Hello, and welcome to Chemistry 100 the online course offered at Miramar College. 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.

You have the flexibility to study and complete your assignments at a time and placed of your convenience in this course. Keep in mind however that the rigor of this course is the same (some say greater) as that of the "on-campus" course. This class forces you to structure your schedule so that you are able to complete the assignments, homework, quizzes and exams by the set deadline. The schedule for all assignments, such as homework, special project, quizzes and exams are set for the term. Look at the course schedule at this time and make sure you can keep up with this demanding schedule. If you think it is overwhelming (it probably is) and you are advised to drop this course. Your grade in this course will be based on your ability to follow directions such as finishing the chapter readings and completing the end of chapter homework. Most importantly you will be asked to participate in the learning community in this course by being active in the discussion board. The midterm will be given Oct 19th and the final exam will be given Dec 7th. These exams must be taken at Miramar College- there is no exception to this policy. Not taking the midterm is grounds to drop you from the course and not taking the final exam on campus is grounds for failing the course. If you think you cannot meet at Miramar College for the final exam on this date, drop this course now!

You will be provided with the tools to succeed in this class, all I ask of you is to follow directions, meet the deadlines, work hard, keep your integrity (be honest), and have fun learning chemistry. If you have any questions concerning this class or your performance, please do not hesitate to contact me.

This course is designed so that one-quiz and one-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 (SLO):**
- 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.

**Software and Supply Requirement:**
2) **Mastering Chemistry:** If you do not purchase the text from the bookstore you can purchase the access code and e-Text from Pearson $116.00 (MyLab&Mastering with eBook), or you can simply purchase the access code without the e-Text $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
4) **Computer:** Internet browser such as Firefox, Safari or Chrome with the appropriate plug-ins. Use Canvas Browser Tune-up Page.
5) **MS Word / Google Docs software:** No other word processing software is acceptable. If you submit an assignment in a format that my computer cannot open you will receive a zero for the assignment. It is your responsibility to get a copy of Microsoft Word / Google docs so that you can complete written assignments using these word processing programs. ~ $39.00 (Go to [http://store.collegebuys.org/](http://store.collegebuys.org/) to get MS Office at this price)
<table>
<thead>
<tr>
<th>Week of</th>
<th>Chapter and Topics</th>
<th>Homework, Quizzes and Exams</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 19-Aug</td>
<td>Chp 00: Introduction HW Due 9/01</td>
<td>Watch Online Intro by Aug 25th 1-Introduce yourself, Online 9/01 2-Background Survey (BB) Due 9/01 3-What U Know Question (BB) Due 9/01</td>
</tr>
<tr>
<td>2 26-Aug</td>
<td>Chp 02: Chemistry &amp; Measurements HW Due 09/01</td>
<td>4-Math Review Practice, Due 9/03 5-Problem Solver Survey Due 9/03 Syllabus Quiz-00, Due 9/03 Aug 30th, Deadline to drop class with no W</td>
</tr>
<tr>
<td>3 02-Sep</td>
<td>Chp 03: Matter and Energy HW Due 09/08</td>
<td>Quiz-1 [Chapter 1, 2 &amp; 3, Due 9/08 Open on 9/6-9/08 by midnight]</td>
</tr>
<tr>
<td>4 09-Sep</td>
<td>Chp 04: Atoms HW Due 09/15</td>
<td></td>
</tr>
<tr>
<td>5 16-Sep</td>
<td>Chp 05: Nuclear Chemistry HW Due 09/22</td>
<td></td>
</tr>
<tr>
<td>6 23-Sep</td>
<td>Chp 06: Ionic and Molecular Compounds HW Due 10/06</td>
<td>Quiz-2 [Chapter 4, 5 &amp; 6, Due 10/6 Open on 10/4-10/6 by midnight]</td>
</tr>
<tr>
<td>7 30-Sep</td>
<td>Chp 06: Ionic and Molecular Compounds</td>
<td></td>
</tr>
<tr>
<td>8 07-Oct</td>
<td>Chp 07: Chemical Reactions and Quantities HW Due 10/20</td>
<td></td>
</tr>
<tr>
<td>9 14-Oct</td>
<td>Chp 07: Chemical Rxn and Quantities</td>
<td>October 19 (Sat) MidTerm [Chp1-7, Schedule by 10/19] Do not change this date</td>
</tr>
<tr>
<td>10 21-Oct</td>
<td>Chp 08: Gases HW Due 11/03</td>
<td>Oct 25th, Withdrawal deadline</td>
</tr>
<tr>
<td>11 28-Oct</td>
<td>Chp 09: Solutions HW Due 11/10</td>
<td></td>
</tr>
<tr>
<td>12 04-Nov</td>
<td>Chp 09: Solution</td>
<td>Quiz-3 [Chapters 8 and 9, Due 11/10] Open on 11/08-11/10 by midnight</td>
</tr>
<tr>
<td>13 11-Nov</td>
<td>Chp 10: Reaction Rates and Chemical Equilibrium HW Due 11/17</td>
<td></td>
</tr>
<tr>
<td>14 25-Nov</td>
<td>Thanksgiving Holiday</td>
<td></td>
</tr>
<tr>
<td>16 02-Dec</td>
<td>Review week</td>
<td>Final Comprehensive Exam‡ Saturday, Dec 7th [Emphasis Chp:01-11] Do not change this date</td>
</tr>
<tr>
<td>17 09-16 Dec</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**Important Dates:**
- Aug 30 - Last date to drop with no "W" in transcript.
- Sept 02 - Labor Day, No Classes
- Oct 25 - Last day to withdraw from classes with a "W"
- Nov 11 - Veteran's Day, No Class
- Nov 25 to 29 - Thanksgiving Break, No Class
- Dec 16 - End of semester

