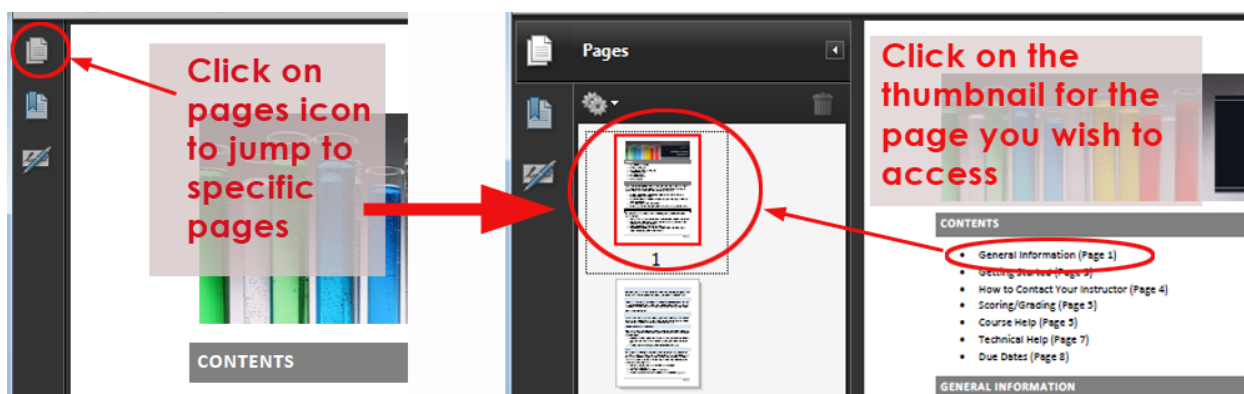


## CONTENTS

- General Information (Page 1)
- Getting Started (Page 3)
- How to Contact Your Instructor (Page 5)
- Scoring/Grading (Page 6)
- Course Help (Page 6)
- Technical Help (Page 7)
- Due Dates (Page 8)

How to navigate through this Syllabus/Handbook using Adobe Acrobat Reader:



## GENERAL INFORMATION

CHM 1025, Introduction to Chemistry, is a course designed to help students understand the basic concepts of chemistry and master the skills necessary to succeed in the main stream General Chemistry sequence, CHM 2045-2046. To succeed in this course, you must:

- Read the assigned sections of the book thoroughly (this means that you actually pay attention to what you have read.)
- Complete the online MasteringChemistry assignments prior to the deadlines listed in your DUE DATES document.
- Successfully complete the three course exams.
- In order to pass this class and progress to CHM2045, you **must earn a grade of C or better!**

**This course is delivered completely online using both Sakai and MasteringChemistry.**

It is a self-paced course, so students are free to work through the material on a schedule that works best for them.

- Students are encouraged to follow the recommended **DUE DATES** schedule to stay on track.
- **There are 3 exams throughout the semester that have due dates associated with them and MUST be completed by the due date.**
- **The Introduction to Mastering Chemistry, worth 80 points, MUST be completed by the due date. No points for doing it late.**
- **ALL** of the assignments are due by the end of the term.
- The **DUE DATES** schedule suggests the relevant chapters in the textbook that students should work on during specific weeks in the course.

#### COREQUISITES

High School Algebra II or MAC 1147 or the equivalent. Students whose math-algebra background is weak should pass MAC 1147 or the equivalent with a minimum grade of C before enrolling in CHM 2045.

#### TEXTBOOKS

"**Chemistry: A Molecular Approach**," Nivaldo J. Tro, 2<sup>nd</sup> Edition, Pearson Education, Inc., an electronic version of the book is available online through Pearson. A hard copy will be on reserve at the Marston Science Library - Ask at the circulation desk. You do not need to purchase a hard copy of the textbook.

**Other Material Needed:** Calculator

#### TIPS

Chemistry is very much a "learn by understanding" subject. Because of this you must work hard in this course to do well. That means you should read the textbook and do the assignments until you understand! The more problems you do, the more likely you are to succeed.

