

SYLLABUS
Tulsa Community College, West Campus
Fall 2016

Course: CHEM-1114 Principles of Chemistry (Internet)

Section # 490

CRN 11660

To Contact Your Instructors:

Dr. Daniel S. Decker

Email: daniel.decker@tulsacc.edu

Office phone: 918-595-8075

Office number: S278

To Contact the Division Office (West Campus):

Division Name: Science and Math Division

Division Associate Dean: Connie Hebert

Office: WCS-160

Office Phone: 918-595-8193

To Contact Distance Learning:

Phone Number: 918-595-7282

Toll Free: 1 (888)-822-2973

Fall 2016 Office Hours for Dr. Daniel Decker:

Monday – Thursday: 8:00 – 9:00 AM

Monday & Thursday: 1:00 – 4:00 PM

Prerequisites for this Course:

MTH 0013, Beginning Algebra or equivalent (high school algebra)

Course Description:

“A one-semester course for science majors. Not open for credit to students who have credit in CHE 1315 or 1415. Does not substitute for CHE1315. Principal concepts and theories of chemistry are examined. These fundamental principles are applied to a variety of topics such as chemical bonding, chemical reactions, states of matter, solutions, electrochemistry, and nuclear chemistry. The descriptive chemistry of some common elements and compounds is included.” Lecture: 3 hours; Laboratory: 3 hrs.

Transferability

Please visit with the TCC Counseling Center or the Counseling Center at the college or university to which you plan to transfer to determine transferability status of this course.

Textbooks & Supplemental Material

Required: Internet access. The student is responsible to maintain adequate access to the internet to complete the course requirements. Students who do not have internet access at home are responsible for obtaining access to course materials through the computer labs on a TCC campus, or through other public internet providers in a timely manner as needed to meet the assignment deadlines. *[However, be aware that using public computers may create a hardship, especially during this fall semester when college computer labs will be closed from Friday through Sunday each week. All course requirements remain the same whether your computer access is public or private (home).]*

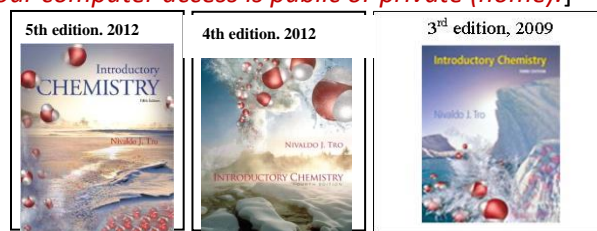
Required textbook information:

Book: Introductory Chemistry by Nivaldo J. Tro

Publisher: Prentice Hall (Pearson)

Online Homework: MasteringChemistry for Introductory Chemistry (must be Tro, 5th ed.)

For this course, you **must** purchase access to **Modified Mastering Chemistry** online homework for the **fifth** edition of Introductory Chemistry by Nivaldo Tro. It may be purchased through our Blackboard site (please wait until class begins), or bundled with a brand new textbook. You may use **either** the fifth edition of the textbook or an older edition, but you must purchase Modified Mastering for the fifth edition. See the table below for the ISBN numbers of the options. (Please **do not** purchase Introductory Chemistry Essentials, which is missing two critical chapters.)



| Version | ISBN13 | *Price (Date) | Source |
|--|-------------------|--------------------------|---|
| Introductory Chemistry, Books a la Carte Plus Modified MasteringChemistry -- Access Card Package, 5/E (includes 5 th edition loose-leaf-ready textbook, and Modified MasteringChemistry access code) | 9780133877939 | \$135.95 (08/11/2014) | TCC bookstore |
| Introductory Chemistry Plus MasteringChemistry with eText -- Access Card Package, 4/E (includes 4 th edition hard-cover textbook, and MasteringChemistry access code) | 9780133883305 | \$201.95(08/11/2014) | TCC bookstore |
| Introductory Chemistry, 4 th edition, textbook only, no MasteringChemistry access code, 2011(used) | 9780321687937 | Will vary | New or used booksellers |
| Introductory Chemistry, 3 rd edition, textbook only, no MasteringChemistry access code, 2008 (used) | 9780136003823 | Will vary | New or used booksellers |
| Mastering Chemistry without e-book access | No ISBN available | \$ 66.00 (08/11/2014) | Web purchase through the Blackboard site. |
| Mastering Chemistry with e-book access but no hardcover book. | No ISBN available | \$110.00 (08/11/2014) | Web purchase through the Blackboard site. |
| Explore www.text2trade.org , a Web site for TCC students to buy/sell/trade with each other. | | | |
| Book rental is an option at sources such as www.chegg.com . Students have given that website good reviews. *Price shown is the suggested retail price from pearsonhighered.com as of the date shown. | | | |

Note: If you are a nursing student, the nursing program highly recommends that you keep your foundation textbooks in chemistry and biology rather than reselling them. They will be good reference material for you later in the nursing program.

