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Office Hours MW: 3:00-3:45p, TR: 6:30 – 7:30p, Fri Online (zoom): 1:00-2:30p

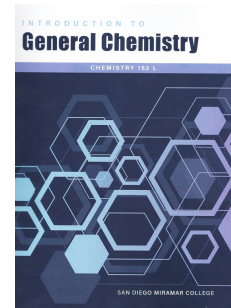
Lab Manual* **Chemistry 152L: Available from Miramar Bookstore

Supplies **Calculators** with capabilities of scientific notations & exponential display.

Combination Master lock from Miramar Bookstore

Safety Goggles (\$5 – \$15), **Glove** (\$3.00) , **Cotton Lab Coat** (\$20.00)

Personal Protective Equipment (PPE) or Personal Safety Equipment (PSE)



***Bring the lab manual, lock and safety goggles, lab coats and nitrile glove by the second week of the semester otherwise, you will not be permitted to work in the lab. No exceptions.**

COURSE DESCRIPTION

This course is a one-semester laboratory in the principles of inorganic and physical chemistry in preparation for General Chemistry. Topics include chemical measurement, significant figures, laboratory safety, laboratory techniques, chemical reactions, and stoichiometry. Emphasis is placed on problem-solving, data analysis and chemical calculations. This course is intended for students majoring in one of the natural sciences, engineering or related curricula who need to take General Chemistry. ☐

Course Objective:

1. Demonstrate the ability to work **safely** in a chemical laboratory.
2. Properly **use standard laboratory** equipment, safety equipment, and instruments.
3. **Record and manipulate measurements** using the correct number of significant figures.
4. **Analyze** and critically discuss data.
5. Write a formal laboratory **report**.
6. Perform standard **chemical techniques** such as: gravimetric analysis, separation, titration, and solution preparation.
7. Determine if **a chemical reaction has taken place** and predict the reaction products.
8. Use **chemical nomenclature**.
9. Draw and **use graphs** to analyze data.
10. Perform standard chemical **calculations** such as: unit conversions, stoichiometry, mole calculations, molarity, and gas law calculations.

Student Learning Outcomes: Although studying the theoretical aspects of chemistry can be rewarding, it is a **hands-on** science. No amount of study can replace the laboratory experience, and observation of chemistry in action serves to augment and solidify newly discovered knowledge. This lab course is meant to prepare students for the General Chemistry laboratory experience. Primarily, students are expected to know proper chemical techniques and use of laboratory equipment, proper data collection procedures, and general lab safety and awareness. Specifically:

- Upon successful completion of Chemistry 152L, students will be able to use a graduated cylinder, balance, ruler, and thermometer to make proper measurements and record the data to the proper number of significant figures.

Prerequisite: MATH 096 with a grade of "C" or better, or equivalent, or assessment Skill Level M50.

Co-requisite: CHEM 152L

Advisory: ENGL 049 (Basic Composition) and ENGL 048 (College Reading/Study), each with a grade of "C" or better, or equivalent, or assessment Skill Levels W5/R5.

Limitation on Enrollment: This course is not open to students with previous credit for CHEM 152.

Transfer/Credit Information: Associate Degree Credit & transfer to CSU and/or private colleges and universities.
UC Transfer Course List. CHEM 100, 100L and 152, 152L combined: maximum credit, 4 units.
No credit for 100, 100L or 152, 152L if taken after CHEM 200.

Repeatability: Student education at the California community colleges is heavily subsidized by the state government. As such, the state has limits on the number of times it will fund a student to re-enroll in the same course. This limit changes every year depending on economic conditions. If this is your second time taking this course, and you do not pass or drop with a "W," you will be required to petition to take the course a third time. In the present economic climate, these petitions are usually denied. Therefore, if this is your second attempt in this course, be sure that you are fully committed to passing.

Attendance: Attendance is mandatory. ~~Students absent the first or second day of class without prior notification will be dropped and will not be reinstated.~~ Students with **three unexcused absences** will be dropped and will not be reinstated. Make-up labs for absences (excused or unexcused) will not be arranged, and scores for missed labs will be zero. Absences are excused only with the permission of your instructor. Requests for excused absences must be made in writing or via e-mail. Note that just because you e-mail an excuse does not mean it is a valid excuse. For all non-emergency absences, the request must be approved before the day of the absence. For emergencies, a phone call is appreciated, but a written request or e-mail is still required. For emergencies, the written/e-mail request must be filed within one week upon returning to class.

Feb. 13th is the last day to drop without a "W" and the last day to add a class; May 08th is the last day to drop with a "W."

