

CHEMISTRY 102/112

University at Buffalo

Summer Session III 2008

Announcement Sheet 1

STAFF

<i>Lecturers:</i>	<i>Days</i>	<i>Time</i>	<i>Place</i>	<i>Office</i>	<i>Phone</i>
Dr. Troy Wood	M-F	9:40-10:55 AM	COOKE 121	NSC 417	645-6800 x2176
		E-mail: twood@buffalo.edu			
Office Hours:	By appointment		NSC 417		

Laboratory Director:

Mrs. Priscilla Clarke	E-mail: psc@buffalo.edu			NSC 266	645-6800 x2062
Office Hours:	By appointment		NSC 266		

Associate Laboratory Director:

Dr. Valerie Frerichs,	E-mail: zuccari@buffalo.edu			NSC 344	645-6800 x2497
Office Hours:	By appointment		NSC 344		

MATERIALS NEEDED

Required:

1. **Text:** “*Chemistry, The Central Science*” by Brown, LeMay, Bursten, 10th Ed., Prentice Hall Publisher
2. **Lab Manual:** Scaife, Beachley, and Allendoerfer, “*Chemistry in the Laboratory*”, University at Buffalo, 10th Ed., Thomson, 2007.
3. **Lab Materials:** CHE 101-2/107-8 Lab Kit, safety glasses with side shields, padlock for lab drawer.
4. A valid University I.D. card will be required at all examinations and for some laboratories.
5. A simple scientific calculator with only arithmetic and transcendental function (sine, cosine, log, *etc.*) capability is required for quizzes and examinations. **Graphing calculators and those with alphanumeric memory capabilities WILL NOT BE ALLOWED at quizzes and examinations.**

Optional:

1. Lecture Notes for Chemistry 102, Troy D. Wood
2. TurningPoint XR Clickers (for Professor Wood’s section)

Optional (but recommended)

1. Lab apron

REGISTRATION

Registration Procedure:

If you are not completely registered for lecture and recitation/lab, see Mrs. Clarke in NSC 266 or Dr. Valerie Frerichs in NSC 344.

Important Dates:

- Friday, July 4, 2008: Last day to add a course.
- Friday, July 11, 2008: Last day to drop a course.
- Friday July 18, 2008: Last day to Resign a course with an “R” grade.
- Friday, August 8, 2008: Summer session III ends.

ABOUT THE COURSE

Lecture:

Students must be registered for lecture and attend all lectures. They should read the text in advance for a better understanding of the lecture and are responsible for learning the material presented whether they attend or not.

Recitation:

Students must be registered for recitation and laboratory (a four hour contiguous time period) as well as for lecture. The recitation period involves discussion of lecture material and homework assignments. Three 20 to 30 minute quizzes will be given in recitation during the semester (see schedule) which cover recent lecture material and problem assignments. Homework will be due on-line through Mastering Chemistry. You will be given an access code during recitation in order to register for Mastering. Go to the following website:

<http://session.masteringchemistry.com/myct?productID=blb10>

and click the “Register” button. Then enter the requested information, including Access Code, to gain entrance to Mastering. Once you are logged in, enter the University at Buffalo General Chemistry CHE 102 course with our class ID. **The Class ID is MCWOOD25142.** We will review procedures for registering in lecture. Further questions about registering for Mastering should be addressed to Dr. Valerie Frerichs or Professor Troy Wood.

Laboratory:

Student Class Schedule cards DO NOT indicate the correct room for the CHE 102/112 laboratory sections. All laboratory instruction begins in the recitation room with a pre-laboratory discussion of procedures and safety precautions before proceeding to the laboratory. The lab instructors will inform their students which laboratory room in the Natural Sciences Complex (NSC) has been assigned to their section.

Safety regulations require that safety glasses and shoes (not sandals) be worn for all lab work. Shorts, halters, midriff tops, roller blades, and “Walkman” type headsets are not permitted. Students will receive one warning for failure to observe the safety glasses requirement. Failure to comply immediately or a second violation will result in expulsion from the laboratory and a grade of 0 (zero) for that day's laboratory work.

