

**PERIMETER COLLEGE AT GEORGIA STATE UNIVERSITY**

Department of Science, Decatur Campus

**Fall Semester 2019**

**Survey of Chemistry 1151 Lecture Syllabus & Policies**

**Course:** Chemistry 1151 Lecture- 072, CRN 85910 (3 credit hour)  
**Lecture:** Monday and Wednesday 10:00 am -11:15 am, Building SB, Room 1170  
**Instructor:** Dr. Julianne Caton-Williams  
**Office:** SC 1135                      **Phone:** 678 891 2469  
**Email:** [jcatonwilliams1@gsu.edu](mailto:jcatonwilliams1@gsu.edu) (best means of contact)

**\*\*\*\*\*The course syllabus provides a general plan for the course; deviations may be necessary.**

**Course description:** This is the first course of a two- semester sequence in college chemistry for allied health sciences majors and non-science majors. This course is tailored for students going into nursing, dental hygiene, and several other career health sciences. It is also intended for students in physical education, business, humanities, and social sciences. This course is designed to provide the foundation for understanding of the fundamental principles of chemistry and its application to living systems. This course is not for pre-medicine, pre-dentistry, pre-pharmacy, pre-veterinary, or physical therapy students. It does not meet the requirements of science and engineering majors. Nursing students who intend on pursuing a B.S. degree are highly encouraged to continue with 1152 Lecture and Lab, since many Bachelor programs require 1152.

**Pre-requisite:** Exit or exemption from MATH 0987, ENGL 0898, and all ESL requirements except ENSL 0091 with a C or better are pre-requisites for this course. The student must be prepared to supply evidence in the form of a grade report or a transcript that these pre-requisites have been met. Any student who cannot show evidence that they meet these pre-requisites will be removed from the class roll.

**Co-requisite:** Students are strongly advised to take CHEM 1151 lab as a co-requisite in order to meet transfer course requirements for other colleges.

**Text and Materials:**

- Digital Textbook: Survey of Chemistry I ebook  
<https://chemistrylearningbydoing.org/>
- Primary text: Survey of chemistry, Custom Edition for GSU Perimeter College CHEM 1151 by Karen C. Timberlake may use as a supplemental which is acceptable for students who would like to use it as a textbook.
- Scientific non-programmable Calculator (only) – No Graphing Calculators are allowed

## Digital Textbook for Survey of Chemistry I Course

- A digital textbook for this course authored by Perimeter College Faculty members will be introduced to the students. Students are strongly recommended to evaluate this e-textbook for future use. Web version of this ebook is available at [www.chemistrylearningbydoing.org](http://www.chemistrylearningbydoing.org). Students need to complete a consent and three survey forms in order to participate in this study. No student performance data for evaluating this e-textbook will be published officially. Students will be assigned with 10 extra credit points for evaluation. Extra credit points will go towards three exams.
- To get started with Survey in Chemistry 1 ebook, students need to create a login. Login information and how to enroll into each chapter is posted on iCollege under “student info”.
- Student will read and sign consent form and conduct three surveys during the semester

### Alternative to ebook

Student who do not wish to participate in this study by using the free digital textbook (ebook) may purchase the primary text book by Karen C. Timberlake supplemented with Mastering chemistry access.

Mastering chemistry is required for quizzes, homework and practice questions. If students decide to use the primary textbook only, an instructor- mastering chemistry **course ID** will be provided

➤ **Course ID:** needed for mastering chemistry to register for online quizzes, homework and practice questions at [www.masteringchemistry.com](http://www.masteringchemistry.com)

- **NOTE:** For the Mastering Chemistry, students are required to purchase an access key either at the GSU bookstore with textbook or online and then register at
- <https://www.pearsonmylabandmastering.com/northamerica/masteringchemistry/>
- Once the students are registered you will need a class code to link you to this specific 1151 lecture course. The required course ID is: MCJCWM0840581 (**Please see iCollege for more information**)

### Resources

- **Communication:** For email communication, use your official GSU email for confidential communication and chemistry related questions. Write the course name (CHEM 1151-072) in the subject line. You may use your iCollege email for communication; however, you **may not** receive my replies in a timely manner

*Your instructor will make every effort to respond to all emails within 24 to 48 hours (M-F). The same response time is expected from you. Please do not expect your instructor to respond within 5 min and in the middle of the night or on weekends and holidays. Responses at these times are limited.*

### Advising and Tutoring Hours:

Monday 11:30 am - 12:30 pm (SC 1135) followed by lab  
Wednesday 11:30 - 4:30 pm (SC 1135)  
Friday 10:00am - 12:00 noon, Dunwoody campus by appointment only

NOTE: It is essential to check iCollege on a daily basis and as often as possible. Do not rely on email and text alerts only. If you have any problems regarding iCollege, please contact the II&T Technology Service Desk at [help@gsu.edu](mailto:help@gsu.edu) and go through the iCollege tutorials.

