Welcome to Chemistry 111 online course. In this course, we will work together so that you appreciate how chemistry is part of everything. Through this course I hope you will appreciate how the world and your environment is affected by chemistry. By the end this course, you will realize that "Chemistry is Universal" and plays a vital role in the quality of your life. In fact, you should be able to answer the question, how can chemistry you learn from this course help save planet Earth. Although we will need to cover topics as dictated by the course outline, adjustments will be made depending on your 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 14-homework which are worth 20pts each (two are dropped total = 240 pts), 7-quizzes which are worth 50pts each (the lowest quiz is replaced by average of remaining six = 350 pts), A chem project which will be worth broken down to 70pts project and 30pts for peer evaluation (100pts), (Participation in discussion group = 60pts) Finally the midterm and final exams will account for 25% of your grade (250pts), the midterm will be due on Oct 15th (100pts) and the final exam will be given in two parts with due dates on Dec 10th for part1 and Dec 12th for part 2, (150pts). 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.

Course Objective: CHEM 111 Chemistry in Society This is an introductory chemistry course for non-science majors. The course emphasizes conceptual topics in chemistry and scientific thinking. Students learn to understand how society uses chemistry-based technologies and how to analyze current trends or news involving chemistry. Topics include a basic understanding of matter and energy, physical and chemical changes, the atom, nuclear chemistry, bonding, acids and bases, organic chemistry, and biochemistry. Current issues in environmental chemistry such as energy resources, air and water pollution are explored. Students discuss the effects and controversy surrounding the use of different forms of energy. In addition, current issues in organic and biochemistry are examined including trends in diets, certain medicines and drugs, and personal care items. Students planning on taking further courses in chemistry should take Chemistry 100 or Chemistry 152.

Student Learning Outcomes (SLOs):
1. Students will be able to visualize, identify, & describe the composition of the atom & various types of matter.
2. Students will recognize how chemical reactions play a role in creating new materials.
3. Students will be able to describe the relationship between the microscopic, macroscopic, and symbolic representations of matter and its changes.
4. Students will express the role of energy in: the changes of matter, the determination of the chemical structure, and the reactivity of molecules.
5. Students will be able to express and formulate the proper chemical nomenclature, chemical synthesis, and chemical characteristics of inorganic and organic compounds.
6. Students will demonstrate an awareness of the impact of chemistry on the environment, society, and other cultures outside the scientific community.

Advisory:
- ENGL048 and ENGL049 and CHEM 111, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5/W5.

Text and Supplies:
1) Calculator: Scientific calculator capable of exponential notation and log functions. $10 - $20
2) Textbook: Holt "Exploring Chemistry", Macmillan, $183 Launchpad/eBook + Text, $113 eBook/Launchpad
   or http://www.macmillanhighered.com/Catalog/product/exploringchemistry-firstedition-johll/valueoptions#tab
   https://books.google.com/books?id=tYEkAAAQBAJ&pg=22exploringchemistry%22+johll&dq=22exploringchemistry%22+johll&hl=en&sa=X&ved=0ahUKEwiljoaR_7rOAhUGKIVkHkkB8BQ6wETIHTEAA

   Best Value is to go online and purchase the eBook/Launchpad bundle.
No extension for any of the homework deadlines, so please adhere to due date.

