

Georgia State University – Perimeter College
Syllabus and Course Policies
Chemistry 1211 laboratory – Fall 2024
Date: 21 August 2024

Course: Chem 1211L – 024 (#90107) Principles of Chemistry I Lab
This is a Face-to-Face course – I look forward to seeing you each week 😊

Professor: Maureen Burkart, Ph.D. Office: NE-2222, 770-274-5053
e-mail: mburkart@gsu.edu
Physical Science Department Office: NE-2614, 770-274-5105
*Note – The instructor checks GSU email at least once a day, Mon – Thurs.
GSU email is the best way to contact Dr. Burkart.

Classroom: NE-1130

Laboratory Time: Wednesday 4:00pm – 6:45pm

Tutoring/Advising: **Tues 7:50am – 9:50am; 1:15pm – 2:15pm; Wed 1:45pm – 3:45pm; Thur 7:50am – 9:50am; 1:15pm – 2:15pm.**

Website: <http://sites.gsu.edu/mburkart/>

Chem 1211L-024: Principles of Chemistry I Laboratory

This is a Core IMPACTS course that is part of the STEM area.

Core IMPACTS refers to the core curriculum, which provides students with essential knowledge in foundational academic areas. This course will help master course content, and support students' broad academic and career goals.

This course should direct students toward a broad Orienting Question:

- How do I ask scientific questions or use data, mathematics, or technology to understand the universe?

Completion of this course should enable students to meet the following Learning Outcomes:

- Students will use the scientific method and laboratory procedures or mathematical and computational methods to analyze data, solve problems, and explain natural phenomena.

Course content, activities and exercises in this course should help students develop the following Career-Ready Competencies:

- Inquiry and Analysis
- Problem-Solving
- Teamwork
- Information Literacy (for Mathematics)

Description: This course includes laboratory exercises to supplement the lecture material of Chem 1211. Students gain hands-on experience in the safe and proper use of materials and equipment common to a laboratory setting. Synthesis, titration, and spectrophotometric analysis are included in the course.

Calendar:

Aug 26	Classes begin
Sep 02	Labor Day – No classes, No Tutoring hours
Oct 15	Midpoint, last day for student-initiated withdrawal
Nov 25 – 30	Thanksgiving Break – No classes, No Tutoring hours
Dec 09	Last day of classes
Dec 04	Final exam – Wednesday, 4:00pm

Prerequisite: Math 1111

Corequisite: Chem 1211 lecture

The procedure for each experiment is available in icollege under “Content.” Students must read the experimental procedure and complete all pre-lab assignments before the scheduled lab meeting. A **scientific, non-programmable calculator** should be brought to each meeting. An example of an acceptable calculator is the Texas Instruments **TI-30Xa**. An ongoing homework assignment is to keep the lab notebook (a duplicating notebook) updated; The title, date, purpose, procedure are written before lab, and the sample calculations and conclusion are written after lab. All appropriate safety equipment must be worn at any time that any one person is doing lab work or clean-up in the laboratory room.

List of Required Materials:

- Lab coat
- Z87 safety goggles
- Closed shoes
- Long pants
- TI-30Xa calculator
- Duplicating Lab Notebook
- Permanent ink pen

<p>Expectations for Students:</p> <ul style="list-style-type: none">✧ Please be active and participate in class 😊✧ Listen and respect others.✧ Complete all assignments.✧ Turn off cell phones.✧ Be punctual for class.✧ Discuss class concerns with the instructor after class or during tutoring hours.✧ Be prepared for class by reading the textbook prior to class discussion.	<p>Expectations for Instructor:</p> <ul style="list-style-type: none">✧ Be active and enthusiastic to facilitate student learning.✧ Listen and respect others.✧ Make sure the classroom is a safe space for everyone.✧ Turn off cell phone.✧ Be punctual for class.✧ Grade objectively, consistently, and in a timely manner.✧ Be prepared for class.
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Please remember, if you have any questions, concerns, or comments, to let me know right away. I welcome any feedback you're willing to offer.

