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Office Hours MW: 2:30- 3:30p, T: 7-8:30p, Th 3:00 - 4:00p and by Appointment through Canvas (please contact me ahead of time)
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* This syllabus might be modified anytime this semester, so please be aware of this (Modified on 1/15/24)

Welcome to Chemistry 111 online course. This class is called "Chemistry in Society". However, a better description might be "Chemistry in Everything and our Society". The textbook we will be using is "Explore Chemistry", and although this text was first published in 2013, why pay for a new edition when the fundamentals covered in this book haven't changed? The book covers a range of topics, but mostly it discusses chemistry and its role in everyday life. I have also supplemented the content of this text with YouTube videos. Not to worry, viewing the videos is not required, but if you want some bonus points, you will want to pay attention to the recommended information (video). Much of the recommended information will help explain the science of the concepts being covered. You will be provided with the tools and knowledge to succeed in this course, but at times this journey will be frustrating and confusing. So do your best, absorb the knowledge in this journey called chemistry and if you have questions or need help, let me know. I will do my best to rescue you from the sea of confusion. Please do not hesitate to ask contact me... whether it be on a concept you are confused about, deadlines, class standing, grades, or whatever. Feel free to drop me a line so we can chat.

Canvas shows the schedule and is included in this syllabus. Because your grade is based on multiple measures, exams will not define your final grade. Instead, your cumulative score will be based on homework, discussion, projects, quizzes, and the final exam. The schedule might be ambitious for some, but there are many opportunities to earn bonus points to make up for missed assignments.

The total points in this course is based on 14-homework which are worth 20pts each (two are dropped, total = 240 pts), and 6-quizzes which are worth 50pts each (the lowest quiz is replaced by the average of the remaining six = 350 pts), A student project and a mini project worth a total of 110 pts, project + mini-demo + evaluation (110pts), (Participation in discussion group = 50pts) Finally the final exam will account for 20% of your grade (200pts), the final exam is scheduled for May 20st for part1 (125pts), May 21st for part 2 (SLO) (25 pts) and May 22th for part 3 (50pts). Not taking the midterm exam is grounds for being dropped from the course, and not taking the final exam is grounds for failing the course.

Course Objective: CHEM 111 Chemistry in Society This is an introductory chemistry course for non-science majors. The course emphasizes conceptual topics in chemistry and scientific thinking. Students learn to understand how society uses chemistry-based technologies and how to analyze current trends or news involving chemistry. Topics include a basic understanding of matter and energy, physical and chemical changes, the atom, nuclear chemistry, bonding, acids and bases, organic chemistry, and biochemistry. Current issues in environmental chemistry, such as energy resources, air, and water pollution, are explored. Students discuss the effects and controversy surrounding the use of different forms of energy. In addition, current issues in organic and biochemistry are examined, including trends in diets, certain medicines and drugs, and personal care items. Students planning on taking further courses in chemistry should take Chemistry 100 or Chemistry 152. Associate Degree Credit & transfer to CSU. CSU General Education. IGETC. UC Transfer Course List.

Student Learning Outcomes (SLOs):

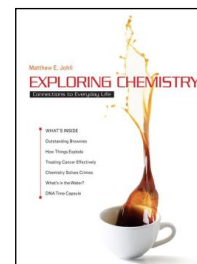
1. Students will be able to visualize, identify, & describe the composition of the atom & various types of matter.
2. Students will recognize how chemical reactions play a role in creating new materials.
3. Students will be able to describe the relationship between the microscopic, macroscopic, and symbolic representations of matter and its changes.
4. Students will express the role of energy in the changes of matter, the determination of the chemical structure, and the reactivity of molecules.
5. Students will be able to express and formulate the proper chemical nomenclature, chemical synthesis, and chemical characteristics of inorganic and organic compounds.
6. Students will demonstrate an awareness of the impact of chemistry on the environment, society, and other cultures outside the scientific community.

Advisory:

ENGL048 and ENGL049 and CHEM 111, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5/W5.

Text and Supplies:

- 1) **Calculator:** Scientific calculator capable of exponential notation and log functions. **\$10 - \$20**
- 2) **Textbook:** Johll "Exploring Chemistry", Macmillan, **\$183 Launchpad/eBook + Text, \$113 eBook/Launchpad**
<https://www.macmillanlearning.com/college/us/product/Exploring-Chemistry/p/1464104786>
<https://www.amazon.com/Exploring-Chemistry-Loose-Leaf-Matthew-Johll/dp/1464127816>
[Google Books, \(try for Free\)](#) or <https://www.amazon.com/Exploring-Chemistry-Loose-Leaf-Matthew-Johll/dp/1464127816>



Please make sure you adhere to the due date.