### Important services:

- iCollege: <https://gastate.view.usg.edu/>
- TRIO Student Support Service, SA building
- Library, SA building
- Testing Center  
(<http://counselingcenter.gsu.edu/pc/testing-services/scheduling-nonplacement-testing/>)
- Center for disability services, SF 2300
- Military Outreach, SA building
- Student Resources: The [Learning and Tutoring Center](#) (LTC) offers FREE, walk-in tutoring academic support at FIVE Perimeter College campuses. The LTC provides a variety of other resources and services to accommodate student needs. All LTCs are equipped with computers, instructional software and internet access. Please visit the LTC's website ([i.e.success.students.gsu.edu/ltc](http://i.e.success.students.gsu.edu/ltc)) to find information about locations, hours of operation, tutoring and workshop schedules, handouts, online tutoring and links to online practice resources.

- Decatur Teaching and Learning Center hours:

Monday - Thursday (9am - 8pm) & Friday 11am- 3pm

Closed Saturday & Sunday

**Students are encouraged to go early (start of the semester) and as often as possible to the LTC.**

### Campus Contacts:

Decatur Campus:       Sohayla Mohebbi, [smohebbi@gsu.edu](mailto:smohebbi@gsu.edu)

### General Education Outcomes:

#### I. This course addresses the general education outcome relating to communications as follows:

1. Students develop their [reading comprehension skills](#) by reading the text and handout materials.
2. Students develop their [listening skills](#) through lecture and small group problem solving. Lecture material is presented that is not included in the text or handout material and is included as part of the exams or tests.
3. Students develop their [reading and writing skills](#) through the use of problems and activities developed specifically to enhance their understanding of certain principles.
4. Students provide written or oral solutions to these problems in both individual and group format.
5. Students must also develop short-answer type question skills for course exams.

#### II. This course addresses the general education outcome relating to mathematical concept usage and applies the scientific method as follows:

- Students must [apply mathematical concepts](#) in the solution of problems designed to illustrate the chemical principle being taught. Analysis of graphically presented material also tests their mathematical skills as well as their ability to interpret and communicate qualitative data.

**III. This course addresses the general education outcome relating to demonstrating effective individual and group problem solving skills by doing problems both in classroom settings and at home.**

- Critical thinking skills are encouraged in many ways, one of which is by requesting student responses to question asked during the lecture.

**IV. This course addresses the general education outcome relating to recognizing and applying scientific inquiry in a variety of settings as follows:**

1. Students apply the scientific method in the set-up and solution of the problems designed to illustrate the chemical principle being taught.
2. Students use models that explain basic scientific phenomena and relate it to everyday situations.
3. Students use conceptual and physical models to explore theory and relate it to preexisting concepts.

**Course content:**

1. Matter, Measurement and Calculations
2. Atoms and Molecules
3. Electronic Structure and the Periodic Law
4. Forces between particles: Chemical Bonding
5. Chemical reactions, simple stoichiometry
6. Solutions and Colloids
7. Reaction rates and Equilibrium
8. Acids and Bases
9. Gas Laws
10. Nuclear Chemistry

**Expected educational results:**

Upon successful completion of this course, the student should be able to:

1. Matter and Measurement:
  - a) Familiarity with scientific notation, significant figures, significant figures used in calculations.
  - b) Use the appropriate metric units and prefixes for mass, length, and volume and make conversions from one unit to another.
  - c) Concept of density
2. Energy and Matter:
  - a) States of matter
  - b) Relation between heat and energy
  - c) physical and chemical changes
  - d) energy involved in change of state
3. Atoms and elements:

Use the periodic table as a tool to extract relevant information concerning atomic structure and to predict chemical behavior.
4. Chemical Bonding:

For any given atom or molecule/ionic unit:

  - a) Predict the bond type.

- b) Draw Lewis Dot structures.
- c) Determine the number of bonds formed by hydrogen and the row two elements.
- d) Determine the polarity and geometry of the molecule.
- e) Determine the relationship between polarity and physical properties of a compound.
- f) Write the formula from the name of a compound and vice versa.

