



Tentative Schedule Jan 17		201 Lecture Schedule	CRN 53252	Spring 2024
Please Review Before Each Class meeting /				
Week of:	Chapters based on Libre Text, Chemistry 201.		Wednesday in Class	
1	29-Jan	Syllabus and Course expectation Course Preview / Chem200 Review	[01 Intermolecular Forces...]	
2	5-Feb	[02 Solution Chemistry] Syllabus Quiz (25 pts)	[03 Kinetics] Background & Method Initial Rates Drop Deadline without W in Feb 09 Chapter 03: 3.1 – 3.4	
3	12-Feb	[03 Kinetics] 0 <sup>th</sup> , 1 <sup>st</sup> and 2 <sup>nd</sup> Orders Chapter 03: 3.5– 3.6	[03 Kinetics] Arrhenius Eqn / Mechanism Chapter 3: : 3.7 – 3.8	
4	19- Feb	President's Day, No Class	Exam 1 [Kinetics]	
5	26- Feb	[04 Equilibrium] Equilibrium Constant & Q Chapter 04: 4.1-15.3	[04 Equilibrium] Solving Equilibrium Problems Chapter 04: 4.4 – 4.6	
6	4-Mar	[04 Equilibrium] LeChâtelier's Chapter 04: 4.7 - 4.8	[04 Aqueous Ionic Equilibria] Heterogenous , Ksp and Kf Chapter 04: 4.9 – 4.11	
7	11-Mar	[05 Acid - Base] Naming, Conjugates & pH Chapter 05: 5.1 – 5.6	Exam 2 [Equilibrium]	
8	18-Mar	[05 Acid - Base] Salts Chapter 05: 5.7 – 5.9	[05Acid - Base] Structure & Acidity Chapter 05: 5.10 – 5.11	
9	25-Mar	Spring Break, No Classes		
10	01-Apr	[05 Acid – Base] Buffers Chapter 05: 5.12 – 5.14	[05 Add aspect A-B] Titration Curves Chapter 05: 5.15	
11	08-Apr	[06 Thermodynamics] State Functions Chapter 18: 18.1 - 18.4	Midterm [Kin – Equilib – Acid/Base]	
12	15-Apr	[06 Thermodynamics] Laws Thermo Chapter 19: 6.1 – 6.5	[06 Thermodynamics] Free Energy, $\Delta G$ , Keq Chapter 06: 6.6 – 6.9	
13	22-Apr	[07 Electrochemistry] Intro and Redox Chapter 07: 7.1 – 7.3	[07 Electrochemistry] Voltaic Cell Chapter 07: 7.4 – 7.5	
14	29-Apr	[07 Electrochemistry] $\Delta G$ , Keq & E° Chapter 07: 7.6 – 7.9	Exam 3 [Thermo / Electro chem]	
15	06-May	[08 Coord. Chem] Intro and Naming Chapter 08: 8.1– 8.3	[08 Coord. Chem] Structure and Isomers Chapter 08: 8.4– 8.5	
16	13-May	[08 Coord. Chem] CFT Chapter 08: 8.6	[09 Radioactivity & Nuclear Chem] Chapter 09: 9.1 – 9.12	
17	20-May	Exam 4 [Coord Chem / Nuke / IMF]	ACS Final Exam in Lab	

### 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”.

‡ Throughout the semester, there may be surprise mini-quizzes and extra credit opportunities, each with specific point guidelines. If it's an in-class assignment, submit your answers after class; for take-home assignments, turn them in at the start of the next class. If you miss an in-class assignment, it can't be made up, but you can make up a missed mini quiz if you inform me beforehand. This system rewards punctuality and regular attendance. Late submissions may lose up to 20% of points, and no extra credit is given for late submissions

Please note that assessment given through Canvas are called “Quizzes”. Throughout this syllabus all assessments may be referred to as "Quizzes" because that is the language that Canvas uses for the tool.

**Prerequisite:** You must have completed general chemistry, i.e., Chemistry 200, 200L, and Math 100, with a “C” or better.

**Co-requisite:** Concurrently enrolled in Chemistry 201-Lab is required. If you have already fulfilled this course, let me know. Miramar College requires that students enroll in the lab course. It would be best if you planned to take the lab section that corresponds to this lecture to get the full benefit of the class. The lecture and lab sections are taught with a symbiotic pedagogy in mind. By linking the two sections, students can practice the concepts taught in the lecture through problem-solving and applications of experimental exercises. If you have fulfilled the lab requirement or are taking the lab elsewhere, you are enrolling in this course with the understanding that the midterm that the final exam is during the lab period on **May 22nd**.

