Instructor: Dr. Karen Long  
Office: PS241  
Phone: 925-685-1230, Ext. 2272  
E-mail: klong@dvc.edu  
Website: http://voyager.dvc.edu/~kLong/108  
Office Hours: MW 9:30-10:30 AM, TTh 8:30-9AM and 12:30-1:30 PM.  
Any necessary schedule changes will be posted on the office door.  
You may also email me at any time. I can usually get back to you within a day or two.

Prerequisites: One year of high school algebra or Math 110. No previous chemistry is required.

Required Course Materials:  
- Scientific calculator (one that does exponential notation and logarithms)  
- Safety goggles or safety glasses with side shields

Strongly Recommended:  
- Lab apron or coat  
- Loose-leaf three ring binder for handouts - I am noted for blizzards of handouts.

Chapter coverage expected this semester: All or parts of Chapters 1-12 and 14-16. Note that this is about a chapter a week overall, so you cannot afford to procrastinate. See attached Tentative Schedule Overview.

You can’t climb the ladder of success with your hands in your pockets. Most study tips for science classes recommend an average of 12 hours outside class for a 4 unit course such as this. Plan your study time as you plan your overall class and work schedule for this semester. Getting demoralized or having to do the course all over again is not the best approach. If you have never taken a science class before you may find that studying for science is really different. You may find that the techniques you used before don’t work as well for you in this course. Explore and try new techniques. One of the most valuable things some people get from this class is learning how to learn. Some hints and some advice from former students are given at the end of this handout.

Lecture:  
Attendance is expected at all lectures. You make your work much harder by not coming. If you think you don’t usually get much out of lectures, try reading the assigned section before lecture, or at least skimming the section (see Schedule 1 for the first few weeks). Then you can solidify your knowledge, gain perspective, and ask questions. I have been told by students whose first language is not English that reading the text before lecture is especially helpful.

You are responsible for all material covered, whether or not it is also in the book, and for all worksheets and handouts distributed, changes in schedule announced, etc. Early in the semester it would be a good idea to identify a responsible buddy or two in the class so you can find out what you missed in case of an emergency. I place all excess handouts in the top bin outside my office usually shortly after class. You may be dropped if you are absent for two weeks (four classes).
Laboratory:
In the laboratory you get to really do chemistry. It is very important to your learning and understanding what chemists do. Read the day’s experiment before coming to lab. You’ll have a much more successful and happy time if you do. Since Chem 108 counts as a laboratory science, passing the lab is a requirement for passing the course. Attendance at all lab sessions and turning in all lab reports is required. Any lab missed and not made up or report not turned in will be assigned a zero. Zero grades on labs really affect your overall grade.

Making up labs may be difficult. When the other students are working on a different experiment than yours you may not get the support you prefer. For some labs, involving discussion or group work, there may not be a way to make up the complete lab. If missing a lab is necessary or if you need more time to finish the experimental work, the best way to make it up would be to come to another one of my sections of lab in the same week as the missed lab. My sections are: M 11-2, M 2:30-5:30, W 11-2, and W 2:30-5:30. Chemicals will probably be available for one week following the lab, but then will be put away. Therefore any missed lab experiments must be made up within the week following the missed lab except for extreme circumstances (please talk to me as soon as possible). Students who have missed too many labs will be dropped from the course.

The laboratory will be assigned 170 points of the course total. Perfection in laboratory results is not expected. However, reasonable care and accuracy, concern for safety, preparedness, and thinking about how the lab relates to class work is important. Each experiment will have a graded report and there may be quizzes or prelab assignments. A passing grade on a safety quiz and following safe considerate lab procedures is a requirement for staying in the course. Lab reports are normally due in the lab period the week after the scheduled completion of the lab experiment. Grades on late lab reports may be lowered 5% for each weekday the report is late. Lab reports turned in after the reports of other students have been returned may be assessed a 40% penalty even if 8 days has not elapsed since the due date. The instructor reserves the right to not accept any lab reports turned in more than two weeks after the due date. Even if you missed lab, you are expected to make up the experimental work and turn in the report on the normal due date unless otherwise arranged with the instructor.

Exams:
Five announced 80 point exams will be given. Cell phones and other electronic gadgets must be turned off and be placed inside backpacks or other container out of your sight and reach before exams and quizzes.

The Final Exam (150 points) will cover the entire course. If your percent score on the Final Exam is better than the average of the percent grades of your regular exams, the score on the lowest of the regular exams will be changed to a score equivalent to the percent score on the Final Exam.

There will be no make up exams. A zero will be entered for any exam not taken. If on the Final Exam you beat your five-exam average including the zero, that zero will be replaced with the percentage score of the Final Exam as described above.

Homework, Quizzes, and Worksheets:
The total of all the homework, quizzes and worksheets will be 100 points. The initial procedures for each are listed below although these may change.

Homework – On the detailed schedule (see Schedule 1) is listed for each day a reading assignment and a sample list of problems for that day’s coverage. When you do your thorough reading, I am expecting you do the WorkPatch and Practice exercises as you read and check your answers in the back of the book. Then do the listed Problems. Doing all the homework conscientiously, thoroughly, and promptly is extremely important for understanding the material. To encourage that, a minimum number of problems (the ones that are underlined in the assignment) will be collected at the beginning of the lecture day after they were assigned (2 points credit for each set). You are to do these IN ORDER and SHOW ALL.
REASONING AND SET-UPS and write out all essays in your own words. Writing down your work will help you organize your thoughts and help you develop the ability to think and write clearly. You may either turn in just the underlined problems or turn in the whole set with the underlined ones clearly circled in color. **No late homework papers will be accepted for credit.** The scores for two sets in the semester will be dropped.

