

CHM2045L GEN CHEM I LAB UF ONLINE

SUMMER A 2024; CLASS #17708

INSTRUCTOR INFORMATION

Instructor	Email/Office	Phone	Office Hours
Mrs. Veige	Email in Canvas preferred melveige@ufl.edu SFH 103	Email preferred 392-0518	Virtual office hours MW 9-10 am; in between lab sessions during lab week (F2F)

GRADUATE TEACHING ASSISTANT

TBA in the first week of term. TAs will hold weekly online office hours throughout the semester.

AUDIO/VIDEO PRESENCE POLICY

Full audio/video presence is required for proctored tests administered by Honorlock.

COURSE FEES

Materials & Supplies Fee: \$30.00

GENERAL INFORMATION

REQUISITES

CHM2045L is to be taken with CHM2045. Detailed prerequisite information and credit suitability can be found in the Undergraduate Catalog.

COURSE DELIVERY AND MEETING TIMES

This course is delivered in a hybrid format with all lab activities performed 100% face to face. Students attend in person labs May 28-31 during the class meeting times. *All due date times are in EST.*

Your TA and I will hold Zoom office hours in the weeks prior to and following in-person lab week. During those sessions we welcome your participation if you have any questions about the labs or the assignments. We will make every effort to have each assignment graded and grades posted within one week of the due date. Certain assignments that are auto-graded (pre lab quizzes) won't have detailed feedback other than correct/incorrect. Other assignments have detailed grading rubrics to provide feedback, and we will also leave comments on the rubric with additional feedback if points are taken off.

COURSE DESCRIPTION AND GOALS

As both a general education requirement and major's course, CHM2045L is designed to introduce you to common laboratory techniques and equipment used in the general chemistry laboratory, to help you gain understanding and proficiency in their use, and help you explore the process of doing experimental

chemistry, and to illustrate representative examples of the useful and important concepts you are learning in the CHM2045 lecture.

By the end of this course, students will be able to apply the scientific method, to collect data and perform calculations, to create and analyze tables of data and graphs of various forms, and to analyze experimental error. Students will be able to refer to literature data and will acquire library skills. Students will be able to use a variety of laboratory glassware and equipment safely and will be able to handle chemicals safely. Students will learn fundamentals of safety in an academic laboratory setting.

Specifically, students will be able to:

1. Safely handle, use, and dispose of chemicals, identify chemical hazards and risks, and use databases to locate chemical safety information.
2. Apply the scientific method and demonstrate proper and safe use of lab equipment and proficiency in relevant techniques to conduct experiments, and to work effectively in small groups and teams.
3. Describe the importance of ethical and responsible conduct in a laboratory setting.
4. Design, construct, and interpret data tables and graphs accurately to communicate experimental findings.
5. Perform accurate and precise quantitative measurements, analyze data statistically and assess reliability of results.
6. Communicate scientific findings and demonstrate scientific reasoning effectively in written form.

GENERAL EDUCATION OBJECTIVES AND LEARNING OUTCOMES

Primary General Education Designation: Physical Sciences (P) ([area objectives available here](#))

A minimum grade of C is required for general education credit. Courses intended to satisfy the general education requirement cannot be taken S/U.

Physical science courses provide instruction in the basic concepts, theories and terms of the scientific method in the context of the physical sciences. Courses focus on major scientific developments and their impacts on society, science and the environment, and the relevant processes that govern physical systems. Students will formulate empirically-testable hypotheses derived from the study of physical processes, apply logical reasoning skills through scientific criticism and argument, and apply techniques of discovery and critical thinking to evaluate outcomes of experiments.

The course objectives align with the UF General Education student learning outcomes and physical science area learning outcomes:

General Education SLO	Physical Science SLO	Course Objective Alignment	Assessment
Content	Identify, describe, and explain the basic concepts, theories and terminology of natural science and the scientific method; the major	Objectives 1-6	All assessments offer opportunities for students to demonstrate content knowledge.

	scientific discoveries and the impacts on society and the environment; and the relevant processes that govern biological and physical systems.		
Critical Thinking	Formulate empirically-testable hypotheses derived from the study of physical processes or living things; apply logical reasoning skills effectively through scientific criticism and argument; and apply techniques of discovery and critical thinking effectively to solve scientific problems and to evaluate outcomes.	Objectives 1-6	All assessments offer opportunities for students to demonstrate critical thinking skills.
Communication	Communicate scientific knowledge, thoughts, and reasoning clearly and effectively.	Objective 3-6	Post-lab notebooks, during-lab assignments, post-lab assignments.

