A. COURSE INFORMATION
Introductory General Chemistry
CHEM 1305
Class meeting time: Online
Class location: Online
Prerequisites: None
Course Website: Announcements, forms, handouts, lecture notes, learning materials etc. are either posted, or will be posted on blackboard. You will be able to login using your student ID and Password.

B. INSTRUCTOR INFORMATION
Instructor: Feri Billiot
Office location: CS103D
Office hours: TR 9-11 am
Telephone: 361-8256067
e-mail: fereshteh.billiot@tamucc.edu
Appointments: by request

B. Course Description: This fully online course is taught via the Web at a distance and is available at http://Bb9.tamucc.edu. The learners may need PowerPoint, spreadsheets, word processing, and other software as needed to complete some requirements of this course.

D. PREREQUISITIES FOR THE COURSE
None

E. REQUIRED TEXTBOOK(S) AND SUPPLIES
Textbook: Chemistry in Context; Applying Chemistry to Society
Online Homework: Connect

F. STUDENT LEARNING OUTCOMES AND ASSESSMENT
A one-semester principles course for students in non-science related majors covering introductory chemistry. This course could also help prepare students majoring in science for general chemistry.

Assessment is a process used by instructors to improve learning. The process begins by describing student learning outcomes (they focus on what you are expected to learn) like the ones described below for this course. By measuring how well you are accomplishing these students learning outcomes the instructor can take appropriate actions to enhance your learning.
G. MAJOR COURSE REQUIREMENTS AND GRADING

**Evaluation:**

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Quiz Points</th>
<th>Assignment Points</th>
<th>Learn Smart Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter 1</td>
<td>10</td>
<td>2</td>
<td>10</td>
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<tr>
<td>Chapter 2</td>
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<td>Chapter 3</td>
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<td>Chapter 4</td>
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<td>Chapter 5</td>
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<td>Chapter 6</td>
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<td>Chapter 7</td>
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<tr>
<td>Chapter 8</td>
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<td>10</td>
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<tr>
<td>Chapter 9</td>
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<td>2</td>
<td>10</td>
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<tr>
<td>Chapter 10</td>
<td>10</td>
<td>2</td>
<td>10</td>
</tr>
</tbody>
</table>

Total 200 (not including Assignment)

**Class Grade:**

- Quizzes and Learn Smart: 200
- Final Exam: 100

**Final Total Grade:** 300
**Bonus Points**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction and class discussions</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total Bonus Points</strong></td>
<td>30</td>
</tr>
</tbody>
</table>

You need 300 out of 330 points to get 100% in this section. For example, you can miss one chapter and still make 100% for assignment and quiz grades or you may complete only 50% of two chapters and still make 100%.

**Assignment Grades** are extra points that will be added to your “Final Total Grade”. You can accumulate up to 20 extra points by completing all the assignments. I highly encourage you to take advantage of these extra points because some of the questions in quizzes and final exam are similar to the assignment questions.

**Introduction Discussion and Class Discussion:** Before you start the course, you introduced yourself to your classmate and get 4 extra points that is added to your final grade. The other 6 extra points are from the discussions that will be assigned during the semester.

**Grade scale:**
- A = 90-100%
- B = 80-90%
- C = 70-80%
- D = 60-70%
- F = 0-60%

**H. COURSE CONTENT/SCHEDULE**

**Reading Assignments from the Textbook**

- Chapter Zero- Chemistry for a Sustainable Future
- Chapter 1- The Air We Breath
- Chapter 2- Protecting the Ozone Layer
- Chapter 3- The Chemistry of Global Climate Change
- Chapter 4- Energy from Combustion
- Chapter 5-Water for Life
- Chapter 6- Neutralizing the Treat of Acid Rain
- Chapter 7- The Fires of Nuclear Fission
- Chapter 8- Energy from Electron Transfer
- Chapter 9- The World of Polymers and Plastics
- Chapter 10- Manipulating Molecules and Designing Drugs
Connect Homework: When you start working on a chapter,
- first read the reading assignments,
- then look at the power point

After you feel comfortable with the material, start working on Learn Smart. Learn Smart is similar to an interactive lecture and you can work on it until you get 100%. Then work on Homework. Homework is extra point but you will see similar questions in quiz and final exam. You do not have unlimited tries on homework, so do not answer it randomly. Finally, take the chapter quiz.

Note: There is no due dates for the online work, however, all the work need to be done by May 3.

