

# CHM1031 BASIC CHEMISTRY II

SPRING 2018

## 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 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 organic chemistry 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 1031 is the second half of the CHM 1030/1031 sequence, a terminal sequence for nonscience students that presents chemistry from a medical/nursing and life science perspective. CHM 1031 provides an overview of topics in organic and biological chemistry. (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? This syllabus document *and* the information in *Settling In* comprise the material for the Syllabus Quiz.

## COURSE MATERIALS

### TEXTBOOK

A significant portion of your grade stems from electronic homework (“LearnSmart” assignments) associated with an ebook, *General, Organic, and Biological Chemistry*, Smith, 3<sup>rd</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 McGraw-Hill. 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. You can begin immediately using a free trial, and purchase the access code during the first week or so of class.

If you purchased the 12-month access code in Fall 2017 (this was the code provided through UF All Access), you won’t need to purchase a new code for Spring.

#### 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 the Discussion Q&A 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).

I encourage you to post questions related to homework or end of chapter questions you’re working on to the Discussion board. 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 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 three attempts at each quiz, with the highest score counting for credit. See the Quizzes page in the Settling In section for additional information.

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

Quizzes close at 11:59 pm EST precisely on their due dates, and cannot be submitted afterward. This is 11:59 pm EST according to "Canvas time" which may differ slightly from the time on your computer/clock - ensure you begin well in advance of the due date/time. There are no exceptions.

The two lowest quiz scores are dropped from your final course grade.

### EXAMS

Three progress exams and one cumulative final exam are administered using the Quizzes tool 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: Feb. 12<sup>th</sup>-13<sup>th</sup>; Exam 2: Mar. 26<sup>th</sup>-27<sup>th</sup>; Exam 3: Apr. 24<sup>th</sup>-25<sup>th</sup>; Final: Apr. 28<sup>th</sup>-30<sup>th</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>. You don't need to use one of these rooms, it is simply

an option for you. If you do decide to book a room, keep in mind that there is lead time with ProctorU ahead of the 2 h exam, so budget for approximately 2 ½ h.

## 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 (Apr. 25<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.

## 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%

Proctored Exams (3 @ 15% each)	45%
Surveys and Syllabus Quizzes	1%
End of Chapter Quizzes	14%
Final Exam	25%

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://iss.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.

### 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.