

**General Chemistry II LABORATORY (CHE1053L)
Spring 2025 Syllabus**

COURSE DESCRIPTION

CHE1053L is the laboratory course that accompanies CHE1053, the second-semester general chemistry course offered by the Chemistry Department at Point Loma Nazarene University. These two courses are separately graded corequisites designed to be taken during the same semester.

CHE1053 (3 units): Study of the basic principles of modern chemistry. Emphasis on chemical kinetics and equilibrium, acid base theory, thermodynamics, solubility, metals, and general descriptive chemistry. Prerequisite: CHE 1052. Corequisite: CHE 1053L.

CHE1053L (1 unit): Designed to accompany CHE 1053. An introduction to chemistry lab techniques and analyzing chemical data. One 3.5-hour laboratory per week, most weeks. Letter graded. Corequisite: CHE1053.

ALL LABS HELD IN SATOR HALL 209		
LAB MEETING DAYS, INSTRUCTORS, and TIMES:		
Tuesday	Wednesday	Thursday
Section 1 (Cruz) Tue 8:00 – 11:30 am		Section 6 (Schmidt) Thu 8:00 – 11:30 am
Section 2 (Cruz) Tue 1:30 – 5:00 pm	Section 4 (Siegmundt) Wed 2:45 – 6:15 pm	Section 7 (Siegmundt) Thu 1:30 – 5:00 pm
Section 3 (Balisi) Tue 6:30 – 10:00 pm	Section 5 (Bucardo) Wed 6:30 – 10:00 pm	
REQUIRED MATERIALS:		
<ol style="list-style-type: none"> 1. Lecture textbook: Tro, <u>Chemistry: A Molecular Approach Plus Modified MasteringChemistry with eText</u>, Pearson, 6th Edition, ISBN-13: 9780137831968 2. Safety Goggles and Lab Coat are available for cash-only purchase in class on first day of lab: <ol style="list-style-type: none"> a. ANSI Z87.1 Safety Glasses, \$5. b. AAMI Level 2 SMS Lab Coat, \$5. <p>You may bring your own coat or goggles if equally protective or better. Goggles, if used, should have indirect venting. For activities that <i>require</i> safety goggles instead of safety glasses, goggles will be available to borrow for the duration of the lab period.</p> 3. Scientific Calculator: Make sure your calculator has sufficient functionality (e.g., natural log functions and readily accessible scientific notation entries). The TI-30X IIS is a good example of an appropriate scientific calculator. Note that graphing or programmable calculators are not permitted in the General Chemistry lecture or lab courses. 4. Course Website: http://canvas.pointloma.edu, course: CHE1053L-1 SP25 (The Canvas sections are all put together for logistical simplicity, so the course will be "1053L-1" regardless of your specific section number. Please refer to Workday for your section number.) 		
LAB COORDINATOR:		
Dr. Sam Stoneburner, sstonebu@pointloma.edu , 619-849-2788. Office: Rohr Science 322 (enter through 330). Email for appointment with suggested times.		

LEARNING OUTCOMES

An understanding of chemistry is a necessary part of an education in the basic and applied sciences, engineering, and medical professions. It also provides insight and increased comprehension regarding current events, public policy, consumer safety, and personal nutrition. Specifically, upon completion of CHE1053 and CHE1053L, you will be able to:

- Demonstrate a foundational knowledge of the general principles of chemistry including the behavior of solutions, the characteristics of equilibrium (including acid/base equilibrium), the significance of free energy, the properties of electrochemistry, and structures of transition metal and their compounds.
- Solve problems related to describing basic chemical kinetics, characterizing reaction equilibrium, predicting the direction of spontaneous change, calculating electrochemical cell potentials, and writing chemical equations for selected chemical reactions.
- Perform basic chemical laboratory techniques related to the topics listed above.
- Use appropriate safety practices in a chemical laboratory.

SAFETY

Safety is THE top priority in the lab. You will be required to sign a safety agreement form before you can take part in the lab. The agreement form delineates safety rules set forth by the department. These rules include (but are not limited to) the following:

- Eating, drinking, and chewing gum are prohibited in the laboratory. You may leave food and drink items in a designated area near the door, but you must step outside of the laboratory to use them during class.
- You must come wearing lab-appropriate clothing, including long pants (i.e., pants that COMPLETELY cover all skin down to the top of your shoes or socks), shoes that cover the feet (closed-toed and -heel), and shirts that cover the shoulders, back, and stomach.

