Chemistry 1315, Fall 2015
Course Website: learn.ou.edu

Instructor Contact Information & Class Times

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
<th>Section</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. P. Sims</td>
<td>119 CHBA</td>
<td>5-1324</td>
<td><a href="mailto:psims@ou.edu">psims@ou.edu</a></td>
<td>001</td>
<td>MWF</td>
<td>11:30 am – 12:20 pm</td>
<td>DH 211</td>
</tr>
<tr>
<td>Dr. F. Najar</td>
<td>119 CHBA</td>
<td>5-3316</td>
<td><a href="mailto:fznajar@ou.edu">fznajar@ou.edu</a></td>
<td>002</td>
<td>MWF</td>
<td>9:30 am – 10:20 am</td>
<td>DH 211</td>
</tr>
<tr>
<td>Dr. L. Clifford</td>
<td>119 CHBA</td>
<td>5-3316</td>
<td><a href="mailto:lclifford@ou.edu">lclifford@ou.edu</a></td>
<td>003</td>
<td>TR</td>
<td>10:30 am – 11:45 am</td>
<td>NH 270</td>
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<tr>
<td>Dr. N. Rocher</td>
<td>119 CHBA</td>
<td>5-3316</td>
<td><a href="mailto:nrocher@ou.edu">nrocher@ou.edu</a></td>
<td>004</td>
<td>MWF</td>
<td>2:30 pm – 3:20 pm</td>
<td>PHSC 201</td>
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<tr>
<td>Dr. L. Clifford</td>
<td>119 CHBA</td>
<td>5-3316</td>
<td><a href="mailto:lclifford@ou.edu">lclifford@ou.edu</a></td>
<td>005</td>
<td>TR</td>
<td>1:30 pm – 2:45 pm</td>
<td>PHSC 201</td>
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Instructor Office Hours

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<tr>
<th>Instructor</th>
<th>Office</th>
<th>Location</th>
<th>Day</th>
<th>Time(s)</th>
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<tbody>
<tr>
<td>Dr. L. Clifford</td>
<td>119 CHBA</td>
<td>TR</td>
<td></td>
<td>8:45 – 10:15 am; 12:15 – 1:15 pm; 2:45 – 3:30 pm</td>
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<tr>
<td>Dr. P. Sims</td>
<td>119 CHBA</td>
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<td>MWF</td>
<td>10:00 – 11:00 am</td>
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<td>Dr. F. Najar</td>
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<td>Dr. N. Rocher</td>
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<td>1:00 – 2:00 pm; W 3:30 – 4:30 pm</td>
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Description: Chemistry 1315 is the beginning general chemistry course for students in the physical sciences, engineering, health sciences, biological sciences, and related fields.

Prerequisite: MATH 1503 or MATH 1643 or a Math ACT of ≥ 23.


Online homework & Lecture Prep Assignments: MasteringChemistry (www.pearsonmylabandmastering.com)

Personal Response Device (clicker): i>clicker2 (http://www1.iclicker.com/)

Preparation for Lectures & Exams

Students should consult the syllabus calendar, located at the back of this syllabus, to prepare for each lecture. The readings identified below are keyed to the current text and learning objectives for the course. You may choose to use any general chemistry textbook provided you are comfortable using the learning objectives below and your text’s table of contents. The order of the readings does not necessarily reflect the order of topics covered in lecture. Students may find that reading the textbook chapters in the order written by the textbook author to be more natural than by order of the learning objectives listed below.

Extra credit homework problem sets (EC HW-#) and lecture prep assignments have been assigned to each unit of study and are due on the dates indicated on the course calendar at the end of this syllabus. Lecture prep assignments (LP #) and homework problems will be done via MasteringChemistry, a web based problem solving entity. MasteringChemistry due time is 8:00 a.m. every Monday (and several Thursdays) for lecture prep assignments and 8:00 a.m. on Wednesdays/Fridays (variable dates) for homework (see syllabus calendar for homework dates). Extra credit homework problem sets are minimum assignments representative of the question types you will be expected to be able to answer on examinations. You should also attempt appropriate additional problems in your textbook as part of your preparation.

Learning objectives & Corresponding Reading Assignments

**Unit 1 - Basic Concepts, Atoms, Molecules, & Ions - Chapters 1, 2 & 3**

1.1. Identify particle level representations of matter and their changes. [Readings 1.1, 1.3, 1.4, 3.2, 3.3]
1.2. Convert units (e.g., length, mass, volume, temperature) within a unit system. [Readings 1.6, 1.7]
1.3. Convert units (e.g. length, mass, volume, temperature) between unit systems. [Readings 1.6, 1.7]
1.4. Combine measurements to calculate properties (e.g. density). [Readings 1.6, 1.7]
1.5. Express measured and calculated quantities in exponential form. [Readings A-1, A-2]
1.6. Express measured quantities in the proper number of significant figures. [Readings 1.7]
1.7. Express calculated quantities in the proper number of significant figures. [Readings 1.7]
1.8. Trace the historical development of theories of matter. [Readings 2.1, 2.2, 2.3, 2.4]
1.9. State the name and symbol for the elements and their ions. [Readings 2.6]
1.10. Characterize the important subatomic particles. [Readings 2.5, 2.6]
1.11. Determine the subatomic structure of atoms, ions, and isotopes. Use $^A_ZX^{\text{charge}}$ notation. [Readings 2.5, 2.6]
1.12. Characterize the various parts of the periodic table. [Readings 2.7]
1.13. Name and write formulas for simple compounds. [Readings 3.5, 3.6, 3.7]
Unit 2 - Stoichiometry - Chapters 2, 3, & 4
2.1. Determine atomic weights from isotope abundances. [Readings 2.8]
2.2. Relate formula weights and moles to weights and numbers of particles in a chemical formula. [Readings 2.9, 3.8]
2.3. Determine the % composition of compounds. [Readings 3.9]
2.4. Determine molecular formulas from experimental analysis data. [Readings 3.10]
2.5. Write and balance simple chemical equations. [Readings 3.11]
2.6. Relate numbers of moles, grams, and particles in a chemical equation, including limiting reagent/excess reagent determination. [Readings 4.2, 4.3]
2.7. Determine and use molar concentration units. [Readings 4.4]
2.8. Use the MAVA = MBVB relationship to perform dilution determinations. [Readings 4.4]
2.9. Relate reactant and products of a chemical reaction using solution stoichiometry. [Readings 4.5, 4.7]

EXAM 1 - Thursday, September 17th, 7:30 – 8:45 p.m. (Rooms to be announced)

