

Introduction to Chemistry, CHEM 1405, Syllabus

Your Instructor Contact Information

Instructor:	Priyanka Prashant	Office Phone:	Virtual meetings via Webex.
Office Location:	Virtual Office Via WebEx	Student Success Hours:	Please set up WebEx via Email.
E-mail:	Priyanka.Prashant@lonestar.edu		

Course Information

Course Title:	Introduction to Chemistry	Term and Year:	Summer 2024
Course Subject:	CHEM 1405	Lecture Days, Times, Location	Lecture: Online
Course Number and Section:	5001-5002	Lab Days, Times, Location	Labs: Online
Credit Hours:	4	CEU's	NA
Lecture Hours:	3	Lab Hours:	3
External Hours:	NA	Total Contact Hours: (All hrs. x 16)	96

Prerequisites: College Level Readiness in Reading, Writing, and Math.

Co-requisites: None

Required Book(s) and Course Materials:

1. Free e book, *Introductory Chemistry*, by Montgomery College, Licensed under CC BY- NC-SA 4.0 – available on D2L
2. Aktiv Chemistry homework platform. Course code provided in D2L. Access is available from Lone Star College – CyFair Akademos, or from <https://aktiv.com>. ISBN: 978-1-955404-64-8
3. Calculator which can determine logs.
4. Access to D2L for all materials, including labs.
5. ONLINE LABS: There are four experiments that you will conduct at home. You will need the following for these: three empty water bottles, three balloons, baking soda, vinegar, bleach, sugar, salt, milk, aluminum foil, glasses, coffee filters, a Ziploc bag and a penny (you might have most of these materials already at home).

Required Technology: Students will be expected to utilize computer technology while enrolled in classes, certificate, and/or degree programs within Lone Star College. The specific requirements for this course are listed below:

1. Have access to the Internet and knowledge for how to use at least one of the major Internet browsers (Chrome, Firefox, Edge, Safari, etc.)
2. Be able to access and use D2L. All supporting course material and the grade book are located on our course's D2L site. You will need to be able to watch and listen to videos on D2L website.
3. Be able to access and use Lone Star's email network. All official communication between the college, including your instructor, will occur via your Lone Star email account
4. Be able to access Aktiv Chemistry, a homework platform, with access code.
5. Be able to work on a scientific calculator including ln, log, 10x, ex, yx, square root and EE or exponent functions.
6. Be able to take online exams with Respondus Monitor and lockdown browser – you will need a computer with a monitor for online exams. Special arrangements need to be made for iPads; please contact your professor.
7. Be able to submit scanned pages and/or pictures as single PDF documents in D2L.

Department (Administration) Contact Information

Department/Division Contact:	Should you have a problem during this class that cannot be resolved with your instructor, contact: Ann van Heerden, Chair of Chemistry at ann.e.vanheerden@lonestar.edu or at 281-290-3967
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Catalog Description:

This course is a preparatory course for students who have never had chemistry and covers the metric system, atoms and elements, bonding, solids, liquids, gases, stoichiometry, solutions, reactivity, and acids and bases. The lab includes experiments in inorganic chemistry. This course is appropriate for some nursing students, as well as students who will pursue higher level chemistry.

Student Learning Outcomes:

1. Solve problems using procedures outlined in class, including proper SI units and significant figures.
2. Identify the states of matter and the transitions between them.
3. Compare elements, compounds and mixtures.
4. Apply the Law of Conservation of Matter to balance chemical equations and solve simple stoichiometry problems.
5. Determine atomic structure and chemical properties of elements from their position in the periodic table.
6. Perform conversions involving concentration of solutions.
7. Draw the Lewis Structure and determine the shape and polarity of a simple compound from its formula.
8. Identify simple inorganic compounds by formulas and names.
9. Identify acids and bases, acidic and basic solutions and calculate pH.
10. Demonstrate ability to carry out simple laboratory experiments using common chemical measuring devices and safety precautions.

Core Curriculum Statement:

This is a class in the Core Curriculum as administered by the Texas Higher Education Coordinating Board. This course is designed to provide instruction in the following Core Objective(s):

- *Critical Thinking Skills (CT)* – creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
- *Communication Skills (COM)* – effective development, interpretation and expression of ideas through written, oral and visual communication.
- *Empirical & Quantitative Skills (EQS)* – manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
- *Teamwork (TW)* – ability to consider different points of view and to work effectively with others to support a shared purpose of goal.

