AP-CHEMISTRY
Guidelines, Rules, and Procedures
D. Adam, Room 412

Welcome to Advanced Placement Chemistry!

Advanced Placement Chemistry is a course designed much like a college freshman Chemistry course. The College Board has developed national standards that dictate the objectives of the course. To achieve the national standards, we will use a college textbook for in-depth study and application of various chemical concepts. The AP Chemistry course will prepare you to take the Advanced Placement Exam. As your teacher, I will commit to teaching you AP Chemistry to the very best of my ability. By communicating and working together, we will meet the challenges of this course. To start the year off smoothly I have prepared this course information for you and your parents. Please read everything carefully. Take it home, share it with your parents, return it signed, and then place it into your Chemistry binder/folder.

Course Description:

AP Chemistry is a fast-paced, challenging course that integrates general chemistry concepts with the specialized areas of chemistry and quantitative and qualitative analysis. The topics covered in this course include the study of matter, chemical measurements, stoichiometry, aqueous solutions, prediction of chemical reactions, electrochemistry, thermochemistry, chemical thermodynamics, chemical kinetics, chemical equilibria, electronic structure, periodic properties, chemical bonding, molecular geometry, bonding theories, gases, liquids, solids and intermolecular forces. Laboratory investigations that support these topics will emphasize accurate observations of chemical reactions and substances, recording of data, calculating and interpreting results based on the quantitative data obtained, and communicating effectively the results of experimental work.

The AP Exam:

If you consistently and effectively work hard in this course, you will be ready for the **AP exam 2020**. The exam is not required, but it is highly encouraged. We will be preparing for the exam all throughout the year. If you or your parents have questions about it, please ask me.

Tips for Success:

The major requirement for success in this course is <u>desire to learn and a willingness to work</u>.

- Be attentive and actively involved in the lesson. Evaluate your understanding of new concepts and skills introduced in the lesson.
- <u>Read the book</u> a few sections at a time before each lesson.
- <u>Ask questions</u>.
- Do Homework. <u>Do all the homework.</u> Attempt every question. Ask questions in class to clarify any difficulties discovered doing the homework. Correct your homework. Homework makes the difference between long- or short-term memory, understanding a concept or emulating a procedure, and doing your best or falling short of your goal.
- <u>Get help</u> before a little problem becomes a big problem. I am available for tutoring. Understanding today's lesson may depend on understanding yesterday's lesson.

Classroom Rules:

1. **Be in your assigned seat when the tardy bell rings.**

2. **Bring all materials daily.**
   This includes your required supplies, book, and homework assignments.
3. **Be courteous and respectful to others.**
   Give your full attention to others in discussions. Raise your hand and wait for acknowledgment by the teacher before speaking. Respect the properties of other students, the teacher, and the school. Remain in your assigned seat unless you have permission to get up.
4. **Be productive and participate in class.**
   Ask questions, contribute to the answer, and play an active role in the laboratory exercises.
5. **Follow the teacher's directions the FIRST time they are given.**
   This rule is especially important during the laboratory exercises.
6. **No food or drink is allowed during class.**

Penalties for choosing to break a rule.

First Offense:	Verbal warning.
Second Offense:	Personal conference with the teacher.
Third Offense:	Detention, completion of an action plan, and telephone call home
Fourth Offense:	Detention, complete or revise your action plan and parent/student/teacher conference.
Fifth Offense:	Referral to the principal

Grading Policy:

Tests	60%
Labs / Quizzes	30%
Daily work	10%
(May include homework, class work, etc.)	

For tests and projects, at least three school days advanced notice will be given. Tests will be over textbook material, homework, laboratory assignments, and lectures. Graded tests will be returned to you for review in class. All electronic devices are prohibited during this review. Graded tests cannot be taken outside of my classroom. You are welcome to further review your tests in my classroom at a later date, but only after making an appointment with me.