Unit 3 - Thermochemistry - Chapters 1, 6, 9, 11, & 12
3.1. Utilize and convert different forms of energy. [Readings 1.5, 6.1, 6.2, 6.3, 6.4]
3.2. Determine the heat produced by a chemical or physical process from experimental data (calorimetry). [Readings 6.4, 6.5, 6.7, 6.8]
3.3. Determine the heat produced during changes in state from experimental data. [Readings 11.6, 11.7]
3.4. Describe how heat is transferred in physical and chemical processes. [Readings 6.6, 12.3]
3.5. Calculate $\Delta H$ for a given amount of reactant or product using stoichiometry with thermochemical equations. [Readings 6.6]
3.6. Apply Hess’ Laws to determine $\Delta H$ for reactions. [Readings 6.8]
3.7. Apply standard $\Delta H_f$ to determine $\Delta H_{rxn}$ of reactions. [Readings 6.9]
3.8. Use bond energies to predict $\Delta H_{rxn}$. [Readings 9.10]

Unit 4 - Atomic Structure & Periodicity - Chapters 7 & 8
4.1. Relate color, $\lambda$, $\nu$, speed, and energy of light being released or absorbed by atoms. [Readings 7.1, 7.2]
4.2. Interpret the line spectrum of an atom in terms of quantum mechanics. [Readings 7.3, 7.4, 7.5]
4.3. Describe the location and nature of electrons in an atom or ion in terms of: (a) quantum numbers, (b) energy level diagrams, (c) electron configuration, and (d) orbital shape. [Readings 7.5, 7.6, 8.3]
4.4. Relate the periodic table to electron configurations. [Readings 8.2, 8.3, 8.4]
4.5. Predict trends; similarities, and differences of physical and chemical properties of elements using the periodic table and electron configuration. (e.g. ionization energy, radius, formulas, reactivity). [Readings 8.5, 8.6, 8.7, 8.8]

EXAM 2 - Thursday, October 15th, 7:30 - 8:45 p.m. (Rooms to be announced)

Unit 5 - Molecular Structure & Bonding - Chapters 9 & 10
5.1. Predict the relative polarity and ionic/covalent character of bonds and molecules. [Readings 9.1, 9.2, 9.6]
5.2. Identify simple bonding types. [Readings 9.2]
5.3. Draw Lewis structures of ions and molecules. [Readings 9.3, 9.4, 9.5, 9.7, 9.9, and Laboratory H]
5.4. Identify resonance structures and determine formal charges for molecules. [Readings 9.8]
5.5. Determine the geometric arrangement of atoms in a molecule (VSEPR Theory). [Readings 10.2, 10.3, 10.4, and Laboratory H]
5.6. Characterize the polarity of molecules. [Readings 10.5]
5.7. Characterize chemical bonding through valence bond theory (types of orbitals, including hybrids, involved in bonding and resulting bond types such as sigma and pi bonds). [Readings 10.6, 10.7, 10.8]

EXAM 3 - Thursday, November 12th, 7:30 - 8:45 p.m. (Rooms to be announced)

Unit 6 - Properties of Gases - Chapter 5
6.1. Describe measuring gas pressures using barometers and manometers. Relate pressure units. [Readings 5.1, 5.2]
6.2. Apply the ideal gas law to relate and calculate values for pressure, volume, temperature, and amount of a gas. [Readings 5.3, 5.4, 5.5]
6.3. Apply Dalton’s Law of partial pressure to calculate the pressure of combined gases and to calculate the partial pressures of gases in mixtures. [Readings 5.6]
6.4. Characterize chemical reactions involving gas stoichiometry. [Readings 5.7]
6.5. Describe gases in terms of KMT. [Readings 5.8]
6.6. Relate MW and speeds of molecules using Graham’s law. [Readings 5.8, 5.9]
6.7. Distinguish between ideal and real gases. [Readings 5.10]
Unit 7 - Properties of Liquids, Solids, & Solutions - Chapters 4, 11,
7.1. Use KMT to explain the general properties of liquids and solids and to explain phase changes. [Readings 11.1, 11.2]
7.2. Classify intermolecular bonds and predict relative properties of chemical substances. [Readings 11.3]
7.3. Describe the structure and properties of liquids. [Readings 11.2, 11.3, 11.4, 11.5, 11.6, 11.7, 11.9]
7.4. Describe the structure and properties of solids. [Readings 11.10, 11.11, 11.12]
7.5. Interpret phase diagrams. [Readings 11.8]
7.6. Identify the composition of a solution. [Readings 4.5, 4.6, 12.3, 12.4]
7.7. Characterize the dissolving process. Characterize hydrolysis. [Readings 12.3, 12.4]
7.8. Characterize colligative properties. [Readings 12.6, 12.7]
7.9. Characterize aqueous reactions and predict products of precipitation reactions. [Readings 4.6, 4.7]
7.10. Characterize solutions as strong electrolytes, weak electrolytes, and nonelectrolytes. [Readings 4.4, 4.5, 12.7]

Unit 8 - Organic Chemistry – Chapters 3 & 20
8.1. Describe the bonds associated with organic molecules. [Readings 3.12, 20.1, 20.2]
8.2. Use IUPAC system to name simple organic compounds. [Readings 20.3, 20.4, 20.5]
8.3. Identify types of organic molecules according to functional group. [Readings 20.7, 20.8, 20.9, 20.10, 20.11, 20.12, 20.13]
8.4. Characterize the simple reactions of organic molecules. [Readings 20.6]
8.5. Identify isomers of simple organic compounds. [Readings 20.3]
8.6. Characterize the formation of polymers. [Readings 20.14]

CUMULATIVE FINAL EXAM - Monday, December 14th, 7:30 - 9:30 p.m. (Rooms to be announced)

Evaluation (grading)

A total of 795 points are possible for CHEM 1315.

Letter grades will be assigned based on the point cutoffs listed in the table to the right.

The 795 points possible in CHEM 1315 are distributed as shown (detailed description of each follows table):
LECTURE

Required materials:
- Access through MasteringChemistry [http://www.pearsonmylabs.com/]

Lecture Prep assignments (MasteringChemistry):

Grading: Lecture prep assignments will be assessed over content to be covered in lecture. These lecture prep assignments are designed to help students prepare for the upcoming lecture content and will be available through MasteringChemistry [www. http://www.pearsonmylabs.com/]. Lecture prep assignment scores will not count unless submitted by the deadline (date and time).

The due time for the lecture prep assignments is 8:00 a.m. for all assignments. Due dates (days of the week) and the number of the assignments per week will vary (every Monday and/or at times specified by the instructor). Grades for the Lecture prep assignments will be determined by using the percentage score of the assignment converted to a point total out of a possible three points, rounded to one decimal place. For example, a score of 87% on the Lecture prep assignment will be recorded as 2.6 points on D2L. Since your computer and/or the net are not guaranteed to work at the last minute, we STRONGLY recommend that you not wait until the last minute to complete online assignments.

