Student Course Information
General Chemistry II
CHEM*1050
Winter 2021

Course Calendar Description: F,W (3-3) [0.50 credit] This course provides an introductory study of the fundamental principles governing chemical transformations: thermodynamics (energy, enthalpy, and entropy); kinetics (the study of rates of reactions); and redox/electrochemistry. Prerequisite: CHEM*1040

Course Coordinator: Prof. Dan THOMAS SSC 2504 dfthomas@uoguelph.ca

Lecturers	Lecture	Room	Days	Time
Prof. Lori Jones lojones@uoguelph.ca	1 (sections 0101 to 0106)	AD-S	Tuesday Thursday	8:30 – 9:50 A.M.
Prof. Lori Jones lojones@uoguelph.ca	2 (sections 0201 to 0206)	AD-S	Tuesday Thursday	1:00 – 2:20 P.M.
Dr. Rick de Laat rdelaat@uoguelph.ca	3 (sections 0301 to 0306)	AD-S	Tuesday Thursday	5:30 – 6:50 P.M.

1. Course Materials

a) **Textbook**. D. Ebbing and S. Gammon, General Chemistry (Cengage Canada). Students can use the 10th, 9th or 8th edition. The publisher provides 10th ed. options, e.g., textbook and/or OWL v2 resources (including e-book) through both of our campus bookstores: University Bookstore (https://bookstore.uoguelph.ca/courselistbuilder.aspx; $120/$112.50) and Co-op Bookstore (https://bookstore.coop/textbooks/order-online; $110.95/$99.95). The Co-op Bookstore also offers a hard cover textbook plus soft cover student solutions manual with no OWL v2 resources. Note: OWL v2 is simply additional resources provided by the publisher and are not required.

b) **Pearson Mastering Chemistry (required):** To complete the assigned online homework one must purchase access to a Mastering Chemistry account. If you purchased this last semester for CHEM*1040, your access is still covered for this course also. A 12-month access code can be purchased from the University Bookstore ($56.25), the Co-op Bookstore ($49.99) or directly online from the Mastering Chemistry site ($49.99). A grace period of two weeks is provided, so one can access the site prior to paying. To set-up an account, please follow the registration instructions provided on CourseLink under Content >> Mastering Chemistry >> Mastering Chemistry Registration Instructions_W21.

c) **Scientific calculator** with ln, exp or e^x, $\log_{10}$ and 10^x functions. Calculators or notebook computers capable of storing text information are NOT allowed in examinations.

d) **System/Software Requirements**. As with CHEM*1040, it is best to review your computer resources to ensure the best learning experience possible. Check here: https://opened.uoguelph.ca/student-resources/system-and-software-requirements

2. Lecture Content Schedule

Weeks/Dates	Topics	Textbook
Weeks 1 - 5 January 11 – February 12	Energy, Heat, Enthalpy, Work, Heat Capacity, Thermochemical Equations, Calorimetry, Hess's Law, Standard Enthalpies of Formation. Bond Enthalpies, Ionic Compounds Entropy, Gibbs Energy, Thermodynamics and Equilibrium. Bioenergetics.	Sections 6.1 - 6.9 Section 18.1 Section 11.1 Sections 9.1 and 9.11 Sections 18.2 - 18.7
February 15 - February 19	Winter Break - No Classes	
Monday, February 22	Mid-Term Examination. Includes material from weeks 1 – 5 (thermochemistry and thermodynamics)	Exam is 90 minutes long. Available between 8:00 A.M and 6:00 P.M. EST. You must start within this time window. If a problem arises and you have to re-enter the quiz, you must still be within this time window to get in. Start as early as you can.
Weeks 6 - 9 February 22 – March 19	Redox processes, half-reactions, balancing redox reactions. Voltaic Cells, Cell notation, Electromotive Force, Standard Cell Potentials, Standard Electrode Potentials, Equilibrium Constants from Cell Potentials, the Nernst Equation, Commercial Cells, Electrolysis	Sections 19.2 - 19.11
Wednesday, March 24	Mid-Term Examination. Includes material from weeks 6 – 9 (electrochemistry)	Exam is 90 minutes long. Available between 8:00 A.M and 6:00 P.M. EDT. You must start within this time window. If a problem arises and you have to re-enter the quiz, you must still be within this time window to get in. Start as early as you can.
Weeks 10 - 12 March 22 - April 9	Reaction Rates, Experimental Kinetics, Rate and Concentration, Rate Laws, Temperature and Rate, Arrhenius Equation, Reaction Mechanisms, Catalysis. Radioactive Decay	Sections 13.1 - 13.9 Section 20.4
Thursday April 22 11:30 A.M.	Final Examination. Covers all course material. Some additional emphasis on material from weeks 10 – 12 (Reaction Kinetics).	Exam is 2 hours in duration. Time is set by the registrar.

