



# PimaCommunityCollege

## West Campus

## CHM 125IN Consumer Chemistry Syllabus for Fall 2013

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### Course Information:

Course Prefix/Number: **CHM 125IN**

Course Title: **Consumer Chemistry**

Semester: **Fall 2013**

CRN (Section Code): **12791**

Class Days/Times: **TTh 11:50-2:30**

Site/Room: **SCI K207**

Credit Hours: **4.0**

Teaching Format: **Integrated Lecture/Lab**

### Instructor Information:

Name: **David A. Katz**

Office: **E-235 (Tortolita Building)**

US Mail: **Pima Community College  
2202 W. Anklam Rd.  
Tucson, AZ 85709-0270**

Phone/Voice Mail: **(520) 206-6044**

E-mail: **dkatz@Pima.edu**

Web site: **http://www.chymist.com**

Availability: **Office hours: MW 1:30-2:30 p.m.; TTh 10:30-11:30 a.m., 2:30-3:00 p.m.  
If I am not in the office, I may be in the laboratory**

### Instructional Materials:

**There is no required textbook for this course. You must have access to a computer with Internet connections.**

Course material and appropriate links are posted on the course web page at <http://www.chymist.com> under the heading Pima Chem Courses (left-hand menu) and then Chem 125 (Left-hand menu) The web files are in PDF format and require Adobe Acrobat Reader (available for free at <http://www.adobe.com>) **You are required to read material** pertaining to the topics listed on the lecture outline before it is presented in class.

**Laboratory Manual:** Laboratory Experiments for Chem 125 are available for download from the Internet at <http://www.chymist.com> (See note, above) **You are required to download a copy of each experiment and read it before the appropriate class.** You may work from your notebook computer or tablet in the laboratory, but be aware that there is a possibility that water or chemicals can splash onto electronic devices during experiments.

**Laboratory Reference and Safety Manual:** Katz, David A., **The General Chemistry Laboratory Survival Manual**, Hayden McNeil Publishing Co., 2006. (Available at the West Campus bookstore. The PCC Bookstore can be accessed and books ordered via the Internet at [www.Pima.bkstr.com](http://www.Pima.bkstr.com) )

**Course Description:**

**CHEMISTRY 125IN** is an overview of the chemistry of everyday products and processes for the non-science major. Lecture discussions and activities will involve the chemistry of toothpaste, deodorants, cosmetics, soaps and detergents, foods, fabrics, toys, paints, plastics and other products commonly found in the kitchen, laundry, bathroom, bedroom, and workshop. No previous chemistry background required. Chemical principles and basic concepts will be explained as part of discussions of specific products.

This is an integrated course. Classes are held in a chemistry laboratory and will integrate lecture, discussion, activities, and experiments in each class session.

This course satisfies one semester of a general education laboratory science requirement.

**Course Objectives:**

Upon completion of the course, the student will be able to do the following:

1. Classify all samples of matter as an element, compound or mixture.
2. Describe the arrangement of the basic subatomic particles within the atom which lead to differences in mass, stability and reactivity of the elements along with their positioning on the periodic table of elements.
3. Describe the composition of a material from its chemical name or label ingredients.
4. Classify certain substances as acids, bases, and salts, and identify these compounds among commonly encountered household materials, and relate each to the pH scale.
5. Identify structures, simple naming, and applications of organic compounds in household products.
6. Distinguish and read label information on a wide range of consumer products and be able to find information on any "unknown" ingredient.
7. Discuss the development process involved with bringing a consumer product to the marketplace.
8. Describe environmental aspects of consumer products in the local, state, regional, national and international realms.
9. Discuss current problems and potential problems of consumer products and additives.
10. Describe current and alternative energy sources and resources.
11. Describe radioactivity in terms of atomic nuclear decay, the workings of a nuclear power plant, and the societal impact of this phenomenon.

## Course Outline

The following outline presents topics, activities, and experiments in the order they will be discussed and/or performed in class. Although each topic is listed by specific date, there may be some changes due to extended class discussions or activities/experiments. Applicable readings or links to reading material is available on the course web site. **Read or view any referenced information before the material is discussed in class.** Class discussions will be based on this material.

Problem assignments or calculations will be covered in context with activities and/or laboratory experiments.

**Laboratory experiments must be downloaded and read before class and the appropriate sections on laboratory techniques should be read before class.** You will not be given copies of laboratory experiments in class.

