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Chemistry 100-251 W Introduction to Chemistry Online Summer 2015

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CHE 100-251W Introduction to Chemistry

Course Syllabus Summer 2015

Instructor: **Kristy Jeans**

Office & mailbox: L120

Office hours: Mondays/Wednesdays 8-8:50 am; Tuesdays/Thursday 3-3:50. Please email me ahead of time if you plan on attending office hours so I can be sure to have the chatroom open or if you would like to schedule a different time.

Phone: 307-278-9828 (This is a google voice number so texts are allowed.)

Email: through Cobra (kjeans@cobra.parkland.edu) or kjeans@parkland.edu (but **Cobra is preferred**)

WELCOME TO ONLINE CHE 100 AT PARKLAND COLLEGE!

CHE 100 is designed for people with little or no recent chemistry and/or those who struggled in CHE 101 and want a better understanding before trying CHE 101 again. This course will prepare you for continued studies in the sciences as well as help you apply chemical concepts to the world around you. I will do my best to help you succeed, but success will require consistent, hard work on your part. It is like learning another language – it needs practice! See the objectives on Cobra for specific topics in the class. This course is **entirely online**, including exams, quizzes and labs.

Pre-requisite (a must!): **MAT 071, 081, 095 or recent high school algebra (C or higher)**. (i.e. Algebra skills or equivalent). If you are not comfortable with algebra, web-surfing, downloading software, or e-mail, then consider the on-campus section of this course instead.

How to Succeed in CHE 100 online: Taking an online section allows you the flexibility to study and complete your assignments at convenient times and places. However, **this is a rigorous course** equivalent to the on-campus sections due to the necessity for self-sufficiency. You will need to **manage your time** carefully in order to complete all assignments. If you tend to procrastinate or if you need to talk to your instructor in person to learn the material, I suggest you consider the on-campus section of this course. Your grade will be based on labs, homework, discussion postings, online quizzes and exams. This course has been organized to offer you the tools necessary for success. If you have any questions or concerns in this course, do not hesitate to contact me. The sooner we deal with any problems, the easier it will be for all involved. **The best way to contact me is via Cobra e-mail** since this is checked every day Monday-Thursday during the semester and on most weekends. However, you can also text the given phone number above to try to get a more immediate response. Please keep in mind that I am not glued to my phone/email and it may take me time to respond, especially Friday-Sunday.

REQUIRED MATERIALS (*Available at the Parkland College Bookstore: www.parklandboostore.com)

* **Text:** Introductory Chemistry, 5th edition, Custom for Parkland College, by Nivaldo J. Tro (MasteringChemistry access code included), ISBN: 1323115021 or Introductory Chemistry, 5th edition, by Nivaldo J. Tro (but Mastering Chemistry needs to be purchased separately), ISBN- 032191029X. Publisher: Pearson/Prentice Hall. Note: If you do not purchase the textbook through the Parkland Bookstore, make sure you purchase the fifth edition (and NOT the "Essentials" version). The fourth or third edition may also be used. However, you will also need to purchase a Mastering Chemistry access code (see next paragraph) for homework. Note: To save some money, you may purchase the Mastering Chemistry code online with the e-text instead. This option is not available through the Parkland bookstore, however. It's available on MC's website: www.masteringchemistry.com

***Mastering Chemistry access code:** This online homework tool comes free with the text if you bought new from the Parkland bookstore. If you have a used book or would like to use the e-text, you will need to purchase an access code when you sign up for Mastering Chemistry (See Cobra for details)
www.masteringchemistry.com.

***Lab Materials:** You will need to purchase **three** lab kits: (1) Polarity of Water, (2) Patriotic Colors Chemistry and (3) CHE 100/106/107 Online Lab kit, available at the Parkland bookstore (they can be shipped if needed – but allow extra time). The other items can be obtained from a grocery store/hardware store. Let me know at least 24 hours ahead of a lab due date if you have trouble locating the items.

***Safety eyewear** (i.e. goggles that say “Z87”) is required according to Illinois state law (<http://ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1017&ChapterID=17>). Keep in mind; you should always exercise caution when working with any "chemical" (even tap water can irritate eyes!).

***Scientific Calculator:** Any simple scientific calculator is sufficient as long as it is capable of scientific notation. A graphing calculator is not necessary. *You are responsible for understanding how your calculator works*, so I suggest you practice on it first.

COURSE DETAILS:

Grading Scale: (please note the significant figures used!)

A	B	C	D	F
90.% and up	80.% - 89%	70.%-79%	60.% - 69%	59% and down
Failing to complete at least 6 labs is an automatic F.				