3. Laboratory Schedule

DATE	Activities	Assessments	Deadline
Week 1 **Jan. 11 – 15**	**Hayden-McNeil Online Course:** Introduction to Lab Simulations	Introduction to Lab Simulations Post-Lab Activity	Prior to Week 2's Lab Activity
Week 2 **Jan. 18 – 22**	**Hayden-McNeil Online Course:** Enthalpy Change of a Chemical Reaction	Enthalpy Change of a Chemical Reaction Post-Lab Activity	11:59 PM on Fri., Jan. 22
Week 3 **Jan. 25 – 29**	**CourseLink Lab Activities:** Bomb Calorimetry Lab Activity	Marking Module for Bomb Calorimetry Lab Activity	11:59 PM on Fri., Jan. 29
Week 4 **Feb. 1 – 5**	**Hayden-McNeil Online Course:** Enthalpy Change for the Decomposition of Ammonium Chloride	Enthalpy Change for the Decomposition of Ammonium Chloride Post-Lab Activity	11:59 PM on Fri., Feb. 5
Week 5 **Feb. 8 – 12**	**CourseLink Lab Activities:** Thermodynamics Lab Activity	Marking Module for Thermodynamics Lab Activity	11:59 PM on Fri., Feb. 12
Winter Break Feb. 15 – 19 – No Classes – No Labs			
Week 6 **Feb. 22 – 26**	**Student Science Safety I (W21) Course** *Note: this course is separate from the CHEM*1050 CourseLink site.*	Final Assessment quiz on CourseLink *Note: this is accessed via the Student Science Safety I (W21) CourseLink site*	11:59 PM on Fri., Feb. 26
Week 7 **Mar. 1 – 5**	**Hayden-McNeil Online Course:** Electrochemistry	Electrochemistry Post-Lab Activity	11:59 PM on Fri., Mar. 5
Week 8 **Mar. 8 – 12**	**CourseLink Lab Activities:** Electrolysis Lab Activity	Marking Module for Electrolysis Lab Activity	11:59 PM on Fri., Mar. 12
Week 9 **Mar. 15 – 19**	**Hayden-McNeil Online Course:** Chemical Kinetics: Part 1	Chemical Kinetics: Part 1 Post-Lab Activity	11:59 PM on Fri., Mar. 19
Week 10 **Mar. 22 – 26**	**Independent Study**		
Week 11 **Mar. 29 – Apr. 1 (no classes Apr. 2)**	**Hayden-McNeil Online Course:** Chemical Kinetics: Part 2	Chemical Kinetics: Part 2 Smart Worksheet	**11:59 PM on Mon., Apr. 5**
Week 12 **Apr. 5 – 9**	**CourseLink Lab Activities:** Catalytic Hydrolysis of Salicin Lab Activity	Marking Module for Catalytic Hydrolysis of Salicin Lab Activity	11:59 PM on Fri., Apr. 9

Note: Although the Hayden-McNeil Introduction to Lab Simulations Post-Lab Activity will not contribute to your final lab grade, it must be completed to gain access to all other post-lab activities within the Hayden-McNeil Online Course. Similarly, the Introduction to Smart Worksheets activity will not contribute to your final lab grade, but it must be completed to gain access to the Chemical Kinetics: Part 2 Smart Worksheet.

4. Evaluation

Your final course grade will be based on the following components:

Evaluation Activity	Weighting
Mastering Chemistry (Homework: Best 10 out of 11)	10%
CourseLink On-line Labs	10%
Hayden-McNeil Lab Work	14.5%
CourseLink Student Science Safety I (W21): 1st attempt	0.5%
Mid-Term Test #1 (Monday, Feb. 22)	20%
Mid-Term Test #2 (Wednesday, Mar. 24)	20%
Final Examination (Thursday, Apr. 22)	25%

Note: To obtain credit, a minimum of 50% in the overall course **AND** at least six out of the nine lab activities must have been completed, else a maximum final grade of 49% is assigned.

