


<b>CHEM 1111 General Chemistry I Laboratory</b>		
	<b>Professors</b>	<b>Sections</b>
	Sandhya Gavva, Ph.D	102,104,106,110,112,114,116,602&604
	Warren Goux, Ph.D	105 & 113
	Steven Nielsen, Ph.D	107 & 108
	Yanping Qin, Ph.D	109,111,118,119 & 121
	Claudia Taenzler, Ph.D	120,122 & 603
	Alexander Vetcher, Ph.D	101,103,115,117,601 & 605
<b>Term</b>	<b>Fall 2010</b>	
<b>Meetings</b>	Workshops: SLC(MSET) 2.202 & 2.203 Labs: SLC(MSET) 3.202 & 3.210	

#### Professors' Contact Information

	<b>Phones</b>	<b>Office</b>	<b>Email Addresses</b>	<b>Office Hr</b>
<b>Dr. Gavva</b>	972-883-2279	SLC 3.501	sgavva@utdallas.edu	W 4:00 PM
<b>Dr. Goux</b>	972-883-2660	BE 3.510	wgoux@utdallas.edu	MW 9:30 AM
<b>Dr. Nielsen</b>	972-883-5323	BE 2.516	steven.nielsen@utdallas.edu	T 10:00 AM
<b>Dr. Qin</b>	972-883-6027	BE 3.516	yxq083000@utdallas.edu	R 1:30 PM
<b>Dr. Taenzler</b>	972-883-4686	SLC 3.505	xct080100@utdallas.edu	R 10:00 AM
<b>Dr. Vetcher</b>	972-883-6213	BE 3.302	avetcher@utdallas.edu	R 4:00 PM

#### General Course Information

<b>Pre-requisites, Co-requisites</b>	One year of High School Chemistry. No Audits allowed.
<b>Course Description</b>	This course reinforces the concepts of Freshman Chemistry in the lab via experiments. Students are offered the opportunity to acquire basic laboratory skills and an appreciation for the presence of chemistry in daily living. The experiments are designed to demonstrate concepts including properties of light, inorganic substances, principles of structure and bonding, stoichiometry, reactions in aqueous solutions, and elementary quantitative analysis
<b>Expected Learning Outcomes</b>	<p><i>Students should be able to:</i></p> <ol style="list-style-type: none"> <li>1. Explain the importance of Lab Safety</li> <li>2. Collect and organize data in written laboratory reports</li> <li>3. Know how to measure mass and volume of chemicals</li> <li>4. Apply bonding theory for predicting three dimensional shapes of molecules</li> <li>5. Learn the technique of titration</li> </ol>
<b>Required Texts &amp; Materials</b>	<ul style="list-style-type: none"> <li>• "General Chemistry Laboratory Handouts, Department of Chemistry, The University of Texas at Dallas. The material will be posted on e-learning approx. week prior to the lab.</li> <li>• Z-87 rated Safety Glasses or Goggles</li> <li>• A Composition Notebook and a Calculator</li> </ul>

<b>Supplemental Texts, Readings, &amp; Materials</b>	<ul style="list-style-type: none"> <li>• Students are financially responsible for items checked out of the stockroom</li> <li>• Other course materials may be recommended or required</li> <li>• Tutors: See the Chem. Dept. AA (BE 2.312) for an updated list of tutors</li> <li>• Interactive DVD-ROMs covering general chemistry are available via the CSA</li> </ul>
<b>Class Attendance</b>	<p><i>It is typical for the enrollments of all CHEM 1111 sections to be at a maximum (set by the Fire Marshall's regulations for the SLC(MSET) laboratories). If you are enrolled in one Section, you can <u>not</u> attend another Section.</i></p> <p><i>It is typical for the laboratory activities to utilize the entire 165 minutes of class time such that one can <u>not</u> simultaneously enroll in other classes whose meeting days and times conflict with those of CHEM 1111.</i></p>
<b>Make-Up Labs</b>	<p><i>There are no make-up lab dates for any experiments.</i></p>
<b>Other Information</b>	<p><i>Teaching Assistants (TAs) will hold Office Hours in the Conference Center (CN) in the Success Center Room (CN 1.206) according to the schedule posted on eLearning. <a href="http://elearning.utdallas.edu/">http://elearning.utdallas.edu/</a></i></p>

