Introductory Chemistry
CHEM 1105, Laboratory
Semester, Year

Instructor – Your Name
Synonym(s) – XXXXX
Section number(s) - XXX
Class Hours – Day(s) Time, Campus, Class Room Number
Office - Campus, Room Number
Office Hours – Day(s), Time, or Arranging Conferences/Appointments
Phone – Office Phone Number
Email address – Your ACC Email Address
Web Site - You can add your individual ACC website address and/or the Chemistry Department website address.

COURSE DESCRIPTION

Course description can be obtained from the Course Catalog. Use the course description as exactly prescribed in the catalog.
You may omit the skills levels and fees/insurance charges. For example, the course description for CHEM 1105 is as follows:

This 1 credit hour course is the laboratory to accompany CHEM 1305 lecture. Emphasis is placed on techniques, properties and reactions, and reinforcing principles offered in the lecture portion of the course.

Course Prerequisites/Corequisites

Prerequisites: Two years high school algebra OR MATD 0414, MATD 0424, MATD 0444, NCBM 0214, NCBM 0224, or NCBM 0244 with a grade of C or better. Corequisite required: CHEM 1305 lecture

COURSE RATIONALE

This course covers the fundamental facts; laws, principles, theories and concepts of chemistry necessary for further work in science or science related subjects.

STUDENT LEARNING OUTCOMES

PROGRAM

- Experiments: Students will design, carry out, and analyze the results of chemical experiments using appropriate instrumentation.
- Problem Solving: Students will solve problems by using appropriate chemical principles.
- Safety: Students will identify and follow appropriate procedures and regulations for safe handling of chemicals
- Communication: Students are able to communicate the results of their work verbally, visually, and in writing to chemists and non-chemists.

COURSE

1. Demonstrate safe laboratory practices.
2. Read NFPA, HMIS labels and understand the hazard of chemicals used.
3. Transfer sample to balance for weighing and tare the balance.
4. Measure temperature with a thermometer.
5. Correctly read a meniscus and accurately measure a liquid volume.
6. Light and adjust Bunsen burners.
7. Correctly use a hot plate.
8. Observe and interpret chemical reactions: color change, temperature change, precipitate formation, and gas evolution.
9. Perform a gravity filtration to separate liquids from solids.
10. Use capillary tubes to transfer liquid samples used in paper chromatography.
11. Use laboratory generated data to reach sound conclusions about chemical phenomena.
12. Develop basic laboratory skills and familiarity with common chemistry laboratory equipment.
13. Learn to describe and interpret chemical and physical phenomena.
14. Meaningfully connect laboratory activities to models and concepts learning in class.

GENERAL EDUCATION

Upon completion of this course, students will demonstrate competence in:

- **Critical Thinking**

Gathering, analyzing, synthesizing, evaluating and applying information

- **Interpersonal Skills**

Interacting collaboratively to achieve common goals

- **Quantitative and Empirical Reasoning**

Applying mathematical, logical and scientific principles and methods

- **Technology Skills**

Using appropriate technology to retrieve, manage, analyze, and present information

- **Written, Oral and Visual Communication**

Communicating effectively, adapting to purpose, structure, audience, and medium

REQUIRED TEXTBOOKS/MATERIALS

Any required textbooks, laboratory manuals, calculators, or other materials should be listed. List textbook title, author, edition and publisher.

INSTRUCTIONAL METHODOLOGY

This statement identifies the format in which the instruction occurs: lecture, lecture/lab, distance learning, etc. Example: This course consists of a laboratory section only.

COURSE OUTLINE

- Exponential Notation
- Determining Density
- Resolving a Two Compound Mixture
- Identification of FD and C Dyes by Chromatography
- Writing Lewis Symbols
- Naming Inorganic Compounds
- Empirical Formula
- Classifying Some Reactions
- Observing Double Replacement Reactions
- Observing Single Replacement Reactions

READINGS

Provide students with information on what they need to do in preparation before attending class and expectations during and after class.

GRADING SYSTEM

You must clearly and concisely explain your grading policy. At the minimum, the students should be able to tell:

- the number of lecture exams they are going to have
- the format of the exams
- the point distribution for all graded items
- exam due dates (you can direct them to the "Course Calendar" for these dates, if desired)

You must include the standard grading scale (90-100% = A, etc.). If you are going to give graded homework, projects, quizzes, etc. then you must describe them in your syllabus. Include how many points you take off for spelling, whether or not you allow exam retakes, or allow separate extra credit assignments.

