

Division of Natural Sciences and Geology

Department of Chemistry

<http://learning.hccs.edu/programs/chemistry>

CHEM 1311: General Chemistry I | Lecture | #16297

Spring 2020 | 16 Weeks (1.21.2020-5.17.2020)

Online

3-hour Lecture course | 48 hours per semester

Instructor Contact Information

Instructor: Nupur Garg, Ph.D.

Office Location: Alief-Hayes Campus

HCC Email: nupur.garg@hccs.edu

Office Phone:

713-718-5817

Office Hours:

Tu,Th;10 AM-11 AM, By Apt.

Instructor's Preferred Method of Communication

Please feel free to email me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics. I aim to answer student e-mails in a timely manner. Certain e-mails (for example, which require explanation of chapter material) do take longer to answer. Please note: Course correspondence will be sent to your HCC's student email account so please check it regularly. If e-mail doesn't answer your question, you can see me by appointment. Do not wait until the last minute to make any important or urgent request and do allow sufficient time when requesting for any accommodations.

HCC Email Policy

HCC prefers students to communicate only through the HCCS email system to protect your privacy. If you have not activated your HCCS student email account, you can go [to HCC Eagle ID and activate it now](#). You may also use Canvas Inbox to communicate.

What's Exciting About This Course

You will learn so much about your life and the lives of those around you. Do you know how one learns? How memory works? Why we have different personalities? How health is related to stress? The course will look at how and why we develop from children that seem to have so much in common to adults that do and do not. What happens? Are there best practices in child rearing and in life-long development or is it just luck? Where are you in your development? And what about schizophrenia and other psychological disorders? Are they

avoidable? What causes them? The information in this course will enable you to understand the people in your life as well as develop new habits to increase your personal success.

My Personal Welcome

Welcome to General Chemistry I—I'm delighted that you have chosen this course. I will present the information in the most exciting way I know, so that you can grasp the concepts and apply them now and hopefully throughout your life. As you read and wrestle with new ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is by my HCC email. The best way to really discuss issues is in person and I'm available during posted office hours to tackle any questions you might have. My goal is for you to walk out of the course with a better understanding of yourself and of human behavior. So please visit me or contact me whenever you have a question

Prerequisites and/or Co-Requisites

This course requires college-level reading and writing skills. Research indicates that you are most likely to succeed if you have already taken and passed Reading 0342, Math 0312 and Writing 0310 / 0349 or Math 0312 with INRW 0420. For this course, additional prerequisites are completion of one year of high school chemistry or CHEM 1305 (Introduction to Chemistry) and MATH 1314 (College Algebra). Other minimum requirements for enrollment in CHEM 1311 include placement in college-level reading (or take INRW 0420). It is also highly recommended to take the corresponding lab, CHEM 1111 with CHEM 1311. If you have enrolled in this course having satisfied these prerequisites, you have a higher chance of success than students who have not done so.

Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

Eagle Online Canvas Learning Management System

This course will use ([Eagle Online Canvas \(https://eagleonline.hccs.edu\)](https://eagleonline.hccs.edu)) will use [Eagle Online Canvas \(https://eagleonline.hccs.edu\)](https://eagleonline.hccs.edu) to deliver in-class assignments, exams, and activities. HCCS Open Lab locations may be used to access the Internet and Eagle Online Canvas. It is recommended that you **USE FIREFOX OR CHROME AS YOUR BROWSER**.

Students will be presented with lecture content online, for which they are responsible for studying. The instructor will be available to answer questions and supplement online content upon student request. It is the student's responsibility to log onto the Eagle Online on a regular basis (at least 5x/week) to check for announcements, access course materials, and check email. This is also considered by the College a form of attendance as well as participation in the course. Additionally, students should confirm their correct email address is linked to Eagle Online so that they may send AND receive correspondence from the instructor. It is highly recommended to download instructional materials well in advance in the case of technical issues so that you are always prepared for class. You may also contact the instructor for material in the event that your Eagle Online access is intermittently restricted due to technical or enrollment issues. Students who no longer appear on the class roster because they have been dropped (for lack of attendance, non-payment, financial aid issues, Etc.) will not have access to Canvas or be able to complete assignments/earn grades.

