CHEMISTRY 311, Section 01
CHEMISTRY & THE ENVIRONMENT
Class # 37571
Summer 2014
Full term: July 7, 2014—August 9, 2014

This Document Subject to Change With Notice

INSTRUCTOR: Dr. Karno Ng
OFFICE: SCI 1, 113
E-MAIL: kng@csusm.edu. Please type in: Chem.311 at the Subject Line in your e-mail.

- E-mail sent without the indication of Chem. 311 at the subject line will not be responded in a timely manner.
- The general response time for properly formatted e-mail as indicated above is 36 hours, except on weekends. (note: weekends is defined as Friday 5:01 p.m.—following Monday 7:59 a.m.).
- Please note that make-up for quizzes, tests and assignments with proof of proper documentation (e.g. doctor notes) have to be conducted within 48 hours of the scheduled time / due date. (note: there is no make up for final exam. Students who missed the final exam will be assigned a grade of “I” for incomplete ) Thus, if a student contact the instructor for special arrangement under emergency situation (e.g. due to illness or emergency event a student missed a test or exam and ask for make-up), the student should check the e-mail often (at least once every 4 hours from the time the e-mail was sent) for a response from the instructor.
- In order to compile with the security and privacy policy of the University, students have to send all the e-mail via their csusm campus e-mail address.
- Any e-mail that was sent with a non csusm campus e-mail address will not be responded.

OFFICE HOURS: On-Line LIVE OFFICE HOURS: W 9:30 a.m.—10:30 a.m.
(Conducted via “Moodle”) Please note that since the on-line office hours are conducted via the “Big Blue Button” tool in Moodle, all the students can access the information during the office hour, thus, no individual grade inquiry can be addressed during on-line office hour.


Recommended On-line Complimentary Text Material (optional): The Chemistry Place
- In order to enhance your learning experience, the publisher for the text had developed an on-line companied website for the textbook. This companied website is called “the Chemistry Place”. It includes chapter summaries, practice questions, etc. In order to access this website, users have to register to the website by activating an access code.
- The access code for this on-line website and the textbook are packaged into one bundle and is sold at the University bookstore on campus with an ISBN 0558443575: . If you purchased your textbook from the bookstore on campus, you can use the access code included in the package and register for the on-line website at http://www.aw-bc.com/chemplace/
- If you purchase a used textbook or a textbook from somewhere else, you can purchase the access code on-line at the website: http://www.aw-bc.com/chemplace/
OBJECTIVE OF THIS COURSE:  
This course is designed to provide an introduction to the chemistry of substances found in the environment. Environmental topics of current interest are used to illustrate chemical principles. These topics will provide the basis for a better understanding of scientific methods. The basic knowledge of chemical principles and scientific literature developed in this course will allow students to read about science and technology with some degree of critical judgment.

GRADING:  This course will be graded based on the following criteria:

<table>
<thead>
<tr>
<th>Points</th>
<th>Percent</th>
</tr>
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<tbody>
<tr>
<td>Quizzes</td>
<td>200 pts</td>
</tr>
<tr>
<td>Mid-term Exam</td>
<td>75 pts</td>
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<tr>
<td>Final Exam</td>
<td>75 pts</td>
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<tr>
<td>Assignments</td>
<td>100 pts</td>
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<tr>
<td>Discussion Forum</td>
<td>50 pts</td>
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<tr>
<td>Total 500 pts</td>
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GRADING SCALE (in points):  A ≥ 450, B ≥ 400, C ≥ 350, D ≥ 300, F < 300

No + or – grade will be assigned for this course.

EXTRA CREDIT:  Students are given an opportunity to earn a total of 20 bonus points by completing the 2 course survey at the end of the semester (10 bonus point for each survey). NO other extra credit assignments will be given in any form.

LATE WORK:  Work (including assignments, quizzes, exams etc.) turned in after the posted deadlines will not be accepted (No exception).

Other Important Information:

- Check for announcements on Cougar Courses daily. This is your guide to what’s going on in class.
- At the beginning of the semester, students are required to complete a question in Quiz 0 (in Learning Module 0) that required students to look for information posted at the “Course Announcements”. Students are required to earn at least 70% of Quiz 0 before gaining access to Quiz 1, Quiz 2 and Quiz 3. Earning a 70% on Quiz 0 confirmed that students have the knowledge to successfully check important announcements in Moodle. Students are expected to the check important announcements on Course Courses daily.
- If you send an e-mail inquiry to the instructor involving time-sensitive issues (such as request for extensions for quizzes, assignments with appropriate documentations), please make sure that you check for the responses e-mail regularly (recommended once every 6 hours).