LEARNING OUTCOMES AND TECHNICAL SKILLS

A complete list of student learning outcomes and technical skills is posted in Canvas, organized by laboratory experiment.

LABS

Each week you may be asked to participate in a variety of activities including lab notebook preparation, discussion board assignments, quizzes, graph creation, literature analysis, etc. Introductory assignments are due the first week after Drop/Add - check Canvas for due dates. The pre-lab assignments for the in-person labs are due starting the second week of the course.

In-person lab activities meet the week of May 28-31. You cannot enter the lab without proper attire, including approved eye protection. If you have familiarized yourself with the lab procedures, you will be able to complete them within the allotted time. Post lab assignments are due beginning June 10 but can of course be submitted early.

Your attendance is recorded during the lab period. During or after the lab period, you will submit your during- and post-lab assignments in Canvas for grading. During lab assignments are due prior to the end of your lab time/day. During lab assignments cannot be turned in late. Post lab assignments can be turned in late for reduced credit (-25% per day late). If you are marked absent by your TA or fail to complete the attendance quiz during the allotted time at the start of lab you are not permitted to turn in the post lab assignments and forfeit the grades. Students are not permitted to enter the lab after the first 15 min of the lab period and are considered absent. Students with unexcused absences are not permitted to submit the during or post lab assignments for credit.

COURSE MATERIALS AND SAFETY

REQUIRED MATERIALS/GOGGLES/ATTIRE

You require a computer with internet connection, webcam, microphone, and will require Excel (students can use UF Apps or a computer on campus). Honorlock is used for proctoring the final exam. See the minimum technical requirements at honorlock.com/support. Ensure your computer system meets their minimum system requirements.

- You require a suitable laboratory notebook. Our recommendation is a standard composition notebook. Electronic devices are not suitable for notetaking.
- All UF students are expected to satisfy the UF computing requirement and have access to a computer with an internet connection. You require Excel.
- Department approved safety glasses/goggles, required for the first day of lab. These must be worn prior to entry and at all times while in lab. Suggestions are here: <https://otl.chem.ufl.edu/safety-glasses/> .
- Proper attire:
 - Shirt: loose fitting, covers whole back, torso and abdomen with raised arms, sleeves cover shoulders
 - Pants: full length (no shorts, capris, cropped pants), no leggings, no holes/rips, skin should not be visible at ankle.
 - Shoes: close-toed and cover whole fit, no holes (i.e. not Crocs)

Safety is our priority. Anyone without the necessary safety glasses, or who is inappropriately attired, will not be allowed into the lab. No gum chewing or headphones are permitted. If you are asked to leave the lab due to improper attire, you will not be permitted a makeup. You can leave and return as long as you return within 15 min of the start of your lab period.

COURSE TECHNOLOGY; DIGITAL INFORMATION LITERACY SKILLS

All UF students are expected to have reliable access to a computer, especially for an online course. Honorlock has specific hardware/software requirements: honorlock.com/support. To complete your tasks in this course you will need a basic understanding of operating a computer and using word processing software, Excel, navigating within Canvas, using Zoom, and accessing UF's VPN.

SAFETY

You are responsible for reviewing the safety information provided in Canvas. All of the activities worth credit for the course will be locked in Canvas until you satisfactorily complete the Safety Contract.

DUE DATE SCHEDULE (SUBJECT TO CHANGE)

THEME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEK 1 ORIENTATION WEEK	May 13 No assignments due; drop/add	14 No assignments due; drop/add	15 Discussion: Introduce Yourself	16 Orientation Quiz	17 Safety Photo Safety Contract Safety Quiz 1
WEEK 2 PRE-LAB ASSIGNMENTS DUE (QUIZZES, SAFETY, NOTEBOOKS)	20 DENSITY HYDRATES LEWIS STRUCTURES	21 GASES STOICHIOMETRY	22 BEER'S LAW KINETICS CALORIMETRY	23 ELECTROLYTES HEATING/COOLING	24 WORK ON LEWIS LAB WORKSHEET
WEEK 3 LAB WEEK ON CAMPUS DURING-LAB ASSIGNMENTS DUE DURING LAB PERIOD (GRAPHS, PHOTOS)	27 HOLIDAY	28 DENSITY HYDRATES PART I	29 GASES	30 BEER'S LAW KINETICS	31 ELECTROLYTES
		HYDRATES PART II LEWIS STRUCTURES	STOICHIOMETRY	CALORIMETRY	HEATING/COOLING
WEEK 4 POST-LABS 1-5 DUE (NOTEBOOKS, GRAPHS, REFLECTIONS)	June 3 DENSITY	4 HYDRATES	5 LEWIS STRUCTURES	6 GASES	7 STOICHIOMETRY
WEEK 5 POST-LABS 6-10 DUE (NOTEBOOKS)	10 BEER'S LAW	11 KINETICS	12 CALORIMETRY	13 ELECTROLYTES	14 HEATING/COOLING

