**Earth Science /Environmental Science 2L03**  
**Environmental Geochemistry**  
**Course Outline January 2017**

**Instructor**  
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GSB-202  
email: berniejm@mcmaster.ca

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**Introduction & Course Objectives**

The primary aim of this course is to introduce students to environmental geochemistry, which seeks to quantify the natural geochemical cycles of elements at the surface of the Earth, as well as the effects of human activities upon these cycles. Environmental geochemists focus on the characterization of the processes involved in the distribution, abundance and transport of chemical substances, as well as the identification of element sources and sinks (i.e. bedrock, soils, sediments and water) in the environment. Water rock interactions determine important characteristics of lakes, rivers, groundwater and oceans; hence the name “geo-chemistry”. However, the ultimate geochemical characteristics of any environment also reflect interactions with environmental microorganisms. This course is designed to introduce students to the fundamental chemical principles underlying the major types of reactions that occur in the environment, the biogeochemical nature of these processes, as well as the methods used for characterization, using applied examples. The course balances the acquisition of a knowledge component with the development of personal transferable skills. In this course students will enhance their numerical literacy, research, critical thinking and written communication skills by completion of laboratory reports. Time management and organization skills will be developed through the laboratory component of the course.

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**Course Materials**

1. Custom Courseware - *Handbook for the Earth & Environmental Sciences Student*  
   (Available on Avenue to Learn)


4. Assigned laboratory materials will be posted throughout the term one week prior to laboratories (Available on Avenue to Learn)
**Lectures**

Lectures will be on Mondays and Thursdays, from 12:30 to 1:20 p.m. in **MDCL 1309**. Check your lecture schedule attached for further details. ALL students are expected to attend ALL lectures. **It is the responsibility of the student to ensure that notes are obtained for any classes missed.**

The live lectures will be captured by Classroom Audio Visual Services (e.g. ECHO 360), and the link to the captures will be posted on Avenue to Learn. **Therefore students are NOT authorized to record the live lectures (video recording, audio recording; taking pictures, etc.) without explicit and documented approval from the course instructor. If approval is given, students are forbidden to redistribute this material through any platform (social media, etc.).**

**Evaluation**

This course will consist of online quizzes, lab and reports, a term paper and a final exam. There will be 5 quizzes in the course covering lecture and textbook material. Quizzes are valued at 5% each and the lowest quiz mark will be dropped. Quizzes will be available on A2L (Avenue to Learn) for a 7-day period. Their schedule will be posted on A2L. It is the responsibility of the student to be aware of quiz start and end dates, and of due dates for lab assignments and reports. Please see the section titled ‘Missed Work’ for information regarding missed quizzes.

This course will also contain Final Exam. The final exam will cover all lecture and textbook readings, as well as subjects covered by the lab reports. The final exam will consist of calculations, and short answer questions.

- **i-Clicker Participation** 10%
- **Quizzes A2L Quizzes (best 4 of 5 @ 5% each)** 20%
- **Labs (3 reports @ 10% each)** 30%
- **Final Exam** 40%

Students who miss more than one lab, or do not submit a lab report, without either submitting the MSAF or documentation approved by my Associate Dean’s office, will automatically **fail** the course. See the section ‘Missed Work’ for more information.

**Active Participation during Lectures using iClicker**

We will be using the iClicker during lectures. Clicker questions are part of every lecture, so bring your clicker to class every day. **If you have registered your iClicker and you click a response to at least 80% of clicker questions during the term, you will receive the full 10% clicker grade.** If you respond to less than 80% of possible questions, your clicker grade is pro-rated, in the following manner:

<table>
<thead>
<tr>
<th>% of responses entered</th>
<th>Participation Mark %</th>
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</thead>
<tbody>
<tr>
<td>80 or more</td>
<td>10 (full %)</td>
</tr>
<tr>
<td>75 to 79</td>
<td>9</td>
</tr>
<tr>
<td>70 to 74</td>
<td>8</td>
</tr>
</tbody>
</table>
The percentage of the polls you will have provided an answer to, and your i-Clicker Participation mark (out of 10) will be updated weekly on Avenue to Learn. To register your i-Clicker, please use your MacID here:

http://www1.iclicker.com/register-clicker/

No accommodations will be made for i-Clicker issues such as: lost devices, devices forgotten at home, dead batteries, mistakes in programming the Base Frequency, or malfunctioning devices. It is the student’s responsibility to make sure that they have their i-Clicker with them for lecture, that the device is functioning properly, and that they know how to use it.

