Chemistry 11500 is the foundational general chemistry course for engineering, science, and some agricultural majors. The stated minimum prerequisite for CHM 11500 is one year of algebra and one year of chemistry.

At the beginning of the course, you will have a chance to review your high school chemistry using several resources. Topics covered during the semester will include nuclear chemistry, quantum theory and atomic structure, periodic trends, thermochemistry, models in bonding, shapes of molecules, intermolecular forces, organic chemistry, polymers, infrared spectroscopy, biochemistry, and liquids, solids and phase changes. Detailed learning objectives for each unit will be posted on Blackboard.

The course has been designed and structured so that in addition to the treatment of the concepts and topics listed above, there is a simultaneous emphasis on development of problem-solving skills. Laboratories are scheduled weekly and offer an opportunity to reinforce and extend what is discussed in lecture, explore new topics, and to develop your hands-on laboratory skills.

The Chemistry 11500 team—the professors, course coordinator, teaching assistants, administrative assistants, and preparations lab staff—are committed and focused on helping you learn chemistry. We know that this is a foundational course for your major and in order to achieve your goals and dreams you need to do well in the course! Please read on to learn about the required materials, lecture and lab schedule, recommended ways to study, lab policies, grading, and other course policies and procedures.

CHM 11500 meets the science requirement of the university’s foundational core.
Required Materials

**Textbook and Online Homework:** In CHM 11500, you are required to complete homework assignments online using the McGraw-Hill Connect program. Connect includes an electronic version (ebook) of the textbook, *The Molecular Nature of Matter and Change*, 8th Edition, Silberberg. There are several options available for purchasing Connect access and a loose-leaf copy of the textbook. See the course Blackboard page for instructions. Materials may also be purchased in the bookstores, but the costs will likely be higher than those available through Blackboard.

**Lab Manual:** For lab, you are required to purchase the *CHM 11500 Laboratory Manual*, Purdue University, 2017-2018 Edition, ISBN 978-1-68036-535-1, Fountainhead Press, Inc., which is available in local bookstores. The lab manual includes lab notebook pages, so there is no need to purchase a separate laboratory notebook.

**Lab materials:** In addition to a lab manual, the following items are required for lab: a padlock for your assigned lab drawer (by Week 4, Sept. 13-16), a Sharpie (black, permanent ink) for marking lab glassware, and approved safety goggles, available at the bookstores, outside WTHR 200 during the first two weeks of classes, or from the storeroom on the 1st or 2nd floor in BRWN.

**Calculator:** A simple battery-operated scientific calculator with exponential, logarithm and square root functions is needed for exams. Two-line non-programmable calculators are allowed. Alpha-numeric and programmable calculators are NOT allowed for exams. Solar calculators do not function well in some areas of the Hall of Music. Exam-approved calculators are available for purchase outside WTHR 200 during the first two weeks of class.

**Week 1 Assignments:**
- Purchase required materials including access to Connect (see above).
- Complete the first homework assignment (due Sun. Aug. 27 at 11:59 PM).
- Read all the information in this course packet.
- Read the textbook reading assignment, usually assigned in lecture.
- Complete the safety certification available on the course Blackboard page with a score of at least 20/25 by Tues. Sept. 5 at 11:59 PM. **You must complete your safety certification before you can work in lab. See p. 7.**
- Attend recitation and lecture.

**Weekly Assignments:**
- Attend lecture, recitation, and lab.
- Do the reading assignment for lecture (see your lecture notes or Blackboard).
- Complete the concept problems (posted on Blackboard) in preparation for the recitation quiz.
- Complete your homework assignment(s) (Connect, usually due each Sunday and Wednesday at 11:59 pm, or Peerwise, due Wednesdays in the weeks before exams).
- Prepare for lab: read the relevant lab manual chapter, do the textbook reading assignment for lab (see Blackboard), and complete the pre-lab exercises including the lab procedure outline/flowchart.
- Work on optional Extra Credit assignments (LearnSmart, or Odyssey in 11500E).
- Refer to the weekly assignment schedule on p. 15 or on Blackboard