Make-ups: There are no make-ups for lecture prep assignments since these are posted to MasteringChemistry well in advance of the due date/time. Scores from the highest fifteen of the eighteen assessed assignments will be used in the final grade calculation. Any missed lecture prep assignments up to three will be dropped and the student’s other fifteen scores used. After three missed assignments, subsequent missed assignments will factor in the final grade as zeros.

Exams:

Exam organization: The course content in CHEM1315 is divided into eight units. The chapters/sections of the text covered on each exam are listed by the reading assignments within each learning objective in the syllabus. Questions on examinations may cover laboratory concepts, extra credit homework problem sets, lecture prep assignments, class context and examples, or other course content. All general chemistry instructors are involved in the exam question preparation for each exam. Although previous exams from past terms will be posted to D2L for concept practice, students should not expect the same format and/or question types on the current semester exams. The number of exam questions and point total will vary per question.

Exam absence for University sanctioned events: Students who will be away from campus on an exam date due to a University sanctioned event should contact Dr. Clifford and finalize arrangements with a National Collegiate Testing Association testing center at least one week prior to the exam date (see the course D2L page for instructions). NCTA centers have different requirements about setting up exams in advance; therefore it is advisable to start this process well ahead of the one week deadline.

Exam absences for illness, non-University events, and other misc. reasons: There are no make ups for missed exams. Students who miss an exam due to illness or for any reason will not be administered a make up exam. In lieu of a make up exam, the percentage score of the comprehensive final exam will be substituted for the score of the missed exam. For example, a student scoring 160 out of the 200 possible points on the final exam (80%) will be awarded a score of 80 points out of 100 points for the missed mid-term exam. Students missing more than one exam should contact Dr. Clifford with documentation of the absences.

Final exam: The final exam will be comprehensive in content, covering all eight units of CHEM 1315. The final exam will be worth 200 points. All students will have the opportunity to replace their lowest mid-term exam score by using their comprehensive final exam percentage score. For example, a student scoring 67 out of 100 points on Exam 3 (67%) but 145 points out of 200 on the final exam (72.5%) will be able to use this higher score (72.5 point out of 100 points) in place of Exam 3. This is the same process used to replace the zero score of students absent for illness and other reasons, noted above.

Alternate exam time (Exams 1 – 3 only): Students who cannot attend scheduled night exams 1-3 because of a job or class conflict or other University approved activity may take an alternate exam to be given earlier in the day on the day of the exam [7:00 a.m.; location to be announced]. Students who qualify to take an alternate exam must register in advance by providing all of the following information by noon on Monday of the exam week: Name, I.D., Lecture Instructor, Lab Instructor, reason why you cannot attend the scheduled exam, and the name and phone number where excuse can be verified (not yourself or a family member). Submit this registration by email to Dr. Clifford, the coordinator for general chemistry courses [lclifford@ou.edu]. Include “CHEM 1315 alternate exam” in the subject line of the email. You must submit a registration for each alternate exam needed even if the conflict is a reoccurring one, such as a class. Early exams are collected and returned to the student later through their teaching assistant.
Important exam information:

**ID is required:** You must bring your OU I.D. or some other form of photo identification to all exams. Scantrons and adequate paper to work problems will be provided at each exam within the exam packet. You may not bring your own scratch paper to the test.

**No electronic devices:** Electronic communication devices including but not limited to Apple Watches, cellular phones, pagers, FM receivers, headphones, music devices of any sort, etc. are banned from examination rooms and may not be in a student’s exam space. Individuals for whom circumstances make the possession of such devices necessary must be approved by their laboratory instructor prior to an examination to make arrangements. Students found with an unauthorized electronic device in their exam space or on their person will be charged with academic misconduct, whether or not the device was in use at the time it was discovered.

**Exam completion:** When time is called for the exam, students must immediately cease working on the exam and writing on the scantron. This includes filling in the scantron for exam question answers, name, ID, exam version, and all coding necessary for the grading of the exam. Exam proctors will not accept any exams from students who continued to fill in scantron bubbles after time was called.

**Exam rooms:** Exam rooms are assigned by Classroom Management. The general chemistry program cannot guarantee or control the workspace area, the functioning of exam room clocks, the temperature of the room, or the lighting. The teaching assistants in the exam rooms will announce 30, 20, 15, 10, 5, 2, and 1 minutes remaining in the exam, even if there is a clock present in the room. Since students may not use their cell phones during the exam, plan to wear a non-Apple watch if you wish to monitor the exam time more closely.

**Approved calculators only:** Calculators with programmable functions and/or alphanumeric storage/recall capability (this includes graphing calculators) are not allowed for examinations. Since cell phones are not allowed, you may not use the calculator function of a cell phone. You will be expected to use an appropriate calculator on all recitation and lab assignments as well as examinations. Students using calculators on exams that have not been approved may be charged with academic misconduct.

**Exam location:** Make sure you know where your assigned testing site is before the exam. Exam room assignments will be sent by email and will be posted to the course website. Students who arrive more than ten minutes late to an exam, or arrive after another student has left, will not be allowed to take the examination.

**Exam grade discrepancies on D2L:** Following each exam, an email will be sent by the general chemistry coordinator informing students that exam grades have been posted to D2L. Students will have one week after this email is sent to report exam grade discrepancies for correction. After the one week deadline, there will be no changes to a student’s exam grade. Students will be directed to 1000 SLSRC for any grade discrepancies, including but not limited to missing or incorrect ID numbers on the scantron.

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LABORATORY

**Required materials:**
- Laboratory manual activities: Available for download/printing on D2L course website
- **Approved** safety goggles: Must be purchased by at the first laboratory meeting ($10)
- Model kit (highly recommended but not required): may purchase any model kit or even share a kit with individuals not in your lab/recitation section.

**Lab check-in/check-out:** Students will be assigned a lab drawer/locker on the first day of laboratory. Each student will account for his/her supplies at check-in and will vouch for the condition of the equipment, requesting replacements for dirty, damaged, or unusable items. Students must check out of their laboratory locker at the end of the term. Failure to check out on the assigned day at the assigned laboratory time will result in being assessed a $75 check-out fee. **Students who withdraw from the class must attend the next regular laboratory session in order to check out of their locker or they will be assessed a $75 check out fee.** Students who withdraw may not arrange a special time with their TA in order to check out. For any extenuating circumstances, contact Dr. Clifford.