, GRAPHS, REFLECTIONS)	STUDY FOR FINAL				
WEEK 6 EXAM	17 Safety Quiz 2 Exit Lab Survey	18 Practice Honorlock Quiz	19 HOLIDAY	20 FINAL EXAM	22 GRADES SUBMITTED

ATTENDANCE INFORMATION

LAB PERIOD

You are expected to attend lab in person during your scheduled lab period, and to leave the laboratory prior to the end of your lab period ends. Everyone is given the same amount of time to complete the experiments. If you are well-prepared, you should not experience difficulties completing the experiments within the allotted timeframe. You may not arrive early, stay late, or attend during a different lab period to complete your laboratory activities. If you are more than 15 min late, you will not be allowed to enter lab and will forfeit attendance points for the day. Any student who has an unexcused absence is not allowed to submit any post-lab assignments related to the missed lab period.

ABSENCES FOR IN PERSON LABS

Requirements for class attendance in this course are consistent with university policies that can be found at: [https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/.](https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/)

Excused absences are for extenuating circumstances only: documented illness, family emergencies, or university approved absences. Travel, non-emergency doctor or dentist appointments, or extracurricular activities do not justify an excused absence. Excused absences are not granted for exams or makeup exams for other classes. Missing lab due to improper lab attire does not qualify for an excused absence. Emailed requests to “preview” excused absences are ignored; it should be clear what constitutes an excused absence.

Students who miss lab due to extreme circumstances beyond their control should submit an Absence Request Form in Canvas within 7 d of the missed lab session. To have a request considered for approval, you must (1) complete the Absence Request Form on Canvas; and (2) provide documentation by either attaching a doctor’s note to the form (if due to illness) or request an excuse note from the Dean of Students Office (if due to a family emergency).

Pre-lab assignments for missed labs, even if excused, are due as scheduled since they are available in advance - do not wait until the due date to complete them. A DSO excuse note for the two days prior to the due date is required if these assignments are missed due to illness/emergency.

Students who miss lab (excused or not excused) are responsible for the material.

Any student who missed more than two lab sessions (excluding religious observances, disability related absences, or military leave), whether excused or unexcused, will receive a grade of E in the course.

Requirements for class attendance in this course are consistent with university policies that can be found at: <https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>. Students who must miss lab due to extreme circumstances beyond their control must contact Dr. Lopez as soon as possible to discuss making up the missed lab in person.

Please understand that personal issues with scheduling conflicts, such as volunteering, work, non-emergency dentist or doctor appointments, extracurricular activities, or travel, do not justify a deadline extension.

GRADING

DEADLINES AND LATE POLICY

You will have a partner for lab, but all assignments are completed individually, and submitted and graded individually. Each student must submit each required assignment to receive a grade. While you collect data, make observations, and work on activities with your partner, it is required that you submit your own work.

The first assignments for the course are due beginning immediately after drop/add. Lab activities (procedures, pre-lab assignments and during-/post-lab assignments) are locked on Canvas until the Safety Contract is submitted. If you miss any assignments due to not completing the contract, you forfeit the grades.

For best performance on quizzes, use only Firefox or Chrome. Chrome must be used for the Lab Exam. Start well in advance of the due date/time for all assignments/quizzes in case your computer's clock differs from Canvas time. There are no extensions for travel or computer issues.

For all assignment submissions, the late penalty is applied even if the submission is received one second past the deadline, so be mindful of time. The late penalty is quite strict; 1 s after the deadline is penalized as a full day late. Emailed assignments are not considered for grading. We highly recommend you submit assignments early and verify they've been submitted through Canvas. We recommend using computers to turn in work rather than apps on a student's phone. Verify all submissions. All due dates/times are in EST.