If you earn less than 60.% or *miss more than 2 labs*, then you might consider talking with me about withdrawing before **July 30, 2015**. (See Withdrawals below)

Point Distribution:

	# of possible assignments	# counting toward grade	Points per assignment	Total points	Percentage of grade
Intro activities*	5	all	1	5	0.5%
Quizzes	9	8 (1 dropped)	30	240 points	24.0%
Labs**	8	7 (1 dropped)	28	196 points	19.6%
Homework	10	9 (1 dropped)	13	117 points	11.7%
Discussions	9	7 (2 dropped)	6	42 points	4.2%
Hour Exams	2	all	100	200	20.0%
Final Exam	1	all	200	200	20.0%
Total				1000 points	100.0%

***Intro activities are required. If they are not done by **Wed. Jun. 17, 11:55pm** CDT, you may be **withdrawn** from the course.**

****You are **required to complete at least 6 of the 8 labs** or it will result in an **automatic F** in Che 100 (see the “Labs” section below).**

Late Work:

THERE ARE NO MAKE-UPS, AND NO LATE WORK WILL BE ACCEPTED. This is why, in most categories, the lowest assignment is dropped. There *may* be exceptions in *documented* extraordinary situations if you contact your instructor ASAP. Exams and quizzes are available for 2 days so plan ahead. These may be done early if you contact me *ahead of time* (i.e. if you are going out of town or away from computer access on those days).

Due Dates:

There is a tentative calendar document posted but **see the actual [Cobra Calendar](#) and [Cobra announcements](#)** for the most current due dates. **Due dates will always occur at 11:55pm CDT.** This means assignments must be completed **and submitted** by 11:55pm.

Time Zone:

All due dates occur at central time – this is the time zone that Parkland College is in (Champaign, IL) which is the same time zone as Chicago, IL.

Cobra and Cobra e-mail:

Cobra, Parkland's course management software, is a great asset. It contains discussions, quizzes, general information, your grades, and much more. I expect you to check Cobra at least every other day. Please e-mail me only through Cobra. *You are expected to login to Cobra at least 3 times a week.* **Failure to login regularly may result in a withdrawal on day 5 or at midterm.**

Attendance:

Although there is no formal attendance, you are expected to log-in to Cobra at least several times a week to complete your assignments and read any class announcements and Cobra email. You can forward your Cobra email to another email if you forget to check Cobra email.

Time Expectation:

This is a 3 credit hour class. Normally, in a spring or fall, on-campus section, you'd actually spend 4 hours in class per week (due to the way lab works) and then an additional 3-6 hours outside of class per week (because for every "credit hour" for any college class, you can expect to spend at least 1-2 times that outside of class studying). So for this course, Che 100 online, most students should spend 6-10 hours a week to be successful. This may vary from week to week, concept to concept, and student to student of course. If you are having problems with a lab or a homework assignment, seek help *early* from classmates, tutors or from your instructor. It will save you a lot of grief if you address issues early! If math and/or technology are a struggle for you, expect to spend even more time.

Drops/Withdrawals:

Census day withdrawal date: If you do not complete ALL 5 required intro assignments by **Wednesday, January 17, 2015 at 11:55pm CDT, you may be **withdrawn**** from the course.

Midterm date: A midterm grade will be assigned. However, if you have not logged into Cobra the two weeks before midterm, **you may be **withdrawn**** at midterm after **July 9, 2015** because not logging in is considered no longer attending.

Student withdrawal date: After the midterm date above, the instructor cannot withdraw you for any reason. The last day for a *student* to withdraw him/herself is **Thursday, July 30 at 5:00pm.** ****Note: this cannot be done online. Withdrawals can only happen in person or by phone. Contact Admissions.**

COURSE ASSIGNMENTS

Textbook & Lectures:

You must read the assigned chapter(s) in the text and in the virtual lectures available online. Study tips are available on the course website and a *lecture guide* is provided for you to print and use as a guide for the readings. You may need to read the material more than once to fully understand it. It is highly recommended you study the sample problems by covering up the answer and trying them yourself first before then comparing your answer to the book's solution. There are *optional reading guides* available on Cobra to help you focus on the important points in the chapter as you read it. These are not graded.

Discussions:

Due to the nature of an online course, interaction between students is severely hampered unless some provision is made to provide communication. At times, a student can learn from a fellow student better than on his/her own or from an instructor. For this reason, students are required to take part in discussions for each chapter (or group of chapters). A more detailed description of this requirement is found on a file labeled "General Description of Assignments" in the Lessons area.