HCC Online Information and Policies

Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

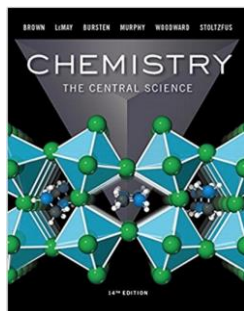
Scoring Rubrics, Sample Assignments, etc.

Look in Eagle Online Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course.

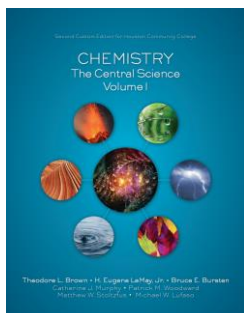
<https://eagleonline.hccs.edu/login/ldap>

Instructional Materials

Textbook and Course Materials Information



OR



The materials listed below are **required** for this course.

1. Brown, LeMay Jr, Bersten, Murphy, Woodward, Stoltzfus. (2015). *Chemistry : The Central Science*, 14th ed., Pearson, MN.

Either hardcover that contains BOTH volumes I and II (for General Chemistry I and II) ISBN: 978-0-13-441423-2

OR

Softcover Volume I for CHEM 1311 only
ISBN: 978-1-323-85000-8

The texts are included in a package that contains the text as well as an access code and are found at the [HCC Bookstore](#). You may either use a hard copy of the book, or rent the e-book from Pearson.

(Mastering Chemistry access code is not required, it's optional)

2. A Nonprogrammable scientific calculator (no graphing calculators permitted in testing)

3. A regular 1-50 scantron for the final exam

4. Paper and pencil: no substitute for good old-fashioned practice!

5. Internet enabled computer (required)

Other Instructional Resources

Tutoring

HCC provides free, confidential, and convenient academic support to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for details.

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

Course Overview for CHEM 1311

This course is intended for students majoring in one of the physical sciences or life sciences, engineering, or for students who are pursuing pre-professional programs in medicine, dentistry, pharmacy, veterinary medicine, or other health programs. The course is also beneficial to students who are preparing themselves for higher level science courses in their respective curricula. Core curriculum course.

Science and engineering majors study atomic structure, chemical reactions, thermodynamics, electronic configuration, chemical bonding, molecular structure, gases, states of matter, and properties of solutions. The laboratory includes appropriate experiments.

Core Curriculum Learning Objectives (CCLOs)

The HCCS Chemistry Discipline Committee has specified that the course address the following core objectives:

- Reading/ Writing
- Speaking/Listening
- Critical Thinking
- Computer/Information Literacy

Program Student Learning Outcomes (PSLOs) for all CHEM Courses

Can be found at <http://learning.hccs.edu/programs/chemistry>

Course Student Learning Outcomes (CSLOs) for CHEM 1311

- SLO 1. Give names and formulas of elements, ions, and ionic and molecular compounds.
- SLO 2. Categorize, complete, and balance chemical reactions.
- SLO 3. Do chemistry calculations involving reaction stoichiometry and energy changes.
- SLO 4. Relate the properties of electromagnetic radiation (frequency, wavelength, and energy) to each other and to the energy changes atoms undergo which accompany electronic transitions.
- SLO 5. Identify the parts of the periodic table and the trends in periodic properties of atoms.
- SLO 6. Relate the properties of gases with the gas laws and extend the application of these relationships to reaction stoichiometry, gas mixtures, and effusion/diffusion of gases.
- SLO 7. Depict chemical bonding with dot structures and valence bond theory and determine the molecular shapes (geometry) of molecules based on VSEPR and valence bond theory.
- LO 8: Calculate density and relate the value to mass and volume measurements for all physical states.
- SLO 9: Covert measurements in Metric, SI, and American systems
- SLO 10: Apply thermochemical principles to evaluate work, heat, and energy relationships based on specific heat, calorimetry, and temperature changes.

