

# Organic Chemistry I (Honors/Chem Majors)

**Course:** CHEM 2400, CRN 95785/95915 (3 credits)  
**Semester:** Fall 2021  
**Instructor:** Dr. Joan Mutanyatta-Comar  
**E-mail:** jmutanyattacomar@gsu.edu  
**Lecture:** MWF 9:30 am – 10:20 am, Library South 102  
**Office hours:** MWF: 11:00 am – 12:00 pm (via Webex). Any other time by appointment. If you wish to have an in-person meeting, please email me and we will schedule a meeting.

**Problem Solving Session:** MWF: 3:30 pm - 4:30 pm (via Webex)

**Writing Consultant:** Joanna Quaye  
**Consultant Availability:** Fridays 1:00 pm-3:00 pm

## Course Description

This is CHEM2400: Organic Chemistry I. It is the first of a two-semester sequence of Organic Chemistry and is taught by faculty at Georgia State University's Chemistry Department. Topics include IUPAC nomenclature, reactions, methods of preparation and physical and chemical properties of the common classes of carbon compounds, with an emphasis on modern electronic and mechanistic theories. This course is designed for students majoring in science, engineering, pre-medicine, pre-dentistry, and pre-pharmacy.

Literature indicates that integrating writing in a course promotes critical thinking, problem-solving skills, and enhances deep learning of course content (Bean, 2011). Therefore, CHEM2400 will utilize writing across the curriculum to achieve these goals and promote/stimulate students' learning.

I expect that full participation in this course will require approximately 12 hours per week, which involves interacting with readings, writing, and completing assessments.

\*\*\*\*Please do note that this syllabus reflects a plan for the semester. Deviations may become necessary as the semester progresses.\*\*\*\*

## Learning Outcomes

Upon completion of this course, you should be able to:

1. Demonstrate the ability to
  - Identify and write names of organic compounds based on functional groups present in compounds.
  - Evaluate the relationship that exists between the structure of an organic molecule and its physical and chemical properties.

- Write organic chemistry mechanisms and predict the outcome of organic reactions.
  - Analyze and design multi-step syntheses of organic compounds.
  - Analyze, interpret data and develop logical conclusions based on organic chemistry concepts.
2. Use writing across the curriculum (exploratory writing) to promote critical thinking skills, problem-solving skills, and hence stimulate deep learning of course content by
- Informal writing
    - ❖ Reflecting on course material (metacognition)
  - Formal writing:
    - ❖ Evaluating and summarizing a journal or news article on a topic learned in class.
    - ❖ Applying concepts covered in the course to solve real life problems.

Your new skills should help you in the following ways:

- Prepare you for Organic Chemistry II and Biochemistry which are required/recommended for medical, pharmacy, dental, veterinary schools etc.
- Prepare you for other STEM disciplines such as chemical engineering. Understanding the properties of organic molecules and how reactions occur is critically important to understanding the processes in an industrial plant.
- Organic chemistry teaches important career readiness competencies and skills such as critical thinking, problem-solving skills, teamwork, and work ethics.

## Schedule

Organic Chemistry I has a set schedule. Please refer to the calendar below frequently as we work together. I've also designed the iCollege course in such a way to help us all stay on track, including building in **Weekly Modules, Quizzes, Writing Assignments, Exams and Due Dates Attached to Graded Items. Whether this is your** first time taking a course at Georgia State University or if you have been here for some time, you'll want to review resources for learning at [GSU's CETLOE website](#). Please note that deviations may become necessary as the semester progresses. Therefore, please check iCollege announcements daily.

This course consists of a welcome module, 11 modules and a wrap-up module. The eleven modules are equivalent to 11 chapters to be covered in this course from the textbook Organic Chemistry by John McMurry, 9th Ed. Each module, along with the wrap-up module, has a suggested tentative start and end date. Matching your pace with the schedule outlined in the syllabus will ensure that you complete all assignments in a timely manner. While you're working, I'll also be working hard to give you quality feedback and grade your assessments immediately after the due dates.

So, how much time do you need to spend working on this course? Well, since this is a 3-Credit Hour course, GSU recommends that you spend around **3 hours or more per week** interacting with readings and other sorts of content and **then 3 hours per credit hour per week** completing activities and assessments (**Total = 12 hours/week**).  
**Please talk to your instructor and your advisor before withdrawing from this course. We care about your success and are here to discuss your options with you. The last day to withdraw with a grade “W” is October 12, 2021.**

## Your To-do List

Below is a list of your assignments, along with due dates. Details of the material that will be covered on each writing assignment, quiz and exam will also be indicated in the announcements prior to the respective writing assignments, quizzes and exams.

