Course Instructors

Ned Bowden
Campus Address: W425 CB
Phone: (319) 335-1198
Email: CHEM-2210@uiowa.edu
Drop-in Office Hours: M: 9:00AM-10:30AM & W: 12:00PM-1:30PM (in W323 CB); or by appointment

Mona Maalouf
Campus Address: W337 CB
Phone: (319) 335-4832
Email: CHEM-2210@uiowa.edu
Drop-in Office Hours: M: 12:30PM - 2:00PM (in W244 CB) & T: 2:30PM - 4:00PM (in W323 CB); or by appointment

Course Description and Goal

This course is intended for science majors (botany, biology, microbiology, or chemistry), pre-pharmacy, pre-medical, pre-dental, or pre-veterinary students, or anyone planning to take two years of chemistry. This course is the beginning of a two-semester series. It is organized around the concepts of hybridization and orbital theory, understanding molecular three-dimensionality, functional groups, and reactivity. Methods for establishing the structure of organic compounds are presented, with an emphasis on NMR and IR spectroscopy and mass spectrometry. There are two lectures each week by the professors and a number of discussions sections led by a graduate teaching assistant (TA).

Prerequisites: CHEM:1120 with a minimum grade of C-.

Course Learning Objectives

As a required course for many different majors, Organic Chemistry has the opportunity to enhance and enrich many different learning pathways. With this in mind, we have a set of learning goals for students enrolled in CHEM2210. At the end of this course, successful students will be able to:

- Build proficiency in synthetic techniques in Organic Chemistry.
- Build proficiency in drawing mechanisms in Organic Chemistry.
- Develop effective study habits for advanced STEM courses.
- Develop the use of critical thinking and logic in the solution of problems both in organic chemistry and other courses.
- Develop collaborative learning skills.
- Build confidence to share ideas and thoughts as you approach problem solving.
- Discover personal passions in our natural and scientific world.
Course Delivery

CHEM:2210 consists of three scheduled components (lecture, discussion, & exams) with all components meeting in person. Attendance is expected in all components of the course. You should also expect to devote at least six hours per week to out-of-class preparation, homework, and studying for this course (3 credits x 2 hours out-of-class time per credit).

In-person Lectures

- **Instructor:** Profs. Bowden & Maalouf
- **Time:**
  - 000A - TTH: 9:30 AM- 10:45 AM SHAM LIB
  - 000B - TTH: 11:00 AM- 12:15 PM W290 CB
- **Delivery Format:** Lectures will be delivered in-person during scheduled time. Barring any technical issues and when possible, lectures will be captured using Panopto software and links will be posted on ICON before the next lecture time.

In-person Discussion Sections

- **Instructor:** graduate teaching assistant (TA) overseen by Profs. Bowden & Maalouf
- **Time:** weekly enrolled section
- **Delivery Format:** Face-to-face will meet weekly in your assigned classroom listed on your MyUI schedule

In-person Exams

- **Instructors:** Profs. Bowden & Maalouf along with proctors
- **Time:** see dates/times in Exam Section
- **Delivery Format:** administered in-person in a university classroom (assignments to rooms will be posted in ICON and announced in class)

Media/System Requirements

For best learning experience, the following is required:

- **Student-provided personal computer.** While tablets, smartphones, and other mobile devices may allow for some completion of coursework, they are not guaranteed to work in all areas. It is recommended that you have access to a Windows or Mac based computer to complete coursework in the event your selected mobile device does not meet the needs of the course.
- **Computer with reliable Internet access.** A wired Ethernet connection to the internet is very strongly suggested. Wireless and cellphone data connections may experience connection problems. Android and iOS operating systems are not fully supported with ICON at this time.
- **Recommended Browsers.** Chrome and Firefox are recommended to access ICON reliably. Other browsers, including Safari, are more likely to experience technical issues with pictures and figures used within ICON.

Students who need assistive technologies will have different computer and technology requirements. Please check with Student Disability Services to determine the requirements for the specific technologies needed to support your online class components.

Need help with ICON or technology? Please contact the ITS Helpdesk (319 384-HELP).
Required Textbook/Media

The **required textbook(s)/resources** for this course are:

- **Textbook**: The following e-Textbook is provided as part of ICON Direct Textbooks and approximately $32.55 will be applied to your U-Bill.
  

- **Online Homework**: Access to online homework is provided as part of ICON Direct Textbooks and approximately $35.43 will be applied to your U-Bill.
  

- **Gradescope** – free software/app. More information about access will be provided.

- **Solstice App**

- **Zoom via webcam** – web conferencing software for access to TAs with virtual drop-in office hours. TAs’ personal Zoom links will be available on ICON.

**Optional/suggested resources** for this course are:

- Molecular model kit (for example: item 1000, 1003 or 1013 from HGS Molecular Structure Model, [http://www.hgs-model.com/model/index.html](http://www.hgs-model.com/model/index.html))

- Study guide that contains answers to problems from the text (ISBN # 978-1-118-14790-0).


**Opt Out for ICON Direct Electronic Materials**

To be discussed in lecture January 18: To maintain compliance with HEA funding rules found in the [Code of Federal Regulations](https://www.gpo.gov/fdsys/pkg/CFR-2022-title20/pdf/202201title20.htm), an opt-out mechanism for course fee-funded electronic course materials is provided. Our course has two ICON Direct listings: the Etext and Achieve online homework. By choosing to opt-out of the listing, you will no longer have access to the required etext and online homework. Access to the required etext and online homework is cheaper through the negotiated course fee than as stand-alone products.