#### WORKING THROUGH THE ASSIGNMENTS

All assignments and exams are delivered through MasteringChemistry. They can be sorted by name, assignment type, or due date. They should be completed in the order of the chapters, following the DUE DATES schedule.

- The due dates listed for assignments are "soft" dates; you are urged to complete the homework prior to the exams. However, there is no penalty for completing the homework after the due date.
- You can use the DUE DATES listing as a check list and check them off as you go.

## EXAMS

Three progress exams will be given online. Each exam is worth 150 points and you will have only one attempt at each question. These exams are timed. Once the exam is started, the clock starts so be sure you have the full time available to complete the exam without distractions. You will have 180 minutes to complete each exam. Once you have taken the exam or the deadline has passed, you will not have access to the exams.

- Please do not miss the exams because due dates cannot be changed.
- You may not re-take an exam.
- The rest of the assignments can be done at your own pace.
- Worksheets and practice exams are available to assist you with exam preparation.
- You are **STRONGLY** urged to take advantage of the 0 point practice exams that can be found in MasteringChemistry.

## HONOR SYSTEM

All exams are given under the Honor System. Any student caught cheating will receive a failing grade in the course. Check the website for the UF policy on academic honesty:

<http://www.dso.ufl.edu/judicial/academic.php> .

## DISABILITY RESOURCES

Disability resources students must see/contact me the first week of class. If you are applying for disability resource status, you must see/contact me the first week of class. Students requesting classroom and exam accommodations must first register with the [Dean of Students Office](#).

Keep in mind that you are not eligible for accommodation until your instructor signs the letter from the Dean of Students Office.

## GETTING STARTED

1. This document contains a lot of important information that will save you time and frustration read it thoroughly.
2. Take the **Syllabus Handbook Quiz**. You can find this quiz through the **Tests and QUIZZES** link in the left hand menu. This is a short quiz that covers the information in this document.

## REGISTER FOR MASTERING CHEMISTRY

1. Purchase access and register for MasteringChemistry.
  - a. [View the video on how to do this.](#)
2. What you need to register for MasteringChemistry:
  - a. A valid email address
  - b. A student access code: Purchase access online at [www.ufchemistry.com](http://www.ufchemistry.com). (See Dr. Mitchell if you have financial aid issues associated with purchasing this access code.)

- c. The ZIP code for your school: **32611**
- d. Your Course ID below:

**This is your course ID: MCMITCHELL58656**

- 3. **You have two options for Registering:**
  - a. Go to [www.ufchemistry.com](http://www.ufchemistry.com). If you purchased an access code in the bookstore, click the MasteringChemistry link. Click New Students under Register, select Yes, I have an access code. Click continue and follow the steps to create your account.
  - b. –OR– If you wish to Purchase access online: Select No, I need to purchase access online now. Click Continue, and then follow the on-screen instructions to purchase access using a credit card. The purchase path includes registration, but the process may differ slightly from the steps printed here.
    - i. License Agreement and Privacy Policy: Click I Accept to indicate that you have read and agree to the license agreement and privacy policy.
    - ii. Select the appropriate option under “Do you have a Pearson Education account?” and supply the requested information.
    - iii. Upon completion, the Confirmation & Summary page confirms your registration. This information will also be emailed to you for your records. You can either click Log In Now or return to [MasteringChemistry](#) later.
- 4. Check the [MasteringChemistry requirements](#) to be sure you have the necessary plugins to do the assignments.

#### LOGIN TO MASTERING CHEMISTRY

- 1. Go to <http://www.masteringchemistry.com/>
- 2. Enter your Login Name and Password and click Log In.
- 3. **Enroll in your Instructor’s Course and/or Access the Self-Study Area**
  - a. Upon first login, you’ll be prompted to either:
  - b. Enter your instructor’s MasteringChemistry Course ID (listed above)
  - c. Enter your student ID
  - d. **Click Save**

Congratulations! You have completed registration and have enrolled in your instructor’s MasteringChemistry course. To access your course from now on, simply go to [MasteringChemistry](#), enter your Login Name and password, and click **Log In**.

