

## Syllabus – General Chemistry B (CHEM 102)

The purpose of this syllabus is to (1) describe the course, resources, and policies (2) help all students understand the expectations and requirements for the course (3) be used as a reference for questions about policies. When updates to the syllabus are made during the term, a new version will be posted electronically and all students will be notified.

### Course Information

**Course:** Chemistry 102 – General Chemistry B (3 credits: Lecture & Discussion)

**Prerequisites:** Chem 101 and Math 118 with a grade of C- or better, or the equivalent.

A student missing a prerequisite may be withdrawn at any time.

**Time Zone:** This syllabus' dates/times use Chicago local time (U.S. Central Time Zone)

**Lectures: 11:30 A–12:20 P; Flanner Hall 133**

**Discussions:** You must attend the section for which you registered:

Section	Location	Time
006	FH-007	F: 12:35 A – 1:25 P
007	FH-007	F: 1:40 P – 2:30 P
008	FH-007	F: 2:45 P – 3:35 P

**Course Coordinator:** Dr. Sandra Helquist (shelquist@luc.edu)

**Chemistry 102** is a multi-section lecture & discussion course with common content and common outcomes across all sections. This includes the Final Exam during the Common Final Exam Period as scheduled by the University. The Course Coordinator is responsible for consultation and coordination with instructors regarding policies, exam writing, and grading. Your Section Instructor is responsible for communicating with you regarding all course content and policies and is the first and primary person you should contact with questions about all aspects of the course. As needed, all Section Instructors will consult with the Course Coordinator throughout the semester.

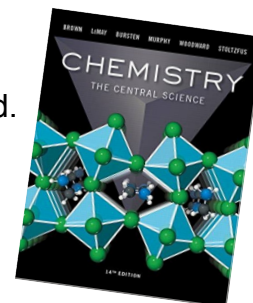
### Instructor Contact Information

**Section Instructor:** Willetta Greene Johnson, Ph. D. [wgreene@luc.edu](mailto:wgreene@luc.edu)

**Office:** Cudahy Science Hall, Room 322; 8-3537 || **Office Hr:** W 10:00 A – 11:00 AM (MASK) also by Zoom appointment [857 3620 7449](tel:85736207449)

### Required Course Materials

- Textbook: *Chemistry The Central Science*, Brown LeMay, et. al. 14<sup>th</sup> ed.
- Loyola email, Sakai (and integrated tools), Zoom, Gradescope & additional software & online resources.
- Scientific Calculator (non-programmable, non-graphing), e.g, TI-30X
- Additional web-based systems will be used for uploading your work (CamScanner, Scannable, GeniusScan) and facilitating feedback and evaluation. For the latter, registration is free but required. Note that the Common Final Exam will be administered and graded with [Gradescope](#).



### Recommended Course Materials:

- **Chemistry 102 Course Packet**, authored by the instructor. This useful lecture packet is available at <https://store.cognella.com/60064-4B-003>
- Molecular Model Kit
- Brown LeMay Textbook Solutions Manual, etc.

### Course Content & Learning Outcomes

Prerequisite knowledge from Chemistry 101 is necessary for in-depth study of topics in Chemistry 102. We will focus on applying a conceptual understanding of fundamental chemical principles. You will continue to learn the language of chemistry and develop your skills in scientific problem solving and critical thinking. This will serve as a foundation for further study in chemistry, other sciences and related disciplines.

The material is highly cumulative over two semesters, such that you will be able to do the following:

- Differentiate types of matter based on their chemical and physical properties (for example, pure substances vs. mixtures, metals vs. nonmetals, ionic vs. covalent vs. metallic, electrolyte vs. nonelectrolyte).
- Use multiple perspectives of matter (macroscopic, particle, symbolic levels) to qualitatively describe and explain characteristics, properties, and relationships of the following: atomic structure, periodicity, molecular structure, chemical bonding, intermolecular forces, chemical reactions, thermochemistry, aqueous solutions, gases.
- Quantify relationships between variables controlling chemical systems.
- Solve quantitative multistep problems combining multiple concepts within the systems.
- Differentiate among closely related factors, categorize problem types, and select appropriate tools to solve these problems.
- Apply chemical principles to explain natural phenomena.

**SAKAI Connection:** The syllabus, homework assignments for the semester, discussions, and discussion answers will be posted at the following website: [www.luc.edu](http://www.luc.edu), look under LINKS, click on **Sakai**). Students with a Loyola email address are able to access this site.