►**Late Registration** If you register late, notify the course coordinator Mrs. Miller no later than Fri. Sept. 15 to see about the possibility of making up missed assignments.
Overview of CHM 11500 Activities and Policies

How to Study for CHM 11500  (written by Dr. John Nash and Dr. Marcy Towns)
It will take you at least two hours out of class for every hour we spend in class in order to study and
learn the material. This means about 8-12 hours of distraction-free studying and working with
chemistry each week. You may spend this time reviewing and annotating your lecture notes,
reading the text, doing homework, working practice problems, studying for exams, or other things.
You may find yourself spending more than 8-12 hours per week if your math skills need
improvement or if it has been a few years since you took a chemistry course. If you are committed
to your goals and dreams, then dedicate yourself to spending the necessary time to perform well.

Before Class
• Complete the assigned reading (given in lecture) and review your notes from the previous
class.

During Class
• Take notes!
• Write down each step of every problem or example even if you do not understand the step.
  You can always ask about it later.
• Try to answer all the questions that the professor presents.
• Write a question mark next to things you don't understand so you can return to them after
class.
• Use shorthand or abbreviations so that you can write quickly, but understandably.

After Class
• Review your notes while things are still fresh in your mind.
• Check your text in order to understand those items that you did not understand and marked
  in lecture. If necessary, use graduate instructor (TA) office hours to help you.
• Never miss lecture. Chemistry is cumulative. What is presented tomorrow depends upon
  your knowledge of what was covered today. If you will miss class, then get a friend to take
  notes for you or get the notes from the Boilercast recording.
• Listen to the Boilercast lecture recordings on Blackboard to fill in things you missed.

Read Differently
• Read technical material (like your Chemistry textbook) differently than you would read a
  novel. Read in short "chunks" and give yourself time to reflect and interpret the information
  presented. With technical material, it is often difficult to pick up the "story" in the second
  paragraph if you did not process the first paragraph.
• Try the problems in the book without looking at the solutions! If you have understood what
  you've read, then you should be able to do the problems. First, cover the solution and try
  the problem. Second, quickly look at the answer to see if you are correct. If your answer is
  incorrect, try re-reading the section to see if you missed anything. Third, look at your work
  again to find your mistake. Fourth, look at the solution of the problem presented in the
  book. The key is to force yourself to recall and apply material.
• Read technical material in a "distraction free" environment. Processing technical
  information will be more effective in the absence of TVs, radios, headsets, etc. Turn your
  phone off!
• Read and interpret subheadings. With technical material, the subheadings often carry important information. This is different from the chapter headings in a novel which usually contain no information.

• Use the textbook as a reference when you study your lecture notes. Fill in any gaps and correct any information.

When Should I do the Homework?
• Do some work in chemistry every day. Work at least two chemistry problems each day. If you are drawing a blank about the problem after 5-10 minutes, go on to another a problem. Seek help from a graduate instructor (TA) the next day during office hours. After a day or so, work related problems in the textbook.

• Read the assigned pages in the textbook before you attempt any of your homework problems.

Practice, Practice, Practice
• Work additional problems at the end of each chapter which were not assigned as homework.

• Look for similarities and differences in problems (homework questions, lecture examples). Classify problems by the type of knowledge that is needed to solve the problem.

Sources of Help
There are several free sources of help for CHM 11500 students, including professor office hours, TA office hours (WTHR 116 C), Supplemental Instruction (SI, www.purdue.edu/SI), and the Chemistry Resource Room (WTHR 117 B). Find more information in the "Resources" folder on Blackboard.

Reading Assignments and Learning Objectives
• Reading assignments will be provided in lecture and/or posted on Blackboard. Reading the assigned material prior to lecture and laboratory is recommended. Some of the material will be covered in lecture and some on your own.

• Your Connect account includes access to SmartBook, an interactive digital version of the textbook. SmartBook highlights key concepts, offers learning resources like slides and videos, and asks questions so you can gauge your comprehension. Instructions for using SmartBook are posted on Blackboard.

• Learning Objectives list the concepts you are expected to understand and the skills (calculations) you are expected to demonstrate for each topic covered in the course. Exam questions are based on the Learning Objectives.

