



EAST TEXAS A&M
UNIVERSITY

Course Information
Organic Chemistry Tutorial (CHEM 202, Sections 01E, 02E & 03E)
Spring 2026

CHEM 202-01E meets Mon 9:00 am-9:50 am, STC Room 146; CHEM 202-02E meets Wed 1:00 pm-1:50 pm, STC Room 146; and CHEM 202-03E meets Fri 10:00 am-10:50 am, EDS Room 135.

INSTRUCTOR INFORMATION

Instructor: Allan D. Headley
Office: Science Building, 337
Office: MW, 10:00 a.m. – 11:00 noon; F, 9:00 am – 10:00 am, TR, 1:30 p.m. to 3:30 p.m.
Telephone: (903) 866 – 5392
E-Mail: allan.headley@etamu.edu (preferred mode of communication)

COURSE INFORMATION

Your basic text is: Organic Chemistry, Concepts and Applications" 1st 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). 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

All course sections offered by East Texas A&M University 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

Zoom Video Conferencing Tool

https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

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@etamu.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 ETAMU campus open computer lab, etc.

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your instructor. 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 is typically within one day.

Technical Support

If you are having technical difficulty with any part of 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>

STUDENT RESPONSIBILITIES FOR COURSE

CWID and Password

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@etamu.edu.

Technology-Related Issues

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 ETAMU campus open computer lab, etc.

TECHNOLOGY REQUIREMENTS AND SUPPORT

Minimal Technical Skills Needed

Students will need reliable computer and internet access for this course. Students must be able to effectively use myLeo email, myLeo Online D2L, and Microsoft Office.

Learning Management System (LMS) – D2L

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

- View the [Learning Management System Requirements Webpage](#).
- Learn more on the [LMS Browser Support Webpage](#).

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found on the [Brightspace Support Webpage](#).

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement

If you have any questions or are having difficulties with the course material, please contact your instructor. Correspondence will always be through university email (your “myLeo” mail) and announcements in myLeo online (D2L). You will not RECEIVE email through D2L, so be sure to check your ETAMU email for communication. Students are encouraged to check university email daily.

Include the Following in Emails with Instructor:

- Course name and subject in the subject line
- Salutation (Good afternoon, Dr. Jackson)
- Proper email etiquette (no “text” emails – use proper grammar and punctuation)
- Student name and CWID after the body of the email (possibly add to student signature on email)

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

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 online in the [Student Guidebook](#).

Students should also consult the [Rules of Netiquette Webpage](#) for more information regarding how to interact with students in an online forum.

ETAMU Attendance

For more information about the attendance policy, please view the [Attendance Webpage](#) and the [Class Attendance Policy](#)

Academic Integrity

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

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

[Undergraduate Student Academic Dishonesty Form](#)

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

[Graduate Student Academic Dishonesty Form](#)

Use of Artificial Intelligence

East Texas A&M University 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

Students with Disabilities-- ADA Statement

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

East Texas A&M University
Velma K. Waters Library Rm 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: studentdisabilityservices@etamu.edu
Website: [Office of Student Disability Services](#)

Nondiscrimination Notice

East Texas A&M University 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 East Texas A&M University 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 ETAMU 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.

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

East Texas A&M Supports Students' Mental Health – Counseling Services

The Counseling Center at East Texas A&M University, 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

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.



As an Institutional Member of the National Association of Schools of Music, East Texas State A&M University supports the Association's commitment to student health and wellness. The following web address provides links to information for resources related to physical and mental well-being, as well as assists in offering preventative measures that students can take to avoid serious and/or chronic conditions: [Musician Health and Safety - East Texas A&M University](#)