## Teaching Assistants and Lab Sections

Day/Time	Section		Teaching Assistant	E-mail
<b>M 11:30 am</b>	<b>101</b>	Dr. V	Samsuddin Mahmood	sfm093020@utdallas.edu
	<b>102</b>	Dr. G	Sajani Basnayake	sab096120@utdallas.edu
<b>M 2:30 pm</b>	<b>103</b>	Dr. V	Samsuddin Mahmood	sfm093020@utdallas.edu
	<b>104</b>	Dr. G	Ferandre Salatan	fcs101020@utdallas.edu
<b>M 5:30 pm</b>	<b>601</b>	Dr. V	Samsuddin Mahmood	sfm093020@utdallas.edu
	<b>602</b>	Dr. G	Bikash Manandhar	bxm106120@utdallas.edu
<b>T 8:30 am</b>	<b>105</b>	Dr. WG	Mahesh Bhatt	mpb080020@utdallas.edu
	<b>106</b>	Dr. G	Xi Yang	yxx090020@utdallas.edu
<b>T 11:30 am</b>	<b>107</b>	Dr. N	Elizabeth Schmiedel	eas058000@utdallas.edu
<b>T 2:30 pm</b>	<b>108</b>	Dr. N	Ferandre Salatan	fcs101020@utdallas.edu
<b>W 11:30 am</b>	<b>109</b>	Dr. Q	Elizabeth Schmiedel	eas058000@utdallas.edu
	<b>110</b>	Dr. G	Shirangi Fernando	wkf090020@utdallas.edu
<b>W 2:30 pm</b>	<b>111</b>	Dr. Q	Shirangi Fernando	wkf090020@utdallas.edu
	<b>112</b>	Dr. G	Elizabeth Schmiedel	eas058000@utdallas.edu
<b>W 5:30 pm</b>	<b>603</b>	Dr. T	Alysia Lowe	aal100020@utdallas.edu
	<b>604</b>	Dr. G	Huang Yu	yxx091220@utdallas.edu
<b>R 8:30 am</b>	<b>113</b>	Dr. WG	Xi Yang	yxx090020@utdallas.edu
	<b>114</b>	Dr. G	Mahesh Bhatt	mpb080020@utdallas.edu
<b>R 11:30 am</b>	<b>115</b>	Dr. V	Alysia Lowe	aal100020@utdallas.edu
	<b>116</b>	Dr. G	Bikash Manandhar	bxm106120@utdallas.edu
<b>R 2:30 pm</b>	<b>117</b>	Dr. V	Bikash Manandhar	bxm106120@utdallas.edu
	<b>118</b>	Dr. Q	Huang Yu	yxx091220@utdallas.edu
<b>R 5:30 pm</b>	<b>605</b>	Dr. V	Xi Yang	yxx090020@utdallas.edu
<b>F 11:30 am</b>	<b>119</b>	Dr. Q	Alysia Lowe	aal100020@utdallas.edu
	<b>120</b>	Dr. T	Sajani Basnayake	sab096120@utdallas.edu
<b>F 2:30 pm</b>	<b>121</b>	Dr. Q	Sajani Basnayake	sab096120@utdallas.edu
	<b>122</b>	Dr. T	Huang Yu	yxx091220@utdallas.edu

## Assignments & Academic Calendar

<b>Week of:</b>	<b>Experiment Title or Activity</b>	<b>Report Due</b>
<b>Aug 30</b>	Syllabus/Check-in/ /Lab Safety	
<b>Sep 7</b>	Safety Quiz/Density/ Basic Lab	<b>Sept 14</b>
<b>Sep 14</b>	Properties of Light	<b>Sept 21</b>
<b>Sep 21</b>	Spectroscopy	<b>Sept 28</b>
<b>Sep 28</b>	Periodic Trends	<b>Oct 5</b>
<b>Oct 5</b>	Molecular Geometry	<b>Oct 12</b>
<b>Oct 12</b>	Percent Composition and Empirical Formula	<b>Oct 19</b>
<b>Oct 19</b>	Limiting Reactant	<b>Oct 26</b>
<b>Oct 26</b>	Identification of Unknown Anion & Cation	<b>Nov 2</b>
<b>Nov 2</b>	Acid Base Titration	<b>Nov 9</b>
<b>Nov 9</b>	Calorimetry	<b>Nov 16</b>
<b>Nov 16</b>	Airbag Lab	<b>Nov 16</b>
<b>Nov 23</b>	Thanksgiving Break	
<b>Nov 30</b>	*Check out	

\*Everyone must checkout during the week of Nov 30<sup>th</sup>. Failure to checkout will result in withholding of grade.