Instructor Guidelines and Procedures

Students are responsible for knowing and following the guidelines related to all of the **online links** below.

Instructor Technology Requirements and Policies: All supporting course material and the gradebook for this course are located in our course's D2L site. These include syllabus, lecture videos and notes, supplement videos and handouts, discussion topics, lab experiments and exams (which will be taken with Lockdown Browser and Respondus Monitor). Below is a list of free computer programs and phone apps that may be helpful to you for online work, along with the links that will help you obtain them.

- Free Software for Computers and Tablets:
 - Microsoft 365 can be accessed by [clicking here](#) (make sure to save or bookmark this link for easy access!)
 - Lockdown Browser can be downloaded in [this link](#).
 - Adobe Acrobat Reader DC (PDF Reader) can be downloaded [here](#) (deselect the McAfee optional offer and make sure NOT to select the "Acrobat Pro" version as this one is not free).
- Free Cellphone Apps:
 - Download and install Aktiv Chemistry app. Use the course code provided by your instructor.
 - Download and install the FREE Adobe Scan App ([click here](#)). If you prefer, you may use the Cam Scanner app instead ([click here](#)).
 - Download and install the OneDrive App ([click here](#)). Access it with your LSC email address.

Attendance: You will be submitting work several times each week, either lab work, Aktiv chemistry (Chem101) homework, discussions or exams. You must meet the deadline (day and time) for work to be accepted. If you do not meet the deadline, you will receive a zero on the work or exam. You will be considered "in attendance" for each day on which you submit the work that is due.

Electronic devices:

Please turn off and keep away all electronic and mobile devices during test time (except your calculator and the computer where you are taking the test). Cell phones may not be used as calculators during exams.

Assignments:

There are eight modules to this class: quantitative chemistry, matter, elements, compounds, reactions, moles, intermolecular forces and solutions. Each module will have an online exam that you need to take by the due date. The following assignments help you to learn the material and prepare for the exams.

1. **Online study materials** with lecture videos and PPT Notes are to be studied thoroughly in order to meet learning outcomes. You should use those lecture notes for preparing for your exams. YouTube videos on relevant topics are also uploaded were needed or the URL links provided along with some handouts as supplement help. You will find the study materials tab under the Content tab for each module in D2L.

2. **Lab Assignments** are to be completed by the due dates. Each module has 1-3 online labs that you will complete. You will find the online labs in "Assignments" under the Course Activities Tab and in the Content tab for each module.

3. **Aktiv Chemistry (old name: CHEM 101) assignments** are to be completed by the due dates. Each module has 3-10 assignments problems to solve. You will access them via the link provided in the content tab for each module (with an account you set up using your access code). These practice problems prepare you for exam problems. You will have five attempts to answer each one and will receive feedback for each incorrect answer.

4. **The textbook** is a resource to help you solve the Aktiv chemistry problems and prepare for exams. The textbook sections supporting each Aktiv chemistry assignment are listed in the Aktiv chemistry document for each module.

5. **Exams** covering the major concepts in chemistry (outlined in the learning outcomes) must be completed by the due dates. You will find the online exams in “Quizzes” under the Course Activities Tab and in the Content tab for each module.

6. **Reviews** for all five Exams are uploaded with answer key in the Content tab and Final exam review problems provided on Aktiv Chemistry homework portal as assignments. You must solve review problems before exams as they will help you to prepare for Exams.

7. **Discussions** is located under the Collaboration tab where you will interact with other classmates. I have created a Forum and topics to prepare you for all five exams. You will discuss concepts or assignments related queries there. To score 1% towards the Final grade, the student must create an original thread for each module and reply to one of the classmates' threads. Grading on discussions on modules (modules on which you will take exams) closes on exams due date.

Make-up Exams: If you do not complete an online exam by the due date, you will receive a zero on that exam. You are free to take them any time before the due date within the availability period.

Make-up Assignments: Any work (labs, Aktiv homework assignments, discussions) which is not submitted by the due date will receive a zero. You are free to submit any online work before the due date within the availability period. Pictures for all home (kitchen) labs must be submitted to receive grade on them.

