

**UNIVERSITY OF CALGARY
FACULTY OF SCIENCE
DEPARTMENT OF CHEMISTRY
COURSE OUTLINE
WINTER 2017**

1. Course: Course CHEM 315 Analytical Chemistry: Introductory Instrumental Analysis

LEC	DAYS	TIME	ROOM	INSTRUCTOR	OFFICE	EMAIL	OFFICE HOURS
L01	TR	12:30-1:45	ENE241	Dr. J. Gailer	SB 405	jgailer@ucalgary.ca	TR 2:00-3:00 pm

Course website or D2L course name: CHEM 315 L01 - (Winter 2017) - Analy Chem: Intro Instrument Analy
Departmental Office: Room SA 229, Tel: 403-220-5341, e-mail: uginfo@chem.ucalgary.ca

2. Prerequisites: CHEM 311 (<http://www.ucalgary.ca/pubs/calendar/current/chemistry.html>)

3. Grading: The University policy on grading and related matters is described sections F.1 and F.2 of the online University Calendar. In determining the overall grade in the course the following weights will be used:

Quizzes (5, in-class)	30%	dates announced in Course Orientation
Laboratory	35%	
Laboratory Notebook	5%	
Final Examination	30%	(To be scheduled by the Registrar)

Grading Scale:

A+	A	A-	B+	B	B-
90% - 100%	85% - 89%	80% - 84%	76% - 79%	72% - 75%	68% - 71%

C+	C	C-	D+	D	F
64% - 67%	60% - 63%	56% - 59%	52% - 55%	48% - 51%	< 48%

Depending on the final overall performance of the class, the minimum percentage for any particular letter grade may be lowered. An average grade of 50% or higher in the laboratories and a weighted average of 50% or higher on examinations is required to attain a letter grade of C- or higher. The Faculty of Science requires a minimum grade of C- in any course to be used as a prerequisite.

4. Missed Components of Term Work: The regulations of the Faculty of Science pertaining to this matter are found in the Faculty of Science area of the Calendar in Section 3.6. It is the student's responsibility to familiarize himself/herself with these regulations. See also Section E.6 of the University Calendar.

In the event that a student misses a quiz due to illness then an official medical note will be required. Absences must be reported **within 48 hrs**. If a student misses the midterm for other reasons, then analogous documentation will be required. The course coordinator will need to see the original documentation (not electronic copy) for review / decision and keep it (or a copy) for their records. The documentation must be provided to the course coordinator **within 15 days** of the date of the quiz in order for an excused absence to be considered. If an excused absence is approved, then the percentage weight of a legitimately missed midterm examination *will be pro-rated among the remaining components of the course* OR will be transferred to the final examination (see Section E.3 of the University Calendar).

If a student missed an experiment or a make-up lab for non-legitimate reasons (e.g. vacation, incomplete or insufficient score in pre-lab assignment), and did not perform the experiment, the contribution of that experiment in the final course grade will be zero.

5. Scheduled out-of-class activities: N/A

6. **Course Materials:** Quantitative Chemical Analysis, D.C. Harris, 9th Edition, W.H. Freeman and Company.

Online Course Components: List online tools being used in the class outside of those provided by the University course Management system and Top Hat classroom response system. Note: Top Hat is allowed for all classes and may be used for grades. Instructors using Top Hat should plan to accommodate students who do not have access to a cell phone or portable computing device. Course components that are free to all students and that are not dependent on prior accesses are allowed. Those with APPROVED associated optional or mandatory course fees must be listed in section 8.

7. **Examination Policy:** Calculators of any type may be used on examinations. If a quiz contains calculations it will be announced one week before the quiz will be administered. All equations and constants will be provided on the final exam. Students should also read the Calendar, Section G, on Examinations.

8. **Approved Mandatory and Optional Course Supplemental Fees:**

The Department of Chemistry has a laboratory glassware breakage fee. At the start of the course, each student is assigned a locker and checks-in to establish that they have a complete set of usable glassware. By signing for check-in, a student agrees that they are now responsible for the glassware until check out. Any equipment that is missing, unusable or has been replaced during the semester will be charged to the student. All students, even those who withdraw early from the course must check out of the laboratory before the last day of lectures. Any student who fails to check out before the last day of lectures for the term will be assessed a charge of \$30.00. If this fee is not paid by the last day of the final examination period of the term, an additional \$10.00 administrative fee will be charged and university services (registration, transcripts, etc.) may be withheld.

9. **Laboratory Safety Course:** All undergraduate students taking chemistry laboratories are required to complete an introductory course (approx. 50 minutes) on laboratory safety. This course is presented in an online format. The Safety Course must be completed before the first laboratory experiment. Students who do not complete the safety lessons will subsequently be denied admission to the laboratories. While it will not count directly to the final grade, the material is considered to be part of the course and is therefore appropriate for inclusion into laboratory pre-labs and exams. Students who have previously completed the Chemistry Safety Course at the University of Calgary in the past three years are NOT required to repeat it.

