



CHEM 1406.101CL
Introductory Chemistry 1
Spring 2022

Mondays from 8:00 AM to 11:50 AM in STEAM 346
Wednesdays from 8:00 AM to 11:50 AM in STEAM 346

Instructor Information:

Name: Dr. Britt E. Price, PhD
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Phone: 409-933-8368

Student (Office) hours and location:

Locations and Times: Available by appointment or virtually (email & Microsoft Teams)
Tuesdays & Thursdays from 1:00 to 4:20 PM in STEAM 325-31

Required Textbook/Materials: The textbook and homework system are part of the inclusive access and are available immediately upon access to Blackboard at the start of the semester.

Required Textbook: Map: Chemistry for Changing Times (Hill and McCreary)
<https://chem.libretexts.org/@go/page/152132> (accessed Jan 10, 2022).

This link is to the general chemistry Libretexts Textmap which is organized around the textbook Chemistry for Changing Times by Hill and McCreary. This OER resource is free to view online and to download in the PDF file format.

Inclusive Access to courseware is available through VitalSource digitally. This course uses the Macmillan Learning Achieve platform which provides online resources such as interactive learning modules, homework (self-assessments), and formative assessments. Cost of the course materials for this section is included in the fees for the course. The course materials are available on the first day of class and you will be given the opportunity to opt-out of the course materials prior to the census day of the class. If you choose not to use the course materials, you will be reimbursed after census day of the class and lose access to those materials. The materials are not refundable after the census day.

Required Homework System: Macmillan Learning Achieve homework system is an Internet based homework, testing, and content management system. Instructions for creating a Achieve Macmillan Learning homework system account and registering for the course are provided in the Course Information page located in Blackboard.

Once you have registered and enrolled, you can log in at any time to complete or review your homework assignments. During sign up or throughout the term, if you have any technical problems or

grading issues, go to [Achieve Support](#) to look at support articles or chat with a member of the support team at [Achieve Chat](#). The Macmillan Learning Achieve support team is almost always faster and better able to resolve issues than your instructor.

Additional Materials: An inexpensive scientific calculator (e.g., TI-30). There are free apps for your mobile devices. [However, you will not be able to use those on exams.]

Computer Requirements: You will need to have access to a computer with the following resources.

- Internet access through a wired Ethernet connection
- A contemporary web browser capable of viewing flash video (Chrome or Firefox)
- Java installed and updated
- An [e-mail account](#) (COM provides free email for students)
- [Microsoft Office, Microsoft OneNote, and Microsoft Teams](#) (COM offers free Office 365 access for students)
- [Vernier Graphical Analysis](#) (Vernier offers free software for students)
- File conversion software for converting image files to PDF files ([Microsoft Office Lens](#), [Adobe Scan](#), and [Genius Scan](#) are free for both Android and iOS)
- A PDF reader like [Adobe Reader](#)

Course Description: Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for allied health students and for students who are not science majors.

Course Requirements: Students are expected to meet the following course requirements.

Stay Current: You will use the Course Outline, the online calendar, the discussion forums, communication with your instructor, and communication with your classmates to stay abreast of course scheduling.

Meet Learning Objectives: You will cover the course material listed in the Student Learning Objectives by accessing information from the textbook, from Sapling Learning, from the Internet, from the Library, and from other resources, as needed.

Stay in Communication: You will maintain communication with your classmates and instructor, as needed. Typical methods for communicating include interpersonal communication, email, text messaging, instant messaging, and discussion forum postings.

Complete Assessments: Your knowledge of the material covered in the Student Learner Outcomes is assessed using Now You Try It, online homework, exams, and laboratory experiments.

- Now You Try It [NYTI]
Following each lecture an assignment in which you are asked about some aspect of the lecture will be posted. These assignments may involve writing some type of explanation, categorization, or mathematical problem. Individually each assignment will be worth 20 points. The lowest score will be dropped from the calculation of the overall NYTI score. The overall NYTI score will be calculated by dropping the lowest assignment score and the total sum of the remaining scores will be scaled to be worth a maximum of 125 points.