**Grading:** Laboratory grades will be based on eleven laboratory reports worth 15 pts each. The best ten scores of these eleven grades will be used for the final grade calculation. See the attached calendar (last page of syllabus) for a schedule of laboratory activities corresponding to your laboratory activities printed from D2L. A portion of the laboratory report will be assigned as a pre-lab assignment, due by midnight the night prior to the student’s lab period. The lab/recitation instructor will provide more details on the pre-lab.
Missed laboratories: Students missing one laboratory will use their other ten scores for their course grade. Students missing two laboratories will use their nine other scores and will be allowed to make up one lab at the end of the semester provided the student misses BOTH labs for a valid, documentable reason. If ill, a student must email their laboratory instructor within 24 hours after the missed laboratory period regarding their absence. A doctor’s note is required for any absences due to illness. If a student must miss lab for other valid reasons (including but not limited to immigration status meetings, child custody hearings, government proceedings, etc.), written documentation is required from the source (not from a parent, spouse, or non-official source). Documentation of such absences must be submitted within one week of the missed laboratory period to the lab instructor.

Attendance in lab: Attendance will be recorded within the first ten minutes of the laboratory period. Students who are not present at the time attendance is recorded will be considered absent and will not be allowed to make up the laboratory without a valid excuse (doctor’s note, University sponsored event, military duty, etc.). After the one week period, no changes will be made. Students turning in lab reports for a laboratory period when they were absent will be charged with academic misconduct. Students must attend the laboratory check-out period at the end of the term or they will be assessed a $75 check-out fee. Any absences from the laboratory check-out due to valid reasons must be accompanied by written documentation or the $75 check-out fee will be assessed.

RECI TATION

Required materials:

- i>clicker2 (http://www1.iclicker.com) – used by your lab/recitation instructor at his/her discretion

Grading: Eleven recitation grades will be recorded with the best nine out of the eleven applied to the final grade calculation. Recitation grades will be based on group activities and computer laboratory activities performed in recitation. Recitation instructors may also use clickers in recitation activities. Recitation meets every week; however, see the attached calendar (last page of syllabus) for a schedule of when recitation/discussion activities will be recorded for a grade.

Absences/Make-ups: There are no make-ups for recitation as students can miss two recitation grades with no effect on their grade. Absences due to illness or any other reason will all be treated in the same manner; however, it is strongly recommended that you let your recitation instructor know if you are ill prior to the start of recitation so that he/she may let you know of any important information that was disseminated during recitation. Use your absences prudently. For example, a student who misses two recitations for no valid, documentable reason (illness, family emergency, etc.) and then misses a third for an unavoidable reason (funeral, illness, etc.) will NOT be allowed to make up the third missed recitation. This may negatively impact a student’s grade at the end of term.

General notes on grading & grade discrepancies:

D2L: Grades may be viewed on the D2L website for the course (learn.ou.edu). Please note that most grades will not appear immediately on D2L as they will be intermittently updated during the term. Students will be notified via email by the General Chemistry Coordinator when grades are ready to be reviewed on D2L. Once notified by Dr. Clifford, students must abide by the deadline to correct any grade discrepancies. After the noted deadline, usually one week, no changes will be made.

Discrepancies: Save all graded lab reports and any other documents returned to you for comparison with our records. In the event of a discrepancy, you will need to provide the original, graded lab or recitation assignment for verification. Discrepancies in lab report grades or recitation assignments should be reconciled with your laboratory/recitation instructor within one week after the grade has been posted to D2L. Discrepancies with exam grades should be resolved within one week after the grade has been posted to D2L by bringing your student ID and your exam paper (blue/pink/tan/gold exam) to request a hand-grade of the scantron from the Undergraduate Program Assistant, Ms. Tanya Garvin (1000 SLSRC, 8 a.m. – 5 p.m.). Discrepancies in MasteringChemistry grades should be reported within one week after the grade has been posted to D2L to the Gen. Chem. Coordinator.

Grade changes: Students have one week following the posting of grades to the course D2L page in order to address grade discrepancies. Included are all exam, lab, recitation, lecture prep assignments, extra credit homework, and extra credit clicker grades. After this one week time, no changes will be made regarding missing or incorrect grades. No grade changes will be made at the end of term on the basis of a student wishing to obtain a higher grade than was earned by point total. No extraneous extra credit other than that outlined in the course syllabus is allowed.
EXTRA CREDIT

Extra Credit: In addition to the course points assigned above, extra credit points are available for ONLY (1) in-class lecture activities assessed by the use of clickers and (2) the MasteringChemistry extra credit homework problem sets (designated as EC HW-# on the syllabus calendar). These extra credit homework problem sets are not to be confused with the lecture prep assignments that are also available through MasteringChemistry. Deadlines for extra credit homework problem sets are found on the syllabus calendar and on the MasteringChemistry site.

In-Class (lecture) extra credit: Instructors will use i>clicker2 personal response devices (clickers) to ask students questions to earn extra credit in class. A maximum of 20 points of extra credit is possible from clickers, with five points possible over each exam period. Extra credit points are divided by exam periods as Clicker EC1, EC2, EC3, and EC4. EC1 encompasses questions asked in class over Units 1 and 2, EC2 covers Units 3 and 4, EC3 covers Units 5 and 6, and EC4 covers Units 7 and 8. Questions asked in class earn 1 “clicker point” per correct answer and 0 points for an incorrect answer. At the end of the extra credit period, clicker points are converted to extra credit points for the course as follows: If at least half (50%) of the clicker points are earned per extra credit period, students are awarded the full 5 points possible. If less than half (50%) of the clicker points are earned, students are awarded the proportion of the points corresponding to the amount of credit amassed. The 50% level whereby full points are awarded is also a means of covering various issues, including but not limited to, battery failure, forgetting to bring a clicker to lecture, or missing a lecture due to illness.

MasteringChemistry Online Homework: MasteringChemistry (www.pearsonmylabandmastering.com) will be used for online homework in the course. A maximum of 32 points will be awarded through the homework extra credit, with a maximum of four points of extra credit awarded per Unit. Earning 80% of the points possible on the assignment yields the full 4 points of extra credit, 70-80% yields 3 points, 60-70% yields 2 points, and 50-60% yields 1 point. Earning less than 50% of the assignment points will not result in any extra credit points being awarded. MasteringChemistry due time is 8:00 a.m. for all homework extra credit. Due dates for the online homework extra credit problem sets are variable – check the syllabus calendar (back page of syllabus). It is strongly advised that students work on problems as the topics are covered, avoiding the tendency to wait until the night before the assignment is due.

FINAL GRADES

Final grade determination: Final grades will be determined by summing the scores noted previously in the syllabus (lab, recitation, exams, lecture prep assignments, safety and syllabus quizzes). After the course points are summarized and the grade calculated, the extra credit points earned by the student will be added to this total. The final letter grade issued to the student will be that as determined by comparison of the sum of the course points plus extra credit points to the scale outlined previously on page 3 of the syllabus. Students should not expect a curve in the course; however, the instructors reserve the right to curve.