5. Chemical reactions:

- a) Balance chemical equations, solve simple stoichiometric problems, and identify energy changes that accompany the reaction.

6. Solution:

- a) Describe solutions in qualitative and quantitative terms and solve concentration and dilution problems used in clinical chemistry.
- b) Identify colligative properties
- c) Calculate molarity from mass and volume
- d) Define electrolyte
- e) Explain unique properties of water

7. Equilibrium:

- a) State factors affecting the rate of a chemical reaction and use the concepts of chemical equilibrium to predict the direction and degree of completion of chemical reactions.
- b) Define activation energy and role of catalyst
- c) Use Le Chatelier's principle
- d) Define equilibrium constant and solve equilibrium constant problem

8. Acids and Bases:

- a) compare and contrast properties.
- b) Given the hydrogen ion and hydroxide ion concentration of a solution, calculate pH or vice-versa.
- c) State the role of buffers and their mechanisms for maintaining homeostasis in body fluids.
- d) Relate acid or base strength to the strength of its conjugate base or acid.

9. Gas laws:

- a) Use the kinetic theory to explain macroscopic behavior of the three physical states of matter on a molecular level.
- b) Solving problems using different gas laws

10. Nuclear Chemistry

- a) Define radiation and radioactive isotope
- b) Carry out half-life calculation
- c) Write nuclear equation.

**Course content and weekly schedule- please see iCollege.**

The instructor reserves the right to change any dates or information given in the syllabus.

## GRADING SCHEME:

### ➤ Quizzes, assignments and homework (25%)

All quizzes (9 online) are administered online: [www.chemistrylearningbydoing.org](http://www.chemistrylearningbydoing.org). Each chapter has a quiz associated with it. The format will be multiple choice. Lowest quiz score (1 out of 4) would be dropped. Note that out of these 9 quizzes, the next 4 lowest will contribute to homework and one (1) will be an assignment. All quizzes are password protected except quiz 1. Password will be provided in class before the quiz and **not on iCollege**. Student has 72 hours to complete each quiz from the posted date on the weekly schedule, unless otherwise stated. **Order of chapters on the website may not match with the primary (supplemental) textbook chapter order that is used in the class. Please contact instructor in case of any question.**

### ➤ In class activities and out of class activities

In class activities includes: class participation, assignments

- Out of class assignments may be in the form of online research, practice questions, seminars
- NOTE: The in-class and out of class assignments (would not be dropped) and would be administered based on the instructor's discretion. Please check iCollege for postings and due dates.
- Practice questions are available for students via iCollege and mastering chemistry. Some of these questions are multi-step, multi-concept crafted questions designed for in-depth concepts of the course. Students are encouraged to work the sample problems within the chapters and at the end of the chapter from the text and ebook, then the practice problems provided prior to doing the quizzes and homework.
- The purpose of the in-class and out of class activities is to help you learn and to provides a measure of how you are progressing as the material is being covered. Take advantage of this opportunity.

### ➤ EXAM 50%: Four in-class exams (4 tests) will be administered at start of class. The format is mainly multiple choice.

➤ Since the material in chemistry builds on that which has been previously covered, each **exam will be cumulative**. The material on exams and quizzes may be taken from your ebook, primary text, lecture notes, handouts, in-class and out of class practice questions.

➤ **No extra time** will be given if a student arrives late for the exam. The best **three** in-class exams will be considered for final grading. **You are strongly encouraged to take all four exams, including exam 4 regardless of your current scores in the class. Students who are not prepared for exam 4 tend not to perform well in the final exam.**

*If a student misses one exam, that will be a dropped exam. The next missed exam will be graded as zero. Special arrangements can be made to accommodate the next missed exam only if a student submits a valid documentation for an excused absence. When such situations arise, student should notify the instructor as soon as possible via email. If student has prior arrangement of travel 'before' the semester starts, student should inform the instructor on the first day of class.*

➤ **The final exam (25%) is an ACS national exam. The final exam will not be dropped. It is a comprehensive exam** and consists of all multiple choice questions. **There is no makeup final exam.**

A missed final results in a score of zero. **The scores of the final exam is based upon ACS exam scoring method.**

**\*\*\*\*\*NOTE:** The purpose of the dropped quiz and exam policy is for those unforeseen events preventing students taking the test such as work, jury service, emergencies etc.

