

2015

Chemistry 106 Chemistry for Health Professions Spring 2017

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Recommended Citation

Nicely, Amy, "Chemistry 106 Chemistry for Health Professions Spring 2017" (2015). *Chemistry Courses*. Paper 34.
http://spark.parkland.edu/chem_course/34

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CHE 106-005 Chemistry for Health Professions Course Syllabus Spring 2015

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Student Office Hours: T 5:30-6pm in L262; R 5:30-6:30pm in M229; if these do not work for you please contact me to schedule an appointment for help at some other time.

Pre-requisite: MAT 060 or MAT 094: Pre- Algebra skills or equivalent.

Class meeting times: Tuesdays 6:00-8:50pm in L256

Lab meeting times: Thursdays 6:00*-8:50pm in M229 (*Actual lab start time is 6:30pm to allow quiz time)

Welcome to CHE 106 at Parkland College!

CHE 106 is designed for those interested in the health professions, so the chemistry concepts, examples, activities, and problems will be linked to the health fields. This course will help to prepare you for continued studies in the biological, chemical, and health sciences as well as help you apply chemical concepts to make sense of the world around you. I will do my best to help you succeed, but success will require consistent, hard work on your part. (See Objectives on Cobra for details on topics.)

How to Succeed in CHE 106? Come to class, prepare for class ahead of time, read the text (Chemistry Links make great reading comprehension questions on quizzes), work with your group, do the homework, stay up with the material, and **ask questions**. If you have any questions or concerns, do not hesitate to contact me. The sooner we deal with any problems the easier it will be for you! Making mistakes on homework and learning from them before the quizzes and final is important. If you are struggling with content or special circumstances let me know ASAP.

Required Materials

1. **Text:** Chemistry: An Introduction to General, Organic, and Biological Chemistry, 12th edition by Karen Timberlake with MasteringChemistry & e-book access code included (ISBN-13: 978-0-321-90714-1). There is also an e-book only version available online if you would prefer to purchase that with a MasteringChemistry access code. Whatever option you choose must include MasteringChemistry. **Course Code: NICELY92837**
2. **Lab Manual Procedures & Reports with Post Lab Activities & Classroom Supplement Packet:** This packet is available in the Parkland College Bookstore or can be printed off from Cobra (~446 pages).
3. **Laboratory Notebook:** A bound laboratory notebook with duplicate sheets is available in the PC Bookstore. This is where you will write your procedures, record your data, and perform your calculations for lab.
4. **Safety Goggles:** Students must purchase their own laboratory safety goggles. Goggles are available in the PC Bookstore. If you already have your own, they MUST offer complete protection of the side of your eyes. (Look for the markings "Z87" stamped on the goggles.) Lab safety glasses are NOT acceptable. This is part of your lab participation grade.
5. **Scientific Calculator:** Any simple scientific calculator is sufficient as long as it is capable of scientific notation. A graphing calculator is not necessary. You are responsible for understanding how to use your calculator. Bring your calculator to every class session, including quizzes and the final exam.
6. **Quarter** for the lab and testing center lockers. Coats, cell phones, and excess materials are not allowed in lab or testing center.
7. **Enclosed shoes & clothing that covers you from tips of toes to shoulders** for lab days. You are to be COVERED from tips of toes to shoulders. Students often forget about ankles and the tops of their feet, so watch out for these in particular. If you are not dressed appropriately you will not be allowed to participate. It is recommended that you pack a spare set of clothes (socks, shoes, pants, shirt, etc.) in your car so if there is a spill you have something to wear home or if you forget to dress appropriately for lab you have something you can throw on quickly.
8. **Tri-fold poster board and supplies** for semester project and EYW activities including change for copy machines to copy sources. A highlighter and 2 pocket folder is required for semester project weekly checkpoints.
9. (Optional) Study guide & Selected Solutions Manual (ISBN-13: 978-0-321-93346-1). A copy is on reserve in the library.

In addition to gaining a better understanding of my world and chemistry...

I want an A so I need to earn a minimum of 1800 pts (90%) and can't miss more than 2 labs.

I want a B so I need to earn a minimum of 1600 pts (80%) and can't miss more than 2 labs.

I want a C so I need to earn a minimum of 1400 pts (70%) and can't miss more than 2 labs.

I want a D so I need to earn a minimum of 1200 pts (60%) and can't miss more than 2 labs.