- Chapter Homework

There will be Chapter Homework Assignments given during the semester. The Chapter Homework Assignments, designed and administered to promote mastery of the selected Student Learner Outcomes, are given online through Achieve Macmillan Learning. These open book assignments allow you to reference your course materials and Internet resources during the assessment.

Once started, you will have until the deadline to complete and submit your attempt. The system is an adaptive learning module that allows for multiple attempts and is designed to help you master the concepts and calculations of the material. The purpose of allowing the additional attempts while answering the questions is to promote mastery of the material. By learning from mistakes made during the initial attempt you will have an opportunity to correct misconceptions and demonstrate mastery of the material. This will also help prepare you for the exams.

The tests are composed of calculation, explanation, matching, multiple choice, and true/false questions. The topics for the assignments correspond to the Chapter topics:

Chapter 1	Chemistry
Chapter 2	Atoms
Chapter 3	Atomic Structure
Chapter 4	Chemical Bonds
Chapter 5	Chemical Accounting
Chapter 6	Gases, Liquids, Solids...and Intermolecular Forces
Chapter 7	Acids and Bases
Chapter 9	Organic Chemistry

Potential Topics:

Chapter 16	Biochemistry
Chapter 18	Drugs

Each Chapter Homework Assignments is worth a maximum of 25 points. The overall Chapter Homework Assignments score will be calculated by dropping the lowest assignment score and the total sum of the remaining scores will be scaled to be worth a maximum of 125 points.

- Semester Exams

There will be three Semester Exams given during the semester. The questions on these exams may be composed of calculation, explanation, matching, multiple choice, short answer, free response and true/false formats. The exact material covered for each exam will be announced at least one week prior to the exam. Each exam is worth a maximum of 100 points. No make-up exams will be offered.

- Final Exam

There will be one cumulative exam given at the end of the semester. The questions on the final exam may be composed of calculation, matching, multiple choice, short answer, free response and true/false formats. The Final Exam is designed and administered to evaluate your knowledge of the Student Learner Objectives. The exam will be scheduled during Finals week at the end of the semester. It is worth a maximum of 150 points.

- Laboratory Grade

Chemistry is primarily a "wet" science. The laboratory sessions are a necessary component of learning chemistry. Laboratory experiments will allow students to practice skills and make observations of concepts, theories, and laws. Given the hands-on nature of the laboratory, participation in this portion of the course is crucial. The face-to-face laboratory sessions provide an opportunity to demonstrate your ability to safely perform the experiment, physically manipulate the equipment, make experimental observations, and work cooperatively with your lab Group. Each student must successfully complete 70% or more of all laboratory assignments to pass the laboratory portion. Failure to complete 70% or more of the laboratory assignments will result in a failing laboratory grade and a failing grade for the course. Students must also earn a 70% or higher for the laboratory portion of the course.

Rules of conduct for the laboratory must be followed to reduce the risk of injury. Failure to follow the safety rules will result in your dismissal from the course. To help ensure that each student is familiar with laboratory safety, all students are required to complete Experiment 1: Chemistry Laboratory Safety before performing subsequent labs. If a student misses their scheduled lab time for Experiment 1, they will be complete the activity during the second scheduled laboratory session. The student will then earn a 0 for Experiment 2.

Students are required to read the appropriate laboratory experiment and be prepared before the start of each laboratory session. Any special instructions, techniques or changes to the procedure will be discussed prior to the start of or during the experiment. Failure to be prepared for the laboratory session may delay or prevent you from performing the experiment.

The laboratory component will allow students to practice skills and make observations of concepts, theories, and laws. All lab components should be discussed with classmates to foster collaboration and develop teamwork.

Successful completion of a laboratory assignment typically involves the completion and submission of three portions: the Pre-lab Assignment, the Lab Procedure, and the Post-lab Assignment.

Pre-lab Assignments require students to work either individually or cooperatively, in lab groups (i.e., teams), to achieve the following outcomes.

- Read the lab background information or introduction
- Read the lab procedure.
- Answer questions concerning concepts and procedures from the lab experiment.
- Submit the completed assignment *before* starting the experiment.

Lab Procedures require that students work either individually or cooperatively, in lab Groups (i.e., teams), to achieve the following expected outcomes.