Date	Topic	Reading Assignment	Lab Experiment and/or Activities
Aug. 29	Welcome to class Review syllabus and course requirements. The metric system Temperature, °C and K	Metric System (on web site) Temperature (on web site)	No laboratory activities
Sept 3	What is an atom? Origin of the elements Elements vs. compounds Explore: Internet: Web Elements Periodic Table <a href="http://www.webelements.com">http://www.webelements.com</a> Quiz: Metric System and Temperature (take-home)	Handout: Element Symbols  View: Forging the Elements from NOVA <a href="http://www.pbs.org/wgbh/nova/origins/program-3114.html">http://www.pbs.org/wgbh/nova/origins/program-3114.html</a>	Laboratory Orientation Check-in  Lab safety
Sept 5	Safety and an Introduction to Toxicology Health and risk LD <sub>50</sub> ADI (ADR) TLV Risk Assessment Safety information - where to find it MSDS  Properties of some common chemicals: Physical and chemical properties	Finding product safety standards <a href="http://www.cpsc.gov/cgi-bin/regs.aspx">http://www.cpsc.gov/cgi-bin/regs.aspx</a>  Toxicology basics <a href="http://coep.pharmacy.arizona.edu/curriculum/tox_basics/index.html">http://coep.pharmacy.arizona.edu/curriculum/tox_basics/index.html</a>	Safety Test  Mystery Powders
Sept. 10	Quiz: Element names and symbols (in-class) Chemical compounds and chemical formulas Introduction to Chemical bonding	Formula Writing and Nomenclature of Chemical Compounds (on web site)	Economics of a Chemical Product

Date	Topic	Reading Assignment	Lab Experiment and/or Activities
Sept. 12	Reading Labels and names of chemicals Formula weights and Moles Acids, Bases, and pH Quiz: Names and formulas of inorganic compounds (take-home)	Chemical Formulas and Formula Weight Calculations (on web site)	Acids, Bases, and pH using red cabbage paper indicator (Class activity)
Sept. 17	Chemical Reactions Quiz: Formula weight calculations (take-home)		Chemical Reactions The Synthesis of Zinc Iodide: Tracking a Chemical Reaction
Sept. 19	Organic chemistry Carbon Petroleum Structure and Nomenclature of Hydrocarbons Functional group compounds	Nomenclature of organic compounds (on web site)	Fossil fuels/Petroleum (Demonstration) Esters: An Introduction to Organic Chemistry Reactions
Sept. 24	Chemistry in the Laundry Whiter and brighter: soaps and detergents Other household cleaning agents Dry cleaning Where does it go when it goes down the drain? Quiz: Names and structures of organic compounds (take-home)	Soap and detergent links (on web site)	The Chemistry of Soaps and Detergents: Part 1. Preparation of a soap and a detergent Evaluation of cleaning effectiveness of soaps and detergents with additives (Class activity – homework assignment)
Sept. 26	Chemistry of surfaces Solutions Emulsions Foams		Drops on a coin (Class activity) The Chemistry of Soaps and Detergents: Part 2. Properties of soaps and detergents
Oct 1	Chemistry in the kitchen Nutrients Starch Fats and oils, oh my! I can't believe it's really....	Food chemistry articles and links (on web site)	Potato Chip Tasting (class activity) Testing for Starch (class activity) Extraction of Fat From Potato Chips
Oct 3	Chemistry of cooking Fermentation		Butter in a Bottle (Class activity) Pickles (Class activity) (Note: Depending on availability either Zip-Lock Pickles or Quick pickles/quick slaw) Root beer (Class activity)
Oct. 2	Chemistry of cooking Popcorn		Popcorn Homework: Microwave popcorn
Oct. 4	Chemistry in the dining room Foods and food additives	<b>Topic for 1<sup>st</sup> Report due by today</b>	Apple browning: a look at antioxidants (Class activity) Make your own orange drink: food additives and how they affect our food (Class activity) Easy cheese (Class activity)
Oct. 8	Food and food additives (continued)		Determination of Vitamin C in food

