

## CHM113 Classroom and Course Policies

### Study Hints:

There is no substitute for class attendance and good note taking. At the discretion of your instructor, lecture slides and class lesson plan will be posted in LoudCloud (LC). **Please be sure to print the lecture lesson plan and bring a hard copy to the lecture.** Since this class includes a lot of problem solving, formulas, and equations, **use of electronic devices (including laptop computers, ipads, and cell phones) as note-taking devices is neither efficient nor recommended or permitted.** It is therefore more beneficial to use hard copy notes. **The exceptions to electronic devices for taking notes would include one that has the capability to write using an electronic pen.**

Students are expected to bring their own calculators to the class. Please note that **cell phones will not be allowed in lieu of calculators. Calculators must be scientific, but nonprogrammable and nongraphical; please check with your instructor for appropriateness.**

The student will find that regular review of chapter reading, class notes, worksheets, and lecture slides will provide good all-round preparation for quizzes and exams. It is important to keep current and study on a regular basis. In addition, for each chapter assigned, the student should thoroughly read the assigned chapter material and work the assigned problems at the end of the chapter and/or in the worksheet. The answers to worksheet problems may be collected, but the process of doing it will provide an excellent learning review. The student should master the terms and concepts found in bold in the text. Many students find it useful to rewrite lecture notes soon after class, and to outline the book chapters as they are studied. These rewritten notes and outlines can be very useful study tools.

### Study Habits and Study Skills:

These are easy to learn, but take practice to implement and master. You will need to read the text differently than you would read non-scientific books. According to scientific analysis, one has to plan on spending 3-4 hours of intense studying outside of lecture for every hour they spend in lecture. That equates to **12 hours of studying every week.** Put the time in and you will have a better chance of success. Science courses are unforgiving when it comes to procrastination and last-minute cramming. You will not succeed in this class unless you schedule your study time AND stick to your schedule.

### Courtesy:

- Students are expected to treat classmates and the instructor **with courtesy and respect.** Displays of rudeness and immaturity will not be tolerated, which includes talking when the instructor or another person is talking or the use of a cell phone during class time.
- The instructor seeks to generate a highly focused learning atmosphere for all students in the classroom, and requests that **individuals not engage in personal conversations** or other activities

that may detract from this goal. The instructor will provide one verbal warning to any disruptive student(s), after which **either a uniform penalty of 5% off the total course grade will be applied to each student for every infraction, or the student will be asked to leave for the rest of the period.** The instructor wishes to clarify that all students are highly encouraged to address the class and/or instructor with questions or comments relevant to the objectives of the course.

- Please turn **phones off or put them in silent mode and do not make them available** during class, unless specifically permitted by your instructor. If you are a caretaker and your phone must remain on for safety reasons, please discuss your options with your instructor before the class. **If you TEXT in class, you'll be asked to leave for the rest of the period. This also includes checking your messages on smart watches.**
- **Headphones must be put away.**
- **No food or open drink** is allowed in the class.
- Please abide by the COVID19 protocol for seating arrangements in your classroom.

### **Assessment Policy:**

#### **Pop Quiz (maybe made part of weekly participation)**

Pop quiz will comprise of 1-4-questions that tests a concept, problem, or calculation learned in the previous lecture. These will be administered as needed.

**Quiz**— All Quizzes will be pre-scheduled. Quizzes will be a combination of computational math problems and chemistry concepts. More details will be provided later. Graded Quizzes **will not** be returned. If you would like to review your Quiz, make an appointment to meet with your instructor.

**Exams**—Exams will be a combination of computational math problems and chemistry concepts as well. More details will be provided later. Graded Exams **will not** be returned. If you would like to review your Exam, make an appointment to meet with your instructor.

#### **Homework Questions**

Homework assignments must be completed as directed by your instructor.

#### **Academic Dishonesty:**

As indicated in the Code of Conduct, all students are expected to possess a high standard of conduct and personal integrity in the classroom. Academic dishonesty is defined as any act of deception in an academic setting. **The following examples include, but are not limited to, academic integrity violations for which students may be subjected to disciplinary action:**

- Cheating, attempting to cheat, or assisting others to cheat, including dishonest activity or unauthorized use of any resource or materials in any academic exercise
- Fabricating, falsifying, forging, altering, or inventing information that applies, but is not limited to, academic coursework, any academic exercise or academic activity

- Plagiarizing, intentionally or unintentionally, the words, works, or ideas of others without proper citation or acknowledgement and representing them as one's own in any academic exercise. Paraphrasing sources which do not represent the student's original words or ideas without proper citation or acknowledgement
- Presenting work that has been prepared by someone other than the student, including the purchase and sharing of work
- Submitting work that has been prepared and used for a different course, wholly or in part, and without appropriate citation of the original work and prior approval of faculty
- Using materials not authorized by the faculty member to complete an assignment, or completion of an assignment by someone other than the student, including, but not limited to, providing/receiving exam answers, using faculty materials, answer keys, or solution manuals

#### **Late Policy:**

**Quizzes and Exams**—make-up quizzes and exams will **only** be administered for documented excused absences. You must provide a doctor's note, ER discharge form, jury duty summons, court subpoena, police report, or other official documentation that relates to your inability to be in class on quiz or exam day. Over sleeping, traffic, forgetfulness, and not feeling prepared are not adequate excuses. If you are worried you may be late to class on these days, make it a point to be there extra early. You must contact your instructor within 24 hours of missing the quiz or exam to decide on makeups.

If you are granted a make-up quiz or exam by your instructor, you must complete it before the end of the week. Makeups will not be scheduled once graded quizzes and exams are open for discussion.

**Other assignments (homework, practice questions)** — same policy as for the Quizzes and Exams apply. Late submissions will be accepted as per instructor discretion. A 10% penalty per day will be applied to all late submissions (University policy).

#### **Class Participation and Engagement**

Grand Canyon University believes that students are primarily responsible for class attendance. Students are responsible for attending each class, being on time, and not leaving prior to the end of the class period. Consistent with other Science courses, this class also has Participation/Engagement Points as part of the requirement and absences will impact this portion of the grade. Participation/Engagement points are earned by your active engagement in class. If you are not present in class, you cannot earn these points. It is understandable that you may be exercising these gifts as an athlete, musician, student-leader, etc., and have an excused absence from class. Ultimately, it is your responsibility to provide documentation for the excused absence and to request an alternative learning experience from the instructor.

## Professional Behavior

You are expected to abide by the guidelines outlined in the Code of Conduct and Academic Standards portion of the University policy Handbook found at <http://www.gcu.edu/Current-Students/Policy-Handbook.php>

### **Grading Scale:**

<u>Letter Grade</u>	<u>Percent</u>
A	93-100%
A-	90-92.99%
B+	87-89.99%
B	83-86.99%
B-	80-82.99%
C+	77-79.99%
C	70-76.99%
D	60-69.99%
F	<60%

**As per GCU policy, percent scores will not be rounded-off for a better grade!**