INTRODUCTORY CHEMISTRY (ONLINE)

CHM 1025 (ALL ONLINE SECTIONS)

2 CREDITS

FALL 2016

ONLINE COURSE

INSTRUCTOR: Melanie Veige; email through Canvas only

TA: see the Syllabus page in Canvas

OFFICE HOURS: see the Syllabus page in Canvas for office hour information

COURSE WEBSITE: http://lss.at.ufl.edu; select e-Learning in Canvas

FIRST THING YOU SHOULD DO: Log into Canvas and access the course. **Click on the Syllabus tab** on the left hand side – once the Syllabus page completes loading, you will see every single due date for every assignment for the entire semester. You should print this page, and cross off assignments as you complete them. At the top of the Syllabus page is a "suggested study schedule." This is the schedule you should follow, of textbook readings, to complete the homework, quizzes, and exams on schedule. Also, click Modules and find the **Settling In section**. Herein you will find detailed information about grading policies, important hints and tips, late policies, and more. There is a page dedicated to quizzes and exams, with sections covered on each, previews of the formula sheets you will be given for exams, and much more. Use the list of due dates and details of late policies (if any) to prioritize the order in which you complete assignments, if you find yourself pressed for time on a particularly hectic day or week. Lastly, for those of you on/near campus, find the **Chemistry Learning Center and Broward Teaching Center**, and familiarize yourself with the Academic Technology computer labs on campus, which have computers available for student use 24/7, in case you have a personal computer problem. You will also benefit immensely if you can form a study group with other students in the class. How will you find one another? You can contact other students from within Canvas – by using Piazza, for example. Questions about any of this? Post to Piazza.

COURSE DESCRIPTION: CHM 1025, a two-credit course, is offered for students who wish to strengthen their understanding of basic concepts of atomic structure and stoichiometry before beginning the general chemistry sequence (CHM 2045/2045L,

CHM 2046/2046L). This introductory readiness course in general chemistry is for those with weak yet satisfactory backgrounds in high school chemistry and algebra. (P)

A grade of "C" or better is required for progression to CHM 2045.

COREREQUISITES: MAC 1147 or the equivalent.

COURSE COMMUNICATIONS: General course questions should be posted to Piazza in Canvas. The course TA or instructor will respond to emails & Piazza posts within 24 h during the work week (this usually means a wait until the next weekday morning for responses to questions). Non private/personal questions send via email will be posted and answered using Piazza so all students can benefit from the response. This has proven the best way to manage Q&A in this course. We're also relying on you to help each other by answering questions on Piazza when instructors/TAs aren't available (after 5 pm, on weekends, etc.).

To get the most out of Piazza, review your notification settings from within Piazza: click on the Piazza tab, then click the little gear icon next to your name in the Piazza window. You will want to review email notifications to see if another student has asked/answered a homework question you've been struggling with, or if additional information has been provided about an upcoming assignment. Before posting a question, check to see if someone else has already asked – you can sort questions by topic and/or search for a homework question or topic by typing in a search term.

I encourage you to post questions related to MasteringChemistry homework on Piazza – the homework isn't meant to be a test, it's a learning tool. For the best response, take a screenshot of your question and/or the answer you've provided, and give the precise HW question # in the title of the post. The more information you provide, the easier it is for your instructor/TA/another student to help.

Private or grade-related questions should be sent to your instructor via the mail function in Canvas. Do not email your instructor outside of Canvas – you will not receive a response.

REQUIRED TEXT AND MATERIALS: A significant portion of your grade stems from electronic homework associated with an ebook (MasteringChemistry). You have two options for purchasing access, each of which includes an electronic copy of the text (*Basic Chemistry*, 4th ed., Timberlake & Timberlake, Pearson): **Option 1**) you may consent to have the purchase price charged to your student account (following the directions posted on the Syllabus page in Canvas; **Option 2**) you may purchase an access code for the materials at the UF Bookstore. Note, **these are the only two places you**

can obtain a valid, working access code for this course. Option 1 is time-limited, after which your only option will be #2.

If you choose, you can also purchase an inexpensive loose leaf hardcopy of the text at the bookstore, though this is not required. You may consult a hardcopy of the text at the Marston Science Library Reserves, though any general chemistry/introductory chemistry textbook can be referenced.