COURSE ANNOUNCEMENTS:

- Course Announcements will be posted on the course’s Moodle container. It can be accessed by clicking the “Announcement link” from the homepage of the course’s Moodle container. Students should check the course announcement daily [except weekends: weekends is defined as Friday 5:01 p.m.—following Monday 7:59 a.m.]. As a default feature of Moodle, for each posted announcement, an e-mail is automatically generated and sent to all the students’ campus e-mail address.
Since this is a fully online course, it is important for students to keep track with the important due dates, etc. Any announcement posted at Moodle will be sent as an automatically generated e-mail to students’ campus e-mail account. Thus, it is strongly recommended that students set up their campus e-mail address (xxx@csusm.edu) and to synchronize with their smart phones (if they have ones) in order to get real time announcements posted at the course’s Moodle container.

If there is any discrepancy between the information in the syllabus and the corresponding posted announcement in Moodle, please bring the issue to the instructor’s attention for clarification within 24 hours of the posting. If no concern is brought up to the instructor’s attention, students are bided to both set of conditions and it is under the instructor’s discretion to decide which set of condition to implement.

COURSE CALENDAR:
A tentative course calendar that indicates all the important due dates, scheduled quizzes, assignments, exams, is included on p. 14, p. 15 of this syllabus.

MOODLE USUAGES:
- Students are expected to have proper training on the usage of Moodle and should have the ability to use various tools in the Moodle.
- At the beginning of the semester, students are required to complete Quiz 0 and Assignment 0 in Learning Module 0. Successful completion of these 2 items demonstrated students’ ability to use the Quiz tool and Assignment tool for the rest of the semester.
- Students are required to earn at least 70% on Quiz 0 and Assignment 0 in order to gain access to Quiz 1 and Assignment 1.
- If you have questions about the functioning of Moodle or software used in this course, please access the “Student Resources” link on the Moodle login page (http://cc.csusm.edu/mod/resource/view.php?id=226073) or contact Student Technology Help Desk at Kellogg Library, Room 2013. Phone number: (760) 750-6505.

- Updating your Profile at the Course’s Moodle Container:
Since it is a fully on-line course, it is important for us to develop a sense of community. One way to do so is to get to know each other through our profile listed on the course’s Moodle. It is strongly recommended that you post your photo and list your interests at your course’s Moodle profile. You can do so by clicking on the “Profile” link under the “Administration” block (underneath the “Activities” block) on the left hand side of the course’s Moodle Homepage.

ASSIGNMENTS, QUIZZES, DISCUSSION FORUM, TESTS AND EXAMS:
- There will be a total of 5 discussion forum, 10 quizzes, 10 assignments (one for each learning module), 1 mid-term exam and 1 final exam.
- Time allowed for each assignment, quiz, exam and test is indicated by clicking on the specific link of the item.
- Important information concerning the particular assignment, quiz, discussion forum exam and test (such as number questions, possible points for the whole quiz, exam, test, possible points for each question, etc.) is indicated in the box that is displayed on the screen after clicking on the specific link of the particular item.
• Possible points for each question might be different in the same assignment, test, exam or quiz. Once you start accessing the particular assignment, test, exam or quiz, the possible point for each question is indicated at the particular question.

• Questions are displayed one at a time. In order to go to the next question, you need to hit the “Next” button at the end of the page. You can go back to the previous question by clicking on the particular question number at the “Quiz Navigation” field on the left hand side of the quiz screen.

• Once you start the assignment, quiz, test or exam, the time remaining is displayed at the “Quiz Navigation” field on the left hand side of the quiz screen.

• Please note that once you have access the quiz, the timer starts and you have to finish and submit it within the allowed time. Late submission will not be accepted. For example, if you start Quiz 1 at 5:15 p.m. and it has an allowed time of 30 minutes, you have to finish it by 5:45 p.m. If you finish the quiz at 5:50 p.m. (past the allowed time), the system will not allowed you to make the submission and you will automatically receive a grade of zero for the quiz.

• Please be aware that if the question only ask for one answer, please only provide one answer. If the submitted answers included both the correct(s) and incorrect answer(s), the question will be marked wrong.

• Consultation with anyone about the answers to particular questions or to communicate information about the quizzes and exams is a violation of the CSUSM Academic Honesty Policy and will result in the appropriate discipline action as stated in the policy.