Due to ACC policies concerning the Family Education Rights and Privacy Act (FERPA), instructors cannot call or e-mail students with information about their grades.

Instructors are required to use the *MOST* secure means of protecting students PII (Personally Identifiable Information). Using Blackboard is a *best practice* as Blackboard is the *MOST* secure means our college has and not email accounts.

There is no medium that is 100% secure; however, institutions do deem what they consider as the most secure means of publishing PII. It's not a problem until a student files a complaint with the U. S. Department of Education (Family Policy Compliance Office) and we are investigated. Upon investigation, ACC will be asked their policy and why we did not comply with our own rules.

COURSE POLICIES

Attendance/Class Participation

Regular and punctual class and laboratory attendance is expected of all students. If attendance or compliance with other course policies is unsatisfactory, the instructor may withdraw students from the class.

You should include your policy on attendance, even if you do not penalize students for not attending class. You should let students know that they are expected to attend class on a regular basis. Example:

- Students who accrue more than 5 absences for any reason will not be allowed to continue in the course.
    - Attendance will be taken at each class meeting.
    - Missing more than 15 minutes of class constitutes an absence.

- Students who miss the first two days of class will not be allowed to continue in the course.
- Students who miss two consecutive class periods without contacting me will not be allowed to continue in the course.
- It may be possible for you to attend my other section of the course. You must obtain prior permission to make sure there is room in the class. I cannot override class limits for any reason.
- I will ask you to leave the classroom if I discover you texting during class (LEC OR LAB!), and it will count as an absence. This is your only warning involving this policy.
- I will not allow you to stay on the roll for financial aid reasons if you are not attending class.
- Let me know if you will be absent from class or if there is anything going on in your life that impacts your performance so we can make arrangements. You are responsible for all materials, activities, assignments, or announcements covered in class, regardless of your reason for being absent.

Withdrawal Policy

It is the responsibility of each student to ensure that his or her name is removed from the roll should he or she decide to withdraw from the class. The instructor does, however, reserve the right to drop a student should he or she feel it is necessary. If a student decides to withdraw, he or she should also verify that the withdrawal is submitted before the Final Withdrawal Date. The student is also strongly encouraged to retain their copy of the withdrawal form for their records.

Students who enroll for the third or subsequent time in a course taken since Fall 2002 may be charged a higher tuition rate for that course.

State law permits students to withdraw from no more than six courses during their entire undergraduate career at Texas public colleges or universities. With certain exceptions, all course withdrawals automatically count towards this limit. Details regarding this policy can be found in the ACC course catalog. Withdrawn courses appear on the student's record with a grade of W. If you stop attending class and do not withdraw yourself from the course, you will receive a grade of F for the semester.

Reinstatement into a course after withdrawing is only possible if the student was withdrawn through college error.

The lecture and the lab are required in each chemistry course. If a student drops/withdraws from one section of the course, they must drop/withdraw from the corequisite.

You should include your policy on withdrawal **and TWO dates:**

1) **Census Date / Official Reporting Date** (last day to drop without a grade of "W")
2) **Withdraw Deadline** (last day to withdraw with a "W")

Dates can be found on the ACC website under Important Dates and Deadlines.

Students who exit the course before the Official Reporting Date are considered to have "dropped" the course. Dropped courses are not considered withdrawals and are not posted on the student transcript and thus not affected by the Texas Six Drop Rule. Students who exit the course after the Official Reporting Date and before or on the Final Withdrawal Date are considered to have "withdrawn" from the course and thus receive a "W" on their transcript and are affected by the Texas Six Drop rule.

Your withdrawal policy should make the following things clear: 1) do you drop students; and 2) if so, for what reasons (missing classes, missing exams, not completing safety training (including the safety contract) by a certain date, violating safety policy, not completing orientation for distance learning courses, not signing acknowledgement of receipt of syllabus, etc.

Instructors may withdraw students from their courses through the Final Withdrawal Date. Students cannot withdraw after the Final Withdrawal Date, nor should instructors withdraw them after that date as a rule. In exceptional circumstances, such as student misbehavior (disruptive behavior, cheating, violating lab safety rules) or compelling compassionate reasons (such as natural disasters or serious illnesses), an instructor can withdraw a student after the Final Withdrawal Date--please contact the department chairperson for details. The Official Reporting Date and Final Withdrawal Date may be found in the Registration Calendar.