## Course Policies

<b>Safety</b>	<p>IMPORTANT: In accordance with University and Chemistry Department safety rules, any time anyone (student, TA, instructor, or visitor) is in a lab, Z87-rated safety eyewear must be worn. The first violation in the semester will result in a warning and removal from the lab until the safety eyewear is in-place. The second violation in the semester will result in dismissal from that lab period with no extra time being allowed for make-up of the work scheduled for that lab period. Similar penalties will apply if any other safety rules are violated. In summary, all students are responsible for all information inside the undergraduate safety manual; it is located at:</p> <p style="text-align: center;"><a href="http://www.utdallas.edu/nsm/chemistry/resources/safety.html">www.utdallas.edu/nsm/chemistry/resources/safety.html</a></p>
<b>Workshops</b>	<p>Students will work in groups during the first 45 min of the lab period. Workshops are open discussions designed to help you understand the concepts and techniques involved in each experiment. The goal here is to make the lab experience more enjoyable by assisting students reach a basic, overall understanding of the experiment and the science. It is advised to read and gain an initial understanding the lab <u>prior to</u> the lab period in order to be better prepared for both the <u>Workshops</u> and the <u>Experiments</u>. Student work in the workshop will be collected at the end of the workshop period. Workshops count for 25% of the course grade.</p>
<b>Lab Readiness</b>	<p>Each student will be evaluated with respect to their: adherence to good safety practices, advanced knowledge of the day's experiment and the equipment involved, laboratory technical skills, and laboratory etiquette/professionalism. If you do not attend lab, you can not earn Lab Readiness Points.</p>
<b>Lab Write-Ups</b>	<p>There are no formal lab reports required for this course. However, you will turn in the data sheets with all the required information for each experiment. Where appropriate, it is essential that you include calculations, detailed observations, balanced equations, percentage error, a brief conclusion of the experiment, etc. Write-ups are due at the <u>beginning</u> of the next lab period (i.e., one week after the previous lab was completed). For example, if an experiment is performed between 11:30 - 2:30 PM on Monday, September 20, 2010, the write-up for that exp. will be due at 11:30 AM on Monday, September 27, 2010. LATE write-ups will be accepted but 10% of the maximum points allowed will be subtracted from a late write up EACH DAY it is late. Your final lab write-up grade will be determined after dropping the lowest lab write-up score.</p>
<b>Data</b>	<p>Any data you collected during the experiment must be written in pen. In case of wrong entries, make a new table and explain what happened. Do not erase any original data. Use scientific notations to improve accuracy. 0.000789 does not equal to 0.0008, it's <math>7.89 \times 10^{-4}</math>. Calculating this way might improve % error. Keep all the data and calculations neat. If we can't read them, obviously we cannot grade them. Before you leave the lab, s TA must review and sign your data sheet.</p>
<b>Calculations</b>	<p>If you made an error in the calculation, points will be taken off for that part; however, we will go through your calculation and use the wrong data to see if the rest of the calculations are correct. Points will be deducted if you identify the wrong unknown or if you have high percentage errors. All materials in this lab come from the lab manual. Although some concepts might not be covered in the lecture, you should still be able to perform if you have read the manual carefully. Seek help if you have trouble.</p>

