chapter assignment. For each assignment, you have the opportunity to redo the problems multiple times (a minimum of 3 attempts) until you achieve the correct answers. It is advisable to start the homework problems early to take advantage of the repeatability feature of a homework set.

All homework assignments are accessible through Canvas, eliminating the need to subscribe to any publisher homework app. Nonattendance or lack of participation, indicated by **not turning in three assignments consecutively, may result in administrative withdrawal from the course**. To enhance your overall score, it is strongly recommended to complete the homework assignments. If you wish to solidify your understanding of a concept, consider working on extra problems at the end of each chapter. This additional practice will better prepare you for quiz or exam questions. In case you encounter difficulties with a problem, seek help promptly. Waiting until the day before an exam is not advisable, as it might be too late to address the issue effectively.

**Attendance in this course is determined by your presence during regularly scheduled meetings and active participation.**

It is the student's responsibility to drop all classes in which they are no longer participating ([onlineclasses](#)).

It is the student's responsibility to drop all classes in which they are no longer attending. ([on-campusclasses](#)).

It is at the instructor's discretion to withdraw a student after the add/drop deadline (please refer to the specific date) due to excessive absences.

Students who remain enrolled in a class beyond the published withdrawal deadline, as indicated in the class schedule, will receive an evaluative letter grade in this class.

Your attendance in this class is mandatory and directly affects your overall points for the course. Specifically, students may face dropping (without reinstatement) if they miss more than 4 class meetings, whether excused or unexcused, prior to the withdrawal deadline. If you exceed 7 absences for the entire semester, your final grade will decrease by one letter, and all extra credit points will be forfeited. Attendance is tracked through roll call or a sign-in sheet passed during class, and it is your responsibility to sign the attendance roster at each meeting.

Occasionally, attendance may be taken based on assignments due that day. If this method is used, students who haven't completed the assignment must submit their name on a piece of paper to be marked present. If you are absent during an in-class activity (for bonus points), you are not permitted to make up the activity, even if it is a take-home assignment. This is a way of rewarding students who consistently attend class meetings. Furthermore, students with perfect attendance, no recorded tardiness, and timely completion of assignments (homework) will receive a 25-point extra credit at the end of the term.

There are no make-ups for quizzes or set assignments, as one quiz and one homework are 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 replace the dropped quiz. Therefore, there will be no makeup if you miss a quiz. No exceptions!

When taking a quiz, you are expected to apply the code of honor, working alone without giving or receiving help from any source. Enforcing this code is also your responsibility. Any dishonesty will result in failure for the course.

Quizzes, midterm, and final exams will be administered during regular class meetings, and attendance is the student's responsibility.

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 provide the instructor with one month's notice to take the midterm or final early, it will be allowed under the condition that you haven't missed a homework assignment or module quiz. Understand that the early exam may be more challenging than the regular exam given to the class. Specific conditions for taking the midterm or final early will be arranged between the instructor and students at least a month before the scheduled exam.

**If you have a valid excuse for missing the midterm (submit the excuse no more than a week after the exam), part of your final exam will count towards your midterm. Additionally, you will need to submit a term paper a week after the exam as part of the makeup process.**

**Your Grade:** The Midterm exam is scheduled for Thursday, April 11th, and the final exam is on Thursday, May 25th.

The midterm exam will contribute to 15% of your grade, and the final will account for 20% of your grade. Ensure that you check your schedule for any conflicts during these times. It is not permitted to use other devices or information without the instructor's approval for the midterm and final exams. The course grade breakdown is as follows:

Module quizzes: Average of three highest (15%), Homework (Canvas assignments): (20%), Midterm exam: (15%), Final exam: (20%), Class participation, syllabus quiz, discussion board & participation: (20%), Attendance: (10%)

Your course grade will be determined based on these components, and evidence of following directions, meeting deadlines, and signs of improvement will be taken into consideration when assigning the final grade. Final grades will be posted no later than a week after the end of the semester.

