

2015

Chemistry 106 Chemistry for Health Professions Summer 2015

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K. Jeans CHE 106 Chemistry for Health Professions Course Syllabus Summer 2015

Instructor: Kristy Jeans

Office: L262

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Email: KJeans@parkland.edu (this is my preferred method)

Student Office Hours: M 8-8:50 am, W 8-8:50 pm or if this does not work for you please contact me to schedule an appointment for help at some other time.

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

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, Benjamin Cummings; MasteringChemistry & e-book access code included (ISBN-13: 978-0-321-93385-0). There is also an e-book only version available online if you would prefer. Whatever option you choose must include MasteringChemistry. **Course Code: JEANS47158**
2. **Lab Manual Procedures & Reports with Post Lab Activities & Classroom Supplement/Study Guide 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. 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. **Misc. supplies** for EYW activities
- Optional 9. Study guide & Selected Solutions Manual (ISBN-13: 978-0-321-93346-1). A copy is on reserve in the library.

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Time Expectation: For every in class hour you can expect to put at least 3 times that into the course outside of class. 12 hours per week in class $12 * 3 = 36$ hours outside of class This may vary from week to week, concept to concept, and student to student.

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. **Please e-mail me only through Cobra.**

STAR (Student Technical Assistance & Resources): Parkland College offers assistance for technical questions and issues regarding Email, Cobra Learning System, My.Parkland and Wi-Fi access. STAR is now located in the Parkland Library or you may email star@parkland.edu or call the STAR Hotline at 217-353-3333. Assistance available: Monday-Thursday, 9:00 am-6:00 pm and Friday 9:00 am- 12:00 pm.

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 July 30, 2015 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)

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.

MasteringChemistry Graded-A list of these textbook problems for each chapter is provided for you in Cobra. Feel free to do them on paper. For credit you will submit your answers through the MasteringChemistry website. You'll want to take note of the questions that have ***Randomized Variables**. This means that the numbers may be different from the book or from your classmates so check the website BEFORE you do the problem.

These problems check to make sure you truly understand the calculations and concepts of the chapter. You are given multiple attempts on most problems, with only small deductions for unsuccessful attempts. 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. I must manually enter your score into the Cobra grade book.

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 SEE ME! DO NOT select show answers. MC will give you the answer, but no credit.

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 student that did the MCT tended to score 1 letter grade higher on the quizzes than when they didn't do these.

The mission of Parkland College is to engage the community in learning.

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Mini Homework Activities (MiniHA)-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 4 points. The MiniHA's are as follows:

***KJ Visit & CAS Visit**-Find your instructor's office & D120 Center for Academic Success (Get a signature-See CAS statement below) 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.

***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 10 questions from Ch 1 & 2, while Ch 16 & 17's RMQ will have 8 randomly selected questions from every chapter before. The review mini quizzes will open and close on the same days as the regular quizzes. These are timed (10 minutes) and taken anywhere, but **NOT** in the testing center.

***Post Lab Activities (PL)**-These are another approach to complement the classroom content. All are on paper, but some have the option of online or on paper. These are designed to give you more practice on concepts, calculations, or skills that will benefit you. They do reflect S. Drake's love of puzzles and games and yet give you lots of practice on the concepts or calculations.

***Explore Your World Activities (EYWs)** - 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-read the Cobra questions carefully! EYWs are like mini labs you do at home.

***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 pre-fixes (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.

Capstone Project: See Cobra in the near future.