**Transfer Information:** UC Transfer Course List. AS Degree Credit & transfer to CSU &/or private colleges & universities.

### **Required Assignments:**

*Chapter Reading.* The best way to ace the exam is to review the material in Canvas and attend the class face-to-face meetings, and read material related to this course. Please read the related material and review the notes before we begin covering the topics in the lecture, you will be amazed by the amount of material you will understand. When I was a college student, I routinely studied the material covered in my science courses (like chemistry and calculus) at least three times. In my studies, I would first do a quick scan to survey the covered topics and concepts. The second study session was for comprehension so I could thoroughly understand the core concepts. The third, but not the last, was to review and reflect on the topics emphasized during the lecture. As a STEM major, this is the commitment that will be required of you.

**Homework** will consist of problems at the end of the chapter that must be completed online through McMillan's Achieve. These are worth 10 points, with the lowest assignment dropped\*. If you complete the primer or the Adaptive Learning, you can earn up to 2 pts extra credit for each. The main chapter homework is generally 10 pts. Remember you can do a problem several times in the Achieve homework to maximize your points.

There are ways to get the 10 pts even if you do not get 10/10 in the assigned chapter homework. The two ways are the primer, which is generally worth 1-2 bonus points. This is given before we dive into any topic. There is also Adaptive Learning for some chapters, which is worth about 2 points. This is for only certain chapters and is due based on Achieves analysis on your performance in the regular homework. The adaptive leaning uses AI to finds problems just for you so you can brush up on problems you might have difficulty solving in the regular homework. These are due two days after the due date of the main homework.

How is your homework score calculated. If you earned 1 pt for the primer, 8 points for the main chapter homework, and 1 pt for the adaptive learning, then you will earn 10 / 10 points for the chapter homework. The primer and the Adaptive learning of the homework, gives you extra credit to the maximum points for that chapter homework.

On the other hand, if you scored 2 points in the primer, and 10 points for the homework, and 2 points for the adaptive learning for a total of 14 pts, you homework score will only credit you 10/10. You cannot score higher than 10pts in any homework. Take pride, however, in that you know the material really well. These extra credit opportunities mean that due dates for homework need to be followed. In short, to maximize your score in this course, do the chapter homework along with the Primer and Adaptive Learning exercise. When you have trouble with a problem, see me immediately—if you wait the day before an exam, it is too late!!

*Your attendance* will be mandatory in this course. The college policy is-

- It is the student's responsibility to drop all classes in which they are no longer participating (**for online classes**).
- It is the student's responsibility to drop all classes they are 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).

Your final grade in this course is based on multiple measures, which includes active participation, attendance, homework, and assessments. To secure a good grade, consider the following:

1. Nonattendance: Failure to show up in class for the first day or missing during the first week automatically drops you from the course unless you tell me ahead of time. Numerous absences may result in you being dropped, your grade being lowered one letter grade or you failing the course. Missing 5 class meetings and you will be dropped on the withdrawal date. If you are still enrolled and you miss 7 class meetings, your grade will be lowered one letter grade and all extra credit points will be forfeit.
2. Assignment Submission: Timely completion of assignments is essential. Failure to submit or tardiness in turning in an assignment may count against you as non-participation/absence.
3. In-Class Sessions: Missing more than 5 class sessions may impact your grade, and all extra credit points will be forfeited.
4. In-Class Activities: If absent during an in-class activity, making it up is not allowed for extra credit. For required assignments, you may be assessed up to 20% of the score.

**There are generally no make-ups for homework or in class activities.**

**Quizzes and Examinations:** There are four exams in this course, including a midterm and a final exam. The lowest of the four exams will be dropped, and the average of the remaining exams will replace the dropped exam score. Since your lowest exam score is dropped, there are no makeups for regular exams. If you miss the midterm exam, the final will serve as both your midterm and final exam. Instead of accounting for 20% of your grade, it now accounts for 35% of your grade. Throughout the course, the code of honor must be strictly observed for all exams. Graded assessments must be your individual work, with no assistance from others or external sources. It is expected that students will neither give nor receive help for any exam questions. Everyone is responsible for upholding this code, and in case of dishonesty, all parties involved will fail the course. All exams will take place during regular class meetings, with the final exam scheduled for the last lab meeting date.

Please do not inquire about any assessment or homework final score until after the due date since Canvas may not always give out the correct score until I have had time to overrule the auto-grading. For example, Canvas uses pre-coded answers for open-ended or fill-in-the-blank questions. These free-response questions are to be hand graded, so the scores that Canvas show initially, is not necessarily the final score.