ADDITIONAL REQUIREMENTS: A computer with webcam, microphone, and speakers is required. This is for proctored exam testing with ProctorU. You should visit their website for specific technical details and requirements.

PURPOSE OF COURSE: CHM 1025 is designed to help students master the basic concepts of chemistry and acquire the skills necessary for success in the mainstream general chemistry sequence.

INSTRUCTIONAL METHODS: The course material is delivered via recorded lectures by your instructor and others, and by key readings in the text.

COURSE POLICIES:

QUIZ/EXAM POLICY: Two proctored exams (both cumulative) will be administered in Canvas. These exams are remotely proctored by ProctorU. It is your responsibility to register with ProctorU and reserve an exam time on the available dates (Exam 1: 10/10-10/14; Exam 2: 12/1-12/5). To register click on the ProctorU tab in Canvas. ***Ensure that you are reserving for the correct course*** – there are examinations for similarly numbered courses in their system that may have different dates available. If you fail to make a reservation sufficiently in advance, a late fee may be assessed by ProctorU, and you may have difficulty obtaining a desirable exam time. Failure to reserve a time slot in advance is not an acceptable reason for a make-up. If you encounter technical difficulties with ProctorU, call ProctorU directly.

Sectional quizzes are delivered in Canvas. These quizzes are not proctored, but are timed, and are subject to the Honor Code. When you're ready to begin, simply click the link. You will have 2 attempts at each quiz, with the highest score counting for credit. **The lowest *one* such quiz score is dropped**. See the page in the Settling In module for details on what is covered in each quiz and exam.

If you believe you have found an error on a quiz/exam or would like to dispute a response, the deadline for doing so is the last day of term (Dec. 7th @ 11:59 pm) after which quiz and exam scores are considered final.

MAKE-UP POLICY: A conflict exam/quiz will be offered to those students with valid conflicts. It is your responsibility to identify yourself as requiring such accommodation *at least one week prior* to the exam. Also see the General Chemistry Exam Absence Policy. If, during an exam, you experience technical difficulties with ProctorU, the correct course of action is to contact ProctorU. If you experience technical difficulties with Canvas, contact the Help Desk immediately at 392-HELP. A ticket number will be created to log the time and nature of the problem. You must contact your instructor via e-mail within 24 h of the technical difficulty to be considered for a make-up. The ticket number will be required by your instructor should a make-up exam be requested.

ASSIGNMENT POLICY:

1. MASTERINGCHEMISTRY END OF CHAPTER HOMEWORK: You will access your electronic textbook and the MasteringChemistry homework directly from within Canvas (*Modules>Mastering Course Home* or *Modules>Mastering etext*). Full assignment descriptions, grading policy, late policy, estimated homework completion times, and a list of due dates are provided in Canvas (see "Settling In").

Important note: if you reach your 8th or 9th attempt at answering a question, you're better off waiting a day or two to get help with the answer and submitting that particular question late than if you "give up" on the question. Each question is individually penalized for lateness – if you complete 9/10 questions on time, you can always score 90% on the assignment (assuming no deductions). If you "give up" on the remaining question to submit the assignment on time, you can still only score 90%. If you wait a day after the assignment due date to get help with one question, only that question will be penalized for lateness – if one question has a 10% late deduction, your score can be as high as 99%.

Furthermore, MC homework is **not ever** graded/regraded manually – get help before using all of your answer attempts. All assignment scores will be considered final on Dec. 7th at 11:59 pm (this simply means the later assignments don't have the usual 10-day late for partial credit policy; each assignment has its own, firm, due date and time). There are no extensions for technical difficulties or other reasons – the assignments are all available well in advance of their due dates. If you have a legitimate reason for an extension (illness, family emergency, etc.) you must contact the Dean of Students Office to have the situation verified before an extension will be considered. For technical help with MC, contact MC support (not the Help Desk or your instructor).

Additional practice, not-for-credit homework assignments and practice quizzes have been created for you in MasteringChemistry. These are not mandatory, and are not

considered for credit or extra credit. You are strongly encouraged to do extra problems – this is how you'll know you're ready for an exam, by your ability to solve a new, challenging, problem the first time, by only referring to a standard formula sheet. For the majority of students, the assigned, for-credit problems are insufficient preparation for exams in this course or for prep for future courses – with students from diverse backgrounds, the path to success will vary greatly for each of you.