All assignments submitted through Canvas can be turned in late for reduced credit, -25% per day submitted late, with the exception of the Lab Exam. For extensions due to illness/emergency, a DSO excuse note is required for the two days prior to the assignment's deadline, since all assignments are open in advance.

ASSIGNMENT DESCRIPTIONS/TIME COMMITMENT

Syllabus Quizzes are designed to assess your knowledge of the content of the course syllabus. The syllabus does contain a lot of information, and you can refer to the syllabus when needed.

Pre-Lab Quizzes are designed to assess your knowledge of the background information for each lab activity. Questions include multiple-choice questions of content and calculation based questions similar to those you will perform during or after the lab.

The **Pre-Lab Notebook** is designed to assess your preparedness for each lab activity and familiarity with

the safety of chemicals used, knowledge of procedural steps, or readiness otherwise (calculations performed, data looked up in a reference, etc.).

Preparation/pre lab assignments typically involve <30 min of video instruction and 2-5 p reading and can all be completed within 90 min for students who have completed or are enrolled in the corequisite course (CHM2045 lecture).

During-Lab Assignments are generally of two types: a picture/photo of an experimental set-up or artifact from the lab, or a graph prepared while in lab. They are designed to ensure you complete tasks when instructed to do so, and while your TA is present to assist if needed (with a graph, for example). Each has a detailed grading rubric to guide preparation of your submission.

The **During-Lab Attendance Quiz** is due within the first 20 min of the scheduled lab period and must be completed in the lab from a lab workstation. The attendance quiz counts as part of the during-lab assignment grade category. If you fail to complete the quiz within the first 20 min you can complete it later during your lab period only, but will incur a late penalty of 25%.

Post-Lab Notebook assignments are .pdf scans of your laboratory notebook. You can write more than is required in the grading rubric for each but each lab has specific requirements, so refer to the grading rubrics each week. You will record observations, make calculations, you may write abbreviated procedural steps, discuss sources of error, and make tables of data and sketch experimental set-ups in your lab notebook.

Surveys may be part of educational studies or may ask you about specific aspects of the course or for an evaluation of your TA near the end of the semester.

Safety Quizzes are designed to assess knowledge of safety terms, pictograms, and other safety information we cover each week. Also included in the 'Safety' category is the **Safety Contract**, which is an acknowledgement of general safety considerations for the lab, specific safety information related to our general chemistry lab, and familiarity with portions of the *American Chemical Society's Guidelines for Chemical Laboratory Safety* (a document is provided for you to review throughout the semester).

Other post-lab assignments may include Discussions or Assignments in Canvas. Each is associated with a specific lab activity and with specific lab-level student learning outcomes specified in Canvas.

During- and post-lab assignments are designed to be completed during the allotted lab period.

LAB EXAM

A final lab exam will be available over a 4 h period, 6 pm - 10 pm, on June 20. The exam is timed, and 2 h in duration once you begin. Start well in advance of 10 pm to make sure you have the full 2 h. The exam is a cumulative final exam that covers everything in the Canvas modules. The final lab exam cannot be submitted late - it is auto submitted at 10 pm June 20.

Exam absences will be handled in accordance with official UF academic regulations. For more information, see <https://catalog.ufl.edu/UGRD/academic-regulations/> . See below for further clarification for two different types of situations.

(1) Conflicts with other events: this should be rare, as the final exam is during the registrar scheduled lab period. Such reasons may include religious holidays, military obligations, special curricular requirements (e.g., attending professional conferences), or participation in official UF-sanctioned activities such as athletic competitions, etc. For more information on such absences see the official UF Policy at <https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/#absencestext>). If you must be absent for an exam due to a documented and approved conflict known in advance, you must e-mail your instructor (within Canvas) the documentation at least one week prior to the scheduled exam and an early conflict exam will be scheduled for you.

(2) Missing an exam due to an emergency or sudden illness: If you are absent for an exam due to an unpredicted documented medical reason or family emergency, you must contact the instructor as soon as possible, and you may be asked to have your excuse verified by the Dean of Students Office (DSO). Your instructor will follow UF academic regulations in evaluating the notification and/or documentation received from you or from the DSO on your behalf. Once your instructor is satisfied with the validity of your exam absence a make-up exam will be scheduled after a reasonable amount of time, i.e., before the end of the semester. If your documentation is deemed insufficient to excuse your absence you will receive a zero on the missed exam.

