CHEMISTRY 115 POLICIES AND PROCEDURES, Fall 2008

Each CHM 115 professor is aware that chemistry can be difficult material for some people to learn. However, each professor understands that learning chemistry is not impossible and that a variety of different teaching and learning methods may assist with the learning process. In CHM 115 you will have the opportunity to learn individually, with partners and in groups in lectures, recitations, labs and outside of class study time. Experts report that to adequately learn new material in college, two (2) hours of effective study outside regularly scheduled class time each week per one (1) credit hour is required. CHM 115 is a 4-credit course so this suggests that eight (8) hours per week of effective study outside of regular class time is necessary to learn what the professors want you to learn. The department provides several sources of help for you in this process at no cost. These include the professors, the CHM 115 TAs and the Chemistry Resource Room.

Everyone is aware of the diversity of skills and personal issues within this large course so we are concerned that each individual be treated as fairly as possible in all aspects of the course. Consequently, we have established rules, policies and procedures that apply to all students in CHM 115. As a student in CHM 115, you are responsible for knowing and following the rules, policies and procedures.

DETERMINING YOUR COURSE GRADE

No extra credit will be available.

Each of the assigned course activities is worth the number of points listed below. Before course grades are finalized after the final exam, the following scores will be dropped.

• your lowest homework score
• your lowest lab score

The total number of points (1000) for CHM 115-M are distributed as follows.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>OWL Homework Assignments (scaled)</td>
<td>140 pts</td>
</tr>
<tr>
<td>Labs (best 10 of 11 at 25 pts each)</td>
<td>250 pts</td>
</tr>
<tr>
<td>Exams (3 at 130 pts each)</td>
<td>390 pts</td>
</tr>
<tr>
<td>Final Exam (comprehensive)</td>
<td>220 pts</td>
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</tbody>
</table>

After the Final Exam your course grade will be based on the following scale.

A: 850 - 1000 pts
B: 750 - 849 pts
C: 650 - 749 pts
D: 550 - 649 pts
F: 0 - 549 pts OR if you miss or fail to complete three (3) or more of the 11 scheduled lab projects without excused absences.

You will earn an automatic grade of “F” in CHM 115 this semester for either of the following reasons.

• miss three (3) or more of the 11 scheduled laboratory sessions (weeks 2 - 15) without excused absences
• fail to complete three (3) or more of the 11 scheduled lab projects. Completion of a lab project includes the following equally important components: (a) attendance in the laboratory, (b) participation in the laboratory work as well as the (c) preparation of the lab project report and (d) completion submission of a satisfactory laboratory report. Failure to submit a lab report counts the same as a missed lab.
ACADEMIC INTEGRITY

Your integrity is your greatest asset.

The CHM 115 professors view academic dishonesty as a serious offense, so we hope that cheating never arises as a problem in this course. The Office of the Dean of Students publication, Academic Integrity: A Guide for Students, is available at http://www.purdue.edu/ADOS/publications.htm and is an excellent summary of expectations for Purdue students.

Consequences of Academic Dishonesty (that is, cheating.)
For any cheating on an exam, the student(s) involved will
- receive an "F" for the course.
- be reported to the Dean of Students Office.

For a first offense involving a laboratory, student(s) will
- receive a grade of zero for that lab and it will count as a failure to complete lab.
- lose any benefit of the doubt for a borderline grade at the end of the semester.
- be reported to the Dean of Students Office.

For a second offense involving a laboratory, the student(s) will
- receive a grade of "F" for the course.
- be reported to the Dean of Students Office.

Examples of Academic Dishonesty (cheating) While the following list of examples of academic dishonesty is not complete, the examples are provided for your information. If you have any questions at all about permissible behavior, save yourself some heartache and ask before acting.

