Course Information
Organic Chemistry Tutorial (CHEM 202)
Spring 2019

Course:	CHEM 202 meets Tuesdays 4:00 pm – 4:50 pm, Location: STC 135; Wednesdays 9:00am – 9:50am, Location: STC 146; and Fridays 9:00 am – 9:50 am, Location: STC 146
Instructor:	Allan D. Headley
Office:	Science Building, 337
Office Hours:	Mondays and Wednesdays, 10:00 a.m. – 11:00 p.m.; Tuesdays, 10:00 – 11:00; Thursdays, 11:00 p.m. to 12:00 p.m.; Fridays, 9:00 – 10:00 am.
Telephone:	(903) 468 – 8106
E-Mail:	allan.headley@tamuc.edu
Text:	None required

Grading

Your course grade will be based on your attendance (80%) and participation in class (20%). There are 14 class days in the semester. Assuming full participation on your part, grades will be assigned as follows:
A: Attend 13 of the 14 class periods and fully participate in solving assigned problems.
B: Attend 11 of the 14 class periods and fully participate in solving assigned problems.
C: Attend 10 of the 14 class periods and fully participate in solving assigned problems.
D: Attend 8 of the 14 class periods and fully participate in solving assigned problems.
F: Attend 7 or fewer of the 14 class periods.

There will be absolutely no make-ups for missed class attendance. If you fail to sign the attendance sheet for a class period, you will be counted as absent even if you were in class that day; the sign-in sheet is the official record of your attendance in class. If you miss class on Thursday, you can attend Friday's class if you provide the instructor with prior notification. If you miss Friday's class time, it will not be possible to make up the absence unless you know ahead of time that you will be absent in which case you can attend the Thursday class of that same week if you provide the instructor with prior notification.

Your attendance grade is not based on you simply showing up to class. To receive attendance for the class period you must meet the following requirements:

1. You cannot be more than 5 minutes late to class or leave class early without consent of the instructor. Missing more than 5 minutes of class time will equate to a non-attendance for that day.
2. You must participate in the class or group discussion. Non-participation will equate to a non-attendance for that day.
3. Disorderly conduct will equate to a non-attendance for that day.
4. Your group must work diligently to complete the lesson for that day. If your group does not work diligently to complete the lesson you will receive a non-attendance for that day.
5. You may not work on material from another class. If you do, you will receive a non-attendance for that day.

See the following website for details about course withdrawal and other relevant university information: http://www.tamuc.edu/admissions/registrar/academicCalendars/. Incomplete grades

may be given only if the student has a current average ≥70% and is precluded from completion of the course by a documented illness or family crisis.

TECHNOLOGY REQUIREMENTS

Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or **point** release of that major version) and the previous major version of iOS (the latest minor or **point** release of that major version). For example, as of June 7, 2017, D2Lsupports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the

Device	Operating System	Browser	Supported Browser Version(s)
			iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
    - 512 MB of RAM, 1 GB or more preferred
    - Broadband connection required courses are heavily video intensive
    - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
    - Sound card, which is usually integrated into your desktop or laptop computer
    - Speakers or headphones.
    - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: JAVA web site http://www.java.com/en/download/manual.jsp

- Current anti-virus software must be installed and kept up to date.

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.
JavaScript is enabled.
Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
    - Adobe Reader https://get.adobe.com/reader/
    - Adobe Flash Player *(version 17 or later)* https://get.adobe.com/flashplayer/
    - Adobe Shockwave Player https://get.adobe.com/shockwave/
    - Apple Quick Time http://www.apple.com/quicktime/download/

- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu**.**

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

Brightspace Support

Need Help?

Student Support

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the **Live Chat** or click on the words "click here" to submit an issue via email.

System Maintenance

D2L runs monthly updates during the last week of the month, usually on Wednesday. The system should remain up during this time unless otherwise specified in an announcement. You may experience minimal impacts to performance and/or look and feel of the environment.

Learning Outcomes / Course Objectives

This is a course in chemical reasoning and problem solving in organic chemistry. Various chemical principles and facts are reviewed applied to organic chemistry. The course is designed to develop and improve the student's ability to think and solve problems. Thus, a letter grade earned in this class not only reflects the student's knowledge of organic chemistry, but also reflects the student's ability to solve scientific problems based on available information, and to become a better scientist. The intent of the course is for you to work in small groups to complete the lesson for that day. You will be required to work in groups of 3-4 students. Groups of less than 3 students or more than 4 students will not be allowed. **The instructor may change the groups periodically.** You are expected to work together as a team to answer the questions posed in the lesson. Thus, you are highly encouraged and expected to discuss, with your group members, the lesson and the answers to the questions posed. The instructor for the course is not present to answer the questions for you. Rather, the instructor is present to guide you in your learning efforts. This has proven to be an effective way to learn Chemistry; we will be using methods similar to a National Science Foundation sponsored program called POGIL (Process Oriented Guided Inquiry Learning, www.pogil.org). Learning outcomes for the course include:

1. Students completing the course will be better equipped to work in a team environment to solve scientific problems. The teamwork in this course will improve:
    A. communication skills and leadership skills
    B. problem solving abilities
    C. problem solving strategies.
2. Students completing the course will better understand the course content of Chemistry 2323, which should significantly improve student performance in that course.

CLASS ATTENDANCE POLICY:

All students are expected to attend class on a regular basis and attendance will be recorded. The Department of Chemistry adheres to the attendance policy set by the University as stated in the most current Undergraduate Catalog. Being late by more than 5 minutes is equivalent to missing a class period. Excessive absence is defined as missing more than 10% of the class periods

without excusable reasons. Excessive absence will be reported to the Dean of the College and the Dean of Students. In addition, according to the TAMU-Commerce Procedure A13.02, good class attendance will be necessary in order to pass the course. If you have excessive absences, you may be dropped from the course.

CLASSROOM BEHAVIOR

Disorderly conduct which interferes with the normal classroom atmosphere will not be tolerated. The classroom instructor is the judge of such behavior and may instruct a disorderly student to leave the room with an unexcused absence or in more serious situations a student may be removed from the class with a failing grade.

CHEATING AND OTHER BREACHES OF ACADEMIC CONDUCT

Academic cheating, plagiarism, and other forms of academic misconduct may result in removal of the student from class with a failing grade or may in extreme cases result in suspension or expulsion from the University as described in the "Code of Student Conduct" section of the " Student's Guidebook."

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:
Office of Student Disability Resources and Services, Texas A&M University-Commerce, Gee Library, Room 162, Phone (903) 886-5150 or (903) 886-5835, Fax (903) 468-8148
E-mail: StudentDisabilityServices@tamuc.edu

NONDISCRIMINATION STATEMENT

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

CAMPUS CONCEALED CARRY

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the Carrying Concealed Handguns On Campus document and/or consult your event organizer.
Web url:
http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf
Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.