Lectures
• Lecture attendance is required and is integral to learning the material presented.

• Student versions of lecture slides may be posted on Blackboard. These are outlines of the lectures and are not a substitute for taking notes in lecture.

• Recordings and slide capture of lectures may be viewed or downloaded using the Boilercast link on Blackboard.
• i-clickers or cell phone class participation apps may be used in lecture to gauge your comprehension of the material presented in lecture.

• Cell phones, computers, iPods or other electronic devices not being used for instruction purposes are distracting for everyone in a learning situation. Computers can be used to take notes and follow lecture, but please respect your classmates by not using Facebook, texting, surfing the internet, etc. during class.

• Talking out loud to classmates during lecture is distracting to other students and is disrespectful to the lecturer. If you have a question please ask, but otherwise remain quiet and allow the students around you the opportunity to pay attention.

Recitation and Concept Problems
• In select weeks, a number of concept problems will be assigned and posted on the CHM 11500 Blackboard site (on Fridays, unless otherwise stated). Plan to bring these problems to lecture and work on them during the next week. Resources to aid you in completing the problems include TA office hours, professor office hours and group work with fellow students.

• There will be a 10-minute quiz over one of the concept problems at the beginning of select recitation classes. (Refer to the weekly assignment schedule on p. 15 or on Blackboard.) Each recitation quiz is worth 10 points. The lowest recitation quiz score will be dropped at the end of the semester. There are no make-up quizzes.

• If you are late for recitation, you will not receive extra time to complete the quiz.

• You need to bring a simple, battery-operated scientific calculator and a non-erasable ink pen with you to each recitation quiz. There will be no “spare” calculators available during quizzes and you may not share a calculator with another student. Cell phones and programmable (graphing) or alphanumeric calculators may not be used during quizzes.

• Quizzes must be written in non-erasable ink to be eligible for a regrade. A written request for a regrade, which provides an explanation that the grader can follow, must be submitted to the Course Coordinator, Mrs. Miller, within one week of the graded quiz being returned to you.

• After the recitation quiz, there will be time for the class to discuss the solutions to the concept problems.

• The remainder of the recitation period will be devoted to answering your questions about prelab and homework assignments, and preparing for lab.

PeerWise Project
PeerWise is a free web-based software that allows you to create multiple choice questions which can be shared with fellow students for evaluation and discussion. You will be required to use Peerwise to author questions and to answer and discuss questions created by your peers. Peerwise assignments will be due three times during the semester, during the week before each exam. (Refer to the weekly assignment schedule on p. 15 or on Blackboard.)

The goal of this project is for you to develop a deeper understanding of the course material and key learning objectives. The project will also create a large repository of questions that you can use for exam review.

Each Peerwise assignment is worth 10 points. Peerwise assignments cannot be dropped, so pay close attention to assignment requirements and due dates. Credit is “all or nothing,” i.e. no partial
credit or due date extensions are possible. Details and instructions will be provided in class and on Blackboard.

**Homework (Connect and/or LearnSmart Prep)**

- Each week you will have a homework assignment that will either be a review assignment using LearnSmart Prep or a regular assignment using Connect, or a combination of the two systems. All links and due dates can be found in the Homework folder on Blackboard. Homework will usually be due on Sundays and Wednesdays at 11:59 pm, approximately one week after it is assigned.

- You will have 2 assignment submission attempts for each Connect assignment. Each assignment attempt will contain 3 question attempts. In the second assignment attempt, you are only presented with the questions you missed in your first attempt. Your score will be the best score of the 2 assignment submissions.

- Each homework assignment is worth 5 points total. In some cases, your score will be a combination of your Connect score and your LearnSmart Prep score. The one lowest homework score will be dropped at the end of the semester.

- No time extensions are possible for any homework assignments. Allow plenty of time to do your homework and get the highest possible score. If you wait until the last minute, you risk the possibility of technical difficulties, illness, or other situations interfering with your success.

- Exams are likely to include questions taken from homework assignments.