If you fail to comply with these or *any* of the rules in the safety agreement, you may see a reduction in your grade and/or be excluded from the lab. You will not have the opportunity to make up assignments missed due to failure to comply with safety policy.

STRATEGIES for success in General Chemistry labs

- Come prepared to lab. Lab does not start when you walk through the door; it starts the previous week as you make yourself ready to do the experiment properly and safely.
 - **Print the lab procedure and report form**, read them, and envision what you'll be doing in the lab. Anticipate what data will be collected and what calculations will be needed. **Bring the printed materials with you to lab.**
 - Complete the pre-lab activity on Canvas BEFORE coming in to lab.
 - Continue to study the lab materials. You will have a closed-book quiz in lab at the beginning of each lab period.
- The PLNU Credit Hour Policy states that 2 hours of preparation per 3 hours of lab time is “normal”, meaning almost **2.5 hours per week outside of the lab** would be reasonable for the CHE1053L lab course for a well-prepared student.
 - Students with substandard high-school preparation may require additional time.

- Get help when you don't understand something. The instructors and TAs are here for you!
- Pay attention in lab. Know what you're doing, what chemicals you're using, and what positive or negative results you should be observing during the lab procedure.

GRADING and ASSESSMENT

The following graded items will contribute to your overall grade in CHE1053L:

- Lab Report Forms: 50%
- Lab Summaries: 20%
- Pre-Labs: 20%
- Quizzes: 10%
- Professionalism modifier: A multiplier applied at the end of the semester

There is no final exam for CHE1053L.

Letter grades will be assigned according to the following scheme after all scores are finalized and the professionalism modifier has been applied.

A-range	B-range	C-range	D-range	F-range
A: 93.00% or above.	B+: 87.00-89.99 %	C+: 77.00-79.99 %	D+: 67.00-69.99 %	F: Below 60.00% <i>or 3 absences.</i>
	B: 83.00-86.99 %	C: 73.00-76.99 %	D: 63.00-66.99 %	
A-: 90.00-92.99 %	B-: 80.00-82.99 %	C-: 70.00-72.99 %	D-: 60.00-62.99 %	

Changes to individual student grades outside of the course grading scheme would be ***unethical*** and ***should not be requested***. Do not ask for “extra credit”, “curving”, “rounding up” of the final grade, dropping of additional assignment scores, or any other changes to the grade, as this would constitute an ***unfair advantage*** over other students. The only acceptable basis for changing grades after they have been posted is to correct errors in grading or in the recording of the grades.

Pre-lab activities

If you come into lab without reading through the lab, trying to understand each step, and making plans for the math and error analysis, you are much less likely to be able to finish on time. Therefore, each lab will have a pre-lab activity that is due on Canvas BEFORE the beginning of lab. The questions will require you to critically think about that week's experiment. This is not just a reading quiz; do not expect the answers to all be explicitly stated in the provided material.

You are permitted to use your lab manual and report form when you work on your pre-lab. You may complete it at any time in the week leading up your lab section. Late pre-lab work will not be accepted.

In-lab preparation quizzes

Each lab will also have an in-lab quiz that will be taken on Canvas immediately at the start of the lab period. The quiz will automatically close 15 minutes after the start of the lab period. You will need a phone, laptop, or some other Canvas-compatible device to take the quiz each week. These quizzes are designed to check each individual student's understanding of any safety precautions and waste protocols. There will be 5 questions (usually multiple choice). You are NOT permitted to use your lab manual, report form, or any other materials while taking the quiz (i.e., it is a closed-book quiz). Late quizzes will not be accepted.

Note: The 15-minute window to take the quiz is NOT an invitation to arrive 15 minutes late. You must be present in lab to take the quiz. If you take the quiz at another location, your grade on the quiz will be corrected to a "0". Being late by any amount of time also may impact your professionalism score, and it puts you at risk of getting logged as absent, which means a "0" on that week's lab report. (See the Attendance policies below for more detail.)

Lab report forms

Your lab procedure will indicate whether you are working individually or in pairs in a given week. In either case, individual lab reports will be submitted at the end of each period unless noted otherwise. Most lab reports will consist of a form to complete that includes data, calculations, and guided analysis. Later in the semester, the reports will also include summarizing the experiment in a couple of paragraphs.

