



Course Information

Semester & Year:	Spring 2023
Course Title:	Fundamental Organic Chemistry
Course Prefix & Number:	CHM230
Section Number:	26104
Credit Hours:	3
Start Date:	January 17, 2023
End Date:	May 12, 2023
Room Number:	NS-312
Meeting Days:	Lecture: Tuesday: 12:00PM–2:50PM Lab: Thursday 12:00PM–2:50PM

Course Format

The course format for this course is Face-to-Face for lectures and labs. *If it is determined that the lectures and labs cannot be held in person for health and safety reasons, the class will move to a Live Online format using the same scheduled days and times.*

Instructor:	Dr. Relindis Mawo
Email:	relindis.mawo@scottsdalecc.edu
Phone:	(480) 425-6705
Office Location:	Natural Science (NS) 124
Office Hours:	Mon, Wed, Thu 10:30AM–11:30AM; Tue 4:00–5:00PM in person, NS 124 Friday by appointment only, virtual meetings through my WebEx personal room @ https://maricopa.webex.com/join/rmawo

Course Description

Chemistry of representative groups of organic compounds, emphasizing biological applications. CHM230 course content is designed to meet the needs of students in such areas as agriculture, home economics, nursing, pre-physician assistant, and physical education among others.

Prerequisites

A grade of C or better in (CHM130 and CHM130LL) or (CHM150 or CHM151 and CHM151LL).
Completion of prerequisites within the last two years recommended.

Course Competencies

There are a total of 10 competencies that students should be able to perform by the end of CHM230. The Official Course Competencies and Official Course Outline can be found at the District Curriculum Site: navigate to <https://curriculum.maricopa.edu/> and enter "CHM230" in the Quick Course Search field.

MCCCD Official Course Competencies

1. Describe the bonding properties of the element carbon. (I, II)
 2. Classify organic compounds on the basis of their functional groups. (III-XIV)
 3. Make qualitative predictions regarding the physical properties expected for representative compounds within each class of organic compounds. (III-XIV)
 4. Predict the major product(s) of reactions that a compound would be expected to undergo on the basis of the functional groups it contains. (III-XIV)
 5. Name and draw the structures of appropriate examples of organic compounds from each of the major classes of compounds. (III-XIV)
 6. List the principal uses for commonly encountered organic compounds. (III-XIV)
 7. List the characteristics a compound must have in order to be considered aromatic. (VI)
 8. Describe the composition, structure, and function of simple sugars. (XI, XII)
 9. Describe the composition, structure, and function of lipids. (XIII)
 10. Describe the composition, structure, and function of simple proteins. (XIV)
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Texts and Course Materials

1. COURSE TEXTBOOK:
 - i. **Required:** Organic Chemistry by Phil Silberman, SCC Publications.
Each student will be given a binder copy of this textbook on the first day of class.
 - ii. **Recommended:** Incredibly simplified ORGANIC CHEMISTRY NOMENCLATURE for schools and colleges by Mayowa Babatunde Ademola *et al.*
 - iii. **Optional:** Essential Organic Chemistry, 3rd edition, by Paula Yurkanis Bruice, Pearson (ISBN-9780321937711).
2. **Required:** [Organic Molecular Models kit](#): Buy yours now. You will need the kit to complete the stereochemistry lab.
3. Scientific Calculator.

Useful Resources for Practice

- Organic Chemistry Tutorial: <http://www.chem.uiuc.edu/weborganic/organictutorials.htm>
- Organic Chemistry Khan Academy: <https://www.khanacademy.org/science/organic-chemistry>
- Oxford University Press: <https://global.oup.com/uk/orc/chemistry/okuyama/student/mcqs/>

Course Technologies

View the [Accessibility Statements & Privacy Policies](#) of technologies used in this course.

Maricopa Systems

This course uses key Maricopa systems for course management and communication.

- Canvas Learning Management System
- Student Maricopa Gmail Account
- Maricopa Open Educational Resource Learning System (MOER)

Synchronous Communication Tools

This course may implement the use of web conferencing and/or other synchronous course tools.

- Webex
- Canvas Conferences

Student Assignment Tools

This course requires students to participate in or submit assignments using desktop or cloud-based applications.

- Google Products
- Microsoft Office 365
- Screencast-O-Matic
- Adobe Creative Cloud

Streaming Media/Audio/Video Tools

This course uses webcasting, lecture capture systems, YouTube, and/or other streaming media services.

