Chemistry 22 Syllabus - Dr. Kline - Spring 2020

Class Times, Office Hours, Contact Info

<table>
<thead>
<tr>
<th>Lecture: MW 7:15-9:45 pm, Sci 155</th>
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<tr>
<td>Office Hours</td>
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<tr>
<td>MW 5:45-6:45 pm, Tu 3:30-4:30 pm, and online via</td>
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<tr>
<td>Discussion area of Canvas (will usually get response within 24-36 hours)</td>
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<tr>
<td>Web Site: homepage.smc.edu/kline_peggy/chem-22.html</td>
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Dr. Kline Contact Information

- Office: Sci 272
- E-mail: kline_peggy@gapps.smc.edu; kline_peggy@smc.edu (the most efficient way to contract this instructor)
- Phone: 310-434-4745

Grading

<table>
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<tr>
<th>Required Activity</th>
<th>% of Course Grade</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Tests</td>
<td>55%</td>
<td>Three at 100 points each; none dropped</td>
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<tr>
<td>Quizzes</td>
<td>18%</td>
<td>Best 10/11 regular quizzes at 10 points each; lowest dropped. Plus five-point Review Quiz that is not dropped</td>
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<tr>
<td>In-Class Activities and Miscellaneous</td>
<td>3%</td>
<td>See Canvas assignment for more details on in-class activities. Also includes extra credit for submitting online survey by deadline.</td>
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<tr>
<td>Final Exam</td>
<td>24%</td>
<td>Cumulative. See Canvas assignment for more details</td>
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Grade Standards - based on overall weighted percentage

- A ≥ 90.00%
- B ≥ 80.00%
- C ≥ 65.00%
- D ≥ 50.00%
- F < 50.00%

Course Materials and Resources

Books and Supplies

- **Organic Chemistry**, 3rd ed., by David Klein. The package sold in the SMC Bookstore includes a loose-leaf text, solutions manual, and a registration code for WileyPLUS. You can buy the same package directly from Wiley for a bit less money by following the link on the Chem 22 web page.
- **Study Guide and Solutions Manual** to accompany Klein text – *optional, but highly recommended*. In addition to solutions for all of the problems, including in-chapter ones it includes the following: the review information at the back of each chapter in a workbook format, mistakes to avoid, and lists of useful reagents.
- **Molecular Model kit** – *optional, but recommended; ball and stick or “jacks” type (Darling models) or the Alpha Organic ones with p-orbitals are all OK and each has its strengths and weaknesses.*
- **Available via Internet**
  - **Canvas** - *(http://www.smc.edu/ACG/DistanceEducation/Canvas/Pages/Canvas-at-SMC.aspx)* - includes grade book and threaded discussion for Q&A..
  - **WileyPLUS** The URL for Dr. Kline’s WileyPLUS course is `www.wileyplus.com/class/656991`, Pre-loaded content is there including eText (includes Study Guide), problems, video mini-lectures and solved problems, Reaction Explorer, ORION and more. Look under “Read, Study, Practice” for this content. The bookstore bundle includes a registration code. Not required.
General Information

- **Course material** will be posted on or linked from the class web site: http://homepage.smc.edu/kline_peggy/chem-22/. The instructor will send out communications to students using their official SMC email addresses and/or Canvas so make sure you check the email addresses associated with both of those. You are responsible for knowing about information sent to your official SMC address and via Canvas.

- **Contacting the instructor.** Use the Discussion area of Canvas to ask course-related (content and protocols) questions. Use email only for personal questions. Include the course name as the subject in any email not sent via Canvas to help keep it from getting trapped in the spam filter.

- **Office hours.** These are for you. If there are already students in the office, please come in and join us. I take questions on a rotating basis if more than one student is in the office. If I seem to be busy with something else when you come by during office hours that’s just because no one is there yet and I’m looking for something else to do. Interrupt me!

- **Tutoring.** The Science Learning Resource Center (Sci 245, http://www.smc.edu/AcademicPrograms/Tutoring/Pages/Science-LRC.aspx, provides free tutoring for SMC students and other resources.

- **Suggested problems** for students to work on their own from the textbook are listed online: http://homepage.smc.edu/kline_peggy/chem-22/suggested-problems.html. There is a strong correlation between working the problems in a serious and dedicated manner (pencil, paper, and lots of time) and course grade.