(1) Quizzes:
Please refer to the “General Format for a Typical Learning Module” section on p. 8 for details.

(2) Assignments:
Please refer to the “General Format for a Typical Learning Module” section on p. 7 for details.

(3) Mid-term Exam:
- Students will have 24 hours to access the Mid-term exam
- The access time for the Mid-term exam is from July 23, 14 (Wed), 5:00 p.m. to July 24, 14 (Thurs.), 5:00 p.m.
- Due Date for Mid-term exam: July 24, 14 (Thurs.), 5:00 p.m.
- Only one trial is allowed for the mid-term exam.
- Time allowed for mid-term exam: 120 minutes. Please note that once you start the mid-term exam, you will only have 120 minutes to complete it.
- Information from Chapters 1,2,3,4, 5, and 6 will be included on the Mid-term Exam.
- Mid-term Exam missed for any reason cannot be made up, except under the condition of a medical emergency that has been documented by a medical specialist. Medical documentation is required to make up an exam (test). A student can make up only one exam within 48 hrs of the scheduled exam date. If you know that you will miss an exam in advance of the exam date, you may make arrangements (one week in advance) to take the exam early. In such cases a verbal examination will be given at the convenience of the instructor.
- Just in case you encounter internet connection problem while you are taking the mid-term exam, please notify the instructor via e-mail or by phone within 1 hour of the problem occurs. Please refer to the section with the title: Access Problem with Assignments, Quizzes and Exams on p.10 for details.
(4) Final Exam:
- Students will have 24 hours to access the Final exam.
- The access time for the Final exam is **from Aug. 6 (Wed.), 5:00 p.m. to Aug. 7, 14 (Thurs.), 5:00 p.m.**
- **Due date for Final exam:** Aug. 7, 14, 5:00 p.m.
- **Time allowed for final exam:** 120 minutes. Please note that once you start the midterm exam, you will only have 120 minutes to complete it.
- Information from **Chapters 7, 9, 11, 13, and 15 will be included on the Final Exam.**
- Final Exam missed for any reason cannot be made up (no exception).
- Just in case you encounter internet connection problem while you are taking the midterm exam, please notify the instructor via e-mail or by phone within 1 hour of the problem occurs. Please refer to the section with the title: **Access Problem with Assignments, Quizzes and Exams.** on p.10 for details.

**REVIEW AND ACCESS PERIOD FOR GRADED QUIZZES, ASSIGNMENTS, TESTS AND EXAMS:**

- All the submitted quizzes, assignments, tests and exams are usually posted at Moodle within 1 week of the due dates.
- An announcement will be posted at Moodle once the grades are posted, students will have 48 hours to review the graded items and file any grade posting error for that particular item.
- After the allowed 48 hours review period, students will no longer be allowed to access the graded item. In addition, students will no longer be allowed to file any grading error for that particular item.
- The posted grade at the end of the 48 hours review period for that particular graded item will be used to calculate the students’ final course grade.
- For example, quiz 1 is due on 7/11/14 and the graded quiz 1 and is returned to student on 7/14/14, students can review the graded quiz 1 (the submitted answer for each question and the correcting correct answer can be reviewed on-line) from the period of 7/14/14 to 7/16/14. If there is any grading error for quiz 1, students have to file the concern to the instructor by 7/16/14. After 7/16/14, students can no longer access Quiz 1 (both the original Quiz 1 or the graded Quiz 1) and also can no longer file any grading concerning regarding Quiz 1. Unless there is a major system error, there will be no further change for the posted grade for Quiz 1 at the end of the review period on 7/16/14 and the posted grade for Quiz 1 as of 7/16/14 will be used to calculate the students’ final course grade.
- Usually towards the end of the semester, students are very concern about their projected letter grades that they will be receiving for the course. While the instructor understands the students concern, the instructor will not answer question regarding the particular situation of a student The instructor will not answer question such as: (1)" What is my current standing at the course?" (2) " Am I having an "A" in the course right now?" , (3) How many points do I need to earn in my final exam in order to get an "A" in the course? , (4)" I calculated that I have earned 410 points so far and I should have an "A", can you double check / verify it?" (5) “I need to pass this course with a C, I am currently having 250 points, can you tell me how much points should I earn in the final exam and/or the rest of the quizzes and assignments in order to get a C for this course?” , etc.
• The grades for each graded item are posted at Moodle. Students should refer to the posted grades for their reference and make their own projection based on the posted grades if they desire. However, as mentioned above, the instructor cannot answer questions concerning individual student grade project.