Use of or consultation with generative AI (including such tools as tools such as ChatGPT, Bard, DALL-E, and Stable Diffusion) shall be treated analogously to assistance from another person. In particular, using generative AI tools to substantially complete an assignment, homework problems, quizzes, lab reports or exams (e.g., by entering exam or assignment questions) is not permitted. If you find that AI is helpful outside of assignments (i.e., doing practice problems on your own), you can use it in that case. If you are uncertain about whether or not it is okay, ask your instructor.

Grade Determination:

Your grade will be determined by the following	Details: Key Chemistry Concepts	Points (if applicable)	Percent of Final Average
Exam # 1	Module 1-Quantitative Skills	100	11*
Exam # 2	Module 2 -Matter & Module 3 -Elements	100	11*
Exam # 3	Module 4 -Compounds	100	11*
Exam # 4	Module 5 -Reactions & Module 6 -Moles	100	11*
Exam # 5	Module 7-Intermolecular Forces & Module 8 - Solutions	100	11*
Aktiv chemistry Homework Assignments	Aktiv chemistry Assignments problems on all eight modules	424	14
Lab Work	The Lab work reinforces the above mentioned chemistry concept (8 -Modules) with Laboratory skills.	800	30
Discussion	Discussion tab is located under collaboration tab in D2L. Five discussion forums on all eight modules associated with five exams are created by me. To achieve 1% towards Final scores; For each forum, the student must create an original thread and must reply to one of the classmates' posts.	50	1
Total:		1774	100%

Note -To score 4 bonus points towards final lab scores, student must submit all three orientation tasks and attempt the orientation Quiz before the deadline.

***There will be total of 5 exams. Attendance in all the Five exams are mandatory. Students who do not take any of the exams will get zero in the exam and the overall grade will be calculated based on points earned in the whole semester.**

All Exams will require Respondus Lockdown browser and Webcam, Respondus Lockdown browser is free and easy to download. During the Orientation quiz you will download it once and you can use it for all exams.

Final Examinations

A final evaluation activity will occur **during the published final evaluation period**. The appropriate dean must approve any variation to this schedule. <http://www.lonestar.edu/examschedule.htm>

Letter Grade Assignment:

The chart given below explains how the final grades will be computed.

Letter Grade	Final Average in Percent
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Less than 60%

Evaluation of Instruction:

Lone Star College-CyFair is committed to acting intentionally about student success. As part of our institutional effectiveness efforts, our instructors are assessed in several ways. For the continuous improvement of our instruction, you are encouraged to provide input for each course you take each semester using the Course Evaluations Questionnaire, which can be accessed through your myLoneStar account. This occurs approximately halfway through your course, and you will be notified when surveys are available for completion. Instructions on how to access and complete the Course Evaluations Questionnaire can be found by logging into your account at <https://my.lonestar.edu/psp/ihprd/?cmd=login> and clicking on Links on the menu on the left side of the screen and select **Course Evaluations**. The college deans review these evaluations each semester. Additionally, the deans and/or department chairs may visit each instructor's class at some time during the semester to observe the instructional environment being provided and complete an assessment of the instructor.

Tentative Instructional Outline:

The outline below will provide a list of any *required or recommended readings* and a general description of the *subject matter of each lecture or discussion*.

Important Dates:

	6W
Class Begins	June 3, 2024
Class Ends	July 9, 2024
Withdrawal "W" Date	June 27, 2024
Holidays (Campus Closed)	Juneteenth --- June 19
	Independence Day --- July 4

LSC Refund Information: [Refunds | \(lonestar.edu\)](https://www.lonestar.edu/refunds/)

Course Calendar

All times listed are in Central Standard Time (CST)

The highlighted work must be submitted by 11:00 PM on the due date in the calendar. It includes lab work with due dates (yellow), AKTIV or Aktiv chemistry assignments (old name: CHEM 101) with due dates (blue) and exams with availability period and due dates (green). These dates/times will pop up in your D2L calendar. The non-highlighted work with weekly dates is listed as a suggestion to help you pace your learning.

Week	Module	Date (work to be done)	Due: Note: All work is due by 11:00 pm on day specified. You can turn work in ahead of time (if you follow work to be done column dates). *Electronic textbook located under Content tab or lecture videos with PPT Notes can be used as reference for all eight modules
1	1	June 3	First day of class: Log in. Read Syllabus, Announcement and Overview Do Orientation (tasks and quiz) - due by June 4 11:00 PM
		June 4	Study from PPT Notes on Module 1-Quantitative skills and watch lecture videos today. Watch video on how to use balances and pipettes located in Module 1 under Content tab.