- YouTube

Exam Proctoring Tool

Respondus LockDown Browser

Respondus LockDown Browser secures online exams by locking down the testing environment within Canvas. LockDown Browser prevents access to other applications, and many common functions on a computer while an assessment is active. Some of the exams in this course require the use of this software. A LockDown Browser download link will be provided within the Canvas course. For further information, see the [Student Resources](#) page provided. For your reference, read the [System Requirements for LockDown Browser](#) and [LockDown Browser Terms of Use](#).

Please note that Respondus LockDown Browser with Monitor requires a room scan prior to all testing sessions.

Plagiarism Checker Tool (Turnitin)

Turnitin is a plagiarism check tool that matches text to a vast database of sources including the internet, published works, commercial databases and student work submitted to Turnitin in institutions internationally. Students must submit designated papers to Turnitin when instructed. Information and instructions for Turnitin are provided in the course. For your reference, read the [Turnitin Terms of Service](#).

Course Policies

The following are policies specific to this course. Students are also responsible for the college policies included on the [Student Regulations](#) page of the Maricopa Community College District website.

Significant Time Demand: This course, without a doubt, will put significant demands on your time. In addition to 3 instructional hours, expect to spend about 6+ hours each week *outside of lectures* and even more during weeks with exams. For students who have Jobs and/or Families, and/or A Life Outside of School, this can be even more challenging. Make the time **NOW** in your schedule to review the topics covered in class and to adequately complete practice problems, homework, quizzes and lab reports and to seek out any help you will need. Chemistry is a cumulative subject, meaning that each new topic builds on the foundation of the previous topics. Do NOT let yourself get behind; it will be extremely difficult to catch up!!

A large part of **being a College Student** is learning how to solve problems independently and in a professional manner. This includes finding out how **you** learn and using this knowledge to *find the material and information that **you** need* to accomplish the task at hand. This will not be the same for every student.

Students have the option to use resources available to them, either through the course (Lecture Videos, Practice Problems, Practice Exams, Review Sessions, Office Hours, etc.) or through the school (NS Tutor Center, etc.). ***It is the student's responsibility to determine what they need to complete the learning process for concepts and to actively seek it out.*** It is not the responsibility of the instructor to anticipate what every student may need for concepts covered in this course.

Which leads me to a discussion regarding:

Academic Entitlement: behavior which impedes student's academic success. Examples include, but are not limited to:

- Knowledge should be acquired with little to no effort
- Others will offer all the necessary information for learning
- Low grades result from problems associated with the instructor or the system
- Confrontational and/or disrespectful interactions with the instructor or others in the class are acceptable

Course Structure

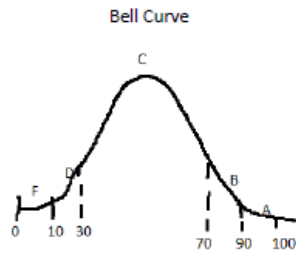
We will meet face-to-face, and attendance is mandatory. Additional online work and assignments that are not synchronous but with set due dates will also be included. If the COVID-19 situation changes in such a way as to affect in-person meetings, there is a possibility that the course could meet Live Online at the scheduled days and times. This course requires the use of a computer or mobile device with internet access, a webcam, speakers, and microphone. Coursework must be completed according to set deadlines. Lecture notes and videos will be posted on Canvas. Reserve enough time to complete studying the lecture materials for each chapter prior to the assignment due dates. See pages 9–11 of this syllabus for the lecture schedule.

INSTRUCTIONAL METHODS: The learning management system for this course will be Canvas, where students can review course related materials, and check their grades and announcements. Lecture notes and videos will be posted on Canvas for students to study and get back to the instructor with questions on concepts they do not understand or wish to reinforce. There will be regular Pre- and Post-Chapter homework; weekly quizzes; reading assignments from chapter notes/required textbook; and discussion board posts on Canvas. Traditional exams will be given as part of the graded work. **Students will also be required to participate in and reflect on at least one of several Service-learning activities offered by the Office of Service- Learning and Leadership.**

Lecture Midterm Exams: There will be three midterm exams worth 100–150 points each. Each midterm exam will contribute 15% towards your overall course grade. Questions on exams will cover practice exams, homework problem sets, quizzes, learning-check problems, class context and examples. Mid-term exams 2 and 3 will be comprehensive, covering materials from previous exam(s) in the term.