### Welcome Module (August 23)

- Look at the Welcome module, meet your instructor and read the syllabus in detail. This will help you familiarize yourself with the requirements for this course.
- **Syllabus Quiz**-This quiz encourages you to begin thinking about the course content and plan how to meet the requirements outlined in the syllabus to ensure successful completion of this course.

### Module 1: Chapter 1 (August 23-August 27)

- Review the Learning Outcomes Uploaded on iCollege in Module 1
- **Informal Writing-1 (2 points):**
  - ❖ **Reflection-1 (submit your response to reflection-1 on iCollege), due on Wednesday 8/25/21 at 11:59 pm**
- **Quiz 1 (20 points): Friday 8/27/21 (9:30 am) – Sunday 8/29/21 (11:59 pm)**

### Module 2: Chapter 2 (August 30-September 3)

- Review the Learning Outcomes Uploaded on iCollege in Module 2
- **Formal Writing-1 (20 points):**
  - ❖ **Write about an organic compound found in your home or an organic compound in material used in your daily life. See more details about the assignment on iCollege in Module 2**
  - ❖ **Assignment open from Wednesday 9/1/21 (9:30 am)-Sunday 9/5/21 (11:59 pm)**
- **NO Quiz**

### September 6: Labor Day Holiday

### Module 3: Chapter 3 (September 8-September 17)

- Review the Learning Outcomes Uploaded on iCollege in Module 3
- **Informal Writing-2 (2 points):**

- ❖ **Reflection-2 (submit your response to reflection-2 on iCollege), due on Wednesday 9/8/21 at 11:59 pm**
- **Quiz 2 (20 points): Friday 9/10/21 (9:30 am) – Sunday 9/12/21 (11:59 pm)**
- **Exam 1 (50 points): Friday 9/17/21 (9:30 am)**
  - ❖ **All class notes covered up to Monday 9/13/21**
  - ❖ **Multiple choice questions + written response questions**

#### **Module 4: Chapter 4 (September 20-September 24)**

- Review the Learning Outcomes Uploaded on iCollege in Module 4
- **Formal Writing-2 (20 points):**
  - ❖ **Read a journal article, a newspaper article, or a textbook and select an example that illustrates the Lewis acid-Lewis base concept learned in class. See more details about the assignment on iCollege**
  - ❖ **Assignment open from Wednesday 9/22/21 (9:30 am)-Sunday 9/26/21 (11:59 pm)**
- **NO Quiz**

#### **Module 5: Chapter 5 (September 27-October 8)**

- Review the Learning Outcomes Uploaded on iCollege in Module 5
- **Informal Writing-3 (2 points)**
  - ❖ **Reflection-3 (submit your response to reflection-3 on iCollege), due on Wednesday 9/29/21 at 11:59 pm**
- **Quiz 3 (20 points): Friday 10/1/21 (9:30 am) – Sunday 10/3/21 (11:59 pm)**
- **Exam 2 (50 points): Friday 10/8/21 (9:30 am)**
  - ❖ **All class notes covered up to Monday 10/4/21**
  - ❖ **Multiple choice questions + written response questions**

**October 12: Last day to withdraw with grade “W”**

#### **Modules 6&7: Chapters 6&7 (October 11-October 20)**

- Review the Learning Outcomes Uploaded on iCollege in Module 6
- **Formal Writing-3 (20 points):**
  - ❖ **Read a journal article, a newspaper article, or a textbook on a topic indicated in the assignment on iCollege**
  - ❖ **Assignment open from Wednesday 10/13/21 (9:30 am)-Sunday 10/17/21 (11:59 pm)**
- **NO Quiz**

#### **Module 8: Chapter 8 (October 21-October 29)**

- Review the Learning Outcomes Uploaded on iCollege in Module 8
- **Informal Writing-4 (2 points)**
  - ❖ **Reflection-4 (submit your response to reflection-4 on iCollege), due on Wednesday 10/20/21 at 11:59 pm**
- **Quiz 4 (20 points): Friday 10/22/21 (9:30 am) – Sunday 10/24/21 (11:59 pm)**
- **Formal Writing-4 (20 points):**

