

**ATLANTA TECHNICAL COLLEGE  
ARTS AND SCIENCES  
Program of Study: Bioscience Technology  
CHEM 1211L: Chemistry I Laboratory  
CRN: TBA  
Summer 2019**

This course syllabus is designed to assure students high academic success. It provides relevant information, outlines the course objectives, performance objectives, varied teaching methods that will be used, evaluation criteria for the course and work ethics, warranty claims, available student support services, expected accomplishments, and specific timelines.

**INSTITUTIONAL MISSION:**

Atlanta Technical College, a unit of the Technical College System of Georgia, located in the city of Atlanta, is an accredited institution of higher education that provides affordable lifelong learning opportunities, associate degrees, diplomas, technical certificates of credit, customized business and industry training, continuing education and other learning services using state-of-the-art technology. The integration of academics and applied career preparation to enhance student learning is essential in meeting the workforce demands and economic development needs of the people, businesses, and communities of Fulton County.

<b>Course Title:</b>	<b>Chemistry I Laboratory</b>
<b>Course Code Number:</b>	<b>CHEM 1211L</b>
<b>Prerequisites:</b>	<b>MATH 1111 or MATH 1101</b>
<b>Co-requisite:</b>	<b>CHEM 1211</b>
<b>Contact Hours:</b>	<b>45</b>
<b>Includes:</b>	<b>Class Hours: 3</b>
<b>Semester Credit Hours:</b>	<b>1</b>
<b>Instructor's Name:</b>	<b>S. Gore</b>
<b>Website:</b>	<b><a href="http://gorechem.weebly.com">gorechem.weebly.com</a></b>
<b>Instructor's Email Address:</b>	<b><a href="mailto:sgore@atlantatech.edu">sgore@atlantatech.edu</a></b>
<b>Office Hours:</b>	<b>Before or after class.</b>
<b>Course Time:</b>	<b>5:30 PM – 8:30 PM</b>

**Days:** Thursday

**Room Number:** D2006

**COURSE DESCRIPTION:**

Selected laboratory exercises paralleling the topics in CHEM 1211. The laboratory exercises for this course include measurement, physical and chemical properties of matter, atomic structure, chemical bonding, nomenclature, chemical reactions, stoichiometry and gas laws.

**Competencies**

Description
Laboratory Safety
Units of Measurement
Physical and Chemical Properties of Matter
Atomic Structure
Chemical Bonding
Nomenclature
Chemical Reactions
Stoichiometry
Gas Laws

**REQUIRED TEXTBOOK:**

Textbook provided by instructor.

**REQUIRED TOOLS:**

Scientific Calculator

**REQUIRED INSURANCE:**

Insurance (included in the student activity fee)

**METHODS OF TEACHING:**

In order to accommodate varied learning styles this course will utilize various teaching methods. Possible methods include lectures, discussions, demonstrations, handouts, objective sheets, information sheets, e-mail, Internet assignments, multimedia presentations, and/or student reports.

**ATTENDANCE POLICY:**

**Because employers demand workers who are competent and reliable, regular attendance and punctuality are critical traits in the workplace. Students are expected to attend all classes as scheduled. Specific attendance requirements are established by each program and outlined in the course syllabus; however, programs governed by state and federal**

licensing agencies may have more specific attendance policies. Records of absences and tardiness are maintained by each instructor. Excessive absenteeism and tardiness impact work ethics evaluations and course grades. Therefore, it may become necessary to withdraw from a course due to excessive absenteeism or tardiness.

Formal withdrawal from the College or specific courses is the sole responsibility of the student. This can be done via Banner Web or by completing an official withdrawal form located in the Office of the Registrar up to the midpoint of the semester. Failure to withdraw by the mid-semester may result in a failing grade for the course, or an unofficial withdrawal from the course by the instructor for lack of attendance.

Withdrawals can jeopardize the student's current and future financial aid eligibility. Specifically, students must complete and pass 67% of all classes attempted. Each withdrawal (W) as well as grades of D, F, I, WP, and WF counts against the student's completion rate. Also, if a student withdraws prior to the 60% point of the semester, (s)he could be required to repay at least a portion of the aid received for the semester. Consequently, it is imperative that students maintain their attendance (stay in class) or consistently log on to an online course to avoid jeopardizing eligibility for financial aid and having to repay funds.

Students who stop attending a class or miss 20 percent or more of class time will be unofficially withdrawn from the course. The student will receive a grade of "W" should this occur prior to mid-semester, and a grade of "WP" (withdrawal passing) or "WF" (withdrawal failing) should this occur after the mid-semester. The grade will be determined based on the student's academic performance up to the time the student ceases to be enrolled. The last date of attendance will be recorded as the last day that the student attended class or participated in an instructor approved academically related activity. Students who take hybrid or on-line courses must log-in with an Angel attendance pin to the courses according to the course syllabus to be counted "present" and receive credit for attendance. It is the responsibility of the student to know what each hybrid or on-line course requires. Absences from class due to financial aid or non-payment do not count toward the 20 percent of allowed class absences for each course. Any student reported as a "no-show" by an instructor will be administratively removed from that class. "No-show" withdrawals can jeopardize current and future financial aid eligibility.