- Successfully complete the lab within the duration of the lab period.
- Clearly and concisely record data and observations on the data sheets for the lab experiment.
- Perform the necessary calculations and interpretations.
- Interpret the results of the any calculation using that data or data provided for that purpose.
- Answer questions concerning concepts, theories, and laws illustrated in the experiment.
- Submit the completed assignment as scheduled.

In the unlikely event that labs are delivered in an online format, students will work either individually or in lab Groups (i.e., teams), to achieve the following outcomes.

- Clearly and concisely record data and observations.
- Create the necessary graphs from the observed data.
- Perform the necessary calculations.
- Interpret recorded data and observations, generated graphs, and calculated values.
- Report conclusions from interpreted data and observations, graphs, and calculations.
- Submit the completed assignment as scheduled.

Post-lab Assignments require that students work independently or cooperatively, in lab Groups (i.e., teams), to achieve the following outcomes.

- Perform calculations based on the experiment.
- Interpret the data based on the experiment.
- Interpret the results of the any calculation using that data or data provided for that purpose.
- Answer questions concerning concepts, theories, and laws illustrated in the experiment.
- Submit the completed assignment as scheduled.

Each Lab Assignment will be worth a maximum of 100 points as determined from the sum of the points for the pre-lab assignment, the lab procedure and the post-lab assignment. The Laboratory Score is calculated as the simple average of the lab report scores that remain after dropping the lowest score scaled to 200 points.

Extra Practice

- Self-assessments

There will be self-assessments, one or more for each Chapter, available during the semester. These will be provided online through the Achieve Macmillan Learning system. These self-assessments are designed and administered to promote mastery of course objectives addressed in each Chapter from your textbook. These are *self-assessments that are not directly factored into your grade calculation*.

- Suggested Problems

There will be practice questions and problems posted in Blackboard along with worked out answer keys. These are designed to reinforce concepts and problem-solving skills introduced in lecture. These are *self-assessments that are not directly factored into your grade calculation*.

Determination of Course Grade/Detailed Grading Formula: Your grade for the course is determined by the scores that you earn on the assignments and assessments. The points you earn for this course are the sum of the points earned in each grading categories. Your final grade is then calculated as a percentage of points earned vs the total possible points.

Now You Try It (NYTI)

- Each NYTI is worth a maximum of 20 points.
- The lowest NYTI score will be dropped.
- The percentage of the remaining scores will be calculated.
 $[(\text{Total points earned}) / (\text{Total points possible})] \times 100$
- The percentage is then scaled to 125 points.

Chapter Homework Assignments

- Each assignment is worth a maximum of 25 points.
- The lowest homework assignment will be dropped.
- The percentage of the remaining scores will be calculated.
 $[(\text{Total points earned}) / (\text{Total points possible})] \times 100$
- The percentage is then scaled to 125 points.

Semester Exams

- Each exam is worth a maximum of 100 points.
- IF the percentage on the Final Exam is higher than the lowest semester exam, the lowest semester exam grade will be replaced with the percentage earned on the final exam.

	Exam #1	Exam #2	Exam #3	Final Exam %	Total (300)
Case I – Final exam is lowest.	82	80	91	75 (lowest)	= 82 + 80 + 91 = 253
Case II – Regular exam is lowest	89	76	45 (lowest)	78	= 89 + 76 + 78 = 243
Case III – One exam is missed	67	0 (lowest)	72	79	= 67 + 72 + 79 = 218

- The semester exam portion is worth a possible total of 300 points.

Final Exam Grade

- The Final Exam is required.
- The Final Exam is worth a maximum of 150 points.

Lab Grade

- Each lab assignment is worth a maximum of 100 points.
- Lab assignment score is the sum of the Pre-lab Assignment, the Lab Procedure, and the Post-lab Assignment.
- The lowest lab assignment score will be dropped.
- The percentage of the remaining scores will be calculated.
 $[(\text{Total points earned}) / (\text{Total points possible})] \times 100$
- The percentage is then scaled to 200 points.