Mastering Chemistry (MC) Homework:

Required homework assignments are completed through www.masteringchemistry.com. If you did not buy the text new from the Parkland Bookstore that has a free code, you can purchase an *access code* through the website (start signing up as a student, and it will ask for a credit card.) See Cobra or your email for our course code this semester. Please be sure you properly enter your email address. Parkland emails for students end in "@stu.parkland.edu" or "@cobra.parkland.edu". Each chapter has problems that are graded on a mastery basis. You will receive credit when you complete the problem correctly. However, you may attempt each problem multiple times (some questions have a limit of tries, though), with only small deductions for wrong attempts and hints. After each attempt, the program will let you know if you did the problem correctly or not, and provide hints on how to solve these types of problems. As with any computer program there may be some glitches, and in order to compensate for this I have included extra point(s). Also, there is an **Adaptive Follow-up** assignment that is extra credit, meant to help with lost points on a regular MC assignment This extra credit is meant to account for any computer glitches (i.e. "My computer froze 20 minutes before the deadline."). Also, the lowest assignment is dropped to compensate for this as well. Once you have set up your MC account you will be able to access it from any computer with internet access. If you have any trouble, contact your instructor right away – this includes any trouble on assignments. Many times the instructor can view your submissions and give you hints. **Feel free to email your instructor or post to the discussion board while doing the homework for help!** More information on how each problem is graded is available at the MC web site.. *Hint:* Doing only the required homework is not usually enough to gain a full understanding of the material. You are encouraged to try extra problems from your text (including sample and end-of-chapter problems) as well as any recommended websites.

Quizzes:

Quizzes will be available for two full days (from 12:00am CST on day 1 thru 11:55pm CST on day 2, the due date) on Cobra and are timed. **No makeup or late quizzes will be given.** The lowest quiz score will be dropped. *Contact your instructor ahead of time if you know you will not have computer access for those two days and would like the possibility to take the quiz ahead of time.* This will only be allowed under certain, documented circumstances.

Hour Exams and Final Exam:

There are 2 hour exams that cover portions of the course and a final exam that is cumulative. All exams are given on Cobra and are timed. You may use your books or notes but no other person. Each of the 3 exams is available for 2 full days so plan ahead as there are **no late exams given**. Every student is

required to take the final exam at the scheduled time. **There are no make-up exams or final without a documented excuse.** You will receive a zero and a serious hit to your grade if you miss the exams. *Contact Christina ahead of time if you know you will not have computer access for those two days and need to take the exam ahead of time.* This will only be allowed under certain, documented circumstances.

Showing Work:

You must **SHOW YOUR WORK** for ALL problems on labs, quizzes and exams except for multiple choice, true/false or multiple select questions. This is especially necessary in an online class to clarify you've done your own work. The instructor will give a zero for the question *or that assignment* if no work is shown.

Labs:

If you fail to complete at least 6 of the 8 required labs, you will receive an automatic F in Che 100. (This means you can miss 2 labs and still finish the course - though only 1 will be dropped. The other would count against your grade. But if you miss a third, you will receive an automatic F unless you withdraw.) This is because Che 100 is a "lab included" course. When you receive a semester grade, it is understood that you have lab skills, which can only be obtained by *doing* at least 6 labs. **You must wear goggles** while doing the labs for your own safety. There are no late labs. The lowest lab score is dropped. All assigned labs can be completed at home in a home kitchen or on the computer. You are allowed to work together on lab assignments, but you cannot turn in a copy of your lab partner's report – you must turn in your own work.

OTHER GENERAL INFORMATION YOU ARE REQUIRED TO COMPLY AND BE FAMILIAR WITH:

PLEASE SEE THE "SYLLABUS ADDENDUM" ON THE COBRA COURSE HOMEPAGE.

Academic Honesty:

You are expected to complete all your quizzes/exams alone without receiving or giving outside assistance other than your own notes or book. Academic dishonesty (cheating) is grounds for failure of this course and academic discipline. Unethical conduct during examinations or in preparation of assignments is unacceptable and may result in disciplinary action. Refer to the Parkland College *Student Policies and Procedures Manual* or www2.parkland.edu/studentpolicy/honesty.html for more information. Quizzes and exams are timed in this course. You are allowed to use your textbook or any class notes but no other person when completing them. I take this very seriously and have zero tolerance for cheating. **You will receive an F in Che 100 and risk being expelled from Parkland if you receive help from another person during a quiz or exam.**

Student Lab Responsibilities:

Food/Drinks: Do not eat or drink while performing labs as this encourages possible dangerous mix of chemicals that you could accidentally ingest. Also, be sure to wear your goggles while performing labs, including during set-up and clean-up.

Disability Statement:

If you believe you have a disability for which you may need an academic accommodation (e.g. an alternate testing environment, use of assistive technology or extended exam time), please contact the following person and then inform the instructor as soon as possible: Cathy Robinson, Director, Office Disability Services, Room U260, (217) 353-2338 crobinson@parkland.edu

Mass Notification System:

In the event of a significant campus emergency, Parkland College will activate its mass notification system. We encourage you to sign up for this free service and select how you would like to be notified: text message, audio message, or email message: <http://www2.parkland.edu/publicsafety/alerts.htm>

Looking forward to a great semester! **I cannot emphasize enough how important it is to contact me with questions.** ~Christina