Class Syllabus
Spring 2016
CHE 276 110
Fluorescein Research

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Office Hours: MWF 9-10:30; W 1:00-2:00 and by appointment
Class meeting time and place: T 2-5am

COURSE CALENDAR:
Student will conduct an independent research project under the guidance of the professor. The student will adhere to an agreed timeline between the student and professor.

GRADING POLICY:

Research Plan: Proposal consisting of the following:

Cover page: name, advisor, title
Project summary: 200-word summary of the proposed research to be conducted. It should give a concise description of the project.
Objectives and goals: state clearly objectives that are expected to be accomplished and the final goal that is expected to be reached by the end of the semester.
Research Plan: An outline indicating how the project will operate to accomplish each objective. Basically, a well thought out plan of experiments that will be conducted (equipment, chemicals, technique, etc.). Research plan is due within the first two weeks of the semester. (20%)

Progress Report: Minimum 500-word progress report based on the data and interpretation of the results they have obtained before mid-term exams. (20%)

Final Report: This report should cover the background material for the project, data, and interpretation of the results. This report should be written following the guidelines of the department. Report is due during exam week. (40%)

Notebook: The student will develop and maintain a notebook on all research conducted during the course. This notebook will be a diary of the daily experiments performed each day. (20%)

Method of Evaluation: Grading scale will be pass/fail and will consist of the following:
Research Plan - 100 pts (20%)
Progress Report - 100 pts (20%)
Final Report - 200 pts (40%)
Notebook - 100pts (20%)
Grading scale - Pass=500 - 348; Fail=347 and below.
Text and Materials:

A lab notebook will be provided. The lab notebook is the property of Dr. Fry.

PROJECT EXPECTATIONS

1) Attend Wednesday 8:30 – 11 ready to work; except Dead Week.
2) Provide a research plan on Tuesday of each week on Google Drive.
3) Practice presentation twice with Dr. Fry before midterm.
4) Attend departmental functions as available.

Must make and effort attend any departmental social functions. i.e. Christmas Party or invited speakers.

GRADING POLICY:

This is a pass/fail class. If the final report is not up to standards, it will be handed back and the student asked to make corrections. If the corrections are not made, the student will fail. Excessive absences (more than 2) may result in failing the course.

ATTENDANCE POLICY:

Attendance of class is mandatory.

ACADEMIC INTEGRITY (A-9.1):

Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

Definition of Academic Dishonesty

Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit.

Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp

Any student found cheating will be subject to the penalties as stated in the Student Code of Conduct handbook; including but not limited to a score of zero on exam, expulsion from the class or expulsion from the University.

WITHHELD GRADES SEMESTER GRADES POLICY (A-54):

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.
The circumstances precipitating the request must have occurred after the last day in which a student could withdraw from a course. Students requesting a WH must be passing the course with a minimum projected grade of C.

**STUDENTS WITH DISABILITIES:**
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

**CLASSROOM BEHAVIOR POLICY:**
To ensure a classroom environment conducive to learning, any forms of classroom disruptions will not be tolerated (examples but not limited to – talking, use of cell phones/beepers, sleeping, reading other material, eating/drinking). Students who violate these rules will be asked to leave. Repeat offenders will be subject to disciplinary action in accordance with University policies as described in the Code of Student Conduct. In the laboratory setting, students must follow prescribed safety guidelines. These include, but are not limited to the following:

1) Come dressed as described in the safety rules that will be given  
2) Follow all safety rules and good laboratory practices at all time  
3) Do not begin an experiment without the faculty member present  
4) Wear safety glasses/goggles when anyone in the lab is working on an experiment  
5) Be courteous and respectful of other students, laboratory assistants, and stockroom personnel  
6) Learn your section number and your laboratory assistant's name  
7) Work with assigned lab partner unless otherwise instructed by the lab assistant  
8) Stay in assigned sections  
9) Students are responsible for any answer they report on a lab, assignment, or quiz. Laboratory teaching assistants are students and sometimes may make an error. You cannot claim the lab assistant told you the wrong answer and expect to get points back  
10) Significant figures are required on all answers given in lab  
11) Using material from previous semesters is considered cheating and will result in an assigned grade of zero (0) for the assignment in question

**LABORATORY NOTEBOOK:**
The laboratory notebook must be a permanently bound book with alternating white and yellow quadrille ruled sheets. The yellow sheets will be used to make carbon copies of the original white sheets. The carbon copy sheets will be submitted with the experimental outline and worksheets. (This counts for 2 points of each laboratory report).

**LABORATORY NOTEBOOK GUIDELINES:**

a) all data is to be recorded in blue/black ink directly in the notebook  
b) label and date all entries  
c) an error should be lined through with a single horizontal line, initialed and briefly explained  
d) a single diagonal line should be drawn across any page that is to be ignored, initialed and briefly explained. This includes completely blank pages.  
e) the backs of the yellow sheets may be used for scratch work for calculations, but measurements and readings are to be recorded as data  
f) number all the pages in the notebook in the upper right hand corner of the page. The yellow carbon copies must bear the same number as the white originals.
g) be sure to write hard enough so the carbon shows up. If I cannot read it, I cannot grade it.
h) do not tare pages out of your lab notebook.

**NOTEBOOK FORMAT:**

Begin each experiment on a new page. A sample laboratory write up will be posted on D2L©. Each experiment must contain the following sections in this order:

**RULES FOR LAB NOTEBOOK**

a.) ALL DATA IS TO BE RECORDED IN BLACK/BLUE INK DIRECTLY IN THE NOTEBOOK!!!!

b.) Label and date all entries.

c.) An error should be lined through with a single horizontal line, initialed and briefly explained.

d.) A single diagonal line should be drawn across any page that is to be ignored, initialed and briefly explained. This includes completely blank pages.

e.) The backs of the yellow pages may be used for scratch work BUT, measurements and readings are to be recorded as DATA.

f.) Number all the pages in the notebook in the upper right hand corner of the page. The yellow carbon copies must bear the same number as the white originals.

g.) If your notebook does not include a TABLE OF CONTENTS, use page 1 for a TABLE OF CONTENTS. This should be maintained on a current basis at all times.

h.) Use page 2 for a PREFACE and a table of abbreviations. Include your name, student number, classification, major, course title, number, section, semester, year, and instructor.

i.) BE SURE TO WRITE HARD ENOUGH SO THE CARBON SHOWS UP!!!! If I can’t read it, I can’t grade it.

j.) Do not tear pages out of your lab notebook.