Career Readiness Competencies: This course will introduce students to skills required for success in the workplace and in career development. These skills include critical thinking, communication, self-development, teamwork, and professionalism.

Department Attendance Policy

[1332.10 Dropping Classes and Voluntary Withdrawal \(Student Initiated\)](#)

[1332.30 Involuntary Withdrawal \(Faculty Initiated\)](#)

[Perimeter College Undergraduate Catalog Associate Level](#)

[Student Code of Conduct/Attendance](#)

POLICY ON CLASS ATTENDANCE

Students are expected to attend classes in order to gain command of the concepts and materials of their courses of study. The specific class attendance policies for each class are at the discretion of the instructor, in accordance with the policies of the department and college.

All matters related to student absences, including making up work missed, are to be arranged between the student and the instructor before the semester begins or on the first week of classes. All instructors will, at the beginning of each semester, make a clear statement in the course syllabus for each of their classes, describing their policies for handling absences. Students are obligated to adhere to the requirements of each course and of each instructor. Instructors are encouraged to provide avenues for students to make up examinations and other work missed due to an excused absence.

The instructor will give due consideration to absences relating to the following events:

- A. Death or major illness in student's immediate family.
- B. Illness of a dependent family member
- C. Illness that is too severe or contagious for students to attend class

An immediate family member means spouse, parent, or child in accordance with the definition used for GSU employees.

If you are removed from lab for non-payment and are working to get reinstated by paying/setting up a payment plan, you cannot attend your normal lab period, nor are there lab make-ups. You have a two week grace period for reinstatement. While being reinstated, you will not have access to iCollege and your instructor cannot manually reenroll you. You will have one week to make up missed pre-labs and quizzes only.

Note: Students are expected to attend all class meetings. There will be no excused absences. ***In the event of absence, it is the responsibility of the student to obtain assignments and information covered during the absence.*** An attendance sheet will be circulated during class. Anyone who does not sign the attendance sheet will be counted absent. Signing the attendance sheet for someone else is falsifying the official record and is grounds for dismissal from the class. GSU Attendance Policy information may be found using the following link:

<http://codeofconduct.gsu.edu> .

Attendance/Enrollment Verification: **Any student who does not attend one class meeting prior to August 30 at 11:59pm** will be reported as **never attended**, which will result in them being removed from the class roll and also from any co-requisite lecture and lab course. Students must also access the iCollege course to complete the Syllabus quiz with 100% score. It is recommended that you check iCollege daily throughout the semester for announcements. It is each student's responsibility to attend class regularly and complete all assignments on time. If you do not do so your grade will be penalized as stated elsewhere in this syllabus. Students are responsible for formally dropping or withdrawing from courses using the online registration system, PAWS at paws.gsu.edu. The instructor will not withdraw or drop students from the class. Students who do not withdraw themselves by the term

midpoint will receive a final grade in the course calculated with penalties or grades of zeroes for all late or un-submitted work. Perimeter College students are limited to a maximum of 3 course withdrawals (lecture and lab count as one withdrawal since they are co-requisites). Any withdrawals above 3 are recorded as WF on the student transcript. Please see the college catalog for more information. <https://catalog.gsu.edu/associate20202021/>

Withdrawal Policy: Voluntary withdrawals by the student are allowed through midpoint, **October 15**. Note that, depending on the total number of withdrawals on the student's record, this may result in a W or a WF on the student's record. Students are allowed to withdraw with a grade of W a maximum of **three** times in their undergraduate associate level careers at Georgia State; after receiving three W grades, the student will be assigned WF for any withdrawal. **Students are responsible for formally dropping or withdrawing from courses using the online registration system, PAWS at paws.gsu.edu.** The instructor will not withdraw or drop students from the class. If a student withdraws from Chem 1211 lecture, the student is advised to withdraw from Chem 1211 laboratory as well; if a student withdraws from Chem 1211 laboratory, the student is advised to withdraw from Chem 1211 lecture as well. The GSU Withdrawal Policy may be found using the following link: <http://advisement.gsu.edu/self-service/policies/withdrawal-policy/>.