‡ Throughout the semester there will be opportunity to earn bonus points, these bonus points have strict guidelines. For example, if is an assignment with a strict deadline then to earn the points you cannot submit past the deadline. If you are given authorization to turn in your assignment late, the highest grade you can earn is the lowest score of those students who did turn in their assignments in on time.
**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 Canvas 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 Canvas and Mastering GOB (see the last page of this syllabus). Homework exercises are from the end of the chapter in the Timberlake text. There will be 11 assignments with each assignment worth 20pts of which one will be dropped. For each assignment, you can redo the problems a few times (minimum of 3 tries) until you get it right. Some have hints. Depending on the setting a small percent (<5%) of the points for that problem may be deducted. Giving you the opportunity to correct your mistakes allows you to use the feedback to correct yourself. Start the homework problems early so you can take advantage of repeatability of a homework-set. Because one end-of chapter assignments is 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/access code to ask for an extension; part of taking this course is to be prepared, that means you will acquire all the material for this course during the first week of the term. **If you do not turn in three assignments in a row, you will be administratively dropped from the course for nonattendance/participation.** If you are having trouble understanding the assignment seek help immediately. The chemistry department also have peer-led learning review sessions at selected times during the week. If you need this service, please see me. Finally, if all else fails, email me at fgarces.ch100@gmail.com. If you want to understand the concepts covered in this course, do the extra exercise at the end of each chapter, complete the MyLab&Mastering online homework, and work on the online sample exam questions. Working problems from the text and other sources (i.e., online) is an ideal way to gauge your understanding and to assess your weakness. When you have trouble with a problem, call me, see a tutor at the Academic Success Center or ASC (this is a free service), online tutorial service or seek help using the web immediately-the day before an exam or quiz is too late!!
**Attendance** is determined by the assignments you complete and your login in the Canvas website.

