Course	**CHEM 1312: General Chemistry 2**
Professors	Nimali Abeykoon, Gregg Dieckmann, Yu Huang, Stephanie Taylor
Term	Spring 2021
Section Times	Section 001: MWF 9:00 am – 9:50 am: Dr. Taylor Section 002: MWF 10:00 am – 10:50 am: Dr. Huang Section 003: MWF 11:00 am – 11:50 am: Dr. Dieckmann Section 004: MWF 1:00 pm – 1:50 pm: Dr. Dieckmann Section 005: MWF 2:00 pm – 2:50 pm: Dr. Abeykoon

Contact Information

Office Phones [972-883-XXXX]	Dr. Abeykoon: 3991; Dr. Dieckmann: 2903; Dr. Huang: 4686; Dr. Taylor: 6044
Email Addresses	Dr. Abeykoon: Nimali.Abeykoon@utdallas.edu; Dr. Dieckmann: Dieckgr@utdallas.edu; Dr. Huang: Yu.Huang@utdallas.edu; Dr. Taylor: StephanieM.Taylor@utdallas.edu
Online Office Hours	All office hours will be through Blackboard Collaborate, either at scheduled times or by appointment. Dr. Abeykoon: by appointment Dr. Dieckmann: Tues 4:00 to 5:00 pm; Thurs 6:00 to 7:00 pm CST or by appointment Dr. Huang: by appointment Dr. Taylor: Mon and Wed 4:00 to 5:00 pm CST or by appointment You will find links to office hours collected together on the CHEM 1312.7W1 eLearning page. This allows you to attend any instructor's office hours, not just the instructor whose section you are enrolled. For all: PLEASE feel free to contact us if you wish to set up a separate appointment to meet virtually

Course Modality and Expectations

Instructional Mode	This course will be taught using a "REMOTE" instructional mode, and will be composed of several pieces: (1) The lecture content for the course (the content you would find delivered in a standard in-person mode course) will be pre-recorded and made available to students to watch from the eLearning course page at their convenience. (2) Instructors will deliver online learning activities (e.g. answering student questions, working problems in a workshop format, clarifying lecture content, etc.) at the day and time listed for their course section; each section may utilize these synchronous times slightly differently. The instructors will deliver this instruction from their home or their campus office, while students will participate online at a distance. These sessions will be recorded and made available to students to view. (3) Online office hours will be provided by each instructor (see details in the "Online Office Hours" section above). These are available to all students and allow students to seek clarification on course content from the instructors. These will not be recorded. Participation in office hours is not required. (4) Individual sessions between a student and an instructor can be initiated by the student for additional one-on-one assistance. Please contact the instructor to set up such a session. (5) Exams will be delivered in an online format (see "Exam/Final Exam Details" section below).
Course Platform	1. Lecture content will be pre-recorded. Links to these recordings will be located on the eLearning course page for viewing 2. Synchronous online learning activities (MWF sections) will be delivered by each instructor. You will find links to these on your section eLearning page. 3. Online office hours and one-on-one sessions will be delivered by each instructor (see details above in the "Online Office Hours" section) 4. Exams will be online and delivered using eLearning (see details below in the "Exam/Final Exam Details" section)