Note: Students with special conditions (such as pregnancy, nursing mothers, allergies, suppression of the immune system through causes such as disease, chemotherapy, transplants, etc.) should be aware that science laboratories contain materials which when handled improperly pose potential hazardous effects. These students should contact their physicians for advice about continuing the laboratory. The materials used in Chem 1211L are listed in the lab content in icollege. **The Laboratory Course must be completed before proceeding to the next course in the sequence.**

Student Learning Outcomes: Upon successful completion of this course,

- students will be able to assimilate information to carry out a chemistry laboratory experiment by reading technical text material, listening to verbal instructions, and exchanging ideas with others.
- students will be able to write down experimental observations in detail and in proper form into a notebook, thereby preserving the observations for critical analysis.
- students will be familiar with use of glassware, equipment, and instrumentation common to a general chemistry laboratory.
- students will understand the general principles underlying the experiments so as to apply those principles to similar chemical phenomena outside the scope of the course.
- students will understand what is appropriate behavior in a laboratory setting.

Academic Honesty Policy: Cheating includes any attempt to defraud, deceive or mislead the instructor in arriving at an honest grade assessment. Plagiarism is a form of cheating that involves presenting as one's own the ideas or work of another. All portions of any test, project (lab report, homework assignment, etc.), or final exam submitted by you for a grade must be your own work unless you are instructed to work collaboratively. Specific requirements will be described for collaborative projects, but all work presented must be the work of members of that group. Research materials used must be properly cited.

Violation of the Academic Honesty Policy will result in a grade of zero for that test, project or exam. The second offense will result in assignment of a grade of "F" for the course, and a formal charge of Academic Dishonesty will be lodged with the College Dean.

The GSU Academic Honesty Policy may be found using the following link:
<http://codeofconduct.gsu.edu>

All of your assignments and experiments must be your original work. Your only source of outside assistance is your laboratory instructor. Cheating includes copying or using any data from another person, falsifying data by alteration or invention, or in any way submitting work or data not actually as you measured it while performing the experiment in this laboratory during the current term.

In this course, the rules for **AI usage** are as follows: *Only with Advanced Instructor Permission:* Please contact me in advance for permission to interact with generative AI tools at any stage of your work in this course, from early idea generation to putting the finishing touches on drafts and projects. Use of AI without instructor permission is not allowed. Any unapproved use within the course might be considered a breach of academic honesty. While exercising responsible and ethical engagement with AI is a skill you may hone over time, your unique human insights, critical thinking, and creative contributions remain pivotal to your learning experiences and success.

Americans with Disabilities Act Policy: Students who wish to request accommodation for a disability may do so by registering with the Access and Accommodation Center. Students may only be accommodated upon issuance by the Access and Accommodation Center of a signed **Accommodation Plan** and are responsible for providing a copy of that plan to instructors of all classes in which accommodations are sought; Information may be found at <https://access.gsu.edu> .

Equal Opportunity and Affirmative Action Policy: It continues to be the policy of Georgia State University to implement affirmative action and equal opportunity for all employees, students and applicants for employment or admission without regard to race, color, religion, national origin, sex, age, sexual orientation, veteran status or disability. Information on the GSU Equal Opportunity and Affirmative Action Policy may be found using the following link: <http://odaa.gsu.edu/equal-opportunity-and-affirmative-action-policy/> .

Departmental Requirements:

Students must adhere to all Dunwoody Physical Sciences Department requirements. Additional information may be found on the Dunwoody Campus Chemistry Lab webpage, <http://sites.gsu.edu/dunwoodychemistry/> .