Learning Objectives for each CSLO can be found at [Learning Objectives for CHEM 1311](#).

Student Success

Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

This is an online course. There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide. Here's a word of caution for those of you who are taking your first online course. This course will require a considerable time commitment from you: plan on spending 4-5 hours of study time per day in this course. To succeed in an online course, you must demonstrate good self-discipline, excellent organization, and effective time management skills. This is **not** a self-paced course. **You must meet the established deadlines** for completing the assignments and tests. The assignments provided will help you use your study hours wisely. The flexibility of an online course allows you to choose the time of day or night to "enter" the virtual classroom.

To be successful in this course, I encourage you to:

- Log in to the course daily to read any messages or announcements.
- Keep up with the Course Schedule and the due dates.
- Read the assigned materials (presentations, articles, websites, or chapters).

- Complete the assignments according to the instructions and submit them on time.
- Contact the professor if you have any questions or problems.

Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through class activities, discussions, and lectures
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

To be successful in this class, it is the student's responsibility to:

- Attend "online" class and participate in class discussions and activities
- Read and comprehend the textbook and instructor notes
- Complete the required assignments and exams
- Practice problems
- Ask for help in a timely manner when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Keep up with your grades which will be posted in the Canvas Gradebook
- Attain a raw score of at least 70% on all assignments
- Take the final exam during the designated testing period
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](#)

Assignments, Exams, and Activities

Written Assignment

All course work will be administered online. Details about the assignment availability will be posted at the course website.

Exams

Exams and Make Up Policy: In all, we cover 11 chapters in this course. In the course, there are three non-cumulative regular multiple-choice exams taken ONLINE in Canvas, with between 35 - 45 equally - weighted questions each. Additionally, there is a mandatory comprehensive final (more information below) to be taken **IN PERSON** at a Distance Education Testing Center (see below). Make-up exams will NOT be given, so please make every reasonable effort to take the exams on their scheduled dates. All exams times are set to two hours. Note: The final exam may substitute or replace your lowest exam score,

including a missed exam (grade zero). If you miss an exam for any reason, your final exam grade will substitute for the missed exam. This is allowed for only ONE exam. All other missed exams will result in a grade of zero. If you take all three exams, and score higher on the final, then the final replaces the lowest exam grade. Exam coverage and dates for testing windows are listed below. Testing for all online exams opens on Friday mornings at 8 AM and ends on Sunday evenings at 11:59 PM during the testing windows. Given this large testing window, no extensions will be provided.

Tentative Testing Periods and Exam Coverage:

Exam 1	Online	Chapters 1,2,3	2/10-2/12
Exam 2	Online	Chapters 4,5,6	3/13-3/15
Exam 3	Online	Chapters 7,8,9	4/17-4/19
Final Exam	On-Campus May 8: Friday @ Central Campus in the San Jacinto building on the 1st floor 4pm - 9pm; Last admit 7pm May 9: Saturday @ Spring Branch in the 600 Wing 10am - 3pm; Last admit 12:50pm	Chapters 1-11 (comprehensive)	5/8-5/9