Lecture Final Exam: The final lecture exam is an American Chemical Society (ACS) standardized exam. It is a comprehensive exam that includes all of the Organic Chemistry 230 course content. This exam will contribute 30% towards your overall course grade. It consists of 70 multiple choice questions. Your percent score will be based on national percentile ranking. The percentile score will then be scaled to reflect grading on a 100-point scale and must be consistent with the grade cutoffs listed in the course syllabus. This scaling will be accomplished as follows:

Formula for Converting ACS Percentiles to Percentages



A (88 percent and above)

$$\frac{X - 90}{10} = \frac{Y - 88}{12} \quad \rightarrow \quad Y = 88 + 12 \left(\frac{X - 90}{10} \right) \quad \text{where } X = \text{ACS percentile}$$

and $Y = \text{your percentage}$

B (78% to 87%)

$$\frac{X - 70}{20} = \frac{Y - 78}{10} \quad \rightarrow \quad Y = 78 + \frac{1}{2}(x - 70)$$

C (65% to 77%)

$$\frac{X - 30}{40} = \frac{Y - 65}{13} \quad \rightarrow \quad Y = 65 + 13 \left(\frac{X - 30}{40} \right)$$

D (50% to 64%)

$$\frac{X - 10}{20} = \frac{Y - 50}{15} \quad \rightarrow \quad Y = 50 + \frac{3}{4}(x - 10)$$

F (Less than 50%)

$$\frac{X}{10} = \frac{Y}{50} \quad \rightarrow \quad Y = 5X$$

MAKE-UP POLICY: I do not give make-up work without strong and documented reason for missing the assessment. It is your responsibility to be prepared for class, study the lecture notes, watch lecture videos, attend class, complete and submit assignments by the due dates found in the syllabus and on Canvas. If for a good reason you need an extension on a due date, you must contact me (relindis.mawo@scottsdalecc.edu) about the extension before the deadline. You will receive no credit for any assignment that closes without you submitting it. If you are unavoidably absent from an exam, you should contact me as soon as you possibly can in order to discuss your situation. If you know at the beginning of the session that it will be impossible for you to take an exam on the day it will be administered according to the syllabus due to a previous, unavoidable, documented conflict, you must inform me within the first week of the semester so that alternative arrangements can be made.

LATE WORK POLICY: Time management and meeting deadlines are some of many important workforce skills. Part of college is learning these skills. **You will lose 10% per day for every day an assignment** (homework, quiz, or lab report) **is late** until the answer key is available or the assignment has been graded and feedback released to students in the course. If you submit your assignment after the key has been published or corrected scripts have been returned to students in the course, you will receive a zero. Exams are not eligible for late submission.

Grading Standards & Practices

A Weighted Grading Scale will be used for this course.

Category	Percent of Grade
3 Midterm lecture exams, 15% each	45%
Final lecture exam (ACS, comprehensive)	30%
Homework Assignments	15%
Quizzes	10%
Total	100%

There are multiple ways to avoid earning an F or a Y in this class: you can score higher than 50% in all graded categories, or you can drop the class by completing the necessary paperwork and obtaining signatures by the dates listed in the Course Outline Section on pages 9–10. Also do not engage in academic dishonesty. Whichever way you choose, the RESPONSIBILITY IS ALL YOURS. **Know your responsibilities, handle your responsibilities.**

College withdrawal policy states:

- On or before **end of week 7**, withdrawal grade is a guaranteed “W” and no signature is required
- After week 7 but **two weeks before the last class period**, withdrawal grade is “W” if you are passing or “Y” if you are failing and *requires instructor signature*.
- **Later than two weeks before the last class period**, withdrawal with a “W” is discretionary and highly unlikely.

Academic Honesty:

Cheating and other forms of academic dishonesty run contrary to the purposes of higher education and will not be tolerated in this course. All forms of academic dishonesty will result in loss of all points for the graded material on which the transgression occurred. A second violation will result in an “F” grade for the course and a report filed with the Dean of Students and additional actions as outlined in the College Catalog.

Academic dishonesty includes (but is not limited to):

- Plagiarism (the act of presenting the words, ideas, images, sounds, or other creative expression of others as your own).
- Copying answers or work done by another student (either on an exam or on out-of-class assignments).
- Allowing another student to copy from you.
- Using unauthorized materials during an exam.
- Googling and copying answers from the web.
- Submitting test questions to and getting answers from sites like Chegg.com and similar sites.

- Phoning or chatting with someone (friend, classmate, tutor etc.) about and during a test.
- Navigating away from a test session to a different browser window, a different computer or mobile device.