Lab-participation- You will be required to perform lab work and to write reports on 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 (see Cobra documents for each lab), read the lab, work with your group, clean up after yourself, and submit a report. If you do not dress appropriately or arrive after safety has started you will NOT participate that day. Failure to submit a lab report on time also counts as a missed lab. **If you fail to attend the Mandatory Safety Introduction Lab, you will not be allowed to participate in the remaining labs. Chemistry is a laboratory science. As such the lab aspect is very important. 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 want to use extra lab time to work with your partner to complete the report and post lab activity. We know that the gathering of data is often enjoyable, but the majority of the concept learning occurs when you work with the data, 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. Chemistry is a laboratory science. As such the lab aspect is very important. Students who miss more than 2 labs will receive an F for the course.**

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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 practiced 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 ready, but not your book. Once you submit the PQ you should review it in order to determine your strengths and weaknesses with the content. 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 (Bring your scratch paper.). You can repeat the PQ, but only the first attempt is scored. Do 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 or the regular quiz will not unlock 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 a 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? 0. If you want the instructor to give you partial credit you must turn in your "scratch" paper to the testing center personal. The scratch paper must have your first & last name, date, course & section, and my name at the top. Every problem must be numbered and problems should be separated from each other with a distinct line-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. If you experience a computer issue that the Testing Center staff cannot resolve, contact me immediately. NO cellphones are allowed in the testing center.

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. NO cellphones are allowed during the final exam.

Points Summary:

Opportunities:	Scored:	Points:	Bonus:	Total
Syllabus quiz	All of it scored	13	0	13
MiniHA: KJ Visit & CAS Visit, Classroom Supplement (CS), MasteringChemistry reading (MCR), Review Mini Quizzes (RMQ), Post Lab Activities (PL), Explore Your World (EYW), Miscellaneous 5 points each	top 43	215	~9	~224
MasteringChemistry Graded: 12 points + ~average 2.4 points extra credit to compensate for computer glitches each	top 12 of 13	144	~28.8	~172.8
Lab Participation: If you do not attend the introduction/safety lab you will be dropped at 10 th day roster. If you miss more than 2 labs you fail. 5 points each	All of it scored	70	0	70
Lab Reports: 30 points each	top 12 of 14	360	2	362
Pre-Quizzes: 4 points each & unlock regular quiz	top 12 of 13	48	0	48
Quizzes: 50 points each	top 11 of 13	550	0	550
Capstone Project	All of it scored	200	6	206
Final Exam	All of it scored	400	0	400
Grand total	Scored out of 2000	2000	~60.8	~2060.8

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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 chapters & 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.

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: Cathy Robinson, Room X148, 217-353-2082, crobinson@parkland.edu

When is this all due? Cobra calendar is official calendar. Pre-Quizzes MUST be submitted to access the real quiz.

Wk	Monday	Tuesday	Wednesday	Thursday
1	6/15 Start Intro to Course & Ch 1 & 2 & additional reading on the Scientific Method	6/16 Perform & submit Mandatory Intro to Lab Get help setting up your MC	6/17 <i>Get to know the TC & syllabus quiz opens</i> Ch 1 & 2 MCR DUE 9 am Visit KJ & CAS DUE at 9 am	6/18 Perform Lab 1 PL Intro DUE 9 am Get to know the TC & syllabus quiz closes at 1:45 pm Introduction to MC DUE 11:55 pm
	6/22 Start Ch 3 <i>Quiz Ch 1&2 opens</i> Ch 3 MCR DUE 9 am Ch1&2 CS DUE at 11:50 am Ch 1 & 2 MCG DUE at 11:55 pm	6/23 Perform Lab 2 Ch 1 & 2 EYWs, Lab 1 & PL1 DUE 9 am Ch 1 & 2 PQ & Quiz close at 1:45 pm	6/24 Start Ch 4 <i>Quiz Ch 3 opens</i> Ch 4 MCR DUE 9 am Ch 3 CS & 1-36 element flash cards DUE 11:50 am Ch 3 MCG DUE 11:55 pm	6/25 Perform Lab 3 Ch 3 EYWs, Lab 2 & PL2 DUE 9 am Ch 3 PQ & Quiz close at 1:45 pm RMQ closes 11:55 pm
2	6/29 Start CH 6 (Skip 6.6-6.8 for now) <i>Quiz Ch 4 opens</i> Ch 6 MCR DUE 9 am Ch 4 CS & Ion and prefix flash cards DUE 11:50 am Ch 4 MCG DUE 11:55 pm	6/30 Perform Lab 4 Ch 4 EYWs, Lab 3 & PL3 DUE 9 am Ch 4 PQ & Quiz close at 1:45 pm. RMQ closes 11:55 pm	7/1 Start CH 7A: 7.3-7.5 & 7.8 & EQUILIBRIUM Ch 7A MCR DUE 9 am	7/2 College Closed- No Class
	6/29 Start CH 6 (Skip 6.6-6.8 for now) <i>Quiz Ch 4 opens</i> Ch 6 MCR DUE 9 am Ch 4 CS & Ion and prefix flash cards DUE 11:50 am Ch 4 MCG DUE 11:55 pm	6/30 Perform Lab 4 Ch 4 EYWs, Lab 3 & PL3 DUE 9 am Ch 4 PQ & Quiz close at 1:45 pm. RMQ closes 11:55 pm	7/1 Start CH 7A: 7.3-7.5 & 7.8 & EQUILIBRIUM Ch 7A MCR DUE 9 am	7/2 College Closed- No Class