If you fail a test or project, then you may have an opportunity to retake a similar assessment covering the same topics or redo the project. If you choose to participate, then <u>you</u> are responsible for requesting the retake or redo in writing during the class period that the graded assessment/project is returned. Retakes are offered within the week of review of the graded test and are scheduled for outside regular class time. It is strongly advised that you attend one tutorial session before the retake of a test. For projects, you will have 5 days to redo and turn it in. Once complete, your retake/redo grade will be averaged with the original for a final grade of no higher than "70%". Retakes are NOT allowed on end of cycle exams and final exams.

Quizzes may be announced or unannounced and will be over homework or in-class assignments. Lab reports and lab quizzes will be graded.

Learning to do problems of all types quickly will be one of the major goals of this class. Homework will be assigned and reviewed on a regular basis and will include textbook problems, UT Electronic Homework (Quest) problems, and/or free-response questions. It is important to complete ALL three types of homework. Textbook problems and UT Homework problems provide both practice in the foundation for each concept and more challenging, higher critical thinking practice. Free-response questions are taken

from past AP-Chemistry exams and provide novel, integrative problems. As a general rule, you can count on at least **6 hours** of homework problems each week. Homework credit will be given only at the beginning of the class period or at the electronic due date. To earn full credit for textbook problems, attempt every question and show your work. Ask questions in class to clarify any difficulties discovered doing the homework.

Late work may be turned in **ONE** class day late at the beginning of period but will receive a maximum score of "70%" or less. No late work will be accepted beyond that time and the assignment will be marked as a zero. All students should maintain a record of their graded assignments.

Please assume all assignments are to be your individual work unless informed otherwise.

There is no extra credit.

I am always glad to meet with you regarding questions about grades or assignments. Please make arrangements for time outside of class with me.

Absences:
If you are absent on the day an assignment (this includes labs) is given, you will have three school days to make up the work. If you are absent on the day a prior assignment is due, you must be prepared to hand in the assignment, take the test or quiz the day you return to school. If you are absent for any reason, you are responsible for the missed work. It is a good idea to call a friend and find out the class material covered in the textbook. If you read the textbook, it will enable you to keep up with the class.

Supplies:
binder with paper or a folder and spiral notebook
100-page carbonless copy bound laboratory notebook
blue or black pen
pencil
TI graphing calculator (optional, but extremely helpful)

Binder/Folder Guidelines:
The binder is an important tool for organizing information. The course outline and grade record should be placed at the beginning. You should keep all your work, notes, homework, quizzes, and handouts organized and in chronological order.

Assignments:
Please label all assignments in the upper left-hand corner as indicated:
Student's full name
Teacher's name
Subject and period
Date
Write in ONLY blue or black ink or pencil – anything else will be returned. You may write on the backside of your paper.

Labs:
Laboratory/in-class assignments will be used to introduce and reinforce the chemistry concepts taught. You are expected to read and individually write up the procedures of formal lab assignments BEFORE

performing the lab. If you do not complete the pre-lab assignment, then you cannot participate in that lab activity. I will still provide you the data, so a written lab report can still be completed. However, the maximum grade for the lab report will be a "70%". All labs must be performed properly and safely. If you are removed from the laboratory for misbehavior, then you will receive an automatic "0%" for the lab grade. In both instances, I will give an alternate in-class assignment to do during the lab activity. During the lab, you will work in cooperative groups at your table to perform the procedures and obtain the data. The data (which includes both observations and measurements) must be written in blue or black ink by each student directly into their lab notebook during the experiment. After completing the lab, all supplies must be returned, and the lab area must be wiped cleaned. The class will not be dismissed until I approve the final inspection.

The lab class period is the only time you may work as a group. After the lab period is done, you must take your lab notebook home to individually complete the result / analysis questions and the conclusion section of the lab report.

Examination procedures:
Before, during, and after the test/quiz, you must silently remain in your assigned seat. There will be NO student-to-student communication of any kind during the entire examination period. Unless I agree beforehand, you will also not be allowed any notes, electronic devices, or other information during the examination period. If you need any supplies (i.e. paper, pencil, calculator, etc.) raise your hand and I will assist you. Upon completion of the test/quiz, raise your hand and I will collect it. If you do not follow these procedures, you will receive a "zero" on your test/quiz and the consequences of DeBakey's "Cheating Policy" will be immediately enforced.