(a) **Mastering Chemistry Online Homework (required):** Chemistry is not a subject that can be easily learned by simply reading a book. To consolidate your understanding, one must work with the course concepts on a regular basis. Interactive homework is one way to keep up and test your understanding. If you completed CHEM*1040 last semester, your Mastering Chemistry account will still be active for this semester. If not, a 12-month access to a Mastering Chemistry account can be purchased directly online from the Mastering Chemistry site, or by way of an access code purchased from one of the campus bookstores.

Follow the instructions provided on CourseLink (*Content >> Mastering Chemistry >>Mastering Chemistry Registrations Instructions_W21*) to set-up your account. Complete the "Intro to MasteringChemistry" to familiarize yourself with the system. This site is linked to the CHEM*1050 CourseLink site and can be accessed through the **Pearson MyLab and Mastering widget link**, located on the course home page.

There are 11 graded assignments. Each is comprised of a quiz (weighted 50%; 2 attempts/question) and adaptive follow-up questions (50%; multiple attempts), generated once the quiz questions have been submitted. Your worst assignment will be dropped prior to calculating your final grade out of 10. Quizzes are due **Thursday 11:59 PM, starting January 21**, and the adaptive follow-ups are due by the following **Sunday 11:59 PM**. If an assignment is not attempted, a grade of zero is assigned. An assignment is not due during Winter Break; that one is due the following Thursday, February 25.

(b) **CourseLink Online Lab Activities (required):** Four of the nine CHEM*1050 laboratory activities can be found on the CHEM*1050 CourseLink site (Content >> Laboratory Activities >> CourseLink Lab Activities). Each activity consists of 2 parts: a simulated experiment or a set of lab activities and a marking module. Background info and worksheets to help you record your work are provided for each activity. The marking module's link is released after you have visited the simulation and/or lab notes/worksheets.

The simulated experiments can be done as many times as you wish however, some labs assign a new "unknown" number with each attempt. Make sure to record this number for grading purposes.

Once you have completed all activities and calculations, **only then** open the marking module to evaluate your work. You have one attempt and 60 minutes to enter your answers – which is more than ample time for all. **Marking modules are due Fridays at 11:59 PM** (refer to Laboratory Schedule – page 3). If an assigned marking module is not submitted by the deadline, a grade of zero is assigned.

Submitted marking modules can be reviewed starting the Monday following the due date and for a two-week period. You will be able to review your answers, the correct answers and any feedback provided.

(c) **Hayden-McNeil Online Course (required):** The remaining five lab activities can be found on the Hayden-McNeil online course site. A link to the site is provided on the CHEM*1050 CourseLink site, under Content >> Laboratory Activities >> Hayden-McNeil Online Course. Follow the instructions provided on how to register. This site provides background info, lab procedures and a virtual lab environment to conduct experiments and collect data. Introduction to Lab Simulations will familiarize you with the site and grant access to the other lab activities. Each lab is assessed through a **post-lab activity or smart worksheet** that is **due Fridays at 11:59 PM** (refer to Lab Schedule – page 3). Note that the Chemical Kinetics: Part 2 Smart Worksheet is an exception and is due on Monday, April 5 at 11:59 P.M. (due to Good Friday). If an attempt is not submitted by the assigned deadline, a grade of zero is assigned.

(d) **CourseLink Lab Safety Course (required)**: You must complete the course entitled "*Student Science Safety I (W21)*" by **Friday, February 26, 11:59 PM** (refer to Laboratory Schedule – page 3). It takes 2-3 hours to complete. While you have unlimited attempts to achieve the required grade of 90% or better on the final assessment, the grade on your first attempt is worth 0.5% of your final grade in the course. If an attempt is not submitted by the assigned deadline, a grade of zero is assigned.

(e) **Practice Online Quizzes (optional)**: See *Course Link >> Content >> Topical Practice Quizzes* There are also topic specific practice quizzes posted. These quizzes can be attempted multiple times to help you test your knowledge. The questions are drawn from a large pool of questions so each time you take the quiz, you will have different questions.