Required software: Microsoft Office XP, 2003, 2007. (Lab reports are submitted as MS Word Documents.) The following software **will not work** for submitting assignments: **Microsoft Works, WordPerfect, WordPad, and Notepad.** *If you do not have Office, TCC students can download it from Blackboard free.*

- Go to the Organization tab
- Search for: software
- Enroll in the organization
- Follow the on-screen instructions

Required: **Signed copy of both the "Liability Waiver" and "Safe Lab Practices" with a copy of a photo ID to be submitted by the end of the First week of classes.(August 29th)** These documents may be found in the Blackboard site by clicking the [Syllabus/ImptDocs](#) button. You may submit them at the time you pick up your lab kit. If you make arrangements to have your lab kit mailed, you must mail or fax the documents to my attention. The mailing address can be found at the bottom of the documents or in the [Instructor Info](#) area of Blackboard. You may **fax (#918-595-8190)** these documents to my attention, with a cover page stating the number of pages to follow including the cover page and a phone number where you can be contacted in case the document does not transmit properly. No lab kits will be issued without these documents!

Required: Laboratory Kit to be picked up at the **Tulsa Community College West Campus Science and Math Division Office, WCS-160**, during the first week of class, **Monday, August 22nd – Monday, August 29th, between 8:00 A.M. – 5:00 P.M.** (The science and math department is closed Saturday-Sunday during the fall semester.) **The lab kit is not available at the bookstore or at any other campus.** If you live more than an

hour from Tulsa, please contact your instructor **immediately** to make other arrangements to obtain your lab kit. In general, lab kits are **not mailed** to those living within an hour of campus- please contact your instructor if you need to arrange for someone else to pick up your lab kit for you. The lab kit is provided through your lab fee for the course. **No lab kits will be distributed prior to August 22nd – no exceptions!**

Required: MyWeigh Triton T2 550 digital pocket scale (available through the bookstore at Northeast campus, West Campus or on-line), approximately \$20. This scale will weigh in grams to the nearest 0.1 gram. Typical kitchen or postal scales do not have this sensitivity and will not be adequate to complete the experiments properly. Do not substitute this scale with any other scale without checking first with your instructor.

Required: Scientific calculator with scientific notation and logs (A graphing calculator is not required.) The teal/white multiview version of the TI-30XS is not recommended, but other versions of TI-30 calculators should be fine. Scientific calculators can be obtained at discount stores for less than \$20 if you do not already own one. If you already own a scientific calculator, you may use what you have.

Required: Safety goggles and lab coat or apron- available at TCC Bookstore or at grocery, hardware, or drug stores.

Required: Household chemicals and materials for labs; list of materials found in Books/Supplies area on Blackboard.

Optional: Student study guide that accompanies book.

General Education Goal Statement

The General Education Goals are designed to ensure that graduates of Tulsa Community College have the skills, knowledge, and abilities that comprise a common foundation for their higher education and a backdrop for their work and personal lives. General Education Goals relevant to Principles of Chemistry include: critical thinking, effective communication, engaged learning, and technological proficiency.

Course Objectives

TCC students who have taken this course:

1. will be able to recognize, define, and use the terminology and symbols that characterize the unique language of chemistry.
2. will be able to solve chemical problems by applying logical and mathematical strategies
3. will be able to recall principal concepts and theories of chemistry and apply those concepts in answering questions about chemical phenomena.
4. will be able to recognize and describe the steps of the scientific method and discuss the application of the scientific method in research and problem solving strategies.
5. will research and discuss a variety of topics that demonstrate the role of chemistry in our daily lives.

Technical Skill Requirements

You should be proficient with the following:

1. Using a word processor (changing font, spell check, etc)
2. Using email for communication
3. Sending an attachment via email
4. Navigating the internet
5. Downloading appropriate plugins
6. Using an internet search engine

Syllabus Changes

Occasionally, changes to the syllabus may be necessary. Students will be notified of any changes to the syllabus in writing.

Communications

1. **All communications** for this course should be thoughtful, respectful, and content-appropriate for a college course. **All communications** should utilize standard English grammar, punctuation, capitalization and spelling. This includes all discussion board postings, emails, and all work submitted for assignments.
2. **Assignments and due dates** will be posted weekly to the [WeeklyTasks](#). Other important information will be posted as needed to the [Announcements](#) area. It is vital for the student to log in to Blackboard frequently to check for updates to announcements.
3. **Email communications:** All TCC students receive a designated "MyTCC" email address (ex: jane_doe@mail.tulsacc.edu). All communications to you about TCC and about course assignments will be sent to your MyTCC email address; and you must use MyTCC email to send email to, and receive email from, the instructor regarding this course. You access MyTCC at <https://portal.tulsacc.edu>.
4. **Inclement Weather:** TCC rarely closes. If extreme weather conditions or emergency situations arise, TCC always gives cancellation notices to radio and television stations. This information is also posted on the TCC website (www.tulsacc.edu). You may sign up to receive email, voice mail or text message alerts about weather or other safety and security issues on the myTCC portal by clicking on the "TCC alerts" tab.
5. **Requests for exceptions** to any course policy or assignment deadline and requests for exam resets should be made by email to the instructor in a timely manner well **in advance** of any applicable deadline. Exceptions are made only rarely and only for grave circumstances.

