

ANOKA-RAMSEY COMMUNITY COLLEGE - COURSE SYLLABUS

| | |
|----------------------------|---|
| Course: | Chemistry 1020-01: Interpretive Chemistry. 4 credits, Summer 2012 |
| Prerequisite: | MATH 0200 or equivalent |
| Lecture: | Section 01: MW 11:30 am – 2:35 pm G201 |
| Laboratory: | Section 50: MW 9:00 am – 11:00 am E221 |
| Instructor: | Professor Andrew (Andy) Aspaas, Office E224 |
| E-mail (preferred): | andrew.aspaas@anokaramsey.edu |
| Telephone: | 763-433-1108 |
| Course Webpages: | http://www.anokaramsey.edu/onlineProg (D2L course: postlab quizzes, announcements, handouts, notes, audio/video lectures, worksheets, discussion boards, grades) http://www.masteringchemistry.com (Online homework) |
| Office Hours: | MW 8:00 am – 8:50 am; 2:45 pm – 3:30 pm (all are in E224, additional office hours available by appointment) |
| Lab Manager: | Daniel Harmon, Office E225, 763-433-1813, daniel.harmon@anokaramsey.edu |

COURSE OUTCOMES

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

1. Demonstrate the ability to solve problems and demonstrate knowledge of concepts in the following areas:
 - a. States and classification of matter
 - b. Measurements and dimensional analysis
 - c. Atomic theory and bonding theory
 - d. Inorganic nomenclature
 - e. Organic chemistry
 - f. Stoichiometry and the mole concept
 - g. Reaction types
 - h. Liquids, solids, and solutions
 - i. Introductory acid-base chemistry
2. Demonstrate the following laboratory abilities:
 - a. Collecting data using a variety of equipment
 - b. Recording and analyzing data in tables and graphs
 - c. Formulating and testing hypotheses
 - d. Laboratory and chemical safety and waste disposal
 - e. Effectively communicating results in oral and written form
 - f. Working effectively and cooperating in groups

REQUIRED MATERIALS (prices may change)

Textbook: Introductory Chemistry, 4th Edition, Nivaldo J. Tro; ISBN 9780321741028

Available from bookstore bundled with MasteringChemistry access for:

\$102 (looseleaf), \$157 (looseleaf + solutions man.), \$151 (hardcover), \$198 (hardcover + study guide)

Ebook available on <http://www.masteringchemistry.com> for \$122 including MasteringChemistry access

MasteringChemistry Access: bundled with text or available separately from <http://www.masteringchemistry.com> for \$72 alone or \$122 when bundled with Ebook

Lab manual: Interpretive Chemistry Laboratory Manual, Spring 2012 Edition, available from bookstore for \$7

Lecture notes: available from bookstore in normal or large print for \$4-7

Scientific calculator (with LOG button) \$10-20 from any store. TI-30XA and TI-30XIIS are popular choices.

“Financial” calculators are not recommended. You may **not** use a cell phone calculator on quizzes or exams.

Outside-class access to an internet-connected computer (home, ARCC computer lab, library, etc.) Dialup not recommended for online homework.

ADDITIONAL RESOURCES

Ball, David W., [Essential Algebra for Chemistry Students](#) (\$39 new from bookstore)

Study Guides (\$68 new from bookstore) and Solutions Manual (\$82 new from bookstore)

Website Links: Available in D2L course

On-Campus Tutoring is typically available at the Cambridge Academic Support Center. Schedule will be posted at <http://www.anokaramsey.edu/resources/Success/TutoringCenter/CambridgeTutoring/Chemistry.aspx>

and at the Academic Support Center

Online Tutoring is available to ARCC students after hours via SmartThinking. Use the link near the bottom of the page on <http://www.anokaramsey.edu/en/resources/Success/TutoringSrvcs.aspx>

BE RESPECTFUL, BE RESPONSIBLE, RISE TO THE CHALLENGE

By enrolling in this course, you have become a welcome member of a *community of learners*, an honor and a privilege for each one of us. Your membership in this community and your success in this course are dependent upon your ability to do the following:

Be Respectful. Respect your instructor as an expert in his or her subject area and as the person responsible for facilitating a productive course for everyone. Respect each of your classmate's right to a valuable class experience, free of offensive language, intolerance, or harassment of any kind. Respect these facilities and our time together by eliminating all distractions, especially cell phones, iPods, and other gadgets, and by refraining from disruptions of any kind, including sleeping in class or talking when no formal class discussion is taking place. Finally, respect yourself by participating fully in each class session and making the most of this learning opportunity.

