Instructor: Professor Wonbong Choi, Office: C136B, Discovery Park  
E-mail: Wonbong.Choi@unt.edu Phone: 940-369-7673  
Laboratory: Monday, 2:30 p.m. – 5:20 p.m.  
Location: UNT Discovery Park, Room (E135A, E138, E145, E154)  
Grading plan: Reports/attendance 75%  
Safety Quiz 5%; Final Quiz 20%  

Lab Assistants:  
Office Hours: by appointment  

Description: Laboratory works to support understanding of principles of bonding, structure, and structure/property relationships for metals and their alloys, ceramics, polymers and composites. Emphasis on properties and how processes change structure and, consequently, properties.  

Lab Procedures and Report Templates will be posted on Canvas  

Notes:  
1. Canvas will be used as the primary communication tool. It will be used exclusively for posting Lab procedures, Lab Report templates, and grades.  
2. Students are expected to submit their individual Lab Report one week after the Lab was performed. Late reports will NOT be accepted. (late submission, if it is permitted by the professor, will be deducted 20% of the grade).  
3. The lab report will be graded only if the students actively participated in the lab.  
4. Students are not allowed change the lab without getting a prior permission from professor choi.  

Safety:  
1. All the students must complete required safety courses (Chemical Safety) and should comply with the safety procedures and follow TA directions during the lab!  
2. Safety trainings can be accessed at http://riskmanagement.unt.edu/training/environmental-services-training  
3. Students should wear practical clothing and shoes. Shoes with high heels, open toes, or made of woven materials are not allowed in the laboratory. Sandals and flip-flops are not appropriate!  
4. Take care not to ingest anything in the laboratory! Food, gum, beverages, and tobacco products are never allowed in the laboratory.  
5. Tie back long hair and remove heavy jewelry before entering the laboratory.  
6. Your responsibility to prevent accidents in the laboratory extends to others in addition to yourself. The laboratory experience should be enjoyable but is serious; it is not a time for play. Be aware of what is happening around you and report any questionable behavior.  

Cell Phones: All cell phones and other electronic communication devices are not to be used during class time and should remain “out-of-sight” during the labs. Please demonstrate your respect by not texting, checking messages, etc. during lab time.
Makeup Lab Policy: Regular attendance of the labs is mandatory. In case of some unavoidable circumstances, such as out of town business trip, sickness, etc., a student must notify the Lab Supervisor (cc to professor Choi) in writing before the scheduled lab. The lab may be made up during the same week only. If allowed, a 10% penalty will be assessed.

Disabilities Accommodation
The University of North Texas complies with Section 504 of the 1973 Rehabilitation Act and with the Americans with Disabilities Act of 1990. The University of North Texas provides academic adjustments and auxiliary aids to individuals with disabilities, as defined under the law. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring accommodation, please see the instructor and/or contact the Office of Disability Accommodation at 940-565-4323 during the first week of class.

Authorized Absences and Extenuating Circumstances
Absences due to extenuating circumstances or participation in sponsored must be verified by the Dean of Students. Consideration of such absences will be made for allowing make-up labs, but not for reports. For participation in sponsored activities, you must seek approval prior to the absence. For extenuating circumstances, you have 1 week to contact me and/or the Dean of Students to begin the process.

Absence for Religious Holidays
In accordance with state law, a student absent due to the observance of a religious holiday may take examinations or complete assignments scheduled for the day(s) missed, including those missed for travel, within a reasonable time after the absence. The student is responsible to notify the instructor of each class of the date of the anticipated absence as early in the semester as possible. Only holidays or holy days observed by a religion whose place of worship is exempt from property taxation under Section 11.20 of the Tax Code may be included. A student who is excused under this provision may not be penalized for the absence.

Academic Integrity – Plagiarism and cheating will NOT be tolerated.
Statement of Expectations for Student Conduct
You will be expected to conduct yourself in a professional manner. Academic dishonesty such as plagiarism and cheating will NOT be tolerated. Therefore, students are expected to be honest and ethical in their academic work. Academic dishonesty is defined as an intentional act of deception in one of the following areas:
* cheating – use or attempted use of unauthorized materials, information or study aids
* fabrication – falsification or invention of any information
* assisting – helping another commit an act of academic dishonesty
* tampering – altering or interfering with evaluation instruments and documents
* plagiarism – representing the words or ideas of another person as one’s own.

For more information about academic integrity and the University’s policies and procedures in this area, please see the UNT academic manual. Any student in violation of these policies will be given an overall F grade (Fail).