(f) **Midterm Tests (required): #1 on Monday, February 22 and #2 on Wednesday, March 24.** Each is a 1.5 hour exam which must be started sometime within the available window of 8:00 A.M. until 6:00 P.M. Delivered over CourseLink.

Mid-Term #1 covers course material through Week 5, which is all of thermochemistry and thermodynamics. Mid-Term #2 covers course material from Weeks 6 through 9, covering all of electrochemistry.

Students having an academic conflict with these scheduled tests, must e-mail Prof. Thomas (dfthomas@uoguelph.ca) at least one week in advance of the test.

(g) **Final Examination (required): Thursday, April 22, 11:30 – 1:30 PM.**
The online (CourseLink) two-hour exam evaluates the entire course via multiple choice and short answer questions. While the exam content is cumulative over the course, you can anticipate a few additional questions on the last course subject, Reaction Kinetics, since it will not have been previously examined.

(h) **Midterm Tests and Final Examination Information:** The midterm tests and the final examination are common to all sections, delivered through CourseLink and are closed book. Notes, printed material of any kind, any communication with other students or any other aids are not permitted. Calculators capable of storing text information or formulas are **not permitted**.

You are required to use the Respondus LockDown Browser and Monitor (webcam) to proctor your online midterm tests and final exam. Download and install LockDown Browser and Monitor (https://download.respondus.com/lockdown/download.php?id=273932365) prior to the first midterm test. A practice test is provided (see Content >> Course Resources >> Tests & Exam Resources >> Instructions and Links) to ensure Respondus LockDown Browser and Monitor is set up properly and that you are comfortable using the software prior to your first test. If you encounter any technical issues during the practice test, midterm tests or final exam, please contact CourseLink Support at courselink@uoguelph.ca or 519-824-4120 ext. 56939.

Note: If you have any concerns about meeting system requirements, contact CourseLink Support (http://spaces.uoguelph.ca/ed/contact-us/).

Respondus Advice

You have probably already had some exams under the Respondus Browser. You know already that the monitor's function is to use AI to recognize unusual activities and flag them after the exam by instructors and T.A.s. The goal here for you and for us is to minimize the number of flags that are produced during your exam. Following the experience of the past couple of semesters, here are some suggestions that you can follow to minimize the number of flags generated. Remember that when you are flagged by the system, it is does NOT mean that you have done something wrong, just that something has occurred that Respondus does not understand. We know that most flagged events are not indicative of academic misconduct. But it is advantageous to all to minimize the number of events.

Some suggestions to follow:

When showing your environment:

- Please show as much as you can - particularly the desktop around your computer within arms length - make sure it is clear of everything except what is allowed. Try your best to show this.
- You may have a calculator - please show it clearly.
- Some scrap paper - please show both sides to be blank.
- Pens/Pencils for doing your work.
- Your ID which you must clearly show to the system when it is requested.
- Water bottle/glass etc. - okay but show that there is nothing written on it.
- Also show around the room - showing there are no notes or anything posted behind the computer etc.

When writing the exam:

- Make sure there is no light source pointing at your camera - perhaps a window behind you or a ceiling light shining down onto your camera - these both obscure how the system sees your face and generates a lot of flags.
- As well try not to have the room too dark. Yes we have to try and balance things here as much as possible. Lighting towards your face from behind the camera is optimal.
- No hats - however religious head garments can be worn.
- No headphones.
- It is best to tie back long hair so it does not obscure your face (but that is a chemistry thing for labs anyway right?). Again, this generates lots of false flag events.
- Please try to keep you face towards the camera as much as possible - this is easier if you are not too far from or too close to the screen/camera - I know people will look down to work on paper and this is okay.

- Try to keep your hands off your face as much as possible - this again can be flagged as the system can no longer recognize your face as a face - I know these things will happen we are just trying to do the best we can with the system.
- Apparently the system flags gum chewing as strange so please try not do it to reduce flags.
- Remember if you have something "happen" - dropped pencil and want to pick it up, or whatever - speak to the system and tell it what you are doing when you pick it up etc.
- Use the washroom before you begin but if you absolutely have to use it during the exam tell the system where you are going. Do not be gone too long.

