INTRODUCTION: CH1153-University Chemistry I recitation is designed to support the University Chemistry I lecture section through in-class worksheets/quizzes, discussion, and group learning. The lectures only provide you with a guide to the material and you must, therefore, read the relevant textbook chapters prior to the class and again after the class. You must also work through the practice problems and ask questions of your instructor.

REDINOTES: The class PowerPoint slides for this semester have been packaged with your textbook and are known as Redinotes. These notes are NOT designed to replace taking good notes, but they will reduce your need to copy everything from the slides and will allow you to pay closer attention to classroom discussion. You should bring your RediNotes to the recitation session because they will help you with the classroom problems.

CHEMISTRY LEARNING CENTER (CLC): The CLC is a free service provided by the Department of Chemistry and the University to provide support for students enrolled in first year chemistry lecture courses. It is located in 208 Chemical Sciences Bldg. Please see your lecture syllabus for more details.

GRADING: Your grade in this class is divided equally between attendance/participation, and assignment/quiz scores. Each week you will receive up to 50 points for attendance and participation, and up to 50 points from each assignment. Your grade will be based out of the percentage of the total points that you accumulate. Grade cut-offs are as follows—93%, A; 88%, AB; 83% B; 78%, BC; 73%, C; 68%, CD; 60%, D; and below 60% F. Please note that the final entry in Canvas under grades (the one showing a letter grade) does not accurately reflect these points or cutoffs. Please disregard this column in Canvas.

QUIZ/ASSIGNMENT POLICY: There will be weekly quizzes or assignments during the semester—including a “take-home” assignment during the week of winter carnival that will be sent out over email and will be due back the following week.

When quizzes are given, you will until half past the hour to ask any question over the lecture material scheduled for the previous week. You will then be given a multiple-choice quiz over the material. Most quiz questions will be conceptual in nature to keep you on track with the lecture schedule and to help you prepare for exams. Quizzes are due at the end of a session.

When assignments are given, if you do not finish by the end of your session, it may be turned in at the start of the following session. Assignment turned in after the beginning of the following session will be assessed a late penalty of 20 points for each week it is late (up to 50 points). Be careful with this. It may be better for you to turn in an almost completed assignment at the end of a session rather than risk getting down to a zero on the assignment because you forgot it the following week(s). Students who leave a session before the time is up forfeit the right to extra time and must turn in the assignment before they leave. Assignments given during excused absences still count towards your overall score and must be made up by the next class period. It is your responsibility to contact your instructor for assignments missed due to an excused absence.
**ABSENCE POLICY:** Attendance in recitation is required and represents 50% of your total grade for CH1153. Any unexcused absences will be an automatic zero for that recitation session. More than 4 unexcused absences will result in an automatic failure of the class. The Office of Student Affairs, or your instructor may grant an excused absence. If you know that you will have an official university excused absence (university athletic event, religious holiday, interview, or funeral), you are required to make arrangements as early as possible in advance of the date. Excused absences will not be given to travel home, attend “social” events (such as weddings), missed flights, or for sufferers of the “Common Cold.”

**GRADING EXAMPLE:** Let’s say you attended class during Week 4, but didn’t complete your problem set which had 25 available points. You decided to take it home to finish it, but you forgot to bring it back on the next class. So you turned it in at the beginning of class Week 6. The instructor graded the assignment and you missed 3.5 points. Since the percentage of points received on each assignment will be scaled to 50 points, your 21.5/25 will be scaled to 43 points for that week’s assignment. Therefore, your points obtained for Week 4 would be 50+43=73 points (attendance + assignment - penalties).

**ACADEMIC INTEGRITY:** Both students and faculty are responsible for insuring the academic integrity of the University according to the procedures in “Academic Integrity at Michigan Tech – A Guide for Students and Faculty.” Specific violations in this course would be the intentional use of any unauthorized study aids, equipment, or another’s work during an examination (cheating) or allowing/helping another individual to cheat (facilitating academic dishonesty). Possible sanctions include an academic integrity warning, an “F*” grade indicating failure due to academic dishonesty, suspension or expulsion.

Peer-to-peer learning is encouraged in this class during assignments and review sessions. However, problem sets must be completed individually—you can talk with whomever you want about an assignment, but the work should be your own. As you would expect, there is no collaboration of any sort allowed during quizzes.

**ELECTRONIC DEVICES:** Turn off and stow unapproved electronic devices for the duration of each class period because they disturb people around you. The only approved devices are calculators because when you are web surfing or texting, everyone behind you is watching you. If you need other devices as assistive technology, just ask. Failure to comply may result in punitive action being taken against you, or the whole class.

**IMPORTANT NOTICE ABOUT STUDYING:** Chemistry is really easy to pass, but it is even easier to fail: It is your actions that will determine where you lie on this scale. Many of you are enjoying your first true taste of freedom and it is extremely easy to become intoxicated by the knowledge that you can do pretty much what you want. I whole heartedly encourage you to explore what Michigan Tech has to offer, particularly when the snow flies, but do this AFTER you have completed a couple of hours studying each night and you will be much happier in your classes. Remember that you are entirely responsible for your grade in this class, so if you choose not to study the recommended minimum of 3 hours per credit per week you may find your grades are not quite what you expected.

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Michigan Tech complies with all federal and state laws and regulations regarding discrimination, including the Americans with Disabilities Act of 1990 (ADA). If you have a disability and need a reasonable accommodation for equal access to education or services at Michigan Tech, please call Christy Oslund, Student Disability Services (cmoslund@mtu.edu), or Dr. Gloria Melton, Dean of Students (7-2212).