- For help with technical issues, contact Connect customer service at 1-800-331-5094 or use the online form at [http://mpss.mhhe.com/](http://mpss.mhhe.com/). Firefox is the recommended browser for Connect.

**Laboratory**

Laboratory exercises are an integral part of CHM 11500 and are an opportunity for you to experience in a hands-on way the chemical concepts discussed in lecture.

**Laboratory Attendance**

- Lab attendance is required since CHM 11500 is a laboratory course. There are no make-up labs or excused absences, except those covered by the GAPS and MAPS policies (see p. 12).

- You are required to complete 10 of the 12 scheduled lab projects (Labs 2-12) to pass the course. If you fail to complete or miss more than two labs (Labs 2-12), an automatic grade of “F” will be assigned for the course at the end of the semester. (The 15-point Lab 1 exercise does not count as a lab project and cannot be dropped.)

A failure to complete (zero score) will be assigned in the following cases:

- being absent for any reason (except GAPS or MAPS approved absences)
- being dismissed from lab for an incomplete Safety Certification (score <20/25)
- being dismissed from lab for safety violations, including improper dress and goggle infractions
- arriving more than 10 minutes late
- leaving lab early or otherwise not completing the lab project and/or report
- inadequate preparation that hinders lab participation
- not contributing constructively to the group’s work in lab
• failure to submit a lab report or post-lab discussion
• not participating in preparation of the lab report

You must complete the online safety certification found on Blackboard with a score of 20/25 or better by **11:59 PM on Tues. Sept. 5**. You must confirm your score in the Blackboard grade center by clicking the My Grades link. You will be sent home and will receive a zero for each lab you miss due to an incomplete safety certification.

In lab, you must endeavor to work as an effective member of a team. During lab check-in, your lab group will complete a Group Agreement for Cooperative Work, which you will sign and submit to your instructor. Periodically during the semester, you may be asked to review your agreement and/or complete a peer and self-evaluation, ranking each member’s contribution to the lab projects. Note that if you come to lab unprepared, don't carry your fair share of the load and/or don’t do what you are supposed to do, you may receive a lower score for the lab project. (See above for examples of situations in which a zero or reduced score can be assigned.)

If you do not attend lab check-out (at your scheduled lab time) at the end of the semester, you will be charged $45 plus the cost of any replacement equipment.

**Lab Preparation**
• Before lab, read the experiment and attend recitation to help you prepare.
• Answer the pre-lab questions found on Blackboard and prepare an experimental procedure in your lab notebook before coming to lab. Pre-lab assignments are due at the beginning of the lab period.
• Arrive on time, properly dressed, and prepared for lab work. If you arrive at lab more than 10 minutes late or improperly dressed, you will be asked to leave the lab and will receive a score of zero (failure to complete).

**Lab Safety**
*Students’ safety in the laboratory is a priority and everyone is required to comply with the following safety regulations. Failure to comply will result in being sent home from lab with a score of zero, which counts as a lab absence.*

• Dress appropriately (see below).
• Goggles are required at all times in the laboratory, including during report-writing and lab check-out. If you are in lab and your goggles are not covering your eyes, you will be sent home and will receive a zero for the lab and the lab report (failure to complete).
• Wear gloves when specified.
• If your hair is longer than shoulder length you must tie it behind your head.
• Contact lens wearers are encouraged to wear glasses in the laboratory.
• Food and beverages are not allowed in the labs. (This includes water bottles.)
• Follow your instructor’s guidance on appropriate handling of hazardous materials and disposal of chemical waste.
• Promptly clean up spills and tidy the laboratory before leaving.
Proper dress (clothing and shoes) is required. Your clothing must **cover you from your neck (collarbone) to your ankles** when sitting, standing or reaching. Your feet must be completely covered by your shoes.

If you attend lab in unacceptable attire, you will be sent home and will receive a zero for the lab (failure to complete).