- 1. Proceed to the **Introduction to MasteringChemistry** assignments.
  - a. These will help you to learn how to use the MasteringChemistry system.
  - b. Completing this module will earn an easy 80 points!
- 2. Once you have completed the Introduction to MasteringChemistry, you can proceed to **Module One** on your E-learning in Sakai course website

## HOW TO CONTACT YOUR INSTRUCTOR

Your instructor is Dr. John Mitchell.

Office hours: MWF 2<sup>nd</sup> and 4<sup>th</sup> Period TR 2<sup>nd</sup> and 3<sup>rd</sup> Period These hours may change.

Office Location: CLB room 214

Office phone: (352)392-0517

e-mail: use the message tool within the Sakai course website (see instructions below)

## GENERAL COURSE QUESTIONS:

Questions related to the course material or course policies can be posted on the **Course Questions Discussion Board** within the E-Learning Sakai site. To do this:

- Click on the **Discussions** link in the left hand menu
- Choose the **Course Questions** discussion forum
- State your question in the subject line of your post. (This is important! It will help other people who may have the same question.)
- Someone else in the class may be able to answer your question. Your instructor or a teaching assistant will answer within 24 hours during the work week. Questions that are posted during the weekend may not receive an answer until Monday.
- Asking a question on this discussion board is like raising your hand in class. **DO NOT** post personal questions or grade questions here. For those questions, e-mail your instructor privately as described below

## PERSONAL OR GRADE QUESTIONS:

Questions that are private or related to grades need to be e-mailed to your instructor from within the Sakai course website.

- Click on the Mail tool in the menu to the left.
- Choose Compose Message from the menu at the top of the page
- Choose Instructor Role or search for John Mitchell's name in the To menu
- Be sure to state your question in the subject line.
- Give any necessary background information. The more information you give about what you have done to solve the problem, the more likely you are to receive an accurate answer.
- You can add an attachment by clicking the Add Attachment button at the bottom of the page
- Click the Send button.

## SCORING/ GRADING

Your grade for the term will be determined as follows:

- Introduction to MasteringChemistry 80 points
- MasteringChemistry Assignments 560 points
- Exams (3) 450 points total (150 points each)
- **TOTAL Course Points 1110 points possible with survey points**

**GRADING:** *Grades will not be curved. The following grade cutoffs will be used: This is fixed; points **will not** go up. We are now using minus grades so your grade will be based on the scale below. Off by one point you get the grade you earned.*

A = 900	B- = 760	C - = 660 <b>Failing grade</b>
A- = 860	C+ = 730	D + = 630
B+ = 830	C = 700	D = 600
B = 800		E < 600

## COURSE HELP

As soon as you encounter difficulties, get help! Small problems rapidly become big problems.

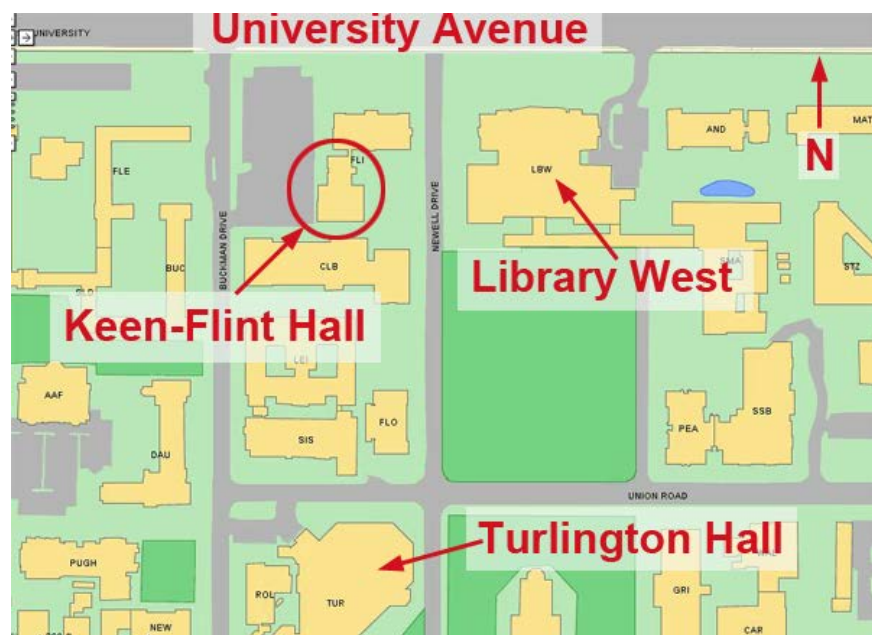
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- Asking a question on this discussion board is like raising your hand in class. **DO NOT** post personal questions or grade questions here. For those questions, e-mail your instructor privately as described in **Contact Your Instructor**.

