

**Course Information**  
**Organic Chemistry Tutorial (CHEM 202)**  
**Spring 2024**

CHEM 202-01E meets Mon 9:00 am-9:50 am, NHS, Room: 162; CHEM 202-02E meets Wed 9:00 am-9:50 am, NHS, Room: 162; and CHEM 202-03E meets Fri 10:00 am-10:50 am, NHS, Room: 163.

**INSTRUCTOR INFORMATION**

**Instructor:** Allan D. Headley  
**Office:** Science Building, 337  
**Office Hours:** MWF, 10:00 a.m. – 11:00 noon; TR, 1:30 p.m. to 3:30 p.m.  
**Telephone:** (903) 468 – 8106  
**E-Mail:** [allan.headley@tamuc.edu](mailto:allan.headley@tamuc.edu) (preferred mode of communication)

**COURSE INFORMATION**

Your basic text is: Organic Chemistry, Concepts and Applications" 1<sup>st</sup> Edition, Headley, A. D., John Wiley & Sons; ISBN-13: 9781119504672.

**Grading**

Your course grade will be based on your attendance (80%) and participation in class (20%). There are 14 class days in the semester. Assuming full participation on your part, grades will be assigned as follows:

- A: Attend 13 of the 14 class periods and fully participate in solving assigned problems.
- B: Attend 11 of the 14 class periods and fully participate in solving assigned problems.
- C: Attend 10 of the 14 class periods and fully participate in solving assigned problems.
- D: Attend 8 of the 14 class periods and fully participate in solving assigned problems.
- F: Attend 7 or fewer of the 14 class periods.

There will be absolutely no make-ups for missed class attendance. If you fail to sign the attendance sheet for a class period, you will be counted as absent even if you were in class that day; the sign-in sheet is the official record of your attendance in class. If you miss class on Monday or Wednesday, you can attend Friday's class if you provide the instructor with prior notification. If you miss Friday's class time, it will not be possible to make up the absence unless you know ahead of time that you will be absent in which case you can attend the Monday or Wednesday class of that same week if you provide the instructor with prior notification. Your grade status in the class at any time will be available in D2L.

Your attendance grade is not based on you simply showing up to class. To receive attendance for the class period you must meet the following requirements:

1. You cannot be more than 5 minutes late to class or leave class early without consent of the instructor. Missing more than 5 minutes of class time will equate to a non-attendance for that day.
2. You must have written responses for the tutorial questions that will be provided at the start of each week.
3. You must participate in the class or group discussion. Non-participation will equate to a non-attendance for that day.
4. Disorderly conduct will equate to a non-attendance for that day.
5. Your group must work diligently to complete the lesson for that day. If your group does not work diligently to complete the lesson, you will receive a non-attendance for that day.

6. You may not work on material from another class. If you do, you will receive a non-attendance for that day.

See the following website for details about course withdrawal and other relevant university information: <http://www.tamuc.edu/admissions/registrar/academicCalendars/>. Incomplete grades may be given only if the student has a current average  $\geq 70\%$  and is precluded from completion of the course by a documented illness or family crisis.

### **Learning Outcomes / Course Objectives**

The intent of the course is for you to work in small groups to complete the lesson for that day. You will be required to work in groups of 3-4 students. Groups of less than 3 students or more than 4 students will not be allowed. **The instructor may change the groups periodically.** You are expected to work together as a team to answer the questions posed in the lesson. Thus, you are highly encouraged and expected to discuss, with your group members, the lesson and the answers to the questions posed. The instructor for the course is not present to answer the questions for you. Rather, the instructor is present to guide you in your learning efforts. This has proven to be an effective way to learn Chemistry; we will be using methods similar to a National Science Foundation sponsored program called POGIL (Process Oriented Guided Inquiry Learning, [www.pogil.org](http://www.pogil.org)). Learning outcomes for the course include:

1. Students completing the course will be better equipped to work in a team environment to solve scientific problems. The teamwork in this course will improve:
  - A. communication skills and leadership skills
  - B. problem solving abilities
  - C. problem solving strategies.
2. Students completing the course will better understand the course content of Chemistry 2323, which should significantly improve student performance in that course.

### **TECHNOLOGY REQUIREMENTS**

#### **LMS – myLeo Online – D2L Brightspace**

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements.

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

### **ACCESS AND NAVIGATION**

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

## COMMUNICATION AND SUPPORT

Weekly tutorial questions will be posted in myLeo Online Learning Management System, D2L Brightspace. As a result, make sure that you have a way to get alerts of announcements that are posted on D2L. I will also communicate with students via e-mail, so please make sure to check your e-mail daily for important announcements and information about the course.

### Technical Support

If you are having technical difficulty with any part of D2L Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here: <https://community.brightspace.com/support/s/contactsupport>

### Interaction with Instructor Statement

The preferred mode of communication is via e-mail and if you have any questions or are having difficulties with the course material, please contact your Instructor, response time within one day is a typical time.

## UNIVERSITY SPECIFIC PROCEDURES

### Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#) .

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette http://www.albion.com/netiquette/corerules.html](http://www.albion.com/netiquette/corerules.html)

### TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

### Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

### ADA Statement

#### Students with Disabilities

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 have a disability requiring an accommodation, please contact:

### **Office of Student Disability Resources and Services**

Texas A&M University-Commerce

Waters Library- Room 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

### **Nondiscrimination Notice**

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

### **Campus Concealed Carry Statement**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

### **A&M-Commerce Supports Students' Mental Health**

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit [www.tamuc.edu/counsel](http://www.tamuc.edu/counsel)

### **Additional Information**

Students should not attend class when ill or after exposure to anyone with a communicable illness. Communicate such instances directly with your instructor. Faculty will work to support the student getting access to missed content or completing missed assignments.

### **AI Use Policy**

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty

13.99.99.R0.10 Graduate Student Academic Dishonesty