Welcome to Chemistry 100 (on-campus) course. This is a course for those going into the allied health field. In this course, you will be introduced to concepts to better understand chemistry as it applies to basic health and our environment. By the end this class, I hope that you will realize that "Chemistry is Universal" and plays an important role in the quality of your life.

Although we will need to cover topics found in the course outline, adjustments will be made depending on the class interest. You will be provided with the tools and knowledge to be successful in this class, all I ask of you is to work hard, do your best, be honest and have fun. If you have any questions concerning this class or your performance, please do not hesitate to ask me.

The schedule for all assignments including quizzes and exams are set for the semester. Look at the course schedule at this time and make sure you can keep up with the schedule. If you cannot, you will need to drop this course. Your grade in this course will be based on online homework (200pts), quizzes (200pts), class participation & attendance (50pts), two exams (550pts) and misc. extra credit. The midterm will be given on Apr 4th and the final exam will be given on May 16th and 21st. Not taking the midterm exam is grounds for being dropped from the course and not taking the final exam is grounds for failing the course. Please do not ask to take the midterm or final exam earlier or later than these dates. If you do, it will be more difficult. See below for conditions.

This course is designed so that one-quiz and two-homework will be dropped at the end of the semester. Excuses for whatever reasons therefore do not apply if you miss any of these assignments. If this is not acceptable, please do not take this course. NO EXCEPTIONS whatsoever.

**Student Learning Outcome (SLOs):**
- Apply mathematics to solve quantitative chemical problems.
- Write chemical names and formulas for inorganic chemicals.
- List the type of intermolecular forces a chemical possesses.
- Describe properties such as shapes, polarity and IMF for chemical substances.

**Co-requisite:** Chemistry 100-Lab. It is imperative that students taking this lecture course also be enrolled in the lab. Without prior consent, students not enrolled in the lab or who have not passed the lab prior to this course will be dropped.

**Software and Supply Requirement:**

2) **Mastering Chemistry:** If you do not purchase the text from the bookstore you can purchase the access code and eText from Pearson $116.00 (MyLab&Mastering with eBook), or you can simply purchase the access code without the eText $69 (MyLab&Mastering only).

3) **Calculator:** Scientific calculator capable of exponential notation and log functions. You are not allowed to use your cell phone as a calculator. Your calculator must be approve by your instructor before using in an exam. $10 - $20 (keyword: Scientific calculators)

4) **Misc Supplies:** 20 - 5 x 8 '' Index Card, 2 - Scantrons (Green) by Feb 07th. (~$5.00)

The photo to the right show the custom edition front cover that can be purchased from the Miramar Bookstore. The first 10 chapters from this edition is found from the regular text that is shown to the right in the photo.

For more information on your buying options, go to: (copy and paste to your browser) http://www.mypearsonstore.com/bookstore/general-organic-and-biological-chemistry-structures-9780321966926?xid=PSED
### Important Dates:
- Feb 09 - Last date to drop with no "W" in transcript.
- Feb 19 - President's Day, No Classes
- Mar 26 to 30 - Spring Break
- April 13 - Last day to withdraw from classes with a "W"
- May 24 - End of semester

‡ Throughout the semester there will be opportunities to earn bonus points, these bonus points have strict guidelines. For example, if it is an in-class assignment then to earn the points you must turn in your answer that day after class. If it is a take home assignment, then the assignment is due at the beginning of class of the due date. Late papers are not accepted. If you are absent when the assignment is given out, you will not have an opportunity to makeup these bonus points. This is my method of rewarding students who attend class at a regular basis. If you are given authorization to turn in your assignment late, it is most likely that the highest grade you can earn is the lowest score of those students who did turn in their assignments on time.

If members of the class are too picky about points here and there and it becomes too much of a hassle because of petty bickering then I will stop this process for the rest of the semester.