Numerical Breakdown of Category Points:

Category	Possible Points	Percentage
Now You Try It	125	13.9 %
Chapter Homework	125	13.9 %
Semester Exams	300	33.3 %
Final Exam Grade	150	16.6 %
Lab Grade (See the Lab Science Policy)	200	22.2%
Total Points	900	100 %

Grading Scale: The table contains the grading scale applied to the points calculation previously described.

F_N — An F_N may be assigned at the discretion of the instructor in accordance with college policy.

I — An incomplete may be assigned at the discretion of the instructor in accordance with college policy.

W — A withdrawal may be assigned in accordance with college policy.

Letter Grade	Final Average
A	89.5 – 100
B	79.5 – 89.4
C	69.5 – 79.4
D	59.5 – 69.4
F	< 59.5

Lab Science Policy:

The grade for this course consists of both a lecture and laboratory component. Students must meet two criteria in the laboratory component to successfully pass the course.

1. Students must earn a 70% or better in the laboratory component to successfully pass the course. Earning less than 70% in the laboratory component will result in an F for the course regardless of the lecture grade. Passing the laboratory component and failing the lecture component will not guarantee a passing grade for the course.
2. Each student must successfully attend and complete 70% or more of all laboratory assignments to pass the laboratory portion. Failure to attend and complete 70% or more of the laboratory assignments will result in a failing laboratory grade and in an F for the course regardless of the lecture grade.

Deviations from this policy will be at the sole discretion of the instructor.

Late Work, Make-Up, and Extra-Credit Policy:

This course is designed to accommodate some of life's mishaps, difficulties, or tragedies by providing extended deadlines for NYTI, homework and lab assignments. Semester exams, the course evaluation through CoursEval and the Final Exam are exceptions. After the initial due date, there may be an extended deadline to submit your assessment or assignment. After the extended deadline, the assignment or assessment is closed, the link may be removed, and no additional time will likely be provided.

The NYTI and lab assignments have a 48-hour extension beyond the due date with a loss of 5% per day. After the extended deadline has passed those assignments and assessments are closed, and the points are forfeited.

The homework assignments have an extended deadline of seven days with a loss of 5% per day. After the extended deadline has passed, expect that the assignment will be closed, and the points are forfeited.

If this provides insufficient accommodation, then the severity of life's mishap, difficulty, or tragedy is beyond the capacity of this course. Anyone experiencing such difficulty should consider withdrawing from the course and taking it after the difficulty has passed.

Attendance Policy:

All students registered in this class are expected to attend all face-to-face sessions. This policy follows the attendance policies prescribed in the current College Catalog (<http://coursecatalog.com.edu/>).

Students must earn a 70% or better in the laboratory component to successfully pass the course. Additionally, students must successfully attend and complete 70% or more of all laboratory assignments to successfully pass the course.

Failing to attend class, log into Blackboard and Macmillan Achieve Learning, or to complete your work as scheduled demonstrates poor progress towards obtaining the course goals (objectives) and is detrimental to learning course material. If you fail to attend class or fail to log into Blackboard or Achieve Macmillan Learning and are demonstrating poor progress towards obtaining the course goals (objectives), the instructor *may* administratively withdraw you from the course. Examples of insufficient progress include, but are not limited to, failure to log into Blackboard for a one-week period, failure to submit four or more assignments by the deadlines for those assignments, failure to attend and complete 70% or more of the labs, failure to maintain a passing average for the class, or demonstrating poor progress towards obtaining the course goals (objectives). Let's say a student may log into the course multiple times a week but fails to complete or attempt the course evaluations. Since they have failed to demonstrate knowledge of the material through evaluation, this student has demonstrated poor progress towards obtaining the course objectives. Another scenario is a student that is attending (completing) less than 70% of the lab sessions. Since they have failed to attempt lab procedures evaluated through the performance lab procedure, this student has demonstrated poor progress towards obtaining the course objectives. In both cases, the student may be administratively withdrawn from the course. An administrative withdrawal for insufficient progress is solely at the discretion of your Instructor.

