

Chem 298 – Special Topics

Co-Requisite Support for Chemistry

Fall 2022

Important Note: This syllabus, along with course assignments and due dates, are subject to change. It is the student's responsibility to check Canvas for corrections or updates to the syllabus. Any changes will be clearly noted in a course announcement or through email.

Using this document

This document was developed using Styles for both navigation and Accessibility reasons. An easy way to navigate this document is to turn on the Navigation Pane. To turn on the Navigation Pane in Word, click View and check the box next to Navigation Pane, then click the heading of the section you wish to view to navigate directly to that section.

*You may have to download the document to the desktop Word App for this to function properly.

Course Information

Instructor Information

Instructor: Dr. Amanda Jonsson (she/her)

Note: Different instructors have different preferences for what they like to be called. Some prefer to go by Dr. or Professor, others prefer to go by their first name. **My preference is for you to call me Dr. Jonsson.**

Office: 400 Chemistry Biology Building (CBB)

Office Hours:

Day	Time	Location
Monday	2 – 2:50 p.m.	CBB 400 (my office)
Tuesday	2 – 2:50 p.m.	CBB 400 (my office)
Wednesday	4 – 4:50 p.m.	CBB 190 (Drop-In)
Thursday	11 – 11:50 a.m.	CBB 400 (my office)
Friday	11 – 11:50 a.m.	CBB 190 (Drop-In)

E-mail: ajonsson@uwsp.edu

Note: e-mail is my preferred means of communicating with students.

Course Information

Course Description: This course is a support course for Chem 105 that will help you build fundamental skills in chemistry, reinforce content from your Chem 105 lecture course, and help you build the study skills you need to be a successful learner in your chemistry courses.

Credits: 1

Co-requisite: You should also be enrolled in Chem 105 while taking this course.

Course Location/Time: Tuesday 4 – 4:50 p.m. CBB 261

Expected Instructor Response Times

- I will attempt to respond to student emails within 24 hours. If you have not received a reply from me within 24 hours please resend your email.
- I will attempt to grade written work within 72 hours, however longer written assignments may take me longer to read and assess.

Communicate with your Instructor

The goal of this course is to help support you in your study of chemistry and in your transition to UWSP. If you are having trouble in this course, or any others, please let me know! As you will find, building relationships is key to becoming a successful college student. Being proactive in letting me know when you are having difficulties makes it easier to help you find a solution.

*Textbook & Course Materials (Bibliography)

Required Text: Chemistry: Structures and Properties Tro, 2nd Edition, Pearson, 2018.

This is the same book you will use in your Chem 105 lecture course and is available for rental at the University Bookstore. Textbooks can be picked up in person or shipped to your home if you will be not be on campus. Please see the [University Store and Text Rental webpage](#) for more information.

Recommended Texts & Other Readings: Other readings may be posted to the course Canvas page. Please take a look at the weekly plan each week to find these readings.

Scientific calculator

Course Learning Outcomes

Students will be able to:

1. Explain the importance of overlearning in the study of chemistry.
2. Demonstrate overlearning of fundamental chemistry and math skills.
3. Explain their process and/or reasoning when solving chemistry problems.
4. Evaluate their own learning progress.

You will meet the outcomes listed above through a combination of the following activities in this course:

- Attending the lectures in your Chem 105 course.
- Completing assignments and quizzes to practice fundamental math and chemistry skills.
- Completing problem-solving assignments.
- Participating in online discussions.
- Completing regularly reflections on your learning.

Course Structure

Attendance at all class sessions is expected. We will meet once a week in person where we will work on problems and have class discussions. We will also be using the course management system Canvas. You will use your UWSP account to log in to the course from the [Canvas Login Page](#). If you have not activated your UWSP account, please visit the [Manage Your Account](#) page to do so.

Topic Outline/Schedule

Important Note: Since this course is meant to support you as you move through your Chem 105 course, the topics will follow closely from your Chem 105 course schedule. Each week there will be a plan page in Canvas that lays out all activity and assignments. As tasks come due, they will appear in your "to do" list. If you have any questions, please let me know. A rough outline of how our schedule will follow your Chem 105 textbook is shown below.