I realize this is a lot of things to try to be careful with. The object is to try and do things as well as we can. The Practice Test with Respondus and Monitoring remains open if you wish to go back in and play with it some more.

5. Course Help

(a) Your Lecturer

Your professor will be available at certain times for consultation and help. The hours will be posted on CourseLink.

(b) Chemistry Learning Centre for Lecture and Lab Help

Teaching Assistants (T.A.s) are available to answer questions and assist you with both the lecture and the lab course components. The schedule is posted on Course Content pages. The centre is accessed virtually through the “Get Ready for First-Year Chem” Resource site in CourseLink.

(c) Supported Learning Groups (SLGs)

SLGs are regularly scheduled small group study sessions. They will, of course, be held only virtually this semester. Attendance is voluntary and open to all students enrolled in the course. The study groups are facilitated by successful senior undergraduate students who have recently taken the course. They are not, however, tutors. Students who attend SLG sessions have an opportunity to apply and demonstrate their understanding of course concepts in a safe practice environment. The group study format exposes students to various approaches to learning, problem-solving, and exam preparation. Use the link on the CHEM*1050 CourseLink homepage to enroll, view the schedule, and join a virtual SLG session.

(d) Course Web Site

The CHEM*1050 website contains a variety of materials to assist you with the course. There are practice quizzes and examinations, examples of problems with full solutions, links to useful instructional videos, and more.

6. Learning Outcomes

On successful completion of this course, students should be able to:

1. Understand and demonstrate knowledge of the four laws of classical thermodynamics, including interpreting equations, formulas and concepts related to these laws.
2. Understand and apply the concepts of chemical equilibrium and electrochemistry to solve both qualitative and quantitative problems.
3. Demonstrate knowledge and understanding of chemical reaction rates and the conditions that influence them.
4. Record, graph, chart and interpret data obtained from experiments through working co-operatively with others or independently.

7. Notice of Information Collection

Lectures delivered via videoconferencing-based software (e.g. Microsoft Teams, Zoom) may be recorded by your instructor. As a result, the University of Guelph may collect your image, voice, name, personal views and opinions, and course work under the legal authority of the *University of Guelph Act* and in accordance with the *Freedom of Information and Protection of Privacy Act*. The recording will capture material shared on screen, participant audio and participant video. The recording will be used to facilitate asynchronous learning by other students registered in the course. If you have any questions about the collection and use of this information, please contact your instructor.

8. Policy on Missed Work

A grade of zero will be assigned for any missed course work except for valid medical or compassionate reasons.

Missed Midterm Exam. For a missed midterm examination, you must email Prof. Thomas using your U of G account. Include your full name and student ID number and an explanation. If a valid reason for missing the midterm is received, the weighting value of the midterm will be added to the final examination.
No make-up midterm will be given.

Missed Final Exam. Consult the Undergraduate Calendar and your Program Counsellor as soon as possible. Official documentation is required within five working days after the missed exam. Here is a link to Program Counsellors: www.uoguelph.ca/uaic/programcounsellors

Other Missed Work. If you are unable to complete any other course requirement due to illness or for compassionate reasons, email Prof. Thomas and provide a written explanation. Include your name, student ID number, and email address. If a valid excuse is received, your work will be re-evaluated. Otherwise, a grade of zero is assigned.
See the Undergraduate Calendar for information on regulations and procedures for Academic Consideration.
www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-ac.shtml

9. Expectations

The course website and virtual class meetings are considered our classroom and the same protections, expectations, guidelines, and regulations used in face-to-face settings apply, plus other policies and considerations that come into play specifically because this course is delivered online. Inappropriate online behaviour will not be tolerated, where examples include:

- Posting inflammatory messages about your instructor or fellow students
- Using obscene or offensive language online
- Copying or presenting someone else's work as your own
- Adapting information from the Internet without using proper citations or references
- Buying/selling lab reports or assignments
- Posting or selling course materials to course notes websites
- Recording lectures without the permission of the instructor
- Having someone else complete your quiz or completing a quiz for/with another student
- Stating false claims about lost quiz answers or other assignment submissions
- Threatening or harassing a student or instructor online
- Discriminating against fellow students, instructors, and/or TAs

- Using the course website to promote profit-driven products or services
- Attempting to compromise the security/functionality of CourseLink
- Sharing your username and password.

