



# UNIVERSITY OF CALGARY

## DEPARTMENT OF CHEMISTRY COURSE OUTLINE FALL 2017

### 1. Course: CHEMISTRY 351 – ORGANIC CHEMISTRY I

**Course Coordinator :** Dr I.R. Hunt SA 144G 403-220-6430 [irhunt@ucalgary.ca](mailto:irhunt@ucalgary.ca)

**Laboratory Coordinator :** TBA

#### Lectures / Instructors:

LEC	DAYS	TIME	ROOM	INSTRUCTOR	OFFICE	PHONE	EMAIL	OFFICE HOURS
L01	MWF	9:00-9:50	SB 103	Dr. I.R. Hunt	SA 144G	220-6430	<a href="mailto:irhunt@ucalgary.ca">irhunt@ucalgary.ca</a>	Open door
L02	MWF	10:00-10:50	SB 103	Dr C.C. Ling	SB 235	220-2768	<a href="mailto:ccling@ucalgary.ca">ccling@ucalgary.ca</a>	TBA
L03	MWF	11:00-11:50	KNB 132	Dr A.S. Causton	SA 144A	210-3968	<a href="mailto:acauston@ucalgary.ca">acauston@ucalgary.ca</a>	TBA

**Tutorials:** SA 204. **Start the week of Sept. 11th.** **Laboratories:** See your timetable, **start the week Sept. 18th.**

**Course website:** <http://www.chem.ucalgary.ca/courses/351/index351-f17.html>

**D2L course name:** CHEM 351 L01-L03 (FALL 2017)

**Chemistry Departmental Office:** SA 229, 403-220-5341, [chem.undergrad@ucalgary.ca](mailto:chem.undergrad@ucalgary.ca)

### 2. Prerequisites: Chemistry 201 or 211, and 203 or 213.

The [Faculty of Science policy on prerequisite](#) checking is outlined in section 3.5.C of the online Calendar. Students are responsible to ensure that they meet all pre- and co-requisite requirements, as listed in the Calendar, for each course in which they are registered. **Students who do not meet these requirements will be withdrawn from the course.**

### 3. **Grading**: The University policy on grading and related matters is described in sections [F1](#) and [F2](#) of the online Calendar. In determining the overall grade in the course, the following weights will be used:

Midterm Exam (Wed Nov 8th, 7-9pm)	20%	
Final Exam (Final exam period)	45%	(Scheduled by Registrar)
Laboratory	20%	
e-Learning ( <a href="#">clickers</a> / <a href="#">tutorial assignments</a> )	15%	
<b>Total</b>	<b>100%</b>	

The marks for each of the course components will be recorded as numerical scores and combined as shown above to arrive at the total numerical score (we don't round) and then be converted to the letter grade that will be reported to the Registrar. In assigning the final course letter grade, the following scale will be used (e.g. A- starts at 80.00%, A at 85.00%):

<b>A+</b>	95	<b>A</b>	85	<b>A-</b>	80	<b>B+</b>	75	<b>B</b>	70	<b>B-</b>	65	<b>C+</b>	60	<b>C</b>	55	<b>C-</b>	50	<b>D+</b>	45	<b>D</b>	40	<b>F</b>
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#### Notes:

- (1) A minimum 50% on the laboratory **is required** in order to satisfy the prerequisite requirement (*i.e.* C-) for further Science courses.

- (2) **Either** a minimum 50% on the Final examination **or** a minimum 50% [weighted average](#) on the examinations (MT & FIN) **is required** in order to satisfy the prerequisite requirement (*i.e.* C-) for further Science courses.
- (3) Notes (1) and (2) mean that if a student scores below 50% in **either** the laboratory **or** the examination component, then the *maximum* course letter grade they can obtain in Chem 351 is a D+.
- (4) The **e-Learning mark** is based on the best five out of six components: five equally weighted [tutorial assignments](#) to be completed using Moodle (free system) and the Top Hat "[clicker](#)" mark. The Top Hat "clicker" mark is based equally on the correctness of your responses and participation to questions asked during in lecture time. Due to the nature of the way that the Top Hat (clicker) system is used, the mark calculated and the class logistics, we do not manage absences or individual technical issues. If you opt not to use Top Hat, then your e-Learning mark automatically comes from all of the tutorial assignments.
- (5) [Tutorial assignments](#) are written under "exam conditions" (as described below). You will be allowed to use a non-programmable calculator and/or model kit and have access to a periodic table and spectroscopy data tables if required. Absolutely no other resources of any kind can be used while completing an assignment, (see course website for more details). Breaking these rules will be treated as academic misconduct.
- (7) Students repeating the course within the last two years [can be exempted](#) from repeating the laboratory work of the course if a grade of 75% or higher was obtained. However, students are still responsible for the laboratory content as it may be covered in other course work (e.g. examinations, assignments). The laboratory grade achieved on the previous attempt will be carried forward. Such students must contact the Chemistry Undergraduate Program Administrator, in the Chemistry Main Office, SA 229 before the drop date (September 22nd, 2017).
4. **Missed Components of Term Work:** The regulations of the Faculty of Science pertaining to this matter are found in the Faculty of Science area of the Calendar in [section 3.6](#). It is the student's responsibility to familiarize themselves with these regulations. See also [Section E.6](#) of the University Calendar.