- It is the student's responsibility to drop all classes in which he/she is no longer participating. *(online classes)*.
- It is the student's responsibility to drop all classes in which he/she is no longer attending *(on-campus classes)*.
- It is the instructor's discretion to withdraw a student after the add/drop deadline (include date) due to excessive absences.
- Students who remain enrolled in a class beyond the published withdrawal deadline, as stated in the class schedule, will receive an evaluative letter grade in this class.

Although attendance is not called, keep in mind that the quizzes and discussion boards to be scheduled at a certain time and dates. You are responsible in accessing these and completing the assignment within a specific period. If you fail to log in to the chem100 Canvas site **at least once a week, you will be dropped from the course**. If you have computer issues that prevents you from logging in, then it is imperative that you call or email me (via another computer) to keep me inform of your problem. If you are having computer problems for more than seven days then it is advisable that you drop the course. You need to take the midterm and final at Miramar College. I will send out the details as the midterm approach but it will be tentatively set for Oct 19, in 55-208 around 8:30am. That is a commitment for this course that must be honored. **Miss taking the midterm is ground for being dropping you from the course.** See the course schedule now to make sure you have no conflicts and are able to attend all mandatory meetings.

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

**Quizzes and Examinations:** All quizzes (4) will be taken online through Canvas. 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 exceptions!** 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 Saturday, October 19th. The final exam is Saturday, December 7th. The midterm exam will account for 20% of your grade and the final will account for 25% 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 Must take</td>
<td>09 / 03</td>
<td>HmWk</td>
<td>90-100</td>
<td>Excellent</td>
<td>A</td>
</tr>
<tr>
<td>Qz 1, Ch 1, 2 &amp; 3</td>
<td>09 / 08</td>
<td>Syb Quiz</td>
<td>80-89</td>
<td>Good</td>
<td>B</td>
</tr>
<tr>
<td>Qz 2, Ch 4, 5 &amp; 6</td>
<td>10 / 06</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>11 / 10</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>11 / 24</td>
<td>Final</td>
<td>Below 55</td>
<td>Unacceptable</td>
<td>F</td>
</tr>
<tr>
<td>MidTerm Ch 1-7</td>
<td>10 / 19</td>
<td>Timely work and ppt.</td>
<td>Completion of 85% of course &amp; Instructor approval</td>
<td>I*</td>
<td></td>
</tr>
<tr>
<td>Final Comprehensive Ch 1-11</td>
<td>12 / 07</td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>100 %</td>
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</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.
Very Important Notes (OL)

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 are schedule for that week and that meeting period. You will always be informed through the Canvas announcement or email blast of what topics we are covering for that week. It is a great idea to always read the textbook that way you have an understanding of how the concepts all come together. If we are working in a discussion board assignment, it will generally be due by 11:59 PM of the stated deadline as shown in the Canvas calendar. If submitting an email or a photo submission of your work, you should include your name and date that you submit your answer. If you read the text, you will be better equipped to ask questions when you come up with misconception and then you should email me with your questions. Please do not hesitate to ask me if you are falling behind or not grasping the concept. As Confucius once said, "He who asks a question is a fool for five minutes; he who does not ask a question remains a fool forever".

1b. Keeping to the deadline. Please adhere to the deadline stated in the schedule. The course allows the drop of one quiz and one (1) 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 encouraged 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 assignment work that contains 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", 3.0 Code of Conduct. See "Honesty Policy" below.

1d. Calculator policy. You should purchase a scientific calculator that has the following function: scientific notation, base 10 and natural logarithms, and powers or roots (e.g. $y^x$ or $\sqrt[3]{x}$). 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 cannot be used as calculators.

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 in all your assignments (complete all work, homework, discussion board...) and complete all assignments 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 deadline, you will receive an evaluative letter grade in this class.

If you remain enrolled in class beyond the withdrawal deadline, 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 and required material. When taking the midterm and final at Miramar College, bring your calculator (scientific or graphing calculator is okay). One will not be provided for you. Make sure the battery works. Be sure you are comfortable using that particular calculator. You will not be permitted to use a smart device (Android, iphone, tablet) as a calculator. You will also need to bring a #2 pencil, Scantron and College ID (or Driver’s License). See details below.