Be Responsible. As a student in this college course, you are entirely responsible for your own success. You are responsible for reading and following the syllabus. It's expected that you arrive to each class session on-time, with assigned work completed, ready to participate fully. If you miss class, you are responsible for the consequences. You are also responsible for obtaining notes, assignments, and syllabus adjustments. Finally, you are responsible for being an active participant in this class rather than a passive observer.

Rise to the Challenge. College-level courses are demanding. They require deeper thinking, more effective writing, and greater personal involvement than many students realize. In order to succeed at this level, you must be willing to accept the challenges presented by the course material, your instructors, and a rigorous schedule. One of the rewards of this challenge can be the discovery that you are capable of much more than you imagined. Therefore, expect great things from yourself, work hard to achieve them, and seek help when you need it. The other members of this community of learners are here to support you, but it's up to you to *rise to the challenge*.

While I do not take attendance, class attendance is expected by college policy. **Students are responsible for all information and assignments given in class.** The easiest way to fall behind and ultimately fail a class is to be absent multiple times. Material moves quickly in this course, so even one absence can put you behind. This is even more important for block and summer schedules, where missing one class is missing a whole week of the course!

LABORATORY

Lab meets the first day! You must register for a laboratory section as well as a lecture section. Laboratory attendance is mandatory and experiments must be performed at the assigned time. If you must be absent, including for an illness, notify the instructor in advance. Make-up labs may be arranged during other scheduled lab periods **that same week** by consulting with the instructor as soon as possible. If you miss a lab, or are unable to make it up during one of the other lab periods, it will count as a ZERO. Students missing three labs will have their grade reduced by one full letter grade. Students missing four labs will have their grade reduced by two full letter grades. Students missing five or more labs will fail the course. The one lowest lab score will be dropped at the end of the semester.

Laboratory worksheets will be completed during lab and checked by the instructor but will not be turned in. Your credit for the lab (10 points each experiment) will come from online post-lab quizzes will be administered in D2L. More information will be given in lab. Prelab assignments must be completed by the beginning of the laboratory period in which the experiment will be performed. They may not be turned in late. Students will typically work in

pairs. There will be no groups of three or more, unless assigned by the instructor, as a laboratory course should involve as much "hands-on" work as possible for each student.

It is crucial that you arrive to laboratory on time, as discussions will start immediately. Safety glasses and goggles will be provided for you to wear whenever chemicals are being used in the laboratory.

In addition to the points for lab experiments, 10 points will be dedicated to your participation in lab. Each week you and your lab partner will subjectively evaluate the other on the following criteria: On time to lab, Preparedness, Attitude, Team effort, and Safety.

You will have a different randomly-chosen partner each week, and your partner will not see the scores you give them. These evaluations along with my own observations as instructor will factor into your laboratory participation score, which will be given at the end of the semester.

As a part of these 10 participation points, your lab housekeeping skills will be assessed. Points may be deducted if you leave a mess behind at your lab station. Points may also be assigned for a specific cleanup task near the end of the semester.

ASSIGNMENTS AND QUIZZES

Reading assignments are given later in this syllabus. You should have each of the reading assignments completed *before* the class period where that material is covered.

A small number of **quizzes** (usually 3) will be administered during class. Tentative dates for these quizzes are given in the course calendar later in this syllabus. Quizzes are worth 15 points each. Make-up quizzes for excused absences *may* be available. See the instructor.

