Course	**CHEM 1311: General Chemistry I**
Professors	Gregg Dieckmann, Zohreh Hashami, Yu Huang, Stephanie Taylor
Term	Fall 2023
Section Times	Section 002: MWF 9:00 am – 9:50 am: Dr. Huang Section 003: MWF 10:00 am – 10:50 am: Dr. Huang Section 004: MWF 11:00 am – 11:50 am: Dr. Dieckmann Section 005: MWF 1:00 pm – 1:50 pm: Dr. Dieckmann Section 006: MWF 2:00 pm – 2:50 pm: Dr. Taylor Section 007: MWF 3:00 pm – 3:50 pm: Dr. Taylor Section 008: MWF 4:00 pm – 4:50 pm: Dr. Hashami

Contact Information

Office Phones [972-883-XXXX]	Dr. Dieckmann: 2903; Dr. Hashami: 2909; Dr. Huang: 4686; Dr. Taylor: 6044
Email Addresses	Dr. Dieckmann: Dieckgr@utdallas.edu; Dr. Hashami: zxh088000@utdallas.edu; Dr. Huang: Yu.Huang@utdallas.edu; Dr. Taylor: StephanieM.Taylor@utdallas.edu
Office Hours	Instructors will use office hours to offer assistance to students. If you wish to arrange a 1 on 1 meeting with an instructor, feel free to email them. Dr. Dieckmann: Tues 1:00 to 2:00 pm; Thurs 2:00 to 3:00 pm (BE 2.324) Dr. Hashami: Mon 5:00 to 6:00 pm (BE 2.322) Dr. Huang: Fri 11:00 am to 12:30 pm (SLC 3.403) Dr. Taylor: Thurs 2:30 to 3:30 pm; Fri 4:00 to 5:00pm (BE 2.410) Chemistry Clinic: located in Berkner Hall (BE 2.410), this is where you can drop by any weekday and get 1 on 1 assistance with this class. The Clinic will be staffed by Chemistry department graduate student and undergraduate TAs, as well as instructors for this course. No appointment necessary. • Hours: Mon thru Fri 8:00 am to 5:00 pm (with extended hours the week of an exam) • check the Clinic door for schedule details

Course Modality and Expectations

Instructional Mode	This course will be taught using an "in-person" instructional mode, and will be composed of several pieces: (1) Instructors will deliver **in-person lectures** at the day and time listed for their course section in SLC 1.102; each section may utilize these times slightly differently. **These sessions will NOT be recorded**. Students must attend their own scheduled section, but are welcome to attend other sections in addition to their own (if there is available seating). (2) Office hours will be provided by each instructor (see details in the "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 mandatory. (3) Individual sessions between a student and an instructor can be requested by the student for additional 1-on-1 assistance. Please contact the instructor to set up such a session. (4) Exams will be delivered in an in-person format ONLY (see "Exam/Final Exam Details" section below).
Expectations	• Students will have a confident level of computer and Internet literacy to enable a successful learning experience. • Students will attend the in-person lecture sessions to get experience working with the topics covered in the lectures. **• Students will attend and participate in the Friday workshop each week. Part of your semester grade will be based on attendance.** • Outside class, students will work recommended textbook end-of-chapter homework problems (see description below in "End of chapter problems from textbook" section) to gain experience solving problems and working with course topics. This will not be graded but is highly recommended. • Students will utilize ALEKS (see description below in the "ALEKS" section) to receive personalized instruction on course content. This WILL BE graded, with frequent deadlines, and will contribute to your final grade.

	• Students will attend office hours (and potentially one-on-one sessions) to get clarification on course content when needed. This will not be graded but is highly recommended for students that need additional assistance. • Students will take 4 midterm exams and 1 final exam (cumulative) to demonstrate their mastery of course content (see description below in "Exams/Final Exam Details" section). These WILL BE graded, and will be a large part of your final grade.

UT Dallas Guidelines and Resources

The information contained in the following link lists the University's resources for students and instructors of record. Please see http://go.utdallas.edu/syllabus-policies.

