Department of Chemistry and Biochemistry
CHEM 3053-002
Course Syllabus, Fall 2011

INSTRUCTOR INFORMATION:
Instructor: Dr. Robert Cichewicz
Office: 2310 Stephenson Life Sciences Research Center (SLSRC)
101 Stephenson Parkway
Email: (rhcichewicz@ou.edu)
Course Website: Desire2Learn: https://learn.ou.edu/

OFFICE HOURS: MW 11:00 A.M. – 12:00 P.M.
Room 2310 SLSRC, 101 Stephenson Parkway

TA OFFICE HOURS: To be determined

ACTION CENTER HOURS: To be determined

PREREQUISITE(S): Requirements as described in the course catalog

MEETING PLACE AND TIMES: 1:30 – 2:20 PM, MWF, Nielsen Hall 0270 (Final Exam December 16, 2011 at 7:30 – 9:30 PM, location to be announced) (any changes to the class schedule will be announced in class)

TEXT: David Klein’s Organic Chemistry (publisher: Wiley). Accompanying solutions guide is available but not required. A molecular model kit is recommended but not required.

TEST & EXAM DATES: Tests and the final exam for CHEM 3053 will be held on the dates shown in the table below. All tests are comprehensive; they cover all of the material presented in class, the official class textbook, and prerequisite courses. A comprehensive final exam will all of the material from the course. Any changes to this schedule will be announced in class.

<table>
<thead>
<tr>
<th>Test</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test 1</td>
<td>Friday September 16th</td>
<td>1:30 – 2:20 PM</td>
</tr>
<tr>
<td>Test 2</td>
<td>Friday October 14th</td>
<td>1:30 – 2:20 PM</td>
</tr>
<tr>
<td>Test 3</td>
<td>Friday November 18th</td>
<td>1:30 – 2:20 PM</td>
</tr>
<tr>
<td>Final Exam</td>
<td>Wednesday December 16th</td>
<td>7:30 – 9:30 P.M.</td>
</tr>
</tbody>
</table>

COURSE OVERVIEW & OBJECTIVES:
CHEM 3053 is the first of a two-semester sequence (3053 and 3153) covering the fundamental concepts of organic structures and reactions of the principal functional groups. Organic chemistry encompasses the study of the structure, reactivity, and synthesis of carbon-based compounds. In this course, we will focus on the topics presented in the official class textbook beginning in chapter 1 through chapter 14. Adjustments to the range of content covered in class may be made and students will be notified of any changes during the normal lecture times. Note: Memorization alone will not be sufficient for success in this class. In order to develop critical thinking skills necessary to succeed in advanced coursework, greater effort will be required than rote memorization.

COURSE FORMAT:
CHEM 3053 is organized into a series of instructor-guided lecture modules with periodic tests and a final exam covering the material described in the class textbook. Grades will be determined based on three tests (100 points each) and one final exam (200 points).

You are expected to read the assigned textbook material before coming to class. If you are not prepared for lecture, you will not fully benefit from the classroom experience. Lectures will consist of lessons aimed toward expanding upon, clarifying, and focusing your attention on the most important concepts presented in each chapter. Key concepts will be discussed; however, it is expected that you will continue building your knowledge about these topics through independent study. Lecture content may contain material and examples not found in the textbook. You are expected to take notes.
ATTENDANCE:
Your attendance at lectures will not be recorded. However, you are strongly advised to attend all lectures since items will be discussed and announcements made regarding tests/exam that could influence your likelihood of success in the course. Changes to the class schedule will also be made during class. Note: The instructor reserves the right to make announcements and provide important information in class that will not be disseminated by any other means.

READINGS AND PROBLEMS
Students should keep ahead by reading material before it is covered in class and reading again it after it has been discussed. Many problems can be found in the book to help gauge your level of understanding of the material. Problems will not be collected for grading, but you are encouraged to work them out to enhance your personal learning experience.

