Graduate Chemistry Orientation 004:191 (CHEM:5091)

Lecture:  MWF 11:30-12:20 PM, W268 CB

<table>
<thead>
<tr>
<th>Professor:</th>
<th>Amnon Kohen</th>
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<tr>
<td>Office:</td>
<td>E274 CB</td>
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<tr>
<td>Phone:</td>
<td>335-0234</td>
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<tr>
<td>email:</td>
<td><a href="mailto:amnon-kohen@uiowa.edu">amnon-kohen@uiowa.edu</a></td>
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<tr>
<td>Office Hrs:</td>
<td>by appointment</td>
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Course Website: None

Course Materials
All materials will be provided in class or via the website. A schedule of meetings and topics is enclosed below.

Course Content
• safety on campus and in Chemistry, convening and leading discussion laboratory sections (Earlene Erbe, Rick Byrum)
• faculty research presentations
• graduate college (Dean Keller)
• accessing library materials and using search tools
• information technology in Chemistry
• proctoring exams and student dishonesty
• research opportunities in the Dept. of Chemistry
• process for selecting a research advisor
• presentations: group meetings, divisional seminars and formal presentations
• comprehensive exams
• writing about research: reports, papers, proposals, posters

Grading
This course is graded satisfactory/unsatisfactory. Final grades will be based on attendance and participation in class.

Examinations
None

Policies and Procedures

Administrative Home of the Course
The College of Liberal Arts and Sciences is the administrative home of this course and governs such academic matters as the add/drop deadlines, the second-grade-only option, issues concerning academic fraud or academic probation, and how credits are applied for various graduation requirements. Different colleges may have different policies. Students with questions about these or other CLAS policies should speak with an academic advisor or with the staff in 120 Schaeffer Hall. Also see the CLAS Academic Handbook: http://www.clas.uiowa.edu/students/handbook/
Electronic Communication
University policy specifies that students are responsible for all official correspondences sent to their University of Iowa e-mail address (@uiowa.edu). Faculty and students should use this account for correspondences. (Operations Manual, III.15.2. Scroll down to k.11.)
http://www.uiowa.edu/~our/opmanual/iii/15.htm#152

Accommodations for Disabilities
Anyone who has a disability which may require some modification of seating, testing, or other class requirements should see the instructor during office hours so that appropriate arrangements may be made. In addition, you should contact the Office of Student Disability Services, 3015 Burge Hall (335-1462) and then the Chemistry Center (E225 CB, 335-1341). See http://www.uiowa.edu/~sds/

Academic Fraud
Plagiarism and any other activities that result in a student presenting work that is not his or her own are academic fraud. Academic fraud is reported to the departmental DEO and then to the Associate Dean for Academic Programs and Services in the College of Liberal Arts and Sciences who deals with academic fraud according to these guidelines:
http://www.clas.uiowa.edu/students/handbook/x/#2

CLAS Final Examination Policies
Final exams may be offered only during finals week. No exams of any kind are allowed during the last week of classes. Students should not ask their instructor to reschedule a final exam since the College does not permit rescheduling of a final exam once the semester has begun. Questions should be addressed to the Associate Dean for Undergraduate Programs and Curriculum.

Making a Suggestion or a Complaint
Students with a suggestion or complaint should first visit the instructor, then the course supervisor, and then the departmental DEO. Complaints must be made within six months of the incident.
http://www.clas.uiowa.edu/students/handbook/x/#5

Understanding Sexual Harassment
Sexual harassment subverts the mission of the University and threatens the well-being of students, faculty, and staff. All members of the UI community have a responsibility to uphold this mission and to contribute to a safe environment that enhances learning. Incidents of sexual harassment should be reported immediately. See the UI Comprehensive Guide on Sexual Harassment for assistance, definitions, and the full University policy.
http://www.uiowa.edu/~eod/policies/sexual-harassment-guide/index.html

Reacting Safely to Severe Weather
In severe weather, class members should seek appropriate shelter immediately, leaving the classroom if necessary. The class will continue if possible when the event is over. For more information on Hawk Alert and the siren warning system, visit the Public Safety web site:
http://www.uiowa.edu/~pubsfty/intlinks.htm

Writing Center services The Center offers twice a week tutoring, appointments, and online tutoring at 4 different locations on campus. Please see our home page for more information about our services and programs: www.uiowa.edu/~writing If you have questions, please contact Carol-Severino@uiowa.edu, Associate Professor of Rhetoric.