Should there be a discrepancy between the record of participation obtained from the i-Clicker Base System and a student’s own personal tracking of her/his participation during the term, the record from the Base System will prevail.

**Participation for marks will start to be recorded on Monday, January 16th, 2017**

Participation marks will be updated weekly on Avenue to Learn. Make sure to verify your marks on a regular basis, and to contact the course instructor in case of a possible discrepancy. **The last day to have register your i-Clicker device registered will be Friday April 7th, 2017, 4:30 p.m. If your device is not registered by that point, your participation mark will stay as it is.**

**Attendance and Emails Policy**

Office hours are held by the instructor, to help clarify the content of lectures, while the teaching assistants (TAs) will help answer questions regarding the labs. It is not the instructor’s or the TA’s responsibility to go over an entire lecture with you, if you missed it. It is your responsibility to acquire the necessary information from classmates.

It is not appropriate to use email to ask detailed questions (including asking about what was discussed in lecture). As a general rule, you should not expect to receive answers to emails on weekends or late in the evening. Rather, emails will typically be responded to during regular working hours on weekdays, and as schedule allows. Emails sent 24 hours prior to/on the deadline for a lab report, or the Final Exam test date, will not be answered.

As a courtesy, and to ensure your emails are properly answered, you must include your name and student ID number in the email signature, and the course code and number (EARTH SC 2L03). Emails must be sent from McMaster email accounts or they will not be read or responded to. **Emails sent from Avenue or within Avenue will not be responded to.** Emails should be written in a professional manner, spell-checked and proof-read before sending them. The subject line **must** state for which course the query is about. Online discussion terminology (e.g. Facebook) must be avoided.
Course Contract

All students are responsible to read and complete the course contract on Avenue to Learn (an additional copy is attached to the course outline, for reference). This contract is a component of the course outline, and extends as well as specifies a number of course policies students must be aware of. Students will not have their grades appear on A2L until their contracts have been completed.

You will have until Friday January 27th to complete this contract. After this, you will not be able to participate in labs, or submit lab assignments for marks until you have completed and submitted this contract.

Labs

You have been assigned a lab time by the registrar’s office. Attendance at labs is mandatory, and will be recorded. The first lab begins the week of January 23rd. A complete lab schedule is attached.

Starting with the week of January 30th, and for subsequent labs, you will attend your lab section during the week assigned to your group (to be posted on Avenue to Learn). Each lab group will be divided into pairs. For labs 2 and 3, students will not be permitted to attend lab during the week assigned for the other group within their section. A complete lab schedule is attached.

PLEASE NOTE: Students who are more than 5 minutes late for lab will not be permitted to do the lab, and will not be authorized to submit a report for the missed lab. They will get a mark of zero as a result.

ATTIRE: Students must wear a lab coat, safety glasses, long pants and closed toed shoes (NO CONTACT LENSES, STUDENTS MUST WEAR GLASSES) for labs 2 and 3. Students who do not have the proper attire will not be permitted to complete the lab and will get a mark of zero.

Laboratory protocols will be posted on A2L and students are required to read this material. For labs 2 and 3, brief pre-lab quizzes (not for marks) will be available prior to each lab, to evaluate your knowledge of what the lab entails. You will not be allowed to attend and participate a lab unless you obtain a perfect mark (100%) on the corresponding pre-lab quiz.

