

**UNIVERSITY OF CALGARY  
FACULTY OF SCIENCE  
DEPARTMENT OF CHEMISTRY  
COURSE OUTLINE  
WINTER 2017**

1. **Course:** Chemistry 351, Organic Chemistry I

LEC	DAYS	TIME	ROOM	INSTRUCTOR	OFFICE	EMAIL	OFFICE HOURS
L01	MWF	10:00-10:50	ES 162	Dr. Wendy Benoit	EEEL 235A	<a href="mailto:wbenoit@ucalgary.ca">wbenoit@ucalgary.ca</a>	TBA

**Tutorials:** SA 204, start the week of Jan 9<sup>th</sup>.

**Laboratories:** See your timetable, start the week of Jan 9<sup>th</sup>

Desire 2 Learn (D2L) : CHEM 351 L01 - (Winter 2017) – Organic Chemistry I

Course website: <http://www.chem.ucalgary.ca/courses/350/index351-w17.html>

Departmental Office: Room SA 229, Tel: 403-220-5341, e-mail: [uginfo@chem.ucalgary.ca](mailto:uginfo@chem.ucalgary.ca)

2. **Prerequisites:** CHEM 201 or 211, and 203 or 213.

<http://www.ucalgary.ca/pubs/calendar/current/chemistry.html#6517>

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 Students who do not meet these requirements will be withdrawn from the course.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 sections [F.1](#) and [F.2](#) of the online University Calendar. In determining the overall grade in the course the following weights will be used:

Coursework (in-class activities, tutorial assignments)	15%
Laboratory experiments (9)	20%
Midterm test	20% (Wednesday, March 1, 7-9pm)
Final Examination	45% (To be scheduled by the Registrar)

**Grading Scale:**

<b>A+</b>	<b>A</b>	<b>A-</b>	<b>B+</b>	<b>B</b>	<b>B-</b>
95% - 100%	85% - 94%	80% - 84%	75% - 79%	70% - 74%	65% - 69%
<b>C+</b>	<b>C</b>	<b>C-</b>	<b>D+</b>	<b>D</b>	<b>F</b>
60% - 64%	55% - 59%	50% - 54%	45% - 49%	40% - 44%	< 40%

**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 Coursework mark is based on the **best five out of six components**: five equally weighted tutorial assignments to be completed using Moodle (free system) and one “in-class activities” mark. The in-class activities mark is based on your responses and participation to questions asked in lecture time, most often using a Top Hat “[clicker](#)”. If you opt not to use Top Hat then your Coursework mark automatically comes from the five tutorial assignments.
- (5) Four of the five tutorial assignments are [timed assignments](#), written under “exam conditions” as described in section 7. (The fifth tutorial assignment is based on all the Q-of-the-week responses completed throughout the semester in Moodle). For the four timed assignments, 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 timed assignments, (see course website for more details). Breaking these rules will be treated as academic misconduct.

(7) Students who have taken this course before *may* have the option to [opt out of the laboratory component](#). If a student wishes to exercise this option, they *must* complete the arrangements with the Chemistry Undergraduate Program Coordinator (SA 229) **before 4:30pm Friday, January 20, 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 himself/herself with these regulations. See also [Section E.6](#) of the University Calendar.

There are no deferred Midterm examinations. In the event that a student misses the midterm or any course work due to illness then an official medical note will be required. Absences must be reported **within 48 hrs**. If a student misses the midterm for other reasons, then analogous documentation will be required. The course coordinator will need to see the original documentation (not electronic copy) 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 midterm in order for an excused absence to be considered. If an excused absence is approved, then the percentage weight of a legitimately missed midterm examination will be transferred to the final examination (see [Section E.3](#) of the University Calendar)

If a student missed an experiment or a make-up lab for non-legitimate reasons (e.g. vacation, incomplete or insufficient score in pre-lab assignment), and did not perform the experiment, the contribution of that experiment in the final course grade will be zero.

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

CHEM 351 midterm exam will be held on the evening of **Wednesday, March 1, 2017**, 7:00-9:00pm

**REGULARLY SCHEDULED CLASSES HAVE PRECEDENCE OVER ANY OUT-OF-CLASS-TIME-ACTIVITY.** If you have a clash with this out-of-class-time-activity, please send an e-mail to your instructor by **Monday, February 13, 2017** so that alternative arrangements may be made for you. You will need to include a copy of your schedule to help with these arrangements.