1. Copying or possessing an unauthorized crib or unauthorized information (written or electronic) during an exam.
2. Copying from another student’s exam or work; allowing another student to copy your work.
3. Copying lab data or a lab report; giving your data or lab report to someone else to copy. This includes files on computer disks as well as paper copies.
4. Changing data for a lab project to fit the perceived answer (that is, what you think the answer should be).
5. Using someone else's data in a lab project summary as if it were your own.
6. Submitting a lab project summary or other work that you did not do.

ATTENDANCE/ABSENCES

We do NOT give make-up exams or labs. Absence forms are to be completed in BRWN 1144 for an exam or lab absence due to one of the following reasons.

The following will be the only acceptable reasons for missing an exam or a lab and consideration of a prorated score for the missed activity.
- You have a serious, major medical illness that requires immediate, emergency medical attention. Students have the responsibility to provide verifiable documentation of the situation to the course supervisor in BRWN 1144.
• Death of an immediate family member. Complete an absence form in BRWN 1144 before leaving campus to attend funeral services. Return with an obituary that verifies the date and location of the funeral or memorial service. Students are to provide verifiable documentation of the situation to the course supervisor in BRWN 1144 within two weeks after returning to campus.

• A direct conflict with another exam, class, or required* university activity. An absence form for this type of conflict must be completed with an attached verification letter at least one week (7 calendar days) before the conflict. Do this in BRWN 1144. We will try to accommodate legitimate conflicts but you will need to take care of the paperwork before the conflict. The excuses and paperwork will not be handled or considered after the conflict has occurred.

* Club activities will not be excused unless the activity is a professional activity directly associated with your major.

If you will miss more than two (2) labs due to NCAA athletics, PMO, band, or religious activities, you must provide documentation to the staff in BRWN 1144 and change your lab section by the end of week 2 of the semester. Otherwise you will receive no credit for lab absences that are associated with these activities although with documentation, these zeros will not count as “failure to complete” labs.

If you miss an exam or lab for some reason that is not on the list above, that is, an unexcused absence, that score will not be considered for prorating.

**Reporting Absences** Telling your graduate instructor that you have missed or will miss an exam or a lab is not sufficient. Absence forms must be completed in BRWN 1144.

• **Conflicts You Know About Before an Exam or Lab.** An absence form for this type of conflict must be completed with an attached verification letter at least one week (7 calendar days) before the conflict in BRWN 1144. We will try to accommodate legitimate conflicts as stated in the previous paragraphs but the excuses and paperwork will not be handled after the conflict has occurred.

• **Emergencies.** If you miss an exam or a lab due to a major medical emergency or death in your immediate family, then report your situation immediately to the General Chemistry Office, 49-45252. Go to the General Chemistry Office, BRWN 1144, and complete an absence form with verifying documentation within two weeks after the absence so that arrangements can be made to possibly prorate that lab or exam.

**ACADEMIC ACCOMMODATIONS FOR DISABILITIES**

If you require accommodations to access course activities or materials, the accommodations must be described and approved by the Disability Resource Center, Room 830, Young Hall, 302 Wood Street, 765-494-1247. To implement accommodations you must follow the instructions listed as “Responsibilities of the Student” in the letter prepared by the Disability Resource Center. Give one copy of the accommodation letter to your professor, not your TA. Take another copy to the CHM 115 course supervisor in BRWN 1144 within the first three (3) weeks of the semester to discuss your accommodations. If you have accommodations identified and approved during the semester, you are encouraged to initiate a meeting with the CHM 115 course supervisor to discuss the accommodations within one (1) week of the date of the letter. Timely notification of the CHM 115 course supervisor is critical for timely implementation.
COURSE ACTIVITIES

Readings
Reading assignments will be given for each lecture. These assignments will be announced in lectures and posted on Blackboard courses. During each lecture, CPS questions will be given about the reading material assigned the previous lecture.

Lectures
You will be responsible for any announcements or course changes that are made in all lectures. Lecture notes taken by a graduate instructor will be available in the Resource Room, WTHR 117. Audiotapes of lectures will be available at the BoilerCast website [http://www.itap.purdue.edu/boilercast].