It is the Program's hope that providing nontraditional modes of instruction by removing barriers and increasing access to academic resources such as online testing creates more opportunity for students to complete courses and work towards achieving their academic goals. However, some safeguards are needed to ensure that the rigor and academic integrity of the courses are also maintained for the benefit of all students and instructors. Therefore, for the 3 regular exams, which are to be taken online, students are asked to download the Respondus Lockdown Browser from Canvas and install it onto their computer prior to the first testing period. Students will only be able to access exams via the Respondus LockDown browser and monitor and no other applications should be open or utilized. Respondus LockDown browser is equipped with web-cam monitoring to detect unusual activity and flag it so that the instructor may review video of testing, such as the presence of additional devices, leaving the testing area, etc. I would like to foster an environment of mutual trust and respect and hope that those safeguards do not become necessary. However, if the need arises, web-cam may be implemented. I want everyone to do well and am here to support each of you! Your learning and success is a priority, and I want everyone to have an equal opportunity at that. Online exams are to be taken by the student himself/herself without any collaboration with another individual or reference, written, electronic, or online. No communication, verbal, nonverbal, or electronic may be made. All cell phones and communication devices are prohibited. Ensure you have a quiet space to test, without disruption, have used bathroom facilities, and have a dependable internet connection so that you do not have any issues in testing or get flagged. Additionally, exams are timed so you want to ensure you manage it properly. Graphing calculators are also not permitted during testing.

In-Class Activities

All course related activities will be administered online. Details about the assignment availability will be posted at the course website.

Final Exam

CHEM 1311 Departmental Final Exam

All students will be required to take a comprehensive departmental final exam **IN PERSON** consisting of 35 multiple-choice and 6 short answer questions. Students must provide their own Scantron forms (FORM NUMBER 886-E). All the information students need to prepare for the exam is in the review given in class or the [Final Exam Handbook](#).

Students who are absent from the final exam without discussing their absence with the instructor in advance or within 24 hours afterward will receive a final exam grade of zero. Any student who does not take a makeup exam by the end of the following long semester will receive a final exam grade of zero and a course grade of F.

For your convenience, windows for testing over 2 days have been set up. The exam locations and testing windows will be as follows (more details will be emailed in advance of the final exam):

May 8: Friday @ Central Campus in the San Jacinto building on the 1st floor 4pm - 9pm; Last admit 7pm

May 9: Saturday @ Spring Branch in the 600 Wing 10am - 3pm; Last admit 12:50pm

Policy Regarding Making Up Missed Assignments

No make-ups for exams, since instructor replaces lowest regular exam 1,2,3 by final exam. If a student has an unavoidable absence at one regular exam, it will be replaced with the final exam grade after the student submits a valid excuse note.

If a student has not missed any regular exams, then their lowest regular exam will be replaced by final exam grade (if higher). All the information students need to prepare for the exam is in the [Final Exam Handbook](#).

Grading Formula

Grading Scheme:

Exam 1 + Exam 2 + Exam 3	60%
Homework/Quiz/Assignments	15%
Final Exam	25%

◆ 60% of your course grade is based on three non-cumulative regular multiple-choice exams taken online in Canvas, with between 30-40 multiple choice questions. Additional details about the exams will be posted on the course website. There are NO makeups for any missed exams, however one missed/lowest exam will be replaced by the final exam grade. Exams will use **Respondus LockDown browser**, therefore internet enabled computer is required.

◆15% of your course grade is based on homework, which will be administered online. Details about the assignment availability will be posted on the course website. There are NO makeups for any missed homework, however one missed/lowest homework will be dropped.

◆Final exam is cumulative and 25% of your grade is from Final exam. The mandatory paper/pencil comprehensive final must be taken **IN PERSON** at a Distance Education Testing Center (as described above). All students enrolled in this course must complete the Final Exam. If you foresee any conflict with the final exam date, you must notify me at least two weeks prior to the final exam. No excuse will be accepted afterwards. Students will receive a score of zero for an unexplained or unexcused missed test, and the instructor reserves the right to disqualify your excuse.

Out-of-Area final Exam Testing:

HCC has a provision to accommodate out-of-area testing. Below are the guidelines from HCC online: <https://www.hccs.edu/online/proctoring-services/>

If you will be outside the Houston area during a scheduled, proctored examination, you must notify me and HCC Online support staff (713-718-5275 or hcc.online@hccs.edu) a minimum of 2 weeks prior to the scheduled final exam date. It is your responsibility to schedule an appointment at an approved proctoring location (community college, university, or commercial testing center) within the previously designated testing period. Once your appointment has been scheduled, please complete the [Proctoring Verification form](#).