Week	Chapter
1	Essentials Chapter
2	Chapter 1
3	Chapters 1 & 2
4	Chapter 2

5	Chapter 3
6	Chapter 4
7	Chapter 5
8	Chapter 5 & 6
9	Chapter 7
10	Chapter 7
11	Chapter 8
12	Chapter 8
13	Chapter 8
14	Chapter 9
15	Chapter 10


Student Expectations

In this course you will be expected to complete the following types of tasks.

- communicate via email
- download and upload documents to Canvas
- read documents online
- view online videos
- participate in online and in-person discussions
- complete quizzes/tests online
- upload documents to Canvas to submit an assignment
- participate in asynchronous online discussions

Technology

Canvas Support

Click on the  button in the global (left) navigation menu and note the options that appear:

Support Options	Explanations
<p>Ask Your Instructor a Question Submit a question to your instructor</p>	Use Ask Your Instructor a Question sparingly; technical questions are best reserved for Canvas personnel and help as detailed below.
<p>Chat with Canvas Support (Student) Live Chat with Canvas Support 24x7!</p>	Chatting with Canvas Support (Student) will initiate a <i>text chat</i> with Canvas support. Response can be qualified with severity level.

<p>Contact Canvas Support via email Canvas support will email a response</p>	<p>Contacting Canvas Support via email will allow you to explain in detail or even upload a screenshot to show your particular difficulty.</p>
<p>Contact Canvas Support via phone Find the phone number for your institution</p>	<p>Calling the Canvas number will let Canvas know that you're from UWSP; phone option is available 24/7.</p>
<p>Search the Canvas Guides Find answers to common questions</p>	<p>Searching the <u>Canvas guides</u> connects you to documents that are searchable by issue. You may also opt for <u>Canvas video guides</u>.</p>
<p>Submit a Feature Idea Have an idea to improve Canvas?</p>	<p>If you have an idea for Canvas that might make instructions or navigation easier, feel free to offer your thoughts through this Submit a Feature Idea avenue.</p>

All options are available 24/7; however, if you opt to email your instructor, s/he may not be available immediately.

- Self-train on Canvas through the [Self-enrolling/paced Canvas training course](#)

Course Technology Requirements

- View this website to see [minimum recommended computer and internet configurations for Canvas](#).

You may find having access to a printer to be beneficial as well, but options will be provided for completing assignments without printing.

Protecting your Data and Privacy

UW-System approved tools meet security, privacy, and data protection standards. For a list of approved tools, visit this website.

<https://www.wisconsin.edu/dle/external-application-integration-requests/>

Tools not listed on the website linked above may not meet security, privacy, and data protection standards. If you have questions about tools, contact the UWSP IT Service Desk at 715-346-4357.

Here are steps you can take to protect your data and privacy.

- Use different usernames and passwords for each service you use
- Do not use your UWSP username and password for any other services
- Use secure versions of websites whenever possible (HTTPS instead of HTTP)
- Have updated antivirus software installed on your devices

Technology Support

- Visit with a [Student Technology Tutor](#)
- Seek assistance from the [IT Service Desk](#) (Formerly HELP Desk)
 - o IT Service Desk Phone: 715-346-4357 (HELP)
 - o IT Service Desk Email: techhelp@uwsp.edu

Grading Policies

Completing Assignments

All assignments for this course will be submitted electronically through Canvas unless otherwise instructed. Assignments must be submitted by the given deadline or special permission must be requested from instructor *before the due date*. Extensions will not be given beyond the next assignment except under extreme circumstances.

All discussion assignments must be completed by the assignment due date and time. Late or missing discussion assignments will affect the student's grade.

Graded Course Activities

Click the **Grades** link in Canvas to access the gradebook and view feedback from your instructor. Click the **Syllabus** link to see a chronological listing of assignments. Overall assignments and accompanying points are listed below:

Description	Points
Study Skills/Learning Assignments 15 @ 10 pts each	150
Fundamentals Self-Assessments 15 @ 10 pts each	150
Fundamentals Quizzes 15 @ 10 pts each	150
Written Problem Solutions 15 @ 10 pts each	150
Total Points Possible	600

* Please note that the number of assignments in each category, and therefore the total points possible, is subject to change.