Classroom Safety and COVID-19 To help preserve the University's in-person learning environment, UT Dallas recommends the following:

- all Comets are strongly encouraged to get a Covid vaccine in addition to wearing a face covering when appropriate
- **if you test positive for Covid, do not attend class activities**; **APPROPRIATE** documentation of this positive test **will be necessary** to receive accommodations. To obtain necessary documentation, we suggest one of the following:

(1) *Get tested at the UTD Student Health Center:* (SSB 4.700; 972-883-2747; healthcen@utdallas.edu)
-- They will administer a Covid test which will return a result within 40 min (*you must be symptomatic*)
-- They will load results of your test into the Patient Portal
-- You must then show your Patient Portal to your instructor to receive accommodations

(2) Go to an in-person testing location such as a CVS or other pharmacy:
-- They will conduct the test, and then provide you with the results
= the results must have your name, the date of the test, and an indication you are positive
-- You must then show a copy of these results to your instructor to receive accommodations

• NOTE: a photo of an at-home self-administered test is **not considered APPROPRIATE** documentation

- for updates and further information, please see: https://www.utdallas.edu/health/

Class Participation and Attendance

Regular class participation is expected. 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.

Class Recordings and Materials

Unless the AccessAbility Resource Center (ARC) 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 ARC accommodation.

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 ARC 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 is assumed. **You must enroll in the exam section of the course (section 701) in addition to your specific section.**
Course Description	Introduction to elementary concepts of chemistry theory. The course emphasizes molecular structure and bonding, chemical reactions, and the mole concept and its applications.
Learning Outcomes	*Objectives* This course is the first of a two-course sequence. The goal is to provide students with a working knowledge of the basic concepts of general chemistry needed for creative problem solving, as well as a background for advance chemistry and related science courses, and for laboratory

	applications. The course focuses on the following: the architecture of the atom; molecular structure and bonding; chemical reactions; thermochemistry; the mole concept and its applications; and the properties of solids, liquids and gases. Basic problem solving skills and critical thinking are also emphasized. *Expected Learning Outcomes* Upon successful completion of this course, students will therefore: 1) be able to use basic concepts in quantum theory and chemical bonding theory by predicting both the chemical properties (e.g. periodic trends, reactivities) and the electronic and 3-dimensional structures of representative compounds 2) 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 3) be able to demonstrate an understanding of the role of energy in physical changes and chemical reactions by predicting the direction and magnitude of energy changes and by performing thermochemical calculations 4) be able to demonstrate an understanding of the properties of gases by applying the gas laws and kinetic molecular theory to processes involving gases
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 online from McGraw Hill or from the UTD Bookstore • a 2-week free trial option is available to give students extra time to purchase the access code • **we require ALEKS-360**, which contains the electronic (eBook) version of the textbook (see #2) • you can purchase 1-semester (if only taking CHEM 1311) or 2-semester (if taking both CHEM 1311 and CHEM 1312) versions 2. Textbook: *Chemistry: Atoms First, 5th Edition* (Julia Burdge, Jason Overby); McGraw-Hill • you can purchase a stand alone physical copy of the book in addition to the eBook version (comes with your purchase of ALEKS-360) • we recommend students use the *5th* edition of this textbook, since lecture references, as well as assigned end-of-chapter 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, gradebook, etc. • will also be how you access online content for independent learning modules 4. Calculator: • any scientific or graphing calculator should work • must be able to perform basic math functions, both base 10 and base e logarithms (log and ln, respectively) as well as 10^x and e^x, use scientific notation and handle exponents • NOTES: -- it MUST NOT be capable of connecting to any online or external resource -- your PHONE/smart watch is NOT allowed -- its memory MUST NOT contain any stored documents containing content related to the course **-- violation of any of these notes constitutes academic dishonesty**
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. 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.
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.