Expectations	• Students will have a confident level of computer and Internet literacy to enable a successful learning experience. In addition, students must have a web camera with microphone, a laptop or desktop computer (tablets and phones will not be sufficient), Chrome browser installed on their computer, a reliable internet connection, and a valid photo ID (e.g. your UTD Comet Card, or a current valid driver's license, etc.). • Students will view all pre-recorded lectures. This is not graded but is highly recommended. • Students will attend the synchronous MWF course sessions to get experience working with the topics covered in the lectures. This is not graded but is highly recommended. • Students will work recommended textbook end-of-chapter homework problems (see description below in "Homework" section) to gain experience solving problems and working with course topics. This is not graded but highly recommended. • Students will utilize ALEKS (see description below in the "ALEKS" section) to receive personalized instruction on course content. This IS graded, with deadlines almost every week, and will contribute to your final grade. You are welcome to work ahead on ALEKS. • Students attend online office hours (and potentially one-on-one sessions) to get clarification on specific concepts. This is not graded but highly recommended for students that need additional assistance. • Students will take 5 midterm exams and 1 final exam (cumulative) to demonstrate their mastery of course content (see description below in "Exams/Final Exam Details" section). These ARE graded, and will be a large part of your final grade.
Asynchronous Learning Guidelines	Any student has the option at any time to select asynchronous access to this course. This allows you to complete the course at a different time than the scheduled class. Asynchronous access does not mean that you can complete the course and course requirements at your own pace or discretion. Asynchronous access means flexibility is given to you completing the course at a distance. You will have the same opportunities for learning and meet the same course standards as the other students. You will need to meet the requirements and standards set forth by the instructor. You also will need to follow along at the pace of the class even though you are not meeting at the time of the class. There is no need to notify the instructor of this course that you are switching to/from the asynchronous mode, since flexibility is built into the course structure: • all course lectures are pre-recorded, allowing you to access them when it is best for you. • all synchronous MWF course sessions will be recorded, allowing you to access them when it is best for you to benefit from that content • textbook end-of-chapter homework problems are optional (although highly recommended) and can be worked at your convenience • ALEKS work is online and individualized, and so can be worked at your convenience (as long as you meet the objective deadlines) • students can request one-on-one meetings with instructors at times that work with their schedules • for midterm exams, a reasonable window of start times will be available to allow some flexibility

COVID-19 Guidelines and Resources

The information contained in the following link lists the University's COVID-19 resources for students and instructors of record.

Please see http://go.utdallas.edu/syllabus-policies.

Class Participation and Attendance

Regular class participation is expected regardless of course modality. Students who fail to participate in class regularly are inviting scholastic difficulty. Aspects of course participation are outlined in the "Expectations" section above, and several clearly have an impact on your course grade.

Activities such as watching pre-recorded lectures, attending/participating in MWF scheduled online learning activities, and online office hours will not be used as part of grading for the course.

Class Recordings

The instructor may record meetings of this course. Any recordings will be available to all students registered for this class as they are intended to supplement the classroom experience. Students are expected to follow appropriate University policies and maintain the security of passwords used to access recorded lectures. Unless the Office of Student AccessAbility has approved the student to record the instruction, students are expressly prohibited from recording any part of this course. Recordings may not be published, reproduced, or shared with those not in the class, or uploaded to other online environments except to implement an approved Office of Student AccessAbility accommodation. If the instructor or a UTD school/department/office plans any other uses for the recordings, consent of the students identifiable in the recordings is required prior to such use unless an exception is allowed by law. Failure to comply with these University requirements is a violation of the Student Code of Conduct.

Class Materials

The Instructor may provide class materials that will be made available to all students registered for this class as they are intended to supplement the classroom experience. These materials may be downloaded during the course, however, these materials are for registered students' use only. Classroom materials may not be reproduced or shared with those not in class, or uploaded to other online environments except to implement an approved Office of Student AccessAbility accommodation. Failure to comply with these University requirements is a violation of the Student Code of Conduct.