### Additional Information:

- A link to the Loyola calendar can be found here: <https://www.luc.edu/academics/schedules/>
- The Withdraw deadline for the semester is on **Monday, March 27**.
- Loyola is using **SmartEvals** to provide instructor & course feedback. OIE (Office of Institutional Effectiveness) will send emails near the end of the term.
- Protocol regarding soliciting an LOR (letter of recommendation) from me is listed on pg. 13, should you desire one and qualify.

**Statement of Intent:** By remaining in this course, students are agreeing to accept this syllabus and to abide by the guidelines outlined in the document. Students will be informed should there be a necessary change to the syllabus.

**Intellectual Property:** All lectures, notes, Power Points and other instructional materials in this course are the intellectual property of the professor. As result, they may not be distributed or shared in any manner, either on paper or virtually without my written permission. Any infringement would violate Copyright/Intellectual Property laws. Lectures may not be recorded without my written consent; when consent is given, those recordings may be used for review only and may not be distributed. Also recognizing that your work is your intellectual property, I will not share or distribute your work in any form without your written permission.

**Class Conduct:** One important aspect of a Jesuit education is learning to respect the dignity, rights, and opinions of others. Please respect others by

- (1) allowing all classmates the right to voice their opinions without fear of ridicule
- (2) not using profanity or making objectionable (gendered, racial, or ethnic) comments, especially comments directed at a classmate.

**Cell Phone<sup>1</sup> Policy:** It is forbidden to video/audio record lecture (except Loyola University staff) except by permission. *During exams, cell phone, wireless devices, videos, conference with others and unauthorized materials are strictly forbidden; subject to device confiscation and dismissal from exam.*

### **Special Circumstances—Receiving Assistance:**

Students are urged to contact me should they have questions concerning course materials and procedures. If you have any special circumstance that may have some impact on your course work, please let me know so we can establish a plan for assignment completion. If you require assignment accommodations, please contact me early in the semester so that arrangements can be made with the Student Accessibility Center (SAC) (<https://www.luc.edu/sac/>).

### **Student Support Resources:**

- ITS HelpDesk 773-508-4487
  - [helpdesk@luc.edu](mailto:helpdesk@luc.edu)
- Library
  - Subject Specialists:  
<http://libraries.luc.edu/specialists>
- Student Accessibility Center
  - <https://www.luc.edu/sac/>
- Writing Center
  - <http://www.luc.edu/writing/>
- Ethics Hotline- 855.603.6988
  - <https://www.luc.edu/hr/ethics/>

<sup>1</sup> All technology, smart phone, tablets, laptops and similar technology... **Violations will be treated as instances of academic dishonesty** (see page 9-10)

## Class Attendance & Course Coverage

The actual pace of the course may vary from schedule on page 6 of this syllabus: if you miss a class for any reason, it is your responsibility to work through the content. It is suggested that you contact a classmate for further discussion of the topics as you are still responsible for all material covered and assigned. If available, recorded Lectures (from COVID period) will be posted. Slides/handouts/links/animations and other additional resources will be shared on Sakai.

Note: We will not cover every topic in every chapter of the textbook this semester. Focus first on the material that is directly covered in lecture and assigned or recommended. Explore the additional material in the textbook for your own interest and enrichment.

**Classroom & Group Work Guidelines** The classroom is a space designed for learning. My expectations are that all voices will be heard and appreciated in the classroom, and that we will invite each other to engage while recognizing that contributions can take multiple forms. Your active participation in discussion activities constitutes an essential part of the course.

## Student and Faculty Expectations

I expect you to take ownership of your learning and to use office hours and SI sessions as learning resources to help you reach your desired level of achievement in the course. For this course, it is anticipated that the average independent working time (outside of class) required to learn the material in order to achieve a minimal passing grade of C- is  $\approx$  2 hours per day, every day. The investment will vary depending on prior knowledge and ability to master cumulative concepts in the course material as the semester progresses.

Similarly, I will do my best to provide you with the tools, environment, encouragement, and support to learn Chemistry. My teaching techniques include the use of homework, active learning, discussion exercises, and metacognition to help you maximize your learning. Finally, I expect that all of us to do good hard work together!