◆Three regular Exams and homeworks will be available at 'Eagle Online Canvas' course website. Detailed information about the exam and homeworks availability will be posted at the course website. Please follow the online schedule carefully to complete and submit all assignments in a timely manner. You are strongly suggested to not wait until close to the deadline to take the exams or homeworks, in case you encounter any technical difficulties you won't have sufficient time to get help. There are NO makeups for the exams or homeworks and you are allowed only one attempt for each assignment, so prepare and plan wisely to finish them on time. **Failure to complete exam for any reason other than a technical issue by the fault of the College will result in a missed grade.** Should you have a technical issue with Eagle Online, please contact the [EO Technical Support](#). They will issue you a problem ticket, this will serve as evidence of you having a technical issue during the exam. Email a copy of problem ticket to me for makeup assignment consideration.

◆Students are not allowed to copy or print any exam or quiz. Students must do their own work, neither give or receive any unauthorized aid during the exams and quizzes, nor violate HCC-scholastic academic policy. Doing so will be considered cheating and will result in disciplinary action.

HCCS Grading Scale:

The College uses the following grading system: Letter/Numerical Grade Rating Points per Semester Credit Hour:

A	90-100	Excellent	4
B	80-89	Good	3
C	70-79	Fair	2
D	60-69	Passing	1
F	59-0	Failing	0

In addition, the following grades with zero grade points may also be recorded:

- I ("Incomplete") is a conditional grade used to indicate that the student has not completed the course. An incomplete grade can be awarded under extraordinary circumstances, only when at least 85% of the course has been completed. For example, at the end of the semester, if a student misses the final exam due to sudden illness, family emergency, or other extenuating circumstances, they can request for an incomplete grade **in writing** with proper documentation. An Incomplete grade cannot be given to a student to gain more time to study or retake the entire course to improve their grade. If you receive an "I" you must arrange with the instructor to complete the course work within six months. After the deadline, the "I" becomes an "F". All "I" designations must be changed to grades prior to graduation. The changed grade will appear on your record as "I"/Grade (example: "I/A"). For ADA accommodations it's the responsibility of the student to submit an approved accommodation letter to the instructor.

In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

- IP ("In progress") may be assigned once in certain developmental courses and must be noted in the Grading Option column of the Official Grade Roster Report. Students must re-enroll the next semester to receive credit. A grade of IP does not affect a student's grade point average (GPA); however, failure to satisfactorily complete the course during the second semester will result in an F for the course.

- W ("Withdrawn") is assigned by the withdrawal deadline date noted each semester.

- FX is a special category of failing grade. FX is assigned to students who stop attending class (participating in assignments, quizzes, discussions, etc.) and who do not withdraw themselves prior to the withdrawal deadline; either they may be dropped by their HCC faculty for non - attendance or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX," compared to an earned grade of "F" which is due to poor performance. It may also apply to students who disappear after the withdrawal deadline or fail to take the final exam in a course where one is administered.

A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress. However, students who receive financial aid but fail to attend class, as shown by your assigning an "FX" as their grade, will be reported to the Department of Education and may have to pay back their financial aid and international students may be reported as not maintaining F-1 immigration status. All FX grades must include the date of last student activity

Incomplete Policy:

An incomplete grade can be awarded under extraordinary circumstances, only when at least 85% of the course has been completed. For example, at the end of the semester, if a student misses the final exam due to sudden illness, family emergency, or other extenuating circumstances, they can request for an incomplete grade **in writing** with proper documentation. An Incomplete grade cannot be given to a student to gain more time to study or retake the entire course to improve their grade. If you receive an "I" you must arrange with the instructor to complete the course work within six months. After the deadline, the "I" becomes an "F". All "I" designations must be changed to grades prior to graduation. The changed grade will appear on your record as "I"/Grade (example: "I/A"). For ADA accommodations it's the responsibility of the student to submit an approved accommodation letter to the instructor.