• Course Letter Grades will not be posted at Moodle at the end of the semester. Please wait patiently for the register office to post the course grade. If desired, you can contact register office for the estimated date for grade posting.

COURSE FORMAT:
• This is a fully on-line course, i.e. you are not required to show up in-person for classroom lectures. The course material is delivered in the format of learning modules. There are a total of 11 learning modules [one for each chapter + course introduction (learning module 0)].

• Please note that you are responsible for all the reading material that is posted on p.14 and p.15 of this syllabus. Students are responsible for any material not discussed in the learning modules that is in their textbook.

• Learning modules are usually available on the Thursday prior to designated week and ended on the following Wednesday or Thursday by 5:00 p.m. [e.g. Learning Module 4 is scheduled in Week 2 (7/14-7/18), thus Learning Module 4 will be posted by 7/10/14. An announcement will be posted at Moodle when a new learning module is posted. (Please refer to the course calendar on p.14 and p.15 of the syllabus for the exact due date for each quiz and assignment.

GENERAL FORMAT OF A TYPICAL LEARNING MODULE:
*(1) Audio/video presentations conducted via Mediasite (for 1st half of the course: Chapters 1, 2, 3, 4, 5 & 6) with posted Powerpoint presentation .

Note: When you open up the audio/video presentations, you will be asked to enter your login information and password (please enter the same login and password for Moodle for this purpose).

If your computer has not been set up to view the Mediasite presentation. When you opened up the Mediasite Presentation for the first time, you will be prompted to install the “Silverlight” software”. Follow the prompt and instruction on screen to install the software. Once you have installed the software, your computer is set up to view all the Mediasite presentations. You only need to do the installation of the Silverlight software at the same computer once.

Note: these audio/video presentations serve as one of the learning tool. Please feel free to view any portion, all the portions or if you feel appropriate not to view any of the presentation, to fit into your own learning styles.

• The first half of the course (Chapter 1, 2, 3, 4, 5 & 6) covers the “hard-science” concepts. In order to enhance your learning experience, this material is mainly delivered in the format of audio/video presentations.

• The audio/video presentations serve as an optional learning tool. Students can choose to view the presentations at their own discretion.

• Students are encouraged to view these presentations to get a better understanding of the concepts through the illustrations and explanations in the presentations.

• For students who prefer not to view the presentations, Powerpoint slides that were used in the presentations are posted on Moodle for their references.
OR

Self-Study Exercises for Reading Assignments (for 2nd half of the course: Chapter 7,9,11,13 & 15).

The 2nd half of the course (Chapter 7,9,11,13 & 15 ) covers the environmental issues that involve the application of the concepts learned in the 1st half of the course. Material for the 2nd half of the course is mainly delivered through reading assignments, self-study exercises, etc. No credit will be given for the self-study exercises. They are served as one of the learning tools for students. Students can take the self-study exercises as many times as they would like. Answers to each question in the self-study exercises will be displayed after each trial.

(2) Study Guides: Study guides that highlight the importance points in the chapter will be provided.

(3) Assignments

- In order to enhance the learning experience, students are asked to complete assignments that (i) involves the applications of the concepts from the corresponding learning module, and or (ii) involves the exploration of related topics or concepts from the corresponding learning module.
- All the assignments are usually available on every Thursday along with the corresponding learning modules and due on the following Wednesday or Thursday by 5:00 p.m. [Except Assignments 0,1,2,3 that is available on the first date of class—7/9/14. Assignment 0 is due on 7/9/14. Assignment 1,2,3 are due on 7/11/14].
- Please refer to the course calendar on p.13 and p.14 of the syllabus for the exact due date for each quiz and assignment. [Note: a general announcement will be posted when a learning module is posted]
- Consultation with anyone about the answers to particular questions or to communicate information about the assignments is a violation of the CSUSM Academic Honesty Policy and will result in the appropriate discipline action as stated in the policy.
- Assignments missed for any reason cannot be made-up (no exception).
- Once you access the assignment, the allow time to complete the assignment is 60 minutes.
- You are allowed to access each assignment for a total of 2 times (i.e. 2 trials). Only the last trial will be graded and counted towards your course grade. However, once you start an assignment, you will have to answer all the questions on the assignment in the same trial. In order words, you will not be able to save the answers to the previously answered question. For example, there are a total of 5 questions on the assignment. In the first attempt (i.e. the first time you access the assignment), you answered the first 2 questions and did not answer the rest of the questions. When you access the same assignment for the 2nd time, the answers for the first 2 questions that you had completed in the first trial will not be there and you will have to answer all 5 questions from scratch.
- The purpose of allowing students access to each assignment for a total of 2 times is NOT to let students to do the assignment over and over again until they get a perfect score. [As stated previously, only the last trial will be graded and counted towards your course grade].
- For example, if the assignment asks students what is the structure of a common antibiotics call tetracycline and to find out what type of bonds are found in tetracycline, etc. In order to complete this assignment, students need to conduct some library and/internet research.
- When students access this assignment the 1st time, they will find out that they have to conduct some library/internet research in order to complete the assignment. Students might not want to answer any questions at this time. However, even if you choose not to answer any question at this 1st trial, you should still hit the “finish” button at the end of the assignment and submit the assignment. Please remember that the clock starts once you open the assignment and will not stop until you hit the “finish” button and submit the assignment.