## SI - Faculty Partnership

**In-person** and **online** Supplemental Instruction (SI) study sessions are available for this course. An SI is a student that has recently excelled in the course. Session attendance is open to all, and while it is voluntary, it is extremely beneficial for those who attend weekly. Times and locations for the SI session can be found on the Overview icon in our Sakai course, or here: [www.luc.edu/tutoring](http://www.luc.edu/tutoring).

This year, Spring 2023, our SI is **Luke Sharpe** [lsharpe1@luc.edu](mailto:lsharpe1@luc.edu).

Students who attend these interactive sessions solve and discuss pertinent problems and concepts and share study / test-taking strategies. Research shows students whom regularly attend sessions have higher grades at the end-of-the-semester and more deeply understand course concepts than those who do not. Students are asked to arrive with their Loyola ID number, lecture notes, and textbook.

## Chemistry 102 Schedule of Topics

Date	Day	Topic	Chapter	Pages (approx)
1/18 JAN	W	Classification of matter	11	444 - 452
1/20	F	Liquids & Interm. Forces	11	452-466
1/23	M	Boiling point Trends	12	472-500
1/25	W	Kinetics & Chemical Rate	14	574-582
1/27	F	Integrated Rate Law; <b>Example:</b> Radioactive Decay	14 21	582-590, 591-600, 913-916 (902-905)
1/30	M	Arrhenius Eq'n; k vs. T Rxn mechanisms	14	601-606 607-615
2 /1, 3 FEB	W, F	Rate limiting step	14	615-622
2 /6	M	Gas phase Equil'm	15	628-637
2 /8	W	Const. K; Equil. Table	15	632-644; 644-650
2/10	F	van't Hoff equation	15	648-656
2/13	M	Le Chateliér's Principle	16	657-660
2/15	W	<b>Dissoc'n <math>K_a, K_b</math>; Eq. Table</b>	16	664-676; 678-680
2/17	F	A/B categories...SA, SB	16	670-679
2/20	M	WA, WB ; $K_a$ & $K_b$	16	681-695
2/22	W	REV 11,12,14-16	(~ 25 min)	<b>OPTIONAL</b>
2/24	F	<b>Exam 1: Ch.11, 14-16</b>	In person	
2/27	M	Conjugates; $pK_a + pK_b = 14$ A/B Salts, Binary acids	16	681-695 694-699, (702-704)
3 /1 MAR	W	Buffers and Titrations <b>SA/SB; SA/WB; SB/WA</b>	17	724-729
3 /3	F	Titration, continued	17	730-739
3/6 - 3/11		<b>SPRING BREAK</b>		
3/13	M	Titration, continued	17	730-739
3/15	W	<b><math>K_{sp}</math> and ppt equil'm</b> Common Ion Effect	17	740-743 744-746
3/17 	F	Complex Ions (Lewis Acid /Base); Ligands, Nomenclature	17 23	756-758 1002-1016
3/20	M	Crystal Field Theory	23	1020-1026, 1030-33

Date	Day	Topic	Chapter	Pages
3/22	W	REVIEW: 16,17, 23: $K_{sp}$	~25 min	Optional, no handout
3/24	F	Exam 2: Ch.16,17, $K_{sp}$	In person	
3/27	M	Spont. And Temp. Statistical origin (physics)	19	812-818 821-828 (opt)
3/29	W	Entropy and 2 <sup>nd</sup> Law of Thermodynamics	19	818-821, 828-831
3/31	F	Gibb's Energy and Temp Gibbs Energy and K	19	831-838 838-841
4 /3 APRIL	M	Electrochemical Cell Standard Potential $E^\ominus$	20	868-874
4 /5	W	$E_{red}^\ominus$ , $E_{ox}^\ominus$ , Spontaneity Work and $\Delta G^\ominus$	20	868-874 876-879
4/6-10	Th-M 	EASTER BREAK 		ENJOY
4/12	W	Nernst Equation $E^\ominus$ and Equil'm const.	20	880-886 886-892
4/14	F	Electrolysis / applications	20	893-896
4/17	M	Graphical Technique & spontaneity	20	Lecture/ Worksheets
4/19	W	Review: 19, 20, 23	~25 min	Optional, no handout
4/21	F	Exam 3: Ch.19,20,23	In person	
4/24	M	Solutions; Solubility Units	13	524-532
4/26	W	Assorted unit conversions	13	533-540
4/28	F	Colligative Properties	13	541-558
4/29	SAT	REVIEW FOR FINAL EXAM	11 - 17, 19, 20, 23	OPTIONAL
5 -3- 2023	W	COMMON FINAL EXAM: Ch. 11 - 17, 19, 20, 23	7 PM - 9 PM CST Location tba	Format TBA Probably in person