Teaching Methods

1. **All course content will be delivered online.**
2. The **textbook** will be used as the basis for the course content supplemented by other resources. Each week, chapters to be covered in the textbook will be assigned. **Students are expected to read the assigned sections of the chapters in the textbook.**
3. **Lecture materials** normally delivered in an on-campus class will be posted as **PowerPoint presentation slides** on a Blackboard website. Lecture notes will also be posted to accompany the slide presentations.
4. **Chapter objectives and additional notes** will also be posted as necessary.
5. **Weekly homework** will be submitted for grading online in Mastering Chemistry.
6. **Weekly lab assignments** will be done at home and lab reports will be submitted through Blackboard. Some lab assignments will require the student to mail data to the instructor.
7. **Discussion** of the **chemistry topics** being covered each week will be accomplished via the **Discussion Board**. Participation in the discussion is required and will be graded.
8. **Three proctored chapter exams** will be given online and will be proctored in a TCC testing center or other approved location. Additional quizzes will be given for credit as indicated in the weekly tasks or course schedule.
9. The **MyTCC portal and email system** is the 'official' electronic communication channel for the college to the student and the student to the college. Please check this email account frequently. Notice of important announcements are made by email in this course.

Attendance—Time Commitment—Student Expectations

1. Although as an online student you will not travel to a campus for class meetings, attendance via regular participation in the online classroom is **essential** for maintaining the best learning environment. Students can learn directly from the course material, but peer to peer, instructor to student, and student to instructor interactions also provide essential learning experiences in this class.
2. You are expected to log on to the course site at **least 3 times per week, preferably daily**. Students who successfully complete the course report that they spend **at least** 12 hours per week on the course **during a regular semester**.
3. Students are expected to participate in the course through homework, lab assignments, and discussion board assignments as well as exams. Students who fail to submit assignments for a period of two weeks will be considered to be not participating. An excessive absence notice will be issued and the student may lose access to course materials in the Blackboard site until an appointment with the instructor concerning participation issues has been met.

4. It is the responsibility of the student to verify through the student grade book that all assignments have been submitted properly.
5. When a document has been submitted through the assignment feature in Blackboard, the student will see an exclamation point (!) in the grade book. It is the responsibility of the student to make sure that the document submitted is the correct document. Submissions of blank report sheets or procedure documents in place of properly completed lab reports may result in a grade of zero for the assignment.
6. When a student submits a quiz, the student grade book will show either an exclamation point (!) or a score. If the assignment shows a lock icon the assignment is still in progress and must still be submitted before the deadline. A blank link (-) means the assignment has not been accessed or submitted.
7. Questions about assignment submission must be placed within 1 week of the assignment due date.
8. **Note: This internet course demands that the student be self-motivated and self-disciplined. You are responsible to keep up with the schedule, assignments, and exams. Your instructors will contact you throughout the semester via email, and Blackboard is available at all times.**

Instructor Availability

It is our goal to assist you in mastering the course material. Please use the discussion board to post questions about **course content** rather than emailing the instructor privately; this will benefit the whole class. Use email to contact the instructors with questions about your individual grades or other personal matters. During the regular work week (M-Th), we will usually respond to email and phone messages within 24 hours, often quicker. Messages received after noon on Friday or on the weekends may not receive a response until Monday. **Plan ahead to avoid due date crises!**

You can reach me (Dr. Decker) by phone or in person in my office during my regular posted office hours. You may drop in any time if you are on campus for other reasons, but if you are making a special trip to campus to see me, it is always wise to call ahead to make sure I will be available. Please email or call me **in advance** if you need to schedule an appointment for a time other than my regular posted office hours.

I will monitor the discussion board frequently but I may often delay responding to posts to give others a chance to respond. I will intervene and make corrections as needed if misleading information is posted.

Classroom Etiquette

Our “classroom” is the online Blackboard site rather than in a physical space on campus. Remember that the learning environment is much more effective when we work together to learn. Students will be respectful to other students and to the instructor at all times. Respectful behavior includes choosing appropriate written expressions on the online discussion boards.

Open and mutually respectful communication of varied opinions, beliefs, and perspectives during classroom or online discussion encourages the free exchange of ideas that is essential to higher learning and to the ability to learn from each other.

What You Should Understand About Internet Classes

- Be realistic about the amount of time required to do coursework.
- Plan to spend 2—3 hours for every credit hour per week (total ~12 hours).
- Schedule class time just as if you were attending class on-campus.
- Turn in your work **on time**.
- On-line is **not** easier.
- Participate actively in the class.
- Use email and discussion boards to communicate often with your instructor and other classmates.
- Log on to the class at least 3—4 times a week (every day is best.)
- **Do not fall behind** in your assignments.
- **Ask for help** when you need help.
- Blackboard is available 24 hours a day, seven days a week (except for the maintenance window early Wednesday morning); however, the instructor is **not** online 24/7.

Evaluation Techniques

A. Exams and Quizzes

1. During the course of the semester, there will be **four proctored chapter exams** as indicated in the schedule. There will also be 1 graded quiz which is not proctored. Exams and quizzes will cover **both lecture and lab material** and will generally be posted for 5 days. Exams must be completed by the due date. See the section below on Make-ups, Late Assignments and Exam Reset policy for consequences arising from failure to complete exams or quizzes on time.
2. **Exams are proctored and must be taken at a testing center.** They are password-protected and designed such that each student will have a different but similar quiz or exam. They are also time-limited. **You will not be able to take longer than the allotted time for the exam, as Blackboard will kick you out of the exam when time expires.** If you live in the Tulsa area, you may take your exam at one of the TCC Testing Centers during their operating hours. The password will be provided to the proctor. If you live more than an hour from Tulsa, you may provide us with your home address and we will make similar arrangements with the closest testing center in your area. **Testing centers away from TCC may charge you a fee for services. Details on proctored testing procedures will be made available prior to the first exam.**
3. **Shorter unproctored quizzes** may be given as indicated in the schedule. The same policies and penalties apply to unproctored quizzes and practice quizzes as to exams.