CPS response pads may be used to get your responses to a variety of questions and problems during lectures because some professors believe this process helps students learn.

The use of cell phones, pagers, ipods or other electronic devices not being used for instruction purposes are distracting for everyone. The use of these types of devices in a classroom, in addition to talking with your neighbor, reading the newspaper, etc. is considered to be inappropriate behavior for group learning environments where others are trying to listen and understand what is going on. Please respect your colleagues and turn off this equipment in lectures as well as in recitations and labs. Wireless devices interfere with the transmission of CPS response signals so you will need to turn off any wireless device during lectures.

Exams
Attendance is required. We do not give make-up exams in CHM 115.

Before Exam I, you will receive an exam seat assignment for the entire semester. It will be posted on the CHM 115: Exam Seating Blackboard course. Take your seat assignment, simple scientific calculator with exponential, logarithm and square root functions, and a #2 lead pencil with you to the exam. Cell phones and programmable or alpha-numeric calculators may not be used during an exam. You may not share a calculator with another student.

- If you are absent for an exam, follow the procedures for reporting absences.
- Students will not be allowed to leave the examination area during the first 15 minutes of the scheduled exam period. Students may arrive late for the exam in this 15-minute window. After the first 15 minutes, no one will be allowed to enter the examination area.
- If you arrive late for an exam (within the 15-minute window) you will not receive additional time to complete the exam or scan sheet.

Hour Exams Three 60-minute, multiple choice evening exams will be in the Elliott Hall of Music.

Exam I
Exam II
Exam III
Final Exam to be announced (during the week of Dec 15-20)

Wait until you know the date of the final exam before you make travel plans that might conflict with the exam. Early exams will not be given to accommodate your travel plans.
The final exam will be a two-hour exam. University policy on Final Exams states: “Students scheduled for more than two (final) examinations in one calendar day are entitled to reschedule any examinations in excess of two . . . It is the responsibility of the student to make necessary arrangements before the last week of regularly scheduled classes.”

On-Line Homework
Each on-line weekly assignment will consist of required questions and possibly optional questions. Required questions will contribute to your homework point total, optional questions will not. However, optional tutorials can be used to help understand how to work problems. Other optional questions can be used as practice and/or review for exams.

Assignments completed on-line from the OWL website at http://owl.thompsonlearning.com. You will need an access code, your Purdue 10-digit ID, and a password to register for OWL. Access codes can be purchased on-line at the OWL website. You will have a maximum of five(5) attempts to complete each homework assignment before the listed due date. The highest score of the five attempts will be recorded as your score for that homework. Homework will be scored and recorded on-line so there will be no hand grading or regrading of homework.

If you miss the posted homework deadline, you will be able to continue working on the problems but you will not receive points for work done after the deadline.

Recitation
You will be responsible for any information given or problems done in these scheduled weekly sessions. These sessions provide you with the opportunity to ask questions and work with your classmates and graduate instructor in small groups. However, 50 minutes is not sufficient time to answer all the questions that all students may have. If you have difficulties or have questions about certain problems, you should go to the CHM 115 graduate instructors office hours in WTHR 116G/H and ask for help. You can go to these office hours by yourself, with a classmate, or in a small group.

Laboratory
Attendance is required since CHM 115 is a laboratory course. You and a partner or group will complete each lab project including the lab report during the regularly scheduled laboratory time unless otherwise noted in the lab schedule. You will not be able to make-up a missed lab or reschedule an individual lab, but you will be responsible for the material covered in any lab you miss since questions based on the lab projects may appear on exams. You will fail CHM 115 if you fail to complete three (3) or more of the eleven (11) scheduled lab projects without excused absences. If you miss a lab, follow the procedures for reporting absences.