- **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 (campus classes).**
- **It is the instructor's discretion to drop you after the add/drop deadline (include date) due to excessive absences.**
- **If you remain enrolled in class beyond the withdrawal deadline, you will receive an evaluative letter grade in this class.**

Plagiarize assignments will automatically receive a zero score. Plagiarize may include, but is not limited to, assignments submitted from students that have identical written answers. All parties involved will automatically receive a score of zero and may be subjected to other disciplinary actions.

Without a valid excuse, experiments cannot be made-up. If circumstances warrant, makeup labs can only be scheduled in the other lab sections with both instructor approval. If you fail to complete more than three (3) scheduled lab activities/experiments (excused or unexcused), you will fail this course!!!

Week of:	Lab Assignment	http://faculty.sdmiramar.edu/fgarces/
01 03 - Feb	Check-in, Safety, and Introduction	
02 10 - Feb	*E-01) Measurements	
03 17- Feb	*E- 02) Density (Unknown)	
04 24- Feb	E- 03) Calorimetry	
05 02 - Mar	E- 04) Three Families of Elements (Unknown)	
06 09 - Mar	*E-05 Qualitative Analysis: Anions (Unknown)	
07 16 - Mar	Class Suspended, no class this week	
08 23 - Mar	E-06 Empirical Formulas	
09 30 - Mar	Spring Break, No Classes	
10 06 - Apr	Lab Practical and Exam #1	
11 13 - Apr	E-07 Chemical Reactions	
12 20 - Apr	E-08 Synthesis of Aspirin	
13 27 - Apr	*E-09 Molecular Shapes (Unknown)	
14 04 - May	E-10 The Ideal Gas Law Constant (R)	
15 11 - May	*E-11 Solutions (Unknown)	
16 18 - May	*E-12 Titrations (Unknown)	
17 25 - May	Lab Practical and Exam #2	

Important Dates:

Feb 13 – Last date to drop with no "W" in their transcript.

Feb 14 & 17 – Lincoln, Washington BD, No Classes

Mar 30 – Apr 4 – Spring Break Apr 17 - Last day to withdraw from this class with a "W"

May 25 – Memorial Day, No Class

Jun 01 – End of semester

**Subject to change depending on the progress of lecture and lab

Grading Scale	Points
6 Formal Lab	360
6 Informal Lab Assignments	240
Safety Quiz, Syllabus Quiz	70
2 Exams	225
Lab Practical	75
Participation and Clean-up	30
Total	1000 pts

Letter Grade	Pts Earned
A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	Below 60

Note that cut-offs will not be raised but can be lowered.
There are no plus and minus grades at Miramar College

For each experiment, students must complete a Pre-lab Sheet as part of the experiment. The lab begins by students filling in the Data Sheet during the experiment, and complete a Post-lab Sheet before leaving the lab. All three sheets are collectively referred to as a "Lab Assignment" in the scale above. The Pre-lab Sheet will be due at the beginning of the lab period during which you may have a Pre-lab Quiz. Data Sheets will be due at the end of the lab period. Post-lab Sheets will be due at the end of the lab period. If the report is submitted late, and the instructor agrees to accept it, the overall lab score will automatically receive a 20% deduction for each lab meeting it is late.

Formal Lab Assignments will be those in which all three sheets are graded completely with the Pre-lab Quiz worth 5-10 points, Pre-lab Sheet worth 5-10 points, the Data Sheet and results are worth 20 points, the Post-lab Sheet worth 5-10 points, and the unknown worth 10 - 20 points. The point value may vary from experiment to experiment per section as described here but the total points for a formal report is always worth 60pts.

Informal Lab Assignments will be those in which one section from each lab report is randomly selected for grading. The question(s) or section selected will be worth 20 points. The pre-lab quiz will be worth 5 - 10 pts, the rest of the sheet will be checked for completeness and awarded a score out of 5 - 10 points. The point value may vary from experiment to experiment per section as described here but the cumulative sections (Pre-lab quiz, Pre-lab questions, Data, Post-lab questions) in an informal lab assignment will be worth 40 points.

The score in your lab report can be improved by showing progress in subsequent report submission. Progress will be rewarded. If, however your report drops in subsequent experiment then improvement is rewarded if you are able to improve in the previously best report submitted only.

Good Lab Practice.