10. Academic Ethics

Original work performed in good faith is assumed with all course components. University of Guelph students have the responsibility of abiding by the University's policy on academic integrity, which prohibits several forms of academic offences, including cheating; falsification; plagiarism; unauthorized collaboration; or recording and/or dissemination of instructional content without express permission of the instructor.

Your graded submissions for online assignments, tests, and exams must be your own, individual work. You may not share content from any assignments, tests, exams, etc. with third parties such as Chegg, CourseHero, Reddit, or any other non-University of Guelph course content repositories. If found guilty of academic misconduct, a grade of zero is a common penalty on such course components, as well as a letter documenting the offence being placed in your official student file.

It is also presumed that the data you collect, all data analysis and written/typed calculations and responses that you submit for grading is yours alone. We often find examples of plagiarism in which lab reports are copied from someone else, or from a previous semester. In short, if you have not done something yourself, do not attempt to pass it off as original work.

Further academic misconduct information can be found in the Undergraduate calendar:

https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-amisconduct.shtml

If you have any questions about what might cross the line, please do not hesitate to ask your lab TA or Instructor prior to submitting your work.

11. Equal Opportunity and Evaluation Policy

The University is committed to academic integrity and has high ethical and moral standards. All students will be treated equally and evaluated using the criteria presented in this outline. Evaluation criteria are based strictly on achievement and not on a student's effort. There is no extra work for extra credit or to "make up" a grade. The need to obtain a higher grade for various reasons is not grounds for increasing your grade. If your grade were "bumped up" (*i.e*. that you were granted a grade you did not legitimately earn), then it would be unfair to all the other students in the course.

12. End of Chapter Problems

Problems are assigned to reinforce the principles covered in lectures, to help you to develop problem-solving skills, and to check your own knowledge. Work done on the problems is not graded, but there is a good correlation between mastering the problems on a week-by-week basis and performance in the course as a whole.

Work the problems in the week that the material is covered in lectures.

A common reason why students fail first year Chemistry is that they fall so far behind with the material that they never catch up. Lectures become harder to comprehend without the reinforcement of constant practice.

Work the problems first, then look at the solutions.

Working from the solutions is **not** useful for learning.

Solutions to problems

For the end-of-chapter problems, answers are provided at the back of the textbook (after the appendices). For full solutions, consult the textbook's Student Solutions Manual that is provided online through the OWL v2 resources that come with the textbook or e-book options. With previous versions of the textbook, a hard copy Student Solutions Manual was bundled with the hard copy textbook.

Topic I: Thermodynamics. Weeks 1 to 5.

6.35, 6.37, 6.41, 6.53, 6.55, 6.59, 6.61, 6.67, 6.69, 6.79, 6.81, 6.85, 6.99, 6.103, 6.115, 6.117, 6.155 9.85, 9.107, 9.109

18.23, 18.25, 18.27, 18.29, 18.31, 18.35, 18.39, 18.43, 18.45, 18.55, 18.61, 18.65, 18.69, 18.73, 18.75, 18.83, 18.85, 18.89, 18.97, 18.108, 18.121.

Topic II: Electrochemistry. Weeks 6 to 9.

19.39, 19.41, 19.101 19.25, 19.33, 19.43, 19.45, 19.47, 19.51, 19.53, 19.55, 19.59, 19.61,19.63, 19.67, 19.71, 19.75, 19.79, 19.83, 19.85, 19.87, 19.91, 19.93, 19.95, 19.105, 19.111, 19.113, 19.117, 19.119, 19.123, 19.141.

Topic III: Chemical Kinetics. Weeks 10 to 12:

13.31, 13.33, 13.41, 13.45, 13.49, 13.53, 13.55, 13.57, 13.59, 13.63, 13.69, 13.71, 13.75, 13.79, 13.81, 13.85, 13.99, 13.101, 13.105, 13.107, 13.117, 13.119, 13.125,13.143. 20.27, 20.61, 20.63, 20.67, 20.75.