Students are expected to read the experiment of the day before the pre-laboratory discussion. CHE 102 students are to write out a flow chart as well as the answers to the pre-lab questions in a legible form and hand them in to their lab instructor at the beginning of pre-laboratory discussion on the day the experiment is conducted. At the conclusion of the lab period, after cleaning up their station, students are to turn in their data sheet and have their instructor initial their lab book. The write-up of the experiment is due at the next lab meeting and turned in prior to the pre-lab discussion. The write-up is assembled and submitted from the pages of the laboratory manual. Photocopies are not accepted. Student I.D. cards must be obtained and used to check out certain laboratory equipment at the stockroom. Direct any questions about lab work to the Laboratory Director, Mrs. Clarke or the Associate Director, Dr. Frerichs.

A laboratory safety awareness test has been scheduled for all recitation/lab sections. **Students should read pages 15-21 (Lab Rules and Regulations, Laboratory Safety, and Safety Precautions) in the lab manual to prepare for this test.** Students missing more than two questions on the lab safety test will be required to repeat the test.

Lab Breakage:

Students who incur charges of less than \$10.00 for broken and/or missing equipment will be required to pay these charges at the time of check-out or else have a \$10.00 charge added to your next tuition bill. Payments to be made to Sandy Fairchild in room 369 Natural Sciences Complex. Bring your white lab slip that you get when you check out of lab. Payments can be made with your own UB card (with Campus Cash ONLY), check or money order payable to University at Buffalo!!! Sorry - no cash, no exceptions. Charges greater than \$10.00 will be billed by the Office of Student Accounts on the next tuition bill.

Check-out Fine/Penalty:

All students must check out their lab drawer during their regular lab period (with their lab instructor) during the week of check-out. Those who do not are subject to a \$100.00 check-out fine/penalty plus charges for broken or missing equipment and will have the lock cut off the drawer. (Safety glasses and lab kits will be held in the stockroom for one month only.) Students who drop the course during the semester must check out within one week of dropping to avoid the check-out fine/penalty. Students who are absent from check-out at the end of the semester because of illness must complete a waiver form, available at the Copy Center (NSC 361) to have this \$100.00 fine/penalty waived. This form requires written documentation from a physician verifying the reason for the absence.

Grading:

	<u>CHE 102</u>
<u>Recitation</u>	
Quizzes (3 @ 25)	75
Homework (6 @ 15)	<u>90</u>
Recitation Total	165
<u>Laboratory</u>	
Laboratory Reports (10 @ 10+1)	<u>110</u>
Laboratory Total	110
<u>Examinations</u>	
Hour Exams (2 @ 100)	200
Final Exam	<u>200</u>
Examination Total	400
<u>GRAND TOTAL</u>	675

The final course grade (A-F including +/-'s) is determined strictly on the basis of the total number of points accumulated; individual exams, quizzes, *etc.*, are not assigned letter grades. Students should keep all examinations, quizzes, laboratory reports and problem sets until they have received their course grade. These are the only materials which will be accepted as evidence of clerical error in the determination of the course grade.

Examinations:

Examinations have been scheduled in class for **Friday, July 11 (EXAM I), Friday July 25 (EXAM II) AND Friday, August 8 (Final EXAM)**. Please clear your calendar for these times because make-up

exams will NOT be given! Students should bring their University ID card to all examinations for identification purposes, in addition to a simple scientific calculator.

Make-up Policy:

Students who are unavoidably absent from recitation, or laboratory must present an excuse (obtain form in NSC 361) and should be prepared to document the absence if requested to do so. Quizzes or laboratories missed because of a valid absence will be prorated on the basis of other work that is done.

Incompletes:

A grade of incomplete ("I") indicates that additional course work is required to fulfill the requirements of a given course. Students may only be given an "I" grade if they have a *passing average in coursework that has been completed* and have well-defined parameters to complete the course requirements that could result in a grade better than the default grade. Prior to the end of the semester, **students must initiate the request for an "I" grade and receive the instructor's approval. Students who present a valid written excuse for failure to take the Final Examination either prior to or within 48 hours of that exam will be given a grade of "I" (incomplete) if they had a passing average after Exam II. Assignment of an "I" grade is at the discretion of the instructor.** Students with failing averages after Exam II are not eligible for incompletes by University policy, and will automatically be assigned a grade of F if they do not take the Final Examination. "I" grades must be completed within twelve months; students must not re-register for courses for which they have received an "I" grade.

