

**UNIVERSITY OF CALGARY
FACULTY OF SCIENCE
DEPARTMENT OF CHEMISTRY
COURSE OUTLINE
WINTER 2018**

1. Course: CHEMISTRY 402, Introduction to Research in Chemistry

Instructor: Individual Supervisor

Coordinator: Belinda Heyne, Office: SB 419, Phone: 403-220-3887, Email: bjmheyne@ucalgary.ca

Departmental Office: Room SA 229, Tel: (403) 220-5341, e-mail: chem.undergrad@ucalgary.ca

To avoid IT problems, it is recommended that the students use their U of C account for all course correspondence.

2. Prerequisites: Consent of the Department. (<http://www.ucalgary.ca/pubs/calendar/current/chemistry.html#6529>).

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:

Research work	50%
Reporting	50% (April 13, 2018)

There will not be a final examination in this course scheduled by the Registrar, but the final report is due to the supervisor by Friday April 13, 2018.

The student's average percentage score for the various components listed above will be combined with the indicated weights to produce an overall percentage for the course, which will be used to determine the course letter grade. The conversion between course percentage and letter grade is given below:

Approximate Grading Scale:

A+	A	A-	B+	B	B-
95% - 100%	85% - 94%	80% - 84%	75% - 79%	70% - 74%	65% - 69%
C+	C	C-	D+	D	F
60% - 64%	55% - 59%	50% - 54%	45% - 49%	40% - 44%	< 40%

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.

5. Scheduled out-of-class activities: None

REGULARLY SCHEDULED CLASSES HAVE PRECEDENCE OVER ANY OUT-OF-CLASS-TIME-ACTIVITY. If you have a clash with an out-of-class-time-activity, please send an e-mail to your instructor so that alternative arrangements may be made for you.

6. Examination Policy: Students should also read the Calendar, [Section G](#), on Examinations.

7. Course Materials: Not applicable.

8. Laboratory Information: Not applicable

9. **Laboratory Safety Course:** Students have to participate in an online Workplace Hazardous Materials Information System (WHMIS) training offered by the Environmental Health and Safety Office prior to entering a research lab. Registration link: http://www.ucalgary.ca/chem/safety/safety_training_and_procedures
10. **Approved Mandatory and Optional Course Supplemental Fees:** Not applicable
11. **Writing across the curriculum statement:** "For all components of the course, in any written work, the quality of the student's writing (language, spelling, grammar, presentation etc.) will be a factor in the evaluation of those reports." See also [Section E.2](#) of the University Calendar.
13. **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 rationale 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 first attempt to review the final assessment with the department offering the course. If not satisfied, the student shall submit the request to the Enrolment Services. See [Section I.3](#) of the University Calendar.
14. **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. Please read the sections of the University Calendar under [Section K](#) on Student Misconduct to inform yourself of definitions, processes and penalties. Examples of academic misconduct include but are 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.
- (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 fulfill requirements for a graduate degree, based on a Protected Ground other than Disability, should communicate this need, preferably in writing, to their Instructor/ Course Coordinator. 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 (403) 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 (FOIPPA). 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 e-mail: science1@su.ucalgary.ca, science2@su.ucalgary.ca and science3@su.ucalgary.ca; Student Ombuds Office: (403) 220-6420 e-mail 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 Dept Head Date: Dec 20/17

Associate Dean's Approval for
Alternate final examination arrangements: Approved by Nancy Chibry Date: Dec 20/17