Lab report forms will be submitted electronically on Canvas (see "Scanning PDFs" below), but you will also turn in the hard copy at the end of lab. Late submissions (including submissions to correct upload errors, corrupted files, missing pages, etc.) will have a penalty applied of 0.1% per day late, as calculated by Canvas based on submission time.

You will need to print out the Lab Report form and the Instructions before each lab unless you are using a tablet or similar device to complete the lab report electronically. By using an electronic device, you are agreeing that:

- You will still print out the Procedure part of the Instructions document
 - Trying to read the Procedure and also fill out the Report Form all on the same device has taken up too much time for students in the past.
- You accept the risk of losing your progress due to technology failures and are fully responsible for keeping your device charged and functioning. With the printed lab reports, we have the hard copy as a backup if something goes wrong with the PDF, but if your device dies in the middle of lab, there may not be a recovery option. ***No extensions or makeups will be given for reports that are incomplete due to device failure.***

- You will ensure that your device does not get contaminated with any chemicals from the experiment. If you get something hazardous on your tablet and then bring it home, that could be a problem for everyone in that space, not just you.
 - Follow any specific instructions given by your instructor to ensure your device is kept uncontaminated.
- You will **ONLY** use a device with a stylus tool (such as an Apple Pencil). You must be able to write and draw on the lab report forms, so devices that support only keyboard, mouse, and/or touch (without stylus) are not permitted.

Scanning PDFs

You will have to scan in your handwritten lab report forms before you submit them on Canvas. The most convenient choice will be to use a smartphone (e.g., using Genius Scan, Adobe Scan, the iPhones Notes app, or any other app capable of scanning documents into PDFs), but you can also try to use the campus copiers in the library across the street. Whatever method you choose, make sure that you have all pages of the assignment in one PDF file rather than a separate file for each page. Multiple-file submissions will be rejected as incomplete. Additionally, make sure that the pages are legible in the scanned file. View your submission on Canvas before you leave the lab. You are responsible for making sure that your submission is complete and legible *in Canvas*. **Submissions cannot receive full credit if they are missing pages, if pages are submitted in separate files, if they are illegible, or if the wrong file is submitted.**

If you have any difficulties with scanning or uploading, directly [email the lab coordinator](#) immediately as soon as you become aware of the issue. You can [email the lab coordinator](#) if you need to submit a corrected file, but this should be a rare occurrence. Any applicable late penalties will be applied as of the time that the correct file is uploaded to Canvas by the lab coordinator, not the time at which you email the lab coordinator.

Do not attach assignments or corrections to assignments to “comments” on Canvas. We cannot view such attachments in the Canvas grading system and it will not be accepted. Attaching files to Canvas comments does not count as a submission and it does not count towards the upload time used to determine a late penalty.

Lab summaries

Communication is a critical part of the scientific process, and anyone who performs chemistry as part of their job has to be able to communicate what they did and what their results were. More immediately, we have gotten considerable feedback from students that they experienced a very abrupt shift going from General Chemistry labs to Organic Chemistry labs, so the writing requirements for CHE 1053L are designed to bridge that gap.

For most experiments, you will write a two-paragraph summary that will be due before the following experiment. Your target audience is another General Chemistry student who was not able to participate that week, but still needs to know about what happened.

Paragraph 1: Methods. You will summarize the work done during the experiment. Your Methods paragraph will be evaluated by the following criteria:

- Methods must include enough detail that someone else could reproduce your results based solely on your description.
- Methods must be written in paragraph form in complete sentences, not as a list of steps or bullet points.
- Methods must be written as something you have done, not as instructions for someone to follow.
 - For language nerds, that means past indicative, not present imperative.

Paragraph 2: Conclusion. You will summarize the results of the experiment and possible sources of error. Your Conclusion paragraph will be evaluated by the following criteria:

- Conclusions must be written in paragraph form in complete sentences, not as a list of numbers or bullet points.
- Conclusions must state the primary results or findings of the experiment.
- Conclusions must discuss possible sources of error.

Because you have roughly a week after the experiment (in most cases) to complete this assignment, late work will not be accepted. The summaries must be hand-written (either on paper or using an electronic stylus). Typed summaries will get zero credit. This policy is largely to reduce the temptation to have AI write the assignment for you, which is not permitted.