- **College Dates and Deadlines.** See the SMC Dates and Deadlines web page for enrollment and payment deadlines and Corsair Connect for individual course withdrawal deadlines. The instructor reserves the right to drop any student who misses any class meetings during the first week. The instructor will probably drop students who miss a test without notification or appear to vanish; however, clerical errors do occur. If you want to be sure you are dropped, do it yourself. Aside from the circumstances under which you may be dropped by the instructor, it is nevertheless your responsibility as a student to withdraw from class if you do not intend to complete it. Students must not expect faculty to initiate withdrawal procedures for them. If you wish to drop this class, you may do so through Corsair Connect. Students may process a drop for themselves through 75% of the class, which is through the 12th week in a regular semester. Data regarding the withdrawal parameters for each class are provided within each student’s individual Corsair Connect account.

- **Students concurrently enrolled in Chem 22 and Chem 24** must remain enrolled in Chem 22 in order to continue enrollment in Chem 24. Exception - students who are enrolled and participating substantively in Chem 22 as of the end of the eleventh week(*) of a regular semester may be permitted to drop Chem 22 while remaining in Chem 24 after consultation with the instructors of both courses and the department chair. (*) or a pro rata time in a short session.

Class Activities and Behavior

- **Successful completion** of this course will require full participation in all class activities. Punctuality is critical as well—plan to arrive on time each and every class period. You will miss important material, annoy your fellow students and anger the instructor when you disrupt the class by entering late. Students are responsible for knowing what happens in class, including schedule changes, material not in the book, information about what’s going to be on the next test and so on. It is a good idea to have the names and contact information for a few students whom you can contact if you miss class.

- **Electronic devices.** Please adjust cell phones, laptops, tablets, etc. so they do not make noise and/or disrupt class members; the instructor reserves the right to confiscate such devices that do make noise and/or to evict students who are not using them appropriately during class time.

- **No eating, gum chewing, or drinking** is permitted in classrooms or labs; no food or drink is permitted unless it’s sealed so that it absolutely cannot spill. Water is allowed.

- **In-class points** will be for problems worked in groups during class time and/or for working problems at the board.
Accessibility and Accommodations

- **This course is designed to be welcoming to, accessible to, and usable by everyone**, including students who are English-language learners, have a variety of learning styles, have disabilities, or are new to online learning. Let me know immediately if you encounter a required element or resource in the course that is not accessible to you. Also, let me know of changes I can make to the course so that it is more welcoming, accessible, or usable by students who take this course in the future.

- **SMC accommodates students with disabilities.** If you qualify for any special accommodations due to a disability, you must officially process your request through the Disabled Students Programs and Services (DSPS) office. Instructor must receive Testing Accommodation Authorization Form before the first anticipated accommodation and with sufficient notice to provide materials to DSPS. No retroactive accommodations will be provided. The student is solely responsible for securing any provisions to which they may be entitled. Scheduling of accommodated exams must be made through DSPS. Students must provide the instructor with the Testing Accommodation Appointment” form before each test or quiz for which they plan to use DSPS and not change their mind. Be cognizant of DSPS guidelines and not change their mind. Be cognizant of DSPS

- **Religious Observance Absences.** Students must notify the instructor by email no later than the date given on the course Schedule of any planned absence due to a religious holiday. There is no guaranteed accommodation for notifications provided after the deadline. SMC Academic Regulation 5530 states: “It is the college practice that students may be required to make-up missed work from absences due to the observance of a religious holiday, but they cannot be penalized for such absences. This practice applies to any work affecting a student’s grade.” This course will avoid scheduling tests and quizzes on religious holidays that commonly affect students and, whenever possible, will schedule labs that can easily be rescheduled or done on a student’s own time on religious holidays that affect large numbers of students. Lectures will be held on religious holidays and students who need to miss class are expected to get notes from other students.

Testing, Grading and Academic Honesty

- **Topics for test and quiz questions** will be taken from information presented in lecture and/or assigned problems. Quizzes will be given at the end of the class period in a regular semester and at the beginning during a short session.