Schedule & Academic Calendar

Class Period	Day	Date	Topic	Chapter
1	Mon	Aug 21	Introduction	
2	Wed	Aug 23	Atoms and the Periodic Table	2
3	Fri	Aug 25		
4	Mon	Aug 28		
5	Wed	Aug 30	Quantum Theory and Electronic Structure of Atoms	3
6	Fri	Sept 1		
	Mon	***Sept 4***	***Labor Day (no classes)***	
7	Wed	Sept 6	Quantum Theory and Electronic Structure of Atoms (cont)	3 (cont)
8	Fri	Sept 8		
9	Mon	Sept 11		
10	Wed	Sept 13	Periodic Trends of the Elements/electron configurations	4.1 – 4.5
11	Fri	Sept 15		
	Sat	**Sept 16**	**Exam 1 (Chapters 2, 3, 4.1–4.5)**	
12	Mon	Sept 18	Periodic Trends of the Elements (cont): ionic e configurations/trends	4.6 – 4.7
13	Wed	Sept 20	Ionic and Covalent Compounds	5
14	Fri	Sept 22		
15	Mon	Sept 25		
16	Wed	Sept 27		
17	Fri	Sept 29	Representing Molecules	6
18	Mon	Oct 2		
19	Wed	Oct 4		
20	Fri	Oct 6		
	Sat	**Oct 7**	**Exam 2 (Chapters 6, 4.6–4.7, 5)**	
21	Mon	Oct 9	Molecular Geometry, IM Forces & Bonding Theories	7, 12.2
22	Wed	Oct 11		
23	Fri	Oct 13		
24	Mon	Oct 16		
25	Wed	Oct 18		
26	Fri	Oct 20	Chemical Reactions	8
27	Mon	Oct 23		
28	Wed	Oct 25		
29	Fri	Oct 27		
	Sat	**Oct 28**	**Exam 3 (Chapters 7, 8, 12.2)**	
30	Mon	Oct 30	Chemical Reactions in Aqueous Solutions	9
31	Wed	Nov 1		
32	Fri	Nov 3		
33	Mon	Nov 6		
34	Wed	Nov 8	Energy Changes in Chemical Reactions	10
35	Fri	Nov 10		
36	Mon	Nov 13		
37	Wed	Nov 15		
38	Fri	Nov 17	Gases	11
	Mon-Wed	*Nov 20-22*	*Fall Break (no classes)*	
	Thurs	*Nov 23*	*Thanksgiving (no classes)*	
	Fri-Sun	*Nov 24-26*	*Thanksgiving Holiday (no classes)*	
39	Mon	Nov 27	Gases (cont)	11 (cont)
40	Wed	Nov 29		
41	Fri	Dec 1		
	Sat	**Dec 2**	**Exam 4 (Chapters 9, 10, 11)**	
42	Mon	Dec 4	Liquids and Solids	12
43	Wed	Dec 6		
	Fri	*Dec 8*	*Reading Day*	
	Sat	**Dec 9**	**Cumulative Final Exam (8:00 to 10:45pm)**	

Exam Schedule:	**Exam 1**	**Sat Sept 16**	**80 min exam between 10:00am and 11:30am CST**
	Exam 2	**Sat Oct 7**	**80 min exam between 10:00am and 11:30am CST**
	Exam 3	**Sat Oct 28**	**80 min exam between 10:00am and 11:30am CST**
	Exam 4	**Sat Dec 2**	**80 min exam between 10:00am and 11:30am CST**
	Final Exam	**Sat Dec 9**	**90 min exam between 8:00pm and 10:45pm 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 workshop and "participation" activities 10% ALEKS 15% Midterm Exams (4 x 15%) 60% Final Exam 15% 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 each student will differ in the specific 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: **End of chapter problems from textbook:** • assigned for each chapter from end-of-chapter exercises in your textbook • a principle method for assessing whether you understand a concept and how to use it • ***this is the MOST critical resource for preparing for exams*** • 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 assignments and answer keys are posted on eLearning **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 end of chapter problems in the textbook—***doing ALEKS WITHOUT doing these problems is 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: -- MODULES: average (best 8 of 9), 7% -- HOMEWORK: average (best 10 of 11), 8% **Midterm exams (in person):** • questions will focus on concepts and material covered in lecture material, during online class modules, in end of chapter problems in textbook, and ALEKS • each midterm exam will be 80 minutes long • the procedure for taking an exam is described below in "Exam/Final Exam Details" section • ALL 4 MIDTERM EXAMS MUST BE TAKEN, at the scheduled time and on the scheduled day • in the case of an ***acceptable, documented reason*** (as defined by University policy – for example, participation in a UTD-sponsored event), or an ***unavoidable EMERGENCY***, a late exam will be offered on the Tuesday (6:30am) following the Saturday midterm exam. **In all cases, students must speak to their instructor in advance to get approval to take the late exam.** • The score on your final exam will replace your lowest midterm exam score if the final is higher. This policy holds for all students and is in place to allow a student who misses ONE midterm exam for any reason to have that grade of zero replaced. **To clarify: the final exam score can be used ONCE to replace ONE midterm exam score—either your lowest of 4 completed midterm exams, or to serve in place of a missed midterm exam for any reason.** • If you test positive for Covid or the flu, or have some other health emergency and must miss a midterm exam (and cannot make the late Tuesday exam), obtain proper documentation and contact your instructor to make special arrangements for your exam; you will still maintain the ability to replace your lowest midterm score with the final exam score. If you are unable to make up your exam within one week of the original exam date, you will have to use your final exam score to replace that exam score. **Final exam (in-person):** • comprehensive exam

