**Syllabus:** Chemistry
**Course Number:** Chem I Lab 1112

**Instructor Information**

* Name: Monica Smith
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* E-mail: monica.smith@texarkanacollege.edu
* Office: Chemistry 16

**Required materials**

* Scientific calculator
* Composition notebook for labs

**Student Learning Outcomes for Chem 1112**

Specific laboratory objectives required by the Texas Higher Education Coordinating Board and available from the Lower-Division Academic Course Guide Manual are:

1. Use basic apparatus and apply experimental methodologies used in the chemistry laboratory.
2. Demonstrate safe and proper handling of laboratory equipment and chemicals.
3. Conduct basic laboratory experiments with proper laboratory techniques.
4. Make careful and accurate experimental observations.
5. Relate physical observations and measurements to theoretical principles.
6. Interpret laboratory results and experimental data, and reach logical conclusions.
7. Record experimental work completely and accurately in laboratory notebooks and communicate experimental results clearly in written reports.
8. Design fundamental experiments involving principles of chemistry.
9. Identify appropriate sources of information for conducting laboratory experiments involving principles of chemistry.

**Student Assessment**

* Your lab grade consists of the 10 labs.
* You will be required to complete and turn in a lab notebook for each lab.

**Grading Scale for course**:

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| --- | --- |
| **Grade**  |  |
| **A** | 89.5-100 |
| **B** | 79.5-89.4 |
| **C** | 69.5-79.4 |
| **D** | 59.5-69.4 |
| **F** | 59.4-below |

**Attendance Policy**

* Texarkana College’s absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she **may** be considered absent. Three tardies constitute one absence. It is the student’s responsibility to check the syllabus for each instructor’s tardy policy.
* Faculty members **are not** obligated to provide opportunities for students to make-up missed assignments and tests because of a student’s absence from class.
* A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student **may** receive a grade of “F” in the class. The instructor will submit the last date of attendance for students receiving a grade of “F” or “W”.
* Withdrawal from a course(s) **may** affect a student’s current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short- and long-term consequences of a withdrawal.
* **EXCUSED ABSENCES**A student’s absence due to school trips and/or school business will not be counted against a student’s allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by Texarkana College. Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty\* or religious holy days when students follow the correct notification procedures.  Instructors are not required to allow students to make up work for absences due to other reasons.
* **MAXIMUM ALLOWABLE ABSENCES**After official registration, the following number of unexcused absences will be the maximum allowable before a student **may** be dropped from the class. Mandated program certification requirements detailed for certain programs regarding the maximum allowable unexcused absences takes precedence over the following information.
* **Academic Classes**

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| **A COURSE THAT MEETS FOR THE FULL 16 WEEK SEMESTER** |
|  Class or Lab Meets:  Once a week (Night classes or Friday classes)Twice a week (MW or TR classes)Three times a week (MWF or TRF classes)Four times a week (MTWR classes)  |  An instructor **may** withdraw a student from a course if absences exceed: 2468 Three tardies count as one absence  |

**Make-up Policy**

* **No late work will be accepted.**
* Labs will not be made up.

**Alternate Operations during Campus Closure**

* In the event of an emergency or announced campus closure due to a natural disaster or pandemic, Texarkana College may need to move to altered operations and course delivery methods. During this time, Texarkana College may opt to continue delivery of instruction through methods that include but are not limited to online learning management system (Jenzabar or Moodle), online conferencing through TEAMS, email messaging, and/or an alternate schedule.
* It is the responsibility of the student to monitor Texarkana College's website (www.texarkanacollege.edu) for instructions about continuing courses remotely, instructor email notifications on the method of delivery and course-specific communication, and Texarkana College email notifications for important general information.

**COVID-19 Online/Virtual Environment Instructional Commitment**

* The ongoing Covid-19 situation will require that some course materials and instruction be provided through an online and/or virtual format. Even if all or a portion of a class was originally scheduled to meet face to face, social distancing guidelines associated with Covid-19 will limit the number of students who are able to attend face to face classes in person simultaneously. Further, circumstances associated with Covid-19 could cause the college to be forced to shift completely to an online and/or virtual delivery at any time during the semester.
* While TC faculty members are committed to providing students the option of face to face instruction if possible, students should be prepared to continue their classes in an online and/or virtual environment if necessary. Texarkana College is committed to maintaining engaging, high quality instruction regardless of the delivery format.

**Computer Requirement Policy:**

* Students are required to have a computer with Internet access for classes. The computer must be an actual computer – smart phones, iPads, Androids, Chromebooks, etc., are not acceptable substitutes because they lack software compatibility necessary to complete all assignments and tests. Financial costs for the necessary equipment and internet access are the responsibility of the student.
* Students needing to purchase a computer may do so through the Texarkana College Bookstore. Systems purchased through the bookstore meet or exceed all requirements, are competitively priced, and may be purchased using financial aid funds. If the system is purchased through another source, it is the student’s responsibility to ensure the system meets all requirements.
* Computer systems requirements:
	+ Webcam, microphone, and speakers or headphones
	+ Windows 10 or a recent version of Mac OS (minimum Sierra). Windows 10 S mode is not supported
	+ Hardware capable of running Microsoft Teams (free download) and supports multi-media playback
	+ Support for Chrome or Microsoft Edge – Note: Firefox, Safari, or other browsers may not work on all TC applications
	+ Able to run Microsoft Office which will be provided free to TC students
	+ Able to run Adobe Reader or another PDF viewer
	+ Antivirus software such as Windows Defender or another 3rd party anti-virus solution
	+ The Respondus Lockdown browser is used for taking tests; therefore, the system must be capable of running this software. Most newer systems that meet other specifications should work.
	+ Students should regularly backup content to prevent loss of coursework due to hardware failure. Backup copies of documents and other coursework may be placed on OneDrive cloud storage. OneDrive is included free of charge for all TC students. A list of Internet service providers can be found on the TC website at: https://www.texarkanacollege.edu/coronavirus/.

**Academic Integrity Statement**

* Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, col­lusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an “F”. This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <https://texarkanacollege.edu>.

**Disability Act Statement:**

* Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Tonja Blasé at 903-823-3349.  If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodations, please present it to the instructor so we can discuss the accommodations that you might need for this class.  It is best to request these changes at the beginning, if not before the start, of class so there is ample time to make the accommodations.

**Financial Aid:**

* **Attention!** Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before deciding.

**Basic Needs Security**

* Any student who has difficulty affording groceries or accessing enough food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in this course or ability to remain in school, is urged to contact Tonja Blasé, Director of Student Retention, at (903)823-3349 for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources that they may possess.