The instructor must specify a default letter grade at the time the "I" grade is submitted. A default grade is the letter grade the student will receive if no additional coursework is completed and/or a grade change form is not filed by the instructor. Individual instructors may set shorter time limits for removing an incomplete than the twelve-month time limit. Upon assigning an "I" grade, the instructor shall provide the student specification, in writing or by electronic mail, of the requirements to be fulfilled, and shall file a copy with the appropriate departmental office. The Incomplete policy is not retroactive and does not apply to transfer credit. The "I" must be changed to a grade before the degree conferral date if the student plans to graduate in that semester. A default grade can be "B," "C," "D," or "F." (If a student selected an S/U grading option, it will replace the default letter grade when the grade defaults.)

Handicapped Students:

The Chemistry Department works closely with the Office of Disability Services to make it possible for anyone wishing to take a Chemistry course to do so. Special arrangements can be made for handicapped students who cannot take examinations or quizzes in the normal manner and for those who cannot perform laboratory experiments unaided with the normal equipment. All such arrangements must be made well in advance of the event by contacting Mr. Randall E. Borst, Director of Disability Services, 25 Capen Hall and Dr. Wood for examinations and Mrs. Clarke for quizzes and laboratory experiments.

Academic Integrity:

The University community depends upon shared academic standards. Academic dishonesty in any form represents a fundamental impairment of these standards. If, after consultation with the student, an instructor believes the student has committed an act of academic dishonesty, the instructor has the authority to impose sanctions in keeping with this principle. The MINIMUM sanctions to be imposed in Chemistry 102/112/114 are as follows:

First infraction: The maximum point value for the assignment will be subtracted from the student's point total. A subsequent infraction will result in a minimum penalty of 100 points.

Students should consult the Academic Regulations and Procedures section of the Undergraduate Education Bulletin for a more detailed discussion of possible harsher sanctions and the appeals process.

Academic dishonesty includes, but is not limited to, the following:

1. The possession of crib sheets or unauthorized notes at an examination or quiz, whether or not they are used; the use, display or answering of any electronic device such as cell phone, iPod, mp3 player, PDA, etc. (Calculator memory banks, calculator cases or other articles are subject to inspection by the proctors.)
2. Copying from another person's examination paper (or scratch paper), quiz, or lab report or deliberately allowing another person to copy from you.
3. Changing any of the answers on an examination paper, quiz, or lab report and then requesting that the paper be regraded for additional credit. **To discourage tampering of quiz or exam answers, we will randomly photocopy exams and quizzes. Any quiz or exam returned for regrade in which responses have been altered in any way will be considered deliberate cheating, and the student will be subject to penalties as described above.**
4. Reporting of laboratory work not actually done in the laboratory or using data inconsistent with the numbers listed on the data sheet.
5. Copying or altering the copyrighted laboratory computer disks to obtain data without doing the computer experiments as designed.

Miscellaneous:

NSC 361 (the "Copy Center") will serve as a general office during certain (posted) hours for the following purposes:

1. Extra copies of announcement sheets will be available there.
2. Requests for excused absences may be obtained there. These requests must be signed by the appropriate instructor (lecturer for exams, recitation instructor for quizzes, and lab instructor for lab experiments) and returned to NSC 361 by the student within seven days of the absence or the date of lab check-out (whichever comes first).
3. Quiz and Exam papers which students wish to have regraded must be turned in there within one week after the paper has been returned to the student. The nature of the problem must be specified on an attached sheet. Papers containing "white-out" corrections will not be regraded.
4. Late lab reports must be turned in there. See "Lab Notes Sheets" for due dates of lab reports.
5. Students will be given a dated and initialed receipt for all materials turned in at the Copy Center.
6. A directory for all Chemistry 102 Instructors and Teaching Assistants (with office hours listed) will be posted on the course website at UBLearn.

Problem Assignments:

Assignments will be made well in advance by recitation instructors, will be announced in lecture, and will be available on the course web site.

Course Web Page: <http://ublearns.buffalo.edu/courses/> **To Be determined**

Each student's username will be his or her UBIT name.

CHE 102 Lab Schedule – Summer 2008

Week of	Monday	Tuesday	Wednesday	Thursday	Friday
June 30	Classes Start		Lab Safety Test	Q1 Check In	University Closed
July 7	Exp. 13		Exp. 14		Exam 1
July 14	Exp. 15		Exp. 18	Q2 Exp. 19	
July 21	Exp. 21		Exp. 22 Kn		Exam 2
July 28	Exp. 22 Unk		Exp. 23A	Q3	
Aug. 4	Exp.23 B/C		Check Out		FINAL EXAM