- After students have completed the library/internet research, students will then have access to this assignment the 2nd time. This time, if students have all the research material needed to complete the assignment, they will complete the assignment by answering all the questions. However, if you fail to submit the 1st trial (even though you did not answer any questions in this first trial), Moodle will “think” that you are still in the process of doing this 1st trial. So, when you come back to the same assignment to do the 2nd trial, Moodle will not allow you to do so because, according to Moodle record, you are still in the process of doing the 1st trial and it will not allow you to start the 2nd trial until the first trial has been submitted. Actually, when you try to come back to the same assignment, you will see a red print that states “The assessment is currently in progress”. You will have to hit the “continue assessment” button. The 1st trial of the assignment will show up. You will then need to hit the “finish” buttons at the end of the assessment and submit the trial. Once the first trial has been submitted, you can then do the 2nd trial.

- Since the instructor does not know which one is the “last trial” for each student, and since only the last trial for each assignment will be graded, the instructor cannot grade the assignment until after the deadline.

For example: Assignment 1 is due on 7/11/14 at 5:00 p.m. Student A access Assignment 1 for the first time on 7/14/14 and have completed the assignment. Since Student A only have accessed Assignment 1 one time and the deadline has not passed yet. This means theoretically, Student A can choose to access Assignment 1 for 1 more time and re-do it (from scratch, please note that the answers from the previous trials will not be stored). Consequently, the instructor will not know if the first trial of student A is his/her last trial).

(4) Quizzes
- All the quizzes have the allowed time of 30—60 minutes (depends on the length of the quiz). The exact allowed time for each quiz is indicated by Moodle.
- Unlike the Assignments, only one trial is allowed for each quiz.
- Quizzes missed for any reason cannot be made-up (no exception).
- Quizzes are usually available on every Thursday along with the corresponding learning modules and are due on the following Wednesday or Thursday by 5:00 p.m. [Except Quizzes, 0,1,2,3 are posted on the first day of the course on 7/7/14. Quiz 0 is due on 7/9/14. Quizzes 1,2,3 are due on 7/11/14].
- Please refer to the course calendar on p.14-p.15 of the syllabus for the exact due date for each quiz and assignment.

(5) Discussion Forum* (In Selected Learning Module)
- In order to enhance the learning experience, students are asked to
  (i) Share the learning experience, (ii) discuss on topics that involves the applications of the concepts from the corresponding learning module, and or, (iii) discuss on topics that involves the exploration of related topics or concepts from the corresponding learning module.
- Discussion Forum is graded based on participation.
• Students should post their message to each discussion forum according to the corresponding due date.

• There is no make up for participation in any discussion forum (no exception).

• Each student should at least post one message (either start a new post or respond to the existing post) at a particular discussion forum.

• Students are expected to address each other politely and use proper languages for posting. No short-hand notation is allowed for phrases. No fault language is allowed.

• The instructor will monitor the posting, posting that violate the above guideline will be deleted and will not be counted for grades.

• Each student will be given the full credit for a particular discussion forum regardless how many messages he/she posted.

• Discussion Forum are usually available on every Thursday along with the corresponding learning modules and are due on the following Wednesday or Thursday by 5:00 p.m.

• Please refer to the tentative course schedule on p.14-p.15 of the syllabus for the exact due date for each discussion forum.

Description of Learning Module 0:

• This learning module is designed to ensure that students are familiar with the course design and to ensure that their computers are set-up for all the learning modules for the rest of the semester.

• Students have to complete and earn 70% for Quiz 0 in order to gain access to Quiz 1, Quiz 2 and Quiz 3.