Schedule/due dates

<table>
<thead>
<tr>
<th>Suggested Due Dates (but not enforced)</th>
<th>Assignments</th>
<th>Where and How to submit</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 10</td>
<td>Chapter 1, Learn Smart</td>
<td>Connect</td>
</tr>
<tr>
<td>July 11</td>
<td>Chapter 1, Assignment</td>
<td>Connect</td>
</tr>
<tr>
<td>July 12</td>
<td>Chapter 1, Quiz</td>
<td>Connect</td>
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<tr>
<td>July 13</td>
<td>Chapter 2, Learn Smart</td>
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<tr>
<td>July 14</td>
<td>Chapter 2, Assignment</td>
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<td>July 15</td>
<td>Chapter 2, Quiz</td>
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<tr>
<td>July 16</td>
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<td>July 17</td>
<td>Chapter 3, Assignment</td>
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<td>July 18</td>
<td>Chapter 3, Quiz</td>
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<td>July 19</td>
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<td>July 21</td>
<td>Chapter 4, Quiz</td>
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<tr>
<td>July 22</td>
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<td>July 23</td>
<td>Chapter 5, Assignment</td>
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<tr>
<td>July 24</td>
<td>Chapter 5, Quiz</td>
<td>Connect</td>
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<tr>
<td>July 25</td>
<td>Chapter 6, Learn Smart</td>
<td>Connect</td>
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<tr>
<td>July 26</td>
<td>Chapter 6, Assignment</td>
<td>Connect</td>
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<tr>
<td>July 27</td>
<td>Chapter 6, Quiz</td>
<td>Connect</td>
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<tr>
<td>July 28</td>
<td>Chapter 7, Learn Smart</td>
<td>Connect</td>
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<tr>
<td>July 29</td>
<td>Chapter 7, Assignment</td>
<td>Connect</td>
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<tr>
<td>July 30</td>
<td>Chapter 7, Quiz</td>
<td>Connect</td>
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<tr>
<td>July 31</td>
<td>Chapter 8, Learn Smart</td>
<td>Connect</td>
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<tr>
<td>August 1</td>
<td>Chapter 8, Assignment</td>
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<td>August 2</td>
<td>Chapter 8, Quiz</td>
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<tr>
<td>August 3</td>
<td>Chapter 9, Learn Smart</td>
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<td>August 4</td>
<td>Chapter 9, Assignment</td>
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<td>Chapter 9, Quiz</td>
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<td>Chapter 10, Learn Smart</td>
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<td>August 7</td>
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<tr>
<td>August 7</td>
<td>Chapter 10, Quiz</td>
<td>Connect</td>
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</tbody>
</table>
Time Requirements

Regular 3-credit hour courses require approximately 9 hours of class time per week plus 20 hours of study time. Therefore, expect to spend a minimum of 25 hours each week for 5 weeks on this class. Because this is an online course, you may have to spend even more time than 25 hours some weeks studying.

I. COURSE POLICIES

Late Work
There are no due dates for this course and everything needs to be completed by July 3.

Grades of "INCOMPLETE" will be given only for certifiable medical reasons or in other extraordinary circumstances. Requests for incompletes must be made in writing and must include:
- Documentation
- Advanced notice
- Date that coursework will be submitted
If the coursework is not submitted by that date, the Incomplete will become permanent.

J. COLLEGE AND UNIVERSITY POLICIES

Grade Appeals
A student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is on the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details on the process, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, consult Texas A&M University-Corpus Christi University Procedure 13.02.99.C2.01 Student Grade Appeal Procedures (http://www.tamucc.edu/provost/university_rules/index.html), and the College of Science and Engineering Grade Appeals webpage (http://sci.tamucc.edu/students/GradeAppeal.html). For assistance and/or guidance in the grade appeal process, students may contact the chair or director of the appropriate department or school or the College of Science and Engineering Dean’s Office.

Copyright / Plagiarism

The handouts used in this course are copyrighted. By "handouts," I mean all materials generated for this class, which include but are not limited to self-assessments, exams, lab problems, Course Content materials, review sheets, and additional problem sets. Because these materials are copyrighted, you do not have the right to copy them, unless I expressly grant permission.
As commonly defined, plagiarism consists of passing off as one's own the ideas, words, writings, etc., that belong to another. In accordance with this definition, you are committing plagiarism if you copy the work of another person and turn it in as your own, even if you have the permission of that person. Plagiarism is one of the worst academic sins, for the plagiarist destroys the trust among colleagues without which ideas and research cannot be safely communicated. If you have any questions regarding plagiarism, please consult the university rules at the above website.

**Academic Integrity with Course Products and Evaluations**

The guiding principle of academic integrity is that a student's submitted work must be his/her own. Since the course objectives focus on the processes of developing course related materials, as well as the materials themselves, it is expected that all course products will consist of work done specifically for this course. Products completed for previous or concurrent course credit cannot be used for assignments for this course. If you wish to continue a theme or content area used in another course, inform the instructor and supply any requested existing materials at the start of this course. Any intended projects relating to other courses should be approved at the start by all instructors and should reflect unique elements and sufficient development effort for all courses involved.

Shared work is intended to allow students to learn from each other in projects. Any problems in working together should be brought to the attention of the instructor immediately so that solutions may be enacted to ensure that all members benefit from the experience.

**K. OTHER INFORMATION**

Online courses require time management and planning on your part. You cannot afford to get behind since many topics and assignments are based on the skills and products of previous assignments; there is no meaningful way to "cram." Contact me if you are having any problems with assignments.