HONORLOCK; DATA AND PRIVACY

Honorlock will proctor your exams this semester. You do not need to create an Honorlock account, download software, or schedule an appointment for your exam. Honorlock is available 24/7 and requires a computer, webcam, microphone, and a stable internet connection.

To get started, you will need Google Chrome and to download the Honorlock Chrome Extension. You can download the extension at www.honorlock.com/extension/install.

When you are ready to test, log into Canvas, go to your course, and select your exam. Click “Launch Proctoring” to begin the Honorlock authentication process, during which you will take a picture of yourself, show your ID, and complete a scan of your room. You will need a small handheld mirror/reflective surface to show the camera underneath your table/desk, etc. Honorlock will record your exam session and record your screen.

If you encounter technical difficulties with Honorlock, contact Honorlock directly. You may live chat, phone (855-828-4004) and/or email support@honorlock.com. You should spend some time reading about their service and testing your system on their website. For other technical issues contact the Help Desk.

Extensive Honorlock documentation, including a student privacy guide, is available at <https://dce.ufl.edu/services/online-proctoring/>.

GRADE BREAKDOWN

Each laboratory exercise is comprised of a Pre-Lab quiz, a notebook grade, a Post-Lab exercise, and various other assignments specific to that lab. Each lab exercise as a whole is weighted equally to your final grade. Within each lab exercise, assignments are weighted according to the published point value. If there is any confusion about this, please see me. Detailed information regarding each of these grading items is provided in Canvas.

Assignment weights are as follows:

Assignment Group	Weight %
Safety Assignments/Surveys/Syllabus Quiz	10%
Lab Assignments (10 @ 7.5% each)	75%
Lab Exam	15%

Each lab includes a set of assignments with varying point value corresponding to grade weight within each lab category, and include the following:

1. pre-lab assignments, due as per due date schedule @ 11:59 pm EST
 1. pre lab quiz
 2. pre lab notebook
 3. safety quiz
2. During lab assignments, due before end of scheduled lab session (both am and pm)
 1. during lab assignment (graph or in-lab photo assignment)
3. Post lab assignments, due as per due date schedule @ 11:59 pm
 1. post lab notebook
 2. reflection assignment
 3. other

Grade scale (note: there is no rounding to your score in Canvas):

Letter	A	A-	B+	B	B-	C+	C	D+	D	D-	E
Cutoff	93.0	90.0	86.0	83.0	80.0	76.0	70.0	66.0	63.0	60.0	< 60.0

RE-GRADES

All Canvas lab assignment grades are graded by your TA so you should communicate any disputes directly to your TA via Canvas email. Your TA will address your concerns. Note that your assignments must be scanned and submitted to Canvas as a .pdf to the correct assignment in order for points to be considered towards your overall course grade.

Regrades of assignments submitted through Canvas, typically via file upload, must be requested within 3 days of a grade being assigned, and should be directed to your TA. If there was a technical issue with submission of the file, the file can be resubmitted to the comments section for a regrade but the assignment will suffer a 50% penalty. Technical issues are completely avoidable, as students can submit an assignment, verify it has been submitted correctly, and verify the contents of the file submission prior to the deadline. Do not use the mobile app to submit assignments. All hand-graded assignments are tentatively graded subject to instructor review.

UNIVERSITY POLICIES

UNIVERSITY POLICY ON ACCOMMODATING STUDENTS WITH DISABILITIES

Students requesting accommodation for disabilities must first register with the Dean of Students Office (<http://www.dso.ufl.edu/drc/>). The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking quizzes or exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

UNIVERSITY POLICY ON ACADEMIC MISCONDUCT

As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.” You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida. The following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>.”

HEALTH AND WELLNESS

- **U Matter, We Care:** If you or someone you know is in distress, please email umatter@ufl.edu, call 352-392-1575, or visit [U Matter We Care](#) to refer or report a concern, and a team member will reach out to the student in distress.

- **Counseling and Wellness Center:** Visit the [UF Counseling & Wellness Center](#) website or call 352-392-1575 for information on crisis services and non-crisis services.
- **Student Health Care Center:** Call 352-392-1161 for 24/7 information to help you find the care you need, or visit the [UF Student Health Care Center](#) website.
- **University Police Department:** Visit the [UF Police Department](#) website or call 352-392-1111 (or 9-1-1 for emergencies).
- **UF Health Shands Emergency Room/Trauma Center:** For immediate medical care in Gainesville, call 352-733-0111, or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; Visit the [UF Health Shands Emergency Room/Trauma Center](#) website.