Lab Reports

The Lab reports will be due no later than 4:30 p.m. on the specified due date, and should be submitted in the EARTH SC 2L03 drop box on the 2nd floor of GSB.

This first page of your lab reports will need to include ALL of the following information: name, student ID number, course name and number (i.e. EARTH SC 2L03), assignment number (e.g. Lab 2), name of your teaching assistant (T.A), lab section number or day/ time or your lab section, group number and due date. Lab reports submitted without this
information will be penalized, i.e. 10% of the lab mark obtained will be deducted.

This may also result in your mark not being entered on A2L, particularly if the student’s information is completely missing. In these circumstances, the Instructor or T.A. will make NO attempt at identifying who is the author of the report.

The second floor of GSB locks shortly after 4:30 pm but you can still submit your lab reports to the after-hours drop box located at the western end of GSB. These reports will be collected the following day and date stamped with that date, not the date you physically put the report in the after-hours drop box

Late work and penalty: Reports submitted late without justification will be penalized, i.e. 25% of the mark obtained will be subtracted for each day of lateness; weekends count as one day.

Missed work

If you miss the deadline for a deliverable, for a legitimate reason, you must follow the following 2 steps:

1) You can report absences that last up to 3 days using the McMaster Student Absence Form (MSAF). Please see the section titled ‘McMaster Student Absence Form (MSAF)’ for further information. Do not bring a doctor’s note to your instructor or T.A

2) You must contact your instructor to find out what accommodations, if any, will be made for a missed assignment. Most likely, you will be given a short extension.

If you do not complete these two steps within 3 days of the missed evaluation, you will receive a mark of zero.

Unless specified otherwise, no penalties will be applied to material submitted late with justification. LAB REPORTS SUBMITTED LATE WITHOUT JUSTIFICATION WILL BE GIVEN A PENALTY OF 25% PER DAY OF LATIONESS. All late assignments must be handed into the drop boxes on the second floor of General Science.

NO accommodation will be made for extra-curricular activities (participation to varsity teams, academic clubs, etc.) without students having documentation approved by their Associate Dean’s office in advance. Accommodations, approved by the Associate Dean’s office, will need to be discussed a minimum of two weeks before a course component will be missed or due.

As online quizzes will be available for a 7-day period, MSAFs will NOT be accepted for missed quizzes; see the section titled ‘McMaster Student Absence Form (MSAF). Marks for a missed quiz will count towards the lowest quiz mark for the course. Marks for additional missed quizzes, with appropriate supporting documentation, will be allocated towards your final exam (e.g. the 5% for a missed quiz will be applied to the final exam making it worth 45% of your final mark).

MSAFs will NOT be accepted for missed participation; see the section titled ‘McMaster Student Absence Form (MSAF) for absences of a longer duration. Accommodations for missed in-class participation (i-Clicker) will only be possible if the absence, supported by documentation, lasts 21 days or more without interruption. Only in that instance will the percentage of the questions
missed be applied to the final exam (e.g. if 50% of the Clicker questions asked during the term were missed, then half of the participation mark, 5%, will be applied to the final exam making it worth 45% of your final mark).

**Special Accommodations**

Students with learning challenges may receive accommodations. Please contact Student Accessibility Services (SAS): [http://sas.mcmaster.ca/](http://sas.mcmaster.ca/)

Students requiring accommodations for Religious, Indigenous, and Spiritual Observances (RISO) should contact their Faculty office as early as possible, preferably at the start of Term: [http://multifaith.mcmaster.ca/riso](http://multifaith.mcmaster.ca/riso)

**McMaster Student Absence Form (MSAF)**

If you are absent from the university for a minor medical reason, lasting fewer than 5 days, you may report your absence, once per term, without documentation, using the McMaster Student Absence Form. Absences for a longer duration or for other reasons must be reported to your Faculty/Program office, with documentation, and relief from term work may not necessarily be granted. When using the MSAF, report your absence to berniejm@mcmaster.ca. You must then contact your instructor immediately (normally within 2 working days) by email at berniejm@mcmaster.ca to learn what relief may be granted for the work you have missed, and relevant details such as revised deadlines, or time and location of a make-up evaluation. Please note that the MSAF may not be used for term work worth 25% or more, nor can it be used for the final examination.