Information on the GSU Military Outreach Centers may be found using the following link: <http://veterans.gsu.edu/military-outreach-centers/> .

Covid19- University System of Georgia Policy

Please visit the following link: <https://covidinfo.gsu.edu/>

General notes

- The instructor will give a short(!) explanation of the experiment at the *beginning* of lab. This explanation will not be repeated during the lab period.
- For a student who arrives late, **if the instructor feels that the student cannot safely or completely carry out the experiment, the student will not be allowed to perform the experiment.** In this case, the student will receive zero grades for each of the associated assignments. No extra time will be given to those who show up late. To assure that you finish the required work, come to lab prepared.
- It is the responsibility of the student to make certain that his/her station and box are neat and clean. If the station is not cleaned up, points will be taken off of the student's grade. If two partners work at a particular station, then both are responsible for the area. Common areas must remain clean and neat at all times. If common areas are not left clean, points will be deducted from all students' grades.

Safety:

Absolutely no food, drink, gum, tobacco products, or makeup should be consumed or used in the laboratory.

You must wear eye protection at all times while in the laboratory!!

Students must purchase safety goggles with the Z87 safety rating to be brought to every lab session. Safety goggles must be worn at all times in the lab, *including during clean up*. Failure to keep safety goggles over the eyes will result in points deducted from the student's course grade. ***A student who arrives in class without safety goggles will not be allowed in the laboratory and will be assigned zero grades for all assignments associated with that day's work.***

You must wear closed shoes that cover the entire foot at all times while in the laboratory!!

Closed shoes that cover the entire foot must be worn at all times in the lab. ***A student who is not wearing closed shoes that cover the entire foot will not be allowed in the laboratory and will be assigned zero grades for all assignments associated with that day's work.***

You must wear pants/skirts that extend below the knee at all times while in the laboratory!!

Pants or skirts that extend below the knee must be worn at all times in the lab. ***A student who is not wearing pants or skirts that extend below the knee will not be allowed in the laboratory and will be assigned zero grades for all assignments associated with that day's work.***

You must wear a lab coat at all times while in the laboratory!!

- Students are responsible for all safety information presented in the ACS Safety Video.
- The lab is equipped with a safety shower and eye wash.
- Material Safety Data Sheets are available for each chemical in the lab.
- Exposed midriffs, baggy pants, exposed underwear, and hats are not allowed in the laboratory.
- Students may not enter the stockroom.
- Students are not allowed to sit on the lab benches or on the floor.
- Students are not allowed to sit on chairs while working at the lab bench.
- All books, bags, and coats should be stored under the balance tables during the lab session.
- Students are responsible for maintenance of the equipment and workstation assigned to them. The equipment and workstation must be left clean of chemicals, spills, and paper waste. All materials used during the lab session should be returned to the place where they were found.
- Irresponsible behavior will not be tolerated and will result in expulsion from the laboratory. First offense—warning. Second offense—student is dismissed from the laboratory session and receives a "0" for each assignment associated with that session. Third offense—student is barred from returning to the lab class for the rest of the semester and receives an F grade for the course.
- Specific safety information will be given at the beginning of each laboratory session. You must arrive in class **on time** so that you have the opportunity to understand the important safety precautions.
- Any student who has a medical condition needs to inform the instructor of it.
- If the instructor becomes incapacitated, students must stop what they are doing, turn off the gas, turn off electrical appliances (e.g. hot plates, hot water baths), close bottles containing corrosive or toxic chemicals, and call 770-274-5511, Campus Protective Services.

Grade: The course grade will be determined from student work as follows.

Lab assignments	45%	analysis sheets, notebook checks, in-class quizzes, and lab reports
Dept requirements	5%	safety training, safety quiz, syllabus quiz
Pre/Post-lab online exercises	25%	online pre-lab and post-lab assignments
Final Exam	25%	The final exam will be <i>comprehensive</i> .