B. Homework Assignments

1. **Homework assignments** will be completed using Mastering Chemistry, an online learning application. Online homework has the advantage of providing you with immediate feedback on your work. You will be allowed to submit answers again until you are successful in completing a problem.
2. Completion of weekly objectives will be due **by 5:00 PM on Mondays** unless otherwise announced.
3. Online homework has been shown to be a valuable tool in mastering problem solving and concepts in our on-campus classes. The experience of students who have taken the time to master using these tools in our courses is very positive. Please give yourself time to become accustomed to the system and use the helps you are given. It is important that you pay close attention to details to be successful in online homework. This will be a valuable skill, whatever your future career might be.

C. Discussion Board

Participation in Discussion Forums: Each week, with few exceptions, a discussion topic pertinent to science and the scientific method and their societal implications is posted on the Discussion board (DB). For each discussion topic, you must post your participation to the appropriate Weekly Discussion Forum by the due date (usually Saturday evening at midnight), of approximately 250 words. The post will be worth **7** points. You must also post a substantial response of about 50 words or more to **two** other student postings, minimum, by the due date (usually Monday afternoon at 5:00 PM according to the course schedule); which will be worth **3** points, for a total of **10** points for the assignment. Watch the weekly tasks, announcements, and course schedule for deviations from the normal schedule. You **cannot** achieve an "A" or "B" grade in this class without consistent, active participation.

1. Late posts receive a penalty of a letter grade (**10%**) per day late.
2. Posts that include "copied/pasted" information from internet sites will receive **no** credit. Posts must be your own work and in your own words to receive credit for the entire post.
3. All posts on the discussion board will require complete bibliographic citations for any research work; without proper citation, you will receive **no** credit.
4. Each discussion board forum will have a "Click here" link to a document with details about the discussion for that forum. You must comply with all the requirements indicated in the document to get full credit for the weekly discussion board, so read them carefully.

The **discussion grade** is determined by:

1. Active learning efforts
2. Application to the scientific method in your investigation.
3. Supporting your opinion with documented and authentic evidences and resources
4. Correct and complete citation to your resources.
5. Use of the scientific terms
6. Demonstration of your understanding to the course concepts
7. Interest in acquiring new knowledge
8. Eloquence and effective communication.

Important Discussion Board Tips:

1. All online participation and discussion postings are expected to be constructive and respectful, just as in an on-campus class. Flaming others in our class, posting inappropriate materials or links, or other non-collegial behavior will not be tolerated, and you will be removed from the class and disciplinary action via the dean of student services office may be taken. Please review your rights and responsibilities as students in the current version of the Student Handbook and TCC Student Code of Conduct Policy Handbook.
2. Keep a positive attitude always, and be patient. **Keep in mind that the DB is not a forum to express frustrations.** If you have problems with the course and would like to talk about it please contact an instructor via e-mail.
3. When asking questions over quizzes or course material, avoid phrases such as "this question confuses me", "I do not know how to start" or "I do not know how to answer questions 5-8" instead **analyze the problem, tell us what you know and understand, and then pinpoint what is causing the confusion, or where you encountered the deadlock.**
4. The purpose of the various discussion forums on Bb is to provide a forum for positive exchange of ideas related to the course matter. The discussions are expected to be conducted in a positive atmosphere in order to enhance the learning process and achieve the course objectives. Accordingly, I reserve the right to remove any post I perceive to be irrelevant or inappropriate.
5. **Please note!** Because online classes might be very new to some of you, you may find that it takes you more than a week or two to "get comfortable" with the course and how to learn most effectively for **you. BE PATIENT** with yourself. If this is your first online course, set a goal of first learning to use the course system to post discussion thoughts, and to access the course material in the Content Area.