3b. Policies during online quizzes. When completing a quiz on Canvas, pay attention to the timer because that is the time you have for the completion of the quiz. Canvas 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 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. As stated above, when taking the exam at Miramar College, room S5-208 or the Assessment Center (if it is available) it is your responsibility to bring the required material. You will be asked to remove all necessary material from your backpack/purse such as Scantron, calculator, pencil, lab notebook (if allowed), lecture notes, etc. and place these items at your lab station. You must turn off your cell phone (or place in silent mode), place other personal items back in your backpack/purse outside the testing area room. 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. Remember to bring a Scantron because one will not be provided for you. The other material you will need to bring is a #2 pencil, your textbook and your lecture notes (written or downloaded). Scratch will be included in the exam. Leave your cell phone in your car. You will not be allowed to bring your backpack on the testing area, except those mentioned previously. A week before the exam, detail instructions will be emailed to you or posted in the announcement page in Canvas. Each page that you submit for grading in your midterm and final 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 penalize, or at worst, you may receive zero for the assignment. If you miss the midterm, you will be dropped from the course. If you miss the final, you will fail the course.

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. You also will not be allowed to use your lecture notes but will be allowed a note card (5” x 8”) with your hand written notes. 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. 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. 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 ([forces.chem@gmail.com](mailto:forces.chem@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](mailto:PowerKid96@yahoo.com) (I doubt if I have a student name PowerKid96). If you do not indicate who you are, there is no guarantees 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.

5c. 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](https://www.netiquette.org) 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.
- Not logging into Canvas and participating within a 7-day period.
- Disruptive, dishonesty 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 a 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 Program 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).
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 eye on possible clerical errors, but such errors rarely affect the letter grade.

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 time line, 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.
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With Pearson’s MyLab & Mastering and Blackboard Learn

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An Access Code is included in a package available for purchase at the bookstore. You will redeem the code during the registration process.

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Use a Credit Card or PayPal account to purchase instant access online during the registration process.

What You Need:
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2. Access to your MyLab & Mastering product (see section above)

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1. From your Blackboard Course Home Page, go to the Content area of your course and click on the appropriate MyLab & Mastering link in the Content Menu. This will initiate registration.
2. Next, Accept the End-User License Agreement and Privacy Policy.
3. After this, either Create a new Pearson username/password (If this is your first time registering with Pearson we suggest you use your Blackboard username and password) or, if you've previously registered for a Pearson product (i.e. MyMathLab), Sign In with that username/password. (NOTE: You CANNOT connect your Blackboard username/password to more than one Pearson username/password. You MUST retrieve your old Pearson login credentials.
4. On the next page, click the Access Code button if you purchased a package with an access code from the bookstore, OR purchase instant access now by clicking on the purchase options under the Use a Credit Card or PayPal section.
5. You have now registered! Now, it’s time to go to your course. To do this, go back to your Blackboard course, and click on any of the MyLab & Mastering links in your Content area to be brought to those courses. This whole process only needs to be completed once.
6. Trouble? In your Blackboard course go to Tools> Pearson’s MyLab/Mastering>Diagnostics. Please copy and paste this information (or use the Export option if available) in your email to Technical Support: http://247pearsoned.custhelp.com/app/ask

Get Help
Contact Pearson 24/7 Support:
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Tips for a Great Learning Experience
1. Watch this Video for help getting started with MyLab & Mastering and Blackboard Learn: http://bit.ly/176rqn
3. Stay in touch with us! Bookmark the Pearson Students Website: http://pearsonstudents.com/

Get Your Computer Ready
Visit the MyLab & Mastering Support page, and select your product to see system requirements:

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, which 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, which 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, which 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.