### No extension for any of the homework deadlines...

### Chapter and Topics

<table>
<thead>
<tr>
<th>Week of:</th>
<th>Chapter and Topics</th>
<th>Homework, Quizzes and Exams</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 29-Jan</td>
<td>Chp 00: Salutations</td>
<td>HW Due 02/04</td>
</tr>
<tr>
<td></td>
<td>Chp01: Chemistry in Our Lives</td>
<td>1-Turn in 2 Scantrons (green) forms by 2/7</td>
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<td></td>
<td></td>
<td>2-Background Survey (BB) Due 2/7</td>
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<td></td>
<td></td>
<td>3-What U Know Question (BB) Due 2/7</td>
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<td>4-Math Review Pre-Test Due 2/9</td>
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<td>5-Problem Solver Survey Due 2/9</td>
</tr>
<tr>
<td>2 5-Feb</td>
<td>Chp02: Measurements in Chemistry</td>
<td>HW Due 02/11</td>
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<tr>
<td></td>
<td></td>
<td>Syllabus Quiz-00, Due 2/13</td>
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<tr>
<td></td>
<td></td>
<td>Feb 9th, Deadline to drop class with no &quot;W&quot;</td>
</tr>
<tr>
<td>3 12-Feb</td>
<td>Chp03: Energy and Matter</td>
<td>HW Due 02/18</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Quiz-1 [Chapter 1, 2 &amp; 3, Due 2/18]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Open on 2/16- 2/18 by midnight</td>
</tr>
<tr>
<td>4 19-Feb</td>
<td>Chp04: Atoms and Elements</td>
<td>HW Due 02/25</td>
</tr>
<tr>
<td>5 26-Feb</td>
<td>Chp05: Nuclear Chemistry</td>
<td>HW Due 03/04</td>
</tr>
<tr>
<td>6 5-Mar</td>
<td>Chp06: Compound, Lewis, VSEPR &amp; Polarity</td>
<td>HW Due 03/18</td>
</tr>
<tr>
<td>7 12-Mar</td>
<td>Chp06: Compound, Lewis, VSEPR &amp; Polarity</td>
<td>Quiz-2 [Chapter 4, 5 &amp; 6, Due 3/18]</td>
</tr>
<tr>
<td></td>
<td>Chp07: Chem Reaction and Stoichiometry</td>
<td>Open on 3/16- 3/18 by midnight</td>
</tr>
<tr>
<td>8 19-Mar</td>
<td>HW Due 04/08</td>
<td></td>
</tr>
<tr>
<td>9 26-Mar</td>
<td>Spring Break</td>
<td></td>
</tr>
<tr>
<td>10 2-Apr</td>
<td>Chp07: Chem Reactions and Stoichiometry</td>
<td>Apr 04 MidTerm [Chp1-7]</td>
</tr>
<tr>
<td>11 9-Apr</td>
<td>Chp08: Gas Law</td>
<td>HW Due 04/22</td>
</tr>
<tr>
<td></td>
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<td>Apr 13st, Withdrawal deadline</td>
</tr>
<tr>
<td>12 16-Apr</td>
<td>Chp09: Solution</td>
<td>HW Due 04/29</td>
</tr>
<tr>
<td>13 23-Apr</td>
<td>Chp09: Solution</td>
<td>Quiz-3 [Chapters 8 and 9, Due 04/12]</td>
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<tr>
<td></td>
<td></td>
<td>Open on 04/27- 04/29 by midnight</td>
</tr>
<tr>
<td>14 30-Apr</td>
<td>Chp10: Kinetics / Equilibrium</td>
<td>HW Due 05/06</td>
</tr>
<tr>
<td>15 7-May</td>
<td>Chp11: Acids and Bases</td>
<td>HW Due 05/13</td>
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<tr>
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<td></td>
<td>Quiz-4 [Chapters 10 and 11, Due 05/03]</td>
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<tr>
<td></td>
<td></td>
<td>Open on 05/11- 05/13 by midnight</td>
</tr>
<tr>
<td>16 14-May</td>
<td>Chem. Review</td>
<td>Part 1: Final Comprehensive Exam†</td>
</tr>
<tr>
<td>17 21-May</td>
<td>Part 2: Final Comprehensive Exam†</td>
<td>May 21, Free Response &amp; Calculations</td>
</tr>
</tbody>
</table>

All homework shown in the schedule above is through MyLab&Mastering in Blackboard

Update 8/22/17 7:00:00 PM
Course Objective: Students will be expected to develop an understanding of the fundamental principles of chemistry. This foundation will allow students to better understand the role that chemical processes play in our lives, our health and our environment. Furthermore, critical thinking will be honed in order to solve basic problems of a chemical nature within the framework of the Scientific Method. Development of problem solving skills in chemistry will require the application of chemical languages, atomic theory, chemical bonding, nuclear chemistry, molecular shapes, stoichiometry, gas laws, solution chemistry, kinetics – equilibrium, and acid-base chemistry.

What you need to know to be successful at the next level
1. Student will be able to solve quantitative chemical problems by dimensional analysis and college algebra.
2. Students will identify matter by its class and describe how matter undergoes phase changes.
3. Students will be able to use the heating cooling curve for water and other compounds to calculate heat absorb or release when energy is added or remove to the substance.
4. Students will be able to calculate the caloric value of different nutrients.
5. Students will be able to list the properties of an elements from the periodic table of the elements.
6. Students will be able to outline how the modern theory of the atom was realized by the Scientific Method.
7. Students will draw structure of an element and write out the electron configuration.
8. Students will write out chemical names and formulas for inorganic compounds
9. Students will be able to list the type of intermolecular forces a chemical possesses.
10. Students will be able to describe the properties such as shapes, polarity and IMF for chemical substances.
11. Students will be able to identify different types and balance chemical equations.
12. Students will be able solve quantitative amounts of chemicals substances by stoichiometric analysis.
13. Students will be able to solve properties such as pressure, volume, temperature and moles using the Ideal Gas Law.
14. Students will be able to calculate molarity and concentration by parts (%, ppm & ppb) for solutions
15. Students will be able to calculate concentrations for serial dilution problems
16. Students will be able to identify parts of a reaction coordination diagram.
17. Students will be use equilibrium and LeChatelier's Principle to determine the progress of a reaction.
18. Students will be able to calculate concentration and pH, pOH of acids and bases.

