

# CHM1020 CHEMISTRY FOR THE LIBERAL ARTS

SUMMER 2017

## INSTRUCTOR INFORMATION

Instructor	Email	Office Location & Hours
Mrs. Veige	Email in Canvas <u>only</u>	See the Syllabus page in Canvas for office hours; Office is JHH 103

## TEACHING ASSISTANT

Office hours and locations for your TA, Wanhong He, will be posted on the Syllabus page in Canvas. You can seek help from any TA holding office hours in the Chemistry Learning Center (CLC), JHH 105. Broward Teaching Center offers free walk-in help at scheduled times for CHM1025/CHM2045 students that you may find useful. See their website for details.

## GENERAL INFORMATION

### PREREQUISITES

High school algebra.

### MEETING TIMES

This is a 100% online course.

### DESCRIPTION

CHM 1020 is a terminal chemistry course for non-science students that presents the basic concepts of chemistry and examines the role of chemistry in both consumer products and the environment. (P)

### FIRST DAYS

Log into Canvas and access the course. You should check daily for new Announcements and/or emails containing important information and reminders. Click on the *Syllabus* tab to view all due dates for the entire semester. This will not change over the course of the semester. Click on *Modules* and read all of the information under the *Settling In* section. Many of your questions are answered in the *Settling In* section including: Which types of calculators are approved? What is ProctorU? Where do I do the homework? How do you get help? Can assignments be submitted late? What does the formula sheet for an exam look like?

## COURSE MATERIALS

### TEXTBOOK

A significant portion of your grade stems from electronic homework (LearnSmart or the SmartBook assignments, both terms may be used) associated with an ebook (*Chemistry in Context: Applying Chemistry to Society*, 9<sup>th</sup> ed., McGraw-Hill). There are two options for purchasing access to homework/ebook: **Option**

1: consent to have the purchase price charged to your student account following the directions posted on the course homepage in Canvas; this is a time-limited option after which only Option 2 is available. **Option 2:** purchase an access code for the materials at the UF Bookstore (at a slightly higher price).

A paperback version of the text is completely optional. The bookstore may stock paper versions of the text, or you can order one directly through the McGraw Hill website. A paper version is on reserve at the Marston Science Library for reference purposes.

See the course homepage in Canvas for detailed information about acquiring and redeeming the access code.

## WEBCAM/MICROPHONE/SPEAKERS

You are required to have a functioning webcam, microphone, and speakers for proctored exams. See the technical requirements at [www.proctoru.com](http://www.proctoru.com).

## COURSE TECHNOLOGY

The student may require Adobe Acrobat Reader, Adobe Flash Player, Microsoft Silverlight and other software. You may wish to use Microsoft Excel or Word for written assignments. Free tutorials on many software applications can be found at Lynda.com. All UF students are expected to have reliable access to a computer, especially for an online course. ProctorU has specific hardware/software requirements: <http://www.proctoru.com/tech.php>. Check the support page for McGraw-Hill for technical support using their platform: <http://www.mheducation.com/highered/platforms/connect/training-support-students.html>.

## COURSE COMMUNICATIONS

### GENERAL QUESTIONS

General course questions should be posted to Piazza in Canvas. The instructor/TA response time is 24 h during the work week (expect to wait until Monday for questions posted on a Friday).

Non-private questions sent via email will be posted and answered using Piazza so all students can benefit from the response. We're also relying on you to help each other by answering questions on Piazza when instructors aren't available (after 5 pm and on weekends/holidays).

To get the most out of Piazza, review your notification settings following the instructions provided in the Settling In section. Search before posting to see if someone has already asked your question.

I encourage you to post questions related to homework or end of chapter questions you're working on to 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 solution you propose. The more information you provide, the easier it is for your instructor/TA/another student to help.

### PRIVATE OR GRADE-RELATED QUESTIONS

Direct these to your instructor via the mail function in Canvas. Do not email outside of Canvas to your instructor's external email address - we aren't permitted to discuss grade related questions outside of Canvas. You will be asked to resend the query through Canvas.

## COURSE POLICIES

### QUIZZES

Sectional quizzes are delivered through the McGraw Hill platform. 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 three attempts at each quiz, with the highest score counting for credit. You can submit quizzes late, with a 25% penalty per day submitted late.

Since you have multiple attempts at each quiz, you will need to take care that you are opening the correct quiz after your first attempt.

It isn't possible for us to open a quiz for review purposes if you do not open the quiz before the due date. We encourage you to open each quiz two or three times for review purposes even if you're satisfied with your score on the first attempt.

Pay close attention to the due date/time, which is set to 11:59 pm EST "McGraw Hill time". This may differ slightly from the time on your computer/clock - ensure you begin well in advance of the due date/time or you may suffer a late penalty. There are no exceptions.

The one lowest quiz score is dropped from your final course grade.

### EXAMS

Three progress exams are 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: July 13<sup>th</sup>-14<sup>th</sup>; Exam 2: July 27<sup>th</sup>-28<sup>th</sup>; Exam 3: Aug. 2<sup>nd</sup>-3<sup>rd</sup>). To do so click on the ProctorU tab in Canvas. For each exam the last available reservation time (start time) with ProctorU is 7 pm EST on the final day for that exam.

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 (>72 h) a late fee may be assessed by ProctorU, and you may have difficulty obtaining a desirable time. Failure to reserve a time slot in advance is not an accepted excuse for a late exam.

If you encounter technical difficulties with ProctorU, contact ProctorU directly. If you have trouble navigating their reservation system, call them for assistance.

Practice exams are available in Canvas for you to familiarize yourself with quiz navigation in Canvas.

