

Important Information and Deadlines for Chemistry Students Summer 2009

Chemistry Undergraduate Office: room C021, 855-2700, chemound@indiana.edu,
<http://www.chem.indiana.edu/academics/ugrad/>

Please read and save for future reference.

1. Schedule Adjustment (Adding and Withdrawing; Pass/Fail Option)

Please consult the Enrollment and Student Academic Information booklet or the Registrar's website http://registrar.indiana.edu/~registra/time_sensitive/offcalen4072.shtml for the Official Calendar. An excerpt of this calendar follows.

Drop/Add using OneStart Self-Service. The system is not available on national holidays. Late Drop/Add activity takes place at the Registration Center, Franklin Hall 101, 9 a.m. - 4 p.m. A late drop/add fee will be assessed.	W Mar 25- Th Jun 25
OneStart Self-Service no longer available for drop/add activity	F Jun 26
Last day of Waitlist processing	Th Jun 25
Last day for deans to approve a course drop	M Aug 3
Course Drop with Automatic Grade of "W"	
Last day (until 4 p.m.) to drop a course or to withdraw from all courses with an automatic grade of W:	
Summer Session II:	Tu Jul 21
Last day for deans to approve a course drop:	
Summer Session II:	M Aug 3
Pass/Fail Option	
Last day for students to submit Pass/Fail Option forms to the office of their school or division dean:	Th Jul 2

2. Prerequisites: The Department of Chemistry holds students responsible for making sure they have passed the prerequisite course(s) for a class before enrolling in the class. Passing means earning at least a C-. Please check the most current College of Arts and Sciences Bulletin www.indiana.edu/~college to learn the prerequisite course(s) for chemistry courses.

3. Incompletes: The Department of Chemistry DOES NOT GIVE "INCOMPLETES" for any of its courses, unless the student is eligible for an incomplete. We will hold students responsible for following the steps below and ensuring that the paperwork to request an "Incomplete" is completed.

Steps for Requesting an Incomplete:

- a. **First ask yourself do you meet the University and Dept. of Chemistry's criteria for an Incomplete?** University policy as described in the COAS 2004-2006 bulletin (<http://www.indiana.edu/~bulletin/iub/coas/>) dictates that **a student may only be given the grade of I (incomplete) only when "the work of the course is substantially completed and when the student's work is of passing quality."** For the chemistry department, "substantially completed" means 50% of the work is completed and of "passing quality" is a C- for majors and D- for non-majors. Also the reason for requesting the incomplete must be one that the professor would judge as "showing of such hardship to a student as would render it unjust to hold the student to the time limits previously fixed for the completion of his/her work." (from the Academic Handbook; <http://www.indiana.edu/~deanfac/acadhbk/>). Also if you take the final exam, you have completed the course and are not eligible for an incomplete.
- b. **If you only missed the final exam:** Please note that when a grade of I is given because a student missed the final exam, the student will be allowed to remove the I by taking the exam only if they have approval of the instructor. If the instructor and the student are in disagreement, the student may contact the Committee on Absence of the Office of the Dean of Students. (COAS 2002-2004 bulletin).
- c. **If you meet the above criteria, consult with the professor of the course to explain your reason for requesting an incomplete.** If you do not meet these criteria, we suggest that you consult with your advisor to learn what other options you may have to help you deal with your difficulties.
- d. **If your professor agrees to award a grade of I to you for the course, you AND the professor must fill in and submit the "Incomplete Request" form at the Chemistry Undergraduate Office (room C021).**
- e. **Remember that after a year from the date the incomplete was issued, the grade of I changes to an F.**

Steps for Completing an Incomplete:

- a. **Do NOT register for the course again. However it is important to contact the Undergraduate Office well in advance of the term in which you plan to make up the incomplete, to ask if we can hold a space in the class for you.** This advance notice is especially important for laboratory courses because it is not possible to increase the enrollment limit of laboratory sections due to safety constraints.
- b. **Prior to the beginning of the term, you must consult with the professor who will be evaluating the work you must do to complete your Incomplete. You AND the professor must fill in and submit an "Intention to Remove an Incomplete" form at the Undergraduate Office.**

- c. **If circumstances arise during the semester that make it impossible for you to complete the necessary work and you decide to remove the incomplete at another time, you must cancel your “Intent to Remove the Incomplete” form in the Undergraduate Office.** This form will need to be resubmitted with the appropriate professor at the beginning of the next term in which you plan to complete the work.

4. Computer Access:

If you do not have a computer account through University Information Technology Services (UITS), please set one up as soon as possible. This account will be necessary for you to use the computer facilities in the Department of Chemistry. Consult the UITS website <http://uits.iu.edu/> for more information on setting up an account.

5. Computer Facilities in Chemistry:

The computers in rooms C006 and C046 are restricted to chemistry majors and students enrolled in chemistry courses. These computers are provided through departmental funds, but printing in these rooms is controlled through UITS and is charged against your UITS print quota.