Rule of Three: Students are charged a higher tuition rate for courses they repeat for the third or more time. This is generally referred to as the "Rule of Three". More information can be found here.

Missed or Late Work

State your policy about makeup exams (whether or not you give them, time limits, whether they are in the testing center or at your office, etc.).

Give your students specific instructions about your expectations. For example, if you require them to contact you as soon as possible after missing an exam, then say so. If you only give one makeup exam to any student during the semester, then state that policy. If you only give makeup exams on the last day of class, put that in your syllabus.

Be sure to let students know your policy on late work (do you allow it and if so, the penalty, if any, for late work.)

Incomplete

An instructor may award a grade of "I" (Incomplete) if a student was unable to complete all of the objectives for the passing grade in a course **due to medical/emergency reasons. Students must have successfully completed at least 60% of the course materials to get an**

incomplete. An incomplete grade cannot be carried beyond the established date in the following semester.
The completion date is determined by the instructor but may not be later than the final deadline for withdrawal in the subsequent semester.

Giving a grade of incomplete is at the instructor's discretion. The coursework must be completed and the grade submitted by the Final Withdrawal Date of the FOLLOWING semester or the grade of "I" will become an "F" grade.

COLLEGE POLICIES

Health & Safety Protocols

Operational areas of ACC campuses and centers are fully open and accessible through all public entrances. The college encourages its staff, faculty, and students to be mindful of the well-being of all individuals on campus. If you feel sick, feverish, or unwell, please do not come to campus.

Some important things to remember:

- If you have not done so, ACC encourages all students, faculty, and staff to get vaccinated. COVID-19 vaccines are now widely available throughout the community. Visit Vaccines.gov to find a vaccine location near you.

- Campuses are open to faculty, staff, and students: The college and its departments and offices may invite internal *and* external guests to their events and activities, though access is still restricted for external parties seeking to host activities at ACC. The college's Appian Health Screening App remains available to everyone who visits campus. This continues to be a good way to check your own health before coming to class or work.

- If you are experiencing COVID-19-related symptoms, please get a COVID-19 test as soon as possible before returning to an ACC facility. Testing is now widely available. To find testing locations near you, click this link.

- If you test positive, please report it on the ACC self-reporting tool located here.

- ACC continues to welcome face masks on campus. Per CDC guidelines, face masks remain a good way to protect yourself from COVID-19.

- The college asks that we all continue to respect the personal space of others. We are encouraging 3 feet of social distancing.

- Please be sure to carry your student, faculty, or staff ID badge at all times while on campus.

Because of the ever changing situation, please go to ACC's Covid website at for the latest updates and guidance.

Statement on Academic Integrity

Austin Community College values academic integrity in the educational process. Acts of academic dishonesty/misconduct undermine the learning process, present a disadvantage to students who earn credit honestly, and subvert the academic mission of the institution. The potential consequences of fraudulent credentials raise additional concerns for individuals and communities beyond campus who rely on institutions of higher learning to certify students' academic achievements and expect to benefit from the claimed knowledge and skills of their graduates. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, falsifying documents, or the inappropriate use of the college's information technology resources. Further information is available at the Academic Integrity website.

Any course specific policies, expectations, or procedures could be included here.

Student Rights & Responsibilities

Students at ACC have the same rights and protections under the Constitution of the United States. These rights include freedom of speech, peaceful assembly, petition and association. As members of the community, students have the right to express their own views, but must also take responsibility for according the same rights to others and not interfere or disrupt the learning environment. Students are entitled to fair treatment, are expected to act consistently with the values of the college, and obey local, state, and federal laws. Student Rights & Responsibilities

As a student of Austin Community College you are expected to abide by the Student Standards of Conduct.

Senate Bill 212 and Title IX Reporting Requirements

Under Senate Bill 212 (SB 212), the faculty and all College employees are required to report any information concerning incidents of **sexual harassment, sexual assault, dating violence, and stalking** committed by or against an ACC student or employee. Federal Title IX law and College policy also require reporting incidents of **sex- and gender-based discrimination and sexual misconduct**. **This means faculty and non-clinical counseling staff cannot keep confidential information about any such incidents that you share with them.**

If you would like to talk with someone confidentiality, please contact the District Clinical Counseling Team who can connect you with a clinical counselor on any ACC campus: (512) 223-2616, or to schedule online, go to the Counseling website.