Classroom / Labroom Expectations:

Students are expected to be ontime for class. Being tardy to a laboratory session may result in you not being able to complete that day's lab assignment. Students are expected to bring all tools necessary for success to class every day. These tools typically include writing implements, notebook/note paper, materials needed for completion of a lab assignment. Unfortunately, no food and drinks, including bottled water, are allowed in the STEAM 346. All other items (backpacks, purses, bags, laptops, etc.) must be placed in the appropriate cubbies in STEAM 346 or on the floor in a traditional classroom. In addition, headsets/wireless earbuds and cell phones are to be placed in your backpack, etc. before class starts.

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. (Faculty may add additional statement requiring monitoring and communication expectations via Blackboard or other LMS)

The best way to reach your instructor is by email. Please use your @com.edu email address. Expected that mails from other sources will be filtered from my inbox and you will receive no reply. I will strive to reply to emails from @com.edu addresses, which are made on weekdays, within twenty-four hours. Expect that I will be unavailable on weekends. For extra credit on the syllabus quiz, email a picture of your pet or your favorite animal as a .jpg format to me. The email must be in the correct format. Please *include your course and section number in the subject line*. Replies to voice messages left on my office telephone will take longer for me to reply than an email. Also, I will most likely reply to a voice message by email. So, if you don't mind waiting an extended time for my reply, leaving a voice message is another option.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Identify and express the terminology used in chemistry, the nomenclature of inorganic and selected organic substances, and the physical and chemical properties of inorganic and selected organic substances.	Communication Skills Critical Thinking	Selected Test or Exam Questions
2. Recognize the fundamental facts, principles, theories, laws, and concepts necessary for further studies in science and related subjects.	Critical Thinking	Selected Test or Exam Questions
3. Categorize the structure, states, and physical and chemical properties of matter.	Critical Thinking	Selected Test or Exam Questions
4. Solve basic chemistry problems, conversions, and calculations	Empirical and Quantitative Skills	Selected Test or Exam Questions
5. Demonstrate proper safety techniques and locate needed safety information.	Critical Thinking Skills	Experiment 1 Grade Lab Average
6. Perform laboratory procedures by working cooperatively with classmates in a lab group to properly manipulate the laboratory equipment, to properly handle chemicals, to clearly record data, to perform needed calculations, and to submit completed work by the assigned deadline.	Teamwork	Lab Average

Academic Dishonesty: Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty, such as cheating on exams, plagiarism, or collusion, is an extremely serious offense and will result in at least a grade of zero on that assignment and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action. Additionally, administrative withdrawal from the course prior to the withdrawal deadline for the semester

or being assigned a grade of F after the withdrawal deadline are possible and solely at the discretion of your Instructor.

Student Concerns: If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Ms. Sheena Abernathy, Science Department Chair, at 409-933-8330/sabernathy@com.edu.

Tentative Course Outline: Use this course outline and tentative class schedule to schedule your course activities for the semester.