EMAIL COMMUNICATION:
In order to aid communication, the University has established email as an acceptable means of official communication. All University students are assigned an official University email account and your instructor will be communicating with you through this account periodically. Email sent to this account is expected to be read by you in a timely fashion. If you arrange to have your email forwarded to another email account, the University warns that you do so at your own risk. Failure to receive or read the communications sent to your official email account in a timely manner does not absolve you from knowing the information sent to you.

Any correspondence with the instructor must include the phrase “CHEM 3053” in the subject line. Due to campus email filters, email messages not including this specific notation could result in the message being classified as junk email. The instructor will not sort through junk email to identify messages that are not correctly labeled. The instructor will make all possible efforts to respond to email inquiries within two business days after the message was received. Under some circumstances, the answer to a question may involve an extensive amount of non-text tools (use of figures, drawings, models, etc.). If this does occur, the instructor may request that the student attend official office hours to address a question posed in an email.

GRADING:
Points will be distributed in CHEM 3153 as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tests (3 tests)</td>
<td>100 each x 3</td>
</tr>
<tr>
<td>Final Exam</td>
<td>200</td>
</tr>
<tr>
<td>Total</td>
<td>500</td>
</tr>
</tbody>
</table>

Tests: Thee tests (100 points each) will be administered as shown on the schedule. In-class tests will be comprehensive in scope and they will take place in the normal classroom location. Proctors will be present in order to assist in the distribution of tests and to monitor students during the test periods. The in-class tests will be multiple choice and students will provide answers on Scantron forms. Note: The multiple choice tests will utilize Scantron forms that accept up to 10 different answers (choices A-J). This may be different from the traditional five answer forms (choices A-E) that you are probably most familiar with seeing. You should expect that all multiple choice test questions will require that you select the correct answer from 10 choices. You will need to bring two to three #2 pencils to each test. No writing implements will be provided. You may not have any other materials with you during a test (e.g., erasers, pencil sharpeners, water bottles, scrap paper, food, phone, etc.). Students must comply with all instructor and teaching assistant issued instructions or risk forfeiting the test grade.

Final Exam: The final exam will be worth 200 points and it will be comprehensive for the entire organic chemistry class. You will need to bring two to three #2 pencils to the final exam. No writing implements will be provided. You may not have any other materials with you during a test (e.g., erasers, pencil sharpeners, water bottles, scrap paper, food, phone, etc.). Students must comply with all instructor and teaching assistant issued instructions or risk forfeiting the test grade.
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The final exam will be held at the time listed on the test/exam schedule. The location of the final exam will be announced in class sometime during the week preceding the final.

**Grading Scale:** A total of 500 points is possible over the term. All points earned will be expressed as a percentage of the total points possible in the course and a grade assigned according to the table that follows. All grades will be rounded appropriately (for example 89.5% = 90% while 89.4% = 89%). There are no exceptions. The class will be graded on the scale indicated below; however, the instructor reserves the right to apply a curve at the end of the term. The instructor will not provide estimates or predictions about how a curve may be applied until after the final exam grades have been posted to the class website.

Grades will be issued in CHEM 3053-001 as follows:

<table>
<thead>
<tr>
<th>Percentage of total points:</th>
<th>≥90%</th>
<th>80 – 89%</th>
<th>70 – 79%</th>
<th>60 – 69%</th>
<th>&lt;60%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade:</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>F</td>
</tr>
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</table>

**EXAM POLICIES:**

**Required Exam Materials:** Scantrons are provided for the exams. Students must bring 1-2 sharpened number two (#2) pencils to each exam (mechanical pencils that use the appropriate lead are satisfactory). Pens cannot be used on the Scantrons.

Students are required to bring their official University ID with them to all tests including the final exam. **Students failing to bring their University ID will not have their test/exam accepted for grading.** Students must present their ID to the instructor or designated exam proctor before the time their exam is turned in for grading in order to validate the identity of each student. Student IDs must be in a condition that allows the instructor to make a positive identification of the student’s name, student number, and picture. Driver’s licenses, military IDs, and other forms of identification will not be accepted. Once the test has started, students cannot leave the room to locate their University ID nor can they present it to the instructor at a later time for validation. Students who fail to bring their University ID will not be allowed to make up the test/exam. There will be no exceptions.