Quizzes / Exams	Date Open
Syllabus Quiz <b>Must take</b>	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 /16
MidTerm Ch 1-7	04 / 09
Final Comprehensive Ch 1-11	05 / 23

Grade Evaluated by:	
Homework	20 %
Syb Quiz/Discussion.	20 %
4 Quizzes	20%
Midterm	15%
Final	20%
Attendance.	5%
Total	100 %

Points	Accomplishment Level	Grade
90-100 %	Excellent	A
80-89 %	Good	B
65-79 %	Acceptable	C
55-64 %		
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 involved in cheating on exams, or any other form of academic dishonesty will fail the class and will be reported to campus authorities. Please review Miramar College's academic integrity policy (3100-Student Rights, Responsibilities, and Administrative Due Process) at [Miramar College Academic Integrity Policy](#).

## Very Important Notes

### Preparation, time-management and working in class.

**1a. Class time is to Learn the Content that is Being Covered.** 1a. Class time is dedicated to learning the content that is currently being covered. Please review the semester schedule to familiarize yourself with the topics and assignments scheduled. Notifications about the weekly topics will be provided through Canvas announcements or email blasts. It is highly recommended to regularly read the textbook to gain a comprehensive understanding of how the concepts intertwine. If a discussion board assignment is underway, it is generally due by 11:59 PM on the specified deadline, as indicated in the Canvas calendar. When submitting work via email or a photo submission, ensure that your name and the date of submission are included. The filename should follow the format: Lastnamefirstinitial\_AssignmentTitle\_Date (e.g., GarcesF\_ConcentrationEC\_Aug19). Reading the text will better equip you to ask questions when misconceptions arise. Feel free to email me with your questions, and don't hesitate to seek assistance if you feel you are falling behind or struggling to grasp a 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 for the drop of one quiz and one homework in case of unforeseen circumstances. Consequently, make-up quizzes or homework are rarely given. If you miss an assignment, it will be considered the assignment that is dropped.

**1c. Working with others.** In certain assignments, such as group work or homework, collaboration is encouraged, and you will be working as a team. Feel free to share ideas and test your knowledge with others. However, in group work, it is crucial that everyone is in agreement with the answer, as one grade is assigned to the collective effort. On the contrary, for assignments like quizzes and exams, sharing your answers is not allowed. Any work that is not specified by your instructor as a group/collaborative assignment must be your individual work. **Credit will not be given for any assignment containing responses or answers that are identical or very similar to another source. This will be considered plagiarism or cheating.**

**Plagiarism and cheating will not be tolerated.** If you engage in either of these activities on any assignment (quizzes, lab assignments, etc., that is not designated as group work), you will receive no credit for the assignment. Additionally, you will be dismissed from the course, receive a failing grade, and be referred to the Dean of Students for disciplinary action. For further information, please refer to 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 the "Honesty Policy" below for more details.

**1d. Calculator policy.** You should purchase a scientific calculator that includes the following functions: scientific notation, base 10 and natural logarithms, and powers or roots (e.g.,  $y^x$  or  $n\sqrt{y}$ ). If you require assistance in determining whether your calculator contains these functions or in using any of your calculator's functions, please consult your instructor immediately. [Understanding the use of your calculator and its functions is your responsibility.](#)

**1e Show work.** For certain designated assignments, such as in-class group work and exam free-response questions, no credit will be given for numerical problems unless they are accompanied by a complete step-by-step solution, clearly showing how the answer was obtained. Questions of this type will always include the instruction to show all work/explain the answer; otherwise, no credit will be given. Furthermore, final answers should be boxed. Remember that neatness counts; if a student's work cannot be followed, credit will not be given for that problem. Do not use pen for calculations. All sheets containing the show of work should have the student's name and CSID.