**Scantrons:** **Green or red** scantron for is required for exams. A **red** scantron is required for the final exam. Please provide your own scantron forms.

**Seating:** The instructor reserves the right to move anyone during any exams and quizzes for any reason without explanation. If you are asked to relocate gather your test materials and move to the newly assigned seat. Note that being moved is not an accusation of academic dishonesty.

**During exam and quizzes, only a pencil, nonprogrammable calculators and test material must be seen.** All other items must be secured out of sight, unless otherwise stated.

**Calculators:** **For all quizzes and exams, a non-programmable,** non-graphing, non-symbolic/algebra-solving **scientific calculator** with no more than 2 lines of display are permitted. The calculators should have capabilities of square roots, logarithms (*base-10 and natural* is best), exponent capabilities, and memory registries.

Students are expected to understand how to use their calculators. For instructions on how to use calculators, students should refer to the calculator manual. **Students may also refer to the learning and Tutoring Center for added assistance.**

- **Calculators may not be shared during quizzes and exams.** Examples of suitable calculators: **Casio fx 260** (not *Casio fx 300* or *Casio fx 115ES*), **TI 30** (not *TI 83* or more advanced models), **HP 9S** (not *HP 9G* or *HP 35*), **Sharp EL 501** and **Sharp EL 531** (not *Sharp EL W535*).

**Exam/ tests schedule \*\*\*\*\*THERE ARE NO MAKE-UP EXAMS\*\*\*\*\***

Date	Chapters	Exam (fixed dates)
September 18 <sup>th</sup>	Chap 1 to 3	Exam 1
October 09 <sup>th</sup>	Cumulative	Exam 2
November 06 <sup>th</sup>	Cumulative	Exam 3
December 09 <sup>th</sup>	Cumulative	Exam 4
December 16 <sup>th</sup>	Final exam, cumulative	Final Exam: 10:00 am -12:30 pm, SB 1170

**\*\*\*\*\*THERE IS NO MAKE-UP FINAL EXAM\*\*\*\*\***

**\*\*\*\*\*Grading:** The course grade is determined according to the following point distribution:

Major exams (best 3 of 4)	50%
Quizzes (best 3 of 4)	15 %
Assignment, homework and class participation	10%
Final Exam	25%

- Letter grades are assigned based on the following scale

Percentage Letter grade				
90 - 100	80 - 89	70 - 79	60 - 69	Below 60
A	B	C	D	F

- The scores you earn will be assigned. You may have access to **some** of your scores in *iCollege*. NOTE: *iCollege* does not give you a breakdown of your final letter grade but gives your scores you earned during the semester.
- Final Exam scores and letter grade are posted in *iCollege*. It is imperative that you retain all your scored items.

- Final Exam “letter” grades are not posted on *iCollege* but PAWS/ GoSOLAR.

Grades will not be communicated by phone or email - graded materials can only be picked up by the individual to whom they belong.

## IMPORTANT DATES:

Semester classes begin	Monday, August 26 <sup>th</sup>
Holiday (no classes)	Monday, September 2 <sup>nd</sup>
Midpoint for full term classes (“W” deadline)	Tuesday, October 15 <sup>th</sup>
Midterm Exam (Exam 2)	Wednesday, October 9 <sup>th</sup>
Thanksgiving break (no classes)	November 25-30 <sup>th</sup>
Last day of lecture classes	Monday, December 9 <sup>th</sup>
Final Exams	Wednesday, December 16 <sup>th</sup>

## Classroom Policies

Students are NOT allowed to use the following devices during in-class testing- quizzes and exams: computers, lap tops, tablets, Ipods, cell phones, Iwatches, headphones/ear pods, programmable calculators, palm pilots, or computerized dictionaries etc.