Final grades: Final grades are just that – final. Only in the event of an administrative error will grades be changed, and the only changes that will be made are those for which the time period for reporting errors/discrepancies is still valid (one week from the reporting of an exam score, for example). Grades are issued based on the student’s accumulated points. Once issued, grades will not be altered based on a student’s desire to achieve a higher score. Grades will also not be altered to fail a student desiring to replace the course grade and improve his/her GPA with retaking the course. Unfortunately, in a course of this size there is no possible way to prevent some students from being very close to the grade cutoffs. With as many students as are taking general chemistry, it is simply impossible to treat each student as a special case and be fair to other students. No grade change will be made solely on the basis of a student wishing to achieve a higher grade that was not determined by the listed cutoffs. Also, there is no extraneous extra credit and no possibility of rewriting laboratory reports or recitation assignments. Do not request additional extra credit from your lecture instructor, your lab/recitation instructor, or the General Chemistry Coordinator.

Policies & Notes

The University of Oklahoma is committed to providing reasonable accommodation for all students with disabilities. Students with disabilities who require accommodations in this course are requested to speak with the professor as early in the semester as possible. Students with disabilities must be registered with the Disability Resource Center prior to receiving accommodations in this course. The Disability Resource Center is located in Goddard Health Center, Suite 166, phone 405/325-3852 or TDD only 405/325-4173.
Each student should acquaint her or his self with the University's codes, policies, and procedures involving academic misconduct, grievances, sexual and ethnic harassment, and discrimination based on physical handicap.

The instructor reserves the right to change any items contained in this syllabus. This includes, but is not limited to: course content, scheduled dates, and fraction(s) of final grade assigned to individual components of the course.

Adjustments for Pregnancy/Childbirth Related Issues
Should you need modifications or adjustments to your course requirements because of documented pregnancy-related or childbirth-related issues, please contact your instructor as soon as possible to discuss. Generally, modifications will be made where medically necessary and similar in scope to accommodations based on temporary disability. Please see www.ou.edu/content/eoo/pregnancyfaqs.html for commonly asked questions.

Title IX Resources
For any concerns regarding gender-based discrimination, sexual harassment, sexual misconduct, stalking, or intimate partner violence, the University offers a variety of resources, including advocates on-call 24.7, counseling services, mutual no contact orders, scheduling adjustments and disciplinary sanctions against the perpetrator. Please contact the Sexual Misconduct Office 405-325-2215 (8-5) or the Sexual Assault Response Team 405-615-0013 (24.7) to learn more or to report an incident.

Email communication: In order to aid communication, the University has established email as an acceptable means of official communication. All University students are assigned an official University email account and your instructor and/or the General Chemistry Coordinator will be communicating with you through this account periodically. Email sent to this account is expected to be read by you in a timely fashion. For convenience, you can arrange to have your email forwarded to another email account (go to accounts.ou.edu); however, the University warns that you do so at your own risk. Failure to receive or read the communications sent to you via your official email account in a timely manner does not absolve you from knowing the information sent to you. Any correspondence with your instructor should include your name, section number, and the phrase “CHEM 1315” in the subject line.

Academic misconduct: Students engaging in academic misconduct (including cheating, plagiarism, and any other action that may improperly affect evaluation) will be subject to sanctions in accordance with the Norman Campus Academic Misconduct Code. Cheating of any kind will not be tolerated. Cheating is defined as an act performed so as to give a relative or unfair advantage to any person on an exam or assignment. Cheating of any kind will be dealt with by official University channels and will be punishable by penalties including receiving a grade of “F” for the course and/or expulsion from the University. Any papers, writings, or materials that are deemed suspicious by the instructor or the exam proctors will be confiscated and/or documented for misconduct procedures as considered appropriate (e.g. photographs of writing on surfaces). You should understand that your instructors take these matters seriously. Students who are caught in any form of academic misconduct should expect extremely severe penalties. Turnitin will be used for laboratory report submissions, checking for plagiarism.

Class conduct: Students are expected to be attentive during course and lab/discussion lectures and to remain seated until the end of the period. Disruptive behavior in lecture, laboratory, or recitation will not be tolerated.

Laboratory and recitation will begin the first week of class: You should bring paper, pen and pencil, lab or recitation manuals, and a calculator to laboratory and recitation meetings. Students who do not check into laboratory during the first scheduled laboratory class may lose their space and be dropped from lab. All students enrolled in the lecture portion of the course must also be enrolled in a Chem 1315 laboratory/recitation section. Appropriate attire is required in the laboratory at all times (safety goggles, appropriate clothing and shoes, etc.), and will be explained by your lab instructor.

Placement exams: The CLEP office conducts the exams to test out and obtain credit for CHEM 1315 and CHEM 1415. Contact the Department of Chemistry and Biochemistry Advisor, Mr. Lance Goins, for additional information (email ldg123@ou.edu or phone 325-4121).

Last day to withdraw: The final day to withdraw from the course is Friday, October 30th, 2015. Students who stop attending but who do not officially withdraw from the course will be assigned a final course grade.

Need Additional Help?
Besides normal class attendance in the lecture and laboratory, students have several opportunities available to enhance their level of learning in the course.

Help Lab: The General Chemistry Help Lab is located in PHSC 303 and will be available by the second week of class. The Help Lab, staffed by General Chemistry Teaching Assistants, is available for assistance on a walk-in basis [operational hours and staff to be posted to the course website after the start of the term]. Students can ask questions regarding any course content (lecture, lab,
recitation, etc.). An honest effort must have been made on assignments/problems so that the TA’s can adequately help to clarify concepts.

**University College’s Action Center and Action Tutoring:** The Chemistry 1315 Action Center is an active and collaborative forum in which students work on problems together and receive assistance from instructors and Peer Learning Assistants in order to understand and master general chemistry concepts. Participation in the Chemistry 1315 Action Center is strongly recommended for all students, whether you need assistance or you want to ensure your mastery of the concepts. Regular participation has been shown to lead to positive results in class performance. The Action Center is open in PHSC 303 on a walk-in basis during the operation hours [to be announced and posted to the course website]. Bring your OU ID, text and notes. UC Action Tutoring will be available on a drop-in basis during evening hours (8 – 10 p.m.) in Adams Center, Muldrow Tower 105, next to Cane’s Chicken. University College Action Tutoring begins the second week of class. These are free, come-and-go sessions with trained Peer Learning Assistants. To view the schedule, or for more information, visit http://uc.ou.edu/action.

**Study Groups:** Self-organized and independent meetings of small groups of students on a regular basis (weekly or semi-weekly, for example) to discuss homework and previous exam problems serves as another possible way to help many students discover misunderstandings and improve their performance on examinations.

**Course Website:** A course website is available for CHEM1315 at learn.ou.edu. The CHEM1315 instructor(s) may make lecture notes available on the course website (download and print with Adobe® Reader). Check with your lecture instructor about this. If you are printing out the lecture notes at a computer lab, please be certain to print to the correct printer. In the past, course notes have ended up being printed out all over campus.