• Please be aware that Quiz 0, Assignment 0 are due 2 days before Quizzes 1, 2, 3 and Assignment 1, 2, 3. It is strongly recommended that you complete quiz 0 and assignment 0 in advance so that you will have enough time to complete quizzes 1, 2, 3 and assignments 1, 2, 3.

Description of Survey Module:

At the last week of the semester, students will be asked to complete 2 surveys (one for the standard University on-line courses, and the other for a survey specifically designed for this course. Students will be given 10 pts bonus pts to complete each survey (i.e. students can receive a maximum of 20 bonus pts for completing both surveys). A detailed announcement concerning how to complete these surveys will be posted on the course’s Moodle container towards the end of the semester.

OPEN CLASS DISCUSSION:

An open class discussion is available on the course’s Moodle. It can be accessed by the following steps: From the homepage of the course’s Moodle container, click on the “Open Class Discussion” link. You can see all the current Discussion topic and response to the discussion (if desired) by clicking on a particular topic under the “Discussion” column. In addition, you can start a new discussion topic to by clicking on the “Add a new discussion topic” button.

Students are encouraged to share their ideas with their classmates in the course, or ask questions that are relevant to the course. The instructor might monitor the discussion to ensure that the discussions are relevant to the course topic.

OPEN CLASS CHAT ROOM:

Students can use this general class chat room to discuss class-related issues. Please be aware that since it is an open class chat room, all the students in the class can access to this chat room. Also, please be polite when addressing each other.
RELIABLE INTERNET ACCESS:
The instructor understands that students may encounter technical difficulties in accessing the internet occasionally. However, since this course is a fully on-line course, it is essential for students to have a reliable and secure internet access to the course’s material. Students who file records for encountering internet service disruption while taking assignments, quizzes and exams for more than 4 times over the semester will be automatically dropped from the course with the grade of WU.

In the event that you encounter any access problem or internet service disruptions while you are taking quizzes, exams or assignments, you should:

1st: Notify the instructor immediately (within one hour of the incident) via e-mail. If possible, please take a screenshot with the error message you encounter and sent it along with your e-mail to instructor concerning the incident. (Note: Although the instructor may not be able to respond immediately, you should notify the instructor via e-mail for record purposes. The instructor will compare the submission record and your notification and make the proper evaluation on the situation).

In the case that you totally lose access to Internet service, please leave a voice mail at the instructor's office phone: (760) 750-8037 about the problem within 1 hour of the incident.

-Please note that if you fail to notify the instructor via e-mail (this is the preferred way to contact the instructor) or via voice mail within one hour of the incident, you will automatically receive a zero for the missed quiz, exam or assignment.

2nd: Contact Student Help Desk at (760) 750-6505 to check if it is the Moodle system's problem.

ACCESS PROBLEM WITH VIDEO CLIPS (FOR COMPLETION OF ASSIGNMENTS) AND MEDIASITE LECTURE
In the event that you encounter access problem with the video clips or Mediasite lectures, you should contact the Student Help Desk at (760) 750-6505. The most common reason for not able to access the video clip and Mediasite lectures are the setting at the computer. Since this is a technical issue, you should contact the Student Help Desk for help. In addition, to make sure that you can get the help you need, it is strongly recommend that you sit in front of your computer while contacting the Student Help Desk, this way, the technician can “walk you through” the process while helping you fix the problem.

ACCESS PROBLEM WITH ASSIGNMENTS, QUIZZES AND EXAMS.
In the event that you encounter any access problem or internet service disruptions while you are taking quizzes, exams or assignments, you should:

1st: If possible, take a screen-shot of the error message showed on your computer screen and send it to the instructor. Notify the instructor immediately (within one hour of the incident) via e-mail. (Note: Although the instructor may not be able to respond immediately, you should notify the instructor via e-mail for record purposes. The instructor will compare the submission record and your notification and make the proper evaluation on the situation).
In the case that you totally lose access to Internet service, please leave a voice mail at the instructor's office phone: (760) 750-8037 about the problem within 1 hour of the incident.

- Please note that if you fail to notify the instructor via e-mail (this is the preferred way to contact the instructor) or via voice mail, you will automatically receive a zero for the missed quiz, exam or assignment.

2nd: Contact Student Help Desk at (760) 750-6505 to check if it is the Moodle system's problem.