<table>
<thead>
<tr>
<th>Week of:</th>
<th>Chapter and Topics</th>
<th>Homework, Quizzes and Exams</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 21-Aug</td>
<td>Chp00: Salutations</td>
<td>1-Introduce yourself 8/27</td>
</tr>
<tr>
<td></td>
<td>Chp01: Understanding our World of Chemistry.</td>
<td>2-Background Survey (BB) Due 8/27</td>
</tr>
<tr>
<td></td>
<td>HW Due 08/27</td>
<td>3-What U Know Question (BB) Due 8/27</td>
</tr>
<tr>
<td>2 28-Aug</td>
<td>Chp02: Matter: Properties Changes &amp; Measurements.</td>
<td>4-Math Review Practice, Due 9/05</td>
</tr>
<tr>
<td></td>
<td>HW Due 9/03</td>
<td>5-Problem Solver Survey Due 9/06</td>
</tr>
<tr>
<td>3 4-Sep</td>
<td>Chp03: Understanding Atoms.</td>
<td>6-Fun with Chemicals (DHHO) 9/05</td>
</tr>
<tr>
<td></td>
<td>HW Due 9/10</td>
<td>Syllabus Quiz-0, Due 9/05</td>
</tr>
<tr>
<td>4 11-Sep</td>
<td>Chp04: Bonding and Reactions.</td>
<td>Discussion-1 Scientific Method</td>
</tr>
<tr>
<td></td>
<td>HW Due 9/17</td>
<td>Discussion-2 Metric System</td>
</tr>
<tr>
<td>5 18-Sep</td>
<td>Chp05: Chemistry of Bonding: Structure &amp; Function of Drugs.</td>
<td>Quiz-1 [Chapter 1, and 2, Due 9/3]</td>
</tr>
<tr>
<td></td>
<td>HW Due 9/24</td>
<td>Open on 9/1- 9/3 by midnight</td>
</tr>
<tr>
<td>6 25-Sep</td>
<td>Chp06: Aqueous Solutions: Part I.</td>
<td>9/01, Deadline to drop with no “W”</td>
</tr>
<tr>
<td></td>
<td>HW Due 10/01</td>
<td>Discussion-3 Atomic Nomenclature1</td>
</tr>
<tr>
<td>7 02-Oct</td>
<td>Chp07: Aqueous Solutions: Part II.</td>
<td>Discussion-4 Atomic Nomenclature2</td>
</tr>
<tr>
<td></td>
<td>HW Due 10/08</td>
<td>Discussion-5 Chem Name/Formula</td>
</tr>
<tr>
<td>8 09-Oct</td>
<td>Chp08: Organic Chemistry and Polymers.</td>
<td>Discussion-6 Lewis Structures</td>
</tr>
<tr>
<td></td>
<td>HW Due 10/15</td>
<td>Quiz-2 [Chapter 3, 4 and 5, Due 9/24]</td>
</tr>
<tr>
<td>9 16-Oct</td>
<td>Chp09: Chemistry of Fire and Heat.</td>
<td>Open on 9/22- 9/24 by midnight</td>
</tr>
<tr>
<td></td>
<td>HW Due 10/22</td>
<td>Discussion-7 Concentration Calculations</td>
</tr>
<tr>
<td>10 23-Oct</td>
<td>Chp10: Chemistry of Explosions.</td>
<td>Discussion-8 Magic of Water</td>
</tr>
<tr>
<td></td>
<td>HW Due 10/29</td>
<td>Quiz-3 [Chapter 6 &amp; 7 Due 10/08]</td>
</tr>
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<td></td>
<td></td>
<td>Open on 10/06 - 10/08 by midnight</td>
</tr>
<tr>
<td>11 30-Oct</td>
<td>Chp11: Application of Chemical Kinetics</td>
<td>Discussion-9 OChem &amp; Tattoos</td>
</tr>
<tr>
<td></td>
<td>HW Due 11/05</td>
<td>MidTerm [Chp1-8, Due 10/15]</td>
</tr>
<tr>
<td>12 06-Nov</td>
<td>Chp12: Nuclear Chem: Energy Medicine Weapons, &amp; Terrorism</td>
<td>Open on 10/13 - 10/15 by midnight</td>
</tr>
<tr>
<td></td>
<td>HW Due 11/12</td>
<td>Discussion-10 Chemical &amp; Fires</td>
</tr>
<tr>
<td>13 13-Nov</td>
<td>Chp13: Chemical Equilibrium</td>
<td>Oct 27th, Withdrawal deadline</td>
</tr>
<tr>
<td></td>
<td>HW Due 11/19</td>
<td>Quiz-5 [Chapter 9 &amp; 10, Due 10/29]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Open on 10/27- 10/29 by midnight</td>
</tr>
<tr>
<td>14 20-Nov</td>
<td>Thanksgiving Holiday</td>
<td>Discussion-11 Explosive Molecules</td>
</tr>
<tr>
<td>15 27-Nov</td>
<td>Chp14: Introduction to Biochemistry</td>
<td>Discussion-12 Alcohol &amp; BAC</td>
</tr>
<tr>
<td></td>
<td>HW Due 12/3</td>
<td>Discussion-13 Pay for Energy</td>
</tr>
<tr>
<td>16 04-Dec</td>
<td>Prezi submission, due Dec 6 by 11:59pm</td>
<td>Quiz-6 [Chapter 11 &amp; 12, Due 11/12]</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Open on 11/10– 11/12 by midnight</td>
</tr>
<tr>
<td>17 11-Dec</td>
<td>Project Peer Evaluation, due Dec 13 by 11:59pm</td>
<td>Discussion-14- Equilibrium</td>
</tr>
</tbody>
</table>

BB = Blackboard assignment  All end of homework problems will be access through Blackboard
Required Assignments:

Chapter Reading: Read assigned material from your textbook, the online notes in BlackBoard or in my web site. 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 from the Macmillian Exploring Chemistry text (that has been copied in Blackboard) and in some discussion board assignment. Homework exercises are from the end of the chapter in the Johll text. There will be 14 assignments with each assignment worth 20pts of which two will be dropped. Because two 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. (Remember you do have access to the text for 21 days and the homework is in Blackboard) If you are late and you do not submit your assignment in time, that will be the assignment you drop. Remember that there are 14 homework, the two lowest are dropped when calculating your final grade. Other problems from the end of the chapter exercises will be recommended but not graded. If you are having trouble understanding the assignment and require assistance, tutors at the Academic Success Center at Miramar College (ASC) are available free of charge. There will also be a help room in S5-207 through out 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 fgarcia.ch111@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 gauge 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, 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 a class beyond the published withdrawal deadline, as stated in the class schedule, you will receive a letter grade.

Although attendance is not called, keep in mind that the quizzes and discussion boards are going to scheduled at a certain dates and times. You are responsible in accessing these and completing the assignment within a specific period. If you fail to log in to BlackBoard site within 7 days, 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 informed of your problem. If you are having computer problems for more than seven days' time, then it is advisable that you drop the course.

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

Quizzes and Examinations: All quizzes (7-50pts) will be taken online through Blackboard. The first is the syllabus quiz, that you cannot miss, and the next six are chapter quizzes. The lowest of these 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. 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 for missing the midterm (turn in your 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 tentatively scheduled as shown in the schedule above. The final exam is during the last week of the semester and also shown in the schedule. The midterm exam will account for 10% of your grade and the final will account for 15% of your grade. Please check your schedule for conflicts at this time. The course grade is outlined below.

Evidence of following directions, meeting deadlines and signs of improvement will be considered when assigning final grade.

If at any time during the term your percentage score drops below 25%, you may be dropped from the course for non-participation.

<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>Qz 0, Syllabus</td>
<td>9 / 05</td>
<td>Homework 24%</td>
<td>90.0% - 100%</td>
<td>Excellent</td>
<td>A</td>
</tr>
<tr>
<td>Qz 1, [Ch-1 &amp; 2]</td>
<td>9 / 03</td>
<td>7 Quizzes 35%</td>
<td>80.0 - 89.0%</td>
<td>Good</td>
<td>B</td>
</tr>
<tr>
<td>Qz 2, [Ch-3 &amp; 5]</td>
<td>9 / 24</td>
<td>Midterm 10%</td>
<td>65.0 - 79.0%</td>
<td>Acceptable</td>
<td>C</td>
</tr>
<tr>
<td>Qz 3, [Ch-6 &amp; 7]</td>
<td>10 / 08</td>
<td>Final 15%</td>
<td>55.0 - 64.0%</td>
<td>Mediocre</td>
<td>D</td>
</tr>
<tr>
<td>Midterm 1-8 (100pts)</td>
<td>10 / 15</td>
<td>Projects (TBA) 10%</td>
<td>Below 54.9%</td>
<td>Unacceptable</td>
<td>F</td>
</tr>
<tr>
<td>Qz 5, [Ch-09 &amp; 10]</td>
<td>10 / 29</td>
<td>Misc 6%</td>
<td>Completion of 85% of course</td>
<td>Instructor approval</td>
<td>I*</td>
</tr>
<tr>
<td>Qz 6, [Ch-11 &amp; 12]</td>
<td>11 / 12</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Qz 7, [Ch-13 &amp; 14]</td>
<td>12 / 03</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Comprehensive</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part1 (100pts)</td>
<td>12 / 10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part2 (50pts)</td>
<td>12 / 12</td>
<td></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 involved 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://www.sdmiramar.edu/faculty/policies](http://www.sdmiramar.edu/faculty/policies).
1 Demonstration of Work: (Fully online Course)

- Some written paper assignments involving numerical answers will specifically ask you to show your work or to justify your answers. These assignments will be turned in as a hard copy via Blackboard. **No credit** will be given for these numerical problems unless the answers are accompanied by a complete step-by-step solution that clearly shows how the answer is obtained. Always box or underline your final numerical answer on all assignments that a hard copy of the assignment is required. Remember that neatness counts. If your work cannot be clearly followed you will not be given credit for that problem. For online homework, simply answering the questions will suffice. You agreed that you did not receive help or helped others to arrive at the solution however. If you fail to submit three (3) homework assignments in a row, then you will be dropped from the course for non-participation. In addition, please pay attention to the direction of the assignment. Failure to follow directions will also result in not receiving full credit for an assignment.