Week of:	Chapter and Topics	Homework, Quizzes and Exams
1 29-Jan	Chp00: Salutations Chp01: Understanding our World of Chemistry. HW Due 02/11	1-Introduce yourself 2/10 2-Background Survey (BB) Due 2/11 3-What U Know Question (BB) Due 2/11 4-Math Review Practice, Due 2/11 5-Problem Solver Survey Due 2/11 6-Fun with Chemicals (DHMO) 2/12
2 5-Feb	Chp02: Matter: Properties Changes & Measurements. HW Due 2/11	Discussion-1 Scientific Method Discussion-2 Metric System Quiz-1 [Chapter 1, and 2, Due 2/11] Open on 2/09- 2/11 by midnight
3 12-Feb	Chp03: Understanding Atoms. HW Due 2/18	Discussion-3 Atomic Nomenclature1 Discussion-4 Atomic Nomenclature2 Syllabus Quiz-0, Due 2/20 2/09, Deadline to drop with no "W"
4 19- Feb	Chp4: Bonding and Reactions. HW Due 2/25	Discussion-5 Chem Name/Formula Quiz-2 [Chapter 3, 4 and 5, Due 2/25] Open on 2/23- 2/25 by midnight
5 26- Feb	Chp05: Chemistry of Bonding: Structure & Function of Drugs. HW Due 03/03	Discussion-6 Lewis Structures
6 4-Mar	Chp06: Aqueous Solutions: Part I. HW Due 3/10	Discussion-7 Concentration Calculations Quiz-3 [Chapter 6 & 7 Due 3/12] Open on 3/08 - 3/10 by midnight
7 11-Mar	Chp07: Aqueous Solutions: Part II. HW Due 3/17	Discussion-8 Magic of Water
8 18-Mar	Chp08: Organic Chemistry and Polymers. HW Due 3/24	Discussion-9 OChem & Tattoos Quiz-4 [Chapter 7 & 8 Due 3/24] Open on 3/22 - 3/24 by midnight
9 25-Mar	Spring Break	
10 01-Apr	Chp09: Chemistry of Fire and Heat. HW Due 04/07	Discussion-10 Chemical & Fires
11 08-Apr	Chp10: Chemistry of Explosions. HW Due 04/14	Discussion-11 Explosive Molecules Withdrawal Deadline (4/14) Quiz-5 [Chapter 9 & 10, Due 4/14] Open on 4/12- 4/14 by midnight
12 15-Apr	Chp11: Application of Chemical Kinetics HW Due 04/21	Discussion-12 Alcohol & BAC
13 22-Apr	Chp12: Nuclear Chem.: Energy Medicine Weapons, & Terrorism HW Due 04/28	Discussion-13 Pay for Energy Quiz-6 [Chapter 11 & 12, Due 4/28] Open on 4/26- 4/28 by midnight
14 29-Apr	Chp13: Chemical Equilibrium HW Due 05/05	Discussion-14-Equilibrium
15 06-May	Chp14: Introduction to Biochemistry HW Due 05/12	Discussion-15 CRSPR Quiz-7 [Chapter 13 & 14, Due 5/12] Open on 5/10- 5/12 by midnight
16 13-May	Prezi submission, due May 13 by 11:59pm	
17 20-May	Project Peer Evaluation, due May 21 by 11:59pm	
		Final Exam P1 [Chp1-14, Due 05/20] Final Exam P2 [Due 05/21] SLO Final Exam P3 [Due 05/22]

All end of homework problems will be access through Canvas

Important Dates:

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

Mar25 to Mar 31 – Spring Break

May 24 – End of semester

Feb 16 & 19 – President's Day, No Classes

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

Required Assignments:

Chapter Reading: Read assigned material from your textbook and the online notes in Canvas. If you do this, you will be amazed by the amount of material you will understand. Generally, it is good practice in all science courses to go over the material covered in the lesson at least three times. The first is a quick scan to survey the covered topics and concepts. The second is for comprehension to understand the fundamental idea. The third, but by no means the last is to review and reflect on the lesson's concepts. If you need to review a concept, go back, and reread the material or ask me for help. If you use this study strategy, you will achieve a level of understanding that will allow you to be successful in this course.