Required Assignments:
Chapter Reading: Read assigned material from your textbook, the online notes in BlackBoard or in my website. If you do this, you will be amazed by the amount of material you will understand. In general, it is good practice in all science courses to go over the material covered in the lesson at least three times. The first is a quick scan to survey the topics and concepts being covered. The second is for comprehension to understand the fundamental idea. The third, but by no means the last, is to review and reflect on the concepts of the lesson. If you need to review a concept go back and read the material again or ask me for help. If you use this study strategy, you will achieve a level of understanding that will allow you to be successful in this course.

Homework may consist of a mixture of online homework through the BlackBoard and MyLab&MasteringGOB. Homework exercises are generally from the end of the chapter in the Timberlake text. There will be 11 assignments with each assignment worth 20pts of which two will be dropped. Because one end-of chapter assignments are dropped it is my policy that no late homework assignments will be accepted. Do not use the excuse that you did not have the book to ask for an extension; part of taking this course is to be prepared, this means you will acquire all the material for this course during the first week of the term. If you are late and you do not submit your assignment in time, this will be the assignment you drop. Remember that there are 11 homework assignments, the lowest is dropped when calculating your final grade. Other problems from the end of the chapter exercises will be recommended but not collected. Pop quizzes on these exercises may be given in lieu of collecting the assignment. If you are having trouble understanding the assignment and require assistance, tutors at the tutorial center at Miramar College (ASC) are available free of charge. There will also be a help room in S6-112 throughout the semester. The help room will be staffed by faculty and former students. More information will be posted later. If all else fails, call me and leave a voice mail or email me at fgarces.ch100@gmail.com or fgarces.chem@gmail.com. If you want to understand the concepts covered in the course, do extra exercise at the end of each chapter, complete the homework, and work on the web sample exam questions. Working problems from the text and other sources (i.e., online) is an ideal way to comprehend your understanding and to assess your weakness. If you miss three assignments in a row, you will be dropped from this course for non-participation. If you need help, see me, see a tutor at the ASC (Academic Success Center), or go to the help room --the day before a test is too late!!
Attendance is mandatory.

- It is your responsibility to drop all classes if you are no longer participating. (for online classes).
- It is your responsibility to drop all classes if you are no longer attending (for on campus classes).
- It is the instructor’s discretion to you after the add/drop deadline (include date) due to excessive absences.
- If you remain enrolled in class beyond the withdrawal deadline, you will receive an evaluative letter grade in this class.

Your attendance to this class is mandated by the state of California. More specifically, students may be dropped (without reinstatement) for missing more than 4 of the class meeting excuse or unexcused prior to the withdrawal deadline. If you miss more than 7 class meetings for the entire semester, your final grade will drop one letter grade and all extra credit points will be forfeit. I will either call roll or pass a sign-in sheet for attendance. It is your responsibility to sign the attendance roster at each class meeting. If your signature does not appear you will be marked absent for that class meeting. Occasionally I will also take attendance based on assignments that is due that day. If I take attendance in this manner and if a student has not completed the assignment, then the student must turn in a piece of paper with their name so that I can acknowledge their attendance. If you are miss the class during an in-class activity (for bonus points), then you are not allowed to make up the activity - even if it is a take home assignment. This is my way of rewarding students who attend class meetings regularly. Furthermore, if you have perfect attendance, have not recorded a tardy, and are timely in your assignments (homework) you will be awarded 25-pts extra credit at the end of the term.

There are absolutely no make-ups for quizzes or set assignments.

Quizzes and Examinations: All quizzes (4) will be taken online through Blackboard. The lowest quiz will be dropped and the average of the remaining quizzes will be used to replace the dropped quiz. For this reason, there will be no makeup if you miss a quiz. No exception! When taking the quiz, you are to apply the code of honor, under which you are to work alone and neither give nor receive help from any source. Furthermore, you are expected to help enforce this code. If you are dishonest in any way, you will fail this course. The midterm and final exams will be taken during regular class meeting and it is the student’s responsibility to be present. As mentioned above, not taking the midterm is grounds for being dropped and not taking the final is grounds for failing the course. If you have a valid excuse and give the instructor a month notice to take the midterm or final early, then it will be under the conditions that you have not missed a homework assignment or module quizzes. Also, understand that the exam may be more difficult than the regular exam given to the class. Specifics conditions for taking the midterm or final early will be arrangement between instructor and students at least a month before the scheduled exam. If you have a valid excuse for missing the midterm (turn in an excuse no more than a week after exam), part of your final exam will count towards your midterm. You will also need to turn in a term paper a week after the exam as part of the make up process.