**Please note:** students who use the MSAF, but who do not contact the instructor within the 2 working days period, may not be granted any relief.

**Avenue to Learn (A2L)**

URL: [http://avenue.mcmaster.ca/](http://avenue.mcmaster.ca/)

A2L is an online system, which will be used in this class for communicating information relating to the course (e.g. lecture notes, lab preparation etc.). To log in to A2L, use your MUGSI login and password. See the A2L home page above for more instructions if you need them. **It is the student’s responsibility to check A2L regularly (i.e. AT LEAST twice a week) for updates.**

Students should be aware that, when they access the electronic components of this course, private information such as first and last names, user names for the McMaster e-mail accounts, and program affiliation may become apparent to all other students in the same course. The available information is dependent on the technology used. Continuation in this course will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure, please discuss this with the course instructor.

If you encounter any technical problems with this service, go to the following website for support: [http://avenue.mcmaster.ca/help/](http://avenue.mcmaster.ca/help/)
Please note that it is not the responsibility of the teaching staff of EARTH SC 2L03 to assist you with A2L issues.

**Reporting Quiz Issues**

1) You have one week *after* a quiz has been completed and the results released, to report an issue. Please make sure to take a good look at your quiz results once they are released.

2) Issues that are reported via email to the course instructor will not be addressed. You need to complete the *Quiz Issue Reporting Form on A2L for them to be dealt with.* A reporting form will be available for each quiz.

3) You must answer the following questions in the reporting form:
   - which specific attempt you want the course instructor to look into,
   - which specific question number you want the course instructor to look into,
   - the full text of the question,
   - if relevant, which option is identified as the correct option,
   - if relevant, which option you believe is the correct one, and why.
   - and/or any other detail that you think is relevant: missing figure, repetition of the options, incomplete question, material covered by the question, etc.

4) Unless stated otherwise, the issue(s) reported will only be addressed once a quiz is over; not while it is still active. The issue(s) will then be dealt with as quickly as possible.

**Mark Appeals and A2L grades**

You will have one week (i.e. 7 days) from the date that marks for an evaluation (e.g. quiz) are released to appeal your mark. The times at which you will be able to retrieve your reports will be announced during lab times and on A2L.

If you wish to appeal a mark for a report, you must attach to your report a written note (including your name, McMaster email address, and student ID number) box justifying why you wish to have the report looked after, and leave this in the EARTH SC 2L03 drop box. In any case, if the request is found to be insufficiently justified (e.g. simply wanting a higher mark is insufficient), the matter will not be further investigated.

Your marks will be recorded on A2L. It is your responsibility to check that all marks entered into A2L are recorded properly. You must notify the instructor about any errors with regards to how your marks are entered. You have until 48 hours prior to the final exam to report any A2L mark issues.

**Student Conduct**

Students’ behaviour in all aspects of this course should meet the standards of the McMaster University Student Code of Conduct. Any inappropriate behaviour directed against any of your colleagues, T.A, or the instructor will not be tolerated. Disruptive behaviour during lectures will also not be tolerated.
This also means that the A2L Discussion Board is an extension of the classroom. These spaces are to be considered inclusive and safe. Abuse, ridicule, slander, inappropriate language, and discrimination towards the instructor, teaching staff, and other students will not be tolerated in any capacity. This may lead to various disciplinary measures including, but not limited to, removal of access privileges to the A2L for Earth Sc 2L03.

**Academic Dishonesty**

You are expected to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity.

Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behaviour can result in serious consequences, e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: “Grade of F assigned for academic dishonesty”), and/or suspension or expulsion from the university.