General Course Information

Pre-requisites, Co-requisites, & other restrictions	One year of high school chemistry and one semester of college general chemistry (e.g. CHEM 1311) are assumed. You must enroll in the exam section of the course (section 7W1) in addition to your specific section. The exams will be administered through this exam section.
Course Description	A continuation of CHEM 1311 treating solutions; chemical equilibrium, acids and bases, solubility; electrochemistry; organic chemistry; rates of reactions; and environmental, polymer, nuclear, and biochemistry.
Learning Outcomes	*Objectives* This course is the second of a two-course sequence. The goal of this course is to provide students with a working knowledge of how the basic concepts learned in CHEM 1311 apply to more complex chemical systems. The course focuses on the following: chemical equilibrium; rates of reactions; acid base chemistry, including buffer systems and acid/base titrations; electrochemistry; thermodynamics; nuclear chemistry; and basic organic chemistry concepts. Basic problem solving skills and critical thinking continue to be emphasized in this course. *Expected Learning Outcomes* Upon successful completion of this course, students will therefore: 1) be able to use their understanding of intermolecular attractive forces that determine the properties of the states of matter and phase behavior by predicting colligative properties and the characteristics of solutions 2) be able to use the basic concept of equilibrium in writing equilibrium constant relationships, determining whether equilibrium has been established, calculating equilibrium concentrations, and predicting the effects of concentration, pressure and temperature changes on equilibrium mixtures (LeChatelier's Principle) 3) be able to interpret experimental data (in both tabular and graphical form) by appropriately setting up and solving scientific problems using dimensional analysis with proper attention to scientific units and significant figures 4) be able to apply the concepts of equilibrium to (a) understand common inorganic reactions that occur in aqueous solutions (e.g. acid-base, solubility-precipitation and oxidation/reduction reactions); (b) understand how chemical equilibria depend on ΔH, ΔS and ΔG; and (c) determine standard and non-standard cell potentials and equilibrium constants from cell potential data for oxidation/reduction reactions 5) be able to demonstrate an understanding of the basic concepts of chemical kinetics, how rate & equilibrium properties are related, & how these topics relate to major scientific issues by utilizing this knowledge to solve kinetics calculations & evaluate rxn mechanisms
Required Texts & Materials	1. ALEKS online assessment and learning system: http://www.aleks.com • this is required for every student in the course

	• requires an access code that can be purchased from the UTD Bookstore or online from McGraw Hill • a 2-week free trial option is available to give students extra time to purchase the access code • ALEKS 360 contains the electronic (eBook) version of the textbook (see #2) • you can purchase 1-semester or 2-semester versions 2. Textbook: *Chemistry: Atoms First, 4th Edition* (Julia Burdge, Jason Overby); McGraw-Hill • you can purchase either as the eBook version in ALEKS, or as a stand alone book • we recommend students use the 4th edition of this textbook, since lectures references, as well as assigned end-of-chapter homework problems, will be specific to this edition 3. Course materials located on class site at eLearning: http://elearning.utdallas.edu/ • will contain important course content, such as this syllabus, lecture notes, links to recorded lectures, gradebook, etc. • will also be how you access online exams for this course 4. Calculator • needs to be a scientific calculator capable of using scientific notation, logarithmic and natural logarithmic functions • TI-30X IIS (or TI-30X IIB) or TI-30Xa are recommended
Technical Requirements	In addition to a confident level of computer and Internet literacy, certain minimum technical requirements must be met to enable a successful learning experience. Please review the important technical requirements on the Getting Started with eLearning webpage. This course will use Honorlock – an online exam proctoring tool. To successfully take an exam, you must have a web camera with microphone, a laptop or desktop computer (no tablets/phones), Chrome browser, a reliable internet connection and your photo ID. You will be prompted to install the Honorlock Chrome Extension (which you can remove after you finish the test). You will then access the exam within this eLearning course and go through the authentication process. The web camera will monitor you throughout your test. Please see the Testing Guidelines and Support Information for additional information.
Course Access and Navigation	This course can be accessed using your UT Dallas NetID account on the eLearning website. Please see the course access and navigation section of the Getting Started with eLearning webpage for more information. To become familiar with the eLearning tool, please see the Student eLearning Tutorials webpage. UT Dallas provides eLearning technical support 24 hours a day, 7 days a week. The eLearning Support Center includes a toll-free telephone number for immediate assistance (1-866-588-3192), email request service, and an online chat service.
Communication	This course utilizes online tools for interaction and communication. Some external communication tools such as regular email and a web conferencing tool may also be used during the semester. For more details, please visit the Student eLearning Tutorials webpage for video demonstrations on eLearning tools. Student emails and discussion board messages will be answered within 3 working days under normal circumstances.
Distance Learning Student Resources	Online students have access to resources including the McDermott Library, Academic Advising, The Office of Student AccessAbility, and many others. Please see the eLearning Current Students webpage for more information.
Server Unavailability or Other Technical Difficulties	The University is committed to providing a reliable learning management system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and also contact the online eLearning Help Desk. The instructor and the eLearning Help Desk will work with the student to resolve any issues at the earliest possible time.