**HOMEWORK**<sup>2</sup> will *occasionally* be graded. Student is **strongly encouraged** to do it, do it independently, and to do it well. A parallel assessment is made via weekly discussion assignments comprised of exam representative problems. End-of-Chapter Problems: Students who are making good progress in the course should be able to solve, independently, most or all of the end-of-chapter problems in the textbook, as well as most discussion problems. Exemplary/interesting problems are listed below as “assigned” problems. There are 20-30 of these per chapter. Student should first focus on problems involving concepts covered in lecture and discussion. The other problems are for one’s own enrichment.

Chapter	Page	Problems (*means more involved;** means unassigned reading may be required)
11	464	1, 2, 6, 7, 9, 15,17,19, 21, 23, 37, 39, 41, 47, 52, 54, 57, 61, 64, 85: <i>Clausius Clapeyron Eq'n</i> and 2 data points to find $\Delta H_{\text{vap}}$ .
12	514	11-13,15, 17, 32, 47 (look online), (guess: 4, 6, 7),
14	610:	3, 5, 7, 9, 12, 14, 19, 21 a - c, 23, 25 (sim. to 23), 27, 29, 33, 35, 37, 39, 41, 43, 46, 50 a-b (glucose = $\text{C}_6\text{H}_{12}\text{O}_6$ ) 57, 61, 63*, 67, 68, 73, 75, 91, 95, 99,105, *117.
21, only kinetics	938:	35 – 39a, *41, **43; <b>radioactivity</b> (radionuclide decay) is a 1 <sup>st</sup> order kinetic process $1 \text{ Becquerel (Bq)} = \text{s}^{-1}$ . $1 \text{ gray (Gy)} = 1 \text{ J per kg of tissue}$ . $1 \text{ rad} = 10^{-2} \text{ J/kg of tissue}$
15	656:	3, 5, 7, 9, 13, 15, 17, 23, 25, 26, 27, 28, 33a, 35, 37 ( $K_p = K_c$ why??), 39, 41, 45 find $[\text{Cl}_2]$ , next $PV = nRT$ , 49, 51, 53, 55, 57, Le Chateliér: 61, 63, 65, 68, *74a,c, 79, 81. <b>I don't overly emphasize <math>K_c</math> vs <math>K_p</math> but for practice, do #24, use formula 15.15 on page 631</b>
16	709:	1, 4, 5, 10, 15, 19, 21, 23, 25, 27, 29, 33, 37, 43, 45, 47, 53, 55, 57, 61, 65a-b, 69, 71, 73, 77, 79, 81, 83, 84, 85, 93, 109, 115, 118*; 95**, 99** **compares various A/B models $\% \text{ ionization} \equiv x/x_0 \cdot 100\%$ ; $x_0 = \text{starting concentration, unit usually M}$
17	766:	1, 5, 6, 17 ( $\% \text{ ionization} \leftrightarrow [\text{H}^+]$ ),19, 21, 23, 27, 29, 33, 35, 37, 41, 43, 47,10, 53, 55, 57, 61, 69, 73, 83, 12**, 67 a-b <b>note: <math>K_{\text{sp}}</math>, and <math>K_f</math> needed in Prob. 67 concurrently.</b>
19	839:	3, 4, 6, 9ab, 11, 13, 15, 21, 25, 35, 37, 41, 45, 47, 49, 53, 59, 61, 63, 65, 69, 73ab; 79, 83 ( $K_a$ ), 85, 88, 103, 96*: for each species, 1 <sup>st</sup> find $\Delta G^\ominus$ (appendix), 2 <sup>nd</sup> : then use $\Delta G = \Delta G^\ominus + RT \ln Q$ ; note: $\Delta G^\ominus = -RT \ln K_p$ . 75*, 92*, 106**
20	891:	4, 6, 7, 12, 13,15,17 part ii; 19, [23, 25 review balance redox] 29a-e, 31, 37, 39, 43, 53, 55, 57, 59, 61a, 63ab, 65, 67, 76ab, 84b, 88, 99, 102; 106* (organic-y)
21	936:	1, 5, 9, 11, 13,17, 21, 29, 35, 37, 47, 49, 55, 61 <b>extra</b> : 72, 74; 31**, 51*, 63*, 80*
23	1023 :	15, 16, 23, 25, 27, 33-35, 37, 41, 43, 47, 55, 57, 59, 61, 63; <b>extra nerdy</b> : 73, 74, 78
13	559:	1, 3, 7, 11, 15, 17a, 22, 25, 27, 32, 37-39, 41, 43, 47, 57, 61, 67, 75, 77, 78

<sup>2</sup> The solutions to homework problems will be placed on 2-hour reserve at the Cudahy Library.