## CHEMISTRY LEARNING CENTER

If you need help with any of the coursework, please come to the Chemistry Learning Center which is located in Keen-Flint Hall rooms 257 and 258. There you will be helped by friendly chemistry graduate students who offer free help periods 2 – 9, Monday through Friday. Their help is FREE!



## TEACHING CENTER

The UF Teaching Center is located behind Broward Hall. [View the schedule](#) for times available for walk-in help, or schedule an appointment. It is easy to do and you will be helped by friendly student mentors.

View the Teaching Center's [interactive practice exams](#) for this class!

Help from the teaching center is FREE!

## TECHNICAL HELP

Be sure to check the [MasteringChemistry system requirements](#) prior to beginning work on that website. This will make sure that you have the necessary plugins to do the assignments. In the event that you have trouble with MasteringChemistry, DO NOT contact your instructor. Instead, contact MasteringChemistry support which is available 24/7.

## WHAT IF MY VIDEO LECTURE IS NOT PLAYING?

In order to view the video lectures in this course you will need a wired connection to the Internet. Wireless connections frequently cause problems with video streaming. [How to connect your computer.](#)

**You are STRONGLY urged to use a wired connection when you are taking an exam.**

## HOW DO I KNOW WHEN TO CONTACT THE HELPDESK?

In the event that you have technical difficulties with E-learning Sakai, please contact the UF HelpDesk as quickly as possible:

- Website: <https://lss.at.ufl.edu>
- e-mail: [learning-support@ufl.edu](mailto:learning-support@ufl.edu)
- Phone: (352) 392-4357 - select option 2
- Walk-in: Ground floor of the Hub

## HARDWARE REQUIREMENTS

In order to be successful in this course, you MUST have access to a computer that meets the minimum UF requirements. In the event that you do not own a computer that meets the requirements, there are computer labs on campus for your use. [UF Computer Labs](#).

The minimum UF computer requirement can be found at:

<http://www.circa.ufl.edu/samplecomputer.htm>

Please review the information on system setup for use of E-learning:

[https://lss.at.ufl.edu/services/els/stu\\_intro.shtml](https://lss.at.ufl.edu/services/els/stu_intro.shtml)

## SOFTWARE REQUIREMENTS

You will need the following software in order to view all of the material in this course.

- Mozilla Firefox is the preferred browser for Sakai. The system may run fine in Internet Explorer and Safari, but if you run into trouble, it might be helpful to switch to Firefox.
- [Adobe Acrobat Reader](#)
- [Adobe Flash Player](#)
- You may need to install [Microsoft Silverlight](#) in order to view the Mediasite lecture presentations in this course. If you do need the plug-in, you will be prompted when to install.

## DUE DATES

These are the policies for this course. There will be no exceptions.

- The due dates listed for **assignments** are “soft” dates; you are urged to complete the homework prior to the exams. However, there is no penalty for completing the homework after the due date.
- You can use the Topics & Assignment pages as a check list and check them off as you go.

Because this course is offered online, you have the ability to accommodate a variety of personal situations. Taking your exam early increases your flexibility in dealing with potential illnesses or family emergency. **There are no make-ups, extensions, or re-takes in this course.**