Schedule & Academic Calendar

Class Period	Day	Date	Topic	Chapter(s)
	Mon	***Jan 18***	***Martin Luther King Day (no class)***	
1	Wed	Jan 20	Introduction	
2	Fri	Jan 22	Physical Properties of Solutions	13
3	Mon	Jan 25		
4	Wed	Jan 27		
5	Fri	Jan 29		
6	Mon	Feb 1		
7	Wed	Feb 3	Kinetics	14
8	Fri	Feb 5		
	Sat	**Feb 6**	**Exam1**	**13, 14.1–14.4**
9	Mon	Feb 8	Kinetics (continued)	14 (cont)
10	Wed	Feb 10		
11	Fri	Feb 12		
	Mon	Feb 15	**Winter storm**	
	Wed	Feb 17		
	Fri	Feb 19		
12	Mon	Feb 22	Kinetics (continued)	14 (cont)
13	Wed	Feb 24	Equilibrium	16
14	Fri	Feb 26		
15	Mon	Mar 1		
16	Wed	Mar 3		
17	Fri	Mar 5		
	Sat	**Mar 6**	**Exam2**	**14.5–14.8, 16**
18	Mon	Mar 8	Acids and Bases	17
19	Wed	Mar 10		
20	Fri	Mar 12		
		Mar 15-21	***Spring Break***	
21	Mon	Mar 22	Acids and Bases (continued)	17 (cont)
22	Wed	Mar 24		
23	Fri	Mar 26		
24	Mon	Mar 29	Acid/base equilibria and Solubility equilibria	18
25	Wed	Mar 31		
26	Fri	Apr 2		
	Sat	**Apr 3**	**Exam3**	**17, 18.1–18.2**
27	Mon	Apr 5	Acid/base equilibria and Solubility equilibria (continued)	18 (cont)
28	Wed	Apr 7		
29	Fri	Apr 9		
30	Mon	Apr 12		
31	Wed	Apr 14	Entropy and Free energy	15, 16.4
32	Fri	Apr 16		
33	Mon	Apr 19		
34	Wed	Apr 21		
35	Fri	Apr 23		
	Sat	**Apr 24**	**Exam4**	**18.3–18.6, 15, 16.4**
36	Mon	Apr 26	Electrochemistry	19
37	Wed	Apr 28		
38	Fri	Apr 30		
39	Mon	May 3		
40	Wed	May 5		
41	Fri	May 7		
	Sat	**May 8**	**Exam5**	**19**
	Sun	***May 9***	***Reading Day***	
	Fri	**May 14**	**Final Exam (Cumulative)**	

Exam Schedule:	**Exam 1**	**Sat Feb 6**	**90 min exam; start between 10:00am and 10:00pm CST**
	Exam 2	**Sat Mar 6**	**90 min exam; start between 10:00am and 10:00pm CST**
	Exam 3	**Sat Apr 3**	**90 min exam; start between 10:00am and 10:00pm CST**
	Exam 4	**Sat Apr 24**	**90 min exam; start between 10:00am and 10:00pm CST**
	Exam 5	**Sat May 8**	**90 min exam; start between 10:00am and 10:00pm CST**
	Final Exam	**Fri May 14**	**2 hr 45 min exam; start between 8:00am (5/14) and 8:00am (5/15) CST**

Course Policies

Comet Creed

This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same:

"As a Comet, I pledge honesty, integrity, and service in all that I do."

