



**Course Syllabus: Introductory Chemistry**  
**College of Science, Mathematics and Engineering**  
**CHEM 1103 Section X-10 13314**

**Semester and Course dates**

**Contact Information**

Instructor: Randal Hallford  
Office: Dillard 279  
Office hours: Posted on D2L and office door  
Office Phone: (940) 397-4187  
E-mail: [randal.hallford@msutexas.edu](mailto:randal.hallford@msutexas.edu)

**Textbook & Instructional Materials**

Introductory Chemsitry, Kevin Revell. W.H. Freeman pub. 2<sup>nd</sup> ed.  
Achieve homework service: <https://achieve.macmillanlearning.com/start>  
Enroll in homework service with the MSU Registrar version of your name. **No nicknames or aliases.**

**Study Hours and Tutoring Assistance**

ASC offers a schedule of selected subjects tutoring assistance. Please contact the ASC, (940) 397-4684, or visit the [ASC homepage](#) for more information.

**Academic Misconduct Policy & Procedures**

Academic Dishonesty: Cheating, collusion, and plagiarism including the use of AI tools of any kind are prohibited. Such use will result in a minium of and F for the project to an F for the course, depending upon the severity. Be aware that many software packages for writing and computing use AI for editing, solving and suggestions. No work will be accepted where these tools are used. An automatic AI use detection software is utilized to check all work submitted for a grade. Cell phones, PDA's Apple watches and computers must be off during lectures and examinations. Scientific calculators such as the TI-36x with one or two line screens and no memory are allowed in class and for exams. Advanced and programmable calculators are not allowed. Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

[Office of Student Conduct](#)

**Prerequisites**

Completion of intermediate Algebra MATH 1003.

### Description and Exam Schedule

Examination schedule is chapters 1,2 and 3 titled Matter, Measures and Atoms covered on exam one tentatively scheduled for **11/10/25**; chapters 4, 5 and 9, 6 titled Quantum Mechanics, Bonding, Nomenclature and Reactions covered on exam two tentatively scheduled for **12/1/25**, and chapters 7, 8 and 10 titled Stoichiometry, Energy and Gases covered on exam three scheduled for **12/13/25**.

Table 1: Points allocated to each assignment

Assignments	Points/%total
2 one hour exams	200 /30%
Homework (10)	170 /25%
Final Exam	200 /30%
Poster/Paper	100 /15%
Total Points	670 /100%

Table 2: Total points for final grade.

Grade	Percent Earned
A	90-100%
B	80 to 89%
C	70 to 79%
D	60 to 69%
F	Less than 50%

\*scores for each exam will be posted on the Faculty web Portal

#### Homework

10 homework sets will be graded. All homework grades are retrieved from the Achieve homework service. Due dates for homework are on Achieve website. No tolerance for late homework.

#### Quizzes

In-class open ended and/or multiple choice questions will be given to supplement lecture.

#### Exams

A portion of the exam may be taken online utilizing D2L. Online exams will occur during class periods for exams only. This will vary in content and quantity depending on the topics covered on the exam. Under no circumstances will make-up exams or additional assignments be given. One missed exam will be replaced by the final exam score at the end of the term if missed as a result of an MSU accepted injury or illness.

## **Poster/Paper**

### **Online and in-person student paper:**

Each student will prepare a 1000 word count (12 point and Times New Roman font, double spaced) report based on the APA or MLA writing style with a formal bibliography for at least two (2) published references and one or more internet website references concerning a chemically related topic. This paper will include reference to the actual chemistry either by equation(s) or some analytical analysis of the actual chemistry and can relate to any area of chemistry in the public, academic or industrial/commercial domain. This report is due two (2) weeks before the final exam date. The topic of the paper will be taken from a published scientific journal, science oriented magazine(s) or a similarly published set of articles.

**Poster:For in-person classes**, students will work with one other student (2 students total) to prepare a poster presentation which will be presented in class with both students presenting the poster. Each student will evaluate the poster prepared by each team according to a published rubric provided in class, and each team will individually evaluate their personal effort in producing the poster by another rubric provided in class. No one student on any team will present the poster alone. Absence for the presentation will be graded as a missed assignment. **Online classes** will utilize D2L to present the paper as above, but with the provided forum link found on D2L, or possibly via a Zoom presentation.

