

# Online Course Syllabus Template-ADA compliant

Below is the recommended Online Course Syllabus that is ADA compliant.

All text in the template that is black should remain in the syllabus. Any text that is blue needs to have the specific information inserted. Any text in green is used at the instructor's discretion.

Please make sure that any text inserted is in black font and in a consistent type (Ariel is used throughout the template).

Please make sure that a table is on the same page-it should not continue into the second page.

Guidelines to establishing an ADA compliant syllabus for online courses:\*

- Make sure text is easily read from left to right.
- Headings should be structured in outline format with major and minor headings representing different levels of information.
- Text font type needs to be consistent throughout syllabus
- Text font color should be in black, with important information or notations in bold or italics only. Color fonts may not be easily distinguishable for certain disabilities.
- Images that are inserted into syllabi should not be used for decorative purposes. Images inserted that contain information useful in syllabi need to have "alternative texts" inserted in order to convey meaning for users of Assistive Technology.
- Headings should be short and concise and at most, one line long.
- Wording should be concise and to the point.

\*Source: <http://www.csuchico.edu/tlp/accessibility/syllabus/checklist.shtml#headings>

**Indiana University Northwest**  
**College of Arts & Sciences**  
**Chemistry, Physics, Astronomy Department**

**COURSE SYLLABUS**

**C120 Chemistry Laboratory**

**Class Type:** Online Course

**Course Prerequisites or Corequisites:**

Corequisite C100

See the **\*\*Course Guide/Schedule\*\*** for session themes, readings, resources, and all assignment due dates.

**Instructor Bio:**

Mrs. Wozniwski is a lecturer at Indiana University Northwest

**Catalog Course Description:** Experiments illustrating chemical principles and their applications to biology, environment, and health sciences. Laboratory and laboratory lecture.

**Course Goals and Outcomes:**

Students will identify a chemical and what things are made up of chemicals

Students will correctly balance a chemical equation

Students will correctly classify a chemical reaction by type

Students will correctly identify a process as a chemical or physical change

Students will correctly identify an element if given the number of protons

Students will correctly classify the bonding in a compound

Students will correctly identify the three main types of nuclear radiation and the dangers of each

Students will correctly identify chemicals as organic or inorganic

Students will correctly calculate the concentration of solutions

Students will correctly identify the three states of matter

Students will correctly interpret and use atomic symbols, the periodic table, and chemical formulas

Students will correctly write the electron configuration for the atom of an element

Students will correctly match microscopic representations of physical and chemical changes with symbolic representations of the same processes with the associated macroscopic changes

Students will correctly identify the shapes of molecules that obey the octet rules

## **Course Materials:**

### Required Text

[Purchase of LateNite Labs](#)

### Required Materials

[Balance](#)

[Tincture of Iodine](#)

[Marshmallows](#)

[Toothpicks](#)

[Flour](#)

[Baking Soda](#)

[Vinegar](#)

[Salt](#)

[Vanilla](#)

[Eggs or Egg substitute](#)

[Milk](#)

[Pots/plastic containers](#)

[Water](#)

[Pop](#)

[Magnifying glass](#)

[Hair](#)

[Coffee filters](#)

[Alka-Seltzer](#)

[Pennies](#)

[Plaster of Paris](#)

[Arthritis friendly pill bottle](#)

[Purple cabbage](#)

[Milk of Magnesia](#)

Meat Tenderizer  
Isopropyl Alcohol

## Required Technologies

Online access  
Updated Java.

## Grading Information:

Grades will be determined as shown in the following assignment chart. Due dates are detailed in the Course Schedule.

Assignment of Grade	Percentage
Midterm examination	20
Lab Reports	60
Final examination	20
	<hr/>
	100%

## Grading Scale:

A (90-100) = Excellent  
B (80-89) = Good  
C (70-79) = Below standards  
F (69 or below) = Failure  
FN = Failure for nonattendance  
I = Incomplete  
W = Withdrew

## Assessment Information:

Weekly lab reports will be required. Each lab report will have a hand's on portion that is to be done at home and a simulation portion to be done on LateNite Labs. The lab reports are to be done using the lab report template.

The midterm and final will be open note. They will be timed at 1.5 hours. You will have access to them for a whole week each.