Professionalism modifier

Grades may go up or down substantially based on compliance with course policies and general lab citizenship. ***It is possible to fail this course solely on poor conduct***, although that would require pervasive patterns of problematic behavior.

Some of the most important skills you practice in a chemistry lab are also the most broadly applicable. In just about any workplace, you need to...

- Follow applicable **safety** rules and dress codes.
- Keep your working area **clean** (even if the meaning of “clean” varies).
- Show up **on time** and prepared, and complete your work on time.
- Do your **fair share** of any group- or team-based tasks.
- Be **respectful** of others and show appropriate deference to supervisors.

You will be assessed according to the following rubric at multiple times throughout the semester. The lab coordinator will combine these assessments into your final professionalism score. At the end of the semester, your grade will be multiplied by your professionalism score (as a percent). If you get 100, your grade will stay the same. If you get a score above 100 (the maximum is 120), your grade will go up. If you get a score below 100, your grade will go down. The full rubric is below. You will also be assessing yourself at the end of each experiment.

Rubric for the professionalism modifier: There are 120 possible points. A score of 100 does not change your grade. A score above 100 will raise your grade, while a score below 100 will lower your grade.

Do you dress in FULL compliance with the dress code?	Always (5 pts)	Almost always (4 pts)	Sometimes (2 pts)	Unreliable (0 pts)
Have you ever been sent home to change?	Never (10 pts)	Once (8 pts)	Twice (5 pts)	More than twice (0 pts)
Do you wear all required PPE* without reminders?	Always (5 pts)	Almost always (4 pts)	Sometimes (2 pts)	Unreliable (0 pts)
Do you follow all other safety rules without reminders?	Always (5 pts)	Almost always (4 pts)	Sometimes (2 pts)	Unreliable (0 pts)
Have you ever attended lab with respiratory symptoms and NOT worn a mask?	Never (10 pts)	Once (8 pts)	Twice (5 pts)	More than twice (0 pts)
Have you ever been dismissive or argumentative when reminded of safety requirements?	Never (10 pts)	Once (8 pts)	Twice (5 pts)	More than twice (0 pts)
Do you dispose of chemicals properly?	Always (5 pts)	Almost always (4 pts)	Sometimes (2 pts)	Unreliable (0 pts)
Do you clean all glassware and equipment properly?	Always (5 pts)	Almost always (4 pts)	Sometimes (2 pts)	Unreliable (0 pts)
Do you arrive at least 15 minutes early?	Always (5 pts)	Usually (4 pts)	Sometimes (2 pts)	Never (0 pts)
Do you arrive on time?	Always (10 pts)	Usually (8 pts)	Sometimes (5 pts)	Never (0 pts)
Do you do your fair share of cleanup tasks?	Always (5 pts)	Almost always (4 pts)	Sometimes (2 pts)	Unreliable (0 pts)
Are you helpful to others (in an appropriate way)?	Always (5 pts)	Almost always (4 pts)	Sometimes (2 pts)	Unreliable (0 pts)
Have you ever copied work, or allowed others to copy from you?	Never (10 pts)	Once (8 pts)	Twice (5 pts)	More than twice (0 pts)
Have you ever intervened or reported when another student was being rude or inappropriate?	More than once (10 pts)		Once (5 pts)	Never (0 pts)
Have you ever behaved inappropriately to other students?	Never (10 pts)	Once (8 pts)	Twice (5 pts)	More than twice (0 pts)
Have you ever behaved inappropriately to the instructor or TA?	Never (10 pts)	Once (8 pts)	Twice (5 pts)	More than twice (0 pts)

*PPE is “Personal Protective Equipment”. It includes lab coats, safety glasses or goggles, and gloves. Some of these are required only during certain experiments; check the instructions for each experiment before lab.

Canvas does not have a system for an overall multiplier changing the grade as a whole, so the professionalism modifier will be applied after all other grades are in. While you will see results of your professionalism assessments in Canvas, you will NOT see your overall grade changed until the end of the semester. Expect to see your grade go up or down (depending on your professionalism score) after all other grades are posted.

Dropped grades

Your lowest non-zero score in each category (prelab activity, quiz, report, and summary) will be dropped at the end of the semester. This requires manual editing after grades are completed, so you will not see this change reflected until after the last lab. This change will be applied *before* applying your professionalism modifier. Zero scores (whether due to absences, policy violations, or failure to complete work on time) will *not* be dropped, so do not take this policy as an excuse to skip lab.