**Test/Exam Seating:** Students are expected to seat themselves during tests and exams so as to minimize the chance that a student’s test/exam materials can be viewed by any other student. Students must comply with instructor issued directions regarding where to sit during all exams. No student will be allowed to change seating once an exam or test has started without being told to do so by the instructor. The instructor and test/exam proctors reserve the right to move any student to any location in the classroom at any time in order to minimize the chance that a student can view another student’s work or have their material viewed by another student. Since the instructor and proctors are likely to move students during the exams simply to provide more space between students, the class should never assume that someone moved during the exam is cheating. Likewise, if you are moved during the test/exam, it does not necessarily mean that the instructor or proctor thought you were cheating.

**Exam Workspace:** No other materials including but not limited to additional writing implements, calculators, study aids, cell phones, or any electronic devices (pager, iPod, PDA, MP3 player, computer, etc.) will be allowed on or near a student for any reason. All hats, sunglasses, and other paraphernalia that obstruct the instructor’s ability to see a student’s face and hands during the exam will not be allowed. Water bottles, beverage bottles, and cans are not allowed at a student’s workspace. All bags, umbrellas, or other personal items brought to the exam room must be left at the front or sides of the room for the entire exam period. Students must turn off cell phones that are stored in their bags. **Any “ringing bags” will be moved outside of the lecture hall, unmonitored, to minimize the disruption of the exam.** Students who wish to leave the test/exam to retrieve their bag will have to turn in their test/exam and will not be allowed to finish.

Any electronic devices, papers, bags, or other materials found in the vicinity of a student’s test exam workspace or on their person, whether being actively used or not, will be considered as an attempt to cheat on the exam. The student will
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be charged with academic misconduct according to University protocols and will receive a grade of zero for the test/exam as well as an “F” in the course and/or expulsion from the University. Students leaving the room for any reason during a test/exam must first turn in their test/exam and will not be allowed to continue working on the test/exam. Students failing to meet these requirements will receive a grade of zero for the test/exam and will be subject to University sanctions.

Punctuality: Arrive early (or at least on time) to the classroom on scheduled test/exam days. Every effort will be made by the instructor and the proctors to distribute the test/exam materials in a timely fashion. Students arriving more than ten minutes after the test/exam has been distributed will not be admitted to the exam room. Arriving late to a test/exam will result in the student not being admitted to the test/exam room and it shall be treated as an unexcused absence. The student will receive a grade of zero for the missed test/exam. Once the first test/exam has been handed in for grading, no student will be allowed to begin taking the test even if this occurs within the first ten minutes of the test/exam period.

End of test/exam period: When the end of the test/exam period is announced, the test/exam must be turned in immediately. No additional writing, including filling in your name or student ID number bubbles on the Scantron sheet, will be permitted. Students who continue writing after the end of the test/exam period is announced will forfeit their grade for the test/exam.

Grading issues: Any concerns about test/exam questions or grading must be communicated to the instructor within five business days of the test/exam grades being posted to the class website. Although the instructor will discuss any course content with students throughout the entire semester, requests to reconsider/re-grade questions on tests/exam after the five-business day period has expired will not be honored.

MAKE-UP POLICIES FOR EXAMS:
No make-up exams will be given except under extraordinary circumstances that are documented and accepted by the instructor and The University of Oklahoma. The authenticity and validity of all documentation will be verified by the instructor. Examples of the Provost-approved university-sponsored activities are scholarly competitions, fine arts performances, and academic field trips. Examples of legally required activities are emergency military service and jury duty. The instructor also reserves the right to excuse an absence for an exam in cases of immediate medical emergencies and family deaths provided that the student supplies valid documentation within a time period specified by the instructor. All decisions regarding the acceptability of an absence will be made by the instructor and all decisions will be final. In the event of an accepted absence, the student must contact the instructor by official University email and the email must be time-stamped (sent) prior to the start of the missed exam. Excuses not meeting these criteria or falling outside of the realm of acceptability as detailed above will not be considered. Students who miss an exam and do not have an excused absence as stated above will receive a grade of zero for the exam.