I will **NOT correct mistakes** in grading made on multiple choice **bubble** answer sheets. Please fill in your answers carefully. If necessary, I will provide you with a new answer sheet during the test/quiz, but both the original and new sheet must be handed in together.

HUB:
As a class, we will use the HUB to create an online community for sharing chemistry resources. I will post such things as lesson plans, class guidelines, PowerPoint slides, etc. You may also post chemistry related things such as questions to me, links to helpful websites, PowerPoint slides for final exam reviews, etc. The code of conduct for using this resource is as follows. If you use an avatar, it must be one that you have legal permission to use (i.e. in the public domain) as your profile picture. You will use post to discuss school-related content only, NOT to promote personal websites or chat rooms. You will use appropriate grammar instead of texting language. You will use a respectful tone of voice when posting - all school rules and consequences related to harassment apply. You will limit use of sarcasm to avoid misinterpretations. You will not reveal any personal information such as telephone numbers, addresses, emails, etc. You will not post photos or videos showing yourself or classmates without permission. Failure to comply with these rules will result in a conduct cut and a decrease in grade for online assignments.

Technology:
Cell phones are prohibited during class time unless specifically allowed by the teacher. Be sure to ask BEFORE taking out your cell phone. All electronic devices are prohibited during administration of tests/quizzes and during review of graded tests/quizzes. If you possess a cell phone or other electronic device, during any assessment, you will receive a zero on that assessment. Phones and other devices heard or used at undesignated times will be confiscated. If you do not follow these procedures, the consequences of DeBakey's "Cheating Policy" and/or "Cell Phone Policy" will be immediately enforced. You may use

your school issued laptop during class. If you are off-task, then you will receive a warning for the first offense. For the second offense, you will lose the laptop use privilege for the remainder of the semester.

Start of class:
Arrive before the tardy bell rings and be seated in your assigned seat. Answer the Chemistry focus question that will be projected during the first 5-10 minutes of class. During this time, I will take attendance, check off homework and/or collect any assignments.

Tardy:
You are tardy if you are not inside the classroom when the bell rings. If you are late, you must go directly to the Main Office. You will only be allowed back into the classroom when you have a late pass from the Office. Detention for tardiness will be assigned by the Main Office.

Leaving the classroom:
You may not leave during the first or last 15 minutes of class, during lecture, and/or during a quiz or test day. If you need to leave, ask for my permission first. If I approve, fill in the hall pass sign-out sheet by the door with your full name, destination, and departure time. Upon your return, enter the time in and sit down quietly. Only one student will be allowed to leave the room at one time. If the student is gone for an excessive amount of time or fails to sign out, they will lose the hall pass privilege for the remainder of the semester.

Fire Drill:
At the sound of the bell, push in your chair and silently walk through the door. Turn towards the **WEST**, go straight, **EXIT** the building. Walk across the street and up past the curb onto the grass. Check in with me for attendance. Remember, it is still during the class period, so usage of all electronic devices is not allowed.

Tutoring/Conferences
I am available for tutoring either during scheduled tutorials or after school. Please make arrangements in case I have prior commitments. If at any time you or your parent would like to discuss your progress, please request an individual conference by phone (713-741-2410) or E-mail (dadam@houstonisd.org) at least one day in advance.

Mrs. Adam's AP Chemistry Class

Acknowledgement of Guidelines, Rules, and Procedures:
Thank you for reading this information carefully. I expect you to do your very best each class period. In return, I will put my best effort into each class that I teach. By working together, we will all have a successful semester. If at any time you are having difficulties in this class, let me know **immediately** and I will be glad to help you.

STUDENT: I have carefully read and understand these guidelines, rules, and procedures. I will honor them at all times while in Dr. Williams's classroom and laboratory.

_____	_____	_____
Student's Signature	Student's Printed Name	Date

PARENT: I have carefully read and discussed these guidelines, rules, and procedures with my child. I understand and will support them.

_____	_____	_____
Parent's Signature	Parent's Printed Name	Date

TEACHER: I will be fair and consistent in administering the guidelines, rules, and procedures.

_____	_____	_____
Teacher's Signature	Teacher's Printed Name	Date