		June 5	Complete Module 1 Lab: Measurements and density of solids and liquids labs – due on June 5 by 11:00 PM Start working on Aktiv chemistry Module 1-Quantitative skills homework problems.
		June 6	Aktiv chemistry Module 1 homework (6 assignments) – due on June 6 by 11:00 PM
		June 7 – June 8 (Exam#1 availability)	Solve review problems before taking Exam #1. Use Discussion tab under Collaboration tab for Module 1 related queries. Exam #1 (Module 1-Quantitative skills)– Take on or before June 8 by 11:00 PM
2	2 & 3	June 10	Study from PPT Notes on Module 2- Matter and watch lecture videos today. Complete Module 2 Lab; Classifying Matter and Changes (kitchen lab) – due on June 10 by 11:00 PM Start working on Aktiv chemistry Module 2- Matter problems.
		June 11	Aktiv chemistry Module 2 homework (5 assignments) – due on June 11 by 11:00 PM
		June 12	Study from PPT Notes on Module 3- Elements and watch lecture videos by today. Print out the Periodic Table provided under Content tab as you will use Periodic table now onwards for rest of the modules. Module 3 Lab; Elements and the Periodic Table – due on June 12 by 11:00 PM Start working on Aktiv chemistry homework on Module 3-Elements.
		June 13	Aktiv chemistry Module 3 homework (3 assignments) – due on June 13 by 11:00 PM
		June 14 – June 15 (Exam # 2 Availability)	Solve review problems before taking Exam #2. Use Discussion tab under Collaboration tab for Module 2 & 3 assignments/ concepts related queries. Exam #2 (Module 2 -Matter and Module 3- Elements)– Take on or before June 15 by 11:00 PM
3	4	June 17	Study from PPT Notes on Module 4- Compounds and watch lecture videos on Ionic and covalent compounds by today. Complete Module 4 Labs: Ionic vs. Covalent Compounds and Lewis Structures of Covalent Compounds – due on July 18 by 11:00 PM

		June 18	Study from PPT Notes on Module 4- Compounds and watch lecture videos on Naming Compounds by today. Module 4 Lab: Making and Naming Ionic Compounds – due on June 18 by 11:00 PM Start working on Aktiv chemistry Module 4 problems.
		June 19	Juneteenth Holiday
		June 20	Aktiv chemistry Module 4 homework (9 assignments) – due on June 20 by 11:00 PM.
		June 21 – June 22 (Exam#3 Availability)	Solve review problems before taking Exam #2. Use Discussion tab under Collaboration tab for Module 4 assignments / concepts related queries. Exam # 3 (Module 4-Compounds)– Take Exam on or before June 22 by 11:00 PM
June 27, 2024 (withdrawal date). You can drop online via this email address: cyfair.registration@lonestar.edu . Please discuss dropping by with me before you do so. I can help you make a good decision.			
4	5 & 6	June 24	Study from PPT Notes on Module 5- Reactions and watch lecture videos by today. Aktiv chemistry Module 5 homework (3 assignments) – due on June 24 by 11:00 PM
		June 25	Module 5: Balancing equations lab (work sheet) – due on June 25 by 11:00 PM Module 5: Classifying chemical reactions -due on June 25 by 11 PM
		June 26	Study from PPT Notes on Module 6- Moles & Stoichiometry and watch lecture videos. Module 6 Lab: Empirical Formula of Magnesium Oxide - due on June 26 at 11:00 PM. Module 6 Lab: Percent Yield of Sodium Chloride -due on June 26 at 11:00 PM
		June 27	Start working on Aktiv chemistry Module 6- Moles and Stoichiometry problems Aktiv chemistry Module 6 Homework (4 assignments) due on June 27 at 11:00 PM
		June 28 - 29 (Exam #4 Availability)	Solve review problems before taking Exam # 5. Use Discussion tab under Collaboration tab for Module 5 & 6 assignments / concepts related queries. Exam # 4 (Module 5-Reactions and Module 6- Moles)– Take Exam on or before June 29 by 11:00 PM