If you earn less than 60% of 2000 pts (less than 1200 pts) or miss more than 2 labs, then you might consider talking with a counselor about withdrawing before May 1, because you will receive an F otherwise. Both W and F impact financial aid, but F impacts your grade point average too. If at any time you are considering withdrawing please contact me, counseling & advising, and financial aid first. (See Syllabus Addendum in Cobra)

Time Expectation: For every in-class hour you can expect to put at least 3 times that into the course outside of class. 6 hours per week in class/lab * 3 = 18 hours outside of class. This may vary from week to week, concept to concept, and student to student.

Methods of Evaluation: What opportunities do I have to show what I've learned?

Syllabus quiz-This quiz checks to see your familiarity with the syllabus and introduces you to taking quizzes in the Testing Center. You will have an electronic copy of the syllabus available to you during the quiz, but you will want to be very familiar with it anyway.

Mini Homeworks (MHW) -Not everyone learns in the same way, so in order to help you to find out what learning activities help you understand the material best we are providing you with lots of different activities. Each activity is worth 5 points. The MHW activities are as follows:

***L262 Visit & CAS Visit**-Find your instructor's office (L262; Get a signature from *any* faculty member) & the Center for Academic Success (D120; Get a signature) so your instructor knows that you know where to go for help.

***Classroom Supplement (CS)**-The classroom supplement is designed along the lines of POGIL (process oriented guided inquiry learning) where students work in groups to discover concepts instead of being told concepts. Students are active participants in the learning process. Classroom supplements will often be worked on in class. Come prepared to contribute to your group. If you are unable to attend class then work on the classroom supplement to keep up. Classroom supplements are graded on completion. You will most likely need to spend time outside of class completing your supplement. In another class you might take notes based on a PowerPoint presentation. In this class, the classroom supplement will be your notes.

***MasteringChemistry reading (MCR)**-These open-book reading quizzes are designed to help you get the most out of reading the textbook. According to MC these average ~9 questions at ~7 minutes.

***Review Mini Quizzes (RMQ)**-Concepts in CHE 106 build on each other. The material that is quizzed over in chapters 1&2 will be used in chapter 3, chapter 4, etc., through the cumulative final exam and even on into BIO 121 and beyond. In an effort to encourage you to review earlier content we are giving you the opportunity to take review mini quizzes. They will be composed of 8 questions that review prior content. For example Ch 3's RMQ will have 8 questions from Ch 1&2, while Ch 16&17's RMQ will have 8 randomly selected questions from every earlier chapter. The review mini quizzes will open and close on the same days as the regular quizzes, and will be taken online (NOT in the Testing Center). The mini quizzes are timed (10 minutes).

***Post Lab Activities (PL)** – These are another approach to complement the classroom content. Some are online, some are on paper, and some have the option of online or on paper, but all are designed to give you more practice on concepts, calculations, or skills that will benefit you.

* **Miscellaneous**-Over the years some activities have been of great benefit to some students such as preparing flash cards of the 1st 36 elements (chapter 4) or of the polyatomic ions and covalent prefixes (chapter 6), case studies on osmosis (chapter 9) or other activities. Since not every chapter has the same miscellaneous activities you will want to look over the checklist/weekly news carefully.

Organic Drug Project Checkpoints (Ckpt): See Cobra in the near future.

Lab-participation- You will be required to perform lab work and to write reports of your lab work. Participation in each lab is worth 5 points. To earn full points: dress appropriately (covered from tips of toes to shoulders & safety goggles), arrive on time, have your lab notebook prepared, read the lab, work with your group, and clean up after yourself. If you do not dress appropriately or you arrive after safety has started you will NOT participate that day, and this will count as a missed lab. **If you fail to attend the Mandatory Safety Introduction Lab then you will not be allowed to participate in the remaining labs.** Chemistry is a laboratory science. As such, the lab aspect is very important, and **students who miss more than 2 labs will receive an F for the course.** Even if you miss a lab you will still be responsible for the concepts that were covered in the lab. Since the lab supports the classroom concepts anything covered in lab can be quizzed over also.