Textbook practice problems will also be assigned. You should plan to work on these assignments while the related topics are covered in class. Practice is **crucial** for many of the skills and concepts learned in this class. These problems will *not be collected*. You have college-level expectations in this course, so therefore I will not "hold your hand" and collect and grade daily work each period. Students should take the initiative to keep up with their work in order to prepare themselves for quizzes and exams. Additional practice worksheets for certain concepts will be posted on the course webpage.

Online homework problems in MasteringChemistry will be assigned for every chapter. These assignments will be scored electronically and are worth 5 points each. You will typically have a week to complete the assignment. MasteringChemistry access can be purchased in a bundle with your textbook in the bookstore, or separately. The one lowest online homework score will be dropped at the end of the semester. Access instructions will be emailed to your MetNet email address the first week of class. More information on these assignments will be given to you in the first week of class.

Discussion boards will be set up in D2L for you do discuss problems or questions with your classmates and instructor. **You will be required to make at least one post per chapter**, for a total of 10 participation points that will be awarded at the end of the semester. **Questions on chemistry content, homework assignments, lab reports, etc. should be posted to the discussion boards first!** That way I can answer questions for the entire class, rather than just emailing with one student. Often another student will address the concern before I get to it. Please restrict your emails to me to issues involving your own situation, or you may email me if nobody is responding to a pressing question you have posted on the discussion boards.

EXAMS

There will be three midterm exams (100 points each) **plus one comprehensive final exam** (150 points). Topics covered in lecture, laboratory, the reading assignments, or the problem assignments may appear on the exams. Exams must be taken at the scheduled time. **Make-up exams may be available in the case of documented school activities, illness, emergencies, or other serious situations (not family vacations). Except in the case of documented emergencies, make-up exams are only available if you contact the instructor by email, phone, or voicemail before the exam. The make-up exam must be completed before the exams are returned to the class (1-2 class periods following the exam). Put the exam dates on your schedule now.** The instructor has the right to refuse a make-up exam. Some exams may be arranged to be taken early, see the instructor as soon as possible if you may need this option. Make-ups may be allowed for excused absences from the final exam **but only if the instructor has been consulted in advance.**

As an incentive to do well on the final exam, **your lowest midterm exam score will be replaced by your final exam percentage score (if it is an improvement).** If you miss one exam, its score will be replaced by your final exam percentage score. You should try your very best for each exam, since you never know when unplanned events may prevent you from taking a future exam. In order to pass the course, you must take at least two of the three midterm exams, and you must take the final exam.

ACCOMODATIONS

Alternative testing situations can be arranged for those students with a **documented** learning disability. Contact the school's disability services office to set up your accommodation plan. Please notify the instructor well in advance of the exam if you elect for this service. *The alternative exam time may not be later than the assigned exam time.*

Every effort will be made to provide accommodations for religious observations. Please notify the instructor as far in advance as possible. Please notify the instructor if you have any issues with loud noises, flames, or any other concerns.

EXTRA CREDIT

There may be one or two opportunities for a small amount (~10 points) of extra credit in this semester. Only those opportunities announced to the entire class will be available for extra credit, and they must be completed by the announced due dates.

ACADEMIC DISHONESTY

Cheating, plagiarism, or exam misconduct of any kind will not be tolerated. Any incidents of cheating, plagiarism, or exam misconduct will be reported to the school's administration and may result in the exam, quiz, or assignment in question to be given a grade of zero, which cannot be made up, as well as possible separate consequences via the school's student misconduct system. Extreme cases may result in a grade of F for the course. Care will be taken to discuss proper formats for citing sources in written projects as needed throughout the semester. Many lab reports and group projects involve sharing of data and collaboration between several students; these instances do not constitute plagiarism as long as all contributors and sources are listed on the assignment.

STUDYING

"By failing to prepare, you are preparing to fail." -Benjamin Franklin

It is very important that you *discipline* yourself to become an organized, conscientious student who studies regularly. Set aside some time each day and devote it to studying chemistry. Last-minute cramming for cumulative exams usually results in poorer understanding of concepts and lower exam scores.