Date	Topic	Reading Assignment	Lab Experiment and/or Activities
Oct. 10	Food and food additives (continued)		Chromatography: The Extraction and Identification of Artificial Colors from Foods
Oct. 15	Molecular gastronomy		Chantilly chocolate Fruit juice caviar 30 Second chocolate cake
Oct. 17	Flour and bread Legal highs: Foods as drugs Vitamins and minerals		Energy of a Peanut: Determining the Caloric Content of Selected Foods  Homework: How Yeast Works
Oct. 22	Water The water cycle Water treatment Wastewater treatment		Testing the Waters: How Good is that bottled Water and how effective is your water filter? NOTE: If you want to test your water from home, bring in a fresh 1 L (1 qt) sample.
Oct. 24	Chemistry in the boudoir Selling sex: cosmetics and personal care products	Cosmetics and personal care articles and links (on web site)	Toothpaste testing
Oct. 29	Perfumes		Preparation of a Skin Cream
Oct. 31	Tanning and sunscreens	<b>Note: 1<sup>st</sup> report is due today</b>	Isolation of an essential oil
Nov. 5	Chemistry in the medicine cabinet Aches, pains, and pills	Medicines and drugs articles and links (on web site)  <b>Note: Topic for 2<sup>nd</sup> report is due today</b>	Perfumes If you would like to examine your own perfume, bring in a 1 mL sample from home
Nov. 7	Over the counter medications		Preparation and Evaluation of Sunscreens
Nov. 12	Chemistry of hardware and software Plastics and polymers	Household articles and links (on web site)	Identification of a Polymer
Nov. 14	Plastics, polymers, and toys		Polymers
Nov. 19	Glass  Metals		Polishing your metals  Properties of iron Nitinol: metal with a memory
Nov. 21	Fibers and fabrics Carpets Leather		Dyes and dyeing  Natural plant dyes
Nov. 26	Paper	<b>Note: 2<sup>nd</sup> report is due today</b>	Papermaking and evaluation of papers
Nov. 28	Thanksgiving Holiday – No class		
Dec. 3	Paints and artist materials Adhesives		Paper testing  Making wax crayons
Dec. 5	Liquid crystals: Toys and things that change color	Nanotechnology articles and links (on web site)	Paper testing (continued)  Synthesis of cholesterly ester liquid crystals
Dec. 10	Topic to be announced		
Dec. 12	Topic to be announced		
Dec. 14-20	Final Exam Week		

## Course Requirements:

The final course grade will be based on attendance, class participation, quizzes, exams, lab experiments, projects, two short reports, and a final exam. The approximate percent weight of each is given below:

Short Reports (see schedule of important dates) .....	30%
Exams, quizzes, lab experiments, and homework projects .....	60%
Attendance .....	10%

## CHM 125IN Course Policies and Information

### Messages/Contacting your instructor

You can communicate with me, send papers, etc., via my email address on the first page of this document.

Please be advised that email occasionally gets misdirected, can end up being blocked by a spam filter, or lost in cyberspace. (Blank subject lines or subjects such as "Hello" may go directly into a trash file.) **You should receive a reply confirming that your emailed message was received within 48 hours of submitting it.** It is your responsibility to make sure that the message was received.

Occasionally, emails are sent by your instructor to the class. These messages go to your college email address, not your personal email address.

### Assignments and Activities

Most of the assignments and activities are listed on the course outline by date. Additional assignments and activities will be assigned in class. Depending on the assignment, they may be collected and graded, or, they will be reviewed in a question and answer sessions in class.

### Preparing for Class

As an integrated class, we will discuss information, as scheduled on the syllabus, and will do activities and/or experiments in every class. **It is your responsibility to read the assigned material in advance referring to the links on the course web page and to download and read experiments and/or activities to be performed in each class.** You may use your computer or tablet to access experiments in class, but please be aware that there may be water or chemicals that can splash onto your electronic devices.

### Quizzes

There will be occasional quizzes or assignments, which will count as quizzes, during the semester. The object of the quizzes is to make you familiar with necessary information or topics required for the course. Quizzes, with the exception of the quiz on element symbols, will be open book/open notes or take-home quizzes. Each quiz will cover a specific topic or assignment. All quizzes have the same weight, even if the point count on particular quizzes differs. All quizzes are announced in class. Every effort is made to grade and return quizzes by the next class. Grades on quizzes are calculated as percentages.

- There will be a quiz on metric system and temperature (this will be a take-home quiz)
- There will be separate quizzes on:
  - Element names and symbols (in-class)
  - Chemical formulas and nomenclature (take-home)
  - Organic compounds (take home).
- Other quizzes will be announced in class

Take-home quizzes permit you to look up information and to confer with your classmates in order to become familiar with the material. Do not copy your classmate's work and submit it as your own – that is considered to be cheating.

### Exams/Projects

In place of traditional exams, there will be four projects during the semester. The projects will involve finding information in the news. The information can come from a newspaper, magazine, or the Internet.

- Project 1 will cover elements, the periodic table, chemical bonds, compounds, acids and bases, chemistry and risk, chemistry and laundry, and chemistry and surfaces.
- Project 2 will cover chemistry in the kitchen, cooking and chemistry in the dining room.

- Project 3 will cover chemistry in the boudoir, medicine cabinet, and hardware and software.
- Project 4 will cover fibers, fabrics, paints, and nanotechnology.

These projects cover information discussed in class and supplementary readings or related material assigned. Problems or calculations, if part of the project, must show proper set-ups and calculations. Every effort is made to grade and return these projects in about one to two weeks (about four class periods). Grades on projects may be calculated as percentages.

### Final Exam

There will **not** be a final exam at the end of the semester.

### Laboratory Experiments and Laboratory Reports

This is an integrated class and there are laboratory experiments or activities scheduled for every class.

As there is no textbook or printed laboratory manual for this course, which provides a significant saving, you are expected to download and read each experiment or activity before coming to class. You should print out the laboratory experiments, or, if you prefer, you can work from your laptop computer or tablet. You will need printed data pages for the laboratory report.