If you want to maximize points in your lab reports, please pay attention to the following guidelines:

1. Turn in pre-lab before class begins.
2. Write your name and (partner name, if any) to all pages submitted in your report.
3. Be sure you trim the edge of the report so there are spiral bits.
4. If there are more than one page submitted, staple the paper in the correct order.
5. Always write units in all measurements recorded even if the column or row already shows the units to be used.
6. Always show your calculation if the problem asked for calculations. Always explain your answers whenever possible. No one word answer.
7. Pay attention to the precision of your measuring device. After experiment 1, you should know the degree of precision on all common glassware.
8. Disinfect your work area before class begins and before you leave class.

For the computation of the final grade, the lowest formal lab assignment and the lowest informal lab assignment scores will be dropped. The dropped formal labs will be replaced by the average of the highest 2 formal labs scores and the dropped informal labs will be replaced by the average of the highest 2 informal labs. Students are allowed to miss one experiment due to an excused absence. The corresponding lab assignment (formal or informal) and pre-lab quiz (if given that day) for that missed experiment will be dropped. Lab assignments and quizzes missed due to an unexcused absence will be scored a zero and will not be dropped.

No make-up quizzes will be given, and neither quizzes nor the exams can be taken early. If there is an emergency, you MUST contact me BEFORE the quiz or exam. E-mail and voicemail will have timestamps in case you can't reach me directly. Missed quizzes and missed exams without notification will be scored as a zero. Scientific calculators (graphing or non-graphing) are the only calculators allowed on quizzes and exams.

Sustainability: 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, consider decreasing the default setting on your margins to at least 0.8" and printing 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.

Special Services

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

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

• **American Chemical Society (ACS), Student Affiliates:** Join the science club for exciting experiences related to science and to meet other people who share an interest in science. The ACS Student Affiliate (not to be confused with ACS above) also sponsors the recycling program on campus. The proceeds from recycling allow the club to award tuition scholarships to science majors at Miramar College. Meeting times will be announced throughout the semester. Open to all Miramar students, faculty and staff.

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

Laboratory etiquette and expectations: This syllabus and your lab manual clearly outline laboratory policy and procedures. If you have questions as to what is expected of you, I will be happy to meet with you during office hours. The following is a list of items you should note.

- Each group must purchase a V99, V629, or 10976xxx MASTER combination lock from the Miramar College Bookstore to replace the department-owned lock by the end of the second week.
- Students should also purchase a lab coat and nitrile gloves. These are also available in the Bookstore.
- Students should read the experiment and be prepared before entering the lab. A Pre-lab Sheet will be due at the beginning of each lab class. Late Pre-lab Sheets (that means these pre-lab sheets are not turned in before the beginning of class) will receive **NO CREDIT**. You will not be allowed to begin an experiment until you've completed the Pre-lab Sheet. **You will not receive credit but at least you will be able to work on the lab.**
- Pre-Lab Quizzes may be given at the beginning of the lab.
- Safety goggles must be worn at all times in the laboratory. California law dictates that students at community colleges wear full goggles. You must also dress appropriately for the lab. Appropriate dress for this section includes closed-toe shoes, full-length pants, and tops that cover the shoulders and midriff. If you are not dressed for the lab, you will be sent home. No eating or drinking inside the laboratory classroom.
- Absolutely no chemicals are allowed down the sinks. Everything must be disposed of in the proper waste containers. If you are unsure about where to dispose of waste, please ask the tech or your instructor.
- All observations and measurements are to be recorded on your Data Sheet as they occur, not on loose pieces of paper.
- Post-lab Sheets will be due at the end of the lab period. Late Prelab sheets will receive NO CREDIT, even if completed during the period.
- **Pre-lab and Post-lab Sheets should be unique to your style. It should never be identical to your partner's work. Completely identical sheets will be considered plagiarism and will be dealt with according to the policy described below.**
- For calculations of any type, **you must show your work**. If no work is shown, you will not receive any credit for that portion of the assignment. If the lab manual calls for you to show calculation, then show the calculation. If you do not, you will receive a zero for the work. If you are unsure, ask!
- Your **Participation** score encompasses things such as: coming to lab on time each day, working with your partner on an experiment (not just copying his/her results), cleaning your work area at the end of each lab, and being actively engaged in the lab experience instead of texting, talking on the phone, or playing around. If your average in this course drops below 25% (nonparticipation) you may be dropped by the instructor.
- ~~If properly prepared, students can easily complete experiments and worksheets within the lab period. At the beginning of the semester, everyone starts with 100 Participation points. Students who stay past the lab period (after 6:15 PM) will be penalized in lab technique points FOR EACH MINUTE they exceed the allotted lab time. Note that even if you are just cleaning up past 6:15 PM, you are still losing points!~~
- Academic dishonesty of any kind will not be tolerated. See the honesty policy below.