Homework may consist of a mixture of online homework from the McMillian Exploring Chemistry text (copied in Canvas) and discussion board assignments. Homework exercises are from the end of the chapter in the Johll text. There will be 14 assignments, with each assignment worth 20pts, of which two will be dropped. Because two end-of-chapter assignments are dropped, no late homework assignments will be accepted. Note, however, there is a 12-hr grace period for all homework deadlines. If you are late and do not submit your assignment before the "Until Date", that will be the assignment that drops in calculating your homework points. Remember that there are 14 homework; the two lowest are dropped when calculating your final homework points. Other problems from the end of the chapter exercises will be recommended but not graded. If you are having trouble understanding the assignment and require help, tutors at the Academic Success Center at Miramar College (ASC) are free. If all else fails, email me using the Canvas email app. If you want to ace this course, I recommend doing extra exercises at the end of each chapter, completing the homework, taking advantage of the bonus assignments, and working on the web sample exam questions. Working problems from the text and other sources (i.e., online) is an ideal way to gauge your understanding and assess your weakness. Try not to miss three assignments in a row, this is an excellent way to fall behind, and you may be dropped for non-participation. If you need help, talk to me –I am here to help you.

Discussion and participation will be assigned every Wed and Friday of the week for the chapters being covered. Many will require uploading a file or typing in the discussion board. For every entry, you get 1 pt for participation. If you are uploading a file, the filename should be in the format of Lastnamefirstname_AssignmentTitle_Date. For example, GarcesF_MetricUnit_Feb19. If it is multiple pages upload, please convert it to one file. See the announcement in canvas on how to change numerous pdf pages to one pdf file.

Attendance is mandatory.

- It is your responsibility to drop all classes if you are no longer participating. (**Online classes**).
- It is your responsibility to drop all classes if you are no longer attending (**on-campus classes**).
- It is the instructor's discretion to you after the add/drop deadline (include date) due to excessive absences.
- If you remain enrolled in a class beyond the published withdrawal deadline, as stated in the class schedule, you will receive a letter grade.

Although roll call for attendance is not called, keep in mind that the quizzes and your participation in this course how your attendance is kept. If you fail to log in to Canvas site **within 7 days, you may be dropped from the course for nonparticipation**. **If you have a computer issues, please email me (via another computer or your smartphone) to let me know your status. If you have computer problems for more than seven days, you might consider dropping the course. You can try again next semester.**

Please be advised that there are no makeups for quizzes and the final exam.

Quizzes / Final exam: All quizzes (8-50pts) will be taken online through Canvas and has a due date of 11:59PM of the due date. One of these is the syllabus quiz. This is the only quiz that is mandatory. The next seven are chapter quizzes. The lowest of these chapter quizzes will be dropped and the average of the remaining 6 quizzes will be used to replace the dropped quiz. For this reason, no makeup quizzes are given. Remember also that when taking the quiz, you are to apply the code of honor. The code states that you are to work alone will not give or receive help from any other person or source. You are also expected to help enforce this code. If you are dishonest in any way, at most you will fail this course and if you do not get caught "Karma" will find you. Not taking the final is grounds for failing the course. Final grades will be posted no later than a week after the end of the semester.

Your Grade: There is no midterm for this course, but you do have a comprehensive, open book final exam. The final exam is during the last week of the semester and shown in the schedule. The final (200 pts) will account for 20% of your grade. Please check your schedule for conflicts at this time. The course grade is outlined below.

Evidence of following directions, meeting deadlines and signs of improvement will be considered when assigning final grade.

If at anytime during the term your percentage score drops below 25%, you may be dropped from the course for non-participation.

Quizzes / Exams	Date Open	Grade Evaluated by:	Points	Accomplishment Level	Grade
Qz 0, Syllabus Must take	2/21	Homework 24%	90.0% - 100%	Excellent	A
Qz 1, [Ch-1 & 2]	2/12	7 Quizzes 35%	80.0 – 89.0%	Good	B
Qz 2, [Ch-3 & 4]	2/26	Final 20%	65.0 – 79.0%	Acceptable	C
Qz 3, [Ch-5 & 6]	3/12	Projects (TBA) 11%	55.0 – 64.0%	Mediocre	D
Qz 4, [Ch-7 & 8]	3/26	Suppl Q & Misc 5%	Below 54.9%	Unacceptable	F
Qz 5, [Ch-09 & 10]	4/16	<u>Discussion</u> 5%		Completion of 85% of course	
Qz 6, [Ch-11 & 12]	4/30	Total 100%		& Instructor approval	I*
Qz 7, [Ch-13 & 14]	5/14	100% = 1000 pts		See Important note (#4) below.	
Final Comprehensive					
Part1 (125pts)	5/20				
Part2 (25pts)	5/21				
Part3 (50pts)	5/22				

