

# CHM1031 BASIC CHEMISTRY II

SPRING 2021

## INSTRUCTOR INFORMATION

Instructor	Email/Office/Phone	Preferred Contact
Mrs. Veige	Email in Canvas <u>only</u> 352-392-0518 CCB 103	Email only; calls or voice messages may not be returned as class is online; Zoom office hour times by request/appointment

## TEACHING ASSISTANT

Diana Stancic; Office hours via Zoom by request/appointment.

Email: through Canvas email

## COURSE DELIVERY/MEETING TIMES

This is a 100% online & asynchronous course.

## AUDIO/VIDEO PRESENCE POLICY

Our class sessions are not recorded unless specifically announced in advance (such as for an exam review session). For those sessions, students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate verbally are agreeing to have their voices recorded.

If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the 'chat' feature, which allows students to type questions and comments live. The chat will not be recorded or shared.

As in all courses, unauthorized recording and unauthorized sharing of recorded materials are prohibited.

Full audio and video presence is required for proctored tests administered by Honorlock.

## GENERAL INFORMATION

### PREREQUISITES

High school algebra.

### 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 Honorlock? 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 (Smartbook/LearnSmart assignments) associated with an ebook, *General, Organic, and Biological Chemistry*, Smith, 4<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).

This course is participating in UF All Access. Beginning the first day of the semester (not before that time) students can opt in to consent to have the purchase price charged to your student account.

To opt in, navigate to: <https://bsd.ufl.edu/allaccess>. Click the “Opt In” tab or view the “View Eligible UF All Access Classes” button. You will be prompted to log in using Gatorlink credentials. Follow the prompt to authorize charges to your student account. The access code will then be provided. Copy the access code to your clipboard. In the Canvas course, click on the McGraw-Hill Connect tab in the left hand navigation menu of the course page. Provide the access code when prompted to do so. If you have any questions about the authorization process or refunds contact [allaccess@bsd.ufl.edu](mailto:allaccess@bsd.ufl.edu).

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 2020 for CHM1030 (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 minimum technical requirements at [honorlock.com/support](https://honorlock.com/support). Ensure your computer system meets their minimum system requirements. You are also required to have a handheld mirror/reflective surface for proctoring.

## COURSE TECHNOLOGY

The student may require Adobe Acrobat Reader, Adobe Flash Player, Microsoft Silverlight and other software. 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. Honorlock has specific hardware/software requirements: [honorlock.com/support](http://honorlock.com/support). 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).

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

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

### SYLLABUS QUIZZES/SURVEYS

You can submit these assignments late, with a 10% penalty per day submitted late. Make sure to open and submit the quizzes for all attempts prior to the due date to avoid the late penalty. Note that even 1 s past the due date counts as a whole day late.

### CHAPTER 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.

Quizzes can be completed late for reduced credit, with a late penalty of -10% per day submitted late. Note that even 1 s past the due date counts as a whole day late. Make sure to open and submit the quizzes for all attempts prior to the due date to avoid the late penalty.

It is not 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.

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 Honorlock. Each exam is available for a 24 h period on the scheduled exam date, except for the cumulative final which is available over a range of dates. Exam dates are: Exam 1: Feb. 16-18<sup>th</sup>; Exam 2: March 23-25<sup>th</sup>; Exam 3: Apr. 19-21<sup>st</sup>; Cumulative Exam 4: Apr. 22-27<sup>th</sup>.

The one lowest exam score is dropped from your overall course grade. This includes the cumulative final; if you perform well on the three progress exams the final is thus optional.

## HONORLOCK

Honorlock will proctor your exams this semester. You do not need to create an Honorlock account, download software, or schedule an appointment for your exam. Honorlock is available 24/7 and requires a computer, webcam, microphone, and a stable internet connection.

To get started, you will need Google Chrome and to download the Honorlock Chrome Extension. You can download the extension at [www.honorlock.com/extension/install](http://www.honorlock.com/extension/install).

When you are ready to test, log into Canvas, go to your course, and select your exam. Click "Launch Proctoring" to begin the Honorlock authentication process, during which you will take a picture of yourself, show your ID, and complete a scan of your room. You will need a small handheld mirror/reflective surface to show the camera underneath your table/desk, etc. Honorlock will record your exam session and record your screen.