#### **"No-show" Attendance Definition**

The definition of a "no-show" is a student who is registered for a class and does not attend the class the first week of the semester. A student will be considered a "no show" if the following occurs:

- Does not attend at least one of the first three classes of any course that meets daily.
- Does not attend at least one of the first two classes that meet twice a week.
- Does not attend the first class of a course that meets once a week.
- Does not submit the attendance PIN for an on-line class during the first week.

In this course, the number of absences that constitutes 20% of missed class is \_\_\_\_\_. Required military service, jury duty and school sponsored field trips are an exception to the 20% attendance rule with original documentation. If a student is up to 15 minutes late three times this will equal one absence. When a student hits the 10% or 20% absenteeism mark you will receive an email from the instructor indicating you are in danger of being dropped from the course or have been dropped from the course. You will also be removed from Angel, Blackboard or any other electronic learning management system.

### Recording Attendance

All 100% online classes will take attendance using an Angel pin number.

All face to face classes will use a mandatory sign in sheet for daily recording purposes. It is the students' responsibility to sign this sheet.

**Addendum: More than one absences or more than three tardies will forfeit any make-up attempts for quizzes and tests. Students are only allowed 1 make up lab through the semester. Any late assignments will cause students a point deduction. Students must get lab signed before they leave the class failure to get lab signed will result in the assignment to be a zero.**

### EVALUATION METHODOLOGY:

Student mastery of course competencies will be evaluated based on homework materials, assigned lessons and exercises, quizzes and examinations, as well as mid-term and final exams.

**Grading System:** Students will be graded using the following system in accordance with Atlanta Tech and instructional program policies and procedures.

<i>Grade</i>	<i>Numerical Equivalent</i>
<b>A</b>	<b>90% - 100%</b>
<b>B</b>	<b>80% - 89%</b>
<b>C</b>	<b>70% - 79%</b>
<b>D</b>	<b>60% - 69% F 0% - 59%</b>

There will be **NO ROUNDING OFF** to a whole number at any time to determine grades! e.g., 80.79 = 80.79, 69.96 = 69.96, 89.95 = 89.95, etc.

Written examinations – a unit examination will be given on the date posted unless rescheduled by the instructor. Each unit examination will be given a time limit for completion. Late starters will turn in their exams at the end of the designated time period.

If a student receives a Jury Duty summons or has a medical or surgical emergency that prevents the student from taking a scheduled examination, it must be presented in writing prior to the beginning of the examination. This documentation must include the name of the student, date of the request, the signature of the physician or a copy of the Jury Summons, and the specific reason why special consideration is being requested. An examination will be rescheduled at the discretion of the instructor. You are responsible for making arrangements to take a make-up unit exam on the day you return to school. There will not be an opportunity for the student to repeat a test after the examination has been taken by the student.

- Anyone caught cheating will receive an automatic zero for that exam or quiz and referred to student services.
- Class participation is a requirement. You will periodically be given other assignments to prepare and present to the class.

<b>Computation of Grades</b>	<b>Percent of Grade</b>
Laboratory Assignments	50%
Exam 1	25%
<u>Exam 2</u>	<u>25%</u>
<b>Total</b>	<b>100%</b>

**NOTE:** Consistent with state requirements, Atlanta Technical College requires a **minimum** of **C** for progressing from specified courses to more advanced courses. Additionally, Atlanta Technical College requires an **average of 70%** or a **grade of C** for students to receive credit for a course. (See Student Handbook).

**Other grades allowed by Atlanta Technical College include:**

EX	Exempted by Examination	Not Computed
W	Withdrew	Not Computed
	<i>(Can only be given only during the first five weeks of the quarter).</i>	
WP	Withdrew Passing	Not Computed
	<i>(Given only after mid-quarter).</i>	
WF	Withdrew Failing	Computed
TR	Transfer Credit	Not Computed
AU	Audited	Not Computed
I	Incomplete*	Not Computed

\*(Course requirements for removal of an incomplete must be satisfactorily completed prior to the following quarter's mid-term date.)

**WORK ETHICS:**

The work ethics program is designed to evaluate and encourage good work habits to ensure job retention and career advancement. Employability skills refer to the basic academic, interpersonal, reasoning, problem solving skills, and work ethics that, when transferred to the occupational settings, facilitate job acquisition, retention, and advancement.

Job retention and advancement competency areas consist of desirable job performance skills and attitudes that directly influence the employee's ability to maintain employment or advance. Included within this definition are such behaviors as:

- Arriving for classes or meetings on time;
- Completing work satisfactorily and on time;
- Responding positively to supervision;
- Following directions correctly;
- Adhering to policies and regulations;

- Using tools and resources properly; ○ Observing safety provisions; and ○ Working effectively as part of a team.