It is your responsibility to understand what constitutes academic dishonesty. For information on the various types of academic dishonesty please refer to the Academic Integrity Policy, located at http://www.mcmaster.ca/academicintegrity

The following illustrates only three forms of academic dishonesty:

1. Plagiarism, e.g. the submission of work that is not one’s own or for which other credit has been obtained.
2. Improper collaboration in group work.
3. Copying or using unauthorized aids in tests and examinations

*The instructor and university reserve the right to modify elements of the course during the term. The university may change the dates and deadlines for any or all courses in extreme circumstances. If either type of modification becomes necessary, reasonable notice and communication with the students will be given with explanation and the opportunity to comment on changes. It is the responsibility of the student to check their McMaster email and course websites weekly during the term and to note any changes.*

**Acknowledgement of Course Policies**

Your registration and continuous participation (e.g. on A2L, in the classroom, etc.) to the various learning activities of Earth Sc 2L03 will be considered to be an implicit acknowledgement of the course policies outlined above, or of any other that may be announced during lecture and/or on A2L. It is your responsibility to read this course outline, to familiarize yourself with the course policies and to act accordingly.
Lack of awareness of the course policies cannot be invoked at any point during this course for failure to meet them. It is your responsibility to ask for clarification on any policies that you do not understand.

The instructor reserves the right to modify elements of the course and will notify students accordingly (in class and post any changes to the course A2L). The lecture schedule is only a guideline and may be modified during the course of the class.

The instructor and university reserve the right to modify elements of the course during the term. The university may change the dates and deadlines for any or all courses in extreme circumstances. If either type of modification becomes necessary, reasonable notice and communication with the students will be given with explanation and the opportunity to comment on changes. It is the responsibility of the student to check their McMaster email and course websites weekly during the term and to note any changes.
## Lecture and Lab Schedule

<table>
<thead>
<tr>
<th>Week Beginning</th>
<th>Weekday¹</th>
<th>Topic</th>
<th>Labs (Labs 2 and 3 will be in BSB-315)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 2</td>
<td>Th</td>
<td>NO LECTURE</td>
<td>LABS START WEEK OF JAN 23rd</td>
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<tr>
<td>Jan. 9</td>
<td>M Th</td>
<td>Introduction to Course Basic Principles I</td>
<td></td>
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<tr>
<td>Jan. 16</td>
<td>M Th</td>
<td>Basic Principles II Introduction to Lab 1</td>
<td></td>
</tr>
<tr>
<td>Jan. 23</td>
<td>M Th</td>
<td>Equilibrium Thermodynamics I Equilibrium Thermodynamics II Lab 1 Assigned – Data posted on A2L</td>
<td></td>
</tr>
<tr>
<td>Jan. 30</td>
<td>M Th</td>
<td>Equilibrium Thermodynamics III Equilibrium Thermodynamics IV Lab 1 Due Lab 2 – Part A: Group 1</td>
<td></td>
</tr>
<tr>
<td>Feb. 6</td>
<td>M Th</td>
<td>Acid-Base I Acid-Base II Lab 2 – Part A: Group 2</td>
<td></td>
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<tr>
<td>Feb. 13</td>
<td>M Th</td>
<td>Acid-Base III Acid-Base IV Lab 2- Part B – Group 1</td>
<td></td>
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<tr>
<td>Feb. 20</td>
<td>M Th</td>
<td>MID-TERM RECESS No lab</td>
<td></td>
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<tr>
<td>Feb. 27</td>
<td>M Th</td>
<td>Acid-Base V Redox I Lab 2 – Part B – Group 2</td>
<td></td>
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<tr>
<td>Mar. 6</td>
<td>M Th</td>
<td>Redox II Redox III Lab 2 Report Due Lab 3 – Part A – Group 2</td>
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<tr>
<td>Mar. 13</td>
<td>M Th</td>
<td>Redox IV Redox V Lab 3 – Part A – Group 1</td>
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<tr>
<td>Mar. 20</td>
<td>M Th</td>
<td>Redox VI Geomicrobiology I Lab 3 – Part B – Group 2</td>
<td></td>
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<tr>
<td>Mar. 27</td>
<td>M Th</td>
<td>Geomicrobiology II Geomicrobiology III Lab 3 – Part B – Group 1</td>
<td></td>
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<tr>
<td>Apr. 3</td>
<td>M Th</td>
<td>Stable Isotopes I Course Wrap Up Lab 3 Report 3 Due</td>
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¹Please note: M = Monday, R = Thursday