The grading scale is the standard scale with the following cutoffs:

100 - 90	89 - 80	79 - 70	69 - 60	below 60
A	B	C	D	F

*******THERE ARE NO DROPPED GRADES in Chem 1211L*******

The final course average is obtained by averaging all of the assignments. None of the scores will be dropped; all count toward the course grade.

*****Note – Late work will not be accepted. Students must time-stamp all assignments turned in at the beginning of class.**

Note: Dr. Burkart does not reveal grades via email or phone due to privacy issues.

***Keep in mind that failure to keep safety goggles over the eyes, placing drink bottles on the bench, failure to clean personal or common areas, failure to prepare the pre-lab information in the lab notebook will all result in deduction of points from the student's course grade.

The laboratory schedule and course syllabus are available on Dr. Burkart's website:

<http://sites.gsu.edu/mburkart/>.

Additional information may be found on the Dunwoody Campus Chemistry Lab webpage,

<http://sites.gsu.edu/dunwoodychemistry/> .

Veterans and Serving Military: At Georgia State University, we respect the commitment our service men and women make to our country and we work to make our military and veteran students feel comfortable as they earn their college degrees.

The Military Outreach Center on each campus assists eligible veterans, active duty military, Reservists & National Guard members, and dependents with the support and services they need to reach their academic goals. There is a Military Outreach Center on every campus with a staff of advocates, all of whom are military veterans or dependents prepared to *Serve Those Who Have Served*.

Laboratory Notebook

- Students are required to keep a lab notebook. The notebook will remain in the lab room.
- All observations, calculations, and data should be recorded into the notebook in real time using blue or black ink. No pencil! No white out! All markings are permanent. To correct a mistake, simply draw a single line through the word or phrase in error. No pages may be torn or removed from the lab notebook.
- **Prior to arrival in lab**, students must read the lab content available in icollege.

The laboratory notebook should include:

Title page – includes course title, section number, instructor, semester, date, and student name.

Table of Contents – indicate each experiment title, date performed, and the beginning page number.

Overall format for writing up each experiment – Label each section as noted

- 1) **Experiment title and date performed**
- 2) **Purpose:** Write two or three sentences in your own words to explain scientific objective and the method used. If the experiment involves carrying out a chemical reaction, include the chemical equation.
- 3) **Procedure:** Write a concise but detailed list of steps indicating exactly what you do to perform the experiment.
- 4) **Data/Observations:** Record all measurements you make (time, length, volume) and descriptions of what you see (color changes, precipitation) in a table separate from the procedure.
*****Note: All data/observations must be recorded directly into the notebook in real time. Data and observations cannot be transferred to the notebook at a later time.**
- 5) **Calculations:** Show ALL calculations required to determine the results. Calculations should show how the data are plugged into an equation and must include numbers and units. Percent error should be calculated when appropriate to compare known and experimental values. All **graphs** prepared during analysis of the experiment should be taped in the notebook.
- 6) **Conclusions:** Restate major experimental results and identify experimental sources of error. When possible an experimental value can be compared to a known or theoretical value. The source of the known value should be cited.
The conclusion should address scientific and practical significance. It should not contain personal comments such as “this experiment was fun.” A statement such as, “this experiment was successful,” is unacceptable without explanation.

Each section must be clearly labeled. Leave appropriate space between sections to make notes and observations.

Your lab notebook will be reviewed and graded for specific content at the end of each class. **You must give your notebook to the instructor at the end of each class.** At that time, the instructor will sign your notebook to verify the work done. Your lab notebook will be submitted at the end of the semester to be graded for completeness and proper use; the instructor keeps the notebook to compile and utilize the data.

The following is a list of **guidelines** for preparing the lab notebook.