**Office Hours:** Laboratory and lecture instructors have office hours to help students. Students may either attend office hours or make an appointment to see an instructor at other times. You may attend any CHEM 1315 instructor’s office hours.

**Tutoring list:** The Undergraduate Program Assistant in the Department of Chemistry & Biochemistry office, Ms. Tanya Garvin (tgarvin@ou.edu or 325-4811), and Departmental Advisor, Mr. Goins (ldg123@ou.edu or 325-4121), maintain a list of tutors for private hire who may be interested in tutoring individual students or groups of students in chemistry courses. This is done only for the convenience of students and the Department of Chemistry and Biochemistry does not recommend the relative merits of the individuals who have requested to tutor students. Students interested in the tutor list are encouraged to consult with previous students for references and recommendations. This list is generally not available until the second week of class.

**Previous Exams:** Copies of recent exams are available online at the course website at https://learn.ou.edu. Although previous exams from past terms will be posted to D2L for concept practice, students should not expect the same format and/or question types on the current semester exams. The number of exam questions and point total per question will vary per question. Students should try to answer the questions on past examinations under testing conditions – i.e., without access to any book, notes, another student, or instructor. Students should be aware that past exams were not necessarily written by the current instructors and may be based on a different textbook from the one being used this semester. However, for the most part the topics will be comparable to the current syllabus. Please note that old exams are posted without corrections.

**Homework:** Extra credit homework problem sets are available through MasteringChemistry. You will have multiple attempts at each question. Extra credit points will be available to students who correctly complete homework problem sets.

Additional practice problems (not for credit) can also be found at the end of the chapters in your textbook. The answers to many of these problems in the text are in the back of the textbook. These solutions should only be examined after working/attempting the problem.

**Computer lab resources:** The University has computer laboratories at several locations. Check www.ou.edu for campus resources.

Additional contact information relevant to CHEM 1315:

<table>
<thead>
<tr>
<th>Name</th>
<th>Function</th>
<th>email</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Clifford</td>
<td>Gen. Chem. Coordinator</td>
<td><a href="mailto:lclifford@ou.edu">lclifford@ou.edu</a></td>
<td>1570 SLSRC (MWF)</td>
<td>325-4383</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>119 CHBA (TR)</td>
<td>325-3316</td>
</tr>
<tr>
<td>Ms. Tanya Garvin</td>
<td>Undergrad. Program Assist.</td>
<td><a href="mailto:tgarvin@ou.edu">tgarvin@ou.edu</a></td>
<td>1000 SLSRC</td>
<td>325-4811</td>
</tr>
<tr>
<td>Ms. Kim Moser</td>
<td>ILS Coordinator</td>
<td><a href="mailto:Kimberly.A.Moser-1@ou.edu">Kimberly.A.Moser-1@ou.edu</a></td>
<td>CHBA 116</td>
<td>325-2742</td>
</tr>
<tr>
<td>Mr. Lance Goins</td>
<td>Dept. Advising Office</td>
<td><a href="mailto:ldg123@ou.edu">ldg123@ou.edu</a></td>
<td>CHBA 214</td>
<td>325-4121</td>
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<td>24</td>
<td>Classes Begin</td>
<td>Lab Check-In</td>
<td>Unit 1</td>
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<td>Lab 02</td>
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<td>Lab 05, continued</td>
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**August**

**September**

**October**

**November**

**December**
The following outline is a guideline for all sections of Chemistry 1315. Each teaching assistant may have some more specific instructions and requirements in certain areas. Please fill in the blanks that follow in order for you to have the correct information about your laboratory section.

Laboratory Instructor __________________________________ Lab/Office Room # ___________

Section Code________ Section #_______ Office Hours (PHSC 303)__________________

Office Phone (optional)___________________                Test Room ________________________

Materials:

1. **Laboratory manual activities**: Printed out from D2L website


3. **Approved safety goggles**: Must be purchased by the first class period

4. **Model kit**: highly recommended – may purchase any model kit or even share a kit with individuals *not* in your lab/recitation section.

Laboratory Experiments:        Beginning

<table>
<thead>
<tr>
<th>Check-in</th>
<th>Mon. Aug. 24 – Thurs. Aug. 27</th>
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<tbody>
<tr>
<td>01: The Determination of the Percent Water in a Compound</td>
<td>Mon. Aug. 31 – Thurs. Sept. 3</td>
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<tr>
<td>02: The Determination of a Chemical Formula</td>
<td>Tues. Sept. 8 – Mon. Sept. 14</td>
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<tr>
<td>03: Determining Avogadro’s Number</td>
<td>Tues. Sept. 15 – Mon. Sept. 21</td>
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<tr>
<td>04: Determining the mole Ratios in a Chemical Reaction</td>
<td>Tues. Sept. 22 – Mon. Sept. 28</td>
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<tr>
<td>05: Separation and Qualitative Analysis of Cations</td>
<td>Tues. Sept. 29 – Mon. Oct. 5</td>
</tr>
<tr>
<td>08: Exploring the Properties of Gases</td>
<td>Tues. Oct. 27 – Mon. Nov. 2</td>
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<tr>
<td>09: The Molar Mass of a Volatile Liquid</td>
<td>Tues. Nov. 3 – Mon. Nov. 9</td>
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<tr>
<td>10: Vapor Pressure and Heat of Vaporization</td>
<td>Tues. Nov. 10 – Mon. Nov. 16</td>
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<tr>
<td>11: The Synthesis and Analysis of Aspirin</td>
<td>Tues. Nov. 17 – Mon. Nov. 23</td>
</tr>
<tr>
<td>Check-out (<strong>$75 penalty if missed!</strong>)</td>
<td>Mon. Nov. 30 – Thurs. Dec. 4</td>
</tr>
</tbody>
</table>

Recitation: Recitation Sections will meet every week from the first day to the last day of the term.

**Laboratory safety quiz:** The laboratory safety quiz on D2L must be completed by Friday, August 28th, 2015. Failure to complete the laboratory safety video quiz will result in being removed from the course.
General Laboratory Information:

**Lab check-in:** Students will be assigned a locker on the first day of laboratory. Each student will account for his/her supplies at check-in and will vouch for the condition of the equipment, requesting replacements from the Instructional Laboratory Stockroom (ILS) for damaged or unusable items. All missing, broken, or damaged items should be replaced by ILS at this time. Any equipment that cannot be replaced by ILS on the first day of laboratory will be listed as a “check-in shortage” on the record card. During the semester, any equipment that is broken or damaged will be recorded on the record card. Students must use PEN when filling out their record cards at check-in.

