**Department of Chemistry and Biochemistry**

**CHEM 3053**

Course Syllabus, Fall 2014

**INSTRUCTOR INFORMATION:**

Instructor: Dr. Robert Cichewicz
Office: 2310 Stephenson Life Sciences Research Center (SLSRC)
101 Stephenson Parkway
Email: (rhcichewicz@ou.edu)
Course Website: Desire2Learn: http://learn.ou.edu/d2l/home

**MEETING PLACE AND TIMES:** 9:30 AM – 10:20 PM, MWF, Physical Science Center 0201 (Final Exam December 12, 2014 at 8:00 AM – 10:00 AM, Physical Science Center 0201 (changes to any aspect of the schedule will be announced in class)

**CREDIT HOURS:** 3.0 credits

**OFFICE HOURS:** MW 8:30 PM – 9:30 PM (Room 119 CHBA – office hours will begin the week of 08/25/14)

**TA OFFICE HOURS:** No course TA

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

**TEXT:** Organic Chemistry (By David Klein, Publisher: Wiley, Second Edition). A molecular model kit is recommended but not required.

**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 for Chapters 1 – 14. Adjustments to the range and timing of content covered in class may occur and students will be notified of these changes during the normal lecture times. Note: Memorization alone will not be sufficient for success in this class. In order to succeed, you will need to develop and apply critical thinking.

**TEST & EXAM DATES:** Dates for the tests and the final exam are shown in the table at the end of this syllabus. 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 cover all of the material from the course. Changes to the schedule will be announced in class.

**COURSE FORMAT:**

The course is organized into lectures, problem working sessions, and tests/exam. The instructional lectures will be offered as modules focusing on different aspects of basic organic chemistry. Your grade for this course will be assessed based on four tests (each worth 17.5% of the final grade) and a final exam (25% of final grade). 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 materials before they are covered in class. It is also advised that you reread relevant materials after they have been discussed in class. Many problems can be found in the book to help you gauge your level of understanding of the material. These problems will not be collected for grading, but you are strongly encouraged to work them out to enhance your personal learning experience. Some of the problems appearing in the tests/exam will be based directly on the end-of-chapter and in-class problems.

EMAIL COMMUNICATION:
The University has established email as an authorized 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 does not absolve you from knowing the information sent to you. All correspondence with the instructor must include the phrase “CHEM 3053” in the subject line. Due to campus email filters, email messages that do not contain this identifier in the subject line 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 be best resolved through a face-to-face discuss. If this occurs, the instructor may request that the student attend official office hours to address a question posed in an email.

GRADING:
Points will be distributed as follows:

<table>
<thead>
<tr>
<th>Percent of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tests (4 tests at 17.5% each): 75%</td>
</tr>
<tr>
<td>Final Exam: 25%</td>
</tr>
<tr>
<td>100%</td>
</tr>
</tbody>
</table>

BONUS POINTS!
*Details concerning bonus points will be announced in class

Tests: Tests will be administered as shown in the schedule. In-class tests will be comprehensive in scope and they will take place in the normal classroom location during normal class times. Proctors will be present in order to assist in the distribution of tests and to monitor student activities during test periods. In the event Scantron forms are used, 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. Answer keys for the tests will typically be posted to D2L for you to review within two business days of the test.

Final Exam: The final exam will be comprehensive for the entire organic chemistry class. All of the requirements noted for tests will apply to the final exam. The final exam will be held in the place and time listed on the test/exam schedule. The answer key for the final exam will likely be posted to D2L for you to review within two business days of the exam.
In-Class Problems: The problems will be administered during the normal class period; however, the instructor may occasionally provide problems that require you to devise solutions outside of the normal lecture schedule. Problem sets will be inclusive of materials covered during the previous class period and assigned readings (the chapter currently being discussed in class). It is important that you make every effort possible to be in class for completing problem sets. Problems from previous class periods and their answers will not be brought to subsequent lectures by the instructor.

Grading Scale: All points earned will be ultimately expressed as a percentage and a grade assigned according to the table below. All grades will be rounded appropriately (for example 89.5% = 90% while 89.4% = 89%). 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 will be applied until after the final exam grades have been posted to the class website.

Grades will be issued 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>
</tbody>
</table>

TEST AND EXAM POLICIES:

Required Exam Materials: Students must bring two to three #2 sharpened pencils to each test/exam (mechanical pencils that use the appropriate lead are satisfactory). Pens cannot be used. No other materials will be allowed in a student’s possession during a test or exam. This prohibition includes, but is not limited to cell phones, paper or any kind that was not provided by the instructor, extra erasers, water bottles, food, bags, etc. Bags will need to be left at the front of the classroom and cannot be stored by you during a test/exam. Sunglasses and hats will need to be removed during the tests/exam.

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 test/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.

Test/Exam Workspace: No other materials including (but not limited to) additional writing implements, calculators, study aids, cell phones, or any electronic devices (phone, iPod, PDA, MP3 player, computer, etc.)
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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 test/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 test/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 test/exam. The student will be charged with academic misconduct according to University protocols and will receive a grade of zero for the test/exam, as well as potentially receive an “F” in the course and/or expulsion from the University. Students leaving the room 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 15 minutes after the test/exam has been distributed will not be allowed to start the test/exam. Arriving late to a test/exam will 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 15 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 a 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 keys and 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.