Read the assigned text **before** each chapter is covered in lecture. No matter how clearly the material is presented in lecture, you will not retain the information if that is the first time you see it. By reading the material carefully in

advance, the lectures will become entirely more valuable by reinforcing and cementing your understanding of the concepts.

Work the assigned practice problems after each class by yourself, **without resorting to the answer key!** If you're stuck, re-read the relevant section of the text, come back to it later, or ask a friend, a tutor, or the instructor for a nudge in the right direction. The struggle to get a problem solved is an integral part of the learning process. Only **after** you've gotten an answer you're confident with should you check the answer key.

You should also form or join a study group as a **supplement** to your individual studying and practicing. Helping another student with a difficult problem is one of the best ways to reinforce your own learning.

Overall you should try to focus on **underlying concepts, problem solving skills**, and **common themes** more than simply memorizing facts. You should always view difficulty as a challenge to overcome.

KEEPING TRACK OF YOUR PROGRESS IN THIS COURSE

You should always, on your own, keep track of your scores for all work you do in this course. To determine where you stand in the course, divide the total of your points earned by the total number of points possible. Then multiply by 100. This will give you a percentage which you can use to determine your letter grade. **All your recorded scores will appear in D2L. Check these regularly to ensure they were entered correctly.**

APPROXIMATE COURSE POINTS AND LETTER GRADES

| | |
|--|--------------------|
| 14 Labs × 10 pts (1 lowest dropped) | 130 points |
| Lab participation/housekeeping | 10 points |
| ~14 Homework × 5 pts (1 lowest dropped) | 65 points |
| Online discussion participation | 10 points |
| 3 Quizzes × 15 pts | 45 points |
| 3 Midterm exams × 100 pts (lowest midterm replaced by final exam % if improvement) | 300 points |
| <u>Final exam × 150 pts</u> | <u>150 points</u> |
| Total | approx. 710 points |

Your overall score in this course is based on points. To calculate your current percentage, divide points earned by points possible and multiply by 100. Your course letter grade will be assigned at the end of the semester based on a total point system using the following intervals:

- A 90.0 % and above
- B 80.0 - 89.9 %
- C 70.0 - 79.9 %
- D 60.0 - 69.9 %
- F below 60.0 %

No scores or grades will be curved in this class. Occasionally, the above percentages may be lowered, but will never be raised. In other words, if you earn greater than 90% of the points in the course (and haven't missed more than 2 labs), you are guaranteed an A.

CHEMISTRY 1020 READING/PROBLEM ASSIGNMENTS

In teaching this course, one thing that I've noticed that sets the successful students apart from the rest of the class is doing the assigned textbook problems. These problems will not be collected, but a student serious about doing well in this course will do them **ALL**. The skillbuilder and checkpoint problems in the chapters have answers at the end of the chapters, end-of-chapter problems have answers at the end of the book – detailed answers with work shown are in the solutions manual available in the bookstore. **Only consult the answer after you've given the problem your best attempt.** Quiz and exam questions will be very similar to some of these assigned problems.

