



## Department of Chemistry and Physics Instructor Addendum to Course Syllabus

**Instructor:** Ben Bradley    **Office:** A329, CPC    **Phone:** 972.548.6518

**Course:** Chem 1411    **Section:** C7L    **Semester:** Fall 2009

**Instructor Webpage:** <http://iws.ccccd.edu/bbradley>

**Department Webpage:** <http://www.ccccd.edu/chemistry>

**Email:** [bbradley@cccd.edu](mailto:bbradley@cccd.edu)

**Office Hours:** W 5:30pm – 6:30pm (or by appointment)

**LAB MANUAL:** None. All experiments are posted on the department website.

**SUPPLIES:** Goggles (NOT safety glasses) are required for all wet labs. Recommended materials include a scientific calculator and gloves. See course syllabus for more information.

### **METHOD OF EVALUATION:**

Safety Presentation	10%
Lab Procedure	10%
Formal Reports (2)	20%
Lab Reports (8)	40%
Lab Practical	20%

- Each group will be assigned an experiment for which they must give a safety presentation and be among the cleanup crew at the end of the lab.
- A grade for proper lab procedure will be given. You will start with 100 points, and points will be deducted for improper procedure in lab. This includes but is not limited to taking goggles off during an experiment, improper lab attire, not following directions, attendance, and leaving your cabinet messy.
- Prelab exercises will be part of your final lab report grades. They can be accessed via my webpage and must be **completed** and turned in when you walk in the lab.
- When performing a wet lab, if you do not turn in a prelab or have proper lab attire, you will not be allowed to perform the experiment—NO EXCEPTIONS!! For me to allow you to work in the lab without having familiarized yourself with the hazards is a safety risk for not only you but everyone else in the lab. Always be prepared for the work ahead!
- All lab reports are due the day of the meeting following the completion of that lab. After that, it will be counted as late.
- Five points will be deducted for every day that your report is late. Late lab reports will be accepted no later than one meeting after it was due—NO EXCEPTIONS!
- The final lab practical will be comprehensive. A review will be given the meeting before the practical.
- All lab reports and prelabs are to be completed **individually**. Although data is collected in groups, your lab reports are to be done on your own.

## **ATTENDANCE POLICY:**

Students should attend all meetings. It is the responsibility of the student to obtain from classmates all missed material due to absence. Any missed graded work will be a zero unless prior arrangements have been made with instructor. **If four or more labs are missed, the final lab average will be ZERO (20% of course grade) at the end of the semester.** Students who miss the prelab lecture or who are not properly prepared to perform a lab WILL be barred from performing the lab in question. Students who elect to stop attending lab should officially drop this course.

## **COURSE WITHDRAWAL POLICY:**

Last day to withdraw from class is 10/16/09. **No "W" will be granted after that date.**

### **WITHDRAWAL POLICY**

*Texas Education Code 51.907 Course Drop Limit Provisions*

Students who enroll as an entering freshman or a first-time college student in undergraduate courses at any Texas public community college, technical institute, health sciences institution, or any public university offering undergraduate courses must comply with the legislation of TEC51.907.

TEC51.907 states that students who enroll for the first time during the fall 2007 semester or any subsequent semester are subject to the course drop limit of six course drops. This includes any course a transfer student has dropped at another institution.

Collin College will not begin to count dropped courses until the fall 2008 semester.

*NOTE: You will not be allowed to withdraw from classes at Collin if your official transcripts (required for admission) are not on file.*

Drops **after** the term census date are considered **withdrawals** and appear as a "W" on the transcript. Students cannot withdraw on CougarWeb.

Courses taken **Fall 2002 and later** can be repeated only **once** to replace the grade. As stated in the Collin catalog (p.26) "a course in which a grade (including W) has been received can be repeated only one time to replace the grade."

## **ACADEMIC ETHICS:**

The College District may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work material that is not one's own. Scholastic dishonesty may involve, but is not limited to, one or more of the following acts: cheating, plagiarism, collusion, use of annotated texts or teacher's editions, and/or falsifying academic records.

**Plagiarism** is the use of an author's words or ideas as if they were one's own without giving credit to the source, including, but not limited to, failure to acknowledge a direct quotation.

**Cheating** is the willful giving or receiving of information in an unauthorized manner during an examination, illicitly obtaining examination questions in advance, copying computer or Internet files, using someone else's work for assignments as if it were one's own, or any other dishonest means of attempting to fulfill the requirements of a course.

**Collusion** is intentionally or unintentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, failing to secure academic work; providing a paper or project to another student; providing an inappropriate level of assistance; communicating answers to a classmate during an examination or any other course assignment; removing tests or answer sheets from a test site, and allowing a classmate to copy answers.