Some of the assigned problems (those with red numbers) have answers in the back of the book and solutions in the optional Study Guide and Solutions Manual. Some problems are not in the solutions manual but there is often a similar problem in the book’s problem set whose solution is in the solutions manual. Feel free to talk with me about these questions in office hour or lab, work on them in study groups, or go to the Physical Science Tutoring Center (PS 110) for free help.

The listed problems are just a small sample of possible problems. Practice on the other problems too. There are also animated tutorials and good visuals and further practice both on the CD that came with your textbook and on the textbook website [www.aw.com/chemplace](http://www.aw.com/chemplace) (your subscription to the website is free if you purchased a new textbook – see inserted page in front of book).

**Quizzes** – Short quizzes (15 minutes max, 4 pts each) may be given in your laboratory section. These are primarily to check that you understand the material in the previous two turned in homework assignments. There will be **no makeup quizzes**, whether for absence, lateness, not being prepared, or whatever. One quiz will be dropped in the semester. You may not use any notes of your own on the quiz.

**Worksheets** are special homework assignments that will be turned in for grading (probably 8 points each). These are written by the instructor to give you practice with the more challenging problems, similar to the more challenging problems you may find on exams. They generally will take much longer to do than a regular homework set, so start early. They are good sets to work on and discuss in a study group. But DO NOT JUST COPY SOMEONE ELSE’S WORK. **No worksheet grades will be dropped.** Grades on worksheets turned in after the due time but before the beginning of the next lecture will be lowered by 25%. After that no credit will be given.

**Self-Designed Study (SDS):**

To make the course a little more flexible for the variety of interests of the students in the class, some course points are assigned to what we’ll call Self-Designed Study (SDS) activities. Each student may choose among the listed activities to accumulate the 10 points designated for this part of the course. If additional work is done, the additional points count as bonus. Note that the Self-Designed Study section is not just extra credit. If you do nothing from this section, you will be losing 10 points out of the total points for the course. Activities and due dates will be distributed throughout the semester but generally more are assigned at the beginning of the semester.

**Academic Integrity:**

Academic dishonesty diminishes the quality of scholarship at Diablo Valley College and hurts the majority of students who conduct themselves honestly. Academic dishonesty is a violation of the DVC ‘Student Code of Conduct’ and will not be tolerated. Cheating will most likely lead to assignment of a grade of ZERO on the work and not allowing that score to be dropped. It could also result in dismissal from the class with an F grade, entry of that information into your record, and/or other action. Attempting to obtain unauthorized information or any form of presenting work as your own, which is not your own, is considered to be cheating whether it be on exams or other assignments. You are encouraged to ask questions, use other books, and discuss many assignments with your friends, study group, tutors, and your instructor to help you learn. You are not, however, to have someone else write your assignment, to borrow their paper and copy it, to use someone else’s lab data when you were supposed to get your own, to get information from another person or an unauthorized source
during an exam, etc. People who participate in lending material for this purpose will also be penalized. For further detail see the DVC Student Code of Conduct and the Academic Integrity policies <http://www.dvc.edu/union/ADRF.pdf>

**Tutoring for Chemistry 108**

Free tutoring is available on a drop-in basis for Chem 108 at the Physical Science Tutoring Center (PS110 and the hallway outside that room). See the posted schedule outside PS110.

The tutors will not do your homework for you, but they will try to help you build your critical thinking and problem solving skills as you work through the problem or question of interest. In this course everything builds on what was done before. Get help right away if something is confusing, so that you don’t build a mountain of problems to keep you from achieving what you want. Some people think that “good” students don’t go to the Tutor Center. Wrong. The “good” students are the ones who go. The “bad” students are the ones who stay away and pretend they know more than they do and then do poorly on exams. Talking through a problem with a tutor or fellow student can strengthen understanding even when you already got to an answer but don’t feel secure yet. There can also be good camaraderie in the Tutor Center. Work with friends there. To get the most of your experience at DVC, take advantage of this free service available to you.

**Other Help (in addition to Physical Science Tutoring Center):**

1. Instructor Office Hours - see front of this Info Sheet (I don’t bite and I like to help you understand.)
2. If you are an EOPS student, free tutors are available through that program if needed.
3. Your textbook CD and website references on our course website give extra practice and instruction in a more visual interactive format than the text.
4. The Learning Center on campus provides free short classes on reading, test taking skills, and study skills and can also help diagnose learning disability problems and assist in coping with them.

**Dropping:**

If you wish to drop the course, you must fill out the forms at the Admissions Office. Do not expect the instructor to have taken care of it for you. However, it is possible that you might get dropped by the instructor when you had not intended to drop if you have been absent for some time. You should keep the instructor informed and get assignments if you are detained by illness or other personal necessity.

You must officially check out of your lab drawer before the end of the semester or you will be billed for check out in addition to being billed for missing or broken items.

**Summary of Grading Scheme:**

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
<th>Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>400</td>
<td>exams (5 exams at 80 points each)</td>
<td>bottom of A grade = 88%</td>
</tr>
<tr>
<td>150</td>
<td>Final Exam</td>
<td>bottom of B grade = 76%</td>
</tr>
<tr>
<td>170</td>
<td>laboratory grade</td>
<td>bottom of C grade = 60%</td>
</tr>
<tr>
<td>100</td>
<td>homework, quizzes, worksheets</td>
<td>bottom of D grade = 45%</td>
</tr>
<tr>
<td>10</td>
<td>SDS (bonus points possible if you do more)</td>
<td></td>
</tr>
<tr>
<td>830</td>
<td>Course Total (100%)</td>
<td></td>
</tr>
</tbody>
</table>

*(If point value of assignments in the laboratory or homework/quiz/worksheet categories do not add up to the course amount given above, the assigned points will be mathematically adjusted to equal those amounts.)*