Organic and Biological Chemistry Syllabus
Chem 102-02 Spring 2018

Day/Time: MW 3:30 pm – 4:45 pm
Place: SSMB 203
CRN: 23328

Instructor Information:
Chandra “Cat” Potter
E-mail: cpotter@cofc.edu
Office Hours: Mon 5:00-6:00 pm, 
Tue 3:00-4:00 pm, 
Wed 2:30-3:30 pm, 
Thur 4:30-5:30 pm 
and by appointment
Phone: 843-953-7551
Office: SSMB 122

Course Description: This course is part of the Gen Ed sequence and is designed primarily for students who would like an overview of organic and biological chemistry as it relates to the world at large. Students will gain fundamental knowledge of inorganic and organic compounds including transition metal complexes, hydrocarbons, alcohols, phenols, amines, amides, aldehydes, ketones, carbohydrates, carboxylic acids, esters, polymers, lipids, amino acids, proteins, enzymes, nucleic acids, and vitamins. Students will use this knowledge base to understand how these respective compounds play significant roles in our lives.

Prerequisite: Chemistry 101 or Chemistry 111. Co-requisite: Chemistry 102L. If either one of CHEM 102 or 102L is dropped, then the other must be dropped.

Texts:

One of three options can be used to access the additional course material:


Technical Learning Objectives:
1. Explain the functional groups, structure, of common organic and biochemical families of compounds.
2. Demonstrate the direct relationship of structure of organic- and bio-chemicals with their function.
3. Summarize the basic biochemical processes of protein denaturation, enzymatic action, protein synthesis from DNA, and metabolism.
4. Characterize the role organic and bio-chemistry has in our world and in our body chemistry.
CHEM 101/101L/102/102L General Education Student Learning Outcomes:
1. Students can apply physical and natural principles to analyze and solve problems.
2. Students will develop an understanding of the impact that science has on society.
(To be assessed during CHEM 102L with the Gen Ed Learning Outcomes Assignment - see later in Syllabus.)

Responsibilities: The instructor is here to explain the material and help you to the best of their time and ability. However, the burden of learning is upon you, the student. It is expected that for every hour spent in lecture that you will spend a minimum of 2-3 hours of study. In order to succeed, it is necessary for the student to actively participate in learning. So, prepare for class every day. You will be asked to participate in the class discussions. You are always encouraged to ask questions and contribute ideas to class.

Honor Code: Lying, cheating, attempted cheating, and plagiarism are violations of our Honor Code that, when identified, are investigated. Each incident will be examined to determine the degree of deception involved. Incidents where the instructor determines the student’s actions are related more to a misunderstanding will handled by the instructor. A written intervention designed to help prevent the student from repeating the error will be given to the student. The intervention, submitted by form and signed both by the instructor and the student, will be forwarded to the Dean of Students and placed in the student’s file.

Cases of suspected academic dishonesty will be reported directly by the instructor and/or others having knowledge of the incident to the Dean of Students. A student found responsible by the Honor Board for academic dishonesty will receive a XF in the course, indicating failure of the course due to academic dishonesty. This grade will appear on the student’s transcript for two years after which the student may petition for the X to be expunged. The student may also be placed on disciplinary probation, suspended (temporary removal) or expelled (permanent removal) from the College by the Honor Board.

Students should be aware that unauthorized collaboration--working together without permission--is a form of cheating. Unless the instructor specifies that students can work together on an assignment, quiz and/or test, no collaboration during the completion of the assignment is permitted. Other forms of cheating include possessing or using an unauthorized study aid (which could include accessing information via a cell phone or computer), copying from others’ exams, fabricating data, and giving unauthorized assistance. Projects conducted and/or papers written for other classes cannot be used in whole or in part for any assignment in this class without obtaining prior permission from the instructor.

Attendance Policy: Attendance is expected at all classes. Students are responsible for all information presented in class. It is imperative that you attend class and also to arrive promptly. If you arrive late for a quiz, test, or the final exam, instructions will not be repeated nor will you receive additional time to complete the assignment. Please note that an Absence Memorandum from the Office of Undergraduate Studies only verifies your documentation for missing a class. It does not entitle you to make up or be excused from any work, assignment, quiz, or test. Any work missed due to an absence will be given a zero unless the absence is specifically excused by the instructor.

OAKS: Course material, study tools, and additional information will be provided for students on OAKS. You can access OAKS through the College of Charleston MyCharleston website. Go to https://my.cofc.edu/cp/home/displaylogin, login into MyCharleston using your system login ID and password. Once you are in the MyCharleston system, click on OAKS icon at the top of the page, and you will be taken to the OAKS site.