<table>
<tr><td></td><td>
• the final exam is 90 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
• If you test positive for Covid or the flu, or have some other health emergency and must miss a midterm exam (and cannot make the late Tuesday exam), obtain proper documentation and contact your instructor to make special arrangements for your exam; you will still maintain the ability to replace your lowest midterm score with the final exam score.
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<tr><td>Grading Scale</td><td>
• Letter grades will be determined for the Midterm Grade and Final Semester Grade ONLY
• Scores will be rounded when determining letter grades (e.g. 89.4 will round to an 89; 89.5 will round to a 90)
Grade breaks:
A+ 98 and above
A 93 (inclusive) to 98
A- 90 (inclusive) to 93
B+ 87 (inclusive) to 90
B 83 (inclusive) to 87
B- 80 (inclusive) to 83
C+ 77 (inclusive) to 80
C 73 (inclusive) to 77
C- 70 (inclusive) to 73
D+ 67 (inclusive) to 70
D 63 (inclusive) to 67
D- 60 (inclusive) to 63
F below 60
</td></tr>
<tr><td>Extra Credit</td><td>There is no extra credit in this course. Your course grade will be determined by your performance in ALEKS, on 4 midterm exams, and on the final exam.</td></tr>
<tr><td>ALEKS Deadlines</td><td>
ALEKS assignments are due on the date listed below—at the deadline time (11:59 pm, CST), these assignments will close and you will no longer be able to improve your grade
<table>
<tr><th>SUBJECT</th><th>MODULE</th><th>HOMEWORK</th></tr>
<tr><td>1. Atoms/periodic table</td><td>Mon Aug 28</td><td>Thurs Aug 31</td></tr>
<tr><td>2. Quantum</td><td>Tues Sept 5*</td><td>Thurs Sept 7</td></tr>
<tr><td>3. Electron configs/periodic trends</td><td>Mon Sept 11</td><td>Thurs Sept 14</td></tr>
<tr><td>4. Ions/ion electron configs/ nomenclature ionic cmpds</td><td>Mon Sept 25*</td><td>Thurs Sept 28</td></tr>
<tr><td>5. Lewis structures/nomenclature for molecular cmpds</td><td>Mon Oct 2</td><td>Thurs Oct 5</td></tr>
<tr><td>6. Molecular geometry</td><td>Mon Oct 16*</td><td>Thurs Oct 19</td></tr>
<tr><td>7. Chemical reactions</td><td>Mon Oct 23</td><td>Thurs Oct 26</td></tr>
<tr><td>8. Aqueous reactions</td><td>Mon Nov 6*</td><td>Thurs Nov 9</td></tr>
<tr><td>9. Energy changes</td><td>Mon Nov 13</td><td>Thurs Nov 16</td></tr>
<tr><td>10. Gases</td><td>none</td><td>Thurs Nov 30</td></tr>
<tr><td>11. Phase changes</td><td>none</td><td>Thurs Dec 7</td></tr>
</table>
* you will be given a knowledge check after this module’s deadline (before you can proceed to the next module)
</td></tr>
<tr><td>Exam/Final Exam Details</td><td>
• there will be four midterm exams and one cumulative final exam
• each midterm exam will be 80 min in length; the final exam will be 90 min. Exams will be designed so that a well-prepared student can complete the necessary work in the allocated time.
• exams will be composed of multiple choice and possibly short answer questions
• midterm exams will be in person on Saturdays beginning at 10am
• Students will be assigned to specific exam rooms based on their last name. Assignments will be announced before the first midterm exam, and will be valid for the full semester.
• you will need your valid COMET CARD to take the exam; in the absence of this, a valid, current photo ID such as your driver’s license can be used
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	• during exams, students are not allowed to have the following items with them: food, scratch paper (unless provided by the instructor), course materials, textbooks, notes (including formula sheets), or electronic devices, including iPads, iPhones or any other type of smart phone or cellular phone, iPods, MP3 players, earphones, radios, cameras, multi-functional timepieces, computers, or ANY device capable of accessing cellular or wireless networks. • when possible, students will sit in alternating seats, face forward at all times, and remove any clothing which might conceal eye movements, reflect images of another's work, or hide course materials for copying. • exam