Considering the above, the work ethics program will focus on the following characteristics in accordance with the Georgia Department of Technical and Adult Education work ethics guide:

- |               |                          |
|---------------|--------------------------|
| 1. ATTENDANCE | 6. PRODUCTIVITY          |
| 2. CHARACTER  | 7. ORGANIZATIONAL SKILLS |
| 3. TEAMWORK   | 8. COMMUNICATION         |
| 4. APPEARANCE | 9. COOPERATION           |
| 5. ATTITUDE   | 10. RESPECT              |

A **work ethics** grade will be given each quarter for credit courses. The “work ethics” grade(s) will be printed on transcripts and grade reports.

Every student’s work ethics evaluation is assumed to be “meets expectations” at the beginning of each quarter. The evaluation is based on the principle of daily grading by exception. This means that instructors are required to record a grade only for those students who display poor work ethics or those who display exceptionally good work ethics on a given day. An exception form is processed for these students.

**The grades assigned for work ethics are:** exceeds expectations = 3  
 meets expectations = 2 needs improvement = 1  
 unacceptable = 0 **COURSE OUTLINE WITH TIME LINES**

**Laboratory Safety**

Date	Description
5/23	Discuss and apply laboratory exercises encompassing the appropriate practice of laboratory precautions and laboratory safety.

**Units of Measurement**

Order	Description
5/30	Perform and apply laboratory exercises encompassing units of measurements.

**Physical and Chemical Properties of Matter**

Order	Description
6/6	Perform and apply laboratory exercises encompassing physical and chemical properties of matter.

**Atomic Structure**

Order	Description
6/13	Perform and apply laboratory exercises encompassing atomic structure.

**Chemical Bonding**

Order	Description
6/20	Perform and apply laboratory exercises encompassing chemical bonding.
6/27	<b>Exam 1</b>

### Nomenclature

Order	Description
7/11	Perform and apply laboratory exercises encompassing nomenclature.

### Stoichiometry

Order	Description
7/18	Perform and apply laboratory exercises encompassing stoichiometry.

### Gas Laws

Order	Description
7/18	Perform and apply laboratory exercises encompassing gas laws.
7/25	<b>Exam 2</b>

*\* Please note that schedule is subject to change and your professor will notify you via email, so please check your email before class. \**

***If you do not see a lab scheduled, class will still take place and you are expected to be in class. Class will serve as a review/tutorial day.***

***There will not be class on 7/4/2018.***

### LIBRARY RESOURCES:

The student is expected and encouraged to use the Atlanta Technical College library, located in Building G on the Atlanta Technical College campus. Atlanta Technical College's library operating hours are Monday-Thursday, 7:30 a.m. - 8:00 p.m.; Friday, 7:30 a.m. – 4:00 p.m. Students may use the library located at Atlanta Metropolitan College, or any other library within their access, to gather further information about the topic under discussion in class, or about any topic of interest to the student. Students are also expected and encouraged to use available Internet resources, as well as relevant periodicals, books, and electronic resources. Computer lab hours are posted in Atlanta Technical College's library. Most **course textbooks** are on loan for two (2) hours through the ATC Library circulation desk.

### REMEDICATION/TUTORIAL SUPPORT:

Remediation/tutorial support is available by each instructor during designated office hours. Remediation/tutorial support may be teacher or student initiated depending on the student's progress. Several programs of study offer services through peer counselors and mentors. Atlanta Technical College also offers math, English, reading, and study skills tutorials through the Learning Support Center. Located in room 2118, the Learning Support Center provides an open study area, face-to-face tutorial, Internet access, and various tutorial computer software. Students may also find out how to access our 24/7 online tutorial programs by visiting the Learning Support

Center. The Learning Support Center's operating hours are Monday-Thursday, 7:30 a.m. - 8:00 p.m.; Friday, 7:30a a.m. – 4:00 p.m.; Saturday, 9:00 a.m. – 1:00 p.m.

**FINANCIAL AID:**

Various forms of financial aid are available. The Financial Aid Office is located in the Dennard Building, Room 125, 404-225-4716.

**NONDISCRIMINATION POLICY**

Atlanta Technical College does not discriminate on the basis of race, color, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). For further information regarding these laws (Title VI and IX) contact Mattie Goss, equity officer, Atlanta Technical College, Cleveland Dennard Building, Student Affairs Division, Suite B174, 404.225.4446. Email: mgoss@atlantatech.edu. To request reasonable accommodations upon enrollment (Section 504/ADA), contact Sylvie Moses, career planner/special needs, Student Affairs Division, Cleveland Dennard Building, Suite B164, 404.225.4434. Email: smoses@atlantatech.edu. Atlanta Technical College, 1560 Metropolitan Parkway, SW, Atlanta, GA 30310.

**WARRANTY OF DEGREE, DIPLOMA, AND  
TECHNICAL CERTIFICATE OF CREDIT GRADUATES:**

Curriculum standards have been developed with direct involvement of business and industry. These standards serve as the industry-validated specifications for each occupational program. The TCSG guarantee to every one of our students is this:

*If one of our graduates educated under a standard program or his/her employer finds that the graduate is deficient in one or more competencies as defined in the standards, the technical college will retrain the employee at no instructional cost to the employee or the employer.*

This guarantee is in effect for a period of two years after graduation.

\*Atlanta Technical College is accredited by the Commission of the Council on Occupational Education COE), and by the Southern Association of Colleges and Schools (SACS).