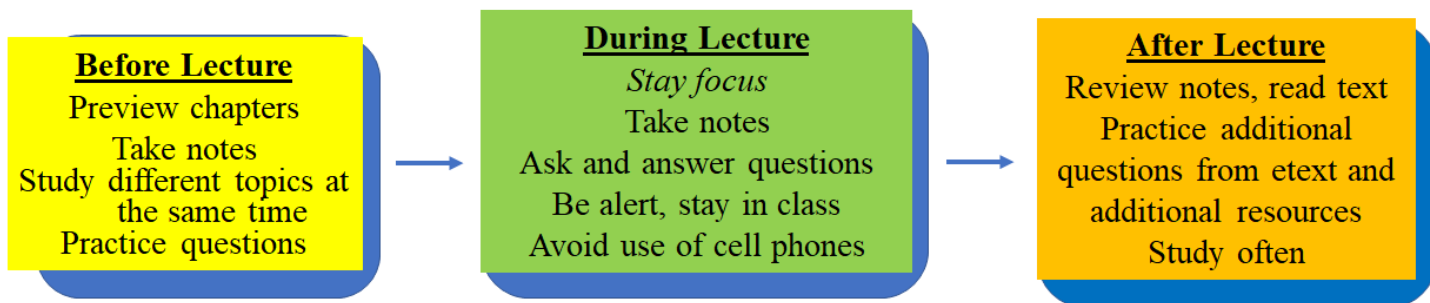
Please be courteous and place all cell phones and smart watches on **silent or power them off** during lecture. Avoid using headphones and picture taking during lecture. Cell phones and smart watches usage are **NOT PERMITTED** during in-class quizzes, exams or final exams. A ringing cell phone or picture- taking cell phone/smart watches usage during an exam will result in a **ZERO** for the exam.

All smart watches and cell phones must be removed from your person and placed in a book bag or purse. Violation of this policy will result in a grade of **ZERO** for the exam. (See academic dishonesty below)



**Students who have concerns about the lecture, lab or other issues in this course should discuss them with the course instructor.**

### Students' preparedness



- Students should demonstrate the ability to successfully apply math skills previously learned to chemical systems.
- Students should demonstrate the ability to apply chemical principles to problems in physics, biology and medicine.
- From the primary (supplemental) text book, students should work the **sample problems, try it first problems, key math skill,** as well as the **questions and problems** in each chapter. Additional problems will be posted on *iCollege* and mastering chemistry.
- Read the text book and ebook and do the activities in the ebook to fill in the details. Other assignments to supplement this course will be posted on *iCollege*. Some of the questions from the quizzes and exams will be taken directly from reading assignment and practice questions. It is in the best interest of the students to complete the reading assignments and practice questions on time.
- Students are expected **to attend all classes and laboratories** and are responsible for all assignments and materials presented. In the event of unavoidable absences, it is the responsibility *of the student* to find out what materials were covered or what assignments made in his or her absence.
- Students are requested to not use cellular phones, smart watches, cameras, pagers and any recording devices in lectures, quizzes and exams, unless student have written permission.
- Arrive on time and ensure to **sign the class roll.** Please avoid leave during the lecture.
- Student should prepare a personal study guide. Students need to study each day (more than 2 hours) to succeed in this class.
- **To be successful, students should not allow technology/social media to distract them during class.**
- **Student should demonstrate confidence as independent thinkers and life-long achievers.**

### Some examples of **Unacceptable Student Conduct**:

- **Conducting private conversation** in the class during lecture/discussion.
- **Not paying attention during lecture**, discussion
- Using computer to completing other assignments while the instructor is lecturing
- Constantly taking pictures during lecture presentations
- Use of headphones during classes
- Consistently arriving late for the class
- **Leaving and entering the classroom frequently (except emergency)**
- Not following the testing procedures as instructed.
- Arguing with the professor about student conduct.
- Not sitting up straight with paper directly in front of you during an exam.
- Not keeping your scantron form or exam papers covered during an exam.
- **Using a disrespectful tone** of voice, harsh words or profanity.
- Making **inappropriate gestures** of any kind.
- Having a cell phone or other electronic devices available during an in-class quiz or exam.
- Not having your student ID for a quiz or test.
- **Arriving late for lecture or for an exam.**

Students are expected to **abide by the class policies and procedures** listed in this syllabus and to treat faculty and other students in a professional, respectful manner.

## **CONDENSED POLICIES**

### **ATTENDANCE POLICY:**

Students are expected to attend all class meetings. There will be no excused absences. In the event of absence, it is the responsibility of the student to obtain assignments and information covered during the absence. An attendance sheet will be circulated at the beginning of class. Anyone who does not sign the attendance sheet will be counted absent. **Signing the attendance sheet for someone else is falsifying the official record** and is grounds for dismissal from the class. The GSU Attendance Policy may be found using the following link:

<https://codeofconduct.gsu.edu/>

**\*\*\*\*\*NOTE: Class cancellation: Class will never be cancelled unless an official from the chemistry department give the class personal notification.**

