

THE UNIVERSITY OF TEXAS AT TYLER
SYLLABUS FOR CHEM 5301
Introduction to Graduate Teaching and Research
Fall 2023– RBS 2015

Instructor- Dr. Laura Boyd
RBS 3032

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Office Hours:

MWF 10:15-11:15 AM, T 10:00-11:00 AM,

W 2:00-3:00 PM

and other times by appointment

I. INTRODUCTION

This course is designed to introduce new graduate students to faculty research opportunities and what to expect when teaching undergraduate labs. Topics include university policies, safety in the laboratory, first aid techniques, teaching techniques, research opportunities within the department, and using the scientific literature.

Prerequisite: Graduate standing in the Department of Chemistry and Biochemistry.

II. STUDENT LEARNING OUTCOMES

By the end of the course, successful students should:

- 1) Select a faculty research advisor or mentor for non-thesis track.
- 2) Pass the University Lab Safety Training modules.
- 3) Create 3 Pre-lab quizzes
- 4) Create and give multiple Pre-lab lectures

III. MATERIALS

There is no text required for this course. However, there will be material on Canvas throughout the semester. You will need a computer with internet and a webcam if this course for any online portions.

VI. COURSE REQUIREMENTS

Class will meet in RBS 2015 each Tuesday night, August 24 – Dec 6 except Tuesday, November 23rd (Thanksgiving Break) from 6 – 8:45 PM.

Attendance Policy. Attendance is required. Since we only meet once a week it is very crucial that you be at every meeting.

The last day to withdraw from the course without penalty is September 1, 2023. The last day to withdraw from the course with an automatic grade of “W” is October 30, 2023. To withdraw from the course, students should initiate withdrawals with the instructor.

V. GRADING

This course is a credit or non-credit option. In order to obtain credit for this course, students must complete all learning outcomes at a satisfactory level and complete the following:

1. Create a quiz for at least 3 experiments for either General Chemistry I lab or Introductory Chemistry lab. (2 must be online quizzes created on Canvas) The paper quiz will be emailed to the instructor before your in-class pre-lab lecture.
2. The student must create and give a pre-lab lecture for multiple experiments to the class and then again to an undergraduate lab course in which a faculty member will observe. The faculty member and graduate student will then meet to discuss suggested improvements and techniques.

CHEM 5301: Introduction to Graduate Teaching and Research

Tentative Schedule: These dates and material covered are tentative and are subject to change.

Date	Lecture/Laboratory Activities
Aug 22	Welcome to the Department of Chemistry and Biochemistry Graduate Program, Syllabus, University Policies, Schedule, Departmental Requirements for Graduate Students/Picking a research advisor/mentor (procedures, considerations, responsibilities of the student and the faculty member) Guide for Graduate Teaching Assistants: Email etiquette, professionalism, Job expectations, confidentiality, social media, academic integrity, consequences, how to work Canvas as an instructor, University policies regarding disabilities, equity, diversity, and grading. Pre-lab lecture – Intro Chem Measurements in Chemistry (Boyd)
Aug 29	Departmental Requirements for Graduate Students/Picking a research advisor/mentor (procedures, considerations, responsibilities of the student and the faculty member) Instrumentation and facilities.
Sep 5	Pre-lab lecture – Intro Chem Determining Density of Solids and Liquids (Itzel) Safety in the Laboratory (Lab Safety Training due).
Sep 12	Faculty Mentor Selection paper due Pre-lab lecture – Intro Chem Properties of the Periodic Table (Ricky)
Sep 19	Pre-lab lecture – Intro Chem Organic vs Inorganic (Boyd)
Sep 26	Guide to the scientific literature and using the library – Christine Forisha
Oct 3	Guide to Being a Better Teacher Pre-lab lecture – Intro Chem Organic Qualitative Analysis (Itzel)
Oct 10	Pre-lab lecture – Intro Chem Esterification Reactions (Ricky) Chemical Waste Management
Oct 17	Ethics (2 online experimental quizzes due by this date) Pre-lab lecture – Intro Chem Reactions of Soap (Itzel)
Oct 24	Pre-lab lecture – Chromatography of Amino Acids (Ricky)
Oct 31	Assessment
Oct 30	<i>Last day to drop or withdraw from a course with an automatic grade of “W”</i>
Nov 7	Career Success Services
Nov 14	Stop the Bleed Training (Must be completed by this date) (2 online experimental quizzes due by this date)
Nov 21	Thanksgiving break
Nov 28	Study week
Dec 5	FINAL EXAMINATIONS None for this course

VI. UNIVERSITY POLICIES

To see a list of the general University policies please follow this link: <https://www.uttyler.edu/academicaffairs/files/syllabuspolicy.pdf>

STUDENT RIGHTS AND RESPONSIBILITIES

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link:

<http://www.uttyler.edu/wellness/rightsresponsibilities.php>

UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar. Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date). Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability/Accessibility Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit <https://hood.accessiblelearning.com/UTTyler> and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at <http://www.uttyler.edu/disabilityservices>, the SAR office located in the University Center, # 3150 or call 903.566.7079.

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement:

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation:

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

i. "Cheating" includes, but is not limited to:

- copying from another student's test paper;
- using, during a test, materials not authorized by the person giving the test;
- failure to comply with instructions given by the person administering the test;
- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- collaborating with or seeking aid of another student during a test or other assignment without authority;
- discussing the contents of an examination with another student who will take the examination;
- divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
- substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
- paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
- falsifying research data, laboratory reports, and/or other academic work offered for credit;
- taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
- misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

ii. "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's own academic work offered for credit.

iii. "Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

iv. All written work that is submitted will be subject to review by plagiarism software.

UT Tyler Resources for Students

UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu

UT Tyler

Tutoring Center (903.565.5964), tutoring@uttyler.edu

The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.

UT Tyler Counseling Center (903.566.7254)

Concealed Handguns on Campus

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products. There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

Important Covid-19 Information for Classrooms and Laboratories

The UT Tyler community of Patriots views adoption of these practices consistent with its [Honor Code](#) and a sign of good citizenship and respectful care of fellow classmates, faculty, and staff.

It is important to take the necessary precautions to ensure a healthy and successful year. UT Tyler continues to urge you to protect yourselves against the flu, COVID and any new threats that may be developing. Be diligent about preventive measures such as washing hands, covering sneezes/coughs, social distancing and vaccinations, which have proven to be successful in slowing the spread of viruses. Encourage those who don't feel well to stay home, and if they show symptoms, ask them to get tested for the flu or COVID. Self-isolation is important to reduce exposure ([CDC quarantine/isolation guidelines](#)). Please work with your faculty members to maintain coursework and please consult [existing campus resources](#) for support.