Since students will often be sharing equipment with a lab partner, it is imperative that each student account for their equipment at the end of every laboratory period. Students are held financially responsible for all equipment issued to them at check-in. The cost of replacement/repair for missing/damaged equipment will be billed to students through the bursar’s office as a “breakage fee.” Please note that this “breakage fee” is not the same as the “service charge” paid with other registration fees. The “service charge” is intended to partially cover the cost of chemicals and other consumable items used in the laboratory.

Keep your equipment drawer locked. You will ultimately be responsible for equipment if it is stolen from you.

**Lab check-out:** Students must check out of their laboratory locker at the end of the term. Failure to check out on the assigned day at the assigned laboratory time will result in being assessed a $75 check-out fee. Students who withdraw from the class must attend the next regular laboratory session in order to check out of their locker or they will be assessed a $75 check out fee. Students who withdraw may not arrange a special time with their TA in order to check out.

**Attendance in lab:** Attendance will be recorded within the first ten minutes of the laboratory period. Students who are not present at the time attendance is recorded will be considered absent and will not be allowed to make up the laboratory without a valid excuse (doctor’s note, University sponsored event, military duty, etc.). Attendance will be posted on D2L through the lab/recitation D2L page. Once posted, students will have one week to contact the TA regarding inaccuracies. After the one week period, no changes will be made. Students turning in lab reports for a laboratory period when they were absent will be charged with academic misconduct. Students must attend the laboratory check-out period at the end of the term or they will be assessed a $75 check-out fee. Any absences from the laboratory check-out due to valid reasons must be accompanied by written documentation or the $75 check-out fee will be assessed.

**Make-up laboratories:** If ill or if a student must be absent for a variety of valid, documentable reasons, a student must email their laboratory instructor *prior to the start* of the laboratory period regarding their absence. A doctor’s note is required for any absences due to illness. If a student must miss lab for other valid reasons (including but not limited to immigration status meetings, child custody hearings, government proceedings, etc.), written documentation is required from the source (not from a parent, spouse, or non-official source). Documentation of such absences must be submitted within one week of the missed laboratory period. **All laboratories must be made up within one week of the excused absence.**

**Conduct:** Each student is expected to conduct themselves accordingly both in lab and at the ILS. Any inappropriate behavior or comments to staff may result in being removed from the laboratory for the day. Students asked to leave the laboratory will not be allowed to make-up the missed laboratory.
Laboratory Grades

Grading: Laboratory grades will be based on eleven reports worth 15 pts each. See the CHEM 1315 course syllabus calendar for a schedule of laboratory activities corresponding to your laboratory manual. Make-ups for laboratories will require an appropriate and verifiable excuse. See your laboratory instructor for appropriate make-up procedures.

Your laboratory grade will depend on the laboratory reports, which you and your partner submit, and on pre-lab activities. Your laboratory instructor will grade these reports using specific criteria including:

1. Was the report submitted on time?
2. Did both students fully attend the laboratory session?
3. Does the work presented reflect the allotted time?
4. Is all the work of the lab exercise attempted?
5. Does the data reasonably reflect good laboratory technique?
6. Do the explanations and conclusions represent a good quantitative understanding of the laboratory exercise?
7. Are the conclusions logically related to the data collected by the students?
8. Was there visible contribution by both students in both collection and interpretation?

These criteria will be applied to the laboratory report as a whole rather than to individual sections of the report. Laboratory reports are assigned grades between 0 and 15 points.

Laboratory Reports

Working in pairs: Students will work in pairs during most laboratory sessions, with a few exceptions. The partnership is expected to complete and turn in laboratory reports via their lab/recitation instructor’s D2L page dropbox (pre-lab activity scores apply to each student separately). Turnitin.com will be used for laboratory report submissions, checking for plagiarism.

The following regulations will apply to this policy:

1. If one partner is absent or late, the laboratory instructor will assign the attending student to another partner.
2. The laboratory instructor will reassign partnerships at his/her discretion or at a student request at any time during the term.
3. Students are free to work alone if they so desire.
4. Both partners must be present for the whole period to be eligible to receive credit for a laboratory report. The partner who misses a laboratory is solely responsible for making up the activity and will not be allowed to use his/her partner’s data.
5. No more than two students may constitute a partnership except by permission of the instructor.
6. Students are encouraged to finish and submit laboratory reports during the period of the laboratory activity.
7. Students who are unable to submit laboratory reports at the end of the laboratory period should be prepared to submit a copy of their collected data to the instructor in charge before leaving.
8. Partners should submit reports and make conclusions based on their data collected by them, arrived at independently of other groups, and stated in their own words. Any evidence of falsifying data, copying web content, or copying conclusions from other students (present or past) will be used in academic misconduct proceedings against the students involved.
9. Both partners are expected to contribute to the collection and interpretation of data and to the writing of the laboratory report. Students who do not do their part may be assigned a new partner or be asked to do their laboratory work independently.
10. Each student of the pair must submit a lab report via the laboratory instructor’s D2L page dropbox.
Reasonable Accommodation Policy

The University of Oklahoma is committed to providing reasonable accommodation for all students with disabilities. Students with disabilities who require accommodations in this course are requested to speak with their instructors as early in the semester as possible. Students with disabilities must be registered with the Disability Resource Center prior to receiving accommodations in this course. The Disability Resource Center is located in Goddard Health Center, Suite 166, phone 405/325-3852 or TDD only 405/325-4173.

Any Student in this course who has a disability that may prevent him or her from fully demonstrating his or her abilities should contact their lab instructor personally as soon as possible so they can discuss accommodations necessary to ensure full participation and facilitate their educational opportunities.

Safety

Safety features of the lab: Your lab instructor will point out all the safety features of your lab during check-in. These include exits, fire extinguishers, safety showers, and eye washes. Other safety rules will be explained at that time.

Safety Goggles: The State of Oklahoma requires you to wear safety goggles in the laboratory at all times. Suitable goggles will be sold during the first two weeks of school in your lab. While other outlets also sell goggles, you must make sure they meet state safety standards for laboratory use before purchase. Your TA will expect you to wear your goggles OVER YOUR EYES at all times. Repeated disregard to this safety rule is grounds for your dismissal from lab.

Laboratory attire: For personal protection, safe dress for the laboratory is required in order to be adequately protected from chemical exposure. Students will be asked to leave if not appropriately attired for laboratory. Wear closed-toe and closed-heel shoes (no sandals, Crocs, mules, canvas shoes, etc.). Wear shorts and skirts to the knee or preferably pants or long skirts. No tank tops or spaghetti strap shirts are allowed. The purpose of restricting types of clothing is to make certain your skin is adequately protected.