While students are not required to report, they are encouraged to contact the Compliance Office for resources and options: Charlene Buckley, District Title IX Officer, (512) 223-7964; compliance@austincc.edu .

If a student makes a report to a faculty member, the faculty member will contact the District Title IX Officer for follow-up.

Student Complaints

A defined process applies to complaints about an instructor or other college employee. You are encouraged to discuss concerns and complaints with college personnel and should expect a timely and appropriate response. When possible, students should first address their concerns through informal conferences with those immediately involved; formal due process is available when informal resolution cannot be achieved.

Student complaints may include (but are not limited to) issues regarding classroom instruction, college services and offices on the basis of actual or perceived race, color, national origin, religion, age, gender, gender identity, sexual orientation, political affiliation, or disability.

Further information about the complaints process, including the form used to submit complaints, is available at the Student Complaint Procedures website.

Statement on Privacy

The Family Educational Rights and Privacy Act (FERPA) protects confidentiality of students' educational records. Grades cannot be provided by faculty over the phone, by e-mail, or to a fellow student.

Class grades should be posted in Blackboard, and this could be mentioned here.

Recording Policy

To ensure compliance with the Family Education Rights and Privacy Act (FERPA), student recording of class lectures or other activities is generally prohibited without the explicit written permission of the instructor and notification of other students enrolled in the class section. Exceptions are made for approved accommodations under the Americans with Disabilities Act.

Recording of lectures and other class activities may be made by faculty to facilitate instruction, especially for classes taught remotely through BlackBoard or another platform. Participation in such activities implies consent for the student to be recorded

during the instructional activity. Such recordings are intended for educational and academic purposes only.

Safety Statement

Health and safety are of paramount importance in classrooms, laboratories, and field activities. Students are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Emergency Procedures posters and Campus Safety Plans are posted in each classroom and should be reviewed at the beginning of each semester. All incidents (injuries/illness/fire/property damage/near miss) should be immediately reported to the course instructor. Additional information about safety procedures and how to sign up to be notified in case of an emergency can be found at the Emergency Management website.
Everyone is expected to conduct themselves professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual may be immediately dismissed from the day's activity and will be referred to the Dean of Student Services for disciplinary action.

In the event of disruption of normal classroom activities due to an emergency situation or an outbreak of illness, the format for this course may be modified to enable completion of the course. In that event, students will be provided an addendum to the class syllabus that will supersede the original version.

Campus Carry

The Austin Community College District concealed handgun policy ensures compliance with Section 411.2031 of the Texas Government Code (also known as the Campus Carry Law), while maintaining ACC's commitment to provide a safe environment for its students, faculty, staff, and visitors. Beginning August 1, 2017, individuals who are licensed to carry (LTC) may do so on campus premises except in locations and at activities prohibited by state or federal law, or the college's concealed handgun policy.

It is the responsibility of license holders to conceal their handguns at all times. Persons who see a handgun on campus are asked to contact the ACC Police Department by dialing 512-223-1231. Please refer to the concealed handgun policy online at the Campus Carry website.

Discrimination Prohibited

The College seeks to maintain an educational environment free from any form of discrimination or harassment including but not limited to discrimination or harassment on the basis of race, color, national origin, religion, age, sex, gender, sexual orientation, gender identity, or disability.

Faculty at the College are required to report concerns regarding sexual misconduct (including all forms of sexual harassment and sex and gender-based discrimination) to the Manager of Title IX/Title VI/ADA Compliance. Licensed clinical counselors are available across the District and serve as confidential resources for students.

Additional information about Title VI, Title IX, and ADA compliance can be found in the ACC Compliance Resource Guide.

Use of ACC email

All College e-mail communication to students will be sent solely to the student's ACCmail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify students of any college- related emergencies using this account. Students should only expect to receive email communication from their instructor using this account. Likewise, students should use their ACCmail account when communicating with instructors and staff. Information about ACC email accounts, including instructions for accessing it, are available at the ACC Email Q&A website.