If you are not prepared for lab, you may be asked to leave and will receive a grade of zero for that laboratory experiment.

Laboratory reports usually consist of completing data pages which are part of the experiments and answering any questions and/or completing any graphs or calculations needed. Please answer questions with sentences, not one-word answers. **A laboratory experiment is not considered to be complete without a laboratory report.** Only one report is required for each laboratory group.

Reports are due no later than **one week** after the experiment is completed.

Laboratory reports are graded on a 10 or 25 point scale based on neatness, completion of data, and answers to questions. **After the first 3 missed or incomplete experiments each missed or incomplete experiment is graded as a zero.**

### LABORATORY SAFETY

Laboratory safety is a major component of working in a chemical laboratory. At the beginning of the semester, you are given a safety lecture and a safety exam. You are required to pass the laboratory exam with a grade of 90% or better.

If there are any hazardous chemicals used in any experiment, you will be advised of any special precautions and handling of chemicals in the experiment write-up and/or by your instructor before the beginning of the experiment.

You must abide by the safety rules during the semester. This includes wearing safety goggles when working with chemicals, wearing closed shoes, not sandals or flip-flops, appropriate dress, and following proper methods of chemical disposal. Non-compliance may result in you're being asked to leave the laboratory with a grade of zero for that day.

### Short Reports

Students are required to write **two short reports** for the course. Each report will be on **household products related to the chemistry discussed in this course**. The topics for the two reports are to be on unrelated products (e.g., not two different brands of laundry detergent). The report may be a follow-up to class discussions, but must contain significant additional information over and above that presented in class or discussed in or class discussions. Topics for the short report must be approved by your instructor. (This is to help focus your topic and to reduce multiple duplications of topics.) If the report concerns a manufactured product, you should contact the manufacturer for information. Reports must contain a bibliography of sources used. (Note: Obtaining information from companies can be unreliable. Available information may be very general and delivery may take several weeks. Allow sufficient time to get information.) Additional information on the reports is given later in this syllabus.

To make sure that your proposed topic is appropriate to the requirements of this course and to avoid duplication of topics, your topics should be submitted **in writing** in advance of starting your reports. Your instructor will be able to give you suggestions on finding and managing information. Should you encounter difficulty in obtaining information on the topic of your choice, **the topic can be changed at a later date**. If you did not submit your topic for approval, or your topic was not approved, you run the risk of having your report rejected for not fitting the topic guidelines.

The topic for your first report must be submitted, **in writing**, for approval by **October 4, 2013**.  
The topic for your second report must be submitted, **in writing**, for approval by **November 5, 2013**.

The first report is due, in class, no later than **October 31, 2013**

The second report is due, in class, no later than **November 26, 2013**.

**You must submit two copies** of your report. (One for your instructor's records)

Late reports will be penalized.

Please be aware that the reports constitute 30% of your course grade. Failure to submit one report means your grade for the course will be no higher than a C. Failure to submit both reports means you will get a failing grade for the course.

### **Submitting Work**

All quizzes, exams, and reports should be submitted in writing, in class, no later than the dates specified. **Late papers will be downgraded by 10 points in the first 24 hours** and an additional 10 points until the next class period. An additional 20 points will be deducted until the third class period. After that, a grade of zero will be recorded for that assignment or report.

You may submit your assignment via the Internet if you cannot be in class on the day it is due. The time stamp on the message, when it is received, will determine the date. **You should receive a reply confirming that your emailed message or assignment was received within 48 hours of submitting it.** If two copies were required, please submit a printed copy at the next class.

Please be advised that email occasionally gets misdirected, can end up being blocked by a spam filter, or lost in cyberspace. (blank subject lines or subjects such as "Hello" may go directly into a trash file.) It is your responsibility to make sure that the message was received.

### **Make-up Policy**

THERE ARE NO MAKE-UP ACTIVITIES, or EXPERIMENTS no matter how valid your excuse may be. All activities, and experiments are set up for specific classes and the materials are not available for later dates. THIS INCLUDES PARTS OF AN EXPERIMENT MISSED AS A RESULT OF LATENESS TO CLASS. (Any take home quizzes, exams, or activities will have 10 points deducted each day it is late.)

NOT SUBMITTING A SHORT REPORT WILL RESULT IN A GRADE OF "ZERO" FOR THAT ASSIGNMENT.

MISSING AN EXAM/PROJECT or QUIZ WILL RESULT IN A GRADE OF "ZERO" FOR THAT EXAM or QUIZ.

☞ If you know in advance that you will not be present for a class, please inform your instructor.

### **Academic Integrity**

Violations of scholastic ethics are considered serious offenses by Pima Community College, the Department of Chemistry and by your instructor.