- ❖ **Read a journal article, a newspaper article, or a textbook on a topic indicated in the assignment on iCollege**
- ❖ **Assignment open from Wednesday 10/27/21 (9:30 am)-Sunday 10/31/21 (11:59 pm)**
- **NO Quiz**

#### **Module 9: Chapter 9 (November 1-November 5)**

- Review the Learning Outcomes Uploaded on iCollege in Module 9
- **Exam 3 (50 points): Friday 11/5/21 (9:30 am)**
  - ❖ **All class notes covered up to Monday 11/1/21**
  - ❖ **Multiple choice questions + written response questions**

#### **Module 10: Chapter 10 (November 8- November 12)**

- Review the Learning Outcomes Uploaded on iCollege in Module 10
- **Informal Writing-5 (2 points)**
  - ❖ **Reflection-5 (submit your response to reflection-5 on iCollege), due on Wednesday 11/10/21 at 11:59 pm**
- **Quiz 5 (20 points): Friday 11/12/21 (9:30 am) – Sunday 11/14/21 (11:59 pm)**

#### **Module 11: Chapter 11 (November 15 – December 6)**

- Review the Learning Outcomes Uploaded on iCollege in Module 11
- **Formal Writing-5 (20 points):**
  - ❖ **Watch videos on polymers uploaded on iCollege. Select a polymer of your choice from a journal article, a newspaper article, or a textbook and write about the polymer using the instructions given in iCollege**
  - ❖ **Assignment open from Monday 11/15/21 (9:30 am)-Sunday 12/5/21 (11:59 pm)**
- **NO Quiz**
- **Exam 4 (50 points): Monday 12/6/21 (9:30 am)**
  - ❖ **All class notes covered up to Wednesday 12/1/21**
  - ❖ **multiple choice questions + open response questions**

#### **November 22-26 Thanksgiving Break**

#### **Wrap-up:**

- **Final Exam: Cumulative**
  - ❖ **60 multiple choice questions**
  - ❖ **Will include remaining class notes covered on Friday 12/3/21**
  - ❖ **Date and Time: Friday, December 10, 2021 (8:15 am – 10:15 am)**
  - ❖ **Room: Library South 102**

### Tentative Teaching Schedule

**Note: This calendar is subject to change with prior notice, at the instructor's discretion**

Wk. #	Week of:	M	W	F
01	Aug 23	L	L + Reflection-1	L + Quiz 1
02	Aug 30	L	L + F. Writing-1	L
03	Sept 06	Labor Day Holiday	L + Reflection-2	L + Quiz 2
04	13	L	L	Exam 1
05	20	L	L + F. Writing-2	L
06	27	L	L + Reflection-3	L + Quiz 3
07	Oct 04	L	L	Exam 2
08	11	L	L + F. Writing-3	L
09	18	L	L + Reflection-4	L + Quiz 4
10	25	L	L + F. Writing-4	L
11	Nov 01	L	L	Exam 3
12	08	L	L + Reflection-5	L + Quiz 5
13	15	L	L + F. Writing-5	L
14	22	H	H	H
15	29	L	L	L
16	Dec 06	Exam 4		Final Exam

L = Lecture

F. Writing = Formal Writing

**October 12: Last day to withdraw with grade "W"**

**List of modules (=chapters) and topics to be covered in Organic Chemistry I, CHEM 2400 (Book: Organic Chemistry by McMurry 9<sup>th</sup> Ed.)**

**1. Module 1: Chapter 1- Structure and Bonding**

Atomic structure (nucleus, orbitals, electronic configurations), chemical bond theory (valence bond theory and molecular orbital theory), hybridization (carbon, nitrogen, oxygen, phosphorus and sulfur), drawing chemical structures.

**2. Module 2: Chapter 2-Polar Covalent Bonds; Acids and Bases**

Electronegativity, dipole moments, formal charges, resonance, acids and bases (the Brønsted-Lowry definition, pKa, acid and base strength, organic acids, organic bases, the Lewis definition).

**3. Module 3: Chapter 3-Organic Compounds: Alkanes and their Stereochemistry**

Functional groups, alkane and alkane isomers, alkyl groups, naming alkanes, properties of alkanes, conformations of alkanes.