*As mentioned above, not taking the midterm is grounds for being dropped, and not taking the final is grounds for failing the course. If there is a valid excuse for missing the midterm (excuse justification and forms must be turned in no more than a week after the exam). If a make-up for the midterm is not possible, then part of the final exam will count towards the midterm. A term paper will also be required as part of the make-up process. The instructor will give the topic selected for the term paper, and all work must be completed before final grades are due.*

Each exam will require you to sign the disclosure statement. It essentially states that if you violate the honesty policy in any way, your instructor will fail you. If you fail to sign your exam indicating that you agree to the academic honesty policy, your score for that exam will not count. The exam will consist of a periodic table, and an [equation page](#) that is based on your ACS final exam.

**Your Grade:** The final exam will be on **May 22th** during your scheduled lab meeting. If you are not enrolled in a lab at Miramar College, please make arrangements with your instructor so you are able to take the final exam at 6:40 PM on May 22<sup>nd</sup>. Please check your schedule for conflicts. **You must take the final exam to pass this course.** Evidence of following directions, meeting deadlines, and signs of improvement will be considered when assigning a final grade.

**Corrections:** If you have questions on a graded assignment because you think I made an error on the grading or miscounted the total points, then you have two week after you receive the assignment back to let me know. After that time, the grade stands. This is not negotiable, so check your graded work as soon as you receive it back from your instructor. Final grades will be posted a week after the end of the semester.

**Credit/No Credit.** Beginning Fall 2009, the title "credit/no credit" will change to "**pass/no pass**" per Title 5, section 55022.

Chapters	Exam (Points)	Grade Evaluated by:		Points	Accomplishment Level	Grade
Ch 01, 02 & 03	Qz1: 100	Syb Qz / Mini Qz	100 pts	94-100 %	Superior	A
Chp 04	Qz2: 100	Misc participation	50 pts	90-93 %	Excellent	A-
Chp 05	Midterm	HW**	100 pts	83-89 %	Proficient	B
Chp 06 & 07	Qz3: 100	4 Exam	400 pts	80-82 %	Good	B-
Chp 08 & 09	Qz4: 100	Midterm	150 pts	65-79 %	Acceptable	C
Midterm Exam	MTE: 150	<u>Final</u>	<u>200 pts</u>	55 - 64 %	Mediocre	D
Final Exam	Final: 200	Total	1000 pts	Below 55	Unacceptable	F

\* This syllabus subject to change upon the discretion of the instructor.

\*\* If you ask for an extension on the homework and it is granted, then your lowest homework is not drop and all counts.

‡ If you insist on doing a make-up exam then all exams will count to calculate your total points for the semester, and none are dropped. A term paper is also due.

## Very Important Notes

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

**1a. Class time is to Learn the Content that is Being Covered.** Review the schedule for the semester so you know the topics of discussion for that week. This topic will be covered in the face-to-face meetings each time the class meets. This course will try to keep with the schedule, but at times topics covered will be missed or covered later. Topics covered for the week will be announced in Canvas or through an email blast. It is a great idea to always read ahead, so you are prepared to engage in class activities. Unless otherwise stated, in-class assignments will generally be due by the end of the class meeting. Include all names of members who contributed to the work that is submitted. Credit may not be given to students whose name is excluded from a group assignment. Remember to read ahead to be better equipped to ask questions when doubt or misconceptions creeps in your mind. Never hesitate to ask your instructor or classmates for help. An old saying goes - "He who asks a question is a fool for five minutes; he who does not ask a question remains a fool forever" -Chinese Proverb.

**1b. Keeping to the deadline.** Please adhere to the deadline stated in the schedule. One exam and one homework score are dropped in determining your final grade. It is, for this reason, make-up exams or homework are rarely given. If an assignment is missed, it will be the assignment that is dropped. If you asked me for a homework extension, then I will refer you to this in the syllabus.

**1c. Working with others.** Sometimes, group or teamwork will be encouraged when completing an assignment. Share ideas with group members and test each other knowledge of the concept. When it comes to group work, make sure everyone agrees with the answer because a single grade is given to the group. Answers for assessments such as exams cannot be shared. Each student is responsible for their work. Sharing answers is a violation of the honesty policy. **Credit will not be given for any assignment containing a response/answer identical or similar to another source. This will be considered plagiarism or cheating. Plagiarism and cheating will not be tolerated.** For further information, please read the Miramar College catalog under the section on "Student Rights, Responsibilities of all San Diego Community College District students," under 3.0 Code of Conduct) See the Honesty policy below.