Tests (60% of grade): There will be four (4) Tests covering the material from the lectures and the text – see schedule for dates and chapters covered. Tests that are missed cannot be made up and will count as zero. The only exception to this is if a student has a documented, justifiable excuse (as judged by the instructor).
Quizzes and LearnSmart/Homework (15% of grade): During the semester quizzes will be given using on-line resources. The quizzes will be based on the material covered in class and assigned readings, and will be used to assess where additional effort is needed to ensure understanding of critical elements in the course material. All quizzes will be accessed through the CONNECT interface at the McGraw Hill website. Students will need to register the first week of classes using the access code that comes with their book. The quizzes will close at 11:59 pm on the day they are due. Whatever your progress is at that point in time will be the graded result you will receive.

An interactive learning tool from McGraw Hill (LearnSmart) developed for this course will be the graded homework system used to develop your skills. The homework will be graded as an all or nothing result. Each LearnSmart module will take on average 60 minutes to complete. If you have completed the LearnSmart module for the chapter you will earn a full 10 points for the assignment, otherwise your score will be zero. The LearnSmart modules will close at 11:59 pm on the day they are due. Additional problem sets will be given for the students to practice and will be spot graded at the instructor’s discretion.

General Education Student Learning Outcomes Assignment:
The General Education Learning Outcomes will be assessed in the lab co-requisite course, Chem 102L.

Final Exam (25% of grade): The Final Exam will be held on Wednesday, April 25 at 12:00 pm in SSMB 129. It will be a cumulative / 70 minute / 80 question / multiple choice / American Chemical Society Standardized test. Absence from the Final Exam will result in the grade of "X" being assigned which converts to an "F" within 48 hours unless an excused absence has been granted by the dean in the Office of Undergraduate Studies. Requests for an alternate final exam time must be processed through the Office of Undergraduate Studies no later than 5 p.m. on the last day of class.

Grading Weight:

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<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Tests</td>
<td>60%</td>
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<tr>
<td>Quizzes/LearnSmart Assignments</td>
<td>15%</td>
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<tr>
<td>Final Exam</td>
<td>25%</td>
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Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>92% &amp; above</td>
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<tr>
<td>A-</td>
<td>90 - 91%</td>
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<tr>
<td>B+</td>
<td>87 - 89%</td>
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<tr>
<td>B</td>
<td>82 - 86%</td>
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<tr>
<td>B-</td>
<td>80 - 81%</td>
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<tr>
<td>C+</td>
<td>77 - 79%</td>
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<tr>
<td>C</td>
<td>72 - 76%</td>
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<tr>
<td>C-</td>
<td>70 - 71%</td>
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<tr>
<td>D+</td>
<td>67 - 69%</td>
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<tr>
<td>D</td>
<td>60 - 66%</td>
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<tr>
<td>F</td>
<td>below 60%</td>
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SNAP: Any student eligible for and in need of academic adjustments or accommodations because of a disability is requested to speak with the professor during the first two weeks of classes and to provide documentation indicating the Student’s registration in SNAP.

Electronics Device Policy: Devices whose usage is prohibited in class at any time are: pagers, cell phones, radios, TV, CD, DVD, and MP3 players and similar devices. Devices that are allowed to be used at certain times during class, except during tests, exams and quizzes are laptops, handheld computers, PDAs, electronic pens, calculators, and similar devices. The sound must be off unless otherwise specified by the instructor. During tests, exams, and quizzes no electronic devices (except approved calculators) are allowed to be on or in sight, unless otherwise specified by the instructor. Failure to comply with this policy will result in your expulsion from the class. Please contact me, in advance, if there are extenuating circumstances.
Email: Email is considered an official method for communication at the College of Charleston. If a student wishes to have email redirected from their official college issued account to another email address, they may do so, but at their own risk. Having email redirected does not absolve the student from the responsibilities associated with official communication sent to his or her College account. Students are expected to check their College of Charleston official email on a frequent and consistent basis.

Tips For Success:
• Attend all classes
• Be an active learner
• Put in 2-3 hrs/day for each lecture class period (10+ hrs a week)
• Read textbook & do homework problems after each lecture
• Use resources to study – chapter study goals, class notes, sample problems, homework, end-of-chapter reviews, and key terms in textbook
• When confused, ask for help – from instructor, friends, tutors
• Stay Healthy
• DO NOT FALL BEHIND