Grading disputes and corrections

Any questions, disputes, or appeals regarding grades should be [directed to the lab coordinator](#). Keep in mind that “A for effort” is not a valid part of any college course that is worth your tuition. Your grade will not change after being posted to Canvas unless there is evidence that a rubric was improperly applied or the policies described in this syllabus were not followed.

If you believe any part of your lab report was not graded properly according to the rubric, you may ask the lab coordinator to re-grade it. By asking for a re-grade, you acknowledge and accept that:

- Any and all grading errors will be corrected, and so your grade may go up *or down*.
- FERPA (federal privacy laws) prevents us from discussing other students’ grades, even if another student has revealed their grades to you directly. Therefore, the grade another student got on the same assignment cannot be taken into account.
- External circumstances (including scholarships or life events) cannot be taken into account during regrading (although they are relevant in other contexts).
 - In some cases of extreme personal hardship, it may be possible to take an Incomplete and finish the lab in the following semester (see the Attendance policy for more details).

Changes to individual student grades outside of the course grading scheme would be ***unethical*** and ***should not be requested***. Do not ask for “extra credit”, “curving”, “rounding up” of the final grade, dropping of additional assignment scores, or any other changes to the grade, as this would constitute an ***unfair advantage*** over other students. The only acceptable basis for changing grades after they have been posted is to correct errors in grading or in the recording of the grades.

Grades are ultimately the responsibility of the lab coordinator, and all questions relating to grades should be [directed to them](#).

ATTENDANCE

Laboratory sections will meet on a weekly basis unless specified otherwise. (See schedule on Canvas.) Regular and punctual attendance at all class sessions is considered essential to optimum academic achievement. [In keeping with PLNU policy](#), if the student is absent for more than 10 percent of class sessions (i.e., 2 absences for this course), the faculty member will issue a written warning of de-enrollment. If the absences exceed 20 percent (i.e., 3 absences for this course), the student may be de-enrolled without notice until the course withdrawal date or, after that date, receive an “F” grade. Note that ALL absences are counted toward this total, including “excused” absences. Absences do not count towards this total if they are made up (see “Late work and making up labs”, below).

Lateness:

Regular and punctual attendance at all classes is essential for learning, and lab classes are participation-based. Being late for lab will cause significant issues for students as they will miss any pre-lab lectures which cover safety and procedures in detail. Instructors are not required to allow you to participate if you arrive after the start of lab time. Your instructor may choose to prohibit you from participating in lab at any time after the start of the lab period. For instance, your instructor may have already communicated vital safety information, or they may have found that there has been a troubling pattern of tardiness. However, these are just examples. If you are late, by any amount of time, your instructor does NOT need to give you a specific justification for telling you to leave.

Absences:

You will be considered “absent” and get a zero on the lab report and prelab quiz if *any* of the following take place. Remember, having 3 absences automatically means an “F”.

- You do not attend your regularly scheduled section (unless you have [made arrangements with the lab coordinator](#) to attend a different section that same week)
- You arrive after 15 minutes past the start time.
 - This is a firm policy, and your instructor does NOT have the authority to permit you to participate if you arrive late by 15 minutes or more.
- You arrive late (by any amount of time) and your instructor tells you to leave.
- Your instructor tells you to leave due to disregard for safety, a lack of participation, or other violations of the lab rules.
 - If you arrive in non-compliant clothing, your instructor MAY allow you to participate in lab ONLY IF you are back in lab in compliant clothing within the first 15 minutes of the lab period.
 - If you arrive after the 15-minute mark, it is still an absence and a zero, even if you were present earlier (but got sent home to change).

Making up labs:

In most cases, there is no way to make up a missed lab after you have missed it. As specified in the PLNU student [handbook](#), “Activities of a unique nature, such as labs... cannot be made up except in rare instances when instructors have given **advanced**, written approval for doing so.” (emphasis ours)

If you are aware **in advance** that you need to be absent during your usually scheduled lab time, you may [ask the lab coordinator](#) for permission to attend a different section that same week. Please include the specific section or sections you would be able to attend that same week. If approval is granted, quiz deadlines and access times will be adjusted to match the section of actual attendance that week.