EVALUATIONS

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

NETIQUETTE AND COMMUNICATION COURTESY

It is important to recognize that the online classroom is, in fact, a classroom, and certain behaviors are expected when you communicate with both your peers and your instructors. These guidelines for online behavior and interaction are known as netiquette.

SECURITY

Remember that your password is the only thing protecting you from pranks or more serious harm.

- Don't share your password with anyone.
- Change your password if you think someone else might know it.
- Always log out when you are finished using the system.

GENERAL GUIDELINES

When communicating online:

- Treat the instructor with respect, even via email or in any other online communication.
- Always use your professors' proper title: Dr. or Prof., or if you are unsure use Mr. or Ms.
- Unless specifically invited, don't refer to a professor by their first name.
- Use clear and concise language.
- Remember that all college-level communication should have correct spelling and grammar.
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you."
- Use standard fonts such as Times New Roman and use a size 12 or 14 point font.
- Avoid using the caps lock feature AS IT CAN BE INTERPRETED AS YELLING.

- Limit and possibly avoid the use of emoticons like :) .
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or be construed as being offensive.
- Be careful with personal information (both yours and others).
- Do not send confidential information via email.

EMAIL

When you send an email to your instructor, teaching assistant, or classmates:

- Use a descriptive subject line.
- Be brief.
- Avoid attachments unless you are sure your recipients can open them.
- Avoid HTML in favor of plain text.
- Sign your message with your name and return email address.
- Think before you send the email to more than one person. Does everyone really need to see your message?
- Be sure you REALLY want everyone to receive your response when you click, “Reply All.”
- Be sure that the message author intended for the information to be passed along before you click the “Forward” button.

DISCUSSION BOARDS

When posting on the discussion board in your online class:

- Check to see if anyone already asked your question and received a reply before posting to the discussion board.
- Remember your manners and say please and thank you when asking something of your classmates or instructor.
- Be open-minded.
- If you ask a question and many people respond, summarize all posts for the benefit of the class.

When posting:

- Make posts that are on-topic and within the scope of the course material.
- Be sure to read all messages in a thread before replying.
- Be as brief as possible while still making a thorough comment.
- Don’t repeat someone else’s post without adding something of your own to it.
- Take your posts seriously. Review and edit your posts before sending.
- Avoid short, generic replies such as, “I agree.” You should include why you agree or add to the previous point.
- If you refer to something that was said in an earlier post, quote a few key lines so readers do not have to go back and figure out which post you are referring to.
- Always give proper credit when referencing or quoting another source.
- If you reply to a classmate’s question make sure your answer is correct, don’t guess.

- Always be respectful of others' opinions even when they differ from your own.
- When you disagree with someone, you should express your differing opinion in a respectful, non-critical way.
- Do not make personal or insulting remarks.
- Do not write anything sarcastic or angry, it always backfires.
- Do not type in ALL CAPS, if you do IT WILL LOOK LIKE YOU ARE YELLING.

ZOOM

When attending a Zoom class or meeting:

- Do not share your Zoom classroom link or password with others.
- Even though you may be alone at home, your professor and classmates can see you! While attending class in your pajamas is tempting, remember that wearing clothing is not optional. Dress appropriately.
- Your professor and classmates can also see what is behind you, so be aware of your surroundings.
- Make sure the background is not distracting or something you would not want your classmates to see.
 - When in doubt use a virtual background. If you choose to use one, you should test the background out first to make sure your device can support it.
 - Your background can express your personality, but be sure to avoid using backgrounds that may contain offensive images and language.
- Mute is your friend, especially when you are in a location that can be noisy. Don't leave your microphone open if you don't have to.
- If you want to speak, you can raise your hand (click the "raise hand" button at the center bottom of your screen) and wait to be called upon.

