INSTRUCTOR: Dr. Laura Tayer
OFFICE: Sci 226
PHONE: 657-2012 E-MAIL: ltayer@msubillings.edu
OFFICE HOURS: MWF 8:15-9:15, MW 1:00-2:00 or by appt.
TEXT: "General, Organic, and Biological Chemistry"
3rd ed. by Stoker

COURSE OBJECTIVES:
1. To give a basic understanding of the scientific method and its use in chemistry.
2. To develop the basic vocabulary of chemistry.
3. To give a basic understanding of the elements, chemical structure and bonding and chemical reactions.
4. To understand the physical states of matter, solutions and acid/base chemistry.

CLASS GUIDELINES:
1. Attendance will be taken this semester and used to determine grades in borderline cases. More than 3 absences will result in the lower grade.
2. Read the material before you come to class. Lectures will make more sense if you have seen the material before. It is important to keep up with the material. It is hard to play catch up in chemistry!!
3. Work as many problems at the end of the chapters as possible and any extra problems that I give you. This is a great way to study and determine if you understand the material.
4. ASK QUESTIONS and come in for extra help as soon as you start having problems.

OUTCOMES ASSESMNT (GRADING):
1. You will be assigned homework from the problems at the end of each chapter. I will randomly select a few from each set to grade.
   Rules for homework:
   a. Homework must be turned in, in a blue book.
   b. Put your name and what chapter on front cover of the book.
   c. You must show all your work to get credit - especially on calculation problem!
   d. Each homework set will be worth 10 points.
   e. You may drop one homework grade.
   f. The total homework grade worth 100 points will count as one test grade.
   g. Due dates for homework will be assigned in lecture. Late homework will NOT be accepted!!!! (Unless excused beforehand)
2. Exams may consist of a combination of multiple choice, short answer, essays and problems. The point value for each test will be worth 100 points. If I skip a section in the book in lectures you will not be responsible for it on the exams.
3. Exams must be taken at the assigned time unless excused beforehand.
4. There will be a comprehensive final worth 200 pts given Wednesday May 4, 2004 from 12:00 – 1:50 pm
5. The grading scale will be as follows although it may be curved at the end of the semester

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 and above</td>
<td>A</td>
</tr>
<tr>
<td>80-89</td>
<td>B</td>
</tr>
<tr>
<td>65-79</td>
<td>C</td>
</tr>
<tr>
<td>50-64</td>
<td>D</td>
</tr>
<tr>
<td>49 and below</td>
<td>F</td>
</tr>
</tbody>
</table>

**Incompletes will be given for medical excuses only**
This schedule is subject to change at anytime during the semester. Test dates will not change but material covered may.

POLICY ON ACADEMIC HONESTY: All students are expected to adhere to the highest standards of academic honesty and refrain from any action that is dishonorable or unethical. In all examinations and homework, students are expected to submit their own work. A violation of Academic Dishonesty will be dealt with severely.