Cheating on exams or quizzes (including copying someone's assignments and handing them in as your own work) will result in a grade of "zero" for that exam or quiz, and, at the instructor's discretion, possibly an F for the course. The zero will be calculated into your final grade point average for this course.

All work done for this class must be your own. While you may discuss assignments with other class members, the final written project must clearly be your own. You may use work from books, the internet, and other materials if it is properly cited. Copying from a published source without proper reference or from a person without acknowledgement, or copying word-for-word, is considered to be plagiarism and will result in an F for the assignment, and, at the instructor's discretion, possibly an F for the course. There will be no exceptions.

Students may consult the PCC Student Handbook sections on student code of conduct, on scholastic ethics and on the grade appeal procedure. Copies are available at PCC campus libraries and at <http://www.pima.edu/~coadmissions/studresp.htm>.



## **Attendance**

**Attendance is required for this course.**

As an integrated course, a major portion of your grade is based on activities and laboratory experiments which are part of each class. Relevant information and applications of course material, as well as demonstrations, are also presented in class, that material is not in the textbook or course notes. If you miss a class, your instructor can tell you what material was covered and summarize the experiment, activities, and any discussions that took place, however, instructors do not have a set of formal lecture notes you can copy, nor are the materials for an experiment still available. It is your responsibility to get detailed notes from one (or preferably two) classmate(s).

Missing a significant number of classes will seriously affect your final grade. Since there is an experiment in almost every class, **missed experiments are counted as a grade of zero**, even if you have a valid excuse for missing a class.

**Attendance is graded.** Attendance counts as 10% of your course grade. If you are in class on time, and complete the experiment of the day, you get 10 points for your attendance grade. If you are late or you leave class early before the classwork for the day is completed, you get 5 points for your attendance grade. **An absence is graded as a zero.**

If you are absent from class for an extended period due to illness, an accident, or another valid reason, please have someone contact your instructor. You may need to supply a doctor's note or other supporting information listing dates for extended absence.

## **Lateness**

Since this class involves a great deal of hands-on learning, lateness to class results in missed information and is disruptive to the other students. Please make every effort to get to class on time. **You will be penalized on your attendance grade for lateness.**

Since this course involves a great deal of hands-on experiments, if you do arrive late for a class, you may have missed important safety and lab technique information. At your instructor's discretion, you may not be admitted to class and can receive an absence (zero) for the day.

If work or other circumstances will prevent you from getting to class on time, please see your instructor as soon as possible to discuss the problem.

## **Extra Credit**

There is no extra credit. Don't ask!

You must demonstrate that you have mastered or completed a substantial amount of the course material to obtain a passing grade.

## **Storms/Traffic**

In the event of a severe storm, or other major weather problem, the area may experience transportation disruptions and traffic delays. Traffic accidents often result in major streets being closed for hours. If an exam is scheduled or a major assignment is due on a day when there is a severe weather problem (this excludes normal rainfalls) or major traffic accident, the exam or assignment deadline will be postponed until the next class.

## **Classroom Behavior:**

Because of insurance limitations, non-registered visitors are not allowed at class sessions or on field trips.

Possession of drugs, alcohol or firearms on college property is illegal.

Eating, drinking, smoking and soliciting are not allowed in classrooms.

Pets (service animals excepted), telephones, pagers and other electronic devices that distract students are not permitted in classrooms. Please turn off these devices during classes.

Students are expected to exhibit courteous and respectful behavior in class. You are here for the purpose of furthering your education. Students who are disrespectful of others or who are creating disturbances that interfere with the conduct of the class or the learning of others will be asked to leave.

## **Withdrawals**

Students may withdraw from class at any time during the first 2/3 of the semester without instructor permission and without incurring any grade penalty. Please be kind enough to inform your instructor if you withdraw.

There is a late withdrawal grade that can be entered by your instructor at the end of the semester if you have missed the 2/3 semester withdrawal date. A request for a late withdrawal must be made to your instructor, in writing, no later than the **last day of class**. However, if you are not attending class and taking an active part in this course, your instructor will not grant you a late withdrawal grade.

Students who are not regularly attending class and who have not submitted any assignments nor taken any quizzes or exams by the 45<sup>th</sup> day census date (see calendar) are assumed NOT to be participating in the class and will be withdrawn.

Please be sure to withdraw yourself by **November 7** or request a late withdrawal if you do not expect to complete the class; otherwise you may receive a grade of "F" for the course and may affect your academic standing at the college.

**Incomplete grades** are only given when a significant amount of class has been missed for medical or other legitimate reasons. (see information which follows)

#### **ADA Compliance**

Pima Community College is committed to providing accommodations for qualified individuals with disabilities in a timely and effective manner. To request a reasonable accommodation, students must be registered with the campus Disabled Student Resources (DSR) office. Accommodations will be made based on eligibility determined by Disabled Student Resources. Services can be requested at any time during the semester. Requesting services well in advance will help to ensure that resources are available when needed. Please contact a DSR office at 206-4500 or [DSRhelp@pima.edu](mailto:DSRhelp@pima.edu).