You are encouraged to come and talk to me if a problem arises, and we will work to find a resolution. If we cannot resolve the problem (unlikely), we will solicit the assistance of the department chair. If we continue to struggle in finding an adequate solution (highly unlikely), we will seek the counsel of the dean. If the problem escapes the collective wisdom of myself, the department chair, and the dean (extremely unlikely), we will turn to the vice president of Instruction. At this point, the problem will be resolved one way or another.

Important Policy Notes

1. Safety & Sustainability

1a. Personal Safety in the lab. The safety of yourself and your classmates is of paramount importance while in the laboratory!

Safety regulations must always be observed as it takes only one accident to cause blindness or serious permanent injury! The first meeting will cover the safety policy in this course. If you are not present during this first meeting when this is discussed, you will not be able to add the course until you demonstrate to the instructor that you understand and comprehend all safety rules and regulations.

You are always responsible for maintaining safe practices in the laboratory! This means following ALL SAFETY RULES, wearing eye protection and proper clothing and shoes, and conducting experiments strictly according to the lab manual. At any time during the laboratory period, the instructor has the right to dismiss you from the laboratory for violation of safety regulations. If you are dismissed, you will not receive credit for that laboratory session, and you will not be entitled to a make-up session. During any laboratory session, if your instructor gives you a warning regarding a safety violation, then any additional violations of that type during the remaining laboratory period will result in a 5-point penalty per violation of that day's laboratory experiment. Note, if you violate the safety goggles safety rules, you forfeit 10 pts!

Some important policies that will be strictly enforced are the dress code (wear Protective Personal Equipment, PPE, when experiments are being conducted), and NO eating or drinking in the lab! All materials in contact with chemicals are disposed of in the special material refuse bin.

The main difference between a violation of a safety rule and poor lab techniques is that the former jeopardizes oneself or others, the latter reflects on the accuracy of the experimental results and ultimately the lab grade.

1b Recycling and Sustainability. 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.

2. Preparation, time-management, and work in class

2a. Lab time is to complete the assignment schedule for the due date. Please see the schedule for the semester so you know what assignment is scheduled for that day. If it is an experiment, then come prepared lab procedure/lab manual in hand and with proper clothing / PPE. You should also have the prelab completed. If a report is to be turn in or some other assignment be prepared to turn it in when you walk through the door. All lab work for the day must be completed by 10 minutes before the scheduled end of class so you have time to clean up and turn in your work. If you are still in the lab when the schedule for lab meeting ends, you will be penalized lab technique points. Manage your time so you end the lab within the time allocated

2b. Use the lab report sheet. You must perform all your laboratory experiments in the lab report sheet from the lab manual. (Do not use notebook paper). Failure to comply will result in a 10% penalty on your lab grade. If a certain portion of the lab is assigned as homework, then a 10% penalty is imposed for every lab meeting it is late. Be sure to print or purchase the Lab manual from the Mira Mesa Copy Center before the second lab meeting.

2c Working with others. You may be doing each experiment/activity with several other students as a team. Although much of the workload in the laboratory is shared, **any laboratory assignments that are not specified by your instructor as group assignments must be your work.** Credit will not be given for any individual assignments that contain responses, which are identical or very similar to those of another student. 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.) then you will receive **no credit** for the assignment and will be dismissed from the course, receive a failing grade and referred to the Dean of Students for disciplinary action. For further information, please read the Miramar College catalog under the section on "Student Rights, Responsibilities of all San Diego Community College District students", under 3.0 Code of Conduct) See Honesty policy below

2d. Lab Etiquette. Proper lab attire is required for **EVERY** lab meeting (**even the first day and dry lab days**). Proper lab attire includes **closed-toed shoes that enclose the entire foot, pants that go down to the ankles and cover the entire leg and shirts that cover shoulders and midriff**. On experiment days, **everyone must wear full splash goggles** and a **100% cotton lab coat with a snap or cloth knot buttons**. **Nitrile gloves** must be worn when handling harmful chemicals and when washing glassware. While in the classroom, phones must be stored in a bag or drawer. **Texting and phone calls should be made outside the classroom. While in the classroom, phones should be stored in a bag or a drawer.**

2e. Calculator policy. By the second-class meeting, you must have a calculator that has the following function: scientific notation, base 10 and natural logarithms, and powers or roots (e.g. y^x or $\sqrt[n]{v}$). If you need help in determining whether your calculator contains these functions or in using any of your calculator's functions, please see your instructor immediately. **It will be your responsibility to understand the use of your calculator and its functions.** Please bring your calculator to each class meeting. Smart devices such as smartphones or iPad/tablets are generally not allowed to be used as calculators. In some instances, computers will need to be used to complete a spreadsheet. If you bring your computer for such exercises during an assessment, you will not be allowed to use the internet.