Grading (credit) Criteria

Course Evaluation:

Section-specific "participation" activities	1%
ALEKS	15%
Midterm Exams (5 x 14%)	70%
Final Exam	14%

Our goal in this class is to help you develop an understanding (and appreciation) of how chemistry impacts your everyday lives. Our main focus will be on CONCEPTS and not just FACTS, and our teaching and testing will reflect this. We have designed this course to empower you to succeed in learning chemical concepts. We have a number of "resources" that we are putting at your disposal to enable you to succeed. While students will differ in the type of resources they prefer to utilize, in our experience we have identified a subset that are critical. Thus for those, we give extra emphasis in the class to strongly encourage students to use them. Resources are described below and in the following sections:

Homework assignments (end of chapter problems):

- a principle method for assessing whether you understand a concept and how to use it
- ***the MOST critical resource for preparing for exams***
- assigned for each chapter from end-of-chapter exercises in your textbook
- large number of problems selected to cover the majority of important concepts
- mixture of conceptual and quantitative problems
- these will not be collected or graded
- all homework assignments and keys are posted on eLearning

Section-specific "participation" activities:

- these will vary from section to section
- these will NOT be associated with attendance
- your instructor will describe these in more detail

ALEKS:

- web-based individualized learning and assessment system
- helps a student strengthen their fundamental knowledge and identify what they don't understand
- useful to prepare for doing the homework—***doing ALEKS WITHOUT doing the homework is typically NOT sufficient for Exam preparation***
- details for ALEKS provided in a separate document
- each student will get a unique set of questions tailored by the system to suit the student's preparation and understanding of the material
- ALEKS will constitute 15% of your course score, broken down as follows:
  - -- Completion Goals, best 11 of 13 objectives, 12%
  - -- Overall pie completion, 3%

Midterm exams (online):

- questions will focus on concepts and material covered in recorded lecture material, during online class meetings, in homework, and ALEKS
- each midterm exam will be 90 minutes long
- the procedure for taking an exam is described below in "Exam/Final Exam Details" section
- ALL 5 MIDTERM EXAMS MUST BE TAKEN, at the scheduled time and on the scheduled day
- ***there will be no makeup exams given***
- ***there will be no early exams given*** (except in the case of an acceptable, documented reason as defined by University policy)
- if you have an ***acceptable reason*** for missing an exam (examples include: documented illness, participation in UTD-sponsored event, observance of religious holiday), you will be allowed to replace the missed exam with your score on the final ***if you speak to your instructor to get approval.***
- if you are able to take all 5 midterm exams, then the lowest of the 5 exam scores will be automatically replaced by a higher final exam score.
- to clarify: the final exam can be used ONCE to replace ONE exam score—either your lowest of 5 completed midterm exams, or to serve in place of an approved missed midterm exam

Final exam (online):

- comprehensive exam

	• the final exam is 2 hours and 45 minutes long • the procedure for taking an exam is described below in "Exam/Final Exam Details" section • the final exam must be taken and cannot be replaced by any other grade • ***No makeup final will be given***
Make-up Exams	There are **no make-up exams** (see above).
Extra Credit	There is **no extra credit** in this course. Your course grade will be determined by your performance in ALEKS, on 5 midterm exams, and on the final exam.
ALEKS Deadlines	ALEKS objectives are *due on the date listed below*—at the deadline time (11:59 pm, CST), these objectives will close and you will no longer be able to improve your grade for that objective.

Date Due	Objective #	Content	*Knowledge check after?
Wed Jan 20	***0***	***IGNORE! NO GRADE. WILL NOT COUNT***	
Wed Jan 27	1	Solutions 1	
Wed Feb 3	2	Solutions 2	
Wed Feb 10	3*	Kinetics 1	YES
Wed Feb 24	4	Kinetics 2	
Wed Mar 3	5	Equilibrium	
Wed Mar 10	6*	Acid/base 1	YES
Wed Mar 24	7	Acid/base 2	
Wed Mar 31	8	Buffers	
Wed Apr 7	9*	Titrations/solubility	YES
Wed Apr 14	10	Thermo 1	
Wed Apr 21	11	Thermo 2	
Wed Apr 28	12*	Electrochem 1	YES
Wed May 5	13	Electrochem 2	
~~Wed May 5~~	~~14~~	~~Nuclear~~	