**4. Module 4: Chapter 4-Organic Compounds: Cycloalkanes and their Stereochemistry**

- Naming cycloalkanes, *cis-trans* isomerism in cycloalkanes, stability of cycloalkanes (ring strain), conformations of cycloalkanes, conformations of cyclohexanes (monosubstituted, disubstituted, trisubstituted etc).
5. **Module 5: Chapter 5-Stereochemistry at Tetrahedral Centers**  
Enantiomers and the tetrahedral carbon, chirality, optical activity, sequence rules for specifying configuration, diastereomers, meso compounds, racemic mixtures and the resolution of enantiomers, a review of isomerism, chirality at nitrogen, phosphorus and sulfur.
  6. **Module 6&7: Chapters 6 & 7**  
Naming alkenes, *cis-trans* isomerism in alkenes, *E/Z* designation in alkenes, calculating degree of unsaturation, types of organic reactions, stability of alkenes, describing a reaction (rates, energy changes, energy diagrams, transition states, intermediates), electrophilic addition reactions of alkenes (Markovnikov's rule), carbocation structure and stability, carbocation rearrangements, bond dissociation energies.
  7. **Module 8: Chapter 8-Alkenes: Reactions and Synthesis**  
Preparation of alkenes, reactions of alkenes: halogenation, halohydrin formation, hydration (oxymercuration and hydroboration), hydrogenation (reduction), oxidation (epoxidation, hydroxylation, cleavage to carbonyl compounds), addition of carbenes (cyclopropane synthesis), reaction stereochemistry (addition of water to an achiral and a chiral alkene).
  8. **Module 9: Chapter 9-Alkynes: An Introduction to Organic Synthesis**  
Naming alkynes, preparation of alkynes (elimination reactions of dihalides), reactions of alkynes (halogenation, addition of HX, hydration, reduction, oxidative cleavage), alkyne acidity (formation of acetylide anions), alkylation of acetylide anions, an introduction to organic synthesis.
  9. **Module 10: Chapter 10-Organohalides**  
Naming and structure of alkyl halides, preparation of alkyl halides (addition of HX to alkenes, radical halogenation of alkanes, allylic bromination of alkenes, from alcohols), stability of allyl radical, reactions of alkyl halides (Grignard reagents), organometallic coupling reactions, oxidation and reduction in organic chemistry, polymers.
  10. **Module 11: Chapter 11-Reactions of Alkyl Halides: Nucleophilic Substitutions and Eliminations**  
The  $S_N2$ ,  $S_N1$ ,  $E2$ , and  $E1$  reactions and their characteristics, Zaitsev's rule, the  $E2$  reaction and cyclohexane conformation.

## Grading, Assessments and Writing Assignments

### Grading

This is how the chemistry department awards grades for courses:

A+ = 95%; A = 90%; A- = 87%; B+ = 84%; B = 80%; B- = 77%; C+ = 74%; C = 70%; C- = 67%; D = 60%; F = < 60%

**Note:** CHEM 2400 is a prerequisite for Organic Chemistry II (CHEM 2410). A grade of "C" or higher in CHEM 2400 is required for registration into CHEM 2410.

## Assessments

Highest 3 Exam Scores	35%
All Five Quiz Scores	5%
All Five Formal Writing + All Five Informal Writing Scores	40%
Final Exam (Cumulative)	<u>20%</u>
<b>TOTAL</b>	<b>100%</b>

I have designed a variety of assessments to help you develop and practice critical thinking/problem-solving skills you need to successfully complete this course.

- **Four in-course exams** will be given during the semester. At the end of the period, the lowest grade will be dropped. The average score from the remaining **three exams will count 35% of your final grade**. You are strongly encouraged to take all four ‘in-course’ exams. **Part of the exam may be done in-class and part online. Therefore, please make sure you have a device capable of using the Respondus Lockdown Browser and the Respondus Monitor. All exams are closed book.**
- **Five quizzes** will be given during the semester. These will be for a total of 20 points each and **will count for 5% of the final grade. None of the quizzes will be dropped. All quizzes will be done online, are closed book and will require you to have a device capable of using the Respondus Lockdown Browser and the Respondus Monitor.**
- **Five formal writing** (20 points each) and **five informal writing** (reflections, 2 points each) will be given. **Together, they will count for 40% of your final grade.**
- At the end of the semester, you will take a **cumulative final exam: This may be an instructor prepared exam or an ACS exam** (chapters 1-11). I will communicate with you which type of exam will be administered as soon as the faculty teaching organic chemistry sections have made a final decision. The final exam (60 multiple choice questions) will count for **20% of the final grade**.