10. **Writing across the curriculum statement:** e.g. "In this course, the quality of the student's writing in laboratory reports will be a factor in the evaluation of those reports." See also [Section E.2](#) of the University Calendar.

11. **Human studies statement:** See also [Section E.5](#) of the University Calendar.

12. **Reappraisal of Grades:** Students should be aware that the grade being reappraised may be raised, lowered or remain the same. See [Section I.3](#) of the University Calendar.

(a) **Term work:** A student who feels that a piece of graded term work (term paper, essay, test, etc.) has been unfairly graded, may have the work re-graded. The student shall discuss the work with the Instructor **within 15 days** of either being notified about the mark, or of the item's return to the class. If not satisfied, the student shall immediately submit the Reappraisal of Term work Grade form to the Associate Head of Chemistry, Dr. Farideh Jalilehvand (ahugchem@ucalgary.ca), who will arrange for a reassessment of the work if, and only if, the student's argument is valid. Note: Students should attempt to present their rational as effectively and as fully as possible. Mere dissatisfaction with a decision is not sufficient grounds for the appeal of a grade, or other academic decision. See sections [I.1](#) and [I.2](#) of the University Calendar.

(b) **Final Exam:** A student wishing a reappraisal of the final grade should contact the instructor. If not satisfied, the student shall submit the request to the Enrolment Services. See [Section I.3](#) of the University Calendar.

13. **OTHER IMPORTANT INFORMATION FOR STUDENTS:**

(a) **Misconduct:** Academic misconduct (cheating, plagiarism, or any other form) is a very serious offence that will be dealt with rigorously in all cases. A single offence may lead to disciplinary probation or suspension or expulsion. The Faculty of Science follows a zero tolerance policy regarding dishonesty. Student Misconduct to inform yourself of definitions, processes and penalties. Examples of academic misconduct include but not limited to: submitting or presenting work as if it were the student's own work when it is not; submitting or presenting work in one course which has also been submitted in another course without the instructor's knowledge; borrowing experimental values from others without the instructor's approval; falsification/ fabrication of experimental values in a lab report; copying materials from written or electronic resources; non-authorized recording of lectures. Please read the sections of the University Calendar under Section K.

- (b) **Assembly Points:** In case of emergency during class time, be sure to FAMILIARIZE YOURSELF with the information on assembly points.
- (c) **Academic Accommodation Policy:** Students needing an Accommodation because of a Disability or medical condition should contact Student Accessibility Services in accordance with the Procedure for Accommodations for Students with Disabilities available at http://www.ucalgary.ca/policies/files/policies/procedure-for-accommodations-for-students-with-disabilities_0.pdf. Students needing an Accommodation in relation to their coursework or to fulfil requirements for a graduate degree, based on a Protected Ground other than Disability, should communicate this need, preferably in writing, to the Associate Head of Chemistry, Dr. Farideh Jalilehvand, by email ahugchem@ucalgary.ca or phone (403) 220-5353. Religious accommodation requests relating to class, test or exam scheduling or absences must be submitted no later than **14 days** prior to the date in question: <http://www.ucalgary.ca/pubs/calendar/current/e-4.html>
- (d) **Safewalk:** Campus Security will escort individuals day or night (<http://www.ucalgary.ca/security/safewalk/>). Call 220-5333 for assistance. Use any campus phone, emergency phone or the yellow phones located at most parking lot pay booths.
- (e) **Freedom of Information and Privacy:** This course is conducted in accordance with the Freedom of Information and Protection of Privacy Act (FOIPP). As one consequence, students should identify themselves on all written work by placing their name on the front page and their ID number on each subsequent page. For more information see also <http://www.ucalgary.ca/secretariat/privacy>.
- (f) **Student Union Information:** VP Academic Phone: 403 220-3911 Email: suvpaca@ucalgary.ca
SU Faculty Rep. Phone: 403 220-3913 Email: science1@su.ucalgary.ca, science2@su.ucalgary.ca and science3@su.ucalgary.ca;
Student Ombuds Office: 403 220-6420 Email ombuds@ucalgary.ca <http://ucalgary.ca/provost/students/ombuds>
- (g) **Internet and Electronic Device Information:** You can assume that in all classes that you attend, your cell phone should be turned off unless instructed otherwise. Also, communication with other individuals, via laptop computers, Blackberries or other devices connectable to the Internet is not allowed in class time unless specifically permitted by the instructor. If you violate this policy you may be asked to leave the classroom. Repeated abuse may result in a charge of misconduct.
- (h) **U.S.R.I.:** At the University of Calgary, feedback provided by students through the Universal Student Ratings of Instruction (USRI) survey provides valuable information to help with evaluating instruction, enhancing learning and teaching, and selecting courses (www.ucalgary.ca/usri). Your responses make a difference - please participate in USRI Surveys.

Department Approval: Approved by Department Head

Date: December 16, 2016