- Write directly in the notebook.
- Write in ink; do not use white-out.
- Entries should be impersonal. Do not use I, we, he, you, etc.
- Do not tear pages out.
- Be sure to use the separator between pages.
- No photocopies. (Exception: graphs)
- Include a title page and table of contents in the front.
- Table of contents - page numbers are in the NOTEBOOK.
- The notebook must be turned in at the end of each lab.
- Purpose - Use your own words.
- Conclusion -
 - What are the major results?
 - What are the experimental sources of error? That is, what procedural elements could have resulted in the result being off?

Note: Experimental sources of error are not the same as ways a person might make a mistake. Incorrect calculations, misreading a buret, wrong concentrations **are not** experimental sources of error. Write in the past tense. For example, "The density of the metal cylinder was determined to be..." No personal comments. Explain everything you state. Ex: "This experiment was successful." WHY? What is the percent error in the major result?

Analysis Sheets

For certain experiments, students must turn in experiment-specific information. This will be turned in either before leaving class or at the beginning of the next lab session, as indicated by the instructor. Each section must be labeled. The instructor will reveal exactly what needs to be turned in during class; this may vary from experiment to experiment. Typically, the analysis sheet will consist of information such as the following:

- **Data (printed from the spreadsheet program or written neatly in ink)** – Indicate in table form the raw data collected during the experiment.
- **Sample Calculations (written neatly in ink)** – Show sample calculations as indicated by the instructor.
- **Graphs (printed from spreadsheet program)** – Include all graphs prepared for the experiment. The graphs should be labeled completely and correctly.
- **Results (printed from the spreadsheet program or written neatly in ink)** – Indicate in table form all major results determined for the experiment.
- **Questions (written neatly in ink)** – Indicate the answers to any questions the instructor provides. Clearly label each question. For calculations, show all work and circle the answer. No credit will be given unless all work is clearly shown.

The **student's name(s)** and the **page number** must be written on each page.

Quizzes

In-class Quizzes will be given periodically throughout the term. Students should be prepared to take a quiz at the beginning of each lab session. The questions on the quizzes will include the following:

- Calculations similar to those carried out for previous lab experiments.
- Questions similar to those answered in previous lab experiments.
- Questions related to experimental procedures.
- Questions related to the instructor's pre-lab discussions.
- Questions related to the reading preparation for that day's experiment.

The only electronic device allowed during exams is a scientific non-programmable calculator.

Students are *not* allowed to use the following devices during exams:

- **Computers**
- **Cell phones**
- **Computerized dictionaries**
- **Molecular models**
- **Electronic tablets**
- **Smart watches**
- **Earbuds**
- **Programmable calculators**

Note: A student who arrives to lab late may not be allowed to take the quiz. In this case, the student will receive a zero for that quiz. No extra time will be given to those who show up late.

GSU policy for course grades: (<https://registrar.gsu.edu/academic-records/grading/>)

Laboratory Reports

These guidelines should be followed when writing laboratory reports:

- General Presentation

Clarity – The paper should be written in complete sentences using proper grammar and spelling.

Label – Label each major section (e.g. Data, Calculations, Results, etc.).

Impersonal – The paper should be written without reference to yourself. Do not use I, we, he, you, etc. State the facts and observations in the past tense. Do not report your emotional relationship to the work.

Spelling – All words should be spelled correctly. Word processing programs have the capability to print subscripts, superscripts, and special symbols such as $\frac{1}{2}$, $\frac{3}{4}$, degrees ° etc. Students are expected to use these.

Presentation – The paper should be typed using a word processor, except for the sample calculations and questions. The paper should be neat and properly assembled. The pages should be numbered. The paper should be stapled together before you turn it in. Do not put it in plastic covers or binders.

- Title Page Each paper should include a cover page that lists the following information.

Experiment title

Student name

Date experiment was performed

Date paper is submitted

Lab Partners

Instructor

- Intro The introduction should include the experiment objective and background information. Chemical equations should be included. Mathematical equations / calculations should not be included in the introduction section.