**Unacceptable** clothing includes, **but is not limited to**:
- tops that are sleeveless, low-cut or V-neck (below the collar bone), bare midriff or tank-style
- see-through, transparent or sheer clothing
- pants that are ripped or have **holes** in the fabric of **any size**
- tights or thin (translucent or transparent) **leggings**
- Capri or cropped pants
- shorts
- short skirts
- open-toed and/or open-heeled shoes (including Crocs, Birkenstocks or other clogs)
- sandals (with or without socks)
- **boat shoes**, ballet flats, slippers, moccasins, or any shoe that doesn’t cover the **entire** top of your foot and ankle, with **or** without socks

► If you come to lab wearing anything in the list above, you will be sent home and you will get a zero for that lab.

► Your best option for chemistry lab attire is a crew neck t-shirt, jeans without holes, and sneakers with socks.
Lab Reports and Grades
For each lab project, you will either complete a group lab report or an individual post-lab discussion. (Refer to the weekly assignment schedule on p. 15 or on Blackboard.)

- Lab grades are the sum of your prelab assignment and your lab report or post-lab discussion grades. Each lab is worth 25 points. You cannot receive credit for the prelab or the lab report/post-lab discussion if you do not attend lab. The lowest lab score is dropped at the end of the semester.

- Complete the lab report appropriately:
  o **Use pen and write neatly.**
  o Label graphs and tables.
  o Use the data *your team collected* for the calculations and analysis.
  o Use correct units of measurement and significant figures.
  o Use chemical terms and concepts correctly.
  o Ensure results and conclusions are consistent with your data and observations.

- Lab reports are 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, or 11:20 AM on Saturday. Lab reports submitted after the lab period ends, up to 24 hours late, are worth 50%. Lab reports submitted after 24 hours are worth no (zero) credit. You will complete a number of written post-lab discussions this semester instead of group lab reports. Details will be provided by your lab instructor.

- Graded prelab assignments, group lab reports or post-lab discussions will be returned by your lab instructor one week after they are submitted. It is suggested that all lab partners review the graded group lab report, as exams will likely include lab-related questions. If you have questions about a lab grade, speak with your lab instructor (TA) or the Course Coordinator (Mrs. Miller) **within one week** of the report being returned to you. Your report must be completed in pen to be eligible for a regrade.

Exams
Exams are a chance for you to demonstrate your comprehension of the course material and are worth approximately 60% of your final grade. Your lowest exam score or ½ your final exam score will be dropped at the end of the semester.

**Evening exam schedule:**

<table>
<thead>
<tr>
<th>Exam I:</th>
<th>Wed. Sept. 20</th>
<th>8:00 – 9:00 PM</th>
<th>Elliott Hall of Music</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam II:</td>
<td>Mon. Oct. 16</td>
<td>6:30 – 7:30 PM</td>
<td>Elliott Hall of Music</td>
</tr>
<tr>
<td>Exam III:</td>
<td>Tues. Nov. 14</td>
<td>8:00 – 9:00 PM</td>
<td>Elliott Hall of Music</td>
</tr>
</tbody>
</table>

► **Final Exam: time and place to be announced – see below**

- Attendance at exams is required. There are NO make-up exams and absences are not excused except those covered by the GAPS or MAPS policy (see p. 12). If you are absent for one exam, your score will appear as a zero until the end of the semester, at which time one zero score can be dropped. You will receive a score of zero for additional missed exams.

- If you have a direct conflict with another exam, class, or required university activity, contact the General Chemistry office (BRWN 1144) **at least one week before** the conflict to discuss your options. You will be asked to provide written verification of the conflict. If an emergency occurs, contact the General Chemistry office (BRWN 1144) as soon as possible.
• Exams I, II and III are each one hour in length. You should arrive at least 15 minutes before the exam start time. If you are more than 15 minutes late for an exam, you will not be allowed to take the exam and will receive a score of zero.

• Exams are given in the Elliott Hall of Music. Before Exam I, your exam seat assignment (level, aisle, row, and seat) for the entire semester will be posted on Blackboard. Take your PU ID, your seat assignment, an appropriate calculator (see p. 2), and #2 lead pencils with you to the exam. You may not share a calculator with another student.

Final Exam
• The final exam is a 2-hour comprehensive exam. The time and place will be announced mid-semester.

• Wait until you know the date of the final exam before you make travel plans that might conflict with the exam. Final exams will NOT be rescheduled to accommodate your travel plans.