## Course Grading System

The standards for each letter grade are listed here according to all required course components. Each student will receive a midterm grade via LOCUS at least one week prior to the Withdraw deadline for the semester. Grades are only based on the criteria listed in the syllabus: no substitutions and no additions.

### Grading Scheme

Discussion	15%	participation will also be noted
Homework	10%	
Exams	75%	
Total score	100%	

\*the final exam is mandatory to earn a passing grade

To reward improvement and to accommodate an exam absence, your Exams contribution to your course grade will be automatically calculated as the higher score between the two options listed here:

<b>Option 1:</b>	Average of three in-class exams	50%
	Final Exam	25%
	Exams contribution	75%
<b>Option 2:</b>	Average of best two in-class exams	40%
	Final exam	35%
	Exams contribution	75%

If you miss an in-class exam for any reason, Option 2 will be used to determine your grade. *It is in your best interest to prepare for and take all exams.* The final exam is mandatory: a student who does not take the final will not pass the course.

### Letter Grade Cutoffs:

<b>A</b>	<b>92.0-100</b>	<b>C+</b>	<b>72.0-75.9</b>
<b>A-</b>	<b>88.0-91.9</b>	<b>C</b>	<b>68.0-71.9</b>
<b>B+</b>	<b>84.0-87.9</b>	<b>C-</b>	<b>64.0-67.9</b>
<b>B</b>	<b>80.0-83.9</b>	<b>D</b>	<b>52.0-63.9</b>
<b>B-</b>	<b>76.0-79.9</b>	<b>F</b>	<b>0-51.9</b>

### Final Exam

The University sets the schedule for all final exams. The final will be held on:

**Wednesday May 3<sup>rd</sup>, 7:00 PM**

Location will be updated on LOCUS when available.

You will have exactly 2 hours to complete the exam. Additional time will not be granted, even if you start late. There will be no make-up final exams given under any circumstance, and the exam will not be given early, either.

Instructors may not reschedule final exams for a class for another day and/or time during the final exam period. There can be no divergence from the posted schedule of dates for final exams. Individual students who have four (4) final examinations scheduled for the same date may request to have one of those exams rescheduled. If a student reports having four final examinations scheduled for the same date, students should be directed to e-mail a petition to Adam Patricoski, Assistant Dean for Student Academic Affairs, CAS Dean's Office ([apatricoski@luc.edu](mailto:apatricoski@luc.edu)).



## Student Accommodations

Loyola University provides reasonable accommodations for students with disabilities. Any student requesting accommodations related to a disability or other condition is required to register with Student Accessibility Center (SAC), located in Sullivan Center, Suite 117. Professors receive the accommodation notification from SAC via Accommodate. Students are encouraged to meet with their professor individually in order to discuss their accommodations. All information will remain confidential.

Please note that in this class, software may be used to record class lectures in order to provide equal access to students with disabilities. Students approved for this accommodation use recordings for their personal study only and recordings may not be shared with other people or used in any way against the faculty member, other lecturers, or students whose classroom comments are recorded as part of the class activity. Recordings are deleted at the end of the semester. For more information about registering with SAC or questions about accommodations, please contact SAC at 773-508-3700 or [SAC@luc.edu](mailto:SAC@luc.edu).

## Course Repeat Rule

Effective with the Fall 2017 semester, students are allowed only THREE attempts to pass Chemistry courses with a C- or better grade. The three attempts include withdrawals (W). The Department advises that it is preferable to complete a course with a grade of C or C-, and to demonstrate growth in future coursework, than to withdraw from a course.

After the second attempt, the student must secure approval for a third attempt. Students must come to the Chemistry Department, fill out a permission to register form or print it from the Department of Chemistry & Biochemistry website: <https://www.luc.edu/chemistry/forms/> and personally meet and obtain a signature from either the Undergraduate Program Director, Assistant Chairperson, or Chairperson in Chemistry. A copy of this form is then taken to your Academic Advisor in Sullivan to secure final permission for the attempt.