| Chap | Title | Reading Assignments | Suggested Problem Assignments |
|------|---|--------------------------------------|--|
| 1 | <i>The Chemical World</i> | All sections | none |
| 2 | <i>Measurement and Problem Solving</i> | All sections | #7, 11, 23, 35, 37, 39, 41, 45, 51, 55, 63, 67, 69, 73, 89, 93, 95, 97, 105, 107 |
| 3 | <i>Matter and Energy</i> | 3.1-3.7, 3.10 | #3, 7, 11, 13, 15, 25, 31, 35, 41, 63 |
| 4 | <i>Atoms and Electrons</i> | All sections | #5, 13, 15, 19, 21, 27, 29, 33, 49, 53, 55, 57, 61, 69, 73, 83, 87, 89, 99, 105, 107, 113 |
| 5 | <i>Molecules and Compounds</i> | All sections | #1, 7, 9, 13, 19, 21, 27, 29, 37, 41, 45, 47, 53, 55, 57, 59abcde, 63abcdf, 65, 67, 71, 73, 75, 87abcd, 89 |
| 6 | <i>Chemical Composition</i> | 6.1-6.7 | #21, 31, 37, 47, 59, 69, 71, 79, 99, 103 |
| 7 | <i>Chemical Reactions</i> | 7.1-7.6, 7.8-7.10 | #5, 7, 11, 15, 29, 33, 35, 37, 43, 49, 51, 53, 55, 57, 59, 61, 65, 67, 69, 87, 89, 107 |
| 8 | <i>Quantities in Chemical Reactions</i> | 8.1-8.6 | #3, 5, 9, 11, 17, 19, 25, 29, 33, 43, 47, 53, 57, 59, 63, 69 |
| 9 | <i>Electrons in Atoms and the Periodic Table</i> | 9.1-9.8 | #1, 11, 15, 17, 21, 25, 27, 43, 49, 53, 55abd, 57, 61, 67, 69, 73, 75, 89, 91, 97, 99 |
| 10 | <i>Chemical Bonding</i> | 10.1-10.5, 10.7-10.8 | #7, 9, 11, 25, 29, 31, 35, 39, 41, 45, 47, 49ac, 51, 53, 77, 83, 89acd, 93, 97(skip polarity), 99 |
| 18 | <i>Organic Chemistry</i> | 18.1-18.8, 18.11-18.12 | #7, 11, 13, 15, 23, 39, 41, 45, 47, 49, 51, 57, 59, 61, 65, 89, 91 |
| 12 | <i>Liquids, Solids, and Intermolecular Forces</i> | 12.1-12.2, 12.4-12.8 | #3, 7, 13, 17, 20, 25, 27, 33, 41, 47, 61, 63, 65, 71, 73, 77, 99 |
| 13 | <i>Solutions</i> | 13.1-13.7, 13.9 (no calcs from 13.9) | #3, 5, 6, 7, 8, 11, 15, 19, 25, 33, 35, 37, 45, 49, 63, 65, 73, 75, 79, 81, 83, 85, 123 |
| 14 | <i>Acids and Bases</i> | TBA (as time permits) | #1, 3, 6, 9, 10, 19, 22, 23, 26, 33, 57, 61acd, 71, 73, 77, 81 |

Also, see the collection of practice worksheets available in the D2L course.

CHEMISTRY 1020 TENTATIVE LECTURE AND LAB SCHEDULE

Changes and updates to this schedule will be announced in class and posted in the announcements in the D2L course.

| Mondays | Wednesdays |
|--|--|
| June 11 Lab: Intro/Safety Intro, Ch 1/2 | June 13 Lab 1: Pennies Ch 2/3 |
| June 18 Lab 2: Meas Quiz 1 , Ch 3/4 | June 20 Lab 9: Gases Ch 4/5 |
| June 25 Lab 6: TLC Exam 1 , Ch 5 | June 27 Lab 14: Snow Ch 6 |
| July 2 Lab 8: In a Cent Quiz 2 , Ch 7 | July 4 No class - holiday |
| July 9 Lab 4: Which soln Ch 8 | July 11 Lab 7: Slow it Down Exam 2 , Ch 9 |
| July 16 Lab 5: Models Ch 10 | July 18 Lab 13: Esters Quiz 3 , Ch 18 |
| July 23 Lab 15: Soap Ch 12 | July 25 Lab 10: Titration Exam 3 , Ch 13 |
| July 30 Lab 16: Dilution Ch 13/14 | August 1 Lab: Cleanup/review Final Exam |

On days where an exam is scheduled, the exam will be administered during the first 75 minutes of class (11:30-12:45). The second part of class (1:00 – 2:35) will be used to cover new material.

The material we plan to cover on each of the exams is listed below. However, the actual material on the exams may differ slightly depending on time constraints. Each midterm exam will typically cover material up through the lecture previous to that exam.