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 [SDCCD Honesty Policy](#)

Very Important Notes

1 Demonstration of Work: (Fully online Course)

• Some questions in the quizzes or the discussion board involves numerical calculations which will require you to show your work or to justify your answers. Your show of work will be turn in as an upload via Canvas. **No credit** will be given for these numerical problems unless the answers are accompanied by a complete step-by-step solution that clearly shows how the answer is obtained. Always box or underline your final numerical answer on all assignments that a hard copy of the assignment is required. Please try to be legible in your work. If your work cannot be read, **you may not be given full credit for that problem**. The online homework in canvas is generally multiple choice and self-graded. Simply answering the questions will suffice. Remember however that you agreed that you did not receive help or helped others to arrive at the solution, however. Try not to miss submitting three (3) homework assignments in a row. If you do, you could be dropped from the course for non-participation. As a reminder, pay attention to the direction of the assignment. More times than not, not following directions will also result in not receiving full credit for your work.

2 Quizzes, and Final:

• **Quizzes:** When completing a timed quiz on Canvas, note the timer, that is the time you have left for the quiz.

The statement “This test can be saved and resume later” means that it can be save for a very short period or if there is a disruption to your computer, you can continue to work on the assessment but only within the time allocation set by the quiz. That is, suppose you are taking a quiz that has a time allocation of 1-hr. You start the quiz and then 30 min. into the quiz you take a 25min break, so you log out (without submitting your work) Twenty-five minutes later, or 55 min from when you first open the quiz, Canvas will show that you only have 5 min left to complete the remaining portion of the quiz and submit for grading. 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 submits your work automatically. All assessments are generally due by 11:59pm of the due date (usually Sunday night, but not always).

• **Assessments:** All assessments (exams) are online. You are to take the exam as well as the quiz alone without assistance.

Do not violate the honesty policy.

• Since one quiz and two homework will be dropped no late assignments will be accepted! This means no extension of the homework deadline will be allowed. Even though you are allowed to miss one of the quizzes. You cannot, however, miss Quiz-00, the Syllabus quiz. Not taking Quiz-00 is ground for you being dropped in the course. If you miss the final exam, you will also need to turn in a term paper no later than a week after the exam was originally scheduled as make-up processor. 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 (5 business days). No work will be accepted without the authorization form that gives permission to makeup the work. The makeup exams will always be different from the original and will generally be more difficult than the regular exam. In addition, a 10-page term paper is due a week after completing the make-up exam otherwise the results of the exam will not count. Note: You do not qualify for a makeup final if you miss the midterm exam.

3 Calculators and other gadgets:

• Although math will be kept at a minimum, it is to your advantage to have access to a scientific calculator while taking this course. The calculator should have the following function: scientific notation, base 10 and natural logarithms, and powers or roots (e.g., y^x or $\sqrt[n]{}$). If you need help in determining whether your calculator contains these functions or if you need help in using these functions, please contact your instructor immediately. **It will be your responsibility to understand the use of your calculator and its functions as it applies to calculations that is part of this course.**

4 Administrative Issues

• 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. Simply not completing assignments or not taking part of 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-percentile, or better will insure a grade of C or better for the course. Not completing any of the assignment will guarantee a failing grade for this course, however.

• * Incomplete grades will only be given to students who have completed 85% of the assignments, i.e., students who have extenuating circumstance that prevents them from taking the final exam. For medical issues, a doctor’s note is required.

5. Sustainability on Campus

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.

6. Honesty conduct, Disruptive Behavior and Plagiarism

• *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 assigned a non-collaborative project, 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. *ailing to live by this code is a form of dishonesty.*

• **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 i.e., [Netiquette](#). One useful site is [Proper Net-Etiquette Rules](#) YouTube Channel. 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. For more information on this topic, go to Understanding Plagiarism (<https://www.youtube.com/watch?v=ptHIA5bMnio>)

7 Conditions for being Dropped

- Missed 3 consecutive required assignments (i.e., 3 end-of-chapter homework)
- Missed Quiz-0, Syllabus quiz.
- Average drop below 25% 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.

8: Uploading Work

The filename should be in the format of **Lastnamefirstname_AssignmentTitle_Date**. For example, GarcesF_Metric Unit_Feb19.

9 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.
*Anatomy tutoring is held in the Academic Success Center (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.

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 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 one of the most effective. It is based on the explaining the 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 with District Procedures 3100.

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

1.0 DEFINITIONS:

Cheating: The act of obtaining or attempting to obtain credit for academic work using 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 that 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 that 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 that 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 center)	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