13. University Policies and Information

a) **Academic Advisors** – If you are concerned about any aspect of your academic program, make an appointment with a Program Counsellor within your degree program. For contact info, please refer to: *https://www.uoguelph.ca/uaic/programcounsellors*

b) **Academic Assistance** – If you are struggling to succeed academically, the Learning Commons (*https://www.lib.uoguelph.ca/*) offers numerous academic resources, including workshops related to time management, taking multiple choice exams and general study skills. You can also set up individualized appointments with a learning specialist.

c) **Academic Integrity** – The University of Guelph is committed to upholding the highest standards of academic integrity and it is the responsibility of all of us to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring. Note: Whether one intended to commit academic misconduct is not relevant for a finding of guilt. Hurried or careless submission of assignments does not excuse you from the responsibility of verifying the academic integrity of your work before submission. If you are in any doubt as to whether an action on your part could be construed as an academic offence, consult your Instructor or a Faculty Advisor. Refer to the Undergraduate Calendar for more detailed information about the Academic Misconduct Policy:
https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-amisconduct.shtml

d) **Accessibility** – The University promotes the full participation of students who experience disabilities in their academic programs. To that end, the provision of academic accommodation is a shared responsibility between the University and the student. When accommodations are needed, students are required to register with Student Accessibility Services (SAS). Documentation to substantiate the existence of a disability is required; however, interim accommodations may be possible while that process is underway. Accommodations are available for both permanent and

temporary disabilities. Note that common illnesses, such as a cold or the flu, do not constitute a disability. For more info, go to the SAS website: *www.uoguelph.ca/sas*

e) **Copies of out-of-class assignments–**Keep paper and/or other reliable back-up copies of all out-of-class assignments: you may be asked to resubmit work at any time.

f) **Copyright of Course Materials** – All course materials are copyrighted by the Department of Chemistry, the instructor who prepared the materials or the publisher who provided the materials. These materials can only be reproduced with permission and in conjunction with associated copyright rules. **Note**: Lectures and laboratories **cannot** be recorded or copied without the permission of the presenter. Material recorded with permission is restricted to personal use for that course, unless further permission is granted.

g) **Course Evaluation**(CEVAL)–Students will be invited to complete a short online evaluation of their TA**,** as well as their Instructor and the course, near the end of the semester. The department regards this information as important in evaluating the course, as well as your TA and Instructor's performances. All comments are reviewed, and suggestions are followed whenever possible. To access the online evaluation, go to *https://courseeval.uoguelph.ca/*.

h) **Communication** – As per university regulations, all students are required to check their <uoguelph.ca> e-mail account **regularly**: e-mail is the official route of communication between the University and its students. In this course, students are required to regularly read the posted announcements on the CHEM*1050 course home page.

i) **Use of Personal Information** – Personal information is used by University officials to carry out their authorized academic and administrative responsibilities and to establish a relationship for alumni and development purposes. The University of Guelph's policy on the Collection, Use, and Disclosure of Personal Information can be found in the Undergraduate Calendar: *https://www.uoguelph.ca/registrar/calendars/undergraduate/current/intro/index.shtml*

j) **Resources** – Academic Calendars provide information about the University of Guelph's procedures, policies and regulations: *www.uoguelph.ca/registrar/calendars/index.cfm?index*

i. **Drop Date**: Courses that are one semester long must be dropped by the last day of classes to have the course removed from your transcript. Evaluate your performance regularly. If you find you are not doing well, then seek advice from your Instructor. Regulations and procedures for dropping courses can be found in the Undergraduate Calendar: *https://www.uoguelph.ca/registrar/calendars/undergraduate/current/c08/c08-drop.shtml*

ii. **Schedule of Dates**: *www.uoguelph.ca/registrar/calendars/undergraduate/current/c03/index.shtml*

e.g., Monday, April 12 is the Friday class that is rescheduled from the Good Friday Holiday that was on April 2nd.

k) **Wellness** – If you are struggling with personal or health issues:

- **Counselling Services** (*https://wellness.uoguelph.ca/counselling/*) offers individualized appointments to help students work through personal struggles that may be impacting their academic performance.
- **Student Health Services** (*https://wellness.uoguelph.ca/health/*) provides medical attention.
- For support related to stress and anxiety, besides Health Services and Counselling Services, Kathy Somers offers workshops and sessions related to stress management and high-performance situations (https://www.selfregulationskills.ca/)