



Syllabus: **Introductory Chemistry Lab**

Course Number: **CHEM 1105**

Semester & Year: **Fall 2014**

Instructor Information

Name: **M. Sheets**

Office: **Chemistry 201**

Telephone: **903-823-3359**

E-mail: **mike.sheets@texarkanacollege.edu**

Office Hours: **see posted hours**

Textbook/Materials Information

Laboratory Guide for Introductory Chemistry, by Howard, Harman
and Sheets

Scientific Calculator (TI-30xA recommended)

Approved Chemical Splash Goggles

Student Learning Outcomes for the Course

The student will understand and be able to use different measurement units and tools, and convert from one unit to another.

The student will be familiar with basic chemical lab equipment, perform simple experiments and calculate the results.

Student Requirements for Completion of the Course

You will be assigned several laboratory exercises supporting topics in Chemistry 1305. You will also undertake a review of basic math and algebra concepts to support problem solving activities in both laboratory and lectures classes, and you will summarize material dealing with organic and biochemistry. Occasionally, you will view videos on related subjects.

Student Assessment

Each lab comes with a report which you will fill out, completing any calculations that may be required. These calculations may require you to apply skills you should have learned in your lecture class. Explanation will always be given at the beginning during the lab discussion time, so it is important to pay close attention and to take any notes you think necessary. Each lab will be given a grade of 0 to 10 and added together at the end of the semester to produce a total grade of 0 to 100.

Grading Scale

Grade	%	C	70-79
A	90-100	D	60-69
B	80-89	F	59-below

Class Schedule

Labs will meet for 3 hours once a week.

Absentee 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.

In some workforce/vocational areas, such as nursing and cosmetology, certification requirements necessitate an absentee policy that is more stringent than the institutional policy. In these instances, the matter of certification takes precedence over local policies, since certification policies are established by the State of Texas.

Faculty members **are not** obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student's absence from class. The institution is not required to take attendance with the exception of workforce/vocational areas, where certification requirements require taking attendance. However, experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

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. Make-up policies are listed in each individual instructor's syllabus.

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.

A COURSE THAT MEETS FOR THE FULL 16 WEEK SEMESTER	
Class or Lab Meets:	An instructor may withdraw a student from a course if absences exceed:
Once a week (Night / Friday classes)	2
Twice a week (MW or TTh classes)	4
Three times a week (MWF or TThF classes)	6
Four times a week (MTWR classes)	8
	Three tardies count as one absence

CHEM 1105 Attendance Policy

Students are expected to attend and participate in lab. While it is recognized that there are many valid reasons for missing lab, it must be remembered that if you miss lab you will miss discussion or lab work important to you. Excessive absences can lead to your being dropped from class. **You are allowed two (2) absences from lab.** You will work in groups of two (2). No groups of three (3) or more will be allowed except by express permission.

Make-up Policy

If you miss a lab, get a zero on that lab. If you can come to another section that week and make up the lab, see your instructor and determine if that section has room for you.

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". Information on this policy 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 go by the

Recruitment, Advisement, and Retention Department located in the Administration building for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodations, please present it to me 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 making a decision.

Introductory Chemistry lab is designed to complement the Introductory Chemistry lecture class. As a consequence, concepts and calculations from lecture will crossover into lab, as the topics for lab have been chosen to amplify those in lecture.

Please observe the college rules concerning food, drinks, and smoking. NO food or drinks will be allowed in the laboratory. **Cellular phones are not to be seen or heard in class.** If your phone (or pager) rings, you **may** be asked to leave class. If you need to be contacted during class for an emergency, the number for the **TC campus police** is **903-798-3330**. In an emergency, someone can call this number and the campus police will come and get you out of class. In case of an emergency at TC, I am required to have my cell phone in class so we will be notified in case a RAVE alert is issued.

Please be aware of the guidelines for conduct as stated in the college catalog and student handbook. Students must conduct themselves so other students are not distracted from the pursuit of learning. Discourteous or unseemly behavior will not be tolerated. Faculty members, staff and other students are to be treated with courtesy and respect. If unacceptable behavior occurs, the student may be asked to leave the classroom and may be subject to disciplinary action up to and including being dropped from the class with a grade of "F".

If you do not have a scientific calculator, I recommend a **Texas Instruments TI-30 XA**.

If you email me, please put CHEM 1105 in the subject line.

Dates to remember:

Labor Day	-	September 1	Thanksgiving Holidays	-	November 24-28
Last Day to Drop with a <u>W</u>	-	November 21	Final Exams	-	December 11,15,16,17