### Labs:

Lab 1: Units and Data Analysis; week of Jan. 23rd

Lab 2: Analyses of Fe and S Concentrations in Water – Part A; weeks of Jan. 30 and Feb. 6th.

Lab 2: Analyses of Fe and S Concentrations in Water – Part B; weeks of Feb. 13th and Feb. 27th.

Lab 3: Acid Buffering Capacities of Water – Part A; weeks of March 6th and March 13th.

Lab 3: Acid Buffering Capacities of Water – Part B; weeks of March 20th and March 30th.

This lecture and lab schedule is only a guideline and may be modified during the course of the class.
**ENVIR/Earth SC 2L03 - Student Responsibility Contract:**

Being a university student requires you to assume a level of responsibility towards your academic career. Rules and Regulations regarding coursework change during the transition from high school to university as well as varying between Faculties and courses at McMaster. We want to ensure that you (the student) understand and acknowledge certain aspects of how this course operates.

All students are responsible to read and understand this course contract. This contract is a component of the course outline, and extends as well as specifies a number of course policies students must be aware of. **All students must agree to the course policies by completing the Student Responsibility Contract Quiz on Avenue. Students will not have their grades appear on Avenue until they have completed the course contract on Avenue.**

*You will have until Friday January 27th to complete this contract. After this, you will not be able to participate in labs, or submit lab assignments for marks until you have completed and submitted this contract.*

**Assignment Submission and Late Assignments:**

I am aware that all submitted assignments will need to include ALL of the following information: name, student ID number, course name and number (i.e. Earth Sc 2L03), assignment number (e.g. Lab 2), name of my TA, Lab section number or day/ time or my lab section, and due date. I am aware that assignments submitted without this information will be penalized, i.e. 25% of the mark I obtained will be subtracted.

I am aware that the timeline for the submission of each lab report is specified in the description of each lab. There is a drop-off box on the 2nd floor of GSB in which I can submit an assignment if I am unable to attend my lab. Any assignment submitted late will be deducted 25% per day; weekends count as one day.

I need to communicate and make arrangements with my T.A. if I need (or wish) to hand in an assignment early. The Instructor and T.A.’s are not responsible for the loss of assignments that are submitted in the drop-off box.

☐ I understand the course policies with respect to assignment submission.

**Illness:**

If I am sick or have another extraordinary circumstance that results in my missing course-work (e.g. deadlines), it is my responsibility to get proper medical (or other) documentation. I understand that absences that last up to 5 days must be reported using the McMaster Student Absence Form (MSAF). I also understand that a maximum of 1 MSAFs may be filed per term and MSAFs cannot be filed during examination periods. If I am absent for more than 5 days or exceed the maximum of 1 request per term I must visit my Associate Dean’s Office. It is my responsibility, after submitting this documentation, to see the Instructor (or his designate) to discuss what, if any, accommodations will be made with respect to any missed work. Phoning or emailing the Instructor is insufficient. **I have one week from the date in which the assignment was originally due to complete this process; otherwise I will receive a mark of zero.**
I have 2 days once a MSAF has been submitted to contact the Instructor, otherwise I will receive a mark of zero.

Furthermore, I am not to assume that I do not have to complete any missed work; it is up to my Instructor (not my T.A.) to determine what, if any, accommodations will be made.

I also understand that if I miss more than one lab without approved documentation I will automatically fail the course.

☐ I understand the course policies with respect to illness.

