TIPS FOR SUCCEEDING IN THE COLLEGE OF ENGINEERING

Alisha Simon
Academic Advisor, Engineering Advising Center
Today, you’ll learn about
- Expectations of Penn State students
- Communicating with faculty and staff
- Working with your academic advisor
- Making friends at Penn State
Expectations of Penn State Students

- Understanding a syllabus
- Attendance
- Class participation
- Grading
- Academic integrity
Understanding a Syllabus

CHEMISTRY 101
Spring 2013
Syllabus

Lectures Meetings
M and W 11:15 am – 12:05 pm  117 Osmond

Laboratory Meetings
Section 001  Friday 1:25 pm – 4:25 pm  1st floor Whitmore

Course Instructor: Mary Shoemaker
Office: 201 Whitmore Lab
Email: mcs163@psu.edu
Office Hours: 2-4 Wednesday and Friday, 110C Whitmore and by appointment
Course Webpage: http://courses.chem.psu.edu/chem101
Undergrad Chem Office 210 Whitmore Lab, Lacey Rigg, 865-9391

General Remarks
Chemistry 101 is a general introduction to chemistry course that incorporates both Lectures and Laboratory Experiments in developing an understanding of chemical concepts and practices. For some students, Chem 101 provides the chemistry required by their major area of study. For other students, Chem 101 provides review and preparation for subsequent General Chemistry classes such as Chemistry 110, Chem 111, and Chem 202.
II) Grading

Your grade will be determined by a number of lab quizzes, lecture material, three examinations, laboratory grade, graded homework problems, in-lecture worksheets, and your final exam grade. The grades will be weighted as follows:

- **Grading**
  - Four examinations: 12% each
  - Lab quizzes: 12%, will be given at the beginning of lab period
  - Graded homework: 10% these will be announced in lecture and posted on the web and turned in at the beginning of each lab class.
  - Laboratory: 30%

Final Grade Distribution:
The exact point requirements for each letter grade will be decided at the end of the course. Based on past years, the grade distribution for this course will be close to:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>91.5-100</td>
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<tr>
<td>A-</td>
<td>89.5-91.4</td>
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<tr>
<td>B+</td>
<td>86.5-89.4</td>
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<tr>
<td>B</td>
<td>81.5-86.4</td>
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<tr>
<td>B-</td>
<td>79.5-81.4</td>
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<tr>
<td>C+</td>
<td>74.5-79.4</td>
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<tr>
<td>C</td>
<td>67.5-74.4</td>
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<tr>
<td>D</td>
<td>56.5-67.4</td>
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<tr>
<td>F</td>
<td>0-56.4</td>
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</table>
III) POLICIES

1) Examinations
There will be four examinations during the semester, which will be held during your regular lab time. The dates for the examinations are given in the attached class schedule.

Make-up examinations will be considered only in special cases if there is just cause. If you miss an examination for a non-trivial reason (documented illness or death of a close relative), notify your instructor as soon as possible. After review of the circumstances, you may be allowed to take one make-up exam.

You should bring a nonprogrammable calculator, some #2 pencils, an eraser, and your student I.D. card to each examination. You may not use the calculator on your cell phone for exams. Borrowing calculators is not allowed during quizzes and examinations. A periodic table will be provided with exams as needed. Copies of exams from earlier years are placed on the class web site and practice on these exams is highly recommended.

2) Assignments
READINGS are assigned for each lecture (a tentative schedule is included). Some topics that you will be responsible for exams may not be deeply explored in lectures. It will be assumed that you are keeping up with the material.

HOMEWORK will be turned in on a regular basis. Homework assignments are due at the start of lab. The homework assignments and due dates will be announced in lecture and posted on the website. These assignments are designed to help you keep up with your reading in the text and will aid in your understanding of the material. By doing these before coming to lecture you should be able to get more out of the lecture. Homework cannot be turned in at a later time. However, homework may be turned in early.
Academic Integrity is an essential component of your education. The following is quoted from the “PSU Faculty Senate Policies for Students”. “It is the pursuit of scholarly activity free from fraud and deception and is an educational objective of this institution. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating of information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.” All University and Eberly College of Science policies regarding academic integrity/academic dishonesty apply to this course and the students enrolled in this course. Refer to the following URL for further details on the academic integrity policies of the Eberly College of Science: http://www.science.psu.edu/academic/Integrity/index.html.

Matters of academic dishonesty will be turned over to the University disciplinary system and may result in the failing of the course.

IV) REQUIRED COURSE MATERIAL AND SCHEDULE

Required Course Material

1) Zumdahl, Introductory Chemistry: A Foundation, 7th edition, Cengage

2) Chemistry 101 Spring 2013 Student Packet, PSU bookstore

A suitable scientific calculator (with scientific notation and log/antilog functions) is essential. Calculators with text-storage capabilities (such as the TI-81 used in Math 140) will not be permitted for use on exams and quizzes.