#### **Workload**

Students are expected to spend the normal amount of time required for a college course attending class sessions, doing assignments and research, reading and preparing for exams. The standard Carnegie Unit of college credit assigns 1 credit hour for each 15 hours of class time and assumes that students spend two hours working outside the classroom for each hour of classroom instruction. For a three-credit course, this translates to 135 hours per semester or an average of nine hours per week for a 15/16-week semester.

## **CHM 125 Grading System/Policies**

***Your final grade will be a weighted average of your work during the semester and are calculated as follows:***

<b>A</b>	<b>=</b>	<b>100-90%</b>
<b>B</b>	<b>=</b>	<b>89-80%</b>
<b>C</b>	<b>=</b>	<b>79-70%</b>
<b>D</b>	<b>=</b>	<b>69-60%</b>
<b>F</b>	<b>=</b>	<b>below 60%</b>

The actual percentage may vary based on a final class distribution, but will not be higher than these percentages.

When calculating final grade averages, a single quiz or exam grade that falls significantly below the average of your other quizzes and exams will be discounted so it will have a minimum effect on your grade average. A similar process will be applied to laboratory grades.

My policy is that no one will miss a grade by one point. If your actual average falls at 89, and 90 is an "A", then your grade will be rounded up to a 90. An 88.9 will be a "B". The same applies to the other grade ranges.

**Incomplete (I) grade:**

"I" grades must be requested in writing by the student. Final decisions regarding an incomplete grade are made by the instructor and are subject to review by the Department Chair and the Division Dean. Generally, the student must have **successfully completed** at least 2/3 of the course material to receive an "I" grade.

Incomplete grades are generally reserved for medical and family emergencies that are of significant duration or occur at a critical time during the semester, they are not a way to withdraw if you are failing the course. Please contact your instructor before the last week of class to be sure that there is sufficient time to consider your request.

An incomplete grade generally implies that a student has completed a substantial portion of the course and has shown sufficient initiative to complete the course on his or her own. The student will receive a copy of the standard "I" form filed with the grade. This form will detail specifically what must be done to complete the course. A student has one year to complete the required work, otherwise the grade automatically reverts to an "F."

**Late Withdrawal grade:**

Your instructor has the ability to enter a late withdrawal grade (W) at the end of the semester as a final grade for the course if you request it, **in writing, by the last day of regular classes** (not final exam week) and have not withdrawn by the normal two-thirds mark of the semester. Once final grades have been entered, you cannot retroactively request a D or F to be changed to a W.

If you have not attended class, or actively participated in this course, and have not withdrawn by the 2/3 semester date, your instructor will not honor a late withdrawal request.

Please be aware that a W may affect your financial aid or other funding. You are advised to check with the funding organization to make sure there are no adverse effects to a W grade.

**Final Grades:**

Students no longer receive a grade transcript from the college mailed to their home address at the end of the semester. Students must log on to Banner Online Services to retrieve their grade information or may check grades by calling MAX 2000 at 206-4880. For privacy and security reasons, instructors may not post grades and may **NOT** give grades over the telephone.

**Fall 2013 Calendar of Important Dates**

Aug. 28	Fall classes begin
Sept. 2	Labor Day Holiday (college closed)
Sept. 9	Last day to withdraw with a refund
Oct. 11	45 <sup>th</sup> day (Non-attending students may be dropped from the course.)
<b>Oct. 4</b>	<b>Topic for 1<sup>st</sup> Report due</b>
<b>Oct. 31</b>	<b>1<sup>st</sup> Report due</b>
<b>Nov. 5</b>	<b>Topic for 2<sup>nd</sup> Report due</b>
Nov. 11	Veterans Day (College closed)
Nov. 14	Withdrawal deadline
Nov. 28-29	Thanksgiving Holiday (College closed)
<b>Nov. 26</b>	<b>2<sup>nd</sup> Report due</b>
Dec. 13	Last day of regular classes – If you want a late withdrawal grade, you must request it, in writing, by today.
Dec. 14-20	Final exam week

## Short Report Information for CHM 125IN:

**Two short reports** are required as part of this course:

**Each report** will be on the **chemistry of a consumer product** (including over the counter drugs, but not prescription drugs) of your choice. The report may be a follow-up to class discussions, but must contain additional information beyond the class discussion and the textbook or supplemental readings. The products used for each report should be **unrelated** (e.g., not two different brands of shampoo). Ideas for topics can be found in specialized magazines such as *Discovery*, *Scientific American*, *Invention & Technology*, *Smithsonian*, or *Popular Science* (to name a few), a consumer magazine such as *Consumer Reports* or *Consumer Digest*, news magazines such as *Time* or *Newsweek*, newspapers such as *The New York Times* science section or *The Arizona Daily Star* (or other local or national newspaper), and the Internet. (Note: most magazines and newspapers have web sites that include news stories from recent issues, as well as news programs on television that archive their consumer product reports.) It can be on a products or products that you use.