**Mark Appeals and A2L Grades:**
I have one week from the date that a lab report is returned to class to appeal my mark. If I wish to appeal a grade, I must submit to my T.A. a written note justifying why I wish to have the assignment remarked, with the assignment attached. If my T.A. considers the written justification to be insufficient (e.g. simply wanting a higher grade is insufficient), the assignment will not be re-graded. If the justification is considered sufficient, the entire assignment will get re-graded. I therefore understand that my mark can increase or decrease.

My marks will be recorded on A2L. It is my responsibility to check that all grades entered into A2L are recorded properly. I must notify my T.A. about any errors with regards to how my mark was entered. I have until 48 hours prior to the final exam to discuss any A2L mark issues.

☐ I understand the course policies with respect to Appeals and A2L Grades.

**Academic Integrity:**
Academic Integrity is a very important issue at McMaster University. It is my responsibility to understand what constitutes Academic Dishonesty, and to complete the A2L module on Working with Integrity. Among possible forms of academic dishonesty are: cheating on tests or exams by using unauthorized aids; inappropriately collaborating in group work; and plagiarism. This extends to A2L as well, and sharing of answers on the Discussion board constitutes a form of academic dishonesty as well. For more information on what constitutes Academic Dishonesty, I should consult the University policy, and its interpretation by the Faculty of Science as included in the Custom Courseware of the course.

Furthermore, and of particular importance for this course I am aware that I must source ALL information that is not my own. If I submit an assignment with inadequate referencing I may face serious academic consequences (e.g. mark deductions, grade of zero, notation on my transcript, etc.).

☐ I understand the course policies with respect to Academic Integrity.

**Lab Attendance/T.A. Emails:**
Labs provide hands-on inquiry based experience in basic analytical techniques commonly used in geochemistry as well as essential information for my laboratory assignments. I understand that attendance for labs is mandatory and that I must come to lab prepared.

I am aware that if I am more than 5 minutes late, I will NOT be allowed to participate to the lab and to complete it. I am also aware that if I miss more than one lab without, either submitting the
MSAF or documentation approved by my Associate Dean’s office, I will automatically fail the course.

If I miss a lab, it is my responsibility to contact the course instructor to find out how/if I will be accommodated. It is not the responsibility of the teaching staff (instructor, teaching assistant) to go over the entire lab with me.

It is not appropriate to use email to ask detailed questions (including asking about what was discussed in lab). T.A.’s are not expected to answer emails on weekends or late in the evening. Rather, emails will typically be responded to during regular working hours on weekdays, and as schedule allows. Emails on either assignment due dates will not be answered.

As a courtesy, and to ensure that emails reach my T.A. or the instructor, I will use the following subject: line: EARTH SC 2L03 - my name and student ID number. My name and student ID number should also be included in the email signature. Emails must be sent from McMaster email accounts or they will not be read or responded to. Emails should be written in a professional manner, spell-checked and proof-read before sending them. Online discussion terminology (e.g. Facebook) must be avoided.

☐ I understand the course policies with respect to Attendance & Email.

**Student Conduct:**

I acknowledge that my behaviour in all aspects of this course should meet the standards of the McMaster University Student Code of Conduct. I understand that any inappropriate behaviour directed against any of my colleagues, my T.A., or the instructor will not be tolerated. Disruptive behaviour during labs such as talking while a T.A. presents information, or being constantly being late to lab, will also not be tolerated.

Students are encouraged to check the course discussion board on A2L on a regular basis and to ask questions in this forum rather than via email. If a question arises, in all likelihood many other students in the course will have it as well. This also means that the A2L Discussion Board is an extension of the classroom. These spaces are to be considered inclusive and safe. Abuse, ridicule, slander, inappropriate language, and discrimination towards the instructor, teaching staff, and other students will not be tolerated in any capacity.

☐ I understand the course policies with respect to Student Conduct

**Acknowledgement of Understanding of Course Policies:**

☐ I have read the Student Responsibility contract and acknowledge that I fully understand and will abide by these course policies. I understand that it is my responsibility to ask for clarification on any policies that I do not understand.