** you will be given a knowledge check **after this objective's deadline** (before you can proceed to the next objective)*

Exam/Final Exam Details

- there will be five midterm exams and one cumulative final exam
- each midterm exam will be 90 min in length; the final exam will be 2 hrs 45 min
- exams will be composed of several types of questions, including multiple choice, short answer, matching, true/false, etc.
- exam questions will be displayed all at once
- exams will be delivered in eLearning in the exam section of the course (section 7W1)
  -- ***you must be enrolled in section 7W1 in addition to your lecture section*** in order to take the exams for this course
- you will have a 12-hour window in which to begin your midterm exams: 10:00am to 10:00pm CST
- you will have a 24-hour window in which to begin your final exam
- This course will use Honorlock – an online exam proctoring tool—for our exams. To successfully take an exam, you must have a web camera with microphone, a laptop or desktop computer (no tablets/phones), Chrome browser, a reliable internet connection and a valid photo ID (e.g. your UTD Comet Card, or a current valid driver's license, etc.). You will be prompted to install the Honorlock Chrome Extension (which you can remove after you finish the test). You will then access the exam and go through the authentication process. Honorlock will monitor student activity during the exam using the web camera to prevent improper communication with other people, use of notes, books, online resources, other electronic devices, etc.. Please see the Testing Guidelines and Support Information for additional information.
- you will need a calculator; it needs to be a scientific calculator capable of using scientific notation, logarithmic and natural logarithmic functions
  -- TI-30X IIS (or TI-30X IIB) or TI-30Xa are recommended
- during exams, students are not allowed to have the following items with them: another person, course materials, textbooks, notes (including formula sheets), or electronic devices, including but not limited to iPads, iPhones or any other type of smart phone or cellular phone, iPods, MP3 players, earphones, radios, or multi-functional timepieces

	• students cannot wear clothing that will conceal their face or eye movements (an exception being religious face coverings which are allowed)
Peer Instructional Support (PLTL Program)	Peer Led Team Learning (PLTL) is a program designed to provide an active learning experience in which students can gain the skills and confidence to be successful learners in General Chemistry and other science courses. In weekly ninety-minute PLTL sessions, small groups of students will work together to solve problems written by the course professors. An undergraduate PLTL leader who has training in group dynamics and mastery of course content will lead them. This is an optional component to the course. However, if you choose to participate, you are required to stay in the program throughout the semester—the integrity of the group depends on it. Due to COVID-19, PLTL will be virtual in Fall 2020. Sessions will be hosted on BlackBoard Collaborate but will still continue to provide an active learning experience. This platform utilizes features like the virtual whiteboard and breakout rooms which we hope will promote collaborative learning. PLTL leaders will be trained on ways to incorporate the PLTL model virtually. As such, **it is still critical to attend every session**—skipping a PLTL session limits the utility of that session for everybody else. We want people who sign up for the program to be fully committed to attending. ***You are allowed only 2 absences during the whole semester; students in the PLTL program that miss more than 2 PLTL sessions will not be allowed to drop their lowest ALEKS objective grade. Bottom line: only sign up for PLTL if you are committed to attending every session.*** To participate in a PLTL group, you will need to apply online. More details of this program, and the enrollment procedure, will be announced in class. You can learn more about PLTL at the following link for the Student Success Center: https://www.utdallas.edu/studentsuccess/help-with-courses/peer-led-team-learning/. If you would like to pre-register to be a part of priority registration, you can fill out the following form: https://eforms.utdallas.edu/utd-pltl-lottery Pre-registration closes at 12:00 pm (noon) CST on Tues Jan 19th. Registration will be on Coursebook during the first week of classes. Detailed information can be found on the SSC website. Students who are enrolled in the course were sent an email a week or so before classes begin regarding PLTL registration. You were also notified throughout freshman orientation this summer.
Other Assistance	There are other resources available to you through the Student Success Center (SSC). This fall, all of the SSC services, including Supplemental Instructors (SI's) and Chemistry tutors, will be virtual. All SI sessions will be held via Blackboard Collaborate. You will be enrolled in your SI Shell on eLearning during the first week of school. You will find access to the SI services under the My Organizations section on eLearning. The shell for our course will be labeled based on the course name. SI Leaders will host two 75-minute sessions a week. SI leaders will poll the class during the first week of school to set up their session dates and times (following a M/W or T/Th schedule like previous semesters). You can learn more about the SI program and the SSC at the following website: https://www.utdallas.edu/studentsuccess/ Additional University academic support resources for all students can be found at the Academic Support Resources webpage.
Regrade Policy	Requests to have 1 or more questions of an exam regraded have to be made within 1 week of receiving the graded assignment. The request should be in the form of an email from your UTD email account to the instructor; the subject line should read "exam X regrade", where X is the assignment number; the body of the email should contain your full name, the problem number and an explanation of your request.
UT Dallas Syllabus Policies and Procedures	The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus: http://go.utdallas.edu/syllabus-policies Policies covered include: student conduct and discipline, academic integrity, copyright notice, email use, student grievance procedures, and religious holy days. Some additional information regarding some of these topics is included in related sections below.
Academic Integrity	The faculty expects from its students a high level of responsibility and academic honesty. Because