You are expected to arrive on time, properly dressed and prepared for lab work when you arrive. If you arrive at lab more than 10 minutes late or improperly dressed, then you will be considered unprepared to do the lab work and will be required to leave the lab for the day. You will not get a grade for that lab and it will count as a failure to complete lab. If you arrive 1–10 minutes late for lab, answers to prelab questions will be considered late and not accepted for grading.

The graduate instructors must close the laboratories by the end of your scheduled lab period (that is, 10:20 AM, 2:20 PM or 5:40 PM). At that time all equipment must be cleaned and put away, lab drawers locked, and lab reports turned in.
Lab Reports  Lab reports will be due before leaving lab the day lab work is completed and the lab is closed, that is, 10:20 AM, 2:20 PM, or 5:40 PM. Graduate instructors do not have authority to change the date or time when work is due. Lab reports must be written in ink on the report sheets that you will get in lab. Grading criteria for lab reports are described below.

Late Lab Reports  Fifty percent (50%) of the maximum points, will be deducted from the score of both students for any lab report that is up to 24 hours late. No laboratory report will be accepted and graded beyond 24 hours after the report is due. Both students (or the entire group) will not receive a score for a lab if the report is more than 24 hours late and it will count as a failure to complete lab.

Caution about Working With a Lab Partner  You will be working with a partner or group for most of the laboratory projects. Each pair or group will turn in a single lab report unless otherwise stated. While we encourage you to discuss concepts with other members of your class, the lab reports are to be unique efforts by you and your partner or group. You and your partner or group share the responsibility for writing lab reports that honestly reflect your work. It is also your responsibility as a team to ensure that everyone whose name is on the report participated in preparing it.

Grading Criteria for Lab Reports  Your reports will be graded primarily on correctness and completeness.
- The report is complete.
- The report is organized correctly.
- The presentation is legible and logical. Headings and subheadings are used to identify or describe the contents of a particular section. Graphs and tables have titles to describe the contents. Sentences are complete.
- The data analysis and calculations have been done with the data your team collected during the lab period.
- The data analysis, including units of measurements and significant figures, are correct.
- Chemical terms and concepts have been used correctly throughout the report.
- Your conclusions and results are consistent with your data and calculations.

If a student forfeits the responsibility of preparing a lab report to a partner (or other students in a group) and that student changes or falsifies data or plagiarizes any or all parts of the report, then ALL students share the negative consequences associated with academic dishonesty, that is, cheating.

Grading Questions  If you have a question about the score on any of your lab work, first ask your graduate instructor for clarification. If the graduate instructor cannot answer your questions, you may take the graded paper to the course supervisor in BRWN 1144 for possible regrading. You will need to do this within one (1) week (that is, 7 calendar days) after the graded paper has been returned to you. Your work will have to have been typewritten or written in ink for a possible regrade. The course supervisor will regrade the entire paper, not just the part where you think an error has been made.

Saving Graded Papers  Save all returned graded papers and your exams until after you have received your course letter grade for CHM 115. If you claim that an incorrect score has been recorded for you, we will need to see your paper(s) before we can consider any change in the score or your course grade.

Checking Your Scores  Shortly after each of the first three exams and shortly before the final exam, all your scores to date will be available to you at the Blackboard course site. (Your graduate instructor will have a paper copy of all the scores as well.) You are expected to check your scores when they are posted. You must report any errors to your graduate instructor or to the course supervisor within two weeks of the time they were posted. All disputed scores must be resolved with your graduate instructor or Ms. Miller, the course supervisor, before the final exam. There will be no score correction considerations after the final exam.
Changing Sections
A change in section after week 1 requires the approval of the course supervisor in BRWN 1144. Because of high enrollment and the processes associated with assigned lab drawers as well as Blackboard and OWL registration and enrollment, we will NOT make a section change for students after week 2 of the semester. If you change sections after you check into a locker drawer, you must check out of your old locker drawer before checking into a drawer in your new section.