Excused absences: An excused exam absence falling under the guidelines described above will be made up by substituting a grade equal to the percentage earned on the final exam. For example, if a grade of 65% is earned on the final exam, a grade of 65% (equal to 65 points out of 100) will be used for the excused exam absence. Only one exam can be made up in this manner. For additional excused absences, the student will complete an oral make-up exam in front of a grading panel of two to five Department of Chemistry and Biochemistry faculty and/or other organic chemistry personnel. The grade issued for the make-up will be an average of the scores awarded by the grading panel.

Unexcused absences: The following are unacceptable reasons to miss an exam: Medical school interview or any type of interview, conflicting course, oversleeping, transportation difficulties, scheduled doctors/dentist appointments, arguments with significant others the night before an exam, being assigned to work by your employer (non-military) during the exam period, non-emergency medical concerns, routine medical care of family or friends, routine/emergency veterinary care of pets/livestock, “extenuating circumstances”, adverse effects from over-the-counter medications, or lack of sleep the night before an exam due to studying for the exam.

ACADEMIC MISCONDUCT
Students engaging in academic misconduct (including cheating, plagiarism, and any other action that may improperly influence evaluation) will be subject to sanctions in accordance with the Norman Campus Academic Misconduct Code. Cheating of any kind will not be tolerated. Cheating is defined as an act performed so as to give a relative or unfair
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advantage to any person on an exam or assignment. Cheating of any kind will be dealt with by official University channels and will be punishable by penalties including receiving a grade of zero for the exam, a grade of “F” for the course, and/or expulsion from the University. Any papers, writings, or materials that are deemed suspicious by the instructor or the exam proctors will be confiscated and/or documented for misconduct procedures as considered appropriate (e.g., photographed for use as evidence). You should understand that your instructor takes these matters seriously. Students who are caught in any form of academic misconduct should expect extremely severe penalties.

UNIVERSITY AND INSTRUCTIONAL POLICIES:
Each student should acquaint her or his self with the University's codes, policies, and procedures involving academic misconduct, grievances, sexual and ethnic harassment, and discrimination based on physical handicap.

ACCOMMODATIONS
The University of Oklahoma is committed to providing reasonable accommodation for all students with disabilities. Students with disabilities who require accommodations in this course are requested to speak with their instructor as early in the semester as possible. Students with disabilities must be registered with the Disability Resource Center prior to receiving accommodations in this course. The Disability Resource Center is located in Goddard Health Center, Suite 166, phone 405/325-3852 or TDD only 405/325-4173. For more information please see the Disability Resource Center website http://www.ou.edu/drc/home.html.

CLASSROOM ETIQUETTE:
All students are expected to follow proper classroom behavior and treat other students and the instructor with respect. Disruptive behavior will not be tolerated. If the instructor deems a student’s actions or behavior disruptive to the class, the students will be asked to leave the class for that day. Turn off cell phones, pagers, and music devices before class begins so as not to affect the learning of your fellow students. Use computers for class-related work only since games, Facebooking, etc. are distracting to those around you.

MISCELLANEOUS INFORMATION: Due to the nature of the long distance billing in the instructor’s building, long distance phone calls will not be returned. Phone messages and calls are not an acceptable means of communication for the class and will not be responded to by the instructor or those acting on the instructor’s behalf. In lieu of face-to-face communication, official OU email is the only recognized means communication in this course.

A Final Reminder: The instructor reserves the right to change any items contained in this syllabus. This includes, but is not limited to: course content, material covered on tests/exam, grade cutoffs, scheduled dates, and fraction(s) of final grade assigned to individual components of the course.