- **No cell phones, dictionaries, or translators are allowed during quizzes or tests.**

- **Review Quiz** (Chem 21 material). There will be a five-question multiple-choice quiz based on Chem 21 topics given during the second class meeting of Chem 22... It is worth half the points of a regular quiz and cannot be dropped. There is more information and a bank of practice questions at http://homepage.smc.edu/kline_peggy/chem-22/chem-21-reactions-naming.html under “Additional Information (All Instructors)” at the bottom of that document.

- **There will be no makeup tests or quizzes.** If you miss a test for a legitimate, documented reason your percent score on the final will be used in place of that test score. If you miss a quiz, it will be one that is dropped. If you miss more than two quizzes then you need to consult with the instructor.

- **Re-grading.** Tests may be submitted for re-grading (or re-adding) within one week of their initial return to students. Please note that the instructor reserves the right to re-grade the entire test or quiz. Answers that look as if they could have been changed after they were graded will not be considered for re-grading. Regrades that involve questions scored by ZipGrade may be adjusted for all class members if not so doing creates an unfair disadvantage to students with one form of the test; this may result in students having a higher or lower score than originally scored.

- **The Academic Honesty Policy of Santa Monica College** will be strictly enforced. Acts of academic dishonesty including, but not limited to, plagiarism, providing test/quiz answers to another student, and copying from another student can result in a failing grade for the assignment or the course. Plagiarism consists of presenting the words of another person as your own and includes “recycling” written work from other students and the Internet. Both the provider and the recipient of the information will be penalized. In addition, lying, manipulative or disruptive behavior will not be tolerated. More information on SMC policies is available on the website for The Office of Student Judicial Affairs. Students need to be familiar with the SMC Code of Academic Conduct.
Study Advice - Chemistry is not a spectator sport—reading the book and watching the instructor work problems will not be sufficient. The only way to learn to work problems is by working them yourself (without looking at the solutions). Read the appropriate chapter sections and work the problems as we cover them in lecture. Do not wait until the last minute to work the problems. If you have difficulty with a problem, try rereading the appropriate section(s) or your lecture notes and/or the book, looking at worked-out problems of the same type, etc. If you get totally frustrated with a problem, don’t get hung up on it—go on to something else for a while. Study strategies that students have found useful in the past include study groups, flashcards, working questions from old tests and quizzes, reworking assigned problems, don’t get hung up on it—go on to something else for a while. Study strategies that students have found useful in the past include study groups, flashcards, working questions from old tests and quizzes, reworking assigned problems, and examples, and reviewing their tests before the final exam.

Getting Along and Courtesy

• Please consider my classroom a safe space where intolerance and lack of respect is not appropriate and will not be tolerated. Not everyone has the same views, but we are all here to learn and to grow.
• Undocumented/DACA/AB540. Santa Monica College stands with the California Community Colleges Chancellor’s Office—and hundreds of other educational and business organizations—in affirming that our undocumented students are as integral a part of our community as anyone else. Here at Santa Monica College, we remain committed to serving our undocumented students, to helping them fulfill their life’s dreams and aspirations; this college will continue to be a safe environment for all students and personnel.
• The Santa Monica College DREAM Program provides support services to DREAMers (undocumented, AB540 and DACA recipients). Its purpose is to increase the personal growth, development and retention of DREAM students through academic, career, and personal counseling; assistance in applying for the California Dream Act/Financial Aid and scholarships; and providing workshops relative to DREAMers and their families. The Dream Program is located in the Student Services Center (SSC) 2nd Floor, Room 238. To make an appointment, call (310) 434-4892 or email DREAM@smc.edu.
• Names and Pronouns. There is a long history of dialogue and activism around how we address one another, with respect to both names and pronouns. Students should be referred to by the name they prefer, with the proper pronunciation, by all members of the classroom community—faculty and other students. I will gladly honor your request to address you by the name you prefer and gender pronouns that correspond to your gender identity. Please advise me of your name’s proper pronunciation, and any name or pronouns not reflected by the class roster. Students are expected to use the appropriate names and pronouns of their classmates and professor. The college now allows students to specify their preferred name and pronoun by following the instructions here: http://www.smc.edu/EnrollmentDevelopment/Admissions/Pages/Preferred-First-Name.aspx