Class Syllabus
Fall 2023
CHEM 4175 013
Special Problems
Analysis of Geologic Samples

Name: Dr. Alyx S. Frantzen
Department: Chemistry
Email: afrantzen@sfasu.edu
Website: www.faculty.sfasu.edu/
Phone: (936) 468-2338
Office: M 119
Class Hours: TBA
Student Hours: MW 10:00-11:30am; MW 3:00-4:00pm; other times by appointment

Class meeting time and place: TBA; C 201

Text and Materials:
Laboratory Notebook
Suggested Text:

Course Calendar:
Student will conduct an independent research project under the direction of the professor. The student will adhere to an agreed timeline between the student and professor.

Grading Policy:
Students will demonstrate an understanding of the project subject, standard laboratory procedures, and present their final results appropriately. The student will present a proposal of the research being done. This will include; a detailed outline, 200 word abstract, literature review, purpose, methods, results, and conclusion. Student will also demonstrate good laboratory etiquette and following procedures, maintaining a well organized and well documented laboratory notebook and presenting at group meeting. The outline will be submitted in the second week of the semester.

Grading Scale:

<table>
<thead>
<tr>
<th>Standard Laboratory Procedures</th>
<th>100 pts</th>
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<tr>
<td>Notebook</td>
<td>100 pts</td>
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<tr>
<td>Proposal</td>
<td>200 pts</td>
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Pass ≥ 280; Fail < 280

Absence Notification:
There is a new policy for the process of absence notification for students. This is through the Dean of Students Office and should be handled as follows:
1. Students are responsible for submitting faculty notification requests and providing supporting documentation substantiating the reason for requests. Requests with no supporting documentation will automatically be denied.
2. SFA’s Student Outreach and Support will review documentation and assess validity. Upon review, SOS will determine the approval or denial of the faculty notification request.
3. SOS will notify students of the faculty notification request determination and will notify faculty members only of approved faculty notification requests.
4. It is the student’s responsibility to provide approved faculty notification requests to faculty members. Additionally, it is at the faculty member's discretion to honor approved circumstantial requests.

**ACADEMIC INTEGRITY (A-9.1):**

The Code of Student Conduct and Academic Integrity outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.

**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 coursework 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 to compute the grade point average. For additional information, go to https://www.sfasu.edu/policies/course-grades-5.5.pdf.
**Semester Withdrawals:** Last day to withdraw from the course without obtaining WP or WF grade is December 5th.

**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 promptly may delay your accommodations. For additional information, go to [http://www.sfasu.edu/disabilityservices/](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. The student code of conduct can be found at: [http://www.sfasu.edu/policies/student-code-of-conduct-10.4.pdf](http://www.sfasu.edu/policies/student-code-of-conduct-10.4.pdf)

**Hour Justification:** This is a 1 hour independent study research course in which the student works in the laboratory setting for the equivalent of 4-5 hours of per week in a normal semester performing experiments, analyzing data, and searching the chemical literature.

**COVID-19 Info:** Campus has returned to normal operations. The updated campus protocols can be found at [https://www.sfasu.edu/covid19](https://www.sfasu.edu/covid19). Face coverings are not required but are suggested when found in public indoor settings. **A student running a fever should attend class via Zoom and should NOT attend a face to face class.**


**Mental Health:**
SFA values students’ overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.

If you are experiencing concerns, seeking help, SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

**On-campus Resources:**
The Dean of Students Office (Rusk Building, 3rd floor lobby)
[www.sfasu.edu/deanofstudents](http://www.sfasu.edu/deanofstudents)
936.468.7249
dos@sfasu.edu
SFA Human Services Counseling Clinic  Human Services, Room 202
www.sfasu.edu/humanservices/139.asp
936.468.1041

The Health and Wellness Hub “The Hub”
Location: corner of E. College and Raguet St.

To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:

- Health Services
- Counseling Services
- Student Outreach and Support
- Food Pantry
- Wellness Coaching
- Alcohol and Other Drug Education

www.sfasu.edu/thehub
936.468.4008
thehub@sfasu.edu

Crisis Resources:

- Burke 24-hour crisis line: 1.800.392.8343
- National Suicide Crisis Prevention: text 988
- Suicide Prevention Lifeline: 1.800.273.TALK (8255)
- johCrisis Text Line: Text HELLO to 741-741

Instructor reserves the right to change the syllabus at any time.