The report should tell what the product, or products (if a comparison) are, the active ingredients (if applicable), how it was developed, how it works, and as much of the chemistry behind it that you can find. You may include comparisons between similar products along with your own comments on how well the product works from your experience, and any testing of the product (testing is not required). Information can be obtained from a number of sources including books, magazines, U.S. patents (Internet address: [uspto.gov](http://uspto.gov)), and the Internet. You should contact the manufacturer of each product for information using their consumer telephone number, usually listed on the product label. (Note: Some consumer departments are quite good at supplying information, others will be of little or no help. Do not ask them too much information as they are afraid you may be a competitor trying to get proprietary information. It may take 2-3 weeks, or more, to get information through the mail, and, in some cases, the information never arrives.) If you are using the Internet, try looking for a web site from the manufacturer or under the product names on the Internet (try addresses such as *Tide.com*, *Tylenol.com*, etc.). Remember, this is a chemistry course and we do discuss a large number of consumer products as well as prepare and/or test some in the laboratory, so your report must go beyond the class information.

### Finding Information

When researching a topic on the Internet, use a search engine such as Google ([www.google.com](http://www.google.com)). Start out with one or two key words, then, after checking, add additional key words or terms. Use the word "and" or a "+" sign to join key words together. You can also use sentences or phrases in your search. Precede phrases or sentences by the term "intitle:" if you are looking for the phrase in the title of the article, or "intext:" if you are looking for the phrase in the text of the article.

**A word of caution.** Information on the Internet ranges from excellent to inaccurate. Wikipedia, may be a good starting point, but the information has not always been checked or is occasionally modified by individuals with the purpose of reinforcing their own agenda. Web sites often quote directly from other sites and omit important information. Some writers will inject their own viewpoints, writing styles, and emphasis, producing misconceptions. It is important to cross check information on at least two independent web sites and, if the information is identically worded, check a third web site. There are always two sides to an issue, don't just choose information from one side, try to get opposing viewpoints.

**Topics for the short reports must be approved by your instructor.** This reduces duplication of topics and will allow your instructor to give you some guidance to help you to manage information. Failure to have your topic approved can result in your report being rejected for not fitting the objectives of the report.

### Requirements:

The short report should be **five pages in length**, typed, and double spaced. (Do not quadruple space between paragraphs.) If you list ingredients in a product in a table, do not double space the ingredient list. The report may be longer than 5 pages, if required, to complete your information. (One or two sentences on page 5 does not constitute 5 pages of text.)

**Margins** should be no greater than **one inch** (2.5 cm), top, bottom and sides.

**Type size** should be no greater than **11 point**, except for headings. Use a standard type font (such as Times, Calibri, or Arial), don't search for the font that takes up the most space. Points will be deducted for large type size or extra wide character spacing.

**Diagrams, chemical formulas, pictures, charts, and graphs** may be important information to explain or illustrate your topic. These items are considered additional material and **do not count toward the five pages of text required** for the paper length. The diagrams, formulas, pictures, charts or graphs may be placed in the body of the text or added on separate pages at the end of the text. Don't forget to reference this material.

If you include lists of ingredients for a product or for comparison of products, do not double space this information. Such lists are best placed in a table with comparisons in side-by-side columns. If you do list ingredients, tell what their function is in the product, but weed out irrelevant information (e.g., calcium carbonate, used in stomach antacid tablets, is also used in concrete for building and road construction, or silicon dioxide, used as an anti-caking agent in some foods, is used in making glass).

### The report must contain a bibliography:

**Use three or more references**, some of which should be fairly recent (within the past two years).

**Use multiple sources.** Do not restrict the information to different sections of a single web site or a single book or magazine.

Look for sources or review articles that may tell negative or unfavorable information about your topic, in addition to the positive information to obtain a balanced overview of your topic. **Do not believe everything you read**, you must apply some critical thinking to the information you find. There are a number of web sites that list negative information on almost any topic, take information out of context, and distort or exaggerate results of studies on processes or products. It is important that you check several independent, unrelated sources to evaluate these types of claims.

Put the information in your own words rather than copying directly from the reference or the internet.

Use footnotes or appropriate citations, where applicable, to acknowledge borrowed material, informing the reader of the source of statements or quotations, or for presenting explanatory or supplementary material not appropriate to the text. Not citing direct quotes or downloaded material is considered plagiarism and will result in a grade of zero for the report.