Laboratory techniques & station: Part of safety is good laboratory technique and good housekeeping habits. Your laboratory instructor will teach you laboratory techniques related to the exercises you are performing during the semester. You should also read about the techniques described in the appendices of your laboratory manual. As part of a safe lab environment, you are responsible for seeing that your laboratory station is kept clean and neat. Store books, backpacks, and personal items in the cubicles provided in the laboratory. Make sure gas jets and water taps are off when not used, and that waste is disposed of properly. Laboratory instructors will give detailed instructions on how to dispose of each laboratory period’s waste – students are responsible for disposing of waste properly according to these detailed instructions. Make sure that insoluble materials, paper, and broken glass are kept out of the sinks.

Instructional Laboratory Safety Rules and Procedures

In case of an accident, summon the laboratory instructor immediately. If you receive a chemical burn, immediately flush the burned area with cold water, then ask another student to summon the instructor immediately. Safety showers are available in all labs.

1. Approved safety goggles are to be worn by everyone in the laboratory whenever anyone is working. This is a State Law.
2. All personal belongings (book bags, purses, coats) should be stored in cubbyholes.
3. Shoes that cover your entire foot, including your heel, are to be worn at all times in the laboratory. Sandals and shoes with holes in them (e.g. Crocs) are not allowed.
4. Smoking is forbidden in the laboratory.
5. Eating or drinking in the laboratory is forbidden.
6. Always obtain the instructor’s permission before carrying out any experiment that is not in the laboratory manual.
7. Students may not work in laboratories unattended. If make-up work is to be done, it must be carried out under supervision.
8. Never pour water into concentrated acids. Always pour acid slowly into water while constantly stirring.
9. If you are instructed to smell a chemical, gently fan the vapors toward your face. Never smell a chemical by putting your nose over the container.
10. Never take chemical bottles to your desk. Instead, obtain the material from the bottle in a clean container (beaker, flask, or weighing boat or paper). Do not take more material than you think you will need.
11. Never return unused chemicals to the bottles. Always return chemical bottles to their proper place so others can use them.
12. Always clean off your desktop thoroughly at the end of the period. Make certain that all gas outlets and water faucets are turned off before you leave the laboratory.
13. Spilled chemicals, broken glassware, etc. should be cleaned up carefully and without delay.
14. The floor should be kept free of obstructions or slipping hazards (e.g., spilled ice, pencils, etc.).
15. Insoluble materials (paper, glass, compounds, etc.) falling into a sink or drain should be removed immediately.
16. Under all circumstances, appropriate chemical disposal should be followed. Ask the instructor for specific information.
17. Never fill a pipette by mouth suction.
18. Before removing a chemical from a bottle, read the label carefully.
19. Acts of carelessness or mischief are forbidden. Chemicals and equipment may be handled only in prescribed ways and for prescribed purposes. Such “playful” activities as pushing and shoving, wrestling, chasing, and threatening people with any chemical or piece of equipment are not tolerated.
20. Gloves, rubber aprons, or other protective clothing should be worn when appropriate.

Normal penalty for violation of these rules is prompt dismissal from the class with no privilege of making-up work.

From a University Telephone dial Campus Police (Emergency Calls) at 911. They will contact whatever service is needed, be it fire, ambulance, or poison control. There is a campus emergency phone on the third floor hallway in CHBA.

**Attendance, Late Labs, Makeups**

Lab periods are three hours long. Please utilize this time wisely: planning your experiments, collecting data, and writing reports. If you elect to leave lab early, your lab report will be due at that time.

Unless prior arrangements have been made with your TA, or unless a documented health or personal emergency occurs, lab reports not turned in at the designated time will be penalized points up to a week late. Reports more than one week late will **not** be accepted.

If you miss a lab period for a legitimate reason, see your TA as soon as possible. A make-up slip will be issued to you, which will admit you to another laboratory section in order to make up your work. The make-up slip **MUST** be signed by the admitting TA and **MUST** be turned in with your completed report at the earliest opportunity. Work should be made up during the week of the missed laboratory. Please be prepared to provide documentation for missing a laboratory period.
Unfortunately, there is NO provision for making up laboratory work after the last scheduled laboratory experiment of the semester. This is true no matter what the reason.

**Codes and Policies**
The University of Oklahoma is committed to providing reasonable accommodation for all students with disabilities. Students with disabilities who require accommodations in this course are requested to speak with the professor as early in the semester as possible. Students with disabilities must be registered with the Disability Resource Center prior to receiving accommodations in this course. The Disability Resource Center is located in Goddard Health Center, Suite 166, phone 405/325-3852 or TDD only 405/325-4173.

Each student should acquaint her or his self with the University's codes, policies, and procedures involving academic misconduct, grievances, sexual and ethnic harassment, and discrimination based on physical handicap.

The instructor reserves the right to change any items contained in this syllabus. This includes, but is not limited to: course content, scheduled dates, and fraction(s) of final grade assigned to individual components of the course.

**Adjustments for Pregnancy/Childbirth Related Issues**
Should you need modifications or adjustments to your course requirements because of documented pregnancy-related or childbirth-related issues, please contact your instructor as soon as possible to discuss. Generally, modifications will be made where medically necessary and similar in scope to accommodations based on temporary disability. Please see www.ou.edu/content/eoo/pregnancyfaqs.html for commonly asked questions.

**Title IX Resources**
For any concerns regarding gender-based discrimination, sexual harassment, sexual misconduct, stalking, or intimate partner violence, the University offers a variety of resources, including advocates on-call 24.7, counseling services, mutual no contact orders, scheduling adjustments and disciplinary sanctions against the perpetrator. Please contact the Sexual Misconduct Office 405-325-2215 (8-5) or the Sexual Assault Response Team 405-615-0013 (24.7) to learn more or to report an incident.

**Email communication:** In order to aid communication, the University has established email as an acceptable means of official communication. All University students are assigned an official University email account and your instructor and/or the General Chemistry Coordinator will be communicating with you through this account periodically. Email sent to this account is expected to be read by you in a timely fashion. For convenience, you can arrange to have your email forwarded to another email account (go to https://webapps.ou.edu/pass/); however, the University warns that you do so at your own risk. Failure to receive or read the communications sent to you via your official email account in a timely manner does not absolve you from knowing the information sent to you. Any correspondence with your instructor should include your name, section number, and the phrase “CHEM 1315” in the subject line.

**Academic misconduct:** Cheating in any form will NOT be tolerated. This includes copying old lab reports, copying other students’ lab reports, plagiarizing (web content or other sources), and falsifying data. You and your partner are encouraged to discuss your answers and calculations with other students in the lab, or with your lab instructor. However, the report should be written in your own words and based on your own work.

If you are caught cheating, the least that will happen to you is that your grade in laboratory will be lowered. You may also be failed in the course and suspended or expelled from the University. The small gains you might acquire by cheating are not worth the penalties if you are caught.
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