2 Quizzes, Midterm and Final:

- **Quizzes:** When completing a timed-quiz on Blackboard, note the timer, that is the time allocated for the quiz. Blackboard will state-
  
  **Timer Setting** You will be notified when time expires, and you may continue or submit.
  
  **Force Completion** This test can be saved and resumed later. The timer will continue to run if you leave the test.
  
  **Due Date** This Test is due on Month, XX, 20XX 11:59:00 PM PST. Test cannot be started past this date.

The statement "This test can be saved and resume later" means that it can be saved for a very short period or if there is a disruption to your computer, you can continue to work on the assessment but only within the time allocation set by the quiz. That is, suppose you are taking a quiz that has a time allocation of 1-hr. You start the quiz and then 30 min. into the quiz you take a 25min break, so you log out (without submitting your work) Twenty-five minutes later, or 55 min from when you first open the quiz, Blackboard will show that you only have 5 min left to complete the remaining portion of the quiz and submit for grading. 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 submits your work automatically. All assessments are generally due by 1:59pm of the due date (usually Sunday night, but not always).

- **Exam:** All exams are online. You are to take the exam as well as the quiz alone without assistance from anyone.

  Do not violate this honesty policy.

- Since one quiz and two homework will be dropped no late assignments will be accepted! This means no extension of the homework deadline will be allowed. Even though you are allowed to miss one of the quiz. You cannot however, miss Quiz-00, the Syllabus quiz. Not taking Quiz-00 is ground for you being dropped in the course. If you miss the midterm exam and you have a valid medical excuse for missing the midterm, turn in your excuse no later than a week after exam. Part of your final exam will count towards your midterm. If you miss the final exam, you will also need to turn in a term paper no later than a week after the exam was originally scheduled as make-up processor. 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 (5 business days). No work will be accepted without the authorization form that gives permission to makeup the work. 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 a week after completing the make-up exam otherwise the results of the exam will not count. Note: You do not qualify for a makeup final if you miss the midterm exam.

3 Calculators and other gadgets:

- Although math will be kept at a minimum, it is to your advantage to have access to a scientific calculator while taking this course. The calculator should have the following function: scientific notation, base 10 and natural logarithms, and powers or roots (e.g. y^x or "√"). If you need help in determining whether your calculator contains these functions or if you need help in using these functions, please contact your instructor immediately. **It will be your responsibility to understand the use of your calculator and its functions as it applies to calculations that is part of this course.**

4 Administrative Issues

- 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.

*Incomplete grades will only be given to students who have completed 85% of the assignments, i.e., students who have extenuating circumstance that prevents them from taking the final exam. If it is a medical issue, a doctor's note is required.*

5. Sustainability on Campus

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.
6. Honesty conduct, Disruptive Behavior and Plagiarism

- 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 assigned a non-collaborative project, 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. ailing to live by this code is a form of dishonesty.

- 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 i.e., Netiquette. One useful site is Proper Net-Etiquette Rules YouTube Channel. 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. For more information on this topic, go to Understanding Plagiarism (https://www.youtube.com/watch?v=ptHlA5bMnio)

7 Conditions for being Dropped

- 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 Blackboard and participating within a 7-day period.
- Disruptive, dishonesty or behavior in course that is detrimental to self, neighbors and instructor.

8 Special Student 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. (Not open during summer and inter-sessions). In addition, you may also have a tutor assigned to this course. If that is the case, you will receive a message from that tutor.

- 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

- Miramar College Science Club: Join the science club for exciting experiences related to science and to meet other people who share an interest in science. The science club also sponsors the recycling program on campus. Open to all Miramar students, faculty and staff. (Not open during summer and inter-sessions)

- Help Room: The faculty and former students will be experimenting on a Help room in 56-112 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.
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.

Update on 8/17
Signing up for an account with LaunchPad (Optional requirement)

Dear Students,

My online course is open for student registration. Follow these steps to get started. If you need additional guidance, consult the support site, especially the system requirements which list recommended browsers.

Go to http://www.macmillanhighered.com/launchpad/johlexploring1e/5897097

Bookmark the page to make it easy to return to (although note the URL will look different due to security measures).

Enroll in this course using one of the following options:

If you have an access code, select "I have a student access code", enter the code exactly as it appears on the card, and click Submit.

If you don't have an access code, either purchase a text package that includes one OR click "I want to purchase access" and follow the instructions.

If you need to start working but can't purchase right away, select "I want temporary access" and follow the instructions. Please note: Your grades are linked to your Launchpad account username (email address). If you use temporary access, make sure you purchase or register your code using the same email address for your paid access.

If you have problems registering, purchasing, or logging in, please contact Customer Support.

You can reach a representative 7 days a week:

- through the online form
- by chat
- by phone at (800) 936-6899

Looking forward to seeing you in class!

Fred Garces

fgarces@sdccd.edu