2f Show your work! For all assignments, i.e., **Laboratory assignments**, homework, quizzes, and exams: **No credit** will be given for any numerical problem unless they are accompanied by a complete step-by-step solution, which clearly shows how the answer was obtained. Always box your final answer and remember that neatness will count. If your work cannot be followed, **you may not be given credit for that problem.** Please do not write using a pen for calculations. **Write your name on all the sheets of paper you turn in.**

3. Absence Policy

3a. Class attendance. Your attendance in this class is mandated by the State of California. More specifically, students may be dropped (without reinstatement) for missing more than 3 lab meetings, excused or unexcused, before the withdrawal deadline. If you miss more than 4 class meetings for the entire semester, your final grade will drop one letter grade and all extra credit points will be forfeit.

3b. Repeatability. Student education at the California community colleges is heavily subsidized by the state government. As such, the state has limits on the number of times it will fund a student to re-enroll in the same course. This limit changes every year depending on economic conditions. If this is your second time taking this course, and you do not pass or drop with a "W," you will be required to petition to take the course a third time. In the present economic climate, these petitions are usually denied. Therefore, if this is your second attempt in this course, be sure that you are fully committed to passing.

4. Course Assessments and Honesty Policy

4a Preparation for quizzes & exams you must bring a calculator. No sharing of calculators will be permitted. It is your responsibility to bring your calculator on the day of a quiz or exam. If you do not, you may not be allowed to take the quiz or exam with a calculator. Scratch paper will not be permitted unless provided by your instructor. Each assignment will require your signature. Your signature is an agreement between you and your instructor indicating that you agree that you are practicing the honesty policy for the course. If you fail to sign your assignment, your score for that assignment may be penalized, or at worst, you may receive zero for the assignment.

4b. Policies during an exam. Seating chart and preparation for midterm and final exams. When a midterm or final exam is to be given, you will be asked to remove all necessary material from your backpack/purse such as Scantron, calculator, pencil, lab notebook (if allowed), etc., and place these items at your lab station. You must turn off your cell phone (or place in silent mode), place other personal items back in your backpack/purse and place your backpack at the front of the room, under the whiteboard. You should retrieve your personal belongings after the exam. A seating chart may be posted for any quiz or exam. If you are not seated in your assigned seat, then you will be asked to comply, if you refuse you may be dismissed from the class and **you will not be allowed to take the quiz or exam.** If you need to use the bathroom, come up to the instructor station, turn in all material and your instructor will excuse you at that time. When you return, you can collect your assessment material and continue the exam. In general, when you have turned in your exam, and there is no other work scheduled, you may leave. After the instructor has reviewed the assessment, the final score will be released or the assessment return to the student. If you believe you were graded incorrectly, you have **two weeks** to contest the score. After that time, you lose your chance to contest the score and the assessment score stands. This applies to homework, labs, exercises, quizzes and all assignments in this course.

5. Administrative Issues and Professional Conduct

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. 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-percentile, 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 email (fgarces.ch152@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 a very flowery email address but there is no indication of who you are, i.e., PowerKid96@yahoo.com (I doubt if I have a student name PowerKid96). If you do not indicate who you are, there are 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 detailed 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 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 always expected to 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. Students 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. Students are to apply a code of honor, under which students 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 maturely while you are online. There are [net-etiquette](#) websites that give 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 classmates.

- Plagiarism: If you plagiarize in 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. More specifically, students are expected to be honest, and ethical always in the pursuit of academic goals. Students who are found to be in violation of Administrative Procedure 3100.3 Honest Academic Conduct, will receive a grade of zero on the assignment, quiz, or exam in question and may be referred for disciplinary action in accordance with Administrative Procedure 3100.2, Student Disciplinary Procedures. 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.

6 Conditions for being Dropped

- Missed 3 consecutive required assignments (i.e., exercise and lab work)
- Missed Safety or Syllabus quiz.
- The average score drops below 25% of the total to date.
- Missing more than 4 class meetings before the withdrawal deadline.
- 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 "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 a 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 considered to be one of the most effective. It is based on 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 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 per 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 whole, from another person 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 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 sources) as one's 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, per 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 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 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 per 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.