**Deferred examinations will ONLY be provided for the Final Examination and then only with the approval of the Associate Dean.**

Absences from any term work (midterm, assignments, laboratory activities) must be reported within 48 hrs. In the event that a student misses term work due to illness then an official medical note will be required. If a student misses the term work for other reasons, then analogous documentation will be required. The Chem 351 course coordinator will need to see the original documentation for review / decision and keep it (or a copy) for their records. The documentation must be provided to the course coordinator within 15 days of the date of the term work in order for an excused absence to be considered.

If an excused absence is approved for midterm or assignments, then you will be awarded a grade equal to your final examination grade. If no such documentation is provided within the required time frame, then a grade of zero will be assigned to the term work.

For more details on missed laboratory work, please first consult the F17 Chem 351 laboratory manual and then address any concerns to the F17 Chem 351 laboratory coordinator.

5. **Scheduled out-of-class activities:**

Any regularly scheduled **University of Calgary** classes have precedence over any out-of-class-time activity.

The **CHEM 351 MIDTERM** will be held on the **EVENING of WED NOV 8<sup>th</sup> 2017, 7:00-9:00pm**.

**If you have a conflict with the scheduled Chem 351 Midterm time, please email the course coordinator including a copy of your weekly university schedule (email facilitates a reply etc.) as soon as possible BUT A MINIMUM OF TEN DAYS in advance of the midterm date so that an ALTERNATE examination time can be arranged for you. See note in section 4 about deferred examinations.**

If another class has an out of class course activity, such as a midterm, that conflicts with any part of your Chem 351 course (lecture, laboratory or tutorial) then University regulations **require** that that course make alternate arrangements that fit your schedule. Therefore, you should contact that course coordinator so that they can make the required alternate arrangements.

6. **Examination Policy:** The University policies around examinations and tests are described in the Calendar [section G](#) on examinations.

In F17, as part of a continuing pilot program, Chem 351 will provide a **supplemental examination** option for eligible students. Supplemental examinations provide some students who have earned a D+ or lower overall with an additional opportunity to demonstrate prerequisite competence and earn a "C-" grade in the course so that it can be used as a prerequisite. Further details on the Faculty of Science regulations and fee for supplemental examinations are found in the Faculty of Science area on the Calendar in [section 3.6C](#)

**"Exam conditions"** All examinations, tutorial assignments, laboratory quizzes *etc.* are closed book. Model kits and non-programmable calculators are allowed, a periodic table and spectroscopy data tables will be provided if required. **No other aids** including any form of "cheat" or "data" materials. Wireless devices and other electronic devices are not allowed.

All examinations are common to all sections, *i.e.* students in L01, L02 and L03 write the same examinations. All the instructors are involved in determining content coverage, creating, selecting and reviewing examination questions, creating and reviewing grading rubrics and grading of student answers as well as reviewing the grades once collated.

## 7. Course Materials

**Textbook:** No text book is required. We will provide links to the Organic Chemistry etext on the course website.

If you wish to purchase a textbook because it better suits your individual learning style, then "Organic Chemistry" by Jones (Norton publisher) is a good choice for our courses, otherwise ask your instructor.

**Molecular Models:** *very strongly* recommended (an allowed resource in examinations, available from the Bookstore).

**Chemistry 351 Laboratory Manual** (free, online on the [course website](#)).

A self-duplicating **Laboratory Notebook** (required, available from the Bookstore)

**Top Hat account** (*available* from Top Hat, see [course website](#) for more details, free for UofC students)

8. **Laboratory Safety Course:** All undergraduate students participating in chemistry laboratories must have completed the introductory course on chemistry laboratory safety. This course is presented in an online format (for more details see the F17 Chem 351 Laboratory Manual). Students who have previously completed the Chemistry Safety Course at the University of Calgary in the past five years are NOT required to repeat it
9. **Approved Mandatory and Optional Course Supplemental Fees:** The Department of Chemistry has a laboratory glassware breakage fee. At the start of the course, each student is assigned a locker and checks-in to establish that they have a complete set of usable glassware. By signing for check-in, a student agrees that they are now responsible for the glassware until check-out. At the time the student checks out, any equipment that is missing, unusable or has been replaced during the semester will be charged to the student. All students, even those who withdraw early from the course must check out of the laboratory before the last day of lectures. Any student who fails to check out before the last day of lectures for the term will be assessed a charge of \$30.00. If this fee is not paid by the payment deadline (Jan 31 for Fall courses, April 30 for Winter courses, July 15 for Spring courses), an additional \$10.00 administrative fee will be charged and university services (registration, transcripts, etc.) may be withheld.