### **INCLEMENT WEATHER POLICY:**

In the event that inclement weather strikes the Atlanta metro area, students are expected to tune into WSB radio (750 am) or the Home webpage to determine if GSU has closed or not. If the school is open, class will meet as regularly scheduled. If the school is closed, students will not be allowed on campus. **If an exam is scheduled on a day that the college is closed, students should come to the next class meeting prepared to take the exam that was scheduled for the cancelled day.**

## **ACADEMIC HONESTY POLICY**

Cheating includes any attempt to defraud, deceive, or mislead the instructor in arriving at an honest grade assessment. Plagiarism is a form of cheating that involves presenting the ideas or work of another as your own. Cheating includes, but is not limited to:

1. On a test or quiz: looking at or copying from another students' work, allowing another student to copy your work, exchanging written or oral communication, using notes, or opening a text book.
2. On out-of-class assignments (including lab reports): copying from another student or printed source without citation, having another person to do your work, or allowing another student to use your work as his/her own.
3. Providing false documentation in order to be allowed to make up a missed test or assignment or to document an excused absence.
4. Using a cell phone or other electronic devices for any reason during an exam or quiz.

After the first offense against the academic honesty policy the instructor will complete a GSU Notice of Academic Dishonesty form. The complete policy is posted on iCollege and can be found at <https://codeofconduct.gsu.edu/> The Academic Honesty Policy is also outlined <http://www2.gsu.edu/~wwwfhh/fhh.html> under **GSU Policy 409**.

## **DISRUPTIVE BEHAVIOR**

Disruptive student behavior is student behavior in a classroom or other learning environment (to include both on and off-campus locations), which disrupts the educational process. Disruptive class behavior for this purpose is defined by the instructor. The complete policy is posted on iCollege and can be found at <https://codeofconduct.gsu.edu/>

Examples of Disruption include, but are not limited to the following:

- Allowing personal electronic communication devices to ring or beep, making or receiving phone calls or pages or otherwise while in class or scheduled University instructional activities
- Constantly taking pictures during presentation of class materials
- Constantly using cell phones and not focusing on class materials presented
- Entering class late or leaving early
- Eating/drinking in class without permission
- Sleeping in class
- Persistent speaking without permission
- Inappropriate use of electronic devices
- Disputing the authority of faculty or staff
- Arguing with faculty, staff or other students
- Electronic communications which are abusive, harassing, or excessive
- Threats of any kind and/or harassment
- Physical or verbal disruptions or assault
- Assembling in a manner that is disruptive and not peaceful

“Disruption” means to interrupt, impede or obstruct the teaching, instructional, research, disciplinary, public service, administration, or other University activities.

## **CELL PHONE/ELECTRONICS USE**

Students are **PROHIBITED** from talking on cell phones and other electronic communication devices in classrooms, laboratories, learning and tutoring centers, testing centers, and other areas where posted. **All electrical devices must be turned on silent or vibrate upon entering the laboratory.** Should your electronic device go off during lab or an exam and disrupts lab, you may be dismissed from lab for that session and [receive a zero](#) for any activities.

**During exams all electronic devices must be stored in one of the following places: bag, cabinet or shelf. It should not be on your person unless you have [evidence to support this](#). The storage location of electronic devices is at the discretion of the instructor. Having electronic devices including, but not limited to, a cell phone, smart watch, Bluetooth device, or headphones out during an exam will constitute cheating and a grade of zero will be given for the exam. It will be at the discretion of the lecture or lab instructor as to the severity of punishment.**

## **AMERICANS WITH DISABILITIES ACT**

It is the policy of Georgia State University not to discriminate against any individual because he or she has a disability. This applies to employees and students. It also applies to applicants for admission or employment. Georgia State University provides physical and program accessibility and reasonable accommodations for persons with disabilities. Support services provided by Georgia State University include, but not limited to: evaluation of individual needs, advisement, counseling and testing services, parking (for persons with certain limiting mobility impairments), and academic program assistance for students. Policies regarding individuals with disabilities conform with Sections [503](#) and [504](#) of the Rehabilitation Act of 1973, as amended, and the [Americans with Disabilities Act of 1990 \(Title II\)](#). A complete listing of services and facilities for persons with disabilities, particularly students, is provided in **A Guide for Students and Employees with Disabilities**. GSU Disability Services Website <http://disability.gsu.edu/> **GSU Policy 410.06**

Students who wish to request accommodation for a disability may do so by registering with the Office of Disability Services. Students may only be accommodated upon issuance by the Office of Disability Services of a signed Accommodation Plan and are responsible for providing a copy of that plan to instructors of all classes in which accommodations are sought. Accommodations will only be given to students that properly follow the guidelines for requesting accommodations for a particular assignment.