**All sources used** in the researching and writing of the report should be listed in the **bibliography**. Generally, the bibliography will be on page 6 of the report. The bibliography (and also footnotes, if you use them in your writing style) presents the following information:

#### For a book:

Author's name (last name first), the title of the book (underlined or in italics) including any series or volume number, the edition, if other than the first, the publisher, the place of publication (or home office of the publisher), the date of publication on the copyright page, and relevant page numbers. An example of a book reference is:

Saferstein, Richard, *Criminalistics, An Introduction to Forensic Science*, 7<sup>th</sup> Ed., Prentice Hall, Upper Saddle River, NJ, 2001, pages 228-257.

#### For an article:

The name of the writer, the title of the article in quotation marks, the title of the periodical (underlined or in italics), the volume number (underlined or in bold print), the date of the issue of the periodical, and the page numbers. An example of a magazine reference is:

Roger, J., P. Angel, and Neville J. Woolf, "Searching for Life on Other Planets", *Scientific American*, **274**, No. 4, April 1996, P. 60.

#### For Internet material:

The name of the author or publisher of the home page, the title of the article in quotation marks, the title of the magazine or journal or database (underlined or in italics), Internet address of the article, and the date the article or the home page was last updated. (The internet address, by itself, is not considered a valid reference.) An example of an Internet reference is:

Proctor & Gamble, "The Tide Fabric Care Network",  
[http://www.pg.com/frameset\\_fs.jhtml?frameURL=www.tide.com](http://www.pg.com/frameset_fs.jhtml?frameURL=www.tide.com), 2003

Please note that [www.google.com](http://www.google.com) is not an acceptable reference.

Internet references will be checked by your instructor. Failure to find and connect to an internet reference will invalidate that reference.

**For unpublished material:**

The name of the writer or individual (last name first), the title in quotation marks (if it is an article), and the date you communicated with them. If the information is relayed in an interview or by letter, tell the individuals professional position and use the term *personal communication* in place of the title. An example of unpublished information is:

Smith, John P., Technical Service Engineer, Nuclear Missile Company, *personal communication*.

**Diagrams, charts, tables, and pictures** may be included in addition to the text of the paper. They are best added as separate pages at the end of the report rather than trying to space them into the body of the text. **They do not apply to the five pages of text required for the report.** When referring to a table, write *see Table 1* (Roman or Arabic number may be used) and when referring to a picture or diagram write *see Figure 1*. Give credit to the source if the table or figure is not original.

**Not citing direct quotes or downloaded material is considered plagiarism and will result in a grade of zero for the report. Please be advised that direct downloading of large sections of material from the Internet is considered to be plagiarism even with a citation listed at the end of the material.**

**If a proper bibliography is not included, the grade on the paper will be penalized by a minimum of 15 points.** You may also be penalized points for improper references.

**English Composition:**

This is a chemistry course and the paper is on a scientific topic. You are, however, expected to write with proper organization, composition, spelling, and grammar befitting a college level report. It is suggested that you may want to have your paper reviewed by your English or writing teacher before completing your final product.

**Binding:**

A single staple in the upper left hand corner of the report is sufficient for binding the pages together. Fancy report covers, spiral bindings, and other types of bindings are not necessary and do not improve your grade.

**Please submit two copies of your report.** (One for your instructor's files.) If you submit an electronic copy, the electronic copy must be in Microsoft Word format or RTF format. A second, printed copy of the report must be supplied. **Points will be deducted if a second copy is not supplied.**

**Report information and references may be checked** by your instructor through a variety of Internet sources and resources. Please note that the college subscribes to turn-it-in.com, a service that checks papers against thousands of sources for plagiarism, as such, be sure to properly cite references for all information and quotations.

**Grades** are based on **content and accuracy** of information, **relevance to chemistry**, proper references and citations, and composition. Reports are evaluated "as is" and are not returned for correction or updating of information.

**If the report is less than five pages long**, you will be penalized 15 points for each page under 5.

**If your margins or spacing are too large or your type size is too large**, you will lose 10 points per violation.

Reports that are considered to be plagiarized (i.e., copied word for word from a source without proper references), or found to be provided or purchased from a term report organization, will be assigned a grade of zero. Depending on the severity of the violation, your instructor may, as his discretion, assign a grade of F for the course.

**Late reports** will be penalized:

**10 points the first 24 hours.**

**An additional 10 points until the next class period.**

**An additional 20 points** will be deducted until the third class period.

**After that, a grade of zero** will be recorded for the report.

**The reports constitute 30% of your course grade.** Failure to submit one report means your grade for the course will be no higher than a C. Failure to submit both reports means you will get a failing grade for the course.

**Caveats:**

**Your instructor will make every attempt to follow the above procedures and schedules, but they may be changed in the event of extenuating circumstances.**

**Students submitting assignments are advised to make copies for their own protection.**

**If you move during the semester, please file a change of address form at any PCC campus registration office.**