PRIVACY AND ACCESSIBILITY POLICIES

For information about the privacy policies of the tools used in this course, see the links below:

- Adobe
 - [Adobe Privacy Policy](#)
 - [Adobe Accessibility](#)
- Honorlock
 - [Honorlock Privacy Policy](#)
 - [Honorlock Accessibility](#)
- Instructure (Canvas)
 - [Instructure Privacy Policy](#)
 - [Instructure Accessibility](#)
- Microsoft
 - [Microsoft Privacy Policy](#)
 - [Microsoft Accessibility](#)
- Sonic Foundry (Mediasite Streaming Video Player)
 - [Sonic Foundry Privacy Policy](#)
 - [Sonic Foundry Accessibility](#) (PDF)

- YouTube (Google)
 - [YouTube \(Google\) Privacy Policy](#)
 - [YouTube \(Google\) Accessibility](#)
- Zoom
 - [Zoom Privacy Policy](#)
 - [Zoom Accessibility](#)

GETTING HELP

For issues with or technical difficulties with Canvas, contact the UF Help Desk:
<https://lss.at.ufl.edu/help.shtml>; (352)-392-HELP.

Other resources are available at <http://www.distance.ufl.edu/getting-help> for Counseling and Wellness resources, disability resources, resources for handling student concerns and complaints, and library desk support.

ACADEMIC AND STUDENT SUPPORT




- **Career Connections Center:** For career assistance and counseling services, visit the [UF Career Connections Center](#) website or call 352-392-1601.
- **Library Support:** For various ways to receive assistance concerning using the libraries or finding resources, visit the [UF George A. Smathers Libraries Ask-A-Librarian](#) website.
- **Teaching Center:** For general study skills and tutoring, visit the [UF Teaching Center](#) website or call 352-392-2010.
- **Writing Studio:** For help with brainstorming, formatting, and writing papers, visit the [University Writing Program Writing Studio](#) website or call 352-846-1138.

CONFLICTS




If you experience issues with CHM2045L that you cannot resolve with your TA, please see Mrs. Veige. Don't wait until the end of term to resolve an ongoing issue.

SAMPLE GRADING RUBRICS

Pre-Lab Notebook (sample)

Density Pre-Lab Notebook				  
Criteria	Ratings			Pts
Basic Information	1 pts Full Marks The student labels a page with the name of the experiment, the date performed, and the notebook page number.	0 pts No Marks The student does not provide the required information in full.		1 pts
Materials List	2 pts Full Marks The student provides a complete list of materials for the lab according to the video.	1 pts Partial Marks The student omits 1-2 items from the materials list.	0 pts No Marks The student does not provide a complete materials list.	2 pts
Standard Densities	2 pts Full Marks The student records density values for all 5 metals required, using the CRC Handbook.	1 pts Partial Marks The student omits 1 standard density value.	0 pts No Marks The student omits two or more density values, does not provide units, or the data is erroneous.	2 pts
Total Points: 5				

TA Recorded Attendance

In-Lab Attendance				  
Criteria	Ratings			Pts
Student Presence in Lab	1 pts Present Student present in lab.	0 pts Absent Student not present in lab.		1 pts
Total Points: 1				

Post-Lab Notebook (Sample)

Density Post-Lab Notebook



Criteria	Ratings			Pts
Solid Metal	2 pts Full Marks The student shows full calculations of density and % error of the solid metal.		0 pts No Marks	2 pts
Standard Solutions	2 pts Full Marks Student shows calculations for the density of the standard solutions.		0 pts No Marks	2 pts
Unknown Solution	2 pts Full Marks Student shows calculations of the density and average density for all three portions of the unknown solution. Student calculates the mass % of the unknown solution and calculates the % error.		0 pts No Marks	2 pts
Sources of Error	2 pts Full Marks Student discusses 3 relevant sources of error and categorizes as random or systematic.	1 pts Part Marks Student includes only 2 sources of error and categorizes as random or systematic.	0 pts No Marks	2 pts
Impact of Errors	2 pts Full Marks The student describes how all 3 sources of error would impact experimental results and proposes ways to minimize them.	1 pts Part Marks The student explains affect and how to minimize two of their sources of error.	0 pts No Marks	2 pts
Table of Group Data	2 pts Full Marks Student includes table of group data (at least 6 entries) for unknown solution.	1 pts Part Marks Student tabulates only 4-5 entries.	0 pts No Marks	2 pts
Std Deviation	2 pts Full Marks Student calculates mean, range, and standard deviation of group data.	1 pts Part Marks Student calculates two of the three values.	0 pts No Marks	2 pts
Accuracy and Precision	1 pts Full Marks Student discusses accuracy and precision of single data point vs pooled data.		0 pts No Marks	1 pts
Total Points: 15				

DISCLAIMER

This syllabus represents my current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, communicated clearly, are not unusual and should be expected.