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4	7/6	7/7	7/8	7/9
	<p>Start CH 7B: 7.1-7.2 & 7.6-7.7 <i>Quiz Ch 6 opens</i> Ch 7B MCR DUE 9 am Ch 6 CS DUE 11:50 am Ch 6 MCG DUE 11:55 pm</p>	<p>Perform Lab 5 Ch 6 EYWs, Lab 4 & PL4 DUE 9 am Ch 6 PQ & Quiz close at 1:45 pm RMQ closes 11:55 pm</p>	<p>Start CH 9: Section 6.6 - 6.8 & CH 9 <i>Quiz Ch 7A opens</i> Ch 9 MCR DUE 9 am Ch 7A CS DUE 11:50 am Ch 7A MCG DUE 11:55 pm</p>	<p>Perform lab 6 Ch 7A EYWs, Lab 5 & PL5 DUE 9 am Ch 7A PQ & Quiz close at 1:45 pm RMQ closes 11:55 pm</p>
5	7/13	7/14	7/15	7/16
	<p>Start CH 10 <i>Quiz Ch 7B opens</i> Ch 10 MCR DUE 9 am Ch 7B CS DUE 11:50 am Ch 7B MCG DUE 11:55</p>	<p>Perform Lab 7 Ch 7B EYWs, Lab 6 & PL6 DUE 9 am Ch 7B PQ & Quiz close at 1:45 pm RMQ closes 11:55 pm</p>	<p>Start CH 11, 12, 14 & 6.8 <i>Quiz Ch 9 opens</i> Ch 6 & 11 MCR & Ch 12 & 14 MCR DUE 9 am Ch 9 CS & Acid/Base flash cards DUE 11:50 am Osmosis case study & Ch 9 MCG DUE 11:55 pm</p>	<p>Perform Lab 8 Ch 9 EYWs, Lab 7 & PL7 DUE 9 am Ch 9 PQ & Quiz close at 1:45 pm RMQ closes 11:55 pm</p>
6	7/20	7/21	7/22	7/23
	<p>Start CH 13 & 15 <i>Quiz Ch 10 opens</i> Ch 13 & Ch 15 MCR DUE 9 am Ch 10 CS DUE 11:50 am Ch 10 MCG DUE 11:55 pm</p>	<p>Project Work Day Ch 10 EYWs, Lab 8 & PL8 DUE 9 am Ch 10 PQ & Quiz close at 1:45 pm RMQ closes 11:55 pm</p>	<p>Start CH 8 <i>Quiz Ch 11, 12 & 14 opens</i> Ch 8 MCR DUE 9 am Ch 11, 12 & 14 CS & Functional Groups flash cards DUE 11:50 am Ch 11, 12 & 14 MCG DUE 11:55 pm</p>	<p>Perform Lab 9 EYWs Organic, & PL work day DUE 9 am Ch 11, 12 & 14 PQ & Quiz close at 1:45 pm RMQ closes 11:55 pm Capstone Project Review Questions DUE 11:55 pm</p>
7	7/27	7/28	7/29	7/30
	<p>Start CH 5 <i>Quiz Ch 13& 15 opens</i> Ch 5 MCR DUE 9 am Ch 13& 15 CS DUE 11:50 am Ch 13 & 15 MCG DUE 11:55 pm</p>	<p>Perform Lab 10 EYWs Ch 13 & 15, Lab 9 & PL9 DUE 9 am Ch 13 & 15 PQ & Quiz close at 1:45 pm RMQ closes 11:55 pm</p>	<p>Start CH 16 & 17 Ch 16 & Ch 17 MCR DUE 8 am Ch 5 MCR DUE 9 am Ch 8 CS DUE 11:50 am Ch 8 MCG DUE 11:55 pm</p>	<p>Perform Lab 11 Ch 8 EYWs, Lab 10 & PL10 DUE 9 am Ch 8 PQ & Quiz close at 1:45 pm RMQ closes 11:55 pm</p>
8	8/3	8/4	8/5	8/6
	<p><i>Quiz Ch 5 opens</i> Ch 5 CS DUE 11:50 am Ch 5 MCG DUE 11:55 pm Capstone Project Thinking Questions DUE 11:55 pm</p>	<p>Perform Lab 12 Quiz 16 & 17 opens Ch 5 EYWs, Lab 11 & PL11 DUE 9 am Ch 16 & 17 CS DUE 11:50 am Ch 5 PQ & Quiz close at 1:45 pm RMQ closes 11:55 pm Ch 16 & 17 MCG DUE 11:55 pm</p>	<p>Review EYWs Ch 16 & 17, Lab 12 & PL12 DUE 9 am Ch 16 & 17 PQ & Quiz close at 1:45 pm RMQ closes 11:55 pm</p>	<p>Final Exam 9-11 L-161</p>