## Writing Assignments

### 1. Informal Writing (Reflections)

The assignment will involve responding to a topic to help you reflect on the class material. The topic to reflect on may be

- a. What are **two** muddiest points or what are **two** most confusing concepts for you in the material we have covered so far?
- b. Identify/write one concept you learned from today’s lecture illustrating the concept you have selected with **your own specific example**. You may use structures to illustrate the concept.

### 2. Formal Writing

Formal writing will involve extensive writing on various activities. More details will be given for each assignment on iCollege. Examples may include,

- a. Write about **one organic compound** in your home. This may be an ingredient on food labels, a compound in food, an active ingredient on medicine containers, cleaning reagents, or a compound in any household material, etc.



- b. A journal article or newspaper article will be posted on iCollege illustrating a concept being taught in class. You will be asked to read the article and write a summary/abstract.
- c. You will be asked to watch videos on polymers uploaded on iCollege. You will select a polymer of your choice from a journal article, a newspaper article, or a textbook and write about the polymer. Your write up will include concepts covered in the video.

## Getting Help and Accessing Resources

### Contacting Your Instructor

I prefer to be contacted by email ([jmutanyattacomar@gsu.edu](mailto:jmutanyattacomar@gsu.edu)). I will respond within 24 hours. Please send emails to me from your GSU e-mail account (e.g., [jcole1@student.gsu.edu](mailto:jcole1@student.gsu.edu)). Please put the course name in the subject of your email.

**Please do not email me from iCollege**

**NOTE: Please note that I do not usually check emails on Saturdays and Sundays, therefore make sure to ask any questions you may have during the week.**

### Accessing the Course

You can login to your course via iCollege using your GSU CampusID and password. For help finding and pinning your course in iCollege, please review [iCollegeNow!'s finding and Pinning Your Course page](#)

### Activating iCollege Notifications

In iCollege, click on your name then click on “notifications” and select the notifications in the list given. The most important notification you must select is the “announcements-new announcements available”. I will be putting daily announcements to remind you of due dates for writing assignments, quizzes, exams etc. Please feel free to select as many notifications as possible.

### How to view answers for graded quizzes or exams on iCollege

To view answers for graded quizzes/exams: Click the down arrow next to the quiz/exam, then click on submission reports then attempts.

### Technology Questions

For technology-specific questions and issues, please contact the IIT Help Desk at [help@gsu.edu](mailto:help@gsu.edu) or 404-413-4357.

For iCollege-specific questions you may also use the USG's 24/7 D2L helpdesk: <https://d2lhelp.view.usg.edu/s/>

## Required Materials and Optional Materials

The following resources are required for this course:

### Required Text:

1. **“Organic Chemistry”** by John McMurry, 9<sup>th</sup> Edition. Chapters 1-11 will be covered at a rate of approximately one chapter per week. This book can be purchased online at [Cengage website](#) or at the GSU bookstore (Student Edition, ISBN: 978-1-305-08048-5; Loose-leaf Edition ISBN: 978-1-305-63871-6).
2. **Preparing for Your ACS Examination in Organic Chemistry: The Official Guide**, ISBN 0-9708042-1-0 (1<sup>st</sup> Ed) or 978-1-7327764-1-8 (2<sup>nd</sup> Ed). This book can be purchased from the [ACS official site](#) or at the GSU bookstore.  
It consists of questions for both Organic Chemistry I & II.  
There is a 1<sup>st</sup> and 2<sup>nd</sup> Edition of this book. You can purchase either one of the two versions (or both if you would like to get extra practice).
3. **Molecular Kit**: This kit can be purchase from [Andrus Educational Supplies](#) or [Duluth labs](#). It is helpful for chapter 5: Stereochemistry.
4. **For taking quizzes (and if need be an online exam), please make sure you have a device capable of using the Respondus Lockdown Browser and the Respondus Monitor.**

### Optional Text:

1. FREE Alternative Textbook : Online Organic Chemistry Text and Material by William Reusch’s written for MSU. This text can be found by clicking [here](#).  
This text follows Creative Commons Licensing which you can review [here](#)
2. Organic Chemistry I as a Second Language, 2<sup>nd</sup> Ed, by David Klein ISBN -13 978-0470-12929-6. This book can be purchased online.

## Are There Any Required Meetings?

Yes, this course will be face-to-face and the meetings will be MWF 9:30 am -10:20 am (Library South 102). To help you with time management, I suggest that you prepare a weekly schedule and block specific times for all your courses and other activities like work, rest etc. Sticking to this schedule will help you manage your time effectively.