## Academic Integrity

All students in this course are expected to have read and to abide by the demanding standard of personal honesty, drafted by the College of Arts & Sciences, which can be viewed at:

<https://www.luc.edu/cas/advising/academicintegritystatement/>

A basic mission of a university is to search for and to communicate the truth as it is honestly perceived. A genuine learning community cannot exist unless this demanding standard is a fundamental tenet of the intellectual life of the community. Students of Loyola University Chicago are expected to know, to respect, and to practice this standard of personal honesty.

Academic dishonesty can take several forms, including, but not limited to cheating, plagiarism, copying another student's work, submitting false documents, and deliberately disrupting the performance of other class members.

Any instance of dishonesty (including those listed in this syllabus) will be reported to The Chair of The Department of Chemistry & Biochemistry who will decide what the next steps may be. Evidence of cheating in this course will result in, at a minimum, a score of zero (which cannot be dropped from grade calculations) and penalty up to failure of the course.

College policies dictate that instructors report incidents of academic misconduct to their chairperson as well as to the Assistant Dean for Student Academic Affairs. I will report incidents to the Chemistry & Biochemistry Department for further action(s).

### Absence Policy for Students in Co-Curricular Activities (including ROTC):

Students missing classes while representing Loyola University Chicago in an official capacity (e.g., intercollegiate athletics, debate team, model government organization) shall be allowed by the faculty member of record to make up any assignments and to receive notes or other written information distributed in the missed classes.

Students should discuss with faculty the potential consequences of missing lectures and the ways in which they can be remedied. Students must provide their instructors with proper documentation i.e., "[Athletic Competition & Travel Letter](#)" describing the reason for and date of the absence.

This documentation must be signed by an appropriate faculty or staff member and it must be provided to the professor in the first week of a semester. It is the responsibility of the student to make up any assignments. If the student misses an examination, the instructor is required to allow the student to take the examination at another time.

(<https://www.luc.edu/athleteadvising/attendance.shtml>)

Students who will miss class for an academic competition or conference must provide proper documentation to their instructor as early in the semester as possible.

### Accommodations for Religious Reasons

If you have observances of religious holidays that will cause you to miss class or otherwise effect your performance in the class you must alert the instructor ***within 10 calendar days of the first class meeting of the semester*** to request special accommodations, which will be handled on a case by case basis.

### Health, Safety, and Well-Being On-Campus

Please be familiar with and adhere to all guidelines posted on the *Heath, Safety, and Well-Being Update* site: ([https://www.luc.edu/healthsafetyandwellbeing/.](https://www.luc.edu/healthsafetyandwellbeing/)) This site relays important updates and protocols related to COVID-19 and other matters.

### Spring 2023 Classroom Masking Policy

Although the University does not require masking, masking is strongly encouraged in this class-section lecture and discussion meets at least until February 1. This is done out of respect for the health of housemates and others in regular contact with members of our community. During office hour and meetings masks over nose and mouth must be worn.

## **More Policy**

### **Class Recording & Content Information**

In general lecture, class sessions may be recorded. The following is a mandatory statement for all courses in the College of Arts & Sciences (CAS). We will discuss class norms and standards during the first week and continue the discussion as needed throughout the semester.

### **Privacy Statement**

Assuring privacy among faculty and students engaged in online and face-to-face instructional activities helps promote open and robust conversations and mitigates concerns that comments made within the context of the class will be shared beyond the classroom. As such, recordings of instructional activities occurring in online or face-to-face classes may be used solely for internal class purposes by the faculty member and students registered for the course, and only during the period in which the course is offered. Students will be informed of such recordings by a statement in the syllabus for the course in which they will be recorded. Instructors who wish to make subsequent use of recordings that include student activity may do so only with informed written consent of the students involved or if all student activity is removed from the recording. Recordings including student activity that have been initiated by the instructor may be retained by the instructor only for individual use.

### **Additional Content, Copyright & Intellectual Property Statement**

By default, students may not share any course content outside the class without the informed written consent of the owner of that content. This includes any additional recordings posted by students, materials provided by the instructor, and publisher-provided materials. For example, lectures, quiz/exam questions, book figures/slides, and videos may not be shared online outside the class. In some cases, copyright/IP violations may overlap with breaches of academic integrity. Remember that obtaining consent to share materials is an active process.

