1. LECTURES

Class attendance is mandatory. Students are responsible for material covered during lectures that they have missed. Lists of Learning objectives must be obtained from the Plebe Chemistry Website: https://www.usna.edu/ChemDept/plebeChem/index.php. Follow the link Learning Objectives. Note: Additional objectives will be presented in class.

2. GRADED HOMEWORK

Most of the graded homework must be submitted electronically using an online homework system called OWLv2. Instructions for logging into this system can be obtained from the Plebe Chemistry Website: https://www.usna.edu/ChemDept/plebeChem/index.php. Follow the link Online Homework. Late-submissions are not accepted for online homework. Pay special attention to the due dates.

Occasionally, homework must be completed in hard copy form. These “hard copy” assignments will be due before class (or lab) is called to attention, on the due date. Late “hard copy” homework will lose 25% of the total points, and will not be accepted after 24 hours past the due date and time.

3. LABORATORY

Laboratory handouts for scheduled experiments must be obtained from the Plebe Chemistry Website: https://www.usna.edu/ChemDept/plebeChem/index.php. Follow the link Laboratory Resources. Students are encouraged to print handouts a day or two prior to the start of the experiment to be performed. Each midshipman is required to have his/her own lab handout for each experiment. A calculator is also required for labs.

Laboratory attendance is mandatory. A missed lab must be made up the same week. It is the student's responsibility to make arrangements with the instructor to make up a missed lab ASAP. Failure to make arrangements may result in no credit for the laboratory assignment. Students are responsible for reviewing the laboratory assignments and handouts specified in the syllabus prior to each laboratory session.

Pay special attention to safety precautions in the laboratory handouts. You must report to all labs with safety goggles.

Laboratory reports should be neat and presentable. A few percentage points of the report are assigned to the prescribed report format and to neatness. Specific details for each report will be provided. Lab reports must be submitted before class (or lab) is called to attention, on the due date. Late lab reports will lose 25% of the total points, and will not be accepted after 24 hours past the due date and time.

Reporting to lab without your lab handout may result in a penalty of up to 10 points on your lab report. You will be reported as Late in MIDS if you have to leave to get your lab handout (and/or goggles) and do not return before lab starts.

4. GRADING

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
<th>Cutoffs (letter grades and overall percentages)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework</td>
<td>10 %</td>
<td>A 90.00</td>
</tr>
<tr>
<td>Lab Reports</td>
<td>15 %</td>
<td>B 80.00</td>
</tr>
<tr>
<td>Quizzes</td>
<td>20 %</td>
<td>C 70.00</td>
</tr>
<tr>
<td>Exams</td>
<td>30 %</td>
<td>D 60.00</td>
</tr>
<tr>
<td>Final Exam</td>
<td>25 %</td>
<td></td>
</tr>
</tbody>
</table>
5. EXTRA INSTRUCTION

Extra instruction (E.I.) from your instructor is available on Mondays 0755 - 1520, Tuesdays, Wednesdays, and Thursdays 1300 – 1520. Appointments are not required but are accepted. You should review your notes, read the textbook, and practice problem(s) before attending E.I. Report to E.I. with your notebook.

6. A WORD ON SPREADSHEETS AND GRAPHS

The spreadsheet must have a title, for example, Experiment 1A: Density of Solution Z. All columns in spreadsheets must have a heading. Include units where applicable. For example: Volume (mL); mass (kg).

Graphs (charts) must have a descriptive title, and the axis must be labeled. Include units where applicable. Data on the charts must increase from left to right and from bottom to top. Data will be represented by symbols, NOT SYMBOLS CONNECTED WITH LINES, unless otherwise told. Use scatter charts, and embed them in the spreadsheet. All submissions must be in portrait format, unless otherwise told.

Linear regression lines (trendlines) will be represented by lines, NOT SYMBOLS CONNECTED WITH LINES. The regression results, including the R² value, must be shown on the chart(s).

The figure to the right shows an example spreadsheet with inserted chart. Unless otherwise told, all plots must be inserted into the spreadsheet, in portrait form. All data and computations must be submitted.

7. ELECTRONIC GADGET POLICY

Cell phones and other portable electronic devices (except calculators) cannot be used during lectures and labs, unless otherwise told. You cannot use your cell phone as a calculator. Audio and video tapings of lectures are prohibited. Calculators cannot be shared during quizzes and exams. You cannot use a text-capable calculator on quizzes and exams.

8. GRADED MATERIAL POLICY & HONOR

All work submitted for grading must be the product of the student(s) whose name(s) is(are) recorded on the material and who, therefore, is(are) claiming credit. It is both legally and morally unacceptable to submit the work of another person as your own. The use of unauthorized assistance, as defined by your course instructor, on graded assignments is an honor offense. The use of gouge files of former students' laboratory reports is strictly prohibited.

9. CHEMISTRY LEARNING OUTCOMES (CORE)

1. Apply the language and fundamental principles of chemistry (atomic/molecular theory, thermodynamics, and kinetics) to explain natural phenomena and to solve problems involving chemical processes.
2. Collect and critically analyze data sets derived from scientific observations and measurements.
3. Communicate in written form the process of problem-solving and results/conclusions derived from experimental results using evidence-based reasoning.
4. Describe how chemistry is essential to issues facing society (such as energy and the environment) and Naval technology (such as explosives, nuclear power, corrosion prevention, submarine air).

/S/

R. E. McClean