Lab Reports- You will use extra lab time to work with your partner to complete the report and post lab activity. Lab reports will be submitted partially or entirely online. Reports submitted in the incorrect format (i.e. online questions submitted on paper) will not be accepted, so make sure you check the online reports carefully. We know that the gathering of data is often enjoyable, but the majority of the learning occurs when you work with the data and write up your report, **so if you do not turn in at least some portion of the lab report you will receive a ZERO for participation in that lab = a missed lab.**

Explore Your World Activities & Presentations (EYWs) – This is an opportunity to replace 1 low-scoring Lab Report! Each chapter has at least 1 activity that encourages you to connect the classroom content to your life outside the classroom. The files are submitted through Cobra. Most of these activities are also in your textbook, but may have been modified for ease in grading, so read the Cobra questions carefully! EYWs are like mini labs you do at home. There are ~26 EYW. You will want to score well on 7 of them and present 4 of them to the class in order to replace 1 low scoring lab report (maximum 32 points). There will be a presentation sign-up sheet; no more than 3 students will be permitted to present the same EYW to the class. You will want to jot down some notes to help with your presentation. You might also want to bring in what you used for the EYW for your presentation. The presentations should be no more than 2-3 minutes. All you have to do is show your classmates how you answered the EYW questions. If you have any questions about the EYWs or presentations please ask!

MasteringChemistry Graded (MCG) – While you're encouraged to work out homework problems on paper, for credit you will submit your answers through the MasteringChemistry website. Many of the questions have randomized variables, which means that the numbers may be different from the book or from your classmates. These problems check to make sure you truly understand the calculations and concepts of the chapter. The website has the ability to grade your answers on a mastery basis, meaning you are given multiple attempts on most problems, with only small deductions for unsuccessful attempts. You receive full credit when your first attempt is correct. More information on how each problem is graded is available at the MC website. As with any computer program there may be some glitches. In order to compensate for this I have included 2-3 additional problems for each chapter. Your score will be out of 12, but with the additional 2-3 problems you could score up to 14-15 points out of 12 (In other words, 2-3 extra credit points per assignment). I must manually transfer your score into the Cobra grade book after the assignment deadline. Submitting the homework through the website allows for instant feedback on each problem. Once you have set up your MC account you will be able to access it from any computer with internet access. I recommend working through the MC problems as we cover the corresponding content in class (a few problems every day). You are not alone. If you get stuck on a problem after a few tries bring me your scratch paper and we'll figure out what is happening. SEE ME! DO NOT select "show answers" - MC will give you the answer, but no credit. My highest scoring student to date averaged ~3 hours on MC per chapter while MC estimates ~1.5 hours on average with the earlier chapters taking more time. In order to help you earn full credit on MasteringChemistry Graded we have provided you access to MasteringChemistry Tutorials (MCT) - These problems truly walk you through the major types of problems or concepts one more time. It is a very good idea to walk through these BEFORE you do the MC Graded problems or if you hit a problem in MCG that keeps giving you a format error go to the MCT and see how they formatted a similar problem. MCT's are NOT for credit, but you can use them to really help you. In the past, students that did the MCT tended to score 1 letter grade higher on the quizzes than when they didn't do these.

Pre-Quiz (PQ) - An important step in knowing what you know (metacognition) is to test yourself. Once you have performed the activities that teach you the concepts and have you practice the concepts (activities mentioned above) then you need to test yourself to see if you really do know the material. I would recommend treating the PQ like a quiz. Sit in a quiet space, have your pencil, scratch paper, calculator, and periodic table, but not your book ready and time yourself. Once you submit the PQ you can review it. The PQ will be VERY similar to what you will see on the regular quiz. Figure out why you missed what you missed. Also make note of how long it took you to take the PQ so you allow yourself plenty of time to take the regular quiz. If you score 80% or better on your first attempt at the PQ full credit will be reported in the grade book. If you score less than 80% on your first attempt, but visit your instructor **before** you take the quiz and discuss the problems you missed then you can get full credit. {Plan to take your PQ prior to my office hours or other pre-determined meeting time to ensure that you have a chance to take advantage of this opportunity!} You can repeat the PQ, but only the first attempt is scored. Take the first attempt seriously – your instructor will not discuss PQs that are done in less than 5 minutes or where the answer blanks are all question marks. Don't waste your time, your instructor's time, or your classmates' time. You **MUST** take the Pre-Quiz (NOT in the testing center) **BEFORE** the regular quiz; otherwise the regular quiz will NOT be unlocked in the Testing Center.

Quiz-Quizzes will be administered in the Natural Sciences Testing Center (L-161) on specified dates and will typically take 30-60 minutes (~25 questions), but there is no time limit on the quizzes other than the hours of the Testing Center. Since you will have 2 days to take each quiz, no makeup quizzes will be given. The tendency is to put off taking the quiz until the last day, but what if your car breaks down and you can't make it or you get sick on the second day? If you want the instructor to give you partial credit you must turn in your "scratch" paper to the testing center personnel. The scratch paper must have your first & last name, date, course & section, and my name at the top. Every problem must be clearly numbered - if I can't find or read it I can't grade it. Check out <https://my.parkland.edu/stuservices/testing/default.aspx> to get information about the Testing Center rules and hours. NO cell phones are allowed in the testing center at any time. If you experience a computer issue that the Testing Center staff cannot resolve, please contact me ASAP.