**1d. Calculator policy.** By the second-class meeting, you must have a calculator with the following functions: scientific notation, base 10 and natural logarithms, and powers or roots (e.g.,  $y^x$  or  $\sqrt[n]{v}$ ). Please see your instructor immediately if you need help determining whether your calculator contains these functions or using any of your calculator's operations. **Understand the use of the calculator and its functions.** Be prepared to use the calculator in each class meeting. Smart devices such as smartphones or iPad/tablets are generally not encouraged to be used as calculators (and would not be allowed if the class met face-to-face). If the instructor is to supply you with a calculator, then you forfeit any extra credit for the exam.

**1e Show work.** For specifically 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 that clearly shows how the answer was obtained. Questions of this type will always have the statement to show all work / explain the answer otherwise, no credit will be given. Furthermore, the final answers should be boxed. Finally, remember that neatness counts. If the 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**

**1f Disputing graded assignment.** Upon receiving a graded assessment or exam/quiz and there is a dispute on the grading or the score, it is up to the individual to first look over the question in the assessment and carefully write in a separate paper your concerns and what the actual answer should be. This is turned in to the instructor at least 24-hr after the deadline but no more than **two weeks** after the assessment is returned. Your instructor will review your concern and answer, clarify any dispute or correct any mistakes. If there is no agreement with the instructor, then the chair will be called to try and resolve the dispute. The grade stands if the student does not dispute the graded assignment after two weeks. If you do not dispute a grade within two weeks, then the grade stands as assigned.

## 2. Absent Policy

**2a. Class attendance.** Attendance is an essential part of the grade received in this course.

Students are required to attend the face-to-face meetings on Monday and Wednesday. You are responsible for reviewing the topics covered for the week so that you are prepared for the course meetings. We meet every Monday and Wednesday. Excessive absences will result in lower grades and possible being drop from the course by your instructor. Those in attendance will only earn any bonus points given in these sessions. If you have questions on concepts or need more during office hours, or send me a quick email via the Canvas email app. If you cannot attend class on a regular basis or your circumstance change and are not able to attend, please let your instructor know.

## Attendance College policy...again.

- It is the student's responsibility to drop all classes in which they are no longer participating (for online classes).
- It is the student's responsibility to drop all classes they are 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.** Some assignments will be given through Canvas, but most will be given during the face-to-face meeting class meetings. 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 evaluation. No make-up will be given. If a timed assessment is given through Canvas, i.e., Syllabus Quiz, 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. Therefore, it is vital to ensure no disruptions when taking an assessment in Canvas – time waits for no one. For the in-class assessment, you will follow all instructions written on the front page of the assessment. This may include, but is not limited to, writing your name and CSID on all pieces of paper turned in with the assessment. Show your work in detail with proper labels and box your final answer for full credit considerations.

**3b. Policies during online assessment on Canvas.** When completing an assessment in class, you must complete your work when time is called. This is because late work can sometimes be assessed a late penalty. When completing assessment on Canvas, note the timer because that is the time to complete the assessment. In Canvas, the statement "This test can be saved and resume later" means that it can be saved, and if there is a disruption on the assessment, you can continue to work on it but within the time allocation set for the assessment. For example, suppose you are taking an assessment that has a time allocation of 1-hr. You start the assignment, and 30 minutes into the assessment, you take a 25min break, so you log out, and 55 min from when you first open the assessment you continue, well you will only have 5 min to complete the remaining portion of the assessment. Another thing to note is that if the assessment is due by midnight and you start at 11:30 pm, you will only have 30 minutes to complete the assessment before it closes on you and submit it automatically.

There are 4 module exams in this course. The exams are given in class, but at times, there may be a take home portion via Canvas. You will need to always apply the honest policy. Lastly, for any assessments in which "show of work" must be provided, it must be shown in the exam or uploaded in Canvas. If the work is not upload in Canvas or is emailed to your instructor instead (thus going over the deadline period) then the problem will receive only 50% credit at best, but most likely, no credit will be given.

After completing the assessment through Canvas, you may not see your score in the grade book. Usually, the scores are not released until after the due date and after your instructor has gone over each student's work. Therefore, if a lower score is shown, do not panic; it may need to be updated. Canvas assessment uses a logarithm to correct your assessment. Multiple-choice questions, it is straight forward. The question will be coded so that one or more of the statements- check all that applies is stated is a program to be the correct answer. You must write the numerical values without units in specific formula questions. (Canvas does not recognize units at this point). Therefore, it will be assumed that the answer you type is in the correct units the question poses. In short answer questions, 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 questions are coded with the specific answer via the characters in the answer box. Simply not capitalizing the words in your response 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 wrong. Please read the directions in the question, so you know what exactly to type in the answer box for these questions. These are the most challenging and time-consuming questions for your instructors to correct and override. 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 will be on campus but if it part of it is in Canvas, please start the assessment with no disruptions. If taking an assessment in this course, in person or in Canvas, you cannot communicate with anyone during the assessment period. You are not allowed to use the Internet or any source that is not mentioned in the directions. If you post any of the intellectual property from this course to Chegg or a similar site, you will violate the Honesty Policy. You will be reported to the Vice-President of Student Affairs for disciplinary action. Please read below so you know what accounts for dishonest behavior. Continuing this course, you agree to abide by the stated Honesty Policy.