Lab Check-out

Dropping the Course If you drop CHM 115 after having checked into a locker drawer, it is your responsibility to check-out of your locker drawer during the next regularly scheduled lab. If you do not check out immediately, then you must go to lab at the regularly scheduled time listed in the lab schedule and check out of your locker drawer.

Scheduled Lab Check-Out Lab check-out will start at the regularly scheduled lab time listed in the lab schedule and continue during the regularly scheduled lab time until the graduate instructor has checked equipment in each lab drawer of those students who are present. If this process takes less than the full three (3) hours, then the graduate instructor will close lab and the deadline for that lab’s checkout will be declared. We will not be able to accommodate a check-out process for any student who arrives after the scheduled/designated check-out period.

Failure to Check-Out of Lab For anyone who does not check out of a locker drawer by the scheduled or designated time:

- his/her padlock will be cut (this may also happen for students who arrive late for lab check-out)
- he/she will be charged a $45 fee
- he/she forfeits the right to determine the acceptability of all locker drawer equipment.
# SAFETY CONSIDERATIONS IN LABS

Safety policies MUST be followed in the laboratories. Everyone’s safety is a primary concern in laboratory instructional situations and must be taken very seriously by everyone in a lab. We don’t establish and enforce rules to harass students, graduate instructors, or staff but we must comply with EPA regulations to create a safe working environment for everyone. Ultimately it is everyone’s responsibility to watch out for everyone’s safety in a laboratory setting. The rules are based on many years of experience by the CHM 115 professors and staff.

**Failure to comply with safety regulations has serious consequences.** If you are dismissed from lab for violation of safety regulations or department lab dress code, you will not get a grade for that lab and it will be counted as an unexcused absence and as a failure to complete lab.

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## SAFETY POLICIES FOR CHEMISTRY LABS AT PURDUE

| **Safety Goggles** | Each student must have approved safety goggles (not safety glasses) and wear these approved safety goggles in the laboratory at all times, including the day of check-out. You will be dismissed from lab and lose all credit for an experiment or lose your opportunity to check out if you do not wear your goggles as required. Safety goggles may be purchased at the local bookstores, the chemistry storeroom, or outside of WTHR 200 during the first week of the semester. |
| **Appropriate Clothing** | Chemistry department regulations state that you must wear clothing in the laboratory that protects your skin from neck to your ankles, feet, and toes when you are sitting, standing or reaching. You are expected to arrive at lab properly dressed for lab work. You will be dismissed from lab and lose all credit for an experiment or lose your opportunity to check out if you do not wear acceptable clothing. Unacceptable clothing includes, but it not limited to: sleeveless or bare midriff tops, clothes that are ripped or have holes in the fabric that expose your skin, shorts, short skirts, open-toed and/or open-heeled shoes and sandals (with or without socks), ballet-type or house slippers. |
| **Gloves** | Gloves serve two purposes: they protect your skin from potential contaminants and keep any potential contaminants inside the lab. You will be required to wear protective gloves for many lab activities. When you leave a lab, take the gloves off and throw them away. Get new gloves when you return to lab. |
| **Contact Lenses** | Wearing contact lenses in the laboratory is not a wise idea: you are encouraged to wear glasses instead. If you wear contact lenses in the laboratory, you must inform your graduate instructor of this at the beginning of the semester. |
| **Hair** | If your hair is longer than shoulder length you must tie it behind your head in order to avoid accidental contact with open flames or chemicals that might be on the lab bench. Rubber bands are available in the laboratory. |
| **Food and Beverages** | You may not eat, drink, or bring food into the laboratory. |
| **Electronics** | The only electronic equipment allowed in the lab will be calculators and equipment being used for instruction and learning. |
| **Handling and Disposal of Hazardous Materials** | You will be required to follow the instructions printed in your lab manual or given to you by the graduate instructor or others for appropriate handling and disposal of any hazardous materials. |