Your Grade: The Midterm exam is scheduled for Wednesday April 04th. The final exam is schedule Wed and Mon, May 16th and 21st. The midterm exam will account for 20% of your grade and the final will account for 30% of your grade. Please check your schedule for conflicts at this time. You are not allowed to use other devices or information without instructor’s approval for the midterm and final exam. The course grade is outlined below. Evidence of following directions, meeting deadlines and signs of improvement will be considered when assigning final grade.

<table>
<thead>
<tr>
<th>Quizzes / Exams</th>
<th>Date Open</th>
<th>Grade Evaluated by</th>
<th>Points</th>
<th>Accomplishment Level</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Syllabus Quiz</td>
<td>02 / 13</td>
<td>HmWk/Syb Quiz</td>
<td>90-100 %</td>
<td>Excellent</td>
<td>A</td>
</tr>
<tr>
<td>Qz 1, Ch 1, 2 &amp; 3</td>
<td>02 / 18</td>
<td>Professionalism / Attd</td>
<td>80-89 %</td>
<td>Good</td>
<td>B</td>
</tr>
<tr>
<td>Qz 2, Ch 4, 5 &amp; 6</td>
<td>03 / 18</td>
<td>4 Quizzes</td>
<td>65-79 %</td>
<td>Acceptable</td>
<td>C</td>
</tr>
<tr>
<td>Qz 3, Ch 8 &amp; 9</td>
<td>04 / 29</td>
<td>Midterm</td>
<td>55-64 %</td>
<td>Mediocre</td>
<td>D</td>
</tr>
<tr>
<td>Qz 4, Ch 10 &amp; 11</td>
<td>05 / 13</td>
<td>Final</td>
<td>Below 55</td>
<td>Unacceptable</td>
<td>F</td>
</tr>
<tr>
<td>MidTerm Ch 1-7</td>
<td>04 / 04</td>
<td>Class Participation</td>
<td>Completion of 85% of course &amp; Instructor approval</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Comprehensive Ch 1-11</td>
<td>05 / 16 &amp; 21</td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

One Final Note: Although it should not be necessary to make this comment, dishonesty in any form will not be tolerated in this class. Anyone involve in cheating on the exams, etc., will fail the class and will be reported to campus authorities Please review Miramar College academic integrity policy 3100-Student rights, Responsibilities and Administrative Due process at http://hr.sdccd.net/hr/studtoc.htm.
Preparation, time-management and working in class

1a. Class time is to Learn the Content that is Being Covered. Please review the schedule for the semester so you know what topics and assignments is schedule for that week and that meeting period. We will try to keep to the schedule but at times we may fall behind or race a little ahead. You will always be inform through the Blackboard announcement or email blast of what topics we are covering for that week. It is a great idea to always read ahead that way you can be engage in the learning process. If we are working in an in class assignment group assignment, it will generally be due by the end of the class meeting unless otherwise stated. You should include your name as well as members of your classmates who work on that assignment in all items that you submit. If you read ahead, you will be better equip to ask questions when you are stuck on a concept when doing these group exercise. "He who asks a question is a fool for five minutes; he who does not ask a question remains a fool forever" -Chinese Proverb.

1b. Keeping to the deadline. Please adhere to the deadline stated in the schedule. The course allows the drop of one quiz and two homework in case unseen circumstances arise. It is for this reason make up quizzes or homework are rarely given. If you miss an assignment, then it will be the assignment that is dropped.

1c. Working with others. In some assignments such as group work or homework, you will be working as a team. You are encourage to share ideas and test your knowledge with others. When it comes to group work, make sure everyone is in agreement with the answer because one grade is given to the collective. Other assignments such as quizzes and exams will not be allowed to share your answer. Any work that is not specified by your instructor as a group /collaborative assignment must be your own work. Credit will not be given for any individual assignment that contain response/answer which is identical or very similar to another source. This will be considered plagiarism or cheating. Plagiarism and cheating will not be tolerated. If you engaged in either of these activities on any assignment (quizzes, lab assignments, etc., that is not designated as group work) then you will receive no credit for the assignment and will be dismissed from the course, receive a failing grade and referred to the Dean of Students for disciplinary action. For further information, please read the Miramar College catalog under the section on "Student Rights, Responsibilities of all San Diego Community College District students", under 3.0 Code of Conduct) See Honesty policy below

1d. Calculator policy. By the second-class meeting you must have a calculator that has the following function: scientific notation, base 10 and natural logarithms, and powers or roots (e.g, $y^x$ or $\sqrt[3]{2}$). If you need help in determining whether your calculator contains these functions or in using any of your calculator’s function, please see your instructor immediately. It will be your responsibility to understand the use of your calculator and its functions. Please bring your calculator to each class meeting. Smart devices such as smart phones or ipad/tablets are generally not allowed to be used as calculators. In some instances, computers will need to be used in order to complete a spreadsheet. If you bring your computer for such exercises during an assessment, you will not be allowed to use the internet.