*Canvas keeps a log of your activity during quizzes and exams. These activities will be reviewed by the instructor. **Any navigating away from a test session to a different browser window or your computer desktop will result in a zero for the test!!***

All forms of academic dishonesty will result in loss of all points for the graded material on which the transgression occurred.

a) **First offense:** a zero for the assignment that contains the plagiarized answer

b) **Second offense:** a zero for the assignment and a report filed with the Dean of Students with a recommendation of all penalties applicable, up to and including, expulsion and a note on the student's permanent record and the grade of F in the class.

A word about etiquette when contacting your instructor: Be sure to act as a professional on all correspondence. Part of college is learning skills that are important in the workforce and being able to communicate and resolve issues in a non-conflict manner is one of those skills. I understand the frustration and stress that comes from taking college level chemistry courses. If you have an issue, address it in an email in a respectful tone and state your thought process in a clear and concise manner.

Be aware: Your instructor teaches several classes and subjects so may not know what you mean when you email and ask: "Do you know what's due Tuesday?" or "Can you tell me what I did wrong on #15?" Before sending an email, check your other resources that have been provided.

If you send an email to your instructor, do so from your official Maricopa Gmail. The email should include the **subject of your email, your course and section number, class days and time, and your name as it is found in the class roster**

Example, "Hello---, my name is _____. I am in your _____ class on _____." before launching into your question. Background and context help. If I have to figure out what you are talking about and which class you are from, it will take me longer to get back to you. It will be faster for you to check what has been provided before contacting me.

LECTURE SCHEDULE (TENTATIVE – I will update if changes occur):

Week	Date	Topic	Readings, Quizzes, Due Dates
Week 1	Tue 1/17	Ch1: Bonding, Isomerism	Sun 1/22 by 11:59PM <ul style="list-style-type: none"> • Q1A Syllabus Quiz and Information Sheet
Week 2	Tue 1/24	Ch2: Alkanes and Stereochemistry	Tue 1/24 Gen Chem Concept Review Fri 1/27 HW1_Ch1 Due Sun 1/29 Q1B_Ch1 Quiz Due
Week 3	Tue 1/31	Ch3: Alkenes	Fri 2/3 Ch2 HW Due Sun 2/5 Ch2 Quiz Due
Week 4	Tue 2/7	Ch3 Cont'd Ch4: Alkynes	Fri 2/10 Ch3 HW Due Sun 2/12 Ch3 Quiz Due
Week 5	Tue 2/14 Thu 2/16	Ch4 cont'd Lecture Exam1 (Ch1–4) published	Fri 2/17 <ul style="list-style-type: none"> • Ch4 HW Due • Ch4 Quiz Due Sun 2/19 Lecture Exam1 (Ch1-4) Due
Week 6	Tue 2/21	Ch5: Aromatic Hydrocarbons	
Week 7	Tue 2/28 Fri 3/3	Ch6: Reactions of Substituted Benzenes Last Day for student withdrawal WITHOUT instructor's signature	Fri 3/3 <ul style="list-style-type: none"> • Ch5 HW Due • Last Day for student withdrawal WITHOUT instructor's signature Sun 3/5 Ch5 Quiz Due
Week 8	Tue 3/7	Ch7: Alcohols, Ethers, Phenols	Fri 3/10 Ch6 HW Due Sun 3/12 Ch6 Quiz Due
Week 9	Tue 3/14	Spring Break, No class	
Week 10	Tue 3/21	Ch8: Reactions of Alcohols	Fri 3/24 Ch7 HW Due Sun 3/26 Ch7 Quiz Due
Week 11	Tue 3/28	Ch9: Aldehydes and Ketones	Fri 3/31 Ch8 HW Due Sun 4/2 Ch8 Quiz Due
Week 12	Tue 4/4 Thu 4/6	Ch11: Amines Lecture Exam2 (Ch1–9) Published	Fri 4/7 <ul style="list-style-type: none"> • Ch9 HW Due • Ch9 Quiz Due Sun 4/9 Lecture Exam2 (Ch1–9) Due
Week 13	Tue 4/11	Ch10 & 12: Carboxylic Acids and their	Fri 4/14 Ch11 HW Due Sun 4/16 Ch11 Quiz Due