If you encounter technical difficulties with Honorlock, contact Honorlock directly. You may live chat, phone (855-828-4004) and/or email [support@honorlock.com](mailto:support@honorlock.com). You should spend some time reading about their service and testing your system on their website. For other technical issues contact the Help Desk.

Extensive Honorlock documentation, including a student privacy guide, is available at <https://dce.ufl.edu/services/online-proctoring/>.

## 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. 21<sup>st</sup>, 2021).

## ATTENDANCE, EXAM EXTENSION REQUESTS

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at: <https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/>

Exam absences will be handled in accordance with official UF academic regulations. For more information, see <https://catalog.ufl.edu/UGRD/academic-regulations/> . See below for further clarification for two different types of situations.

(1) Conflicts with other events: this should be rare, as CHM1030 proctored exams are available over a wide range of time. You should plan accordingly. Such reasons may include religious holidays, military obligations, special curricular requirements (e.g., attending professional conferences), or participation in official UF-sanctioned activities such as athletic competitions, etc. For more information on such absences see the official UF Policy at <https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/#absencestext> ). If you must be absent for an exam due to a documented and approved conflict known in advance, you must e-mail your instructor (within Canvas) the documentation at least one week prior to the scheduled exam and an early conflict exam will be scheduled for you.

(2) Missing an exam due to an emergency or sudden illness: If you are absent for an exam due to an unpredicted documented medical reason or family emergency, you must contact the instructor as soon as possible, and you may be asked to have your excuse verified by the Dean of Students Office (DSO). Your instructor will follow UF academic regulations in evaluating the notification and/or documentation received from you or from the DSO on your behalf. Once your instructor is satisfied with the validity of your exam absence a make-up exam will be scheduled after a reasonable amount of time, i.e., before the end of the semester. If your documentation is deemed insufficient to excuse your absence you will receive a zero on the missed exam.

## ASSIGNMENT POLICY

### MCGRAW-HILL LEARNSMART/SMARTBOOK

You will access your electronic textbook and the LearnSmart homework directly from within Canvas. LearnSmart assignments are submitted as-is on their due date/time - they cannot be completed late for credit, but can be reworked for practice after the fact, without affecting your recorded score.

Additional practice assignments have been created for you using McGraw-Hill's platform; these are clearly marked as "not for credit". These are not mandatory, and are not considered for credit or extra credit.

You are strongly encouraged to do extra problems, including end of chapter problems in the text - 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 two lowest LearnSmart grades are dropped from your overall course grade.

### DISCUSSIONS

You will contribute to discussion boards throughout the semester. Please see the grading rubric for each for grading criteria. Discussions can be submitted late for reduced credit (-10% per day late). The lowest one discussion assignment is dropped from your overall course grade.

### NOTE TAKING ASSIGNMENTS ("NOTES")

You will submit notes for each chapter, meeting the requirements given in Canvas. Please see the grading rubric for each for grading criteria. Notes can be submitted late for reduced credit (-10% per day late). The lowest one Notes assignment is dropped from your overall course grade.

## EXTENSIONS

Extensions for assignments (exams are covered under the 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/>

All assignments other than the final exam must be completed by the last day of term (Apr. 21).

## 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 4.

There is no extra credit available for this course. 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	20%
Proctored Exams	60%
Surveys and Syllabus Quizzes	1%
End of Chapter Quizzes	15%
Discussions	2%
Chapter Notes	2%

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

Letter	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E
Cutoff	90.0	87.0	84.0	81.0	78.0	75.0	72.0	69.0	66.0	63.0	60.0	< 60.0

## UNIVERSITY POLICIES

### UNIVERSITY POLICY ON ACCOMMODATING STUDENTS WITH DISABILITIES

Students with disabilities who experience learning barriers and would like to request academic accommodations should connect with the Disability Resource Center by visiting [disability.ufl.edu/students/get-started](http://disability.ufl.edu/students/get-started). It is important for students to share their accommodation letter with their instructor and discuss their access needs, as early as possible in the semester.

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

Please see the detailed Netiquette guide in the *Settling In* section of Canvas.

## 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.

A minimum grade of C is required for general education credit.

## 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 CHM1031.

## COURSE LEARNING OUTCOMES

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



## TENTATIVE WEEKLY SCHEDULE

\*The most up to date list 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.