- Exam 1** Chapters 2-5
- Exam 2** Chapters 5-8
- Exam 3** Chapters 9, 10, 18, 12
- Final Exam** Comprehensive, with some additional emphasis on Ch 13-14.

1. Register for MasteringChemistry

These instructions are accurate at time of printing. Your experience may vary slightly.

Go to www.masteringchemistry.com and click **New Students** under Register.


- To register using the Student Access Code located inside the MasteringChemistry Student Access Kit, click **Yes, I have an access code.** –OR–
- **Purchase access online:** Click **No, I need to purchase access online now** and follow the on-screen instructions to purchase access using a credit card or other method. (The purchase path includes registration, but the process differs from the steps here.)

License Agreement and Privacy Policy

- Click **I Accept** to indicate that you have read and agree to both the license agreement and privacy policy.

Do you have a Pearson Education account?

- **Yes** - Enter your established Login Name and Password, even if your access to another Pearson Education website has expired. If you provide this, you may be asked to create a more secure password later.
- **No** - You will be asked to specify a Login Name and Password, and then to confirm your password by retyping it.

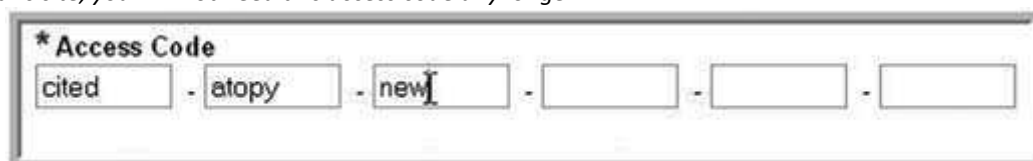


The screenshot shows a registration form with three input fields. The first field is labeled '*Create a Login Name' and is empty. The second field is labeled '*Create a Password' and is empty. The third field is labeled '*Re-type Your Password' and is empty.

- **Not Sure** - Enter the email address associated with your Pearson Education student account and click **Search**.

Access Code

- Type your six-part student access code, one part in each box. Don't type the dashes. *Once you register for this site, you will not need this access code any longer.*



The screenshot shows a registration form with a section titled '* Access Code'. Below the title are six input boxes separated by dashes. The first three boxes contain the text 'cited', 'atopy', and 'new' respectively. The last three boxes are empty.

Personal Information and Security Information

- Enter your first and last name, as well as a valid email address that you check regularly. *Your registration confirmation will be sent to the email address you provide.*
- Enter the requested information to help identify your school location.
- Select a security question and enter the answer. *This question is used in the event that you contact us and your identity must be confirmed.*

Click **Next** (only once!) to submit your registration for processing, which takes just a few moments.

Confirmation & Summary

A confirmation page informs you of the site(s) you have access to and that you will be receiving a confirmation email. *The confirmation email contains your login name and password for your reference. Your subscription to MasteringChemistry is good for 24 months from the time you first register.*

2. Log in to MasteringChemistry

Log in to MasteringChemistry as follows:

- If you are continuing from the Confirmation & Summary page (from last step in previous section): Click **Log In Now**.
- If you have left the Confirmation & Summary page, you can log in later: Go to www.masteringchemistry.com, enter your login name and password, and then click **Log In**.

3. Enroll in your instructor's MasteringChemistry course (provide Course ID)

If your instructor informs you that you will be using MasteringChemistry for assignments, you need to log in to MasteringChemistry and enter your instructor specified Course ID and Student ID. Doing so enrolls you in your instructor's MasteringChemistry course so that you can view class assignments. (If you don't have the Course ID information yet: You can enroll later by logging in and clicking **Join Course**.)

Join Course

- Enter your instructor–provided **Course ID**, **MCASPAAS02110**. The Course ID field is not case-sensitive, so you can enter either lowercase or uppercase characters. Make sure you type in the exact Course ID the professor gave you so that you enroll in the correct online course. If you get an error message, please confirm with your instructor that he or she has enabled student enrollment for this course.
- Click **Continue** to view your MasteringChemistry course home page, welcoming you to the online course. The next time you log in, you will go directly to your home page for the course.