### **Make-up Work/Tests**

One (1) missed exam score can be replaced by the final exam score as long as the absence is acceptable by MSU policy.

### **Important Dates**

Last day for term schedule changes: November 1 2025

Deadline to file for graduation: September 22, 2025

Last Day to drop with a grade of "W:"November 24, 2025

Refer to: [Drops, Withdrawals & Void](#)

### **Desire-to-Learn (D2L)**

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program and contact your instructor if access is significantly delayed. Utilize the instructor email address instead of D2L email for all communication and examine your mailbox regularly for emails from the instructor with attachments of required materials before exams and for reporting.

### **Attendance**

Students are expected to attend all meetings of the classes in which they are enrolled. Instructor's records will stand as evidence of absences. A student with excessive absences may be dropped from a course by the instructor. Dropping from the course after the last drop date assigns a grade of F. If the lecture is

dropped, the lab may also need to be dropped. **On the third unexcused absence, a Registrar drop form will be initiated by the instructor along with a written notice of intent to drop.**

Students are responsible for all material presented in class and in assigned material. In-class exercises will not be provided outside of class.

It is important to study outside of class on a regular basis; working problems are the best way to learn chemistry.

### **Online Computer Requirements**

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. ***\*Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered a reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.*** Computers are available on campus in various areas of the buildings as well as the Academic Success Center. ***\*Your computer being down is not an excuse for missing a deadline!!*** There are many places to access your class! Our online classes can be accessed from any computer in the world that is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into [D2L](#).

### **Instructor Class Policies**

The evaluation of student material is the domain of the instructor. Standard grading policy is followed without exception. Exam errors may be handled by removing the required points from the exam total, but credited if answered correctly for multiple choice format questions. The class average will be determined by the performance of the class. We will adhere to MSU's standard policy. Refer to the MSU website calendar for the final exam date. Questions about the assignment's grading should be brought to the instructor within one week after it is returned. Scores are reported with an assigned PIN after each exam.

By enrolling in this course, the student grants MSU a "limited right" in all intellectual property created by the student for this course. The "limited right" shall include but shall not be limited to the right to reproduce the student's work product to verify originality and authenticity, and for educational purposes. All materials associated with this course are copyrighted by MSU, the text publisher and the instructors, and may not be published on social media, websites or other means without the express written permission of MSU, the publishers and the instructors. This includes any recordings made in class.

Cheating on any exam, quiz or lab report will be regarded as academic dishonesty and may be subject to a zero or a final course grade of F. See calculator requirements above.

### Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

### Services for Students with Disabilities

Students requiring accommodations should make an application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140

**\*Notice:** Changes in the course syllabus, assignments and schedule may be made at the discretion of the instructor.

---

Grading Rubric:

### Student poster Evaluation Rubric

#### ORAL COMMUNICATION RUBRIC – 6 MARKS POSSIBLE

POINTS	2	1	0	TOTAL
ORGANIZATION	All required elements are addressed	3-4 required elements are addressed	Fewer than 2 required elements are addressed	
SUPPORTING MATERIALS	Examples/statistics/ explanations make references that significantly support credibility of presentation	Examples/statistics/ explanations make references that partially support credibility of presentation	Examples/statistics/ explanations make infrequent or no references that support credibility of presentation	
CENTRAL MESSAGE	Compelling	Not memorable	Not explicitly stated	
			SCORE	

### Student presenter Self-evaluation Rubric

#### TEAMWORK RUBRIC - 4 MARKS POSSIBLE

POINTS	2	1	0	TOTAL
CONTRIBUTES TO TEAM MEETINGS	Offers alternative solutions or course of action that build on the ideas of others	Offers new suggestions to advance work of the group	Listens to ideas but does not advance work of the group	
INDIVIDUAL CONTRIBUTIONS OUTSIDE OF TEAM MEETINGS	Proactively helps other team members complete their assigned tasks to a similar level of excellence.	Completes assigned tasks by deadline; work advances project	Fails to complete assigned tasks	
			SCORE	

**100 points for the assignment.** Each marks is valued at 5 points.

\*Each paper will be scanned for AI generation. Failing that detection will render zero (0) points for the paper.