	the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work. *Academic Dishonesty:* Academic dishonesty can occur in relation to any type of work submitted for academic credit or as a requirement for a class. It can include individual work or a group project. Academic dishonesty includes plagiarism, cheating, fabrication, and collaboration/collusion. In order to avoid academic dishonesty, it is important for students to fully understand the expectations of their professors. This is best accomplished through asking clarifying questions if an individual does not completely understand the requirements of an assignment. Additional information related to academic dishonesty and tips on how to avoid dishonesty may be found here: https://www.utdallas.edu/conduct/dishonesty/.
Email Use	Our policy in this class is to ***not*** communicate any details regarding your grade through email. We will only discuss these details in person with a student. If you experience any problems with your UTD account, you may send an email to: assist@utdallas.edu or call the UTD Computer Helpdesk at 972-883-2911.
Withdrawal from Class	The administration at UT Dallas has established deadlines for withdrawal from any course. These dates and times are published in the Comet Calendar (http://www.utdallas.edu/calendar) and in the Academic Calendar (http://www.utdallas.edu/academiccalendar). It is the student's responsibility to handle withdrawal requirements from any class. In other words, a professor or another instructor cannot drop or withdraw any student unless there is an administrative drop such as the following: • Not meeting the prerequisites for a specific course • Not satisfying the academic probationary requirements, resulting in suspension • An Office of Community Standards and Conduct request • Not making appropriate tuition and fee payments • Enrollment is in violation of academic policy • Not admitted for the term in which they registered It is the student's responsibility to complete and submit the appropriate forms to the Registrar's Office and ensure that he or she will not receive a final grade of "F" in a course if he or she chooses not to attend the class after being enrolled.
Incomplete Grades	As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester's end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of **F**.
Office of Student AccessAbility (OSA)	It is the policy and practice of UT Dallas to make reasonable accommodations for students with properly documented disabilities. If you are a student with a disability and believe you will need academic accommodations for this class, you are encouraged to register with the Office of Student AccessAbility (OSA). Some aspects of the course, the assignments, the in-class activities, and the way the course is typically taught may be accommodated to facilitate your participation and progress. OSA will assist you in determining academic accommodations that are appropriate for your situation. Any information you provide is private and confidential and will be treated as such. To avoid any delay, please contact OSA as soon as possible. Please note that accommodations are not retroactive, and disability accommodations cannot be provided until an OSA Letter of Accommodation has been given to the instructor. Students who have questions about receiving accommodations, or those who have, or think they may have, a disability (mobility, sensory, health, psychological, learning, etc.) are invited to contact OSA for a confidential discussion. OSA is located in the Administration Building, AD 2.224 They can be reached by phone at 972-883-2098, or by email at studentaccess@utdallas.edu

The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Professor.