3) Safety Goggles
<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
<th>Lecture #</th>
<th>Lab Topic Assignment Due</th>
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<tbody>
<tr>
<td>Week 1</td>
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<td>Mon, Jan 7</td>
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<td>Lecture 1</td>
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<td></td>
<td></td>
<td>Welcome/Introduction</td>
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<tr>
<td>Wed, Jan 9</td>
<td>Ch. 2, 14-46</td>
<td>Lecture 2</td>
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<td></td>
<td>Ch. 3, 56-68</td>
<td>Matter: Organization, Properties, Density and Changes</td>
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<tr>
<td>Fri, Jan 11</td>
<td>INTRO LAB</td>
<td>Intro Lab</td>
<td>Check In, Safety, Introduction to Bunsen Burner and Balance</td>
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<td>Week 2</td>
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<tr>
<td>Mon, Jan 14</td>
<td>Ch. 4, 74-90</td>
<td>Lecture 3</td>
<td>HW 1 Due</td>
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<td></td>
<td></td>
<td>Chem. Foundations: Electrons, Atoms, Ions</td>
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<tr>
<td>Wed, Jan 16</td>
<td>Ch. 4, 91-97</td>
<td>Lecture 4</td>
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<td>Chem. Foundations: Periodic Table</td>
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<tr>
<td>Fri, Jan 18</td>
<td>LAB</td>
<td>Measurements and Calculations Lab + Density Safety Quiz</td>
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Attendance

- You are expected to attend every class session.
- You will be held responsible for all information that is discussed during class, including, for example:
  - Changes to the syllabus
  - Information not covered in the textbook (may be on exams)
Class Participation

- Expectations about participation are different in different types of classes. In general, students are expected to participate and respond to questions.
- The syllabus may explain expectations for participation.
- In some classes, participation counts for part of students’ grades.
Grading

- Grading policies can be found in the course syllabus.
- If you don’t understand how you will be graded, talk with the instructor.
- In some classes, grades are based on just a few assignments/exams; others will have more.
- It’s important to keep up with studying and reviewing content even if the first test/quiz/exam is later in the course.
Academic Integrity

Some examples of violations of academic integrity:

- Working together with other students when the instructor does not allow it
- Submitting identical or near-identical work when individual work is required
- Purchasing anything (a paper or assignment) and submitting it as your own work
- Turning in the same work for two or more classes without permission
- Plagiarism (using another person’s words or ideas without giving credit)
Sanctions (punishments) for violations of academic integrity include failing the assignment or the course.

Ideas about what constitutes a violation of academic integrity may be different in your country than in the U.S., but you are responsible for following U.S. standards while you are here. Ask your instructor if you are not sure!

A brochure on academic integrity is available at http://studentaffairs.psu.edu/conduct/pdf/OSC_AcademicIntegrity_final.pdf.
Communicating with Faculty and Staff

- Forms of address
- Office hours
- Use of email
Forms of Address

- Call professors or instructors “Dr. LastName” or “Professor LastName.”
- Address graduate students who are instructors or teaching assistants (TAs) as “Mr./Ms. LastName” unless they invite you to use another form of address.
- Note that “Mr.” and “Ms.” are not used with a first name only. “Ms. LastName” is usually used instead of “Miss LastName” or “Mrs. LastName” in professional settings.
Office Hours

- Instructors list office hours on the course syllabus.
- It is not necessary to make an appointment for office hours; it is acceptable to just show up. You should come prepared with your questions.
- If you have questions about course content or assignments, see your instructor during his or her office hours. If you cannot come during office hours, make an appointment as explained in the syllabus.
- Instructors usually have a positive impression of students who are proactive about seeking help.
Use of E-Mail

- Use your PSU e-mail account when you contact PSU faculty or staff.
- Use polite language and avoid slang or very informal language in your e-mail. Check your message before sending it to make sure that the meaning is clear and that your spelling is correct.
- If your question is complex, it is usually better to go to your professor’s office hours rather than using e-mail.
E-News

- E-News is sent to all College of Engineering students each week during fall and spring.
- You are responsible for knowing the information included in E-News.
Notes about Advising

- A reminder from NSO about when and how to contact your advisor
- Full-time status
When to Contact Your Advisor

- To discuss schedules for current or future semesters
- Before dropping a course
- To talk about options for majors, minors, study abroad, etc.
- To discuss degree requirements

Warning: Do not depend on other students for information about these topics. Every student and every situation is unique. Many students have suffered serious academic consequences because they relied on other students’ advice instead of seeking information from an official source.
How to Contact Your Advisor

- Can set up an appointment
  - Online: https://www.engr.psu.edu/eacappointment/
  - By phone: 814-863-1033
  - In person: 208 Hammond
- E-mail for simple questions: advisor@engr.psu.edu
- The *Undergraduate Programs Guide* is a source of official information. See the card you were given at NSO.
Full-time Status

- For visa purposes, international students must maintain full-time status (must take at least 12 credits per semester).
- For this reason, it is very important that you meet with an advisor if you are considering dropping a course. Meet with an advisor BEFORE dropping the class or if you are thinking about withdrawing.
Making Friends

- Ways to make friends
- Study groups
Making Friends at PSU

- Making friends from other cultures will give you a better experience at PSU and will help you improve your language skills.

Suggestions for making friends:
  - Sports and clubs
    - http://www.athletics.psu.edu/recsports/index.html
    - http://www.clubs.psu.edu/
  - College activities:
    - http://www.engr.psu.edu/StudentOrganizations/default.aspx
Study Groups

- Study groups are a great way to make friends and to improve your academic performance. Join a group with members from a culture other than your own.
- In EDSGN 100, join a project group that includes Americans. Other classes also offer opportunities to join groups.
- [https://pennstatelearning.psu.edu/study-groups](https://pennstatelearning.psu.edu/study-groups)
- Make sure to contribute to your group and to be helpful to the other group members. Teamwork is very important.
Best wishes for your time at Penn State.

We are glad that you are here!
ACADEMIC ADVISORS IN THE ENGINEERING ADVISING CENTER

Matthew Biddle
Jeff Hill
Alisha Simon
Georjanne Williams