We keep the original signed form until the end of the course. This is like any rental agreement... if you rent a car, you check it over before you take it because you know you will have to pay for any damage that occurs while it is in your possession..... you are renting the laboratory equipment from us for the duration of the semester, except there is no charge unless you break or misplace your equipment.

10. **Writing across the curriculum statement:** *e.g.* In this course, the quality of the student's writing in laboratory reports will be a factor in the evaluation of those reports. See also [Section E.2](#) of the University Calendar.

## OTHER IMPORTANT INFORMATION FOR STUDENTS:

- (a) **Misconduct:** Academic misconduct (cheating, plagiarism, or any other form) is a very serious offence that will be dealt with rigorously in all cases. A single offence may lead to disciplinary probation or suspension or expulsion. The Faculty of Science follows a zero tolerance policy regarding dishonesty. Please read the sections of the University Calendar under [Section K](#) on Student Misconduct to inform yourself of definitions, processes and penalties. Examples of academic misconduct include but are not limited to: submitting or presenting work as if it were the student's own work when it is not; submitting or presenting work in one course which has also been submitted in another course without the instructor's knowledge; borrowing experimental values from others without the instructor's approval; falsification/ fabrication of experimental values in a laboratory report; copying materials from written or electronic resources; non-authorized recording of lectures.

- (b) **Assembly Points:** In case of emergency during class time, be sure to FAMILIARIZE YOURSELF with the information on [assembly points](#).
- (c) **Academic Accommodation Policy:** Students needing an Accommodation because of a Disability or medical condition should contact Student Accessibility Services in accordance with the [Procedure for Accommodations for Students with Disabilities](#). Students needing an Accommodation in relation to their coursework or to fulfil requirements for a graduate degree, based on a Protected Ground other than Disability, should communicate this need, preferably in by email, to their Course Coordinator. Religious accommodation requests relating to class, test or exam scheduling or absences must be submitted no later than **14 days** prior to the date in question: <http://www.ucalgary.ca/pubs/calendar/current/e-4.html>
- (d) **Safewalk:** Campus Security will escort individuals day or night (<http://www.ucalgary.ca/security/safewalk/>). Call 220-5333 for assistance. Use any campus phone, emergency phone or the yellow phones located at most parking lot pay booths.
- (e) **Freedom of Information and Privacy:** This course is conducted in accordance with the Freedom of Information and Protection of Privacy Act (FOIPP). As one consequence, students should identify themselves on all written work by placing their name on the front page and their ID number on each subsequent page. For more information see also <http://www.ucalgary.ca/secretariat/privacy>.
- (f) **Student Union Information:** VP Academic Phone: 403 220-3911 Email: [suvpaca@ucalgary.ca](mailto:suvpaca@ucalgary.ca)  
SU Faculty Rep. Phone: 403 220-3913 Email: [science1@su.ucalgary.ca](mailto:science1@su.ucalgary.ca), [science2@su.ucalgary.ca](mailto:science2@su.ucalgary.ca) and [science3@su.ucalgary.ca](mailto:science3@su.ucalgary.ca);  
Student Ombuds Office: 403 220-6420 Email [ombuds@ucalgary.ca](mailto:ombuds@ucalgary.ca) <http://ucalgary.ca/provost/students/ombuds>
- (g) **Internet and Electronic Device Information:** You can assume that in all classes that you attend, your cell phone should be turned off unless instructed otherwise. Also, communication with other individuals, via laptop computers, Blackberries or other devices connectable to the Internet is not allowed in class time unless specifically permitted by the instructor. If you violate this policy you may be asked to leave the classroom. Repeated abuse may result in a charge of misconduct.
- (h) **U.S.R.I.:** At the University of Calgary, feedback provided by students through the Universal Student Ratings of Instruction (USRI) survey provides valuable information to help with evaluating instruction, enhancing learning and teaching, and selecting courses ([www.ucalgary.ca/usri](http://www.ucalgary.ca/usri)). Your responses make a difference - please participate in USRI Surveys.

Department Approval: Approved by Acting Department Head, Dr. Farideh Jalilehvand

Date: August 2, 2017

Assistant Dean's Approval for  
out of regular class-time activity: Approved by Vice Dean, Dr. Cindy Graham

Date: August 2, 2017