• University policy on Final Exams states: “Students scheduled for more than two (final) examinations in one calendar day are entitled to reschedule any examination in excess of two. . .. It is the responsibility of the student to make necessary arrangements before the last week of regularly scheduled classes.”

DETERMINING YOUR COURSE GRADE

Each of the assigned course activities for CHM 11500 is worth the number of points listed below. Before course grades are finalized at the end of the semester the following scores will be dropped:
• your two lowest homework scores
• your one lowest recitation (concept problem) quiz score
• your one lowest lab score (Labs 2-12), provided you have completed at least 10 of 12 labs. (The 15-point Lab 1 exercise in Week 2 cannot be dropped.)
• your one lowest exam score or ½ your final exam score, whichever is lower (see below)
• Note: Peerwise scores cannot be dropped.

The total number of points for CHM 11500 will be distributed as follows:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>110 pts (best 22 of 24 assignments at 5 pts each)</td>
</tr>
<tr>
<td>Peerwise</td>
<td>30 pts (3 assignments at 10 pts each; no dropped scores)</td>
</tr>
<tr>
<td>Quizzes</td>
<td>60 pts (best 6 of 7 at 10 pts each)</td>
</tr>
<tr>
<td>Labs</td>
<td>265 pts (best 10 of 11 (Labs 2-12) at 25 pts each plus Lab 1 (15 pts))</td>
</tr>
<tr>
<td>Exams</td>
<td>450 pts (3 at 150 pts each)</td>
</tr>
<tr>
<td>Final Exam</td>
<td>300 pts (comprehensive)</td>
</tr>
<tr>
<td>Sub-total</td>
<td>1215 pts</td>
</tr>
<tr>
<td>Dropped exam</td>
<td>-150 pts (drop lowest exam score or ½ final exam score, whichever is less)</td>
</tr>
<tr>
<td>Total</td>
<td>1065 pts</td>
</tr>
<tr>
<td>Extra Credit</td>
<td>20 pts (10 LearnSmart chapters at 2 pts each or Odyssey assignments – 11500E only)</td>
</tr>
</tbody>
</table>

►If you miss more than 2 labs (L2-12), your course grade will automatically be an F. Except for approved GAPS or MAPS leaves, there are no excused absences in CHM 11500.
The total points available for exams is 600 (4 x 150). Your dropped exam score will be determined as follows: Your points earned on the Final Exam will be divided in half and considered as separate scores, T4 and T5. These scores will be compared with your scores on Exams I-III (T1, T2, and T3) and the lowest of these 5 scores will be dropped (i.e. not counted into your total points). The remaining four scores will comprise your exam total.

Up to 20 points of extra credit will be available for completing LearnSmart assignments using the Connect system. Students in Dr. Tasker’s 11500E lecture will have the option of doing LearnSmart assignments or Odyssey assignments. Dr. Tasker will provide details in lecture.

At the end of the semester, the total scores for all students will be arranged in numerical order, the score that corresponds to either the 99th percentile ($S_{99}$) will be determined, and then letter grades will be assigned based on this percentile score as follows:

- **A:** Total Score $\geq 0.90 \times S_{99}$
- **B:** $0.80 \times S_{99} \leq$ Total Score $< 0.90 \times S_{99}$
- **C:** $0.70 \times S_{99} \leq$ Total Score $< 0.80 \times S_{99}$
- **D:** $0.60 \times S_{99} \leq$ Total Score $< 0.70 \times S_{99}$
- **F:** Total Score $< 0.60 \times S_{99}$ or if you fail to complete 9 of the 11 lab projects (L2-12)

At various times during the semester, this approach will be used to create tentative grading scales which you can use to estimate your letter grade.

This system has several advantages:
- It lets you know several times during the semester how you are doing in the course.
- Unlike a curved scale, it encourages cooperation among students because no student is penalized when another is successful.
- Unlike an absolute scale, it tends to neutralize the effects of differences from one semester to another and thereby ensures that the same criteria are used to assign grades from one semester to another.