The *lowest two* of these assignment scores are dropped from overall grade calculation; neither the Introduction to MasteringChemistry assignment now the Chemistry Primer assignment scores are eligible for the drop.

2. MASTERINGCHEMISTRY *CHALLENGE* HOMEWORK: Challenge assignments should be attempted after completing the regular end-of-chapter assignments in MasteringChemistry. Each of the 9 assignments consists of 10 or more challenging questions, and will be graded out of 10 points – meaning you can earn bonus points on these assignments. The late policy/grading policy is the same as for end of chapter assignments. The bonus points cannot be applied elsewhere. **The lowest one of the 9 grades is dropped.**

2. DYNAMIC STUDY MODULES: These study aid assignments can be found within MasteringChemistry. There are 7 such assignments, each equally weighted. **The lowest one of the 7 grades is dropped.** Each assignment is estimated to require 30 min to complete. These assignments have a specific grading policy (see the Settling In module) and cannot be submitted late – they are submitted as-is at their due dates/times. Immediately after completion of these assignments, you can view your score (Modules>Mastering Scores) and redo/continue the assignment if necessary to achieve a full score.

3. DISCUSSIONS: The student is expected to contribute to the threaded discussions (Discussions tab in Canvas) according to the advertised timeline. ***Bonus points for each discussion are available; the bonus points cannot be applied elsewhere in the course.*** See detailed information on discussion grading in the "Settling In" module. There is no credit for submissions made more than 24 h after their posted due date/time, as all discussion assignments are available well in advance of their due dates. For the highest success rate in posting: 1) do not wait until too close to the 11:59 pm deadline – if your clock reads 11:55, the actual time may be a few minutes later; 2) don't click the back button in your browser after posting; 3) double-check to make sure your submission was successful – navigate back to the course home page, then navigate to the discussion and scroll down on your discussion page to ensure your post looks the way you'd like it

to. For technical help, contact the Help Desk. **The one lowest discussion grade is dropped**.

4. WRITTEN ASSIGNMENTS: One of the broader goals of this course is to ensure students can analyze a problem, compile data, construct an organized data table and meaningful graph, and draw a reasonable conclusion from the data/graph/table. There are three assignments (Introductory Graph, Periodic Trends, ID of an Unkonwn) to address parts of this task in a variety of ways throughout the semester. Full assignment descriptions can be found by clicking on the Assignments tab in Canvas. Each must be submitted properly in Canvas as a .pdf prior to the due date/time or it will not be considered for credit – *emailed submissions are ignored*. These are graded strictly in adherence to the detailed grading rubrics visible in Canvas for each assignment – refer to the rubrics while completing the assignments. Each of these assignments has a 72 h grace period during which the assignment can be submitted to Canvas late without incurring a late penalty. **The lowest one assignment grade is dropped for this assignment category.**

COURSE TECHNOLOGY: The student may require Adobe Acrobat Reader, Adobe Flash Player, Microsoft Silverlight and other software; there are free tutorials on many software applications you may encounter on Lynda.com. All UF students are expected to have reliable access to a computer; suggested configurations may be found here: https://training.helpdesk.ufl.edu/computing.shtml. ProctorU has specific hardware/software requirements: http://www.proctoru.com/tech.php. Check the MasteringChemistry requirements to ensure you have the necessary plugins to complete the assignments.

UF POLICIES:

UNIVERSITY POLICY ON ACCOMMODATING STUDENTS WITH DISABILITIES: Students requesting accommodation for disabilities must first register with the Dean of Students Office (http://www.dso.ufl.edu/drc/). The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations. You may request a .pdf version of your accommodation letter from the Dean of Students Office to send electronically to your instructor.

UNIVERSITY POLICY ON ACADEMIC MISCONDUCT: As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity." You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida. The following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: http://www.dso.ufl.edu/SCCR/honorcodes/honorcode.php."

NETIQUETTE: COMMUNICATION COURTESY: All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. http://teach.ufl.edu/wp-content/uploads/2012/08/NetiquetteGuideforOnlineCourses.pdf

FEEDBACK: Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at https://evaluations.ufl.edu. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at https://evaluations.ufl.edu.

GETTING HELP:

For issues with technical difficulties with Canvas, please contact the UF Help Desk at:

- Learning-support@ufl.edu
- (352) 392-HELP - select option 2
- https://lss.at.ufl.edu/help.shtml

** Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from LSS when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up/extension.