5	7 & 8	July 1	Study from PPT Notes on Module 7- Intermolecular forces and watch lecture videos by today Aktiv chemistry Module 7 homework (2 assignments) – due on July 1 at 11:00 PM
		July 2	Module 7 Lab: Intermolecular Forces and Properties and Strengths of Intermolecular Forces (two labs) – due on July 2 at 11:00 PM
		July 3	Study from PPT Notes on Module 8- Solutions and watch lecture videos by today Module 8 Lab: Making Solutions and Dilutions – due on July 3 by 11:00 PM
		July 4	Independence Day Holiday
		July 5	Complete Study Acid/ bases and pH from PPT lecture Notes Module 8 Labs: Titration Lab and pH Lab – due on July 5 by at 11:00 PM Aktiv chemistry Module 8 homework (4 assignments) – due on July 6 by 11:00 PM
6	7 & 8	July 8- 9 (Exam # 5 Availability)	Solve review problems before taking Exam # 5. Use Discussion tab under Collaboration tab for Module 7 & 8 assignments / concepts related queries Exam # 5 (Module 7-Intermolecular forces and Module 8- Solutions with Acids / bases)– Take Exam on or before July 9 by 11:00 PM

Lone Star College-CyFair Campus Guidelines and Procedures

Student Handbook

We encourage students to read the [Student Handbook](https://www.lonestar.edu/student-handbook) <https://www.lonestar.edu/student-handbook> and <https://www.lonestar.edu/lscs-catalog.htm> for a comprehensive list of guidelines and procedures.

Course Communication

Lone Star College provides email services to faculty, staff and students. All official communication from Lone Star College is sent through email including emergency information, school closure information and notifications. All communication regarding this course will be sent via your student email. To protect the privacy of your student records, no correspondence will be accepted or responded to from personal email accounts. For more information on accessing, setting up, or syncing your e-mail to a personal account visit <https://www.lonestar.edu/email.htm>

College Gradebook

Students are expected to monitor progress in their college course. Students may track their academic progress in the college's learning management system, called D2L, throughout the semester. The college instructor will utilize the gradebook feature in D2L to post individual grades for each major course requirement, assignments, and examinations to calculate the final grade of the college course at the end of the semester. The final grade reports are available at my.LoneStar.edu (student portal) at the end of each semester. Students should review the transcript/grade report for accuracy. Students may learn [how to view grades in D2L](https://vlac.lonestar.edu/help) through the Virtual Learning Assistance Center at <https://vlac.lonestar.edu/help>.

Course Withdrawal Process

Withdrawal from the course after the official day of record and prior to the "W" Day will result in a final grade of "W" on your transcript. You are strongly encouraged to communicate with your professor prior to withdrawing from a course to consider all options. No credit will be awarded for a course earning a "W." If you stop attending class, you must withdraw by E-mailing CyFair.Registration@LoneStar.edu or visiting the registration office in the CASA Building prior to "W" date. If you stop attending class and do not officially withdraw, you will receive whatever grade is calculated based on your completion rate, which may result in an "F" for the course. Additional information on the Course Withdrawal Process may be found in the Course Catalog for the current academic year.

Six Drop Rule

Students who enrolled in Texas public institutions of higher education as first-time college students during the Fall 2007 term or later are subject to section 51.907 of the Texas Education Code, which states that an institution of higher education may not permit a student to drop (withdraw with a grade of "W") from more than six courses, including courses that a transfer student has previously dropped at other Texas public institutions of higher education that have already been counted against their **six drop limit** <https://www.lonestar.edu/drop-limit.htm>. Students should fully understand this drop limit before they drop any course. Please contact a Counselor or Advisor in our Student Services department or by E-mailing lscsfadvising@lonestar.edu for additional information and assistance. **Dropping a transitional and/or ESOL course does not count against the six drop limit.**

Academic Appeals

An academic appeal is a formal request by a student to change a grade or to challenge a penalty imposed. Before a student brings an academic appeal, he or she should first communicate/meet with their instructor to request that a change be made. For additional information, please read the [Academic Complaint and Appeal Process](https://www.lonestar.edu/student-complaints.htm) <https://www.lonestar.edu/student-complaints.htm>

Academic Integrity

Lone Star College-CyFair is committed to a high standard of academic integrity in the academic community. In becoming a part of the academic community, you are responsible for honesty and independent effort. Please read

Board Policy [V.D. Academic Integrity and Dishonesty https://bit.ly/2QkNHCF](https://bit.ly/2QkNHCF) and the [Academic Integrity Brochure https://bit.ly/3v8l9LI](https://bit.ly/3v8l9LI) for more information.