6. Course Websites:

The website for your course is available through the Undergraduate Program website: <http://courses.chem.indiana.edu/>.

7. CALM:

Several chemistry courses use CALM (Computer Assisted Learning Method), which is an online homework program. Some courses post grades in CALM. The easiest way to access CALM is through the Chemistry Undergraduate Website (<http://chem.indiana.edu/ugrad/>) on the left menu. Instructions for using CALM are available within the CALM system. There is also a Tutorial to help introduce you to the program. If you are not able to log in to CALM or you have any problems using the CALM program, please request help by going to the Trouble Report link. This Trouble Report link can be found at the top of the screen within the link for your course.

8. Grading Errors:

If you believe that a grade you have received is in error, you must contact your professor to protest the grade and/or request a regrade. Your professor may have a time limit for grade protests; for example, some professors give students one week to protest a grade after it has been posted. Consult your course syllabus and ask your professor about any such deadlines.

Please follow instructions for filling out scantron sheets for exams and quizzes. Some grading errors result when students fail to enter their student ID, enter the wrong exam or quiz version, have stray marks on the scantron, etc. **If you think that you made a mistake in filling in your scantron, please contact your professor and the Chemistry Undergraduate Office, room C021, within a week after the exam grades are posted.**

9. Tutoring.

The Department maintains a list of graduate students and experienced undergraduate students who are willing to be contacted by students to set up private tutoring. Fee and meeting times are negotiated between student and tutor. (<http://chem.indiana.edu/ugrad/tutors.asp>)

10. Student Etiquette:

As college prepares you to enter into the professional world or graduate studies, keep in mind that the manner in which you conduct yourself in various settings dictates people's impressions of you. Consider the following guidelines when interacting with instructors, AIs, and other students.

A. General considerations.

- i) Show politeness and courtesy to those around you. Be respectful of those with different ideas and opinions and those who learn at different rates.
- ii) Clean up after yourself in the lecture hall – do not leave trash behind. Our lecture halls are used by different departments and are visited by groups from outside of the university. These people should be left with a positive view of our chemistry students.
- iii) Be respectful of other people's time. Make sure that questions are reserved for proper venues (the lecture hall should not be used for discussion of grades, even before or after lecture). Follow course policies on arriving unannounced at a professor or AI's office. Make an appointment if you can not attend office hours.
- iv) Remember that attendance alone means little – you must pay attention and actively participate during lecture, lab, discussion sessions, and office hours in order to benefit.
- v) IU and the Chemistry Department provide many people and resources to aid in your education, but it is up to you to utilize these resources.

B. In lectures, labs, and discussion sessions, minimize distractions to you and to others.

- i. Do not arrive late or leave early. In the rare instance that missing part of class is unavoidable, make sure that you sit in the back of the room near an exit and arrive/leave quietly with minimal disturbances. Never walk in front of the lecturer.
- ii. Do not read newspapers, magazines, or materials for other classes. Do not allow newspapers to block the instructor's view of you.
- iii. Cell phone ringers must be turned off at all times during lecture.
- iv. Take headphones off before class begins.
- v. Computers should be used for appropriate class purposes only – not for playing games or working on other classes.
- vi. Do not engage in conversation with those around you – pay attention to the class.
- vii. Participate in the lecture – ask and answer questions. Stay awake.

C. Remember that emails are professional correspondences.

- i. Properly address the email recipient. Most of the instructors that you encounter in college should be addressed as "Dr." or "Professor," not by their first name, "Ms.," "Mrs.," or "Mr.," unless they instruct you otherwise. It is typically appropriate to address AIs by their first names.
- ii. Make sure that you choose a subject line to accurately describe the purpose of the email. Include the course number in the subject line.
- iii. When responding to emails, be sure to include the preceding email(s). Remember that your recipient probably receives many emails each day and may not remember your specific situation. If addressing a different topic, start a blank email (do not hit respond) and change the subject line.
- iv. Email provides a permanent document of a communication between two people. Therefore, be sure that your emails are polite, professional, and well prepared before you send them. You should not feel comfortable saying anything in email that you would not say verbally to the recipient. Be succinct in your email messages.

- v. Always use complete words and sentences. Remember that an email is a professional correspondence, not a communication with a friend such as an IM or a text message.
- vi. Check course policies before sending an email to determine the appropriateness of your topic. Consider policies such as course grading, missed exams, withdrawing from the course, or eligibility for receiving an incomplete.
- vii. Although most faculty try to answer email daily, do not *expect* to receive a reply to your question within 48 hours (at the earliest) or over a weekend. Some responses might be faster, some slower.
- viii. Many faculty do not call students. If you need a professor to contact you, make sure that you have email access. Many faculty and administrators will not respond to non-IU email accounts as they cannot be certain of who has access to a non-IU account; they use the IU account for your protection to ensure that the correspondence is accessible only to you.

Thank you and have a great semester!