Final Exam: The final exam will include all the material that is covered in the semester. Every student is required to take the final exam at the scheduled time. If you are late to the final exam, you will receive a 15% reduction on your exam score. **No make-up**-you will receive a zero if you miss the final-which would negatively impact your course grade.

Points Summary:

Opportunities:	Scored:	Points:	Bonus:	Total
Syllabus quiz	All of it scored	13	0	13
Mini Homework activities (MHW): L262 & CAS Visits, Classroom Supplement (CS), MasteringChemistry Reading (MCR), Review Mini Quizzes (RMQ), Post Lab Activities (PL) plus Miscellaneous. 5 points each	Score top 43 of ~65	215	~9	224
MasteringChemistry Graded: 12 points + ~2.4 points extra credit each (to compensate for computer glitches)	Score top 12 of 13	144	~28.8	~172.8
Lab Participation: If you do not attend the introduction/safety lab you will not be allowed to participate in any labs. If you miss more than 2 labs you fail. 5 points each	Score top 14 of 15	70	0	70
Lab Reports: EYW replacement lab included (top 7 EYWs and 4 presentations). 30 points each	Score top 12 of 14	360	2	362
Pre-quizzes (PQ): 4 points each (and unlocks regular quizzes)	Top 12 of 13	48	0	48
Quizzes: 50 points each	Score top 11 of 13	550	0	550
Drug Project	All of it scored	200	6	206
Final Exam	All of it scored	400	0	400
Grand total	Scored out of 2000	2000	~45.8	~2045.8

When is this all due? (Any assignments that need to be turned in by hand can be given to me personally or left in my mailbox in L120. Do NOT leave your work in my office if I'm not there.)

Wk	Monday	Tuesday (Lecture)	Wednesday	Thursday (Lab)
1	1/12/15	1/13/15	1/14/15	1/15/15
		Intro to Course & Start Ch 1&2 (+additional reading on the Scientific Method)		Perform & submit Intro to Lab; Get help setting up your MC
2	1/19/15	1/20/15	1/21/15	1/22/15
	MLK Day Campus closed Ch 1& Ch 2 MCR DUE 11:55 pm	Introduction to MC DUE 11:55pm	"Get to know the TC & syllabus" quiz opens;	Visit L262 & CAS DUE 6:30pm; "Get to know the TC & syllabus" quiz closes 7:15 pm; PL Intro DUE 9pm; Perform Lab 1
3	1/26/15	1/27/15	1/28/15	1/29/15
	Ch 3 MCR and Ch 1&2 EYWs DUE 11:55pm	Start Ch 3 Ch 1&2 MCG DUE 11:55pm	Quiz Ch 1&2 opens	Ch 1&2 PQ & Quiz close 7:15 pm; Ch 1&2 CS DUE 9pm; Lab 1 & PL1 DUE 9pm; Perform Lab 2
4	2/2/15	2/3/15	2/4/15	2/5/15
	Ch 4 MCR and Ch 3 EYWs DUE 11:55 pm	Ckpt 1 DUE 6pm; Element #1-36 flashcards DUE 6pm; Start Ch 4 Ch 3 MCG DUE 11:55pm	Quiz 3 opens	Ch 3 PQ & Quiz & RMQ close 7:15pm; Ch 3 CS DUE 9pm; Lab 2 & PL2 DUE 9pm; Library Visit & Perform Lab 3
5	2/9/15	2/10/15	2/11/15	2/12/15
	Ch 6 MCR and Ch 4 EYWs DUE 11:55 pm	Ckpt 2 DUE 6pm; Covalent & polyatomic flashcards DUE 6pm; Start Ch 6 (Skip 6.6-6.8) Ch 4 MCG DUE 11:55pm	Quiz 4 opens	Ch 4 PQ & Quiz & RMQ close 7:15pm; Ch 4 CS DUE 9pm; Lab 3 & PL3 DUE 9pm; Perform Lab 4
6	2/16/15	2/17/15	2/18/15	2/19/15
	Ch 7A MCR and Ch 6 EYWs DUE 11:55 pm	Ckpt 3 DUE 6pm; Start Ch 7A: 7.3-7.5 & 7.8 & EQUILIBRIUM Ch 6 MCG DUE 11:55pm	Quiz 6 opens	Ch 6 PQ & Quiz & RMQ close 7:15pm; Ch 6 CS DUE 9pm; Lab 4 & PL4 DUE 9pm; Perform Lab 5
7	2/23/15	2/24/15	2/25/15	2/26/15
	Ch 7B MCR and Ch 7A EYWs DUE 11:55 pm;	Ckpt 4 & corrected Ckpt 2 DUE 6pm; Start Ch 7B: 7.1-7.2 & 7.6-7.7 Ch 7A MCG DUE 11:55pm	Quiz 7A opens;	Prof. Dev. Day – No lab
8	3/2/15	3/3/15	3/4/15	3/5/15
	Ch 9 MCR and Ch 7B EYWs DUE 11:55 pm;	Ckpt 5 & corrected Ckpt 3 DUE 6pm; Ch 7A CS DUE 6pm; Lab 5 & PL5 DUE 6pm; Ch 7A PQ & Quiz & RMQ close 7:15pm; Start Ch 9 + Sections 6.6-6.8	Quiz 7B opens; Ch 7B MCG DUE 11:55pm	Ch 7B PQ & Quiz & RMQ close 7:15pm; Ch 7B CS DUE 9pm; Perform Lab 6 MIDTERM