This approach to grading means that the grade you get in this course depends primarily on your own effort and performance. It also ensures that all students who do well in the course will get good grades.

- Check all your grades on Blackboard after each exam. If there are any errors or discrepancies, notify the Course Coordinator, Mrs. Miller, within 2 weeks of the exam.

- Save all returned graded papers and your exams until after you have received your course letter grade for CHM 11500. To resolve any discrepancies, your paper(s) will need to be reviewed.
UNIVERSITY AND COURSE POLICIES

Absences
- Verified grief and military absences are the only excused absences in CHM 11500. Students who experience the death of a family member or close friend and students who are called into military service should contact the Office of the Dean of Students at 765-494-1747. (See below.)

- The lowest score in each category (lab, HW, quiz, exam or ½ final exam) is dropped at the end of the semester to account for absences due to illnesses, trips, conflicts or other situations that are not excused absences. If you have concerns about how an absence will affect your course grade, contact your instructor or Course Coordinator Mrs. Miller at the time of the absence.

- If you experience an absence that is expected to be for an extended period of time (normally a week or more), you should contact the Office of the Dean of Students at 765-494-1747. As a courtesy to the student, a member of the Dean of Students staff will notify your instructor(s) of the circumstances. This intervention does not excuse you or change in any way the outcome of the instructor’s decision regarding your academic work and performance in CHM 11500.

- Grief Absence Policy for Students (GAPS)
  If you experience the death of a family member or close friend, notify the Office of the Dean of Students at 765-494-1747. Scores for any missed assignments covered under a verified GAPS absence will be pro-rated (assigned a score based on your average grade for that type of assignment). See the Course Coordinator (Mrs. Miller) for more information.

- Military Absence Policy for Students (MAPS)
  If you are required to complete mandatory military training, notify the Office of the Dean of Students (ODOS) at 765-494-1747 to request that a notice of the leave be sent to instructors. See the Course Coordinator (Mrs. Miller) for more information.

Adding/Dropping/Changing Sections

<table>
<thead>
<tr>
<th>CHEMISTRY DEPARTMENT DEADLINES FOR ADDING OR SWITCHING SECTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sun. Aug. 27:</strong> last day to add CHM 11500 or switch lab sections without instructor approval</td>
</tr>
<tr>
<td><strong>Fri. Sept. 8:</strong> last day to switch lab sections with instructor approval*; last day to add CHM 11500 with instructor approval* if not already enrolled in another CHM course</td>
</tr>
<tr>
<td><strong>Fri. Sept. 15:</strong> last day to switch from another CHM course to CHM 11500 with instructor approval*</td>
</tr>
</tbody>
</table>

*Add/Drop forms (Form 023) must be signed by your advisor and delivered to the General Chemistry office, BRWN 1144, to obtain a signature for the instructor.

<table>
<thead>
<tr>
<th>UNIVERSITY DROP DEADLINES</th>
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<tbody>
<tr>
<td><strong>Mon. Sept. 4:</strong> Last day to drop (cancel) a course via MyPurdue without it appearing on your record.</td>
</tr>
<tr>
<td><strong>Mon. Sept. 18:</strong> Last day to drop (cancel) a course with a grade of “W.”*</td>
</tr>
<tr>
<td><strong>Tues. Oct. 24:</strong> Last day to drop (cancel) a course (with a passing or failing grade).*</td>
</tr>
</tbody>
</table>

*Add/Drop forms (Form 023) must be signed by your advisor and delivered to the General Chemistry office, BRWN 1144, to obtain a signature for the instructor.
**Late Registration**  If you register late, notify the course coordinator no later than Fri. Sept. 15 to see about the possibility of making up missed assignments.

**Course Drop and Lab Drawer Check-Out**  If you drop CHM 11500 after having checked into a lab drawer, it is your responsibility to check-out of your assigned drawer during your scheduled lab period. Failure to check-out of lab will result in your padlock being cut, a $45 fee, and forfeiture of the right to determine the acceptability of all locker drawer equipment. 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.