There is a reliance on technologies in this course that impacts the need to have assignments done on time. Having ample time to complete an assignment will be the responsibility of the student. It is also the student's responsibility to find solutions to technical problems with sufficient time to complete the required tasks. Do not wait until a due date is near to discover/report lack of access to software, inability to connect to a network, etc. While the instructor will help wherever possible, it is the students' responsibility to maintain his or her network. However, technical problems can originate on the TAMU-CC campus, in which case you will not be responsible to complete work that you cannot complete due to TAMU-CC network or software problems. You are responsible for contacting me as soon as you detect a problem so that we can arrange a way for you to meet the course objectives.

**Disabilities Accommodations**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability
requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in Driftwood 101.

If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.

**Syllabus Disclaimer**

This syllabus has been created as a guide to the class and is as accurate as possible. However, all information is subject to change. Any changes will be posted on the Blackboard Learning System’s Announcements.

**Technical Support and Requirements**

**Blackboard Learning System Help:** [http://iol.tamucc.edu](http://iol.tamucc.edu)

“Help” At the bottom of the Blackboard Course Management Control Panel in the course menu on the left hand column of the course interface. Phone: Help Desk (361) 825-2825

**Island Online Student Resources Webpage:**
[https://distance-education.tamucc.edu/student_resources.html](https://distance-education.tamucc.edu/student_resources.html)

**Getting Technical Help**

If you are having difficulties accessing course materials from your home computer, first let your instructor know, then contact the IOL Helpdesk at (361)825-2692 or submit a request via email to [iol.support@tamucc.edu](mailto:iol.support@tamucc.edu)

**Technology Requirements**

To prepare your computer for using Blackboard 9.1, go to [https://iol.tamucc.edu/techreq.php](https://iol.tamucc.edu/techreq.php) for computer requirements.

* To view flash (.flv) files from sites such as You Tube, download the Flash player at [http://get.adobe.com/flashplayer/](http://get.adobe.com/flashplayer/)

**Navigating Blackboard**

Once you are in the course, read the “Announcements” on the home page. Check this each time you enter your course. You will see a **Course Menu** on the left of the page. The menu is a list of links that connect to materials and tools associated with the course. Blackboard has several features and tools for communicating content delivery that you should use almost daily. Links to information about how to use these tools include: **Bb Help**, which contains a complete guide to learning how to use the many tools and features in Blackboard, and **Bb Video Tutorials**, which links to a page with videos to show you how to do tasks such as submitting an assignment.

**Library resources** (including print, electronic, and human) can be accessed through the Mary and Jeff Bell Library website that supports electronic searches of articles, books, journals, course
reserves, and databases. It includes information such as Ask a Librarian, research tools, remote access information and tutorials, information about plagiarism and copyright, and interlibrary loan (http://rattler.tamucc.edu/distlearn/). The library is a member of TexShare which provides you with a card that allows you to checkout materials from libraries across Texas. Librarians’ contact information is also on the website and you are encouraged to contact librarians for assistance.

**In the event of a campus evacuation** I will make every effort to continue teaching your course. Should such an event occur, I will continue to interact with you by using the Blackboard Announcement, Messages, Collaboration, Discussions, Blogs, Journals, and/or Wikis tools. If you have access to the Internet, you will be able to continue your coursework by posting assignments and interacting with me as well as each other online. You will also be able see your grades on assignments, quizzes, and tests using the My Grades tool.

**Online Course Guidelines**

Students will practice respect and responsibility as a part of this learning community. Here are some things you can do to exhibit an attitude of respect and responsibility:

- Post assignments on time. Early is even better.
- Work extra hard to get to know other classmates.
- Reach out through email Blackboard Messages, Discussions, and Wikis to support each other. If you have good info/tips on what is working for you/resource ideas, please share with the group so we can help each other out.
- Respect other classmates by watching what you say.
- Add your opinions to/participate in the discussions.
- Check the assignments every week. Don’t wait until the last minute.
- Be helpful to other students
- Don't get behind. If you get behind in an online course it is harder to get back on track than it is in a traditional course.
- Stay focused and stay connected.
- Keep up with your assignments and your grades. It is not the teacher's responsibility to tell you what you have or haven't turned in. Your grades will be available in Blackboard so all you have to do is regularly check to make sure you have grades posted for all work.
- In general terms, students are expected to "demonstrate a high level of maturity, self-direction and ability to manage their own affairs" and to "conduct themselves in accordance with the highest standards of academic honesty." Instances of plagiarism will be handled in accordance with Texas A&M University-Corpus Christi General Academic Policies and Regulations as listed in the current catalog.

**Delivery of instructor feedback** – During the week (exclude weekends), Instructor response to online requests usually occurs within a 24-hour period, but you can expect a response within 3 days.

**Student login expectations** - Students are required to login often – once every three days at a minimum.
Faculty availability to support students - I maintain a consistent web presence and am available to meet online in the Blackboard asynchronous or synchronous environment or via phone.