		Derivatives	
Week 14	Tue 4/18	Ch10 and 12 cont'd	Thu 4/20 Last Day for Student Withdrawal WITH Instructor's Signature Fri 4/21 Ch10 HW Due Sun 4/23 Ch10 Quiz Due
	Thu 4/20	Last Day for Student Withdrawal WITH Instructor's Signature	
Week 15	Tue 4/25	Biochemistry Basics: The Organic Chemistry of Carbohydrates, Amino acids, Peptides and Proteins	Fri 4/28 Ch12 HW Due Sun 4/30 Ch12 Quiz Due
Week 16	Tue 5/2	Biochemistry Basics cont'd In-Class Lecture E3 (Chapters 1–12)	Tue 5/2 Lecture Exam3 (Chapters 1–12)
Week 17	Tue 5/9	Final Exam (ACS, COMPREHENSIVE) 12:00PM–1:50PM	Tue 5/9 Final Exam (ACS, COMPREHENSIVE) 12:00PM–1:50PM

Response Time

Students can expect a response time of 24–72 hours, excluding weekends, for the instructor to respond to messages sent via the Canvas Learning Management System or email during business days. Students can expect assignments to be graded within one week of the assignment's due date.

Attendance Policy

Regular attendance and participation is required to learn the concepts of chemistry. It is in your best interest to attend all classes. If you miss class it is your responsibility to find out if any announcements were made. If you have more than 3 absences that are not considered “official absences,” I have the option to withdraw you (with grade of W or Y, depending). If you miss an exam and I don't hear from you by e-mail with a valid excuse within 24 hours after the exam ends, you may be given a 0% for that exam and I may withdraw you (with grade of W or Y, depending). I am not inclined to give make-ups on quizzes or exams, unless you have a valid excuse with written documentation and you have spoken with me beforehand. For all MCCCDC attendance policies, please consult Section 2.3.2 at: <https://district.maricopa.edu/stewardship/maricopa-governance/common-pages/student-regulations>. If you must withdraw from the course, see the Withdrawal Policy information located in the College Policies & Student Services page found in the First Steps module of your Canvas course.

Instructional Contact Hours (Seat Time)

This is a three (3) credit-hour course. Plan to spend at least 3 hours per week on course content or seat time (direct instruction). Also reserve an additional 6+ hours per week for study and homework. These are approximations but rather realistic and do depend on your skill level. Accelerated courses will require additional time per week. If you cannot commit to this regimen of daily/weekly study, then you will have difficulties.

Face-to-Face and Online Tutoring

SCC's tutors are available for both face-to-face and online meetings to help with your courses. You may work with an SCC tutor remotely using Google Meet, your phone, or email. Visit the [SCC Tutoring & Learning Centers](#) page for detailed information on the five learning center's hours and procedures.

As much as possible, it is highly recommended that you utilize SCC tutors since they are more familiar with SCC coursework, instructor expectations, and assignments; however, if you need to work with a tutor outside regular hours, online and hybrid students now have access to a 24/7 online tutoring service called Brainfuse. Brainfuse provides online tutoring in a variety of academic subjects.

Each student may utilize up to 6 hours of online tutoring through Brainfuse per semester and has the option of requesting additional time if needed.

To access Brainfuse and begin working with a tutor:

1. Visit the [SCC Online Tutoring Services Through Brainfuse](https://www.scottsdalecc.edu/students/tutoring/online-tutoring) page (https://www.scottsdalecc.edu/students/tutoring/online-tutoring)
2. Click the **Visit a tutor online** button
3. Enter your MEID and password
4. Choose your topic and subject
5. Click the **Connect** button

Please use your time effectively and be prepared with your questions before you connect to a tutor. Tutors and students communicate in real-time so whatever you type, draw, or share on the screen, the tutor sees, and vice versa. You may also want to have screenshots ready if applicable. All Brainfuse sessions are recorded for review later.

Learning Tools and Your Privacy and Security

SCC utilizes a variety of software applications and web-based tools operated by third party vendors to support student learning. To allow student access to the application, site or tool, certain identifiable information may be required to establish a username or password, and submit work and/or download information from these tools. Inherent with all internet-based tools, there is a risk that individuals assume when electing to use these tools, as they may place information at risk of disclosure.

To use learning tools responsibly, please observe all laws and the Maricopa Community College District [Student Conduct Code](#), such as copyright infringement, plagiarism, harassment or interference with the underlying technical code of the software. As a student using a learning tool, you have certain rights. Any original work that you produce belongs to you as a matter of copyright law. You also have a right to the privacy of your educational records. Your contributions to learning tools constitute an educational record. By using the tool, and not taking other options available to you in this course equivalent to this assignment that would not be posted publicly on the internet, you consent to the collaborative use of this material as well as to the disclosure of it in this course and potentially for the use of future courses.