Approval to make up a lab by attending a different section is not guaranteed, and will depend on the capacity of the alternative lab section. Requests made well in advance are more likely to be approved than requests made at the last minute. You are expected ([by university policy](#)) to attend your registered section if at all possible, so frequent requests to attend alternative lab sections are not likely to be approved unless it is a demonstrable necessity.

Make-ups will not be approved for times other than regularly scheduled lab sessions. Similarly, you cannot make up a lab by attending on a different week, when a different experiment is being performed. We also cannot allow students to attend labs beyond the official capacity, as this creates an unacceptable safety hazard.

Most labs cannot be made up remotely through Zoom participation or through some kind of at-home assignment. The American Chemical Society, our primary professional organization, actively discourages any use of virtual labs in the context of face-to-face courses. A significant part of the purpose of the general chemistry laboratory courses is to develop practical lab skills, and to use out-of-lab alternatives would fundamentally alter the academic standards of the course.

Note: In a few limited cases of “dry labs” that do not involve chemicals or complicated setups, it may be possible to make up a lab at home or at non-standard times. These are exceptions and should not be expected in general.

No changes, shifts, or swaps in lab schedule will be permitted except in the circumstances described above. Operating general chemistry labs on schedule requires significant logistical investment from a great many people; deviating from that schedule imposes an undue burden on our hardworking staff. Any questions or disputes should be directed to the [lab coordinator](#), not to the individual section instructor.

Excused absences:

If you need to miss a lab and cannot make it up, [email the lab coordinator](#) as soon as you are able with an explanation as to why you need to be absent. The first such absence will be excused regardless of the specific explanation (as long as an explanation is given in a timely manner and a make-up is legitimately not possible). The one excused absence does not count towards your grade in any way. There will simply be no score given for the lab report or the lab quiz. (The pre-lab activity may or may not be excused at the discretion of the lab coordinator.) However, excused absences still count towards the limit of 3 absences that may trigger de-enrollment or an “F” grade.

Additional absences will result in “zero” scores, which are NOT dropped at the end of the semester. If additional absences are unavoidable due to factors outside of the student’s control, the student should take an “Incomplete” and make up the affected labs the following semester (more on “Incomplete” grades is provided below).

Athletic absences:

All of the policies above, including the possible de-enrollment or “F” grade with three or more absences, apply to absences due to PLNU-sanctioned competitions. If you anticipate a large number of absences due to athletic competitions, you may need to consider taking this course in a different semester. Note that CHE 1052L and CHE1053L are offered in both fall and spring, but not in equal proportions:

- CHE 1052L has many sections (3- 4 days a week) in the fall and is limited to roughly 1 day a week in the spring.
- CHE 1053L has many sections (3-4 days a week) in the spring and is limited to roughly 1 day a week in the fall.

Medical absences:

Preventing the spread of respiratory infections is part of your professionalism grade.

[Communicate with the lab coordinator](#) early and often if you believe you may need to miss lab due to being sick. Please do not submit doctor’s notes, as that will not change the absence and such notes frequently reveal an unnecessary level of personal medical information. **Please do not ask the Wellness Center to provide a note, as they do not provide that service** and have been inundated with fruitless requests in recent semesters.

If you have a chronic medical condition that you anticipate may result in multiple missed labs, please contact the Educational Access Center (EAC) about the possibility of getting an accommodation for attendance. Students with attendance accommodations should [contact the lab coordinator](#) at the beginning of the semester (or as soon they receive the accommodation) to discuss the specifics of their situation. In general, the same make-up procedure and requisite advanced notice will be followed for predictable events (such as appointments for specialized medical care). Unavoidable absences will require an “Incomplete”, but Incompletes are generally approved when they are due to medical situations.

Incompletes:

If you have unavoidable circumstances that necessitate missing multiple labs, you may need to consider withdrawing from the course (if before the withdrawal date) or requesting an Incomplete from the lab coordinator and finishing the course the following semester. Requests for Incompletes are evaluated on a case-by-case basis and hold strictly to [university policy](#), which allows Incompletes “only on the basis of extraordinary circumstances clearly beyond the student’s control.” Below are some examples:

<u>Possible justifications for an Incomplete</u>	<u>Definitely would not justify an Incomplete</u>
<ul style="list-style-type: none">• Official PLNU athletic conflicts• Concussions or similar head injuries• Chronic medical conditions• A death in the family	<ul style="list-style-type: none">• Non-PLNU competitions• Church trips• Weddings or vacations• Anything involving pets

If you are considering asking for an Incomplete, please [discuss your situation with the lab coordinator](#) as soon as possible. If you do need to take an Incomplete, you will be expected to make up ALL missed labs from this semester. If possible, you should still attend as many experiments as possible during this semester to minimize the work that needs to be made up.