proctors will monitor any communication or signaling between students by talking, whispering or making sounds, or by using your hands, feet, or other body movements, the test paper itself or your writing implement. • calculator: -- any scientific or graphing calculator should work -- must be able to perform basic math functions, both base 10 and base e logarithms (log and ln, respectively) as well as 10^x and e^x, use scientific notation and handle exponents -- NOTES: = it MUST NOT be capable of connecting to any online or external resource = your PHONE/smart watch is NOT allowed = its memory MUST NOT contain any stored documents containing content related to the course **= violation of any of these notes constitutes academic dishonesty** -- ALL calculators will be checked before/during the exam. Non-approved calculators will be removed immediately from the student, to be returned at some point after the exam period (possibly in class) -- if your calculator is removed, you will likely be required to finish the exam WITHOUT a calculator (i.e., we may not have calculators to provide, and another student cannot provide you with a calculator once the exam has started) • If you arrive late for a midterm or the Final exam, you will be allowed to take the exam but will have proportionally less time to finish. • **during exams, you may not receive assistance from any source, including other students or online services; this constitutes academic dishonesty, and any indication that you have done so will be reported to the UTD Office of Community Standards and Conduct. You may likewise not provide any assistance to fellow students; this is also academic dishonesty and will be reported.**
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. As such, **it is 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. ***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 by following the link https://studentsuccess.utdallas.edu/programs/peer-led-team-learning/ or email pltl@utdallas.edu. Important dates/registration information: 08-21-2023 (noon) Enter lottery for chance at Early Access Registration -- if selected, you will receive email morning of 08-23-2023 with instructions 08-23-2023 (noon) Early Access Registration begins 08-25-2023 (noon) Open Registration begins 08-28-2023 PLTL sessions begin
Other Assistance	There are other resources available to you through the Student Success Center (SSC), including Supplemental Instructors (SI's) and peer tutoring.

	You can learn more about the SI program, peer tutoring, and other resources through 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 of the email should read "exam X regrade", where X is the exam 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. During exams, you may not receive assistance from any source, including other students, tutors or online services; this constitutes academic dishonesty, and any indication that you have done so will be reported to the UTD Office of Community Standards and Conduct. You may likewise not provide any assistance to fellow students; this is also academic dishonesty and will be reported. You may not upload any questions or exam content to tutoring or other online services, as this will also be considered academic dishonesty. 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	We will ***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**.

AccessAbility Resource Center (ARC)	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 AccessAbility Resource Center (ARC). 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. ARC 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 ARC as soon as possible. Please note that accommodations are not retroactive, and disability accommodations cannot be provided until an ARC 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 ARC for a confidential discussion. https://accessability.utdallas.edu/ ARC 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 contents in this syllabus are subject to change at the discretion of the Professor.