<b>Clean-Up</b>	Leave sufficient time at the end of laboratory period for cleaning up. Make sure you thoroughly clean all the equipment, glassware and also clean-up your bench. If you do not comply with cleanup and other general rules pertaining to the lab, your grade for that lab will be lowered by 10%.																																						
<b>Chemistry Stockroom SLC (MSET)</b>	<p><u>BROKEN ITEMS WILL NEED TO BE REPLACED BY VISITING THE CHEMISTRY STOCKROOM (SLC 3.331) AND FILLING OUT A BREAKAGE FORM WITH THE APPROPRIATE INFORMATION. BROKEN CHARGES ARE SUMMED AND ENTERED INTO YOUR ACCOUNT AT THE END OF THE SEMESTER.</u></p> <p><u>YOU ARE ALSO REQUIRED TO GO TO THE BURSARS OFFICE AND PAY FOR ANY ITEMS IN YOUR LAB DRAWER THAT BECOME BROKEN OR LOST DURING THE SEMESTER. THIS WILL BE STRICTLY ENFORCED.</u></p> <p><u>FAILURE TO RECONCILE YOUR ACCOUNT WITH THE BURSAR WILL RESULT IN WITHHOLDING OF YOUR CHEM 1111 GRADE</u></p>																																						
<b>Lab Drawers</b>	Failure to check-out of your laboratory drawer before Finals Week will result in withholding of your CHEM 1111 Grade.																																						
<b>Special Assignments</b>	None																																						
<b>Extra Credit</b>	None																																						
<b>Grading (credit) Criteria</b>	<p><b>Summary of Points:</b></p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td></td> <td style="text-align: right;"><u>Pts.</u></td> </tr> <tr> <td style="padding-left: 40px;">Workshops</td> <td style="text-align: right;">25</td> </tr> <tr> <td style="padding-left: 40px;">Lab Readiness</td> <td style="text-align: right;">5</td> </tr> <tr> <td style="padding-left: 40px;">Lab Write Ups</td> <td style="text-align: right;"><u>70</u></td> </tr> <tr> <td style="padding-left: 40px;">Total</td> <td style="text-align: right;">100</td> </tr> </table> <p>Your final letter grade for the course will be determined using a scale such as the one below where the class average is set at the "B-/C+" border (e.g., 79.5 points):</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-left: 40px;">A+</td> <td style="padding-left: 40px;">97 &amp; above</td> <td style="padding-left: 40px;">C</td> <td style="padding-left: 40px;">73-76</td> </tr> <tr> <td style="padding-left: 40px;">A</td> <td style="padding-left: 40px;">93-96</td> <td style="padding-left: 40px;">C-</td> <td style="padding-left: 40px;">70-72</td> </tr> <tr> <td style="padding-left: 40px;">A-</td> <td style="padding-left: 40px;">90-92</td> <td style="padding-left: 40px;">D+</td> <td style="padding-left: 40px;">67-69</td> </tr> <tr> <td style="padding-left: 40px;">B+</td> <td style="padding-left: 40px;">87-89</td> <td style="padding-left: 40px;">D</td> <td style="padding-left: 40px;">63-66</td> </tr> <tr> <td style="padding-left: 40px;">B</td> <td style="padding-left: 40px;">83-86</td> <td style="padding-left: 40px;">D-</td> <td style="padding-left: 40px;">60-62</td> </tr> <tr> <td style="padding-left: 40px;">B-</td> <td style="padding-left: 40px;">80-82</td> <td style="padding-left: 40px;">F</td> <td style="padding-left: 40px;">59 &amp; below</td> </tr> <tr> <td style="padding-left: 40px;">C+</td> <td style="padding-left: 40px;">77-79</td> <td></td> <td></td> </tr> </table> <p style="text-align: center;"><i>Note: Each Section is a unique course; sections are not graded together.</i></p>		<u>Pts.</u>	Workshops	25	Lab Readiness	5	Lab Write Ups	<u>70</u>	Total	100	A+	97 & above	C	73-76	A	93-96	C-	70-72	A-	90-92	D+	67-69	B+	87-89	D	63-66	B	83-86	D-	60-62	B-	80-82	F	59 & below	C+	77-79		
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<b>Field Trip Policies Off-Campus Instruction &amp; Course Activities</b>	<p><i>Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Information regarding these rules and regulations may be found at the website address <a href="http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm">http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm</a>. Additional information is available from the office of the school dean. Below is a description of any travel and/or risk-related activity associated with this course.</i></p> <p style="text-align: center;"><b>None</b></p>																																						
<b>Technical Support</b>	If you experience any problems with your UTD account you may send an email to: <a href="mailto:assist@utdallas.edu">assist@utdallas.edu</a> or call the UTD Computer Helpdesk at 972-883-2911.																																						