OTHER POLICIES

Technology: The use of portable electronic devices (phones, laptops, iPads, etc.) for purposes related to the course is welcome. Using technology for unrelated purposes during class time is detrimental to your learning and to those around you. Below are some examples:

<u>Acceptable uses of technology in class</u>	<u>Unacceptable uses of technology in class</u>
<ul style="list-style-type: none">• Completing the Report Form• Viewing Gen Chem lecture slides• Looking up reference data• Submitting assignments	<ul style="list-style-type: none">• Shopping• Using social media• Watching sporting events• Doing work for other courses

Using technology to “multitask” during lab time is detrimental to your learning and inconsiderate to those around you. It is also a violation of [PLNU’s academic behavior policy](#) (see below). Repeatedly engaging in irrelevant activity may result in your being asked to leave the class, with a corresponding penalty to your grade. If you have time-sensitive need, such as registering for courses or scheduling an appointment, speak with your instructor beforehand and reasonable accommodations will be made.

You will need to use a smartphone or some similar device to take the Canvas quizzes and to scan in your lab report at the end of each lab. Some lab activities may also require a phone or a laptop during the experiment. Speak with your instructor at the beginning of the semester if you do not own a suitable device so that alternative arrangements can be established.

PLNU's course-information website, Canvas (<http://canvas.pointloma.edu>), is used as a repository for course material such as grades and miscellaneous items. **Announcements will be sent out via Canvas. It is your responsibility to check Canvas regularly and to confirm that your correct email address is in the system.** Also, be prepared to interact with your instructor or the Lab Coordinator via your pointloma.edu email address. This means regularly checking your school email.

PLNU academic behavior policy: Both faculty and students at Point Loma Nazarene University have the right to expect a safe and ordered environment for learning. Any student behavior that is disruptive or threatening is a serious affront to Point Loma Nazarene University as a learning community. Students who fail to adhere to appropriate academic behavioral standards may be subject to discipline. *In the context of chemistry lab courses, failure to comply with **any one** of the safety rules and policies may qualify as disruptive behavior.* See [Academic Policies](#) in the online PLNU catalog for additional definitions of different kinds of disruptive behavior and for further policy information.

PLNU academic honesty policy: Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. Academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that assignment or examination, or, depending on the seriousness of the offense, for the course. For all student appeals, faculty and students should follow the procedures outlined in the University Catalog. See [Academic Policies](#) for definitions of kinds of academic dishonesty and for further policy information.

In the context of a lab course, academic honesty does not mean that you have to cite your lab partner on every line on a data table. If you were assigned to work together, and you put your partner's name on the lab report, it is already assumed that you both worked together to gather the data. However, if you were to use data from a different group, you would need to give them credit. Other examples in the context of the chemistry lab are provided below:

Not academic dishonesty

- Discussing a lab report with your partner
- Reading notes from a previous semester
- Asking for help from the TA, instructor, or lab coordinator
- Asking for a make-up for an absence
- Using AI in permitted ways

Academic dishonesty

- Copying your partner's work without thinking it through
- Copying work from a previous semester (even if it's your work)
- Lying about promises from an instructor
- Asking for the answers during a quiz
- Using AI without disclosing it

Artificial Intelligence (AI) Policy: You are allowed to use Artificial Intelligence (AI) tools (e.g., ChatGPT, Gemini Pro 1.5, GrammarlyGo, Perplexity, etc.) in this course. Any work that utilizes AI-based tools must be clearly identified as such, including the specific tool(s) used. Cite the AI tool used with the American Chemical Society citation style:

<https://www.concordia.ca/library/guides/chemistry/acs.html#AI>

You may NOT use AI to write lab summaries for you, but you may use AI tools for inspiration and ideas. AI-based online calculators are *not* permitted in this course because you need to be able to use the scientific calculators that are required for quizzes and exams in the lecture course.