In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

HCC Grading Scale can be found on this site under Academic Information:
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

Course Calendar

Week #	Lectures & Exams
Week 1	Syllabus / Introduction Chapter 1: Matter & Measurement
Week 2	Chapter 2: Atoms, Molecules & Ions
Week 3	Chapter 3: Chemical Reactions & Stoichiometry
Week 4	Exam 1-Chapters 1, 2, 3
Week 5	Chapter 4: Reactions in Aqueous Solution
Week 6	Chapter 5*: Thermochemistry
Week 7	Chapter 6: Electronic Structure of Atoms
Week 8	Exam 2: Chapters 4, 5, 6
Week 9	Spring Break
Week 10	Chapter 7: Periodic properties of the Elements
Week 11	Chapter 8: Basic Concepts of Chemical Bonding
Week 12	Chapter 9: Molecular Geometry and Bonding Theories
Week 13	Exam 3: Chapters 7, 8, 9
Week 14	Chapter 10*: Gases
Week 15	Chapter 11
Week 16	Review all chapters for comprehensive Final Exam
FINAL EXAM-On Campus	May 8: Friday @ Central Campus in the San Jacinto building on the 1st floor 4pm - 9pm; Last admit 7pm May 9: Saturday @ Spring Branch in the 600 Wing 10am - 3pm; Last admit 12:50pm

**NOTE: If using the hardback full volume edition, gas laws chapter is chapter 10. In the custom edition (Vol I), it is chapter 5.*

Important Semester dates:

JANUARY 2020

Date	Event
Jan 17	Spring 2020 Reg 16 WK: Last Day for 100% refund
Jan 21	Spring 2020 Reg 16-Wk Classes Begin

FEBRUARY 2020

Date	Event
Feb 3	Spring 2020 Reg 16 WK: Official Day of Record
Feb 6	Spring 2020 Reg 16 WK: Last Day for 70% refund
Feb 12	Spring 2020 Reg 16 WK: Last Day for 25% refund

APRIL 2020

Date	Event
Apr 6	Spring 2020 Reg 16 WK: Last day to withdraw

MAY 2020

Date	Event
May 17	Spring 2020 Reg 16 Wk: Semester Ends

JANUARY 2020

Start Date	End Date	Event
Jan 20	Jan 20	Martin Luther King, Jr. -Observance

FEBRUARY 2020

Start Date	End Date	Event
Feb 17	Feb 17	President's Day

MARCH 2020

Start Date	End Date	Event
Mar 16	Mar 22	Spring Break

APRIL 2020

Start Date	End Date	Event
Apr 10	Apr 12	Spring Holiday

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

Instructor's Practices and Procedures

Missed Assignments

Three regular exams and homeworks will be available at 'Eagle Online Canvas' course website. Detailed information about the exams and homeworks availability will be posted at the course website. Please follow the online schedule carefully to complete and submit all assignments in a timely manner. You are strongly suggested to not wait until close to the deadline to take the exams or homeworks, in case you encounter any technical difficulties you won't have sufficient time to get help. There are NO makeups for the exams or

homeworks (one missed/lowest homework will be dropped) and you are allowed only one attempt for each assignment, so prepare and plan wisely to finish them on time. **Failure to complete exams or homeworks for any reason other than a technical issue by the fault of the College will result in a missed grade.** Should you have a technical issue with Eagle Online, please contact the [EO Technical Support](#). They will issue you a problem ticket, this will serve as evidence of you having a technical issue during the exam. Email a copy of problem ticket to me for makeup assignment consideration (please note: the instructor reserves the right to disqualify your excuse).

There are NO makeups for any missed exams, however one missed/lowest exam will be replaced by the final exam grade.