### EXAMINATION ROOMS ON CAMPUS

Library West has proctoring booths available for reservation using their regular room reservation system. When you pick up the key at the circulation desk you will be asked to show your ProctorU testing confirmation. The rooms aren't soundproofed. Additional information is provided at <http://guides.uflib.ufl.edu/InfoCommons/proctoru>.

## QUIZ/EXAM QUESTION DISPUTES

If you believe you have found an error on a quiz/exam or would like to dispute a question, the deadline for doing so is the last day of term (Aug. 4<sup>th</sup>, 2017).

## GENERAL CHEMISTRY EXAM ABSENCE 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 a scheduled quiz/exam. Also see the [General Chemistry Exam Absence Policy](#).

## ASSIGNMENT POLICY

### LEARNSMART/SMARTBOOK

Access the electronic homework directly from within Canvas. Each LearnSmart assignment is estimated to require approximately 1 h to complete and covers one chapter in its entirety. LearnSmart assignments are submitted as-is at their due dates/times. This is nonnegotiable. You will receive credit for whatever portion of the assignment you have completed by that time. You can review LearnSmart assignments for exam preparation if desired after the due date without affecting your recorded score.

The two lowest LearnSmart grades are dropped from your overall course grade.

### DISCUSSIONS

The student is expected to contribute to threaded discussions according to the advertised timeline in Canvas. Bonus points for each discussion are available; the bonus points cannot be applied elsewhere in the course. Discussions can be posted up to 24 h after a scheduled due date for full credit, but cannot be submitted for credit after this time. There are no exceptions. Post early and check your post/response. Pay close attention to the time - official Canvas time may differ slightly from the time on your computer/clock. Emailed submissions are not considered for credit.

For technical help with discussions contact the UF Help Desk. The two lowest discussion grades are dropped from your overall course grade.

### 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 multiple assignments to address parts of this task in a variety of ways throughout the semester. Full assignment descriptions can be found in Canvas (Modules>Written Assignments).

Each assignment must be submitted properly in Canvas as a .pdf document prior to the due date/time or it will not be considered for credit. We have a 24 h late policy during which time you can still receive full credit. Emailed submissions are ignored - ensure you submit your assignment and verify that it was submitted successfully. Ensure you have submitted the intended document. For tech help submitting an assignment contact the UF Help Desk or see the Canvas guides.

Detailed grading rubrics for each assignment are posted on the assignment pages in Canvas. The one lowest written assignment grade is dropped.

## GROUP ASSIGNMENTS

The student will contribute to group projects - see the page under Modules>Group Assignments for additional information. Those not wishing to work with a group can complete each of these assignments individually. Each group member receives the same grade - ensure that each group member submits a copy of the assignment to receive credit. Your groups are created automatically within Canvas; you can create your own group if desired. See the detailed grading rubrics for each assignment. You should review the assignment instructions and begin working on the group assignments as soon as possible to avoid a time crunch close to the due date; it may take some time to coordinate virtually with your classmates.

## EXTENSIONS

Extensions for assignments (exams are covered under the General Chemistry Exam Absence Policy) can be requested due to illness or emergent situations. You will be asked to have your situation verified by the Dean of Students Office before such an extension is considered. Information on requesting an excuse note can be found here: <https://www.dso.ufl.edu/care/courtesy-letters/>. Exam dates are firm, and all assignments must be completed by the last day of term.

## GRADING

### GRADE POLICY

Should a student wish to dispute any grade received in this class, the dispute must be in writing and be submitted to the instructor within 72 h of receiving the grade, or within 24 h of Exam 3.

There is no extra credit available for this course beyond the bonus points available for discussion assignments, and the generous dropped assignment policy. Grades are not rounded at the end of term. Exam grades or course grades are not curved.

Assignments weights are as follows:

Assignment Group	Weight %
LearnSmart Assignments	15%
Written Assignments	10%
Group Assignments	8%
Discussions	6%
Proctored Exams (3 @ 13% each)	39%
Surveys and Syllabus Quizzes	2%
End of Chapter Quizzes	20%

Grade scale (note: there is no rounding to your score in Canvas):

Letter	A	A-	B+	B	B-	C+	C	D+	D	D-	E
Cutoff	90.0	87.0	84.0	80.0	76.0	73.0	67.0	63.0	59.0	55.0	< 55.0

## UNIVERSITY 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 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.

### 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>."

### U MATTER, WE CARE

Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu) so that the U Matter, We Care team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing Staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

### FEEDBACK

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations 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/results/>.

## NETIQUETTE

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>

## GETTING HELP

For issues with or technical difficulties with Canvas, contact the UF Help Desk: <https://lss.at.ufl.edu/help.shtml>; (252)-392-HELP.

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, and library desk support.

## 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, and individual work done on homework assignments and assessments.

## GENERAL EDUCATION STUDENT LEARNING OUTCOMES

Area	Institutional Definition	Institutional SLO
<b>CONTENT</b>	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.
<b>COMMUNICATION</b>	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.
<b>CRITICAL THINKING</b>	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 CHM1020.

## SPECIFIC GOALS OF CHM1020

You will be required to analyze scientific concepts and think critically. This means being able to answer both quantitative (mathematical) and conceptual (quantitative) problems in a limited period of time. Additionally, you will have to write and/or orally communicate on discussion assignments, written assignments, and in discussion with your instructor/TA. 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. 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 quizzes and assignments that require critical thinking, analysis of problems, and drawing conclusions.

## COURSE LEARNING OUTCOMES

A complete list of student learning outcomes is posted in Canvas.

## 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.