PLNU Recording Notification

In order to enhance the learning experience, please be advised that this course may be recorded by the professor for educational purposes, and access to these recordings will be limited to enrolled students and authorized personnel.

Note that all recordings are subject to copyright protection. Any unauthorized distribution or publication of these recordings without written approval from the University (refer to the Dean) is strictly prohibited.

PLNU copyright policy: Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.

PLNU academic accommodations policy

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities in accordance with the Americans with Disabilities Act (ADA). Students with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the Bond Academic Center (EAC@pointloma.edu or 619-849-2486). Once a student's eligibility for an accommodation has been determined, the EAC will work with the student to create an Accommodation Plan (AP) that outlines allowed accommodations. The EAC makes accommodations available to professors at the student's request.

PLNU highly recommends that students speak with their professors during the first two weeks of each semester/term about the implementation of their AP in that particular course.

Accommodations are not retroactive so clarifying with the professor at the outset is one of the best ways to promote positive academic outcomes.

Students who need accommodations for a disability should contact the EAC as early as possible (i.e., ideally before the beginning of the semester) to assure appropriate accommodations can be provided. It is the student's responsibility to make the first contact with the EAC. Students cannot assume that because they had accommodations in the past, their eligibility at PLNU is automatic. All determinations at PLNU must go through the EAC process. This is to protect the

privacy of students with disabilities who may not want to disclose this information and are not asking for any special accommodations.

Note that the “hands-on” nature of the lab class limits how accommodations can be applied without fundamentally altering the academic standards of the course. Please discuss the specific accommodations you are interested in applying to this course with the [lab coordinator](#) as early as possible.

Sexual misconduct and discrimination: Point Loma Nazarene University faculty are committed to helping create a safe learning environment for all students. If you (or someone you know) have experienced any form of sexual discrimination or misconduct, including sexual assault, dating or domestic violence, or stalking, know that help and support are available through the Title IX Office at pointloma.edu/Title-IX. Please be aware that under Title IX of the Education Amendments of 1972, I am required to disclose information about such misconduct to the Title IX Office.

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact Counseling Services at counselingservices@pointloma.edu or find a list of campus pastors at pointloma.edu/title-ix

If you (or someone you know) have experienced other forms of discrimination or bias, you can find more information on reporting and resources at www.pointloma.edu/bias

Spiritual care: PLNU strives to be a place where students grow as whole persons. To this end, we provide resources for our students to encounter God and grow in their Christian faith. If you have questions, a desire to meet with the chaplain, or if you have prayer requests, you can contact the [Office of Student Life and Formation](#).

Language and Belonging

Point Loma Nazarene University faculty are committed to helping create a safe and hospitable learning environment for all students. As Christian scholars we are keenly aware of the power of language and believe in treating others with dignity. As such, it is important that our language be equitable, inclusive, and prejudice free. Inclusive/Bias-free language is the standard outlined by all major academic style guides, including MLA, APA, and Chicago, and it is the expected norm in university-level work. Good writing and speaking do not use unsubstantiated or irrelevant generalizations about personal qualities such as age, disability, economic class, ethnicity, marital status, parentage, political or religious beliefs, race, gender, sex, or sexual orientation. Inclusive language also avoids using stereotypes or terminology that demeans persons or groups based on age, disability, class, ethnicity, gender, race, language, or national origin. Respectful use of language is particularly important when referring to those outside of the religious and lifestyle commitments of those in the PLNU community. By working toward precision and clarity of language, we mark ourselves as serious and respectful scholars, and we model the Christ-like quality of hospitality.

If you (or someone you know) have experienced a bias incident regarding language, you can find more information on reporting and resources at www.pointloma.edu/bias.

State authorization: State authorization is a formal determination by a state that Point Loma Nazarene University is approved to conduct activities regulated by that state. In certain states outside California, Point Loma Nazarene University is not authorized to enroll online (distance education) students. If a student moves to another state after admission to the program and/or enrollment in an online course, continuation within the program and/or course will depend on whether Point Loma Nazarene University is authorized to offer distance education courses in that state. It is the student's responsibility to notify the institution of any change in his or her physical location. Refer to the map on [State Authorization](#) to view which states allow online (distance education) outside of California.

PLNU Mission: To Teach ~ To Shape ~ To Send

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service is an expression of faith. Being of Wesleyan heritage, we strive to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.