D. Laboratory

1. Laboratory work will be done at home and completed during the week it is assigned.
2. A **lab kit**, containing **some** of the materials needed, will be provided. You will need to pick it up at the **West Campus Science and Math Division office, WCS160**, or by special arrangement with your instructor. (See the Textbooks and Supplemental Materials section above.) **You will need to purchase some additional materials** such as a scale and household chemicals for specific experiments.
3. Procedures and report sheets for each lab will be posted on the web site in the Assignments area, generally on the Wednesday before the week they are specifically assigned. Completed lab reports to be graded will be due **by 5:00 PM on Mondays** according to the course schedule. **This is a firm deadline- late reports are not accepted.** They will be submitted via the assignments feature of Blackboard. **Students are responsible** for making sure that the document submitted is the fully completed report and not the procedure or a blank report sheet. The two documents are easily differentiated from each other from their file names. **The lab report will have a file name such as "Lab 01 YourName.doc" where you must replace "YourName" with your actual name.** Failure to submit a report or submitting the wrong document will result in a grade of **zero** for the lab exercise.
4. Students must follow all **general safety guidelines** listed in "Safe Lab Practices" and specific safety precautions for particular experiments.
5. Students are required to sign a **Waiver and Release of Liability** during the first week of class. No lab kit will be issued to a student without the completed, signed waiver. Failure to sign a waiver in the required time period will result in the student being dropped from the class, and enrollment reopened to others.
6. **Labs will be done as individuals** with individual reports submitted. **Each student must write his/her own lab report; reports with substantially similar wording submitted by different students will be considered to have been plagiarized.** Both students will then incur penalties according to rules specified under the "Plagiarism Policy" heading.
7. You must have **Microsoft Word** as your word-processing software for labs. Some labs and homework contain figures and tables, which might not display correctly, making it difficult to read and grade if you use a different program. Points will be deducted from homework or lab reports that are not in the correct format. These will be submitted in Blackboard
- 8.

Exceptions to Assignment Timelines, Make-ups and Late Assignments

Although an online course allows a little more flexibility in scheduling for a student, **this is not a self-paced course.** Students are expected to abide by the course schedule. Requests from a student to deviate from the course schedule by taking exams early or requesting extensions to deadlines are disruptive to the instructor and to the rest of the class.

1. Deadlines for exams, and quizzes **are firm; there is no grace period for late work.** Course documents such as lecture notes and slides and assignments will generally be made available on Wednesday of the week before they are actually assigned. With materials available for approximately 10 days in advance of the deadline and exams and quizzes made available online for a period of 5 days, there is enough flexibility that there should be no need for late work. It is recommended that you submit quizzes, exams, and labs well in advance of the deadline to avoid missing a deadline as a result of technological breakdowns.
2. Homework assignments will have due dates and Mastering Chemistry will reduce the score by 10% for each day that an assignment is late. This will allow a little more flexibility for homework, but do not make the mistake of falling behind!
3. In general, students should expect that only extreme health-related emergencies documented by a letter from a physician will be an acceptable excuse for exemption from deadlines or for assignment timeline changes.
4. If an exception to any timeline or deadline is granted, a penalty of 10% per day at the discretion of the instructor will be applied to the assignment score. This includes requests to take exams early.

Exam Security and Exam/Quiz Reset Policy

1. **It is the responsibility of the student to secure a reliable Internet service provider to ensure that service interruption does not occur while taking a quiz or exam.** If a student is disconnected prior to completion and submission of a quiz or exam for whatever reason (i.e. power failure or simply disconnected by the internet service provider), the student may request his/her exam to be reset and to be allowed to retake it.
2. **Exam resets provide a way of dealing with technological issues.** Exam resets are **not** granted to allow a student an opportunity to improve their exam or quiz grade.
3. A student may request a reset (exam or quiz) **no more than three (3) times** during the **course**.
4. **To request a reset, email your instructor.** Exam reset requests may be made by telephone to the instructor's office during **posted office hours** only. Proctored exam reset requests due to an interruption in service should be made **by the proctor** to the instructor by telephone using the contact information given to the testing center.
5. Exam resets will be made in as timely a manner as possible, but allow up to **24 hours** for a reset request to be executed.
6. Students who request a reset on the last evening of the exam must still complete the exam before the deadline; requests for a reset on the last evening of the testing interval will **not** result in an extension of the deadline for the exam or quiz. (**Hint: do not wait till the last minute to take the test**).
7. There is no penalty for the first reset if the exam or quiz is completed by the deadline.
8. **Succeeding quiz resets will incur a penalty of 10% deducted from the score.**
9. **Proctored exam resets due to service interruption at the testing center will not be counted against the student.**

Bonus Points/Extra Credit

Bonus point opportunities will be very few and are initiated only by the instructor. They will be spelled out in the syllabus, weekly tasks or in specific assignments. Student-initiated requests for bonus or extra credit to raise the earned grade at the end of the semester will be denied.

The equivalent of one lab score will be "forgiven" in calculating the final semester grade. Students will retain all points they have earned throughout the semester and the equivalent of one lab score will be subtracted from the total points available at the end of the semester. Thus, if you complete and submit all assignments throughout the semester, you will have earned bonus credit equivalent to your lowest lab score.

Grading System

Your final grade will be calculated based on the percentage of the total number of points you have earned all during the semester, distributed **approximately** as follows:

| | | |
|---------------------------------------|---------------|----------------------|
| Proctored Chapter Exams (3) | 450 points | GRADING SCALE |
| Graded Quizzes | 35 points | 90 - 100 % = A |
| Homework | ~ 330 points | 80 - 89 % = B |
| Discussion Postings | 150 points | 70 - 79 % = C |
| Laboratory Reports (best 10 @ 20 pts) | 200 points | 60 - 69 % = D |
| Total | ~ 1165 points | Below 60 % = F |

Course Withdrawal

The deadline to withdraw from a course shall not exceed 3/4 the duration of any class. Check the [TCC Academic Calendar](#) for the deadline that applies to the course(s). Begin the process with a discussion with the faculty member assigned to the course. Contact the Advisement Office at any TCC campus to initiate withdrawal from a course ('W' grade) or to change from Credit to Audit. Withdrawal and/or change to an audit from a course after the drop/add period can alter the financial aid award for the current and future semesters. Students may receive an outstanding bill from TCC if the recalculation leaves a balance due to TCC. Students who stop participating in the course and fail to withdraw may receive a course grade of "F," which may have financial aid consequences for the student.