### **Pass/Fail Conversion Deadlines and Audit Policy**

A student may request to convert a course into or out of the "Pass/No-Pass" or "Audit" status only within the first two weeks of the semester. For the Spring 2023 semester, students can convert a class to "Pass/No-Pass" or "Audit" through Monday, January 30th. Students must submit a request for Pass/No-Pass or Audit to their Academic Advisor.

### **Health, Safety, and Well-Being On-Campus**

Please be familiar with and adhere to all guidelines posted on the *Health, Safety, and Well-Being Update* site: ([https://www.luc.edu/healthsafetyandwellbeing/.](https://www.luc.edu/healthsafetyandwellbeing/)) This site relays important updates and protocols related to COVID-19 and other matters.

## Universal Absence Accommodation Policy

The purpose of a universal absence accommodation policy is to account for emergency circumstances (e.g., serious illness, caring for a family member, car accident) that require you to be absent from class, while maintaining fairness in grading for students who attend and complete all in-class graded assignments. Class attendance and participation are essential for your success in this class, and your health is also important to us and our shared community. Please use good judgment and stay home if necessary/prudent for your circumstances.

This is the universal accommodation policy for in-class graded assignments:

- Missed discussion work cannot be made up for any reason save exceptions listed in Co-curricular Activities and Religious Observances. However, lowest 3 discussion grades will be dropped.
- Quizzes occur very rarely or not at all. If there is a pop quiz, the activity will count as a discussion grade.
- A missed in-class exam due to absence for any reason is already accommodated in the course grading system. Given that only the best two in-class exams are included in this calculation, a missed exam would be the one not included in this calculation, as it would be the lowest score (0%) of the three exams.

You may provide documentation for an absence, but it is not required. Note: to be fair to the class as a whole, the *format and content of a makeup midterm exam will not be the same* as indicated for exam taken on the default date; a make-up exam must necessarily be different.

## Advanced Studies Recommendation Protocol

Later on, you may require a letter of recommendation (LOR) for graduate school, medical school, or the like. If I am chosen among your recommenders, the following policy ensues:

1. **Deadline for LOR (letter of recommendation) requests: Feb 8 of the application year.**
2. Student must generally possess GPA of 3.4 or above. However, a student might be considered if she or he presents a **written explanation** that reveals an exceptional circumstance accounting for a lower grade point average.
3. Student must provide attached in one email, a document listing his/her correct GPA, contact information, deadline(s), and also all chemistry, biology and physics courses and labs that the student has taken—in the following format (or Committee format, if you are applying through committee):
  - a. **GPA**
  - b. reliable, current email and telephone # that student checks *regularly*
  - c. **DEADLINE**
  - d. Table with header: course taken, instructor, grade

**Example:**

Course	Semester/year	Instructor	Grade
Chemistry 101	Fall / 2023	Dr. WGJ	A
Biology 210	Spring / 2024	Dr. James LoDolce	B+
etc.			

- e. If applying through Committee, *student initiates* process that culminates in a link being sent to me with which to submit LOR.
- f. If applying “outside the Committee”— a list of all schools of the applicant and **ALL of their DEADLINES**. If prompted, please fill in the instructor information in all forms.

Willetta Greene Johnson Ph D; (no hyphen in last name.)  
 Department of Chemistry and Biochemistry  
 1032 W. Loyola Ave., Chicago IL 60660

If pre-health major, see items 5, 6 below.

4. I'd love to read your personal statements, even in rough draft form. It tells me something about you and helps me to shape a recommendation. This article is not required, but I recommend it.
5. **It is STRONGLY recommended that the student apply through the Loyola Pre-Health Advisory Committee.** Well-regarded by the medical /dental/ pharmaceutical community, the Committee's voice of endorsement will increase the merit of the student's application. Their method also assures that the student's personal statement is strong and well written. If the student applies via Committee, I will be contacted.
6. **APPLICATIONS OUTSIDE COMMITTEE:** If a student who I can recommend elects to apply apart from the Pre-Health Advisory committee, she/he must perform steps 2-4 and email me at [wgreene@luc.edu](mailto:wgreene@luc.edu). Online LOR uploading protocols (AMCAS, PTCAS, Interfolio, etc.) are **STRONGLY** preferred.

Due to the volume of requests, your **LOR** won't be started until all items in 3 are fulfilled.