

Notes:

Students will be expected to understand at every stage the material covered in all components of the course. In order to satisfy the prerequisite requirements (i.e., C-) for further Chemistry courses, a student must achieve *either* a minimum 50% on the Final examination, *or* a minimum 50% weighted average on the examinations (Midterm and Final).

The coursework mark is based five equally weighted quizzes (written under exam conditions during tutorial time). A classroom participation score based on participation during in-class Top Hat questions may be used to replace the lowest non-zero tutorial quiz score at the end of term.

Bear in mind that a grade of D+ or below will result if a student scores below 50% on the final examination *and* scores below 50% on the weighted average of the midterm and final examinations..

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.3](#) of the University Calendar

There are no deferred Midterm/ term test 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 or a quiz for other reasons (e.g. varsity sports or academic conferences), then analogous documentation will be required. The course coordinator will need to see the original documentation (not an 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 or quiz 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 or quiz will be pro-rated among the remaining components of the course. (see [Section E.3](#) of the University Calendar)

If a student missed the midterm or tutorial quiz for non-legitimate reasons (e.g. vacation), and did not perform the activity, the score of that course work in the final course grade will be zero.

5. Scheduled out-of-class activities:

There are no out-of-class activities scheduled for this course.

REGULARLY SCHEDULED CLASSES HAVE PRECEDENCE OVER ANY OUT-OF-CLASS-TIME-ACTIVITY. If you have a conflict with the out-of-class-time-activity, please contact your course coordinator/instructor no later than **14 days prior** to the date of the out-of-class activity so that alternative arrangements may be made.

6. Course Materials:

Suggested course materials:

- Any "Introduction to organic chemistry" textbook and accompanying study guide.
- The CHEM 209 textbook (*Chemistry: The Molecular Nature of Matter and Change, 2nd Canadian Ed.*, Silberberg et al)
- Molecular model kit.

Online Course Components:

Online assignment and self-assessment material is administered through a Moodle site (access will be explained at your first tutorial). There is also an e-text organic chemistry site which may be helpful: <http://www.chem.ucalgary.ca/courses/351/Carey5th/Carey.html>)

7. Examination Policy:

Model kits (disassembled and without any markings or writing on them or their container) are allowed in examinations. **No other aids are allowed**, including data sheets, notes, or electronic devices (e.g. calculators).

Students should also read the Calendar, [Section G](#), on Examinations.

8. Approved Mandatory and Optional Course Supplemental Fees:

There are no mandatory or optional supplemental fees for this course.

9. Writing across the Curriculum Statement:

For all components of the course, in any written work, the quality of the student's writing (language, spelling, grammar, presentation etc.) can be a factor in the evaluation of those reports. See also Section [E.2](#) of the University Calendar.

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10. Human studies statement:

If you agree, your course work may be used for research purposes. Your responses will remain anonymous and confidential. Grouped data (no individual responses) 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. More information will be provided at the time student participation is requested.

11. Reappraisal of Grades:

A student wishing a reappraisal, should first attempt to review the graded work with the Course coordinator/instructor or department offering the course. Students with sufficient academic grounds may request a reappraisal. Non-academic grounds are not relevant for grade reappraisals. 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.

1. **Term Work:** The student should present their rationale as effectively and as fully as possible to the Course coordinator/instructor within **15 days** of either being notified about the mark, or of the item's return to the class. If the student is not satisfied with the outcome, the student shall immediately submit the Reappraisal of Graded Term work form to the department in which the course is offered. The department will arrange for a re-assessment of the work if, and only if, the student has sufficient academic grounds. See sections [I.1](#) and [I.2](#) of the University Calendar
2. **Final Exam:** The student shall submit the request to Enrolment Services. See [Section I.3](#) of the University Calendar.

12. 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](#). Student Misconduct to inform yourself of definitions, processes and penalties. Examples of academic misconduct may include: 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 permission; collaborating in whole or in part without prior agreement of the instructor; borrowing experimental values from others without the instructor's approval; falsification/ fabrication of experimental values in a report. **These are only examples.**
- 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 [procedure-for-accomodations-for-students-with-disabilities_0.pdf](#).

Students needing an accommodation in relation to their coursework or to fulfill 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 the Department of Chemistry, Dr. Farideh Jalilehvand by email 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 (www.ucalgary.ca/security/safewalk/). Call [403-220-5333](tel:403-220-5333) 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 (FOIPPA). 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 www.ucalgary.ca/legalservices/foip.
- f. **Student Union Information:** [VP Academic](#), Phone: [403-220-3911](tel:403-220-3911) Email: suvpaca@ucalgary.ca. SU Faculty Rep., Phone: [403-220-3913](tel:403-220-3913) Email: sciencerep@su.ucalgary.ca. Student Ombudsman, Email:

suvpaca@ucalgary.ca.

- g. **Internet and Electronic Device Information:** Unless instructed otherwise, cell phones should be turned off during class. All communication with other individuals via laptop, tablet, smart phone or other device is prohibited during class unless specifically permitted by the instructor. Students that violate this policy may be asked to leave the classroom. Repeated violations may result in a charge of misconduct.
- h. **Surveys:** At the University of Calgary, feedback through the Universal Student Ratings of Instruction ([USRI](#)) survey and the Faculty of Science Teaching Feedback form provides valuable information to help with evaluating instruction, enhancing learning and teaching, and selecting courses. Your responses make a difference - please participate in these surveys.
- i. **SU Wellness Center:** The Students Union Wellness Centre provides health and wellness support for students including information and counselling on physical health, mental health and nutrition. For more information, see www.ucalgary.ca/wellnesscentre or call [403-210-9355](tel:403-210-9355).

Department Approval:

Electronically Approved

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