1e Show work. For certain designated assignments, i.e., in class group work and exam free response questions, no credit will be given for any numerical problem unless they are accompanied by a complete step-by-step solution, which clearly shows how the answer was obtained. Questions of this type will always have the statement to show all work / explain answer otherwise no credit will be given. Furthermore, you should always box your final answer and remember that neatness counts. If your work cannot be clearly followed, you may not be given credit for that problem. Please do not use pen for calculations. Write your name on all sheets of paper you turn in.

2. Absent Policy

2a. Class attendance. Your attendance to this class is mandated by the state of California. More specifically, students may be dropped (without reinstatement) for missing more than 4 of the class meeting excuse or unexcused prior to the withdrawal deadline. If you miss more than 7 class meetings for the entire semester, your final grade will drop one letter grade and all extra credit points will be forfeit. I will either call roll or pass a sign-in sheet for attendance. It is your responsibility to sign the attendance roster at each class meeting. If your signature does not appear you will be marked absent for that class meeting. Occasionally I will also take attendance based on assignments that is due that day. If I take attendance in this manner and if a student has not completed the assignment, then the student must turn in a piece of paper with their name so that I can acknowledge their attendance. If you are miss the class during an in-class activity (for bonus points), then you are not allowed to make up the activity - even if it is a take home assignment. This is my way of rewarding students who attend class meetings regularly. Furthermore, if you have perfect attendance, have not recorded a tardy, and complete all work, homework, discussion board in a timely manner, you will be awarded 25-pts extra credit at the end of the term.

Attendance is mandatory.

-It is your responsibility to drop all classes if you are no longer participating. (for online classes).
-It is your responsibility to drop all classes if you are no longer attending (for on campus classes).
-It is the instructor’s discretion to you after the add/drop deadline (include date) due to excessive absences.
-If you remain enrolled in class beyond the withdrawal date, you will receive an evaluative letter grade in this class.
3 Course Assessments and Honesty Policy

3a When quizzes and/or exams are to be taken on campus, you must bring a calculator. No sharing of calculators will be permitted. It is your responsibility to bring your calculator on the day of a quiz or exam. If you do not, you may not be allowed to take the quiz or exam with a calculator. Scratch paper will not be permitted unless provided by your instructor. Each assignment will require your signature. Your signature is an agreement between you and your instructor indicating that you agree that you are practicing the honesty policy for the course. If you fail to sign your assignment, your score for that assignment may be penalized, or at worst, you may receive zero for the assignment.

3b Policies during online quizzes. When completing a quiz on Blackboard, note the timer because that is the time you have for the completion of the quiz. Blackboard is deceiving in that it will state:

<table>
<thead>
<tr>
<th>Timer Setting</th>
<th>You will be notified when time expires, and you may continue or submit.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Force Completion</td>
<td>This test can be saved and resumed later. The timer will continue to run if you leave the test.</td>
</tr>
<tr>
<td>Due Date</td>
<td>This Test is due on February 16, 2014 11:59:00 PM PST. Test cannot be started past this date.</td>
</tr>
</tbody>
</table>

The statement "This test can be saved and resume later" means that it can be save and if there is a disruption on the quiz, you can continue to work on it but within the time allocation set for the quiz. Suppose you are taking a quiz that has a time allocation of 1-hr. You start the quiz and 30 min. into the quiz you take a 25min break, so you log out and 55 min from when you first open the quiz you continue, well you will only have 5 min to complete the remaining portion of the quiz. Another thing to note is that if the quiz is due by midnight and you start at 11:30pm, then you will only have 30 min to complete the quiz before it closes on you and submit automatically.

3c Policies during midterm exams and finals. When a midterm or final exam is to be given, please turn off your cell phone or put it in vibrate mode prior to entering the classroom. You should remove all necessary material from your backpack/purse such as Scantron, calculator, pencil, lab notebook (if allowed), note card etc., that is allowed in the exam. All information in the notecard (5" x 8"), must be hand written. You will not allowed to cut and paste anything on the note card, otherwise you will not be allowed to use the note card. Place other personal items back in your backpack/purse and place your backpack at the front of the room, under the white board. You should retrieve your personal belongings after the exam. A seating chart may be posted for any quiz or exam. If you are not seated in your assigned seat, then you will be asked to comply, if you refuse you may be dismissed from the class. and you will not be allowed to take the quiz or exam. If you need to use the bathroom, come up to the instructor station, and turn in all material to your instructor will excuse you at that time. When you return, you can collect your assessment material and continue the exam. In general, when you have turned in your exam, and there are no other work schedule, you may leave.