Academic Integrity

Students should work independently (unless instructed to work in-groups) on all the assignments and all exams delivered in the class. You are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. "Scholastic dishonesty" includes, but is not limited to, cheating on a test, plagiarism, and collusion. There is a **Zero tolerance** for any type of academic dishonesty. Please see the following link for further information: [Student Handbook](#)

Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

Attendance Procedures

Students are expected to attend online classroom regularly. To complete this course successfully:

- Log in to the course daily to read any messages or announcements.
- Keep up with the Course Schedule and the due dates.
- Read the assigned materials (presentations, articles, websites, or chapters).
- Complete the assignments according to the instructions and submit them on time.
- Contact the professor if you have any questions or problems.

This course cannot be completed successfully if a student fails to participate actively or never logs into online classroom. Students who have not logged-in by official day of record will be dropped from the course.

Class attendance is monitored daily. Although it is the student's responsibility to drop a course for nonattendance, the instructor has the authority to drop a student for excessive absences. A student may be dropped from a course after accumulating absences in excess of 12.5 percent of the total hours of instruction (lecture and lab). For example:

- For a 3 credit-hour lecture class meeting 3 hours per week (48 hours of instruction), a student can be dropped after 6 hours of absence.
- For a 4 credit-hour lecture/lab course meeting 6 hours per week (96 hours of instruction), a student can be dropped after 12 hours of absence.

Administrative drops are at the discretion of the instructor. Failure to withdraw officially can result in a grade of "F" in the course.

NOTE: It is the responsibility of the student to withdraw officially from a course.

Student Conduct

VIRTUAL CLASSROOM CONDUCT ([from HCC Online Student Handbook](#))

There are policies and procedures unique to the HCC Online student, but online students are also governed by HCC Policies and Procedures. The HCC Online Student Handbook is located on the HCC Online website at: <https://www.hccs.edu/resources-for/current-students/student-handbook/>

Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or even removal from the class.

Abuse of the policy can also result in disciplinary action or a grade of "F" in the course.

Electronic Devices

Online exams are to be taken by the student himself/herself without any collaboration with another individual or reference, written, electronic, or online. No communication, verbal, nonverbal, or electronic may be made. All cell phones and communication devices are prohibited. Ensure you have a quiet space to test, without disruption, have used bathroom facilities, and have a dependable internet connection so that you do not have any issues in testing or get flagged. Additionally, exams are timed so you want to ensure you manage it properly. Graphing calculators are also not permitted during testing.

Chemistry Program Information

Please visit the chemistry program page for more about our degree offering, requirements, employment prospects and more. <http://learning.hccs.edu/programs/chemistry>

Add program-specific information such as the following:

- Chemistry Majors
- Careers in chemistry
- HCC chemistry student organizations
- Chemistry Scholarships

Provide details for each or include links to the information

HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

Academic Information	Incomplete Grades
Academic Support	International Student Services
Attendance, Repeating Courses, and Withdrawal	Health Awareness
Career Planning and Job Search	Libraries/Bookstore
Childcare	Police Services & Campus Safety
disAbility Support Services	Student Life at HCC
Electronic Devices	Student Rights and Responsibilities
Equal Educational Opportunity	Student Services
Financial Aid TV (FATV)	Testing
General Student Complaints	Transfer Planning
Grade of FX	Veteran Services

EGLS³

The EGLS³ ([Evaluation for Greater Learning Student Survey System](#)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<http://www.hccs.edu/departments/police/campus-carry/>

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

disAbility Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

Title IX

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross
Director EEO/Compliance
Office of Institutional Equity & Diversity
3100 Main
(713) 718-8271
Houston, TX 77266-7517 or Institutional.Equity@hccs.edu
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

Department Chair Contact Information

Chemistry Department Chair

If you have questions or concerns about the course, please see your instructor. Should you wish to contact the department chair, below is his information:

Dr. Emmanuel Ewane, emmanuel.ewane@hccs.edu; 713-718-541