<p><b>Student Conduct and Discipline</b></p>	<p>The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UTD printed publication, <i>A to Z Guide</i>, which is provided to all registered students each academic year.</p> <p>The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the <i>Rules and Regulations, Series 50000, Board of Regents, The University of Texas System</i>, and in Title V, Rules on Student Services and Activities of the university's <i>Handbook of Operating Procedures</i>. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SU 1.602, 972/883-6391) and online at</p> <p style="text-align: center;"><a href="http://www.utdallas.edu/judicialaffairs/UTDJudicialAffairs-HOPV.html">http://www.utdallas.edu/judicialaffairs/UTDJudicialAffairs-HOPV.html</a></p> <p>A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.</p>
<p><b>Academic Integrity</b></p>	<p>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.</p> <p>Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.</p> <p>Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the university's policy on plagiarism (see general catalog for details). This course will use the resources of turnitin.com, which searches the web for possible plagiarism and is over 90% effective.</p>
<p><b>Copyright Notice</b></p>	<p>The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials, including music and software. Copying, displaying, reproducing, or distributing copyrighted works may infringe the copyright owner's rights and such infringement is subject to appropriate disciplinary action as well as criminal penalties provided by federal law. Usage of such material is only appropriate when that usage constitutes "fair use" under the Copyright Act. As a UT Dallas student, you are required to follow the institution's copyright policy (Policy Memorandum 84-I.3-46). For more information about the fair use exemption, see</p> <p style="text-align: center;"><a href="http://www.utsystem.edu/ogc/intellectualproperty/copypol2.htm">http://www.utsystem.edu/ogc/intellectualproperty/copypol2.htm</a></p>

<p><b>Email Use</b></p>	<p>The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's U.T. Dallas email address and that faculty and staff consider email from students official only if it originates from a UTD student account. This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at U.T. Dallas provides a method for students to have their U.T. Dallas mail forwarded to other accounts.</p>
<p><b>Withdrawal from Class</b></p>	<p>The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, the instructor(s) cannot drop or withdraw any student. The student must do the proper paperwork to ensure that he/she will not receive a final grade of "F" in a course if he/she chooses not to attend the class once he/she is enrolled.</p> <p><b>Undergraduates last day to withdraw with WP/WF = Monday, October 25, 2010.</b></p>
<p><b>Student Grievance Procedures</b></p>	<p>Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's <i>Handbook of Operating Procedures</i>.</p> <p>In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originates (hereafter called "the respondent"). Individual faculty members retain primary responsibility for assigning grades and evaluations. If the matter cannot be resolved at that level, the grievance must be submitted in writing to the respondent with a copy of the respondent's School Dean. If the matter is not resolved by the written response provided by the respondent, the student may submit a written appeal to the School Dean. If the grievance is not resolved by the School Dean's decision, the student may make a written appeal to the Dean of Graduate or Undergraduate Education, and the dean will appoint and convene an Academic Appeals Panel. The decision of the Academic Appeals Panel is final. The results of the academic appeals process will be distributed to all involved parties.</p> <p>Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations.</p>
<p><b>Incomplete Grades</b></p>	<p>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 <u>F</u>.</p>

<p><b>Disability Services</b></p>	<p>The goal of Disability Services is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is located in room 1.610 in the Student Union. Office hours are Monday through Thursday, 8:30 a.m. to 6:30 p.m, and Friday, 8:30 a.m. to 5:00 p.m.</p> <p>The contact information for the Office of Disability Services is:  The University of Texas at Dallas, SU 22  PO Box 830688  Richardson, Texas 75083-0688  (972) 883-2098 (voice or TTY)  <a href="mailto:disabilityservice@utdallas.edu">disabilityservice@utdallas.edu</a></p> <p>If you anticipate issues related to the format or requirements of this course, please meet with the Coordinator of Disability Services. The Coordinator is available to discuss ways to ensure your full participation in the course. If you determine that formal, disability-related accommodations are necessary, it is very important that you be registered with Disability Services to notify them of your eligibility for reasonable accommodations. Disability Services can then plan how best to coordinate your accommodations.</p> <p><b>It is the student’s responsibility to notify his or her professors of the need for such an accommodation.</b> Disability Services provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor after the first class meeting or as soon as possible.</p>
<p><b>Religious Holy Days</b></p>	<p>The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, Texas Code Annotated.</p> <p><b>The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, in advance of the assignment.</b> The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.</p> <p>If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.</p>

*These descriptions and timelines are subject to change at the discretion of the Professor.*