Failure to uphold these standards includes, but is not limited to, the following: plagiarizing written work or projects, cheating on exams or assignments, collusion on an exam or project, and misrepresentation of credentials or prerequisites when registering for a course. Cheating includes looking at or copying from another student's exam, orally communicating or receiving answers during an exam, having another person take an exam or complete a project or assignment, using unauthorized notes, texts, or other materials for an exam, and obtaining or distributing an unauthorized copy of an exam or any part of an exam. Plagiarism means passing off as your own the ideas or writings of another (that is, without giving proper credit by documenting sources). Plagiarism includes submitting a paper, report, or project that someone else has prepared, in whole or in part. Collusion is inappropriately collaborating on assignments designed to be completed independently. These definitions are not exhaustive. When there is clear evidence of cheating, plagiarism, collusion, or misrepresentation, disciplinary action may include but is not limited to requiring you to retake or resubmit an exam or assignment, assigning a grade of zero or "F" for an exam or assignment; or assigning a grade of "F" for the course. Additional sanctions may be imposed on a student who violates the standards of academic integrity including *being*: withdrawn from the course, ineligible to proceed within their program of study, suspended or expelled from school. For more information please read Board Policy [Section V.F.: Student Discipline for Academic Misconduct https://bit.ly/2QkNHCF](https://bit.ly/2QkNHCF) and [Section V.F.: Student Discipline for Academic Misconduct Procedures https://bit.ly/3sIAUXM](https://bit.ly/3sIAUXM)

Student Behavior Expectations

You are expected to conduct yourself appropriately while on College property or in an online environment. You may receive disciplinary action up to and including suspension, if you violate College rules, disrupt classes, or interfere with the opportunity of others to obtain an education. Students who pose a threat to the safety of others will be subject to immediate withdrawal from the classroom, campus environment, and/or online environment, as well as face subsequent criminal charges, as appropriate. Please refer to the [Student Code of Conduct https://www.lonestar.edu/student-responsibilities.htm](https://www.lonestar.edu/student-responsibilities.htm) for additional information.

Student Complaints

For more information regarding how to file a student complaint, please visit: <https://www.lonestar.edu/student-complaints.htm>

Campus Safety and Security

Lone Star College is committed to maintaining the safety of the students, faculty, staff, and guests while visiting one of our campuses. To help ensure your safety during an emergency (safety, fire, severe weather, etc.), please follow the instructions of college officials. Safety information and resources may be found on the [Campus Police https://www.lonestar.edu/campus-police.htm](https://www.lonestar.edu/campus-police.htm) website and are also posted in each classroom. In the event you wish to report an emergency, please contact the police at 281.290.5911 or utilize the red handled emergency phones located in classrooms.

The Texas Legislature enacted campus carry by passing Senate Bill 11, effective at LSC on August 1, 2017. Senate Bill 11, known as the "Campus Carry" law, amends Texas law to allow license holders to carry concealed handguns on college campuses. To carry a concealed handgun on LSC campuses, an individual must have a valid License to Carry issued by the Texas Department of Public Safety. LSC has established rules and regulations regarding enforcement of Campus Carry. Lone Star College prohibits concealed carry in some areas of LSC campuses. For more information about Campus Carry, visit the LSC [Campus Carry https://www.lonestar.edu/campuscarry](https://www.lonestar.edu/campuscarry) website.

Lone Star College COVID-19 Information

Lone Star College is dedicated to the health and safety of all employees and students with a strong commitment to student engagement and success. For more information on current guidelines or resources, please visit [Infectious Disease Reporting | \(lonestar.edu\)](https://www.lonestar.edu/infectious-disease-reporting).

Guidelines for Children of Students on College Premises

College students' children may not enter the classroom, even for brief visits, without the instructor's prior express written permission. Instructors may deny permission or revoke written permission. Children cannot enter an activity or lab area where dangerous substances or equipment are stored or in use, unless the children are students enrolled in an applicable class or participating in a special College program. Students may not have their children accompany them on College field trips unless the children are also enrolled in the class. See [Board Policy Section II.D.2.04 and Section II.D.2.06](#) <https://www.lonestar.edu/student-community-facilities.htm> for more information.