6. **Course Materials:**

**Textbook:** No textbook is required. Links will be provided to the Organic Chemistry etext on the course website. If you wish to purchase a textbook because it better suits your learning approach, then "Organic Chemistry" by Jones and Fleming (Norton publisher) is a good choice for our courses, or you can consult with your instructor.

**Molecular Model Kit:** very strongly recommended (these are an allowed resource in examinations)

**Self-Duplicating Laboratory Notebook:** required for all lab experiments

**Online Course Components:** [Course website](#) (free resource for all students) includes the Organic Chemistry etext and the Online Chemistry 351 Laboratory Manual.

Top Hat classroom response system will be used for in-class activity grades. Class content materials (e.g. slides, practice worksheets, etc.) can be found on the course D2L site.

7. **Examination Policy:** All examinations, tutorial assignments, and laboratory quizzes are closed book. Model kits and non-programmable calculators are allowed but **no other aids** including any "cheat" or "data" materials. Wireless devices and other electronic devices are not allowed. Students should also read the Calendar, [Section G](#), on Examinations.

8. **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. 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 last day of the final examination period of the term, an additional \$10.00 administrative fee will be charged and university services (registration, transcripts, etc.) may be withheld.

9. **Laboratory Safety Course:** All undergraduate students taking chemistry laboratories are required to complete an introductory course (approx. 50 minutes) on laboratory safety. This course is presented in an online format. The Safety Course must be completed before the first laboratory experiment. Students who do not complete the safety lessons will subsequently be denied admission to the laboratories. While it will not count directly to the final grade, the material is considered to be part of the course and is therefore appropriate for inclusion into laboratory pre-labs and exams. Students who have previously completed the Chemistry Safety Course at the University of Calgary in the past three years are NOT required to repeat it.

- 10. Writing across the curriculum statement:** 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.
- 11. Human studies statement:** If you agree, your classwork may be used for research purposes. Your responses will remain anonymous and confidential. Data may be used in academic presentations and publications. Participation in such research is voluntary and will not influence grades in this course. Students' signed consent forms will be withheld from instructors until after final grades are submitted. See also [Section E.5](#) of the University Calendar.
- 12. Reappraisal of Grades:** Students should be aware that the grade being reappraised may be raised, lowered or remain the same. See [Section I.3](#) of the University Calendar.

- (a) **Term work:** A student who feels that a piece of graded term work (term paper, essay, test, etc.) has been unfairly graded, may have the work re-graded. The student shall discuss the work with the Instructor **within 15 days** of either being notified about the mark, or of the item's return to the class. If not satisfied, the student shall immediately submit the Reappraisal of Term work Grade form to the Associate Head of Chemistry, Dr. Farideh Jalilehvand ([ahugchem@ucalgary.ca](mailto:ahugchem@ucalgary.ca)), who will arrange for a reassessment of the work if, and only if, the student's argument is valid. *Note:* Students should attempt to present their rational as effectively and as fully as possible. Mere dissatisfaction with a decision is not sufficient grounds for the appeal of a grade, or other academic decision. See sections [I.1](#) and [I.2](#) of the University Calendar.
- (b) **Final Exam:** A student wishing a reappraisal of the final grade should contact the instructor. If not satisfied, the student shall submit the request to the Enrolment Services. See [Section I.3](#) of the University Calendar.

**13. 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. Student Misconduct to inform yourself of definitions, processes and penalties. Examples of academic misconduct include but 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 lab report; copying materials from written or electronic resources; non-authorized recording of lectures. Please read the sections of the University Calendar under [Section K](#).
- (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 available at [http://www.ucalgary.ca/policies/files/policies/procedure-for-accommodations-for-students-with-disabilities\\_0.pdf](http://www.ucalgary.ca/policies/files/policies/procedure-for-accommodations-for-students-with-disabilities_0.pdf). 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 writing, to the Associate Head of Chemistry, Dr. Farideh Jalilehvand, by email [ahugchem@ucalgary.ca](mailto:ahugchem@ucalgary.ca) or phone (403) 220-5353. 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 Department Head

Date: December 16, 2016

Assistant Dean's Approval for  
out of regular class-time activity: Approved by Assistant Dean

Date: December 22, 2016