## 2 Special Student Services

- **Tutoring:** Free tutoring will be available at the ASC (Academic Success Center). The ASC is a peer-to-peer tutorial center supervised by 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. (Not open during summer and inter-sessions). In addition, you may also have a tutor assigned to this course. If that is the case, you will receive a message from that tutor.
- **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 in building K-204 and can be reached at (619) 388-7312.
- **Miramar College Chemistry Affiliation (ACS Chapter):** Join the Chem affiliates for exciting experiences related to science and to meet other people who share an interest in science. The science club also sponsors the recycling program on campus. Open to all Miramar students, faculty, and staff. (Not open during summer and inter-sessions)
- **STEM Center** (S6-110) offers free tutoring in Chemistry, Physics, and Biology\*, as well as a place to relax and do homework. For current hours, visit [sdmiramar.edu/mesa](http://sdmiramar.edu/mesa).  
\*Anatomy tutoring is held in the Academic Success Center ([sdmiramar.edu/services/ASC](http://sdmiramar.edu/services/ASC)).
- **The MESA Center** (Mathematics, Engineering, Science Achievement) Program is an academic and student support program for economically and educationally marginalized STEM students in calculus-based STEM majors. Find out more by visiting [sdmiramar.edu/mesa](http://sdmiramar.edu/mesa).

### 3 Course Assessments and Honesty Policy

**3a(i). During Quizzes and Exams:** When participating in quizzes and exams, ensure your calculator and required materials are prepared. Assessments, including quizzes, midterms, and finals, are considered in-class assignments. Occasionally, modular quizzes might have a Canvas component. Before each assessment, you must sign an honesty disclosure statement. Not signing or acknowledging honesty usage during the assessment will void the score. For Canvas assessments, the platform will keep time, and once the allotted time ends, the assessment will close with no chance for additional answers. It's important to avoid disruptions during Canvas assessments.

**3b. Policies during Canvas Timed Assignments:** When completing a quiz on Canvas, pay attention to the timer as that is your allotted time. If kicked out of a timed assignment, try logging back in to continue where you left off. Depending on elapsed time, you may lose that time when continuing. For untimed assignments, you can close the window (do not submit) and continue later if the deadline hasn't passed. Always save your answers before moving on. Once the deadline passes, you can no longer work on the assignment.

**3bb. After Assessment Completion:** After completing the assessment, your score may not immediately appear in the gradebook. Scores are usually released after the due date and after the instructor reviews each student's work. If you see a lower score than expected, refrain from emailing the instructor until it has been reviewed. Canvas uses a logarithm to correct assessments, and different question types have specific grading processes. Do not question your score until after the due date and after your instructor has reviewed your assessment.

**3c. Policies during Midterm Exams and Finals:** During midterm exams and finals, it is your responsibility to adhere to the guidelines set by the instructor. No communication with others is allowed, and the use of the internet or any unauthorized sources is prohibited. When completing an assessment, you must agree to the honesty disclosure. Failure to agree will result in a zero for the assessment, even if you scored 100%. Missing a quiz results in that quiz being dropped. Missing the midterm leads to being dropped from the course, and missing the final results in failing the course.

**3cc Valid Excuse for Missing Assessments:** If you have a valid excuse for missing any assessment, it is under the condition that you haven't missed any other assignments. The exam under different conditions may be more challenging. Specific conditions for taking the midterm or final at a different time need to be arranged between the instructor and students at least two weeks before the assessment. If you miss a midterm or final due to illness, a doctor's excuse is required, and you must contact the instructor for a late authorization form. This form must be submitted no more than a week after the scheduled missed exam. The makeup for the midterm will be part of the final exam, and a 10-page term paper is due within a week after completing the makeup exam, or the exam will not be counted.

### 4. Sustainability and Going Green.

**2a. We are all encourage here at Miramar College to Reduce, Reuse and Recycle.** At Miramar College, we strongly encourage the principles of Reduce, Reuse, and Recycle. The college is dedicated to sustainability on campus and in our classrooms, aligning with the SDCCD Sustainability Proclamation. To minimize the use of paper resources, consider sharing documents digitally rather than printing. When printing is necessary, reduce the default margins to at least 0.8" and print on both sides of the paper. Utilize the campus and classroom recycle bins for all recyclable materials, including plastic bottles and containers (#1-7), cans, paper, and cardboard. Bring reusable drink containers to school instead of disposable plastic bottles. Your contribution to keeping the campus environment clean and conserving resources in your academic life is highly appreciated. Thank you for your commitment to sustainability.

### 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](mailto: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](mailto: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 always adhere to the Student Code of Conduct. 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 encouraged 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 is [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 disruptive behavior. If I believe that you are displaying disruptive behavior, you will be asked 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.

#### 7. 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.

## 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.



**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