**Decatur Campus CDS Office: SF 2300, Phone: (678) 891-2406**

## **AFFIRMATIVE ACTION & EQUAL OPPORTUNITY STATEMENT**

It is the policy of Georgia State University to implement affirmative action and equal opportunity for all employees and students, without regard to race, color, religion, national origin, sex, age, sexual orientation, veteran status or disability. This policy also applies to applicants for employment or admission. <http://www2.gsu.edu/~wwwfhb/fhb.html> **GSU Policy 301.02**

## **VETERANS & ACTIVE MILITARY**

GSU honors its military and veteran men and women returning to pursue their educational goals. A Military Outreach Center for Perimeter College located on the Clarkston Campus in CH 1300. Veterans, serving military, their dependents, and the survivors of serving military who are attending college are encouraged to avail themselves of a full range of college services and activities through the MOC. MOC resource tables are

also located on all campuses to provide them with valuable information. The Center maintains a Military Outreach website at <http://perimeter.gsu.edu/military-outreach/> and their telephone number is 678-891-3025

## **TOBACCO FREE ENVIRONMENT**

Georgia State University (“Georgia State”) is committed to providing a clean, healthy, and comfortable environment for all students, faculty, staff and visitors. The use of tobacco products is prohibited on all property owned, leased or used by Georgia State, including but not limited to all internal and external areas; parking garages and parking lots; and in Georgia State owned and/or leased vehicles. Such use is also prohibited within 25 feet of all Georgia State building entrances and exits. Tobacco products include cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco, such as hookahs, or simulate the use of tobacco such as electronic cigarettes. *Violations of the smoking policy will be handled under the GSU Student Code of Conduct.* The complete policy can be found at <http://codeofconduct.gsu.edu/>. **GSU Policy P.**

## **ROLL VERIFICATION POLICY**

Students’ academic success is the major priority of the College. The roll verification period (formerly known as the “no show” period) for all Science classes is the first two weeks of class. During the roll verification period for face-to-face classes, students **MUST** sign an attendance sheet in class. During the roll verification period for online classes, students **MUST** complete the "Roll verification Quiz" and complete the syllabus quiz in iCollege (both scoring 100%). Failure to complete roll verification within the first two weeks of class will result in the student being entered as never attended / participated. This will result in the student being removed from the course due to Science class safety reasons. Students will not be reinstated into Science courses if they failed to meet the roll verification requirements for either the lecture or laboratory class in the first two weeks of class.

## **INCOMPLETE GRADES**

The notation of "I" may be given to a student who, for nonacademic reasons beyond his or her control, is unable to meet the full requirements of a course. In order to qualify for an "I", a student must:

- Have completed 90% of the major assignments of the course (generally all but one); and
- Be earning a **passing grade** in the course (aside from the assignments not completed) in the judgment of the instructor.

When a student has a nonacademic reason for not completing one or more of the assignments for a course, including examinations, and wishes to receive an incomplete for the course, it is the responsibility of the student to inform the instructor in person or in writing of the reason.

The grade of "I" is awarded at the discretion of the instructor and is not the prerogative of the student. Conditions to be met for removing an "I" are established by the instructor. Registering in a subsequent semester for a course in which a grade of incomplete has been received will not remove the grade of incomplete. No student may graduate with an "I" on his or her record. The grade of "I" will not be given for missing a final exam unless the student contacts the instructor and presents a verifiable reason for missing the test.

<http://www2.gsu.edu/~wwwfhb/fhb.html> **GSU Policy 403.03**

## **WITHDRAWAL POLICY**

Students are responsible for formally dropping or withdrawing from courses using the online registration system, PAWS at [paws.gsu.edu](http://paws.gsu.edu). Students should not simply stop attending. Students should be aware of the financial and academic consequences of dropping and withdrawing from courses by consulting with an academic advisor and referring to information concerning the tuition refund schedule found on the Student Financial Services' web page, which is located on the [www.gsu.edu](http://www.gsu.edu) website.