MISSED TEST/EXAM/PROBLEM SETS AND ATTENDANCE POLICIES:
No make-up tests will be given. In the event of documented Provost-approved absences accepted by the instructor and The University of Oklahoma, the student may have the final exam grade substituted for a missed test (e.g., if a student misses a test and the excuse is validly documented and deemed acceptable, the student will have the percentage grade from the final exam applied as their missing test score). 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 other approved activities are emergency military service and jury duty. The instructor also reserves the right to excuse an absence for a test/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 test/exam. Excuses not meeting these criteria or falling outside of the realm of acceptability will not be considered. Students who miss a test/exam and do not have an excused absence will receive a grade of zero for the test/exam.
Excused absences: An excused absence resulting in a missed test 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% will be used for the missed test. Only one test can be made up in this manner. For additional excused absences, the student will complete an oral make-up test 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. An excused absence resulting in a student missing the final exam will be made up by the student through 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 exam will be the average of the scores awarded by the grading panel.

Unexcused absences: The following are examples of unacceptable reasons to miss an exam: An interview of any type, conflicting courses, oversleeping, transportation difficulties, scheduled doctors/dentist appointments, arguments with significant others, being assigned to work by your employer (non-military), 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.

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 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 a test/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 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:
Students should acquaint themselves with the University's codes, policies, and procedures involving academic misconduct, grievances, sexual and ethnic harassment, and discrimination based on physical handicap.

ACCOMODATIONS:
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 potentially distracting electronic devices such as cell phones and music players before class begins so as not to affect the learning of your fellow students. The use of computers and tablets for class-related work (e.g., note taking) is allowed, but understand other actives performed on these devices can be distracting to those around you. Due to concerns for student confidentiality, no video and/or audio recording devices will be allowed in class without prior written approval via email from instructor.
ADDITIONAL INFORMATION:
Phone calls and voicemail messages are not an acceptable means of communication in this class. Calls and messages left for the instructor or other class personnel 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 of 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._
<table>
<thead>
<tr>
<th>Week 1</th>
<th>8/18 Chap 1, 2, and 3</th>
<th>8/20 Chap 1, 2, and 3</th>
<th>8/22 Chap 1, 2, and 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 2</td>
<td>8/25 Chap 1, 2, and 3</td>
<td>8/27 Chap 1, 2, and 3</td>
<td>8/29 Chap 1, 2, and 3</td>
</tr>
<tr>
<td>Week 3</td>
<td>9/1 Labor Day Holiday</td>
<td>9/3 Chap 4</td>
<td>9/5 Chap 4</td>
</tr>
<tr>
<td>Week 4</td>
<td>9/8 Chap 4</td>
<td>9/10 Test 1</td>
<td>9/12 Chap 5</td>
</tr>
<tr>
<td>Week 5</td>
<td>9/15 Chap 5</td>
<td>9/17 Chap 5</td>
<td>9/19 Chap 6</td>
</tr>
<tr>
<td>Week 6</td>
<td>9/22 Chap 6</td>
<td>9/24 Chap 6</td>
<td>9/26 Chap 7</td>
</tr>
<tr>
<td>Week 7</td>
<td>9/29 Chap 7</td>
<td>10/16 Chap 7</td>
<td>10/3 Test 2</td>
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<tr>
<td>Week 8</td>
<td>10/ Chap 8</td>
<td>10/8 Chap 8</td>
<td>10/10 Tentative Fall Holiday</td>
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<tr>
<td>Week 9</td>
<td>10/13 Chap 8</td>
<td>10/15 Chap 9</td>
<td>10/17 Chap 9</td>
</tr>
<tr>
<td>Week 10</td>
<td>10/20 Chap 9</td>
<td>10/22 Chap 10</td>
<td>10/24 Chap 10</td>
</tr>
<tr>
<td>Week 11</td>
<td>10/27 Test 3</td>
<td>10/29 Chap 11</td>
<td>10/31 Chap 11</td>
</tr>
<tr>
<td>Week 12</td>
<td>11/3 Chap 11</td>
<td>11/5 Chap 12</td>
<td>11/7 Chap 12</td>
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<tr>
<td>Week 13</td>
<td>11/10 Chap 12</td>
<td>11/12 Chap 12</td>
<td>11/14 Chap 13</td>
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<tr>
<td>Week 14</td>
<td>11/17 Chap 13</td>
<td>11/19 Chap 13</td>
<td>11/21 Test 4</td>
</tr>
<tr>
<td>Week 15</td>
<td>11/24 Chap 14</td>
<td>11/26 Thanksgiving Holiday</td>
<td>11/28 Thanksgiving Holiday</td>
</tr>
<tr>
<td>Week 16</td>
<td>12/1 Chap 14</td>
<td>12/3 Chap 14</td>
<td>12/5 Class Wrap-Up</td>
</tr>
<tr>
<td>Week 17</td>
<td>12/8 No class</td>
<td>12/10 No class</td>
<td>12/12 Final Exam</td>
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</tbody>
</table>