As mentioned above but reiterated here, if you have a valid excuse and give the instructor a month notice to take the midterm or final early, then it will be under the conditions that you have not missed a homework assignment or module quizzes. Also, understand that the exam may be more difficult than the regular exam given to the class. Specifics conditions for taking the midterm or final early will be arrangement between instructor and students at least a month before the scheduled exam. If you miss a midterm exam or final exam due to illness, you will need a doctor's excuse and you must contact the instructor to obtain a late authorization form. This must be turned in by writing to the instructor no more than a week after the scheduled, missed exam. No work will be accepted without the authorization form with the accompanying excuse. The make-up for the midterm will be part of the final exam. If you miss part 1 of the final exam, then you will take the make-up in part 2. The makeup exams will always be different from the original and will generally be more difficult than the regular exam. In addition, a 10-page term paper is due within a week after completing the make-up exam otherwise the exam is not counted.

4. Sustainability and Going Green.

4a We are all encourage here at Miramar College to Reduce, Reuse and Recycle. Miramar College is committed to sustainability on campus and in our classrooms, as reflected in the SDCCD Sustainability Proclamation. To minimize the use of paper resources, please consider when a document may be shared digitally rather than printed. When a document must be printed, decrease the default setting on your margins to at least 0.8” and print on both sides of the paper. Please utilize the campus and classroom recycle bins for all recyclable materials: plastic bottles and containers (#1-7), cans, paper and cardboard. You are encouraged to bring reusable drink containers to school rather than disposable plastic bottles. Thank you for considering your role in keeping the campus environment clean, and conserving resources in your academic life.

5. Administrative Issues and Honesty policy

5a Dropping course. If you drop this course it is your responsibility to go to the registration office so you can file the proper paper work to withdraw from the course. Simply not completing assignments or not taking part of the online activities does not constitute dropping the course. At the same time completing assignments does not constitute that you will pass this course. Completing all assignments and performing all courses work at the 65 percentile, or better will insure a grade of C or better for the course. Not completing any of the assignment will guarantee a failing grade for this course however.

5b Conflict. You are encouraged to talk to me in person if a problem arises. We will work to find a resolution. If we cannot resolve the problem, we will talk with the department chair. If this does not resolve the issue, then we will seek the counsel of the dean. If the issue is still not resolved, then the Vice President of Instruction will get involved.
5c. Communication such as eMail, office hours and voice mail: If you want to discuss anything about the course or your progress in the course, you can contact me via email (fgarces.ch100@gmail.com), voice mail (619-388-7493) or stopping by my office (please contact me first to make sure I will be in). When emailing me, be sure you include in your email, the course you are enrolled in (Chem100), the CRN of the course and your name. Too many times your email address tells me nothing of who you are. Some of you have very flowery email address but there is no indication of who you are, i.e., PowerKid96@yahoo.com (I doubt if I have a student name PowerKid96). If you do not indicate who you are, there is no guarantee I will get back to you. If you are contacting me by voice mail, state clearly what class you are in, the CRN, your name, and the number that I can contact you. Leave a detail message so that I can ascertain the content of your concerns. When planning to stop by to visit, it is always a good idea to confirm that I will be in my office, too many times I will be out in a meeting or in the lab. Always check ahead of time.

5d. Academic Misconduct and Cheating: In this course you are encourage to study and prepare for quizzes and examinations with other students. However, when taking quizzes and examinations, and when writing laboratory reports, you are to work alone. The College regulations are very explicit about academic misconduct and cheating and these regulations will be fully enforced. During examinations, we will apply a code of honor, under which you are to work alone and neither give nor receive help from any source. Also, you are expected to help enforce this code.

- Behavior: You have the responsibility to conduct yourself in a mature manner while you are online. There are net-etiquette website that gives you information on conduct over the Internet. One useful site is Netiquette Home Page. Any behavior, which interferes with the legitimate instructional, administrative or service functions of the class, is considered to be disruptive behavior. If I believe that you are displaying disruptive behavior you will be ask to meet with me and or the Dean. Please respect your instructor and your fellow classmates.
- Plagiarism: If you engage in either of these activities on any assignment (homework, quizzes, lab assignments, etc.) then you will receive no credit for the assignment and may be dismissed from the course, receive a failing grade and referred to the Dean of Students for disciplinary action. For further information, please read the Miramar College catalog under the section on “Student Rights, Responsibilities of all San Diego Community College District students”). Special software is available to the faculty at Miramar College to check if a paper is plagiarized from the literature or the web.

6. Conditions for being Dropped

6a. The following are conditions for being dropped from the course before the withdrawal date.

- Missed 3 consecutive required assignments (i.e., 3 end-of-chapter homework)
- Missed Quiz-0, Syllabus quiz.
- Missed midterm exam.
- Average drop below 25% of total to date.
- Missing more than 4 class meetings prior to withdrawal deadline.
- Disruptive, dishonest or behavior in course that is detrimental to self, neighbors and instructor.