Wk	Monday	Tuesday (Lecture)	Wednesday	Thursday (Lab)
9	3/9/15 Ch 10 MCR and Ch 9 EYWs DUE 11:55 pm;	3/10/15 Ckpt 6 & corrected Ckpt 4 DUE 6pm; Start Ch 10 Ch 9 MCG DUE 11:55pm	3/11/15 Quiz 9 opens	3/12/15 Ch 9 PQ & Quiz & RMQ close 7:15pm; Ch 9 CS DUE 9pm; Lab 6 & PL6 DUE 9pm; Perform Lab 7
	3/16/15 Ch 6 & 11 MCR and Ch 10 EYWs DUE 11:55 pm;	3/17/15 Ckpt 7 & corrected Ckpt 5 DUE 6pm; Organic flashcards DUE 6pm; Start Organic: Ch 11, 12, & 14 & section 6.8 Ch 10 MCG DUE 11:55pm	3/18/15 Quiz 10 opens	3/19/15 Ch 10 PQ & Quiz & RMQ close 7:15pm; Ch 10 CS DUE 9pm; Lab 7 & PL7 DUE 9pm; Perform Lab 8
Spring Break; No Class 3/23-3/27				
11	3/30/15 Ch 12&14 MCR DUE 11:55 pm	3/31/15 Ckpt 8 & corrected Ckpt 6 DUE 6pm	4/1/15	4/2/15 RMQ closes 7:15 pm; Lab 8 & PL8 DUE 9pm; Poster Work Day
	4/6/15 Ch 13 & Ch 15 MCR and Ch 11,12&14 EYWs DUE 11:55 pm	4/7/15 Ckpt 9 & corrected Ckpt 7 DUE 6pm; Start Ch 13&15 Ch 11,12&14 MCG DUE 11:55pm	4/8/15 Quiz 11,12&14 opens	4/9/15 Ch 11,12&14 PQ & Quiz & RMQ close 7:15pm; Ch 11,12&14 CS DUE 9pm; PL Work Day DUE 9pm; Perform Lab 9
13	4/13/15 Ch 8 MCR and Ch 13&15 EYWs DUE 11:55 pm	4/14/15 Corrected Ckpt 8 & 9 DUE 6pm; Start Ch 8 Ch 13&15 MCG DUE 11:55pm	4/15/15 Quiz 13&15 opens	4/16/15 Ch 13&15 PQ & Quiz & RMQ close 7:15pm; Ch 13&15 CS DUE 9pm; Lab 9 & PL9 DUE 9pm; Perform Lab 10
	4/20/15 Ch 5 MCR and Ch 8 EYWs DUE 11:55 pm	4/21/15 Ckpt 10 Poster DUE 6pm! Start Ch 5 Ch 8 MCG DUE 11:55pm	4/22/15 Quiz 8 opens	4/23/15 Ch 8 PQ & Quiz & RMQ close 7:15pm; Ch 8 CS DUE 9pm; Lab 10 & PL10 DUE 9pm; Perform Lab 11
15	4/27/15 Ch 16 & Ch 17 MCR and Ch 5 EYWs DUE 11:55 pm	4/28/15 Start Ch 16&17 Ch 5 MCG DUE 11:55pm	4/29/15 Quiz 5 opens Poster Session 4-6pm College Center	4/30/15 Ch 5 PQ & Quiz & RMQ close 7:15pm; Ch 5 CS DUE 9pm; Lab 11 & PL11 DUE 9pm; Perform Lab 12
	5/4/15 Ch16&17 EYWs DUE 11:55pm	5/5/15 Ch16&17 MCG DUE 11:55pm	5/6/15 Quiz 16&17 opens	5/7/15 Ch 16&17 PQ & Quiz & RMQ close 7:15pm; Ch 16&17 CS DUE 9pm; Lab 12 & PL12 DUE 9pm; Lab Review