FERPA

The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, was established to protect the privacy rights of all students and applies to any educational facility receiving federal funds. For more information and the release form, please visit <https://www.lonestar.edu/Student-Information-Public.htm>

Student Absence on Religious Holy Days

The student must notify the faculty member in writing within the first 12 days of the semester of the intent to be absent due to a religious holy day. Under Texas Education Code 51.911, a student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time as established by the faculty member. See [Board Policy Section VI.D2](#) . <https://www.lonestar.edu/student-welfare-rights.htm> for more information.

Equal Opportunity Statement

Lone Star is committed to the principles of equal opportunity in education and employment. Lone Star College does not discriminate on basis of race, color, sex, age, sexual orientation, gender identity, genetic information, gender expression, religion, ethnic or national origin, disability, veteran status, or any other protected status in its programs and activities, as stated in the [LSCS Board Policy Manual](#) <https://www.lonestar.edu/Equal-Opportunity-Information-Inquiries.htm>

Student Support Services

Lone Star College-CyFair is committed to your success!

One of our cultural beliefs is [Student Focused](#) <https://www.lonestar.edu/LSCFocus.htm>.

If you are experiencing challenges achieving your goals academically or personally, please contact your advisor, instructor, or another individual on campus you trust. Advisors can provide assistance with questions related to academics, while the Counseling office can assist with ADA accommodations and personal barriers. All concerns related to classroom instruction must first be addressed with the instructor. Please know that we have resources and are here to support you.

Academic Success Center– FREE TUTORING

(Barker Cypress Campus - Learning Commons - 2nd Floor)

The Academic Success Center (ASC) offers on-campus and online tutoring for most disciplines and specific assistance in The Science Center (LRNC 203), Math Center (LRNC 205) and the Writing Center (LRNC 208). All tutoring services at LSC-CyFair are absolutely FREE for students enrolled at Lone Star College! Student workshops are also offered throughout the semester. Please visit [Academic Success Center](#) <https://www.lonestar.edu/learning-cyfair.htm> website for more information, contact 281.290.3279, or cyfair.asc@lonestar.edu

Academic Success Center open labs (TECH 104 and CASE 104)

The Academic Success Center open computer labs are located in the Technology (TECH) building and CASE building , room 104 at LSC-CyFair. The open labs is a quiet work and study area available to students with computer access. The labs contain Windows and Mac computers, specialty software, scanner, copier and printers (B/W and color). Students can access the lab with LSC ID card. For more info, please visit [ASC Open Lab](#) <https://www.lonestar.edu/13669.htm> website, contact 281.290.5980, or cfasclabs@LoneStar.edu

Americans with Disabilities Act Statement (Disability Services)

Lone Star College-CyFair is dedicated to providing the least restrictive environment for all students. We promote

equity in academic access through the implementation of reasonable accommodations as required by the Rehabilitation Act of 1973, Title V, Sections 504 and 508, the Americans with Disabilities Act of 1990 (ADA), and the Americans with Disabilities Amendment Act (ADAAA). These laws enable students with disabilities to participate in and benefit from all post-secondary educational courses and activities.

A student requesting accommodations for a documented medical condition, psychological condition and/or a disability must contact the Counseling/Disability Services Office in order to **register for services**. Students can submit an application and documentation online using the **Virtual Disability Assistance Center (VDAC)**. You can find the link to VDAC, as well as more information about services here: <https://www.lonestar.edu/requesting-accommodations.htm>. If possible, the student requesting services should make an initial contact with the office at least 4 weeks prior to the start of the first class.

The Assistive Technology Lab is available for students who benefit from its various technologies to convert text to speech, magnify items, convert text to Braille, etc. after their accommodations have been determined by the Counseling office. Any disability related documentation and requests for assistive technology should be submitted to the Disability Services Office, which is located on the LSC-CyFair campus in CASA 107. You may contact Stephanie Dillon, Disability Services Counselor, at 281.290.3533 or Stephanie.G.Dillon@lonestar.edu for additional information and/or to schedule an appointment. Additional information may be accessed online at: <https://www.lonestar.edu/accessibility-services-resources.htm>.

Counseling Services

Counseling services are available to students who are experiencing difficulty with academic issues, selection of college major, career planning, disability accommodations, or personal issues. You may contact [Counseling, Career, and Disability Services](https://www.lonestar.edu/counseling-services.htm) <https://www.lonestar.edu/counseling-services.htm> by leaving a voicemail at 281.290.3260, E-mailing CyFair.Counseling@LoneStar.edu or stop by CASA 109 to make an appointment to connect to available resources.