Non-participation in this class does not constitute official withdrawal. Non-participation includes failure to submit homework and lab reports in a timely fashion, failure to participate on the discussion board, and/or failure to take scheduled quizzes and exams. A student who does not log in to Blackboard for more than 14 days, or who fails to submit assignments for two consecutive weeks will be issued an excessive absence notice, with potential consequences to financial aid. Any student who neither participates nor drops the class will receive the grade earned based on the work completed. Failure to withdraw may result in the student receiving a regular grade of F at the end of the semester, which may have financial aid consequences for the student. Students who stop participating in the course without withdrawing from the course may lose access to the course content in the Blackboard site until an appointment with the instructor to discuss the participation issues has been met.

The last day to withdraw with a "W" or change to audit for the Fall 2015 semester is Friday, Nov 11th, 2016.

Requests for a grade of "AW" (administrative withdrawal) past the withdrawal deadline due to a failing grade earned will be denied.

Change to Audit and Incomplete Grades

To request a change to an Audit (AU) or Incomplete (I), the student must be maintaining a passing grade. Students with a failing grade may not be considered for a change to audit or an incomplete grade. The student must initiate the change with the instructor and sign the audit or incomplete agreement. If the incomplete is due to a circumstance that prevents the student from being able to sign the form him/herself, the instructor may make other arrangements.

ADA Policy

Students with Special Needs: Students with documented disabilities are provided academic accommodations through the disABLED Student Resource Center (918-595-7115) or Resource Center for the Deaf and Hard of Hearing (918-595-7428/TDD-TTY 981-595-7434). If any student is in need of academic accommodations from either office, it is the student's responsibility to advise the instructor so an appropriate referral can be made no later than the first week of class. Students may also contact the disABLED Student Services Offices directly at the telephone numbers indicated. **Academic accommodations will not be provided unless appropriate documentation is provided to the disABLED student Services Offices to support the need.**

Students with Disabilities

TCC provides accommodations for qualifying students in compliance with the Americans with Disabilities Act. For information, students may contact the disABLED Student Resource Center, 918-595-7115, or the Resource Center for the Deaf and Hard of Hearing, 918-595-7428V, 918-595-7434TTY.

Academic accommodations will not be provided unless appropriate documentation is provided to the disABLED student Services Offices to support the need.

Learning Support Services

Updated: 10/19/2016

Reading, writing, and math tutoring services help students build analytic reading, solid research, effective writing, and good math skills. In addition, Reading and Writing Services can supplement classroom instruction with information on MLA, APA, or Chicago Manual styles. Internet research strategies, source evaluation and documentation methods, and essay writing techniques. You can find information on the services available at each campus by clicking on the Student Resources tab in Blackboard. Please call appropriate campus for hours of operation.

West Campus

Math/Science Center, WCI-166 (595-8196)

Reading and Writing Center, WCI-116 (595-8063)

Learning Resources Center, WCI-266 (595-8010)

Microcomputer Lab (TLC), WCI-166 (595-8122)

Academic Dishonesty

Academic dishonesty (cheating) is defined as the deception of others about one's own work or about the work of another. Academic dishonesty or misconduct is not condoned or tolerated at campuses within the Tulsa Community College system. Tulsa Community College adopts a policy delegating certain forms of authority for disciplinary action to the faculty. Such disciplinary actions delegated to the faculty include, but are not limited to, the dismissal of disrespectful or disorderly students from classes. In the case of academic dishonesty a faculty member may:

- require the student to redo an assignment or test, or require the student to complete a substitute assignment or test;
- Record a "zero" for the assignment or test in question;
- Recommend to the student that the student withdraw from the class, or administratively withdraw the student from the class;
- Record a grade of "F" for the student at the end of the semester.

Faculty may request that disciplinary action be taken against a student at the administrative level by submitting such request to the Dean of Student Services

Plagiarism Policy:

Deliberate plagiarism is claiming, indicating, or implying that the ideas, sentences, or words of another writer are your own; it includes having another writer do work claimed to be your own, copying the work of another and presenting it as your own, or following the work of another as a guide to ideas and expression that are then presented as your own. **At the discretion of the instructor, any student guilty of deliberate plagiarism will forfeit all points associated with the particular assignment or project and may be subject to receiving a grade of "F" for the class.** In addition, the matter may be reported to the appropriate administrative office.

Accidental plagiarism is the handling of quotations and paraphrases without a deliberate attempt to deceive; it includes failing to mark the beginning of paraphrases, failing to get away from the language of the original text when paraphrasing, failing to mark quotations with properly placed quotation marks, and failing to properly identify the source of a quotation or paraphrase. At the instructor's discretion, a student whose paper contains accidental plagiarism may have the opportunity to rewrite the paper with a reduction in grade.

The student should review the *TCC Academic Integrity Statement* as well as relevant sections of the *TCC Student Code of Conduct Policy Handbook*.

