Course Structure and Instructors
Chemistry 4:121 has components with different instructors and scheduling. Attendance is necessary at all four components in order to maximize your educational experience. It is recommended that students devote ≥ 6 h/week to out-of-class studying (reading book chapters, reviewing lecture and discussion notes) and problem-solving (3 credits x 2 out-of-class h/credit).

(1) Lecture - Prof. Maalouf
(2) Discussion Section - Prof. Maalouf, and, graduate student teaching assistant (TA)
(3) Quizzes - Prof. Maalouf, and, graduate student teaching assistant (TA)
(4) Exams - Prof. Maalouf

TA Office Hours
Discussion teaching assistants have scheduled office hours in Room E244 of the Chemistry Building (on east side of building, 2nd floor). This room is normally open 9:30 AM - 2:30 PM, Monday - Friday. TAs for chemistry courses other than Chem 4:121 may also be able to assist you.

Office hours: to be announced in class and posted on ICON.

Discussion Section
Discussion Sections are a very helpful, more personal complement to lectures. Students ask questions and obtain problem-solving experience, and TAs review key course concepts. For each week, a quiz will be administered (Wednesdays/Thursdays). Discussion Sections DO meet the first week of classes (June 8-11). Quizzes begin the week of June 14. There are two discussion sections:

Discussion 001: 3:00PM - 3:50PM, MW E215 CB
Discussion 002: 3:00PM - 3:50PM, TTh E215 CB

Course Materials
(required textbook)

An optional study guide is available which contains answers to problems from the text (ISBN # 978-0-07-304987-8).

Molecular Models (strongly recommended) (e.g., ISBN #978-0-7167-4822-9 or 0-9648837-1-6) because they are very useful in helping to visualize the 3D-structures of organic compounds. However, such models cannot be used during exams.

A "Chem Coach access card" may be listed as "recommended" in bookstores, but will not be used in the course this semester.

Course Website
Organic Chemistry I 4:121, Iowa Courses Online (ICON) website URL = http://icon.uiowa.edu/.
**Course Administration**
Please go to the Chemistry Center, Room E225 Chemistry Building, for drop/add signatures, make-up exam scheduling, course handouts, alternate textbooks, section changes, and tutor lists. Hours are Monday-Thursday, 8:00 AM-12:00 & 1:00-5:00 PM and Friday 8:00 AM-12:00 & 12:30-4:30 PM. The Chemistry Center Manager is Lin Pierce (335-1341 or <lin-pierce@uiowa.edu>).

**Special Needs**
Students with disabilities requiring modification of seating, testing, or other course arrangements should contact the Office of Student Disability Services (SDS), 3101 Burge, 335-1462, and then go to the Chemistry Center, E255 CB. (www.clas.uiowa.edu/faculty/teaching/classroom_p&p/disabilities.shtml)

**Complaints**
Complaints and appeals regarding this course, its instructors, or its TAs can be filed with the Departmental Executive Officer (DEO) at the Department of Chemistry administrative offices, Room E331 CB (335-1350). Students are encouraged to first meet with the course’s professor with their concerns about course aspects, TA, lectures, or exams.

**Grading**
Grades will be based on two 1.5 hour unit exams, a 2-hour final exam, and discussion section quizzes. Plus & minus grades will be assigned. Final grade distribution will follow CLAS guidelines as closely as possible: A (18%), B (36%), C (39%), D (5%), F (2%).

Point distribution:
- 2 regular exams at 100 points each = 200 points
- 1 final exam at 150 points = 150 points
- Quizzes = 50 points
- 400 points total

**Examinations**
The three exams, all closed book, will include short answer questions. All exams must be written in permanent ink (blue or black). Exams written in pencil or erasable ink will not be regraded. Data transmitting devices (e.g., PDA, laptop, and especially cell phone) will not be allowed in the examination room under any circumstances. Out of fairness to all other students, exams will not be re-scheduled in order to accommodate personal holiday or travel plans.

**Exam #1:** Friday, June 25, 2:00-4:00 PM W128 CB. (chapters on exam will be announced in class and posted on ICON)

**Exam #2:** Friday, July 16, 2:00-4:00 PM W128 CB (chapters on exam will be announced in class and posted on ICON)

**Comprehensive Final:** Friday, July 30, 2:00-4:00 PM W128 CB – Chap. 1-12, and 15.

**Regrades**
Exams to be regarded should be turned in at the Chemistry Center no later than 3 days after the initial date of return. Items to be re-graded must be clearly marked on the front page with a brief explanation of what you believe was graded incorrectly. After 1 week of the initial date of return, all grades are final.
**Make-Up Examinations**

If an examination is missed because of illness, family emergency, or other University-sanctioned reason, written documentation must be submitted to the Chemistry Center **no later than three business days** after the missed exam in order to qualify for a make-up examination. Excused absence forms are required and are available at the Registrar website: www.registrar.uiowa.edu/forms/absence.pdf.

*(There will be no make-up exam for the Final Exam)*

Make-up Exam dates and times will be announced in class and posted on ICON.

**Course Outline:** The material to be covered this semester is summarized in the table below. Any changes will be announced in class.

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College of Liberal Arts and Sciences: Policies and Procedures

Administrative Home
The College of Liberal Arts and Sciences is the administrative home of this course and governs matters such as the add/drop deadlines, the second-grade-only option, and other related issues. Different colleges may have different policies. Questions may be addressed to 120 Schaeffer Hall, or see the CLAS Student Academic 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.)

Accommodations for Disabilities
A student seeking academic accommodations should first register with Student Disability Services and then meet privately with the course instructor to make particular arrangements. See www.uiowa.edu/~sds/ for more information.

Academic Fraud
Plagiarism and any other activities when students present work that is not their own are academic fraud. Academic fraud is a serious matter and is reported to the departmental DEO and to the Associate Dean for Undergraduate Programs and Curriculum. Instructors and DEOs decide on appropriate consequences at the departmental level while the Associate Dean enforces additional consequences at the collegiate level. See the CLAS Academic Fraud section of the Student Academic Handbook.

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. See the CLAS Student Academic Handbook.

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.

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.

*These CLAS policy and procedural statements have been summarized from the web pages of the College of Liberal Arts and Sciences and The University of Iowa Operations Manual.