Other resources are available at http://www.distance.ufl.edu/getting-help for:

- Counseling and Wellness resources
- Disability resources
- Resources for handling student concerns and complaints
- Library Help Desk support

Should you have any complaints with your experience in this course please visit http://www.distance.ufl.edu/student-complaints to submit a complaint.

TUTORING/CHEMISTRY HELP:

The Chemistry Learning Center (CLC) is located in Keene-Flint Hall rooms 257 and 258. Chemistry graduate students offer free help during the week.

The UF Teaching Center has free walk-in help, or you can schedule an appointment.

GRADING POLICIES:

Should a student wish to dispute any grade received in this class (other than simple addition errors), the dispute must be in writing and be submitted to the instructor within 72 h of receiving the grade (within 24 h of Exam 2).

GRADE DISTRIBUTION:

1. MasteringChemistry end of chapter homework (two dropped scores) (8%)
2. MasteringChemistry challenge assignments (8 best @ 1% each = 8%)
3. Quizzes (lowest score is dropped) (5 best @ 4% each = 20%)
4. Proctored (online) Exam 1 (20%) and Exam 2 (30%)
5. Discussion Boards (lowest score is dropped) (3%)
5. Written Assignments (2 @ 4% each = 8%)
6. Dynamic Study Modules (lowest one is dropped) (2%)
7. Syllabus Quiz; Quiz on Exam Policies; Survey (1/3 % each = 1%)

GRADING SCALE: (firm; there is no rounding)

A	A-	B+	B	B-	C+	C	D+	D	D-	E
88%	85	81	78	75	71	65	61	57	55	<55

For more information:
https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx#hgrades
http://www.isis.ufl.edu/minusgrades.html

General Education:

This course satisfies the General Education requirement in the Physical Sciences.

PHYSICAL SCIENCE GENERAL EDUCATION PROGRAM OBJECTIVES:

Physical science courses provide instruction in the basic concepts, theories and terms of the scientific method in the context of the physical sciences. Courses focus on major scientific developments and their impacts on society, science and the environment, and the relevant processes that govern physical systems. Students will formulate empirically-testable hypotheses derived from the study of physical processes, apply logical reasoning skills through scientific criticism and argument, and apply techniques of discovery and critical thinking to evaluate outcomes of experiments.

These objectives are accomplished through participation in the course lectures and discussion sections, and individual work done on homework assignments and assessments.

GENERAL EDUCATION STUDENT LEARNING OUTCOMES:

Area	Institutional Definition	Institutional SLO
CONTENT	Content is knowledge of the concepts, principles, terminology and methodologies used within the discipline.	Students demonstrate competence in the terminology, concepts, methodologies and theories used within the discipline.
COMMUNICATION	Communication is the development and expression of ideas in written and oral forms.	Students communicate knowledge, ideas, and reasoning clearly and effectively in written or oral forms appropriate to the discipline.
CRITICAL THINKING	Critical thinking is characterized by the comprehensive analysis of issues, ideas, and evidence before accepting or formulating an opinion or conclusion.	Students analyze information carefully and logically from multiple perspectives, using discipline specific methods, and develop reasoned solutions to problems.

Naturally, all three areas of learning outcomes will be assessed in all categories of graded assignment administered in CHM1025.

SPECIFIC GOALS OF CHM1025:

You will be required to analyze scientific concepts and think critically. This means being able to answer both quantitative (mathematical) and conceptual (quantitative) multiple choice problems in a limited period of time. Additionally, you will have to write or orally communicate during your discussion periods. We will also demonstrate how these topics can be applied to the scientific method and how observation and experimentation leads us to the development of scientific theories. To achieve this, students will be introduced to the following concepts from the text.
You will review the importance of chemistry in our everyday lives. You will be required to utilize the methods of science as a logical means of problem solving through critical thinking. This means you must analyze information carefully and logically from multiple perspectives, using discipline specific methods, and develop reasoned solutions to problems. To ensure your competency in these concepts you will be required to complete online homework assignments and take quizzes and exams that require critical thinking, analysis of problems, and drawing conclusions.

Disclaimer: This syllabus represents my current plans and objectives. As we go through the semester, those plans may need to change to enhance the class learning opportunity. Such changes, communicated clearly, are not unusual and should be expected. You should periodically view the syllabus provided in Canvas, which will always represent the most up to date version of the document.