All work submitted to me for a grade should be your own work and expressed in your own words. This includes answers to homework problems and responses to questions on lab reports, quizzes or exams; students working as partners on work to be submitted for grading must make a special effort to insure that each one submits his/her own work.

Computer Services Acceptable Use

Access to computing resources is a privilege granted to all TCC faculty, staff, and students. Use of TCC computing resources is limited to purposes related to the College's mission of education, research, and community service. Student use of technology is governed by the Computer Services Acceptable Use Statements/Standards found in the *TCC Student Code of Conduct Policy Handbook*. These handbooks may be obtained by contacting any Student Activities or Dean of Student Services office.

Institutional Statement

Each student is responsible for being aware of the information contained in the TCC Catalog, TCC Student Handbook, Student Code of Conduct Policy Handbook, and semester information listed in the class schedule. All information may be viewed on the TCC website: www.tulsacc.edu

Students must abide by the policies contained in these documents of the college as well as the individual policies outlined in this syllabus.

Enrolling in Mastering Chemistry

1) Enter your Blackboard course

- a) **Always enter your Blackboard course first.** The Blackboard course has links to the MyLab & Mastering course. The first time you click a MyLab & Mastering link, you are guided through the Pearson registration process. You register for your Pearson account the first time you click a MyLab & Mastering course link from within a Blackboard course.
- b) Click **the button for ModMasteringChemistry** in the left navigation bar. The Pearson's MyLab and Mastering page is now displayed. The top area of the page lists the links into the MyLab and Mastering course. The lower area displays the course's Support Tools.
- c) Click any course link in the top area of the page.
- d) The End-User License Agreement and Privacy Policy will be displayed. Review the agreement and policy and click **I Accept**.

2) Register and pay for your Pearson course

- a) For the payment, the Pearson registration process requires that you do one of the following:
 - i) Use an access code that you already purchased with the textbook or a separate kit
 - ii) Purchase access online using a credit card or PayPal
 - iii) Request temporary access (If you're waiting for financial aid and can't pay immediately, you can access the full set of features in your instructor's online course without payment for 14 days. The temporary access option enables you to start your coursework and avoid missing deadlines set by your instructor.)
- b) **You do not need to enter a course ID during the Pearson registration process.** If you are prompted for a course ID, you are not enrolling in a linked course; you must cancel the process and register using the procedure below.
- c) **Tip:** If you have previously linked your Blackboard and Pearson accounts, you are taken directly to the Pearson payment page. Skip to **part g)** of this procedure if you are now prompted for an access code, payment, or request for temporary access.
- d) The MyLab & Mastering Register page is displayed.
- e) **Important! If you are prompted to enter a course ID, cancel the procedure.** Go back to the Blackboard course and click a Pearson link as described in [1.Enter your Blackboard course](#). Then continue with this procedure.
- f) Do one of the following:
 - i) **If you already have a Pearson account**, enter your Pearson username and password.
 - ii) **If you do not have a Pearson account**, click **Create** to create one. Then follow the screen prompts to set up an account.
- g) Do one of the following:
 - (1) **Enter an access code:** Click **Access Code**. The Access Code page is displayed. Enter the access code and click **Finish**.
 - (2) **Pay for access now:** Under **Use a Credit Card or PayPal**, click the button displaying the price you're going to pay. Enter your payment information. For assistance, click the **Help** button on the payment screen.
 - (3) **Request temporary access.** Click **Get temporary access without payment for 14 days** at the bottom of the Register page. Click **Yes** to complete your request.
- h) When your registration is complete, the You're Done page is displayed and you get a confirmation email. Click **Go to Your Course** to enter the MyLab & Mastering course immediately.
 - i) **Important! For all future access to the MyLab & Mastering course, make sure to enter it through your Blackboard course by clicking on the ModMasteringChemistry Link.**

CHE 1114 Principles of Chemistry On-Line
Tentative Course Schedule, Fall 2016

| Wk # | Date | Docs/ Assign Avail (Wed) | Course Topic Folder(s) | Lab #: Experiment Title | Homework (Mondays, 5 PM) | Quiz/Exam Dates | Discussion (Orig post Sat; Response Mon, 5 PM) |
|------|----------------|---|--|---|--|---|---|
| 1 | Aug 22 – 28 | Aug 17 th (before classes start) | 01_Intro to Chemistry_The Scientific Method 02A_Measurement and and Units | Read, sign, and submit Liability Waiver and Safety Guidelines; submit photo ID, pick up lab kit | HW: 00_Mastering Intro; 01_Chap01; 02_Math review; 03_Chap02A Aug 29 th @ 5 PM | Unproctored Quiz 1: Syllabus Quiz (24pt) Aug 22 – Aug 29 | DB01 Intro (Student Bio; Goals; LearnStrat) Orig Post 8/27 Responses 8/29 |
| 2 | Aug 29 – Sep 4 | Aug 31 st | 02B_Dimensional Analysis and Problem Solving 03_Matter and Atoms | Lab01: Safety in the Laboratory | HW: 04_Chap02B; 05_Chap03 Sep 5 th @ 5 PM | | DB02: How Do We Think? Orig Post 9/3 Responses 9/5 |
| 3 | Sep 5– 11 | Aug 30 th | 04_Electronic Structure of Atoms and Elements | Lab02: Measurement | HW:06_Chap04; 07_Chap09 Sep 12 th @ 5 PM | | DB03: Scientific Method Orig Post 09/10 Responses 09/12 |
| 4 | Sep 12 – 18 | Sep 7 th | College closed 9/5/2016 for LaborDay 05_Chemical Compounds and Bonding | Lab03: Density | HW:08_Chap05; 09_Chap10 Sep 19 th @ 5 PM | Proctored Exam 1 Course Topics 1-4 (9/12- 9/19 @ close of testing center) | DB04: Serendipity Orig Post 09/17 Responses 09/19 |
| 5 | Sep 19 – 25 | Sep 14 th | 06_Chemical Composition_Moles_Pct Composition | Lab04:Paper Chromatography Laws | HW: 10_Chap06 Sep 26 th @ 5 PM | | DB05: Who Can Be A Scientist? Orig Post 09/24 Responses 09/26 |