Week	Topics	Reading Assignments
1	<ul style="list-style-type: none"> • Course Intro • Achieve Macmillan Learning • CH 1 	<ul style="list-style-type: none"> • Read Me First • Syllabus • Achieve Access Directions • CH 1
2	<ul style="list-style-type: none"> • CH 1 Chemistry • CH 2 Atoms • <i>Lab 1: Safety in the Chemistry Lab</i> 	<ul style="list-style-type: none"> • CH 1 & 2 • Experiment 1
3	<ul style="list-style-type: none"> • CH 2 Atoms • CH 3 Atomic Structure • <i>Lab 2: Weight and Volume</i> 	<ul style="list-style-type: none"> • CH 2 • Experiment 2
4	<ul style="list-style-type: none"> • CH 3 Atomic Structure • <i>Lab 3: Density and Graphing</i> 	<ul style="list-style-type: none"> • CH 3 • Experiment 3
5	<ul style="list-style-type: none"> • CH 3 Atomic Structure • CH 4 Chemical Bonds • <i>Lab 4: Spectroscopy / Spectral Lines</i> 	<ul style="list-style-type: none"> • CH 3 & 4 • Experiment 4
6	<ul style="list-style-type: none"> • Exam 1 – during lab • CH 4 Chemical Bonds • CH 6 (6.1 – 6.4) Gases, Liquids, Solids, and Intermolecular Forces • <i>Lab 5: Periodic Table and Electron Configuration</i> 	<ul style="list-style-type: none"> • CH 1 - 3 • CH 4 & CH 6 (6.1 – 6.4) • Experiment 5
7	<ul style="list-style-type: none"> • CH 6 (6.1 – 6.4) Gases, Liquids, Solids, and Intermolecular Forces • <i>Lab 6: Lewis Structures and The Shapes of Molecules</i> 	<ul style="list-style-type: none"> • CH 6 (6.1 – 6.4) • Experiment 6
8	<ul style="list-style-type: none"> • CH 5 Chemical Accounting • <i>Lab 7: Investigation of Intermolecular Forces</i> 	<ul style="list-style-type: none"> • CH 5 • Experiment 7
SPRING BREAK – NO ASSIGNMENTS		
9	<ul style="list-style-type: none"> • CH 5 Chemical Accounting • CH 6 (6.5 – 6.7) Gases, Liquids, Solids, and Intermolecular Forces • <i>Lab 8: Chemical and Physical Properties</i> 	<ul style="list-style-type: none"> • CH 5 & CH 6 (6.5 – 6.7) • Experiment 8
10	<ul style="list-style-type: none"> • Exam 2 – during lab • CH 6 (6.5 – 6.7) Gases, Liquids, Solids, and Intermolecular Forces • <i>Lab 9: Types of Chemical Reactions</i> 	<ul style="list-style-type: none"> • CH 4, CH 6 (6.1 – 6.4), CH 5 • CH 6 (6.5 – 6.7) & CH 7 • Experiment 9
11	<ul style="list-style-type: none"> • CH 7 Acids and Bases • <i>Lab 10: Stoichiometry</i> 	<ul style="list-style-type: none"> • CH 7 • Experiment 10
12	<ul style="list-style-type: none"> • CH 7 Acid and Base • <i>Lab 11: Gas Laws</i> 	<ul style="list-style-type: none"> • CH 7 & 8 • Experiment 11
13	<ul style="list-style-type: none"> • CH 9 Organic Chemistry • <i>Lab 12: Concepts of Strength and Concentration (on-line)</i> 	<ul style="list-style-type: none"> • CH 8 & 9 • Experiment 12 & 13

	• <i>Lab 13: Acidity and Alkalinity of Household Chemicals</i>	
14	• CH 9 Organic Chemistry • CH 10 Polymers • <i>Lab 14: Synthesis and Identification of Esters</i>	• CH 9 & 10 • Experiment 14
15	• <i>Exam 3 – during lecture</i>	• CH 6 (6.5 – 6.7), 7, 9 & 10
16	• <i>FINAL EXAM</i> – on scheduled <i>lecture</i> day	

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook. <https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf.
An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor’s professional judgment of the quality of the student’s work and performance is also not an admissible basis for a grade appeal.
https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact Holly Bankston at 409-933-8520 or hbankston@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Counseling Statement: Any student needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free and students can also email counseling@com.edu to set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a “W” grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is March 2. The last date to withdraw from the 16-week session is April 25. The last date to withdraw for the 2nd 8-week session is May 4.

F_N Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The

issuing of the F_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

COVID-19 Statement: All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland's Coronavirus Information site at www.com.edu/coronavirus. In compliance with Governor Abbott's May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit com.edu/coronavirus for future updates.

Technology Outage: Students are responsible for maintaining their hardware, software, and Internet connection to the course. Expect that no additional time will be provided for hardware, software, or Internet connection problems that interfere with your ability to access the course and complete your assignments and assessments.

If a verifiable interruption in the access to the Course Management System that lasts for fifteen minutes or longer and occurs within twenty-four hours of an assignment or assessment, the deadline for the assignment or assessment may be extended at the discretion of your instructor.

Revisions: Your instructor reserves the right to revise this syllabus to accommodate changes in the course that may occur during the semester. If any changes to this syllabus occur during the semester, students will be provided with an announcement of those changes and will be given access to a description of those changes.

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Acknowledgements: This syllabus was developed using a template developed by the COM Administration. Other parts of this syllabus were derived from the work of my professors and my colleagues. I thank them for their willingness to share their work.