Use of the Testing Center

The Testing Centers will allow only limited in person testing and testing time will be limited to the standard class time, typically one and one-half hours. Specifically, only the following will be allowed in the Testing Centers:

- Student Accessibility Services (SAS) Testing: All approved SAS testing
- Assessments Tests: Institutionally approved assessment tests (e.g., TSIA or TABE)
- Placement Tests: Placement tests (e.g., ALEKS)
- Make-Up Exams (for students who missed the original test): Make-up testing is available for all lecture courses but will be limited to no more than 25% of students enrolled in each section for each of four tests
- Programs incorporating industry certification exams: Such programs (e.g., Microsoft, Adobe, etc.) may utilize the ACC Business Assessment Center for the industry certification exams (BACT) at HLC or RRC

The instructor should provide additional information about how they will conduct examinations and other assessments here.

STUDENT SUPPORT SERVICES

The success of our students is paramount, and ACC offers a variety of support services to help, as well as providing numerous opportunities for community engagement and personal growth.

Student Support

ACC strives to provide exemplary support to its students and offers a broad variety of opportunities and services. Information on these campus services and resources is available at the Student Resources website. A comprehensive array of student support services is available online at the Student Support website.

Student Accessibility Services

Austin Community College (ACC) is committed to providing a supportive, accessible, and inclusive learning environment for all students. Each campus offers support services for students with documented disabilities. Students with disabilities who need classroom, academic or other accommodations must request them through Student Accessibility Services (SAS).

Students are encouraged to request accommodations prior to the beginning of the semester, otherwise the provision of accommodations may be delayed. Students who have received accommodations from SAS for this course will provide the instructor with the legal document titled "Faculty Notification Letter" (FNL) through the Accessible Information Management (AIM) portal.

Until the instructor receives the FNL, accommodations should not be provided. Once the FNL is received, accommodations must be provided. Accommodations are not retroactive, so it is in the student's best interest to request their accommodations as soon as possible prior to the beginning of the semester.

Please contact SAS@austincc.edu for more information.

Academic Support

ACC offers academic support services on all of its campuses. These services, which include online tutoring, academic coaching, and supplemental instruction, are free to enrolled ACC students. Tutors are available in a variety of subjects ranging from accounting to pharmacology. Students may receive these services on both a drop-in and referral basis.

An online tutor request can be made here: Online Tutoring Request

Additional tutoring information can be found here: Online Tutoring

Library Services

ACC Library Services offers both in-person and extensive online services, with research and assignment assistance available in-person during limited hours of service. Although all college services are subject to change, plans include ACC students signing up for study space and use of computers at open libraries, extensive online instruction in classes, online reference assistance 24/7 and reference with ACC faculty librarians. In addition, currently enrolled students, faculty and staff can access Library Services online (also 24/7) via the ACC Library website and by using their ACCeID to access all

online materials (ebooks, articles from library databases, and streaming videos). ACC Libraries offer these services in numerous ways such as: "Get Help from a Faculty Librarian: the 24/7 Ask a Librarian chat service," an online form for in-depth research Q and A sessions, one-on-one video appointments, email, and phone (voicemail is monitored regularly).

- Library Website
- Library Information & Services during COVID-19
- Ask a Librarian 24/7 chat and form
- Library Hours of Operation by Location
- Email: library@austincc.edu

Parent and Family Engagement Services

ACC understands how important parent and family support is to every student's college journey. From parents and siblings to stepparents, grandparents, partners, and loved ones, the Parent and Family Engagement Office at ACC is committed to empowering families to support student success. The office provides a family orientation to ACC, free workshops explaining the world of higher education (financial aid, student resources, career and transfer services, etc.), a monthly newsletter full of student success tips, and a website designed to answer family members' frequently asked questions. All students, especially first-generation students, are encouraged to share these resources with their families and invite them to be part of the Riverbat experience. Contact familyengagement@austincc.edu or visit the Parent & Family Engagement website for more information.

Student Organizations

ACC has over seventy student organizations, offering a variety of cultural, academic, vocational, and social opportunities. They provide a chance to meet with other students who have the same interests, engage in service-learning, participate in intramural sports, gain valuable field experience related to career goals, and much else. Student Life coordinates many of these activities, and additional information is available at at the Student Life website.