## Are There Any Additional Fees?

This course has no additional fees.

## How Do I Succeed in this Course?

Below are some tips to help you achieve time management skills. **Examples of what successful students should expect to do in this course:** (modified from 4Faculty.org at Santa Barbara City College)

**Responsibilities:**

Successful students, ones who earn A's and B's, follow both oral and written instructions. The syllabus and assignment sheets are the primary sources of instructions in any college course, so successful students read them carefully and refer to them regularly. They also check iCollege daily for class announcements and updates.

**Instructions:**

Successful students write down any instructions given orally by the instructor; they also are careful to make sure that they have taken accurate notes and ask questions before due dates. They also read and re-read written instructions and ask questions for clarification as needed. You will strengthen your problem-solving skills if you begin working on assigned textbook problems, followed by ungraded worksheets uploaded on iCollege and finally questions in the ACS study guide book.

**Information:**

Successful students look up information first so that they ask informed questions, not questions they already have the answers to. If they cannot find the answers, they contact the instructor after class, during office hours or by email before taking quizzes and exams.

## Course Policies

There are several policies that seem to work well in this course. Please review these very closely. You will have an opportunity to voice your opinion on these policies and other aspects of the course during office hours.

### Wearing Masks in Class

You are encouraged to wear a face covering in all class meetings. I know that face masks may make some aspects of class more difficult. It will be harder for us all to project our voices and read each other's facial expressions. However, I am willing to sacrifice these elements since wearing a mask is one thing I can control to support the health and safety of our community. Be aware that wearing face mask is not required by GSU, so there is no penalty if you choose to not wear a mask. Our university community has a strong tradition of upholding the value of mutual respect, we therefore ask students to not engage in behavior that would be disruptive if your fellow students make a different choice about wearing masks. If you have concerns, please discuss them with me and I will work to the best of my ability to provide a comfortable environment conducive to student learning.

### Attendance Policy

Class will never be cancelled unless an official from the Chemistry Department gives the class personal notification. Don't assume a note to be enough without checking the Department's office.

The University requires that faculty members must, on a date after the mid-point of the course to be set by the Provost (or his designee)

1. Give a **WF** to all students who are on their rolls but are no longer taking the class and
2. Report the last day the student attended or turned in an assignment. Students who are withdrawn may petition the Departmental Chair for reinstatement into their classes.

**Students who want to do well in this course will attend class following the class attendance policy. You will need an excused absence due to illness. GSU has a new process for students seeking excused absences through the Dean of Students Office. Please submit documentation to <https://deanofstudents.gsu.edu/student-assistance/professor-absence-notification/>. I will then be notified by the Dean of Students of any excused absences.**

**Should a student test COVID positive, any accommodations to the class attendance policy will be informed by evolving guidance from the CDC on quarantine. In most cases there will be no major change to mode of course delivery, so students will be responsible for collecting notes for missed in-person classes and making up any work they miss during quarantine. Anyone who has a positive COVID test is encouraged to alert the university so that appropriate contact tracing can be conducted.**

### **Reporting a Positive COVID-19 Test**

**Students, staff and faculty with a positive COVID-19 test are strongly encouraged to report it to <https://cc-gsu.force.com/s/> to allow for contact tracing on campus.**

### **Make-up Assignment, Quiz and Exam Policy**

If for some substantial reason you cannot submit an assignment, take a quiz or an exam at the scheduled time, please feel free to contact me by email prior to the due date, or exam date.

#### **Athletes**

If you are an athlete, please email me proper documentation, BEFORE you leave for a game/tournament to be able to make-up the work for that week.

#### **Religious Holy Day**

A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent for the observance of a religious holy day shall be allowed to take a quiz, an exam or complete an assignment scheduled for that day within a reasonable time after the absence.

### **Grades Policy**

If you have any concerns about the way your writing assignment, quiz or exam was graded, for example, if you believe your answer is correct and it was graded wrong, please feel free to email me and I will take a look at your answer. I strongly encourage every student to look at all graded writing assignments, quizzes and exams. Please email me to schedule a

meeting to go over all the questions you may have not answered correctly. This is good practice to make sure you do not get the same concepts incorrect on the next exam.