7 Special Services

- Tutoring: Free tutoring will be available at the ASC (Academic Success Center). The ASC is a peer-to-peer tutorial center supervised by credential instructor. The emphasis is on reading, writing, study skills, problem solving and math across the curriculum. Content tutoring is also available. If you would like more information on the service provided, see your instructor or stop by the ASC.
- Disability Support Program & Services (DSPS): Students with learning or physical disabilities should contact the instructor and the DSPS (Disability Support Programs and Services) to arrange for special classroom or exam accommodations. DSPS is located in building K-204 and can be reached at (619) 388 7312
- American Chemical Society (ACS), Student Affiliates: Join the science club for exciting experiences related to science and to meet other people who share an interest in science. The ACS Student Affiliate (not to be confused with ACS above) also sponsors the recycling program on campus. The proceeds from recycling allow the club to award tuition scholarships to science majors at Miramar College. Meeting times will be announced throughout the semester. Open to all Miramar students, faculty and staff.
- Help Room: The faculty and former students will be experimenting on a Help room in S6-112 C this semester. The help room will be a place where you can get questions answered for this course. More information will be available when we formalize the schedule. (Not open during summer and inter-sessions).
Famous last words- From Ask Quora


Igor Markov, EECS Professor at Michigan - currently at Google

This situation is not rare, so you are right that some instructions could be useful. Students often assume that effort itself is rewarded, whereas university courses (unlike high school courses) increasingly reward skills and knowledge. Freshman courses may include many routine assignments, but the most advanced courses value insight beyond anything else. This comes as a shock for students with poor study habits. Students who ended up disappointed by their grades often spend time on things that aren’t useful. For example, when given a medium-difficulty practice assignment, some students try to “do research on the Web” to find a solution, not to actually come up with a solution. This can take time and often succeeds, but is an absolutely wrong approach because it does not teach problem-solving and will almost guarantee a failure on the exam (such students expect that on the exam they will be given one of those problems for which they know solutions).

So, what should you do? - Ask for an appointment with the instructor and do two things.

- Go over your course performance by component (homework, exams, projects, etc...) to understand what your main weaknesses are.
  
  Keep in an eye on possible clerical errors, but such errors rarely affect the letter grade.

- Describe how you structured your efforts in this course and ask professor for suggestions on how to study more effectively.

Reasoning about “the grade that I deserve” is often questionable, as people often overestimate their abilities and blame others for their mistakes. This is not the case with everyone, but a good enough reason for professors to neglect student’s claims of deserving better grades - rather than decide which students are reasonable and which are ridiculous, it’s more consistent to look at documented performance. Keep in mind that some students end up repeating the same courses several times before they learn necessary skills.

5 Most Effective Techniques for Learning Without Memorizing, Maya Kacharava

Learning is a perplexed and consequential process. If you are involved in many various activities, your brain generates peculiar details of given information. We therefore can state that your capacity is sophisticated with accumulation of knowledge.

When you are trying to remember the text, the cerebrum cannot keep up the huge amount of information. Moreover, memorizing activity is an intense mental activity. Sometimes a person can even deal with the problem of forgetting the plain text forms.

In this case we can facilitate mental work by connecting similar ideas and associations. You can easily make logical chains from things you already know. The psychologists and neuroscientists assert that this is the passive form of perception. The passive learning can be both entertaining and intellectually productive. The main advantage is that you can combine natural aspect of thing (how it sounds and how it looks like) and your own representation. Here are the most effective techniques that you can use for learning material without memorizing:

1) Visualization process. Usually it uses the power of your imagination. The absolutely new concept can be reached by creating visual forms. For example, you can connect abstract ideas and forms into one mental picture. This means that one episode from your experience may appear in completely new image.

For students who do not use visual system for memorizing, this strategy can be achieved by auditory or somatosensory perception. For example, sound, taste or smell image creates a particular concept.

2) Simplifying technique. This method for learning without memorizing is considered to be one of the most effective. It is based on the explaining the particular concept using the simplified lexicon. You can imagine the situation when you are supposed to describe or explain the idea to children or pupils. It usually helps to underline the concrete facts rather than abstract information.

3) Metaphorical images. Metaphors are great instruments for memorizing process. The key point is that you can combine the already known text forms with completely new images. It can help you to accept and analyze the new information more quickly. For example, if we are talking about global political issues we can correlate it with the experience from your own social activity.

4) Graphic images. Creating of different kinds of diagrams, schemes and tables is a productive way for establishing connections between the various things. Moreover, this type of memorizing technique develops your own vision on the text material because you make logical operations during the information systematization. For example, when you are studying American history outline, you can create a table based on timeline, political/social life etc. Such graphic image will show the differences and similarities between the periods.