## **Class Policies Regarding Graded Work:**

**\*\*The following policies are in effect for all individual deliverables throughout the semester, unless noted otherwise. \*\***

### Late Work

Late work is only accepted under very unusual circumstances. If you need to make-up any work, you have to do the following:

- 1) Notify me by e-mail ([lwoz@iun.edu](mailto:lwoz@iun.edu)) that you need to make up the material and why
- 2) Tell me what time zone you are in
- 3) Give me an exact date and time that you wish to work on the late work
- 4) Tell me what you need reopened.

I will open the work for a 2 hour window only. You will have 2 hours to do the make-up work

- 5) e-mail me when the work is completed

### Original Work

#### Plagiarism

Honesty requires that any ideas or materials taken from another source for either written or oral use must be fully acknowledged. Offering the work of someone else as one's own is plagiarism. The language or ideas thus taken from another may range from isolated formulas, sentences, or paragraphs to entire articles copied from books, periodicals, speeches, or the writings of other students. The offering of materials assembled or collected by others in the form of projects or collections without acknowledgment also is considered plagiarism. Any student who fails to give credit for ideas or materials taken from another source is guilty of plagiarism.

## Cheating

Dishonesty of any kind with respect to examinations, course assignments, alteration of records, or illegal possession of examinations shall be considered cheating. It is the responsibility of the student not only to abstain from cheating but, in addition, to avoid the appearance of cheating and to guard against making it possible for others to cheat. Any student who helps another student to cheat is as guilty of cheating as the student he or she assists. The student also should do everything possible to induce respect for the examining process and for honesty in the performance of assigned tasks in or out of class.

**Incompletes** Students must complete the majority of the class to be eligible for an incomplete.

**NOTE:** The instructor will keep students apprised of assignment grades via the online class through **Canvas Grade book**. Students are responsible for contacting the instructor if they do not receive any grade by 10 days after the assignment submission date.

## The Course Evaluation:

**Many students disregard course evaluations as an optional part of taking a course. At IUN, and especially for online classes, completing the course evaluations is not optional. Your input, suggestions, opinions matter and are taken seriously. We cannot continue to promote online course offerings if students do not complete their course evaluations because departments are held accountable for having adequate response rates and instructors are also affected by low response rates. Please do your part in understanding that it is part of your duty as a student to complete every course evaluation, regardless of how you personally feel about the course or the instructor. They are that important.**

## IU Academic Policies:

This course is governed by IU academic policies in the following areas:

- Grading Guidelines
- Writing Standards
- Academic Integrity and Plagiarism
- Course Evaluations
- Students With Disabilities

## **Additional Information:**

### **SUCCESSFUL STUDY USING CANVAS**

The home page of Canvas has links, video tutorials and several tips and updates to help you navigate the website...

<http://itnews.iu.edu/articles/2014/canvas-student-quickstart-guide.php>

IU has prepared a reference page containing links to information about a variety of resources to help you function successfully in your online Canvas class...

<http://www.iun.edu/online/visitor-resources/what-is-online-learning.htm>

If you are having difficulty with technology, it is your responsibility to seek assistance. The IU Northwest Student Help Desk is there to help you. You can walk in if you're on campus, call, or email. The contact information is below:

**IT Support Center:**

**Hawthorn 108**

219-981-4357

[iunhelp@iun.edu](mailto:iunhelp@iun.edu)

(Available 24 hours/ 7 days a week)

## **RIGHT TO ACCOMMODATION FOR INDIVIDUALS WITH DISABILITIES:**

Indiana University is committed to creating a learning environment and academic community that promotes educational opportunities for all individuals, including those with disabilities. Course directors are asked to make reasonable accommodations, upon request by the student or the university, for such disabilities. It is the responsibility of students with documented physical or learning disabilities seeking accommodation to notify their course directors and the relevant campus office that deals with such cases in a timely manner concerning the need for such accommodation. Indiana University will make reasonable accommodations for access to programs, services, and facilities as outlined by applicable state and federal laws.

*Campus support office:*

Student Support Services location: HH 29, (219) 980-6798  
Student Support Services online: [www.iun.edu/~supportn](http://www.iun.edu/~supportn)