Empowerment Center at LSC-CyFair

Do you have questions that need answers? [The Empowerment Center](https://www.lonestar.edu/cyfair-empowerment) <https://www.lonestar.edu/cyfair-empowerment> is a resource center with a food pantry, a supply closet with household and hygiene items, and a career closet with professional clothing for your job interview or class presentation. Located in CASA 121. Off-campus resources can be found by visiting <https://www.lonestar.edu/care.htm>.

Library

The Lone Star College-CyFair Library is located in the Learning Commons (LRNC) building and contains informational resources for both college students and community members. Not only is the library an academic library, but it is also a branch of the Harris County Public Library. Librarians are professionally trained to assist you with any aspect of research during operating hours including using the library, locating and evaluating information sources, and citing information sources. The Library contains over 125,000 books, online information databases, 185 computers, free wireless internet, and many more information/research related amenities to ensure student success.

Library building access may **not** be available at all times. Please check the [LSC-CyFair Library website](https://www.lonestar.edu/library/info.htm) <https://www.lonestar.edu/library/info.htm> for updates. [Library Guides and additional virtual Services](https://cfliibguides.lonestar.edu/home) <https://cfliibguides.lonestar.edu/home> are also available. .

Library Resources

You may access virtual library services via:

- Phone: Circulation Desk 281.290.3210 and Reference Librarians 281.290.3214 or 281.290.3219
- Email: CyFairLibrary@LoneStar.edu
- Text: 832.463.0478
- Website: [LoneStar.edu/library/cyfair](https://www.lonestar.edu/library/cyfair)
- Guides: cfliibguides.lonestar.edu

- **On-Campus/Network Access:** Log in with your LSC Username & Password to use LSC library computers, WiFi, MyPrintCenter Note: if you are on an LSC computer and/or WIFI, you should have direct access to the databases.
- **Off-Campus/Network Access:** Log in with your LSC 14-digit Student ID/Library Card number and LSC password to view your library account, borrow electronic media, place requests/holds on physical materials, access research databases, and more.

For more information on how to borrow library materials, research a topic, discover other library services, and/or find research apps and tools, please visit, “How Do I...?” at <http://www.LoneStar.edu/library/how-to.htm>. This page provides additional information to learn how to get a library card, find and request books, videos, CDs, articles and more, check your library account, access e-books and digital downloads, search databases for articles, periodicals (magazines, newspapers, and journals), cite sources, locate research guides, and various other topics.

Office of Technology Services (OTS)

The office of technology services (OTS) serves the information technology needs of Lone Star College students. Visit [OTS website www.lonestar.edu/OTS](http://www.lonestar.edu/OTS) regarding technology services and resources available to LSC students. The OTS service desk is open 24 hours a day, 7 days a week, and 365 days a year. Get IT help by selecting “Tech Help” in the myLoneStar navigation bar to be directed to the [LSC Service Center https://lonestar.service-now.com/sp](https://lonestar.service-now.com/sp) where you can report an IT problem, find helpful how-to instructions, or chat with service desk agents. For immediate IT assistance, call 832.813.6600 (toll free 866.614.5014).

Veteran Affairs Center Services

The Lone Star College Veterans Affairs Center on the LSC-CyFair campus is located in LRNC 141 and it provides services to all veteran LSC students and their family members. To contact Veteran’s Affairs, please E-mail LSC-MilitaryServices@LoneStar.edu or visit www.lonestar.edu/veterans.htm

Virtual Learning Assistance Center

Online students or students with online course component can visit the [Virtual Learning Assistance Center](https://vlac.lonestar.edu/) (VLAC) <https://vlac.lonestar.edu/> for helpful collection of resources for advising services, library services, request accommodations, and technical support.

Cypress Center Support Services

For students who attend or visit cypress center at 19710 Clay Road, Katy, Texas 77499, visit [LSC-Cypress Center https://www.lonestar.edu/cypresscenter](https://www.lonestar.edu/cypresscenter) for support services information for that location.

Syllabus Disclaimer

It is the instructor’s right to modify the class schedule when necessary and cover course topics as he/she feels is necessary to meet the learning outcomes, therefore this syllabus is subject to change.