**Disability Accommodations**
If you require accommodations to access course activities or materials, the accommodations must be described and approved by the Disability Resource Center, Young Hall Room 830, 302 Wood Street, 765-494-1247, [www.purdue.edu/drc](http://www.purdue.edu/drc). To implement accommodations, you must follow the instructions in the letter provided by the Disability Resource Center. **Take a copy of this letter to the General Chemistry Office (BRWN 1144) within the first three (3) weeks of the semester or within one week of the date of the letter to discuss your accommodations.** Timely notification of the General Chemistry office is critical for timely implementation.

**Purdue’s Honor Pledge**
“As a Boilermaker pursuing academic excellence, I pledge to be honest and true in all that I do. Accountable together - we are Purdue.” ([https://www.purdue.edu/provost/teachinglearning/honor-pledge.html](https://www.purdue.edu/provost/teachinglearning/honor-pledge.html))

**Academic Integrity**
All students are expected to be familiar with Purdue’s policies on academic integrity ([https://www.purdue.edu/odos/academic-integrity/](https://www.purdue.edu/odos/academic-integrity/)).

“Dishonesty in connection with any University activity may result in informal action or disciplinary sanctions. Cheating, plagiarism, or knowingly furnishing false information to the University are examples of dishonesty. The commitment of acts of cheating, lying, stealing, and deceit in any of their diverse forms (such as the use of ghost-written papers, the use of substitutes for taking examinations, the use of illegal crib, plagiarism, and copying during examinations) is dishonest and must not be tolerated. Moreover, knowingly to aid and abet, directly or indirectly, other parties in committing dishonest acts is in itself dishonest.” From *University Senate Document 72-18.*

In CHM 11500, academic integrity means “doing your own work” at all times. Discussion of chemical concepts is encouraged, but sharing your answers and work on social media for the express purpose of letting other students copy it is not acceptable. Such a use of technology does not help you learn the material and is considered academic dishonesty.

Consequences of academic dishonesty include receiving a lower or failing grade for an assignment, being required to repeat the assignment, receiving a lower or failing grade for the course and/or dismissal from the University. All incidents of academic integrity are referred to the Office of the Dean of Students. A student accused of academic dishonesty will be afforded due process as defined by Purdue University procedures.

This course packet is a contract between CHM 11500 students and instructors. If a student violates the contract by committing an act of academic dishonesty, the instructor reserves the right to alter the terms of the contract (including grading policies) at his/her discretion.
Students who observe an issue of academic integrity can report it to the Office of the Dean of Students (https://www.purdue.edu/odos/ - see academic dishonesty report), call 765-494-8778 or email integrity@purdue.edu.

**Mental Health**

Purdue University is committed to advancing the mental health and well-being of its students. If you or someone you know is feeling overwhelmed, depressed, and/or in need of support, services are available. For help, such individuals should contact Counseling and Psychological Services (CAPS) at (765)494-6995 and http://www.purdue.edu/caps/ during and after hours, on weekends and holidays, or through its counselors physically located in the Purdue University Student Health Center (PUSH) during business hours.

**Emergencies**

In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances beyond the instructor's control. Relevant changes to CHM 11500 will be posted on the course Blackboard site or can be obtained by contacting the instructors or TAs via email or the General Chemistry office via phone at 765-494-5250.

You are expected to read your @purdue.edu email on a frequent basis.

“Shelter in Place” means seeking immediate shelter inside a building or University residence. This course of action may need to be taken during a tornado, earthquake, release of hazardous materials in the outside air, active shooter, building intruder, or a civil disturbance. If you hear the All Hazards Outdoors Emergency Warning Sirens or are notified via text or other means, immediately go inside a building to a safe location and use all communication means available to find out more details about the emergency. Remain in place until police, fire, or other emergency response personnel provide additional guidance or tell you it is safe to leave. There is no “all safe siren;” the notification will come via text, internet, or email announcement.

In the case of a major campus emergency involving a shelter-in-place, all laboratory experiments will be halted while students shelter in lab. Students’ lab grades will not be penalized in this situation.
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*HW due Sun. and Wed.

**Group report worksheet due at the end of lab unless a post-lab discussion is assigned

***Concept quizzes are given in recitation
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* = exam week