Personal Support

Resources to support students are available at every campus. To learn more, ask your professor or visit the campus Support Center. All resources and services are free and confidential. Some examples include, among others:

- Food resources including community pantries and bank drives can be found here at the Central Texas Food Bank website.
- Assistance with childcare or utility bills is available at any campus Support Center

- The Student Emergency Fund can help with unexpected expenses that may cause you to withdraw from one or more classes
- Help with budgeting for college and family life is available through the Student Money Management Office.
- A full listing of services for student parents is available at the Child Care website.

Mental health counseling services are available throughout the ACC Student Services District to address personal and or mental health concerns at the Counseling website.

If you are struggling with a mental health or personal crisis, call one of the following numbers to connect with resources for help. However, if you are afraid that you might hurt yourself or someone else, call 911 immediately.
Free Crisis Hotline Numbers:

- Austin / Travis County 24-hour Crisis & Suicide hotline: **512-472-HELP (4357)**
- The Williamson County 24-hour Crisis hotline: **1-800-841-1255**
- Bastrop County Family Crisis Center hotline: **1-888-311-7755**
- Hays County 24 Hour Crisis Hotline: **1-877-466-0660**
- National Suicide Prevention Lifeline: **988** or **1-800-273-TALK (8255)**
- Crisis Text Line: **Text "home" to 741741**
- Substance Abuse and Mental Health Services Administration (SAMHSA) National Helpline: **1-800-662-HELP (4357)**
- National Alliance on Mental Illness (NAMI) Helpline:**1-800-950-NAMI (6264)**

Some faculty may consider adding a student sign-off page at the end of the syllabus to be removed and handed back to the instructor providing evidence that the student received a copy of the syllabus and had an opportunity to ask questions, but such a page is optional.

COURSE OUTLINE/CALENDAR

You must provide a list either by day or week of the topics being covered, as well as noting major events such as exams and deadlines for major projects or assignments.

Instructors are encouraged to add a statement of variance, such as: Please note schedule changes may occur during the semester. Any changes will be announced in class or on Blackboard.

The Course Outline/Calendar is a required component of the syllabus and must also be posted in Lighthouse.

Optional Statements: If you wish, you can insert the following optional topics into your syllabus.

Timely Return of Graded Materials

Include a statement about when students can expect graded papers to be returned. Example: "I will return graded papers within one week of submission."

Student Injury Insurance

Students enrolled in lab and field courses are covered by student insurance if they are injured as a result of the lab or field activity. The instructor will provide the student with the necessary forms and complete an injury report for the office of Environmental Health, Safety and Insurance. There is a small deductible.

Bad Weather

If classes are cancelled because of bad weather, ACC notifies instructors and students on the ACC homepage (http://www.austincc.edu) and on local radio and television stations.

Blackboard

Tell students what types of information you will provide on Blackboard. Example: "I will post all grades, lecture objectives, and lab handouts on Blackboard. Please check this site on a daily basis for announcements and all needed materials."

How to Access BLACKBOARD

All course materials are posted on ACC's Blackboard site. Students may access Blackboard by selecting the "Blackboard Login" link on ACC's student page at https://students.austincc.edu/. You will need to activate your ACCeID before you can log into Blackboard (see ACC's student page for a link). All course materials, including lecture and lab notes, homework assignments, homework answers, your grades, announcements, etc. will be posted on this site. The most up to-date course information will be posted on Blackboard, not on my website. Check this site on a daily basis. Posted Blackboard announcements will also be sent out to students' ACC email account.

Cell Phones

If you have a policy about cell phone/electronic devices, state it in your syllabus. Example: "Please turn off cell phones and other electronic devices during class as a courtesy to me and other students."

ACC Policy Concerning Copyrighted Materials

All class materials provided on the instructor's web page, Blackboard, CD, and/or in printed form (labs, objectives, assignments, etc.) are copyrighted and may not be reproduced without the written consent of the copyright holder. This may be the instructor, ACC, or a publisher. Reproduction consists of photocopying, scanning and copying files, or posting on a

server or web site. Students currently registered for this section have permission to print one copy of
course materials for their own personal use. No permission is given for posting any course materials on web sites.

Smoking/Vaping/Smokeless Tobacco Products

Austin Community College District is smoke-free and includes nicotine vapor products and devices (such as electronic cigarettes) and smokeless tobacco products.

Remember, the syllabus is not only an ACC and SACS requirement, it is a contract between you and your student. If it is not in the syllabus, it cannot be enforced.