| Wk # | Date | Docs/ Assign Avail (Wed) | Course Topic Folder(s) | Lab #: Experiment Title | Homework (Mondays, 5 PM) | Quiz/Exam Dates | Discussion (Orig post Sat; Response Mon, 5 PM) |
|------|----------------|--------------------------|---|---------------------------------|--|--|---|
| 6 | Sep 26 – Oct 2 | Sep 21 st | 07_Chemical Reactions | Lab05: Chemical Reactions | HW: 11_Chap07 Oct 3 rd @ 5 PM | | DB06: Math and science education Orig Post 10/1 Responses 10/3 |
| 7 | Oct 3 – 9 | Sep 28 th | 08_Quantities in Chemical Reactions | Tentatively no lab | HW: 12_Chap08 Oct 10 th @5 PM | | DB07: Science vs Pseudo-science Orig Post 10/8 Responses 10/10 |
| 8 | Oct 10 – 16 | Oct 5 th | Review for Exam 2 | Tentatively no lab | No HW | Proctored Exam 2: Course Topics 5- 8 (10/10- 10/17 @ close of testing center) | DB08: Ethics in the Scientific Process Orig Post 10/15 Responses 10/17 |
| 9 | Oct 17 – 23 | Oct 12 th | 09A_ Gas Laws 09B_Liquids, Solids and Intermolecular Forces | Lab06: Gas | HW: 13_Chap11; 14_Chap12 Oct 24 th @ 5 PM | | DB09: Water Orig Post 10/12 Responses 10/24 |
| 10 | Oct 24 - 30 | Oct 19 th | 10A_Solutions 10B: Acids and Bases | Lab07: Acids & bases Indicators | HW: 15_Chap13; 16_Chap14 Oct 31 st @ 5 PM | | DB10: Acids and Bases Applications Orig Post 10/29 Responses 10/31 |
| 11 | Oct 31 – Nov 6 | Oct 26 th | 11_ Oxidation and reduction | Lab09: Silver Tarnish Removal | HW: 17_Chap16 Nov 7 th @ 5PM | | DB 11: Improve Fuel Econ/Reduce Emissions Orig Post 11/5 Responses 11/7 |
| 12 | Nov 7 – 13 | Nov 2 nd | College closed 11/8/2016 Review for Exam 3 12_Nuclear Chemistry Nov 11- Last day to withdraw | Lab 08: Antacids | HW: 21_Chap17 Nov 14 th @ 5 PM | Proctored Exam3 Course Topics 9A, 9B, 10A, 10B, 11 (11/7 - 11/14 @ close of testing center) | |

| Wk # | Date | Docs/ Assign Avail (Wed) | Course Topic Folder(s) | Lab #: Experiment Title | Homework (Mondays, 5 PM) | Quiz/Exam Dates | Discussion (Orig post Sat; Response Mon, 5 PM) |
|------|----------------|--------------------------|--|---------------------------|--|--|--|
| 13 | Nov 14 – 20 | Nov 9 th | 13_ Organic Chemistry | Lab10: Denaturing Protein | HW: 18_Chap18 Nov 21 st @ 5PM | | DB 12 Nuclear Winter Orig Post 11/19 Responses 11/21 |
| 14 | Nov 21 – 27 | Nov 16 th | College Closed for Thanksgiving 11/23-11/26 | | | | |
| 15 | Nov 28 – Dec 4 | Nov 23 rd | 14A_Biochemistry (Carbs and Lipids) | Lab11: Enzymes | HW: 19_Chap19A Dec 5 th @ 5PM | | DB 14: Radioactivity in Medicine Orig Post 12/3 Responses 12/5 |
| 16 | Dec 5 – 11 | Nov 23 rd | 14B_Biochemistry (Proteins and Nucleic Acids) | Tentatively no lab | HW: 20_Chap19B Dec 12 th @ 5PM | | DB 13: Genetic Testing Orig Post 12/10 Responses 12/12 |
| 17 | Dec 12 – 18 | Nov 23 rd | Comprehensive Final Exam | Tentatively no lab | No HW | Comprehensive proctored final exam (Blackboard) (12/12 - 12/17 @ close of test center) | DB 15: Final Discussion Orig Post Sunday 12/18, 5 pm |