

## GENERAL INFORMATION

**Instructor:** Linda Waldman  
**Office:** S-213 **Office Hours:**  
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**Web address:** <http://www.cerritos.edu/lwaldman>  
**Phone:** (562) 860-2451, extension 2624

### TEXTS & MATERIALS:

**Lecture:** Introductory Chemistry Syllabus\*, Romer  
Chemistry, 8<sup>th</sup> or 9<sup>th</sup> Edition, Timberlake (optional)  
Study Guide to Accompany Chemistry\*, Timberlake (optional)  
Periodic Table of the Elements, Sargent-Welch VWR Scientific Company

**Laboratory:** Chemistry 100 Laboratory Manual\*, 3<sup>rd</sup> Edition, Romer  
Safety for People and Chemicals\*, Spencer & Garcia  
Safety Goggles: Safety goggles in compliance with ANSI Z87.1-1989, and which have splash protection, as required by California State Law, must be worn at all times in the lab.

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**ATTENDANCE:** You are expected to attend class regularly and to arrive **on time**. Attendance will be taken by passing a roll sheet around. If you are late, you are expected to enter the classroom silently, and take the first available seat. If you are late, sign the roll sheet after class.

**WITHDRAWAL:** If you find it necessary to drop the course, do not just stop attending class. In order to drop the course and receive a "W" grade, you must proceed as follows:

1. Check out of the laboratory and receive a laboratory clearance form. This **must** be done at your regularly scheduled lab time or by appointment with your lab instructor.
2. Take the laboratory clearance form to the Admissions Office and complete the official withdrawal form.

If you miss three consecutive class meetings you *may* be dropped from the course. However, you are still responsible for checking out of the laboratory. If you fail to check out, your records will be placed on administrative hold.

**NOTE:** June 17, 2007 is the last day to withdraw.

### GRADING STRUCTURE:

**Exercises:** (50 points) Thirteen (13) Exercises, each graded on a basis of 10 points, will be collected on the dates indicated by your instructor. At the end of the semester, the lowest Exercise score will be dropped and the total score scaled to 50 points.

**Hour Examinations:** (400 points) Five one-hour exams, each worth 100 points, will be given. The tentative dates for the first four exams are given in the course outline on the back of this sheet. Exam 5 is just an hour exam and is not comprehensive. At the end of the semester the lowest of the first four exam scores will be dropped. Your score on Exam 5 will not be dropped, even if it is the lowest of your five exam scores.

**Missed Exams:** No make-up exams will be given. You must take each exam at the time and on the date it is scheduled for your class. NO EXCEPTIONS. Please note that only *tentative* exam dates are given in the course outline. If you miss one of the first four exams, this will count as the exam that is dropped. All students must take Exam 5.

**Grading Scale:** 90 – 100% A      80 – 89% B      60 – 79% C      50 – 59% D

**Course Grade:** Your grade in the course will be computed as follows:

$$\text{Overall \%} = (0.75 \times \text{lect \%}) + (0.25 \times \text{lab \%})$$

If you fail (average less than 50%) in either the lab or the lecture, you will receive an F in the course.

**Cheating:** If you cheat in lecture or lab you will receive an F in the course.

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| TELECOMMUNICATIONS DEVICES: If you choose to bring a cell phone into the classroom, please be certain that it does not ring or buzz or make any other noise. |
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