Join Your Online Course

Did you receive a Course ID from your instructor?

Yes No

[What's a Course ID?](#)

Please enter the Course ID provided by your instructor:

MCASPAAS02110

- Enter your school-issued **Student ID** – it usually starts with 00 or 10.
- The course homepage shows assignments due within the next 7 days. Click **View All** to see more.
- **To view self-study resources:** Click **Study Area** on the top navigation bar.

4. Some products in MasteringChemistry contain a Study Area (do not need to provide Course ID)

Upon logging in for the first time, select the title and edition that matches your textbook. Then, click **Go to Study Area**. Click **Study Area** on the left to access resources available for your textbook.

5. Go to www.masteringchemistry.com for information on...

- System Requirements
- Support

ANOKA-RAMSEY COMMUNITY COLLEGE - CAMBRIDGE
LAB POLICIES

Course: Chemistry 1020: Interpretive Chemistry LAB
Section 50: MW 9:00 am – 11:00 am E221
Instructor: Professor Andrew (Andy) Aspaas, Office E224
E-mail (preferred): Andrew.Aspaas@AnokaRamsey.edu
Telephone: 763-433-1108
Course Webpages: <http://www.anokaramsey.edu/onlineProg> (D2L LAB section: lab videos and quizzes, announcements, lab grades)

1. Attendance is **MANDATORY** and will be taken at the start of each lab.
 - 1(+) missed labs = Zero points for that lab
 - 3 missed labs = Lecture grade reduced **ONE** full letter grade
 - 4 missed labs = Lecture grade reduced **TWO** full letter grades
 - 5(+) missed labs = Failure of course

Your **one lowest lab score is dropped** at the end of the semester. If you have more than one documented absence, you MAY be able to arrange a make-up lab with the instructor.

2. To participate in a laboratory exercise a student MUST:
 - Arrive **ON TIME** and be seated by the start of laboratory.
 - Submit her or his pre-lab exercise **BEFORE** the start of pre-lab lecture.
 - Be present for the entire pre-lab lecture.
3. During a lab experiment a student MUST:
 - Wear appropriate personal protective equipment as directed by the instructor.
 - Observe proper safety procedures.
 - Maintain an orderly work area.
 - Clean up any spills at balances or common areas where chemicals are kept.
4. Before leaving lab a student MUST:
 - Safely dispose of chemical waste as directed by the instructor.
 - Return all equipment to the appropriate storage area(s).
 - Clean up her or his workspace and common areas.
 - Obtain the instructor's signature on her or his lab data sheets, calculations and post-lab assignments.
 - Submit a partner evaluation card.
5. For some experiments this semester, you will watch a 10-15 minute video outside of class and take a short D2L prelab quiz **BEFORE** the start of lab. Your instructor will give you more information on this.
6. After each laboratory experiment, a student will have 48 hours and one attempt to complete a post-lab quiz on D2L. The quiz has a time limit of 30 minutes once it is started. The quiz must be completed **ON-TIME** and **INDIVIDUALLY**. See back for more details on postlab quizzes.
7. At the end of the semester, up to 10 points will be awarded for partner evaluations and housekeeping (including a mandatory cleanup task).

With my signature, I acknowledge that I understand and agree to abide by all of these policies.

(printed name)

(signature)

(date)

KEEP THIS PAGE WITH YOUR SYLLABUS FOR YOUR RECORDS

Postlab Quizzes in D2L

Students in your lab section will keep your worksheets at the end of the lab period. You will then, outside of lab, take a short postlab quiz in the D2L system to earn credit for the experiment.