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Due Dates Summary:

Opportunities:	When	Where
MCR	Mondays and Wednesdays at 9am	Submit through MC website
MCG	Mondays and Wednesdays at 11:55pm	Submit through MC website
Classroom Supplement	Mondays and Wednesday at 11:50 am	Live in class
Lab Participation	At Lab at 9 am	Live at lab-Don't be late!
Lab Reports	At Lab at 9 am	Live at lab
PL	Tuesdays and Thursdays at 9 am	Most Live and some through Cobra
EYWs	Tuesdays and Thursdays at 9 am	Submit through Cobra
Pre-Quizzes	Tuesdays and Thursdays by 1:45 pm	Submit through Cobra-must submit before Quiz will open
Quizzes	Tuesdays and Thursdays by 2 pm	Submit through Cobra in the Testing Center
RMQ	Tuesdays and Thursdays by 11:55 pm	Submit through Cobra
Final Exam	Thursday 08/06	Submit through Cobra in the Testing Center

***Please note that there are a couple exceptions to this summary. Please check the calendar, Cobra, announcements, etc.**

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

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.

Please check out Dr. Young's (VP of Academic Services) Syllabus Addendum on our course homepage in Cobra. The document highlights many of the policies and services available to help you succeed here at Parkland. https://cobra.parkland.edu/shared/shared%20content%20files/syllabus_addendum.html

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.**

**This syllabus is my contract with you. If you find any errors or have any questions please let me know. Minor changes may occur throughout the semester (an additional MiniHA opportunity might be added or a due date delayed because of snow). You will be notified of these changes by Cobra e-mail and in class. No major changes should occur. If a major change occurs you will be notified by Cobra e-mail, the changes documented in Cobra and filed with the department office.*

**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)

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