You will be asked to agree to the honesty disclosure when completing an assessment. 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 an exam, then that is the exam that is dropped. One exam is dropped in this course with no questions asked. If you miss two exams, you will be dropped from the course. Please communicate with me so we can resolve this if you will be missing an exam. If you miss the final, you will fail the course.

As mentioned above and reiterated here, if you have a valid excuse for missing the midterm exam then it will be under the condition that you have not missed a homework assignment or any other assignment. Also, understand that the midterm may be more difficult than the regular exam given to the class. As stated in the schedule, taking the midterm or final at a different time must be prearranged at least two weeks before the assessment. If you miss a midterm or final exam due to illness, you will need a doctor's excuse and 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 makeup 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 encouraged 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 should 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 they can verify that the registrar's office has dropped the student. Simply not completing assignments or participating in 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. However, not completing any of the assignments will guarantee a failing grade for this course.

**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.ch201@gmail.com](mailto:fgarces.ch201@gmail.com)), voice mail (619-388-7493) or stop by my office (don't hesitate to get in touch with 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 (Chem201), 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 a 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 guarantee 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. Please leave a detailed message so I can ascertain your concerns' content. 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 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. The department chair will be involved if the problem cannot be resolved. If this does not resolve the issue, then the Dean of science will be called upon to fix the problem. The Vice President of Instruction will get involved if the case remains unresolved.

**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. In accordance with Board of Trustee Policy, BP 3100 Student Rights, Responsibilities, Campus Safety and Administrative Due Process, students have the right to a safe learning environment free from interference or disruption. As such, students must adhere to the Student Code of Conduct, in accordance with Administrative Procedure, AP 3100.2 Student Disciplinary Procedures:

- If a student violates the Student Code of Conduct, faculty may remove a student from their class for that class meeting and the following class meeting.
- Acceptance of make-up work during the "removal" is at the discretion of the instructor in accordance with the class syllabus and Board of Trustee Policy, BP 3100 Attendance Accounting.
- 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.** Students are encouraged to study and prepare for assignments and examinations with other students. However, you are to work alone when taking assessments and writing laboratory reports. 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 are responsible for behaving maturely while you are online. There are net-etiquette websites that give you information on conduct over the Internet. One helpful site is Netiquette Home Page. Any behavior, which interferes with the legitimate instructional, administrative, or service functions of the class, is disruptive. If I believe you are displaying disruptive behavior, you will be asked to meet with the Dean or me. Please respect your instructor and your classmates.
- **Plagiarism:** If you engage in either of these activities on any assignment (homework, activities, exams and 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 "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.**

- Missing the syllabus quiz.
- Missing the midterm exam (without notifying the instructor).
- Missing two exams
- Average overall score dropped below 30% of the total to date.
- Not showing up for class five times during the semester. If you miss seven meetings, your grade will drop one letter grade.
- Disruptive, dishonesty or behavior in course that is detrimental to self, neighbors, and instructor.

## **7 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).



## 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 "research the Web" to find a solution, not to come up with a solution. This can take time and often succeeds but is a wrong approach because it does not teach problem-solving and will almost guarantee 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 eye on possible clerical errors, but such errors rarely affect the letter grade.
- Describe how you structured your efforts in this course and ask the 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 the 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 the given information. We, therefore, can state that your capacity is sophisticated with an 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 aspects of things (how it sounds and how it looks like) and your 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 a completely new image.

For students who do not use the 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 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 the 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 social activity.

**4) Graphic images.** Creating different kinds of diagrams, schemes, and tables is a productive way of establishing connections between various things. Moreover, this type of memorizing technique develops your 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 a timeline, political/social life, etc. Such a 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 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, 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
Studying 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

### AI Detection Feature for Turnitin: (free trial until June)

Turnitin will now automatically scan for AI & give you a % and highlighted sections that indicate AI creation.

Set up your students' assignments with Turnitin, then, when grading in Canvas, click on the colored bar for the Turnitin Similarity report. You'll get a screen that says "AI" to the right with a % for AI-generated text used by that student. If the percentage is greater than 0, click on it and you will see the student essay with highlighted lines for AI-generated text.