College Policies

Students are responsible for the college policies included on [Student Regulations](#) page of the Maricopa Community College District website. Additional information about Scottsdale Community College can be found in [the SCC General Catalog & Student Handbook](#).

Academic Honesty

- Every student in this class is expected to produce his/her own original work.
- Plagiarism is unacceptable and is not tolerated.
- Plagiarism may result in being dropped from the course with a failing grade.

Plagiarism will result in actions as outlined in the Maricopa Community College District [Academic Misconduct Policy](#). Refer to the course policies section of the syllabus for additional course and department specific policies.

Accessibility

Scottsdale Community College is committed to providing a fully accessible learning experience to all students. See SCC's list of [Accessibility Statements and Privacy Policies](#) for technologies used for eLearning.

Addressing Incidents of Sexual Harassment/Assault, Dating/Domestic Violence, and Stalking

In accordance with Title IX of the Education Amendments of 1972, MCCCDC prohibits unlawful sex discrimination against any participant in its education programs or activities. The District also prohibits sexual harassment—including sexual violence—committed by or against students, District employees, and visitors to campus. As outlined in District policy, sexual harassment, dating violence, domestic violence, sexual assault, and stalking are considered forms of "Sexual Misconduct" prohibited by District policy.

District policy requires all college and District employees in a teaching, managerial, or supervisory role to report all incidents of Sexual Misconduct that come to their attention in any way, including but not limited to face-to-face conversations, a written class assignment or paper, class discussion, email, text, or social media post. Incidents of Sexual Misconduct should be reported to the college Title IX Coordinator. MCCCDC will provide on its [Title IX Coordinators web page](#), a link to all the [Title IX Coordinators](#) in the district. Reports may also be reported at: <https://district.maricopa.edu/consumer-information/reporting>.

Scottsdale Community College students should report any discrimination and/or harassment they experience and/or observe to the Vice President of Student Affairs (SCC's Title IX Coordinator); located in the Administration Building (AD), phone (480) 423-6300.

Classroom Accommodations for Students with Disabilities

In accordance with the Americans with Disabilities Act, the Maricopa County Community College District (MCCCDC) and its associated colleges are committed to providing equitable access to learning opportunities to students with documented disabilities (e.g. mental health, attentional, learning, chronic health, sensory, or physical). Each class/term/semester that a student is in need of academic

adjustments/accommodations, the qualified student is required to work with the Disability Resources & Services Office (DRS) at their individual college(s). Contact with the DRS should be made as soon as possible to ensure academic needs are met in a reasonable time. New and returning students must request accommodations each semester through DRS Connect online services. To learn more about this easy process, please contact your local DRS office.

If you have not yet established services through DRS, but have a temporary health condition or permanent disability that requires accommodations, you are welcome to contact DRS by using the information listed on the following webpage: <https://district.maricopa.edu/consumer-information/disability-resources/contacts>. The DRS offers resources and coordinates reasonable accommodations for students with disabilities and/or temporary health conditions qualifying for accommodations/academic adjustments. Reasonable accommodations are established through an interactive process between you, your faculty, and DRS; and only those academic adjustments/reasonable accommodations granted by the DRS are recognized by the college and District. It is the policy and practice of the MCCCDC to create inclusive and accessible learning environments consistent with federal and state law.

The Scottsdale Community College [Disability Resources and Services](#) office is located in the SC Building, and can be reached by calling (480) 423-6517.

Code of Civility

Instructors are expected to be professional, courteous, respectful and empathic to students. They will:

- Begin and end class on time
- Be prepared for each class session
- Provide academic feedback and grade assignments in a timely manner
- Be available for individual consultation
- Clarify assignments and inform students of any adjustments to the class schedule

Students are expected to be reflective, courteous, respectful and empathic to classmates, instructor and other college staff assisting in their learning. Students are expected to arrive on time for class and remain until class has ended. The instructor should be notified in advance if there is a need to leave early. Students are expected to:

- Mute mobile phones before entering classroom
- Be in class and be on time
- Be prepared for class sessions
- Participate in class activities
- Follow instructions and complete assignments
- Keep up with and turn in assignments by due dates

- Put forth their best efforts
- Consider exchanging contact information with two classmates in order to keep current
- Ask questions when they don't understand
- Maintain knowledge of their grade status
- Contact instructor right away about concerns or situations that may interfere with their success in class

Diversity and a Safe Learning Environment

This classroom will be a safe learning environment for every individual as far as I am able to ensure that outcome. This means I will treat each student with respect, and in turn I expect respect to be given to the instructor and every individual in this course. Disagreement does not equal disrespect. We all bring different points of view, different personal values, different life experiences, and different personal preferences with us into the classroom. This diversity makes for great discussion, adds interesting dimensions to our interpersonal relationships, and is welcome in the academic arena. Though we celebrate our differences, I expect each student to respect the rights and needs of fellow classmates. Students cannot feel safe to express themselves without the assurance that their ideas, attitudes and beliefs will be treated with respect.