Final Exam: Tuesday, May 12, 6-8pm

No make-ups & No late work. (See Special Circumstances below)

Cobra: Cobra is a great asset. It contains general information, quizzes, your grades, calendar, e-mails from your instructor, and much more. It is to your advantage to check Cobra at least daily.

Academic Honesty: You are expected to complete all your quizzes/exams alone without receiving or giving outside assistance-**Your brain does your quiz/exam.** Academic dishonesty (cheating) is grounds for failure of this course and academic discipline. Unethical conduct during testing or in preparation of assignments is unacceptable and may result in disciplinary action. There will be a number of times this semester when you will need to do some research. To avoid plagiarism remember to cite all work that is not your own. Refer to the Parkland College *Student Policies and Procedures Manual* or <http://www2.parkland.edu/studentpolicy/honesty.html> for more information.

Attendance: According to the Parkland College Catalog, "Regular and prompt attendance is expected at all classes. Regular attendance and consistent study habits are considered necessary for academic success in college. Faculty members have prerogative of lowering grades for excessive absence." The activities we participate in during class will contribute to your understanding of the concepts and therefore your success in this course. *Inadequate attendance has been a leading cause of class failure.*

Center for Academic Success: CAS provides a wide range of academic support services to enable you to learn well, grow as a student, succeed in your classes, and excel at what you do: tutoring & learning assistance, for-credit modules & tutorials, and advising & advocacy. Please contact CAS staff: Anita Taylor (Phone: 353-2005) or Sue Schreiber (Phone: 351-2441), stop by D120, or email CAS at CenterForAcademicSuccess@parkland.edu.

Civility Statement: Our College Core Values of Fair & Just Treatment and Responsibility serve as guideposts for civility. Parkland College is committed to campus wide civility by cultivating a community where the faculty, staff, and students: respect people & property, show empathy & tolerance, demonstrate concern for & fairness toward others, employ critical thinking & patience, and accept accountability for their own actions.

Disability Services: If you believe you have a disability for which you may need an academic accommodation (e.g. an alternate testing environment, use of assistive technology or other classroom assistance), please contact the following person and then inform the instructor as soon as possible: Cathy Robinson, Director, Disability Services, Room U260, 217-353-2338, disabilityservices@parkland.edu

Student Responsibilities: The college classroom is a place for learning. If you follow the civility statement above the following student responsibilities will not be an issue. Disruptive & inappropriate behavior will not be tolerated. If the instructor finds it necessary to either stop lecturing or remind a student of their classroom responsibility, the instructor will withdraw the student from the class. *See How to Succeed in CHE 106 above. *Raise your hand to be recognized or speak when there is a break in the discussion. *Show respect for other students and refrain from engaging in private conversation and behavior that distracts other students. *Complete sentences with good punctuation make it a lot easier for the instructor to understand what you are saying. If I can't read it, then I can't grade it. *No food will be allowed in the lab. Drinks with screw top lids will be allowed in the classroom, but **NOT** in lab. ***Cell Phones-Be courteous!** Cell phones are not to be used as calculators on any occasion. The safety of your cell phones is greatly reduced in the lab setting - leave them in the locker.

Special Circumstances: If you feel that due to special circumstances you should be exempt from any of the policies in this handout, please discuss it with me as soon as the situation arises. If you have any concerns that you feel your instructor has not addressed to your satisfaction please contact the CHE 106 course coordinator Sheryl Drake (sdrake@parkland.edu).

**This syllabus is my contract with you. Minor changes may occur throughout the semester. You will be notified of these changes by Cobra e-mail. No major changes should occur. In the unlikely event that a major change becomes necessary, you will be notified by Cobra e-mail, and the changes will be documented in Cobra and filed with the department office.*