

## **“Introduce Yourself” Lab for Chemistry 151 Section W1**

*Create a video, sign the form below and turn in everything via email to [mike.russell@mhcc.edu](mailto:mike.russell@mhcc.edu) by **11:59 PM, Wednesday, June 26**. Turn in the video link **and** Memorandum form as a PDF file.*

**Welcome to Chemistry 151!** I am glad you enrolled in CH 151 this quarter, and I look forward to an exciting term with you!

Section W1 of this class will be taught exclusively online; there will be no “face to face” lectures, labs, office hours, exams, etc. So.... let’s do this! :)

**The goal of this “lab” is to “meet you.”** I want to know a bit about you, so **I want you to make a short (about 3 minutes or so) video on YouTube (or something similar) about yourself.** Show yourself talking (no pictures, etc. - just show you!) and tell me a bit about yourself. Maybe you could tell me about your college goals - why are you taking CH 151? Or maybe you could tell me about a cool movie you watched, or a book you read, or a music band you’re enjoying.... it’s totally up to you, but it will help me get a better idea as to “who you are”, and this is important to me! **Email me a link to the video by Wednesday, June 26 by 11:59 PM.**

**I also want you to read the “Memorandum” page** (which is found below), then **initial, sign and return the “Memorandum” page** (page Ib-1-4) **to me electronically** (i.e. email to [mike.russell@mhcc.edu](mailto:mike.russell@mhcc.edu)) **by Wednesday, June 26 at 11:59 PM.**

I have suggestions for completing both assignments on the next several pages.

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### ***How to Create a Video for this Assignment:***

Making a video should not be a difficult assignment for you. I do not expect a “Hollywood quality” video; instead, I just want to see YOU and hear some of your stories.

To create the video, I recommend creating a video on your phone, then using the YouTube app to upload the video. Connect your gmail/Google account in YouTube, select the “plus” symbol (which is at the bottom middle of the screen) to start uploading the video (and make sure you set the video to “**unlisted**”, not “private”). Once ready, email me a link (use the “Share” - “Copy Link” function)... and then you’re done!

You do not have to edit your video - your submitted video can be pretty rough! On the other hand, if you don't like the way the video is going, stop the recording, delete it, and start again.

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### ***How to Fill Out the “Memorandum” for this Assignment:***

The final page of this assignment has the “Memorandum” which I also want you to submit to me via email. **All assignments must be submitted to the instructor via email** ([mike.russell@mhcc.edu](mailto:mike.russell@mhcc.edu)) this quarter, and **only in one file** (i.e. if the assignment is five pages, submit all five pages as one file and not five individual files.)

How you do this depends on you... here are some suggestions:

#### **1 - If you have a printer and wish to complete the work "by hand".**

- print the assignment and fill out as usual. You cannot print at MHCC currently so this must be done on your own.
- On your **phone** (Android or iPhone), use a free program like **CamScanner** to make pdf scans and combine into one file
- email to the instructor! done! (I really like CamScanner - check it out! - but use the free version, don't pay for any upgrades!)

#### **2 - if you have a tablet (iPad, Surface, etc.) and can write directly on the screen:**

- Download the PDF file (to the desktop, Google Drive, etc.)
- Use a program which allows you to import the PDF and write directly on the tablet. Examples include (but are not limited to): GoodNotes (my current favorite), Notability, Apple Notes, Evernote, OneNote, Google Keep, Typora or Microsoft OneNote Some of these programs might have a cost associated with them.
- Email the completed PDF assignment to the instructor... you're done!

#### **3 - If you wish to complete assignments in Microsoft Word:** *(Note: as a MHCC student, you can access Microsoft Office for free on both Windows and Mac platforms. More info: <https://mhcc.edu/OfficeInstall/>)*

- Open the PDF file in Word. Modern versions of Word will convert the file for you so you can complete the work within the Word program.
- To Save your work as a PDF:
  - On Mac: File -> Print -> PDF -> Save as PDF
  - In Windows (Windows 10): File -> Print -> Microsoft Print to PDF (More info for Windows users: <https://www.howtogeek.com/361612/how-to-create-a-pdf-file-in-windows/> )
- Email the completed PDF assignment to the instructor... you're done!

Please note that the formatting of the original PDF file does not have to be maintained. Using Word files can alter the formatting.... but as long as the question order is maintained, and I can see which question you're answering, etc. all will be well.

#### 4 - If you wish to complete assignments in Google Documents:

- Save the assignment to your Google Drive.
- Right click/Control click on the PDF file, then Open with Google Docs
- Complete the assignment
- To Save your work as a PDF file:
  - On Mac: File -> Print -> Print from my Computer, then File -> Print -> PDF -> Save as PDF
  - In Windows: File -> Download -> PDF Document (.pdf)
- Email the completed PDF assignment to the instructor... you're done!

Please note that the formatting of the original PDF file does not have to be maintained. Using Google Doc files can alter the formatting.... but as long as the question order is maintained, and I can see which question you're answering, etc. all will be well.

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**Again, you pick which of these methods works well for you, and use it complete all assignments in CH 151 this quarter.**

And if you have questions on anything, please email me ([mike.russell@mhcc.edu](mailto:mike.russell@mhcc.edu)) - I'm happy to help!

Good luck, and I look forward to having you in my classroom this quarter!

Peace, Michael

*p.s.* Want to know more about me? <https://mhchem.org/221/russellm/index.htm>

## Memorandum for Chemistry 151

*Create a video, sign the form below and turn in everything via email to [mike.russell@mhcc.edu](mailto:mike.russell@mhcc.edu) by 11:59 PM, Wednesday, June 26.*

*Also remember to turn in the video link to me as well!*

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- \* **I, the undersigned, agree to turn in all assignments via email only using PDF, Word/Excel files, and Google shared documents.** All assignments will be **submitted as a single file** (do not submit one assignment as multiple files.) This class will be taught exclusively online, and there will be no face-to-face office hours, labs, lectures, quizzes, exams, etc.
- \* **I understand that problem sets, labs, quizzes and most assignments are due on Wednesdays by 11:59 PM or Fridays by 9 AM via email** (check the syllabus for exact due dates.) **Late assignments (even due to technology reasons) will incur a point penalty. Quizzes and exams will be worth zero points if turned in late.** Email assignments early if you worry about the quality of your internet connection.
- \* **I understand that all assignments will be returned via email to the email address listed below.** This address will be used to discuss items related to our class during the term. **The email address I include below can be shown to other students** in a public CH 151 email message.
- \* **I will try to have a sense of humor** as the instructor frantically tries to keep up with the changes of this class :). **I will email the instructor** if I have any questions!
- \* **I have read this document and will stay informed with the class through the instructor's email.**

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*Signature*

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*Printed name*

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*Date*

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***The instructor will return corrected assignments to you using your MHCC @saints email address unless I hear differently from you (ie email me!)***