- The instructor understands that students may encounter technical difficulties in accessing the internet occasionally. However, since this course is a fully on-line course, it is essential for students to have a reliable and secure internet access to the course’s material. **Students who file records for encountering internet service disruption while taking assignments, quizzes and exams for more than 4 times over the semester will be automatically dropped from the course with the grade of WU.**

**SOFTWARE REQUIREMENT:**
Unless otherwise stated, all the material that is posted on the course’s Moodle is in the format of pdf files. An Adobe Acrobat Reader is required to read the pdf files. This software can be downloaded for free from the Internet. Please contact the Student Technology help desk if you need help to access and install this program.

**DISPLAYING CHEMICAL STRUCTURES AT YOUR COMPUTERS**
Throughout the semester, you will have a chance to learn how to draw chemical structures, electron-dot structures, etc. Quizzes, tests and exams will require your computer to display these structures properly. In order to ensure that your computer can properly display these structures, an assessment is included in Learning Module 0 with the title “Testing the display of your computer”. Please refer to the detail description and instruction that is posted in Learning Module 0 to complete this display test.

Please be aware that it is the students’ responsibility to ensure that their computers are able to display these structures properly. After completion of the above assessment, if you need further help to set up your computer to display the proper structures, please contact the Student Help Desk at (760) 750-6505 or the Moodle specialist (760) 750-8679, E-mail: btaylor@csusm.edu

It is very important that you ensure that your computer can probably display these structures prior to taking quizzes, tests and exams for this course.

**REQUIRED FORMAT OF SUBMITTED FILES:**
All the files submitted by the students should be in either .pdf or .doc format. Files submitted with any other format will not be accepted and will not receive any credit.

**COMPUTER REQUIREMENTS FOR OPENING AUDIO/VIDEO FILES:**
Please contact the student help desk at 760-750-6505 for technical support if you have difficult time accessing the audio/video files. (please be aware that the instructor cannot offer any technical support)

(a) a DSL or Cable internet connection.
(b) Windows Media Player version 9 or higher installed. This is free and can be downloaded at [www.microsoft.com/windows/windowmedia/download/](http://www.microsoft.com/windows/windowmedia/download/)

(c) Recommended browser:
   (i) for PC users: Internet Explorer.
   (ii) for Mac users: Safari.
   (iii) for Intel Mac users: run Safari in Rosetta mode. This can be done by going to your Applications folder, clicking on Safari then pushing the Apple Key + “i” and checking the box that says “Open in Rosetta Mode”. If you are using Flip4Mac please disable the WMV Browser plug-in in your system settings.

**SUGGESTIONS FOR THE COURSE:**

1. It is suggested that you should take notes with a notebook when viewing the audio/video presentations.
2. Please note that only the learning module from the current week will be posted on the course’s Moodle container. i.e. learning modules from the previous week will not be available. You are strongly recommended to take notes from the learning modules of the current week for later review.

3. When answering questions in the assignments, it is recommended that you first type your response with a word-processing program (e.g. Microsoft Word) and then cut and paste it into the appropriate textbook on the course’s Moodle container. By doing so, you can avoid losing all your work in case your Internet connection fails.

4. Since the quizzes and exams have time limit for their completions, in order to ensure that you can complete the quizzes and exams within the time limit, you should study the material prior to the quizzes and exams.

5. Taking quizzes and exams at Moodle is just like taking a regular quiz and exam in a “real” classroom. When the allowed time for the quiz or exam has expired, you are supposed to turn in the quiz and exam. Any late work will not be accepted.

   As a general reminder: you will not have enough time to “look through your notes or book” while you are taking the quizzes and exams. In order to ensure that you can complete the quizzes and exams within the allowed time, it is important to treat these quizzes and exams as the “close-book” quizzes and exams that you have been taking in a “real –classroom course”.

   The allowed time for each quiz, exams and assignments have been carefully designed and tested both in a real classroom situation and an on-line situation (under the condition that students are being proctored where no notes and textbook material are allowed during the tests). You are expected to take the quizzes, tests and exams without referring to notes, textbooks, etc. If you find yourself running out of time while taking the quizzes, tests or exams, it might be an indication that you have not prepared well for them.

6. When taking the Quizzes and Exams, you should have the following material ready: (i) a periodic table (you can use the one at the front cover of your textbook), (ii) order-of-filling chart, Figure 3.16, p.79 (if necessary) (iii) a calculator, (iii) writing utensils, and (iv) paper.

7. Since there is a time limit for taking quizzes and exams once you access the quizzes or exams, please make sure that you are in an undisturbed environment before you start taking the quizzes and exams.
**CSUSM WRITING REQUIREMENT:**
By completing all the assignments in the course, the University-wide writing requirement (2500 words for each course) will be met.