Last Date of Attendance Policy for Online Classes

At Maricopa Community College schools, students must be engaging in some type of academic activity each week of their online course. Faculty must report a student's last date of attendance and withdraw the student within fourteen (14) days of identifying the last date of academic attendance. Simply logging into an online class will not count as academic attendance. The following is a list of activities that constitute online class academic attendance:

- Submitting an academic assignment (assignment required in the course, regardless of whether it is graded or not), paper, or project.
- Taking an exam, quiz, computer-assisted instruction, or an interactive tutorial required by the course.
- Attending an online or in-person study group (where there is assigned attendance/participation as part of the course).
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course.

Maricopa Learning Tool Disclaimer

Maricopa's Canvas Learning Management System employs Learning Tools Interoperability ("LTI") standards to enhance the learning experience. Examples of learning applications that use LTI specifications to connect to Canvas include simple communication apps (e.g. Conferences, Chat), learning environments for complex subjects like math or science (e.g., Pearson MyLabs), plagiarism

detection apps (e.g., Turnitin), and other integration tools that may route users to another (vendor) website. MCCCDC provides links to these sites. Please be aware that when you use these links, you are leaving the Canvas environment and the protections MCCCDC has built in to assure compliance with Maricopa's Data Privacy and Security Standards and other legal compliance. At present, MCCCDC has been unable to verify that the vendors' software and systems conform to Maricopa standards in this or any other regard. Hence, there is some risk that instructors electing to use the products and services made available by these LTI vendors may place any student information shared with the vendor at a risk of disclosure.

SCC General Education Statement

General Education enhances students' abilities in critically analyzing and effectively communicating in Written, Oral, Visual, and Numerical form. General Education is WOVeN through the curriculum and co-curricular experiences at Scottsdale Community College.

Student Conduct Code

The classroom is an educational learning environment where students are expected to engage in behaviors which are conducive to their own learning and the learning of their peers. To facilitate this, respect for self and others is mandatory and necessary. Should a student exhibit disruptive behavior and/or use profane language to the extent that it interferes with the learning environment, an academic consequence may be imposed. Any student found by a faculty member to have committed academic misconduct may be subject to the following academic consequences:

- Warning – A notice in writing to the student that the student has violated the academic code.
- Grade Adjustment – Lowering of a score on a test or assignment.
- Discretionary Sanctions – Additional academic assignments determined by the faculty member.
- Course Failure – Failure of a student from a course where academic misconduct occurs.

Further information see the Maricopa Community College District [Student Conduct Code](#).

Withdrawal Policy

- Student may initiate an official withdrawal from any course by submitting a withdrawal form with required signatures to the A&R office within published deadlines.
- Failure to attend any classes is not a guarantee for a refund or an excuse of debt incurred through registration. See the Maricopa Community College District [Refund Policy](#) for detailed information.
- Official date of withdrawal is last date of attendance as determined by student's withdrawal or as reported by the instructor.
- The official date of withdrawal will determine degree of refund, if any.

- Failure to file official withdrawal form within published deadlines can result in a failing grade and may affect refund of course tuition and fees.

Additional information on withdrawals is outlined in the Maricopa Community College District [Withdrawal Procedures](#).

Student Support Services

A variety of student services are accessible online. Services are free of charge to all registered SCC students. Refer to the **First Steps: Helping You Succeed** module in any one of your Canvas courses for more detailed information.

Canvas

- Check out the [Canvas Student Guide](#) for self-help with Canvas, or call 1-888-994-4433 for 24/7 support.
- Visit the [Maricopa 24/7 help site](#) for a live chat with a support team member.

Note: It is essential that you set your notifications in Canvas before you get started with the course. This video will help you set your Canvas [notification preferences](#).