- After you leave lab, you can access the postlab quiz in your **lab section's** D2L course.
- Prelab questions are due in lab at the beginning of each lab. The instructor will quickly check and return them to you with a score out of 2 points. The first question in the D2L postlab quiz asks what score you received on your prelab. Be honest on this question, as the instructor may double check these scores at any time. Any dishonest responses will cause your quiz score to be penalized or voided.
- During lab, the instructor will also initial the worksheet of students that successfully completed the experiment and the worksheet. The second question in the D2L postlab quiz asks if you completed the experiment and all questions on the worksheet. Again, answer this question honestly as your score will be penalized or voided otherwise.
- Many of the quiz questions will be very similar to the questions on your lab worksheets. It is to your benefit to work carefully with your partner on your worksheet **during lab**, as you may use the worksheet to help complete the quiz. You may also use class notes and the textbook, if you like.
- These quizzes will be the **sole source of points** for the laboratory portion of your course. If you do not attempt the quiz, you will get no credit for that week's lab.
- You have 48 hours from the end of the lab period to submit the quiz. Late submissions will not be accepted. It is strongly recommended that you complete the quiz as soon as possible.
- You have 30 minutes from the time you begin the quiz until you submit it. Normally, it should take you less than 10 minutes to complete.
- This must be treated as a quiz, meaning you are to complete it **alone and without the assistance of any other people**. Failure to follow this rule will result in the assignment score changed to a zero. Repeat offenses will cause you to be referred to the administration and your passing of this course will be in jeopardy. If you witness other students disobeying this rule, contact the instructor immediately. Each student gets a randomly-generated set of questions, so assistance from another student will be of little help anyway.
- You will be able to see your quiz score after you submit the quiz. Your score on each individual question will be available after the quiz is due.

ANOKA-RAMSEY COMMUNITY COLLEGE - CAMBRIDGE
LAB POLICIES

Course: Chemistry 1020: Interpretive Chemistry LAB
Section 50: MW 9:00 am – 11:00 am E221
Instructor: Professor Andrew (Andy) Aspaas, Office E224
E-mail (preferred): Andrew.Aspaas@AnokaRamsey.edu
Telephone: 763-433-1108
Course Webpages: <http://www.anokaramsey.edu/onlineProg> (D2L LAB section: lab videos and quizzes, announcements, lab grades)

1. Attendance is **MANDATORY** and will be taken at the start of each lab.
 - 1(+) missed labs = Zero points for that lab
 - 3 missed labs = Lecture grade reduced **ONE** full letter grade
 - 4 missed labs = Lecture grade reduced **TWO** full letter grades
 - 5(+) missed labs = Failure of course

Your **one lowest lab score is dropped** at the end of the semester. If you have more than one documented absence, you MAY be able to arrange a make-up lab with the instructor.

2. To participate in a laboratory exercise a student MUST:
 - Arrive **ON TIME** and be seated by the start of laboratory.
 - Submit her or his pre-lab exercise **BEFORE** the start of pre-lab lecture.
 - Be present for the entire pre-lab lecture.
3. During a lab experiment a student MUST:
 - Wear appropriate personal protective equipment as directed by the instructor.
 - Observe proper safety procedures.
 - Maintain an orderly work area.
 - Clean up any spills at balances or common areas where chemicals are kept.
4. Before leaving lab a student MUST:
 - Safely dispose of chemical waste as directed by the instructor.
 - Return all equipment to the appropriate storage area(s).
 - Clean up her or his workspace and common areas.
 - Obtain the instructor's signature on her or his lab data sheets, calculations and post-lab assignments.
 - Submit a partner evaluation card.
5. For some experiments this semester, you will watch a 10-15 minute video outside of class and take a short D2L prelab quiz **BEFORE** the start of lab. Your instructor will give you more information on this.
6. After each laboratory experiment, a student will have 48 hours and one attempt to complete a post-lab quiz on D2L. The quiz has a time limit of 30 minutes once it is started. The quiz must be completed **ON-TIME** and **INDIVIDUALLY**. See back for more details on postlab quizzes.
7. At the end of the semester, up to 10 points will be awarded for partner evaluations and housekeeping (including a mandatory cleanup task).

With my signature, I acknowledge that I understand and agree to abide by all of these policies.

(printed name)

(signature)

(date)

TURN IN THIS PAGE, SIGNED, TO YOUR LAB INSTRUCTOR