**Final letter grades will only be available on PAWS/GoSolar. They will not be posted on iCollege. Please note that grades cannot be given to students by phone.**

## Course Evaluation

Your constructive assessment of this course plays an indispensable role in shaping education at Georgia State. Upon completing the course, please take time to fill out the online course evaluation.

## Academic Honesty

**Chemistry Departments Student Integrity Policy:** The Department of Chemistry follows the University policy on academic honesty published in the “Faculty Affairs Handbook” and the “On Campus: The Undergraduate Co-Curricular Affairs Handbook”.

**Cheating:** "Cheating" is defined as unauthorized help on an examination or assigned course material. Taking pictures or screenshots and sharing these is considered cheating. A student must not receive from any other student or give to any other student any information, answers, or help for a class assignment. A student must not "borrow" the answers or data from another student. A student must not use any sources for answers during a quiz or exam (including, but not limited to: notes, books, electronic devices or online sources) without prior authorization from the instructor. A student must not obtain quiz/exam questions illegally, tamper with the exam questions, nor change the results of an exam after it has been graded. Students shall have the right to contest a cheating claim. The appeals process is specifically defined in the student handbook.

All writing assignments, quizzes and exams taken must represent the student's individual, unaided effort.

- 1) Unauthorized sharing/collaboration/plagiarism on assignments using any means including social media/group messaging apps such as GroupMe or Slack constitutes academic dishonesty and will be reported as such to the Department's Chairman and the Dean's office for appropriate action. Incidents of unauthorized sharing/collaboration/plagiarism will result in zero for that assignment.
- 2) KNOWING about such sharing and not reporting it also constitutes academic dishonesty especially if close review of the evidence reveals sufficient evidence that implicates all individuals responsible.
- 3) Please remember that there is no statute of limitations on academic dishonesty, so if it turns out after grades are reported that there was cheating or knowledge of cheating that was unreported, grades can be changed after the fact.

**Plagiarism:** “Plagiarism is presenting another person's work as one's own. Plagiarism includes any paraphrasing or summarizing of the works of another person without acknowledgment, including the submitting of another student's work as one's own.”

- 1) The first incident of plagiarism or unauthorized collaboration will result in the receipt of a failing grade (zero points) on the assignment.

2) Any subsequent incidents will result in the receipt of a failing course grade.

## **GSU Policy Prohibiting Students from Posting Instructor-Generated Materials on External Sites**

The selling, sharing, publishing, presenting, or distributing of instructor-prepared course lecture notes, videos, audio recordings, or any other instructor-produced materials from any course for any commercial purpose is strictly prohibited unless explicit written permission is granted in advance by the course instructor. This includes posting any materials on websites such as Chegg, Course Hero, OneClass, Stuvia, StuDocu and other similar sites. Unauthorized sale or commercial distribution of such material is a violation of the instructor's intellectual property and the privacy rights of students attending the class, and is prohibited. This policy was approved by the GSU Faculty Senate on August 21, 2020.

## **Other Policies**

### **Students Requiring Testing Accommodations**

Students who wish to request testing accommodations may do so by registering with the [Access & Accommodations Center \(AACE\)](#). Students may only be accommodated upon issuance by AACE of a signed Accommodation Plan and are responsible for providing a copy of that plan to instructors of all classes in which an accommodation is sought.

### **FERPA**

In keeping with USG and university policy, this course website will make every effort to maintain the privacy and accuracy of your personal information. Specifically, unless otherwise noted, it will not actively share personal information gathered from the site with anyone except university employees whose responsibilities require access to said records. However, some information collected from the site may be subject to the Georgia Open Records Act. This means that while we do not actively share information, in some cases we may be compelled by law to release information gathered from the site. Also, the site will be managed in compliance with the Family Educational Rights and Privacy Act (FERPA), which prohibits the release of education records without student permission.

### **Basic Needs Statement**

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable us to provide resources that we may possess. The [Embark program at GSU](#) provides resources for students facing homelessness and [Panther's Pantry](#) provides resources for students facing food insecurity.

### **Diversity, Inclusivity, and Respect Syllabus Statement**

Students in this class are encouraged to speak up and participate during class meetings and online class discussions. The students in our class represent a diversity of individual beliefs, backgrounds, and experiences, and therefore, every member of this class must show respect for every other member of this class.

### **References**

Bean, J.C. *Engaging Ideas: The Professor's Guide to Integrating Writing, Critical Thinking, and Active Learning in the Classroom*, Second Edition, San Francisco, Jossey-Bass, 2011.