ChE 1002  Introduction to Chemical Engineering  
Fall 1999  
TTh 11:00 to 11:50 AM in KEH U1

**Instructor:** Dr. Laura Ford  
**Office:** KEH U309  
**Phone:** 631-2227  
**E-mail:** Laura-ford@utulsa.edu  
I will check my email regularly on weekdays during business hours. I will try to check email on at least once on Saturdays, but I make no promises.

**Office Hours:**  
TTh 10 to 10:45 AM  
MTWTh 1 to 3 PM  
Other times by mutual convenience or appointment.


Actually, we will be using this text next semester and not this semester.


**Course Objectives:**
After successfully completing this course, the student will be able to  
- send an email message with an attached file  
- write a memorandum using a word processor  
- defend his choice of major  
- describe what chemical engineers do in various industries and jobs  
- convert between and within unit systems  
- express numbers using scientific notation and the concept of significant figures  
- convert between mass, volume, density, and specific gravity  
- convert between pressure, force, and area  
- convert between mass and mole fractions and concentrations  
- reason and defend a response to an ethical problem using codes of ethics  
- identify and remedy safety and environmental problems

**Course Grading:**
<table>
<thead>
<tr>
<th>Grade Item</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIChE Attendance</td>
<td>10</td>
</tr>
<tr>
<td>Background Test</td>
<td>10</td>
</tr>
<tr>
<td>Homework Format</td>
<td>30</td>
</tr>
<tr>
<td>Homework assignments (best 17 out of 19)</td>
<td>100</td>
</tr>
<tr>
<td>2 One-hour Exams</td>
<td>200</td>
</tr>
<tr>
<td>Cumulative Final Exam</td>
<td>150</td>
</tr>
<tr>
<td>Total Points Available</td>
<td>500</td>
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</tbody>
</table>
**AIChE Attendance:** The American Institute of Chemical Engineers (AIChE) is a professional organization for chemical engineers. The University of Tulsa has a student chapter. To earn the 10 points toward your final grade, you must attend two AIChE meetings or social events (5 points for one meeting or event) during the semester. A calendar of events is posted in the window of KEP U301. Meetings are typically Mondays at noon twice a month. Tulsa also has a local chapter that meets one Tuesday evening a month. A local chapter meeting will count for one AIChE attendance.

**Background Test:** A background test will be given August 26 during class. To earn the 10 points toward your final grade, you must show up and give the test serious effort. You will need a calculator.

**Homework Format:** Each homework assignment will receive a check if the appropriate format has been followed. If any part of the format is not correct, the homework will be marked with a minus. The number of check marks received (up to 17) will be multiplied by (30/17) for this part of your final grade. There will be two types of homework assignments: paper and email.

In order to receive a check mark for the paper assignments, the following rules must be followed:

1. Work the problems on standard, non-spiral, white or recycled notebook paper, computer paper, or engineering paper.
2. Work on the front of the paper only.
3. Work in blue or black ink or pencil.
4. You must show your work! Correct answers without adequate supporting work will not receive credit. Adequate supporting work may include equations applied, unknowns, knowns, labeled sketches, assumptions, and intermediate steps.
5. If a number has a unit, the unit must be written with the number.
6. The work must be arranged on the paper so that the flow from one step to another is easily understood.
7. You need not work each problem on a separate page, but do work the problems in the order given.
8. If the homework problem is given in English units, you must work the problem in English units. Do not convert to SI units, work the problem, and then convert the final answer to English units. Similarly, problems given in SI units must be worked in SI units.
9. Fold the paper in half lengthwise, with your name and homework assignment number on the outside on the “hole” side of the paper.

In order to receive a check mark for the email assignments, the following rules must be followed:

1. The subject line must include your name and the homework assignment number.
2. If there is an attachment, the body of the message must say, “Attached is a(n) [type of file] document.”
3. Documents must have proper English spelling and grammar – either American or British English is acceptable.
4. If a number has a unit, the unit must be written with the number.
5. In cases of email emergencies, you may turn in a printout of what would be your attached file, except for HW #1. Rules 1, 2, 3, and 9 for paper assignments must be followed.

Homework: Both paper and email assignments are due at the beginning of the lecture hour. Late homework is not accepted, and homework can not be made up.

Homework is to be your own individual work. You may discuss the problems with a study group. Presenting group work or copied work as your own is turning in counterfeit work and will be dealt with accordingly. You may not drop a homework assignment that receives a zero for academic misconduct.

Exams: If you have special or religious needs that will require special arrangements for exams, see the instructor as soon as possible. Special arrangements must be made before the exam.

The exams will be timed, and exams turned in late will receive a penalty.

Regrades for exams must be presented in writing within 5 school days of when the exams are returned. The regrade request must describe why you think your problem was misgraded. Your score on a problem may increase, decrease, or stay the same upon a regrade. You may ask questions before submitting a regrade request.

Exams may not be made up.

Grading standards: In general, grades will be based on the following percentages:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100%</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89%</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79%</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69%</td>
</tr>
<tr>
<td>F</td>
<td>0 - 59%</td>
</tr>
</tbody>
</table>

This standard may be lowered if deemed appropriate by the professor. It will not be raised.

Academic Honesty: The policies stated in the University of Tulsa Undergraduate Bulletin will be followed. The first instance of detected academic misconduct will receive a grade of zero on the exam or assignment. That zero grade may not be dropped. The second instance will result in a grade of F for the course. If another student is knowingly involved in the academic misconduct, he will receive the same penalty. In the event the instructor issues an F grade in the course because of academic misconduct, she will so notify the Review Board for Cases of Academic Misconduct and will recommend to them that if the student has been involved in similar cases that the student be dismissed from the university.

Special Accommodations: Students with disabilities should contact the Center for Student Academic Support to self-identify their needs in order to facilitate their rights under the Americans with Disabilities Act. The Center for Student Academic Support is located in Holmes Student Center Room 59.