College Police Services

- SCC College Police Office Phone Number: (480) 423-6175
- SCC Emergency Number: (480) 784-0911

All Maricopa County Community College Police offices have a fully monitored, centralized dispatch center. This center is actively staffed 24 hours a day. Dispatchers will send officers to the location of the emergency activity. Non-emergency situations should be reported directly to the SCC College Police office by calling (480) 423-6175 or x36175 from a campus phone. The SCC College Police office provides the campus with AZPOST certified police officers and MCCCCD board approved police service aides and is staffed 24 hours a day, providing services such as patrol (foot, bike, cart, or patrol car), safety shuttles (when resources allow), and camera surveillance. There are classroom intercom systems and outdoor call boxes that ring into the College Police office when activated.

Please remember, if you see something “out of place” or suspicious contact the College Police office. Helpful links to resources such as the **Active Shooter Response Guide**, **Emergency Response Quick-Reference Guide** and **Workplace Violence Overview** are available for download on the [Documents, Forms & Downloads page](#).

SCC Help Desk

Contact the SCC Help Desk at (480) 423-6274. Hours are Monday – Friday 8 a.m. to 8 p.m. and Saturday from 8 a.m. to 4 p.m. Summer hours vary.

Technology Skills & Computer Equipment

For this course, you will need a working email address, a Canvas account, and access to the internet. Internet access can be from school, home, or work. Additionally, experience and comfort using the internet and word processing tools is beneficial for course success.

- SCC's Student Tech Center provides free computers and internet access to all registered students.
- Maricopa Community Colleges provides all students with an email address. It is now the official way to receive communication from the college and district. Look up your email account at the [Maricopa Student Email](#)
- You will be able to log into the [Canvas Learning Management System](#) using your MEID and associated password.

Course materials are best accessed through either Chrome or FireFox browsers. To download these browsers visit:

- [Chrome Website](#)
- [FireFox Website](#)

Covid/Illness Protocols

Maricopa Community Colleges Mask and Social Distancing for Spring 2023

Masks

Masks are no longer required.

Student or Instructor Illness Considerations and Class Access

If your instructor is ill and cannot attend class, updates and announcements will be provided in Canvas, Maricopa email, or other class communication channel prior to class that day if possible.

Students who are not feeling well should not attend class. Notify your instructor prior to the start of class on a given day. Your instructor will connect with you if there is an option to attend class remotely or will provide information about how to stay current with assignments and lessons online.

- Monitor your health and stay home if you're not feeling well, especially if you have any COVID-19 symptoms (fever, cough, shortness of breath, fatigue, muscle aches, or new loss of taste or smell), believe you have been exposed to COVID-19, or received a positive diagnosis.
- Report a positive COVID diagnosis to your instructor and submit the online reporting form. Maricopa Coronavirus Website – Visit this site for the latest information on the Coronavirus (COVID-19) pandemic.

<https://www.maricopa.edu/coronavirus-covid-19>

FINAL THOUGHTS:

CHM230 is an intense course. We all need to work extremely hard for the duration of the course. I hope you will invest the time necessary to learn a lot from this course. Organic chemistry is an amazing subject. Like many good things, it will take some effort on your part to understand and appreciate it. I urge you to work on book problems and class exercises. Some of the material may be quite challenging to you, but do not give up! You have the ability to master the fundamentals of organic chemistry, and from there you can do just about anything! I will do everything I can to help to make the course interesting, enjoyable, and truly educational.

Students are responsible for the information contained in this syllabus, the Syllabus page in your Canvas course and the **College Policies & Student Services** page found in the First Steps module of your Canvas course. Students will be notified by the instructor of any changes in course requirements or policies.



Syllabus Agreement

CHM 230: Fundamental Organic Chemistry

Spring 2023 Section 26104

*Students are responsible for the information contained in this syllabus.

*The information in this syllabus is subject to change based on the discretion of the instructor.

*Please initial the following to signify your agreement:

_____ I have read the syllabus (in its entirety) and understand its policies and conditions for determining my grade and my expectations for this class.

_____ I understand that if this syllabus receipt is not on file with the instructor, I will be dropped as a “no show” from the class.

_____ I have reviewed and understand the Withdrawal Deadlines listed in the syllabus, and that if I must drop the course, it is my responsibility to initiate an official withdrawal by submitting a Withdrawal Form with required signatures to the Admissions & Records Office within the published deadlines. I understand that failure to file an official Withdrawal Form within published deadlines can result in a failing grade and may affect refund of course tuition and fees. I understand that withdrawal with a “Y” can affect my credit hours and academic standing.

Printed Name _____

Signature _____

Date: _____

(For your records)



Syllabus Agreement

CHM 230: Fundamental Organic Chemistry

Spring 2023 Sections 26104

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Printed Name _____

Signature _____

Date: _____

(Submit this half)

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