Each assignment in this course is worth 10 points, and, with the exception of the Fundamentals Quizzes, all are graded as complete/not-complete. If your assignment is marked as complete you will receive all 10 points. If your assignment is marked as not complete you will receive feedback and be able to resubmit. Assignments marked not-complete will receive a score of 0. For the Fundamentals Quizzes you will be graded on how many questions

you get correct and you will be able to retake them as many times as you want until you have received a score that you are happy with.

Late Work Policy

Most assignments will have an automatic 48-hour grace period where you can submit assignments late, without penalty. Students who need longer than 48 hours may request one additional extension, not to exceed two weeks. Once the requested extension passes, assignments will be marked as not-complete.

Letter Grade Assignment

Final grades assigned for this course will be based on the number of assignments successfully completed and are assigned as follows:

Letter Grade	% of Points Earned
A	93-100%
A-	90-92.99%
B+	87-89.99%
B	83-86.99%
B-	80-82.99%
C+	77-79.99%
C	73-76.99%
C-	70-72.99%
D+	67-69.99%
D	63-66.99%
F	Less than 63%

Viewing Grades in Canvas

Marks you receive for graded activities will be posted to Grades. Click on the Grades link to view your points. I typically grade assignments within two business days of completion. If it has been more than two business days since an assignment was due and you do not see a grade in Canvas, please send me an email to let me know.

Other Policies

Absences due to Military Service

As stated in the UWSP Catalog, you will not be penalized for class absence due to unavoidable or legitimate required military obligations, or medical appointments at a VA facility, not to exceed two (2) weeks unless special permission is granted by the instructor. You are responsible for notifying faculty members of such circumstances as far in advance as possible and for providing documentation to the Office of the Dean of Students to verify the reason for the absence. The faculty member is responsible to provide reasonable accommodations or opportunities to make up exams or other course assignments that have an impact on the course grade. For absences due to being deployed for active duty, please refer to the [Military Call-Up Instructions for Students](#).

Academic Honesty Policy & Procedures

Student Academic Disciplinary Procedures

UWSP 14.01 Statement of principles

The board of regents, administrators, faculty, academic staff and students of the university of Wisconsin system believe that academic honesty and integrity are fundamental to the mission of higher education and of the university of Wisconsin system. The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. Students who violate these standards must be confronted and must accept the consequences of their actions.

UWSP 14.03 Academic misconduct subject to disciplinary action.

- (1) Academic misconduct is an act in which a student:
 - (a) Seeks to claim credit for the work or efforts of another without authorization or citation;
 - (b) Uses unauthorized materials or fabricated data in any academic exercise;
 - (c) Forges or falsifies academic documents or records;
 - (d) Intentionally impedes or damages the academic work of others;
 - (e) Engages in conduct aimed at making false representation of a student's academic performance; or
 - (f) Assists other students in any of these acts.

- (2) Examples of academic misconduct include, but are not limited to: cheating on an examination; collaborating with others in work to be presented, contrary to the stated rules of the course; submitting a paper or

assignment as one's own work when a part or all of the paper or assignment is the work of another; submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas; stealing examinations or course materials; submitting, if contrary to the rules of a course, work previously presented in another course; tampering with the laboratory experiment or computer program of another student; knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

Clery Act

The US Department of Education requires universities to disclose and publish campus crime statistics, security information, and fire safety information annually. Statistics for the three previous calendar years and policy statements are released on or before October 1st in our [Annual Security Report](#). Another requirement of the Clery Act, is that the campus community must be given timely warnings of ongoing safety threats and immediate/emergency notifications. For more information about when and how these notices will be sent out, please see our [Jeanne Clery Act](#) page.

Commit to Integrity

As a student in this course (and at this university) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and also integrity in your behavior in and out of the classroom.

Confidentiality

Learning requires risk-taking and sharing ideas. Please keep your classmates' ideas and experiences confidential outside the classroom unless permission has been granted to share them.

Copyright infringement

This is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act. Each year students violate these laws and campus policies, putting themselves at risk of federal prosecution. For more information about what to expect if you are caught, or to take preventive measures to keep your computing device clean, visit our [copyright page](#).

Dropping UWSP Courses

It is the student's responsibility to understand when they need to consider unenrolling from a course. Refer to the UWSP [Academic Calendar](#) for dates and deadlines for registration. After this period, a serious and compelling reason is required to drop from the course. Serious and compelling reasons includes: (1) documented and significant change in work hours, leaving student unable to attend class, or (2) documented and severe physical/mental illness/injury to the student or student's family.