- Data Data are the measurements and observations made during the experiment. The data should be organized neatly and logically in table form. The table must be labeled so that all values within it are clearly identified. Include appropriate graphs. If the data need to be graphed, this should be done so that the graph is as large as is practical. The axes should be labeled.

- Sample Calculations - **handwritten in ink**

The student should prepare one example of each type of calculation needed in the experiment using his/her own data. Sample calculations indicate how the calculation is set up; numbers and units should be substituted into the calculation set-up. A sentence that indicates what the calculation does may be included also. Include the appropriate units (mol/L, nm, etc.) with all values.

- Results

The results should be tabulated neatly and logically separate from the data. The table must be labeled so that all values within it are clearly identified. In some cases, it may be necessary to make a statement that clarifies the result.

- Discussion

From a **researcher's** perspective, the student should explain what scientific information he/she learned from the experiment and why this information is important. The student should discuss her/his major result and experimental sources of error. This is not meant to be a discussion of the student learning objectives of the assignment. DO NOT write about what the student learned from the assignment. For example, do not write that the student learned how to use equipment or that the student learned about the experimental method.

*****Note: No outside sources should be used in the laboratory report. It is a paper presenting the student's own perspective on her/his results. The report must be written in the student's own words – no quoting of outside sources.**

Incomplete: The grade of “I” (Incomplete) may be given to a student who for nonacademic reasons beyond his or her control is unable to meet the full requirements of a course. In order to qualify for an “I,” a student must:

- a) have completed most of the major assignments of the course (generally all but one)

and

- b) be passing the course (aside from the assignments not completed) in the judgment of the instructor.

When a student has a nonacademic reason for not completing one or more of the assignments for a course (including examinations) and wishes to receive an “I” for the course, it is the student’s responsibility to inform the instructor in person or in writing of the reason.

Inclement Weather Policy: In the event that inclement weather strikes the Atlanta metro area, students are expected to tune into WSB radio (750 am) or WSB television (Channel 2) to determine if Perimeter College has closed or not. If the school is open, class will meet as regularly scheduled. If the school is closed, students will not be allowed on campus. If an exam is scheduled on a day that the college is closed, students should come to the next class meeting prepared to take the exam that was scheduled for the cancelled day.

Email Communication: Students must use GSU email for email communication with Dr. Burkart. Specifically, if students wish to contact Dr. Burkart via email, they must send the email to Dr. Burkart (at mburkart@gsu.edu) using their GSU email account (zzz@student.gsu.edu). Any email sent from a domain other than gsu.edu may go into “Junk Email”; such email will not be visible and thus will not receive a reply. Note also that Dr. Burkart does not check icollege email and therefore does not use icollege email except for special circumstances.

Tobacco and Smoke-Free Campus Policy: Smoking and tobacco use of any kind are prohibited on all GSU owned and/or leased locations/premises, on all internal and external areas, parking garages, and parking lots, in all GSU owned and/or leased vehicles. Smoking is also prohibited within 25-feet of all GSU building entrances and exits.

Perimeter College seeks to provide an environment that is free of bias, discrimination, and harassment. If you have been the victim of sexual harassment/misconduct/assault, we encourage you to report this. If you report this to a faculty member, he or she must notify one of our college’s Assistant Title IX Coordinators / Student Deans about the basic facts of the incident (you may choose whether you or anyone involved is identified by name). For more information please refer to our Title IX website – <http://deanofstudents.gsu.edu/title-ix/>

Diversity and Inclusion Statement

As your instructor, I affirm my commitment to diversity and inclusion; I consider them essential elements of a vibrant learning community and integral to the GSU institutional mission. I am determined to foster an environment of inclusion, diversity, openness, and respect for the many differences that will enrich the college community, including race, ethnicity, religion, gender, age, socioeconomic status, national origin, language, sexual orientation, disability.

Face coverings:

Students are encouraged to wear an appropriate face covering while inside campus facilities (classrooms, hallways, elevators, labs and in all other public spaces) because six feet of social distancing may not always be possible.