5) Group learning. This method works as a kind of brainstorming. It appears when several people share their opinions or explanations regarding a specific topic. The members of a group therefore can make connections between the same facts and remember the subject itself.
If you are still having difficulties registering for MyLab&Mastering. Please watch this video.
https://www.youtube.com/watch?v=J5o44FZ60tM
HONEST ACADEMIC CONDUCT

San Diego Community College District

This policy is in accordance to District Procedures 3100.

Honesty and integrity are integral components of the academic process. Students are expected to be honest and ethical at all times in their pursuit of academic goals.

1.0 DEFINITIONS:

Cheating: The act of obtaining or attempting to obtain credit for academic work by the use of any dishonest, deceptive, or fraudulent means. Examples of cheating include, but are not limited to:

1. Copying, in part or in whole, from another's test or other examination;
2. Discussing answers or ideas relating to the answers on a test or other examination without the permission of the instructor;
3. Obtaining copies of a test, an examination, or other course material without the permission of the instructor;
4. Using notes, "cheat sheet" or other devices considered inappropriate under the prescribed testing condition;
5. Collaborating with another or others in work to be presented without the permission of the instructor;
6. Falsifying records, laboratory work, or other course data;
7. Submitting work previously presented in another course, if contrary to the rules of the course;
8. Altering or interfering with grading procedures;
9. Plagiarizing, as defined herein;
10. Knowingly and intentionally assisting another student in any of the above.

Plagiarism: The act of incorporating ideas, words, or specific substance of another, whether purchased, borrowed, or otherwise obtained, and submitting the same as one's own work to fulfill academic requirements without giving credit to the appropriate source. Examples of plagiarism include but are not limited to the following:

1. Submitting work, either in part or in whole, completed by another;
2. Omitting footnotes for ideas, statements, facts or conclusions that belong to another;
3. Omitting quotation marks when quoting directly from another, whether it is a paragraph, sentence, or part thereof;
4. Close and lengthy paraphrasing of the writing or work of another, with or without acknowledgment;
5. Submitting artistic works, such as musical compositions, photographs, paintings, drawings, and sculpting, of another;
6. And submitting papers purchased from research companies (or downloaded from electronic source) as one's own work.

2.0 ACADEMIC AND ADMINISTRATIVE SANCTIONS

• Cheating and plagiarism may warrant two separate and distinct courses of disciplinary action which may be applied concurrently in response to a violation of this policy.
• Academic Sanctions, such as grade modifications, are concerned with the student's grades and are the sole responsibility of the faculty member involved.
• Administrative Sanctions, includes any disciplinary action up to and including expulsion, and are the responsibility of the College president or designated representative.

2.1 ACADEMIC SANCTIONS

When a student is accused of cheating or plagiarism, it is recommended that the faculty member arrange an informal office conference with the student and the department chair, or designee, to advise the student of the allegation as well as the evidence that supports it. The purpose of the informal conference is to bring together the persons involved so that the situation might be discussed informally and an appropriate solution might be decided upon. If more than one student is involved in the incident, the faculty member may call the students together to confer as a group at the discretion of the faculty member. All notes and discussion between the student and faculty member are confidential, in accordance with the Family Rights and Privacy Act, and may be used as evidence in subsequent campus disciplinary proceedings or any subsequent legal action.

Guidelines:

It is the faculty member's responsibility to determine the type of academic sanction, if any. In reaching the decision, the faculty member may use the following guidelines:

1. The faculty member should advise the student of the alleged violation and should have reasonable evidence to sustain that allegation. Reasonable evidence, such as documentary evidence or personal observation or both, is necessary if the allegation is to be upheld.
2. The usual sanction is "grade modification." This sanction is to be used only if the faculty member is satisfied that cheating or plagiarism did, in fact, occur.
3. The "grade modification" is left to the discretion of the instructor and may include a zero or F on the paper, project or examination, a reduction in one letter grade (e.g., C to D in the course), or an F in the course.
4. In addition to grade modification, certain instructional departments/programs may have policies that state that cheating can show unsuitability for continuation in the program and/or profession.
5. In all cases, faculty should make the student aware of the penalties for cheating or plagiarism and of their appeal rights. It is recommended that a statement be included in the course syllabus.

If an academic sanction is imposed, the incident must be reported in writing within ten instructional days to the School Dean who shall send a copy of the report to the Disciplinary Officer. Notice to the Disciplinary Officer will ensure that there is documentation of the incident with the college in the event of a challenge or legal action.

2.2 ADMINISTRATIVE SANCTIONS

The School Dean will consult with the Disciplinary Officer as to whether the matter warrants administrative sanction in accordance with 3100.2. All actions related to discipline under Policy 3100.2 are the responsibility of the Disciplinary Officer.

1. In the memorandum to the School Dean, the faculty member should state what the nature of the offense was, the evidence, and the academic sanction imposed.
2. The memorandum will be retained on file with the Disciplinary Officer.
3. The Disciplinary Officer will notify the faculty member if an administrative sanction will be pursued.