In order to obtain your full credit for attendance and participation you need to participate in the discussion during the week.

ASSIGNMENTS POLICY: There will be weekly assignments during the semester—including a “take-home” assignment during the week of winter carnival that will be posted on Canvas and will be due back the following week. You are expected to come to the class prepared and turn in your completed problem set to your instructor. In order to obtain your full credit for attendance and participation you need to participate in the discussion. If by
any chance you do not finish an assignment 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 5 point for each week it is late. 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 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. There will be recitation quizzes on the weeks prior to your term exams.

**ABSENCE POLICY:** Attendance and participation in recitation is required and represents up to 60% of your total grade. You are expected to come to the class on time, being repeatedly late to class can risk your full credit score for attendance. Any unexcused absences will be an automatic zero for that recitation session. More than 3 unexcused absences may 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.”

**ACADEMIC INTEGRITY:** Both students and faculty are responsible for insuring the academic integrity according to the procedures in “Academic Integrity at Michigan Tech” [http://www.mtu.edu/dean/conduct/policy/](http://www.mtu.edu/dean/conduct/policy/). 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. However, problem sets must be completed individually—you can talk with whomever you want to about an assignment, but the work should be your own.

**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).*