Georgia State University reserves the right, at any time during the semester, to drop any student from classes for failure to pay tuition and fees. However, students should not assume that Georgia State will drop them from classes for failure to pay tuition and fees. **It is the student's responsibility to withdraw from the course.**

**A student who officially withdraws by the midpoint of the course will receive a grade of "W".**

Students who withdraw after the midpoint will receive a "WF". <http://www2.gsu.edu/~wwwfhh/fhh.html>  
**GSU Policy 401.05**

## **SEXUAL MISCONDUCT POLICY**

The University System of Georgia is committed to ensuring a safe learning environment that supports the dignity of all members of the University System of Georgia community. The University System of Georgia does not discriminate on the basis of sex or gender in any of its education or employment programs and activities. To that end, this policy prohibits specific forms of behavior that violate Title IX of the Education Amendments of 1972. The University System of Georgia will not tolerate sexual misconduct, which is prohibited, and which includes, but is not limited to, domestic violence dating violence, sexual assault, sexual exploitation, sexual harassment, and stalking. The University System further strongly encourages members of the University System community to report instances of sexual misconduct promptly. These policies and procedures are intended to ensure that all parties involved receive appropriate support and fair treatment, and that allegations of sexual misconduct are handled in a prompt, thorough and equitable manner. The complete policy is posted on iCollege and can be found at <http://codeofconduct.gsu.edu/>

## **CAMPUS CARRY LEGISLATION**

The Campus Carry legislation allows anyone properly licensed in the state of Georgia to carry a handgun in a concealed manner on university property with noted exceptions. Information about the law can be found at [safety.gsu.edu/campus-carry](http://safety.gsu.edu/campus-carry). It is the responsibility of the license holder to know the law. Failure to do so may result in a misdemeanor charge and may violate the Georgia State Student Code of Conduct."

For information on House Bill 280, commonly known as the "campus carry" legislation, follow the link below.  
[www.usg.edu/hb280](http://www.usg.edu/hb280)

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY (FERPA)**

**I. Introduction.** The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA rights are provided only to University applicants upon actual acceptance to and subsequent enrollment for classes at the University. For complete policy: <http://registrar.gsu.edu/academic-records/records-management/ferpa/>



## Georgia State University Student Code of Conduct and Administrative Policies and Procedures Handbook

<http://codeofconduct.gsu.edu/>

### **REMOVAL POLICY FOR NON-ATTENDANCE:**

Any student who does not attend this class at least once during the first two weeks of the academic term will be reported as not having attended, which will result in them being removed from the class roll and also from any co-requisite lecture and lab course. Once students who've not attended during the first two weeks have been reported for removal, I will not be doing any instructor initiated withdrawals during the remainder of the term. It is each student's responsibility to attend class regularly and complete all assignments on time. If you do not do so your grade will be penalized as stated elsewhere in this syllabus. It is also each student's responsibility to complete and submit a withdrawal form before the term midpoint (see GSU academic calendar) if they do not want to receive a final grade in this course. Students who do not withdraw themselves by the term midpoint will receive a final grade in the course calculated with penalties or grades of zeroes for all late or un-submitted work.

Perimeter College students are limited to a maximum of 3 course withdrawals (lecture and lab count as one withdrawal since they are co-requisites). Any withdrawals above 3 are recorded as WF on the student transcript.

<http://www2.gsu.edu/~wwwfhh/sec401.html#401.03> <https://catalog.gsu.edu/associate20162017/university-academic-regulations/#dropping-classesand-voluntary-withdrawal>

**RELIGIOUS ACCOMMODATION:** GSU PC is committed to respecting the religious beliefs and practices of all members of the community, and making accommodations for observances of special significance to adherents. Students' sincerely held religious beliefs shall be reasonably accommodated with respect to scheduling and other academic requirements for this course. *Students requesting academic accommodations due to religious beliefs must notify the instructor of such requests in writing or by email by the end of the second full week of classes.* If a student fails to notify the instructor accordingly, then there is no obligation on the part of the Chemistry Department or its staff to accommodate the student in any manner.

### **DRESS ATTIRE**

The instructor reserves the right to identify attire which is inappropriate for a classroom setting, including (but not limited to): attire with curse words, attire depicting nudity, and attire with minimal coverage. Please use discretion and be courteous to those around you when choosing attire.

### **CHILDREN IN CLASS/AT COLLEGE**

The college has a policy that prohibits children from sitting in or being left in the hallway during class. *If you come to class with a child, then you will be asked to leave the class. If you bring a child to a test then you will not be allowed to take the test.*

Your constructive assessment of this course plays an indispensable role in shaping education at Georgia State University. Upon completing the course, please take the time to fill out the online course evaluation.
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**Deviations from this syllabus may be required! The instructor will announce any such changes in class or iCollege.**