Campus carry information: For information on House Bill 280, commonly known as the “campus carry” legislation, follow the link below.

www.usg.edu/hb280

Removal Policy for Non-attendance:

Any student who does not attend this class at least once during the first two weeks of the academic term will be reported as not having attended, which will result in them being removed from the class roll and also from any co-requisite lecture and lab course. Once students who've not attended during the first two weeks have been reported for removal, I will not be doing any instructor initiated withdrawals during the remainder of the term. It is each student's responsibility to attend class regularly and complete all assignments on time. If you do not do so your grade will be penalized as stated elsewhere in this syllabus. It is also each student's responsibility to complete and submit a withdrawal form before the term midpoint (see GSU academic calendar) if they do not want to receive a final grade in this course. Students who do not withdraw themselves by the term midpoint will receive a final grade in the course calculated with penalties or grades of zeroes for all late or un-submitted work. Perimeter College students are limited to a maximum of 3 course withdrawals (lecture and lab count as one withdrawal since they are co-requisites). Any withdrawals above 3 are recorded as WF on the student transcript.

<http://www2.gsu.edu/~wwwfhb/sec401.html#401.03>

<https://catalog.gsu.edu/associate20162017/university-academic-regulations/#dropping-classes-and-voluntary-withdrawal>

Your constructive assessment of this course plays an indispensable role in shaping education at Georgia State. Upon completing the course, please take the time to fill out the online course evaluation.

Learning and Tutoring Center

The LTC offers FREE, walk-in tutoring and academic support at FIVE Perimeter College campuses. The LTC provides a variety of other resources and services to accommodate student needs. All LTCs are equipped with computers, instructional software and internet access. Please visit the LTC's website (i.e. success.students.gsu.edu/ltc) to find information about locations, hours of operation, tutoring and workshop schedules, handouts, online tutoring and links to online practice resources.

Contacts:

Alpharetta Campus: Dr. Lizann Gibson, lgibson@gsu.edu

Clarkston Campus: Mary Hamilton, mhamilton@gsu.edu

Decatur Campus: Sohayla Mohebbi, smohebbi@gsu.edu

Dunwoody Campus: Nancy McDaniel, nmcdaniel@gsu.edu

Newton Campus: Arne Paulsen, apaulsen@gsu.edu

For more information on accessing online tutoring and supplemental resources for writing, math, and science, use the link:

<https://success.students.gsu.edu/ltc>

LTC main phone line: **(678) 891-3596**

Course Requirements Minimum recommended computer and internet configurations for courses.

Some content for this course is available online through iCollege, Georgia State University's learning management system (LMS). For more information about iCollege and related tools, visit the [Center for Excellence in Teaching and Learning \(CETL\)](#). You will use your iCollege account to login to the course from the icollege.gsu.edu. Once you have activated your iCollege account, you may search for your course and pin it.

First-time users: Perform a [System Check](#) before you log in.

To access this course on D2L you will need access to the Internet and a supported Web browser (Chrome, Firefox, Safari). To ensure that you are using the recommended personal computer configurations, please contact icollege helpdesk help@gsu.edu

New students or those who would like a quick refresh on features of the iCollege environment can review the [Student Orientation](#) video.

Technical Assistance

Visit the [IIT Technology Service Desk](#) or call 404-413-HELP(4357) for technical assistance. For additional and after-hours support, contact the [GeorgiaVIEW D2L Help Center](#)

For this course, the primary contact person is you instructor:

Dr. Maureen Burkart

Email: mburkart@gsu.edu

770.274.5053

NE-2222

An additional contact person is the Interim Associate Chair of the Dunwoody Physical Sciences Department:

Dr. Jay Dunn

Email: jdunn1@gsu.edu

770.274.5068

NE-2612

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Important Note: The course syllabus provides a general plan for the course; deviations may be necessary.