**INTELLECTUAL PROPERTY:**
In compliance with the Copyright Law, all material from this course (including but no limited to: audio/video presentations posted material, etc.) is for the personal use of the registered students for this course. It should not be modified and/or distributed without the consent of the instructor or other pertinent copyright holder.

**ACADEMIC HONESTY:**
- Students will be expected to adhere to standards of academic honesty and integrity, as outlined in the Student Academic Honesty Policy. All written work and oral presentation assignments must be original work. All ideas/material that are borrowed from other sources must have appropriate references to the original sources. Any quoted material should give credit to the source and be punctuated with quotation marks.
- Students are responsible for honest completion of their work including quizzes, examinations, assignments, etc.
- **Consultation with anyone about the answers to particular questions or to communicate information about the quizzes, exams and assignments is a violation of the CSUSM Academic Honesty Policy and will result in the appropriate discipline action as stated in the policy.**
- There will be no tolerance for infractions. If you believe there has been an infraction by someone in the class, please bring it to the instructor’s attention. The instructor reserves the right to discipline any student for academic dishonesty, in accordance with the general rules and regulations of the university. Disciplinary action may include the lowering of grades and/or the assignment of a failing grade for an exam, assignment, or the class as a whole.”
- **Incidents of Academic Dishonesty will be reported to the Dean of Students. Sanctions at the University level may include suspension or expulsion from the University.**

**AMERICANS WITH DISABILITIES ACT (ADA):**
Students with disabilities who require reasonable accommodations must be approved for services by providing appropriate and recent documentation to the Office of Disabled Student Services (DSS). This office is located in Craven Hall 5205, and can be contacted by phone at (760) 750-4905, or TTY (760) 750-4909. Students authorized by DSS to receive reasonable accommodations should contact me via e-mail (please use the course email utility in Moodle) in order to ensure confidentiality.
**Course Calendar**

*Note: This course is based on the most current edition of the textbook—13th edition.*

*Unless otherwise stated, all the assignments and quizzes are due at 5:00 p.m. on the due date.*

<table>
<thead>
<tr>
<th>Week</th>
<th>Learning Modules</th>
<th>Topics</th>
<th>Chapters</th>
<th>Reading</th>
<th>Quizzes</th>
<th>Quizzes Due dates</th>
<th>Assignments</th>
<th>Assignment Due dates</th>
<th>Discussion Forum (DF) &amp; Due Dates</th>
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<tbody>
<tr>
<td>1</td>
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<td></td>
<td></td>
<td>CSUSM Policy on Academic Honesty</td>
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<td>7/9/14</td>
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<td>2</td>
<td>1</td>
<td>Course Introduction Study of Matter</td>
<td>1</td>
<td>Sec. 1.8-1.12 (p.13-p.30)</td>
<td>1 (10 pts)</td>
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<td>July 14-July 18</td>
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<td>Sec. 2.1-2.5 (p.37-p.53)</td>
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<td>5</td>
<td>4</td>
<td>Chemical Bonds, Symbols and Formula for Ionic and Covalent Compounds Molecular Shapes, Intermolecular forces</td>
<td>4, 6 (Sec. 6.1-6.5)</td>
<td>Sec. 4.1-4.12 Sec. 6.1-6.5</td>
<td>4 (30 pts)</td>
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<td>Relationships of Mass, Moles, Volume and Molarity, Balancing Chemical Equations</td>
<td>5, 6 (Sec. 6.6-6.7)</td>
<td>Sec. 5.1-5.5 Sec. 6.6-6.7</td>
<td>5 (30 pts)</td>
<td>7/17/14</td>
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<td>The Atmosphere and Air Pollution, Smog, ozone Depletion, Greenhouse Effect and the ultimate Pollutant</td>
<td>13</td>
<td>Sec. 13.1-13.11</td>
<td>6 (30 pts)</td>
<td>7/23/14 5:00 p.m.</td>
<td>6 (15 pts)</td>
<td>7/23/14</td>
<td>DF 3 (10 pts): Due: 7/23/14</td>
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<td>July 28-Aug. 1</td>
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<td>Sec. 15.1—15.13</td>
<td>7 (20 pts)</td>
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<td>Sec 11.1-11.13</td>
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<td>Handout</td>
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<td>8/6/14</td>
<td>10 (10 pts)</td>
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For your reference, please refer to the “Review Questions” and “Problems” at the end of each chapter for practicing purposes (note: answers for selected questions are listed at the end of your textbook)