A. COURSE INFORMATION

Introductory General Chemistry CHEM 1305.w01
Class meeting time: Online
Class location: Online
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: CS 207
Office hours: TW 10-1 pm
Telephone: 361-8256067
e-mail: fereshteh.billiot@tamucc.edu
Appointments: by request

C. COURSE DESCRIPTION

Course Description: A one-semester principles course for students in non-science related majors covering the major concepts of chemistry (atomic structure, bonding, stoichiometry, elementary thermodynamics) and the role of chemistry in contemporary society (polymers, energy, pollution, etc.). Will not substitute for CHEM 1411. This course counts toward the natural science component of the University Core Curriculum. Either CHEM 1305 or CHEM 1411, but not both.

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. PREREQUISITES AND COREQUISITES

none

E. REQUIRED TEXTBOOK(S), READINGS 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 student learning outcomes the instructor can take appropriate actions to enhance your learning.

Atomic structure
Periodic behavior of elements
Chemistry of daily life
Nutrition
Energy
Climate change
Chemical bonding
Stoichiometric calculations

G. INSTRUCTIONAL METHODS AND ACTIVITIES

This course will be performed as fully online.

H. MAJOR COURSE REQUIREMENTS AND GRADING

Evaluation:

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

Chapter 10 Quiz    10
Assignment 2
Learn Smart 10

Chapter 11 Quiz    10
Assignment 2
Learn Smart 10

Chapter 12 Quiz    10
Assignment 2
Learn Smart 10

Total 200 (not including Assignment)

Class Grade:

Quizzes and Learn Smart 200
Final Exam 100
Final Total Grade 300

Bonus Points

Assignment 20
Introduction and class discussions 10
Total Bonus Points 30

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%
I. COURSE CONTENT/SCHEDULE

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. You can earn extra points by doing chapter assignments and you will see these assignment questions in quizzes 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 date for the online work, however, all the work needs to be done by May 4.

Schedule/due dates

<table>
<thead>
<tr>
<th>Suggested Due Dates (but not enforced)</th>
<th>Assignments</th>
<th>Where and How to submit</th>
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<tr>
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<td>Chapter 1, Learn Smart</td>
<td>Connect</td>
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<td>Feb 4</td>
<td>Chapter 1, Assignment</td>
<td>Connect</td>
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<td>Feb 5</td>
<td>Chapter 1, Quiz</td>
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<td>Feb 10</td>
<td>Chapter 2, Learn Smart</td>
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<td>Feb 11</td>
<td>Chapter 2, Assignment</td>
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<td>Feb 12</td>
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<td>Feb 17</td>
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<td>Feb 19</td>
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<td>Feb 14</td>
<td>Chapter 3, Quiz</td>
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<td>Feb 25</td>
<td>Chapter 4, Learn Smart</td>
<td>Connect</td>
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<td>Feb 26</td>
<td>Chapter 4, Assignment</td>
<td>Connect</td>
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<td>Mar 3</td>
<td>Chapter 4, Quiz</td>
<td>Connect</td>
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<td>Mar 5</td>
<td>Chapter 5, Learn Smart</td>
<td>Connect</td>
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<td>Mar 10</td>
<td>Chapter 5, Assignment</td>
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### Time Requirements

Regular 3-credit hour course which requires approximately 3 hours of class time per week plus 7 hours of study time. Therefore, expect to spend a minimum of 10 hours each week for 15 weeks on this class. Because this is an online course, you may have to spend even more time than 10 hours some weeks.

### J. COURSE POLICIES

**Late Work**

There are no due dates for this course and everything needs to be completed by May 4.
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.

**Student Responsibility:** It is the student’s responsibility to read and be aware of the contents of this syllabus and the course website on Blackboard. Announcements and changes are communicated in the classroom, Blackboard, and/or emails.

**Tutoring and Test-Taking Strategies**

To be successful in this course, and most others, you must develop good note-taking skills, organization skills, study habits, and test-taking strategies from the very beginning. Your instructor, seminar leaders and TA’s are always available for help, but don’t wait until it’s too late! It is important that you are aware that the Center for Academic Student Achievement provides free tutoring, test-taking strategies, and extra help. **Take advantage of this service!** Should you have test anxiety, stress problems, or need help with study skills, the University Counseling Center (Driftwood Building: 825-2703) provides a free service.

**K. COLLEGE AND UNIVERSITY POLICIES**

- **Academic Integrity (University)**

  University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, falsification, forgery, complicity or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work.) In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in a failing grade.

- **Classroom/Professional Behavior**

  Texas A&M University-Corpus Christi, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor’s ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outlined in article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.

- **Statement of Civility**

  Texas A&M University-Corpus Christi has a diverse student population that represents the population of the state. Our goal is to provide you with a high quality educational
experience that is free from repression. You are responsible for following the rules of the University, city, state and federal government. We expect that you will behave in a manner that is dignified, respectful and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation or disability. Behaviors that infringe on the rights of another individual will not be tolerated.

- **Deadline for Dropping a Course with a Grade of W (University)**
  I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with your academic advisor, the Financial Aid Office, and me, before you decide to drop this course. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class. Please consult the Academic Calendar (http://www.tamucc.edu/academics/calendar/) for the last day to drop a course.

- **Grade Appeals (College of Science and Engineering)**
  As stated in University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures, 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 upon 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, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules website at http://www.tamucc.edu/provost/university_rules/index.html, and the College of Science and Engineering Grade Appeals webpage at 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, the Office of the College of Science and Engineering Dean, or the Office of the Provost.

- **Disability Services**
  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 (361) 825-5816 or visit Disability Services in Corpus Christi Hall 116.
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.

http://disabilityservices.tamucc.edu/

- **Statement of Academic Continuity**

In the event of an unforeseen adverse event, such as a major hurricane and classes could not be held on the campus of Texas A&M University–Corpus Christi; this course would continue through the use of Blackboard and/or email. In addition, the syllabus and class activities may be modified to allow continuation of the course. Ideally, University facilities (i.e., emails, web sites, and Blackboard) will be operational within two days of the closing of the physical campus. However, students need to make certain that the course instructor has a primary and a secondary means of contacting each student.

I. **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
“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

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

Technology Requirements
To prepare your computer for using Blackboard 9.1, go to https://iol.tamucc.edu/techreq.php for computer requirements.

- To view .pdf files you will need the Adobe Reader. Download it at: http://get.adobe.com/reader/
- To view flash (.flv) files from sites such as You Tube, download the Flash player at 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.

- Academic Advising
  The College of Science & Engineering requires that students meet with an Academic Advisor as soon as they are ready to declare a major. The Academic Advisor will set up a degree plan, which must be signed by the student, a faculty mentor, and the department chair. Meetings are by appointment only; advisors do not take walk-ins. Please call or stop by the Advising Center to check availability and schedule an appointment. The College’s Academic Advising Center is located in Center for Instruction 350 or can be reached at (361) 825-3928.

GENERAL DISCLAIMER
I reserve the right to modify the information, schedule, assignments, deadlines, and course policies in this syllabus if and when necessary. I will announce such changes in a timely manner during regularly scheduled lecture periods.