Drug Free Schools and Communities Act

The Drug Free Schools and Communities Act (DFSCA) requires institutions of higher education to establish policies that address unlawful possession, use, or distribution of alcohol and illicit drugs. The DFSCA also requires the establishment of a drug and alcohol prevention program. The Center for Prevention lists information about alcohol and drugs, their effects, and the legal consequences if found in possession of these substances. [Center for Prevention – DFSCA](#)

Equal Access for Students with Disabilities

UW-Stevens Point will modify academic program requirements as necessary to ensure that they do not discriminate against qualified applicants or students with disabilities. The modifications should not affect the substance of educational programs or compromise academic standards; nor should they intrude upon academic freedom. Examinations or other procedures used for evaluating students' academic achievements may be adapted. The results of such evaluation must demonstrate the student's achievement in the academic activity, rather than describe his/her disability.

If modifications are required due to a disability, please inform the instructor and contact the [Disability Resource Center \(DRC\)](#).

FERPA

The [Family Educational Rights and Privacy Act \(FERPA\)](#) provides students with a right to protect, review, and correct their student records. Staff of the university with a clear *educational need to know* may also have to access to certain student records. Exceptions to the law include parental notification in cases of alcohol or drug use, and in case of a health or safety concern. FERPA also permits a school to disclose personally identifiable information from a

student's education records, without consent, to another school in which the student seeks or intends to enroll.

Lecture materials and recordings for Chem 298 are protected intellectual property at UW-Stevens Point. Students in this course may use the materials and recordings for their personal use related to participation in this class. Students may also take notes solely for their personal use. If a lecture is not already recorded, you are not authorized to record my lectures without my permission unless you are considered by the university to be a qualified student with a disability requiring accommodation. [Regent Policy Document 4-1] Students may not copy or share lecture materials and recordings outside of class, including posting on internet sites or selling to commercial entities. Students are also prohibited from providing or selling their personal notes to anyone else or being paid for taking notes by any person or commercial firm without the instructor's express written permission. Unauthorized use of these copyrighted lecture materials and recordings constitutes copyright infringement and may be addressed under the university's policies, UWS Chapters 14 and 17, governing student academic and non-academic misconduct.

Help Resources

Tutoring	Advising	Safety and General Support	Health
STEM Drop-In Tutoring 190 CBB	Academic and Career Advising Center 209 CCC	Dean of Students Office 212 Old Main ext. 2611	Counseling Center, Delzell Hall, ext. 3553. Health Care, Delzell Hall, ext. 4646

Inclusivity Statement

It is my intent that all students will be well-served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that the students bring to this class be viewed as a resource, strength and benefit. It is my intent to present materials and activities that are respectful of all backgrounds. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally, or for other students or student groups.

Religious Beliefs Accommodation

It is UW System policy ([UWS 22](#)) to reasonably accommodate your sincerely held religious beliefs with respect to all examinations and other academic requirements.

You will be permitted to make up an exam or other academic requirement at another time or by an alternative method, without any prejudicial effect, if:

- There is a scheduling conflict between your sincerely held religious beliefs and taking the exam or meeting the academic requirements; and
- You have notified your instructor within the first three weeks of the beginning of classes (first week of summer or interim courses) of the specific days or dates that you will request relief from an examination or academic requirement.
- Your instructor will accept the sincerity of your religious beliefs at face value and keep your request confidential.
- Your instructor will schedule a make-up exam or requirement before or after the regularly scheduled exam or requirement.
- You may file any complaints regarding compliance with this policy in the Equity and Affirmative Action Office.

Title IX

UW-Stevens Point is committed to fostering a safe, productive learning environment. Title IX and institutional policy prohibit discrimination on the basis of sex, which includes harassment, domestic and dating violence, sexual assault, and stalking. In the event that you choose to disclose information about having survived sexual violence, including harassment, rape, sexual assault, dating violence, domestic violence, or stalking, and specify that this violence occurred while a student at UWSP, federal and state laws mandate that I, as your instructor, notify the Title IX Coordinator/Office of the Dean of Students.

Please see the information on the [Dean of Students webpage](#) for information on making confidential reports of misconduct or interpersonal violence, as well as campus and community resources available to students. For more information see the [Title IX page](#).