After reading the above description, if you still wish to opt out, instructions on how to do so can be found in the General Information Module of our ICON course. The opt-out period ends on the last add date of the semester, which is January 30th at 6:00 PM. If you have opted out by mistake, please use the same instructions in our ICON course to opt back in before the January 30th deadline. You cannot change your decision after January 30. For more information on ICON Direct opt out, please visit [https://teach.uiowa.edu/icon-direct-opt-out](https://teach.uiowa.edu/icon-direct-opt-out)

**Grading Criteria**

Final course grades will be assessed based on the student’s performance in the following items:

<table>
<thead>
<tr>
<th>Graded Component</th>
<th>Points</th>
<th>% of final grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Midterm Exams</td>
<td>330 pts.</td>
<td>55% (18% each)</td>
</tr>
<tr>
<td>Final Exam</td>
<td>140 pts.</td>
<td>23%</td>
</tr>
<tr>
<td>Achieve Assignments</td>
<td>130 pts.</td>
<td>22%</td>
</tr>
<tr>
<td>Total:</td>
<td>600 pts.</td>
<td>100%</td>
</tr>
</tbody>
</table>

Final letter grades will be assigned following the recommended guidelines provided by the College of Liberal Arts and Sciences for Intermediate Courses ([https://clas.uiowa.edu/faculty/grades-grading-system-and-distribution#Grading%20Guidelines](https://clas.uiowa.edu/faculty/grades-grading-system-and-distribution#Grading%20Guidelines))
Final course grades will be assigned as follows. If you achieve the minimum number of points required for a given letter grade range below, you will not receive a lower grade regardless of the distribution. For example, a letter grade of C- or higher is guaranteed if you obtain 282.00 points or more by the end of the semester.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>600.00 – 582.00</td>
<td>100% – 97.00%</td>
</tr>
<tr>
<td>A</td>
<td>581.99 – 492.00</td>
<td>96.99 – 82.00%</td>
</tr>
<tr>
<td>A-</td>
<td>491.99 – 468.00</td>
<td>81.99 – 78.00%</td>
</tr>
<tr>
<td>B+</td>
<td>467.99 – 432.00</td>
<td>77.99 – 72.00%</td>
</tr>
<tr>
<td>B</td>
<td>431.99 – 402.00</td>
<td>71.99 – 67.00%</td>
</tr>
<tr>
<td>B-</td>
<td>401.99 – 366.00</td>
<td>66.99 – 61.00%</td>
</tr>
<tr>
<td>C+</td>
<td>365.99 – 342.00</td>
<td>60.99 – 57.00%</td>
</tr>
<tr>
<td>C</td>
<td>341.99 – 306.00</td>
<td>56.99 – 51.00%</td>
</tr>
<tr>
<td>C-</td>
<td>305.99 – 282.00</td>
<td>50.99 – 47.00%</td>
</tr>
<tr>
<td>D+</td>
<td>281.99 – 270.00</td>
<td>46.99 – 45.00%</td>
</tr>
<tr>
<td>D</td>
<td>269.99 – 252.00</td>
<td>44.99 – 42.00%</td>
</tr>
<tr>
<td>D-</td>
<td>251.99 – 240.01</td>
<td>41.99 – 40.01%</td>
</tr>
<tr>
<td>F</td>
<td>240.00 – 0.00</td>
<td>40.00 – 0.00%</td>
</tr>
</tbody>
</table>

Opportunities to earn points in the course are complete once the final exam is finished (by May 5th). At that point, there is no opportunity for additional extra credit or redoing assignments for the chance to change your letter grade. Additionally, we will not round your final percentage up to the nearest whole percentage point.

Course Assessment

Achieve Online Homework Assignments (13):

Achieve is a web-based homework system that helps improve your problem-solving skills and understanding of concepts. Achieve questions are drawn from a database and are not necessarily chosen to represent the type of questions that appear on exams, though exam questions may be similar to Achieve questions. Homework is designed to both build your skills and provide an opportunity to assess deeper learning than can be done in a unit exam. Homework problems will be assigned for each chapter and will be due after completing the chapter. Thirteen homework assignments one per chapter (Chapters 1-13) must be submitted by 11:59PM on the due date (refer to achieve, ICON calendar, and tentative schedule on last page.) Achieve will consist of questions that require drawing. Therefore, be sure learn how to use the drawing tool. Homework questions will be assigned at random from a pool of questions so if students choose to work together, they may get different questions. You may work alone or what is considered “full collaboration”, meaning that you may work with your classmates, friends, tutors, or anyone else. No penalty will be given if students work collaboratively, however copying each other’s homework is considered cheating and will be reported as academic misconduct.

Grading policy for each assignment is clearly described in Achieve for each assignment. Each assignment will have the following general grading settings: 1) Unlimited number of attempts for each question with no penalty for failed attempts, 2) You may submit late assignments for 10 days after the due date with a 10% penalty per day on the late answers, 3) You will have access to resources such as links to hints, the eBook, simulations, etc.; there is no penalty for accessing hints or other resources, and 4) You will be able to see solutions once you complete the question.

No make-ups or extensions on assignments (refer to absences & make-up policy)
In-Person Exams (4):
There are three 1½-hour unit exams and a 2-hour cumulative final exam (We may use the ACS standardized exam for Organic Chemistry). New content on midterm exams will be announced in class and posted on ICON. All exams are cumulative and will consist of multiple choice, fill in the blank, and short answer questions. Answers must be written in ink, but NOT in red ink. Exams are closed books. You should leave all course material and models at home or place them at the front of the room. Data transmitting devices (e.g., tablet, laptop, cell phone, watch) will not be allowed during exams. Reasonable accommodations will be made for students with disabilities, according to standard UI policy.

- Exam 1: Wednesday, February 15th (02/15/2023) 6:30PM - 8:00PM CT W290 CB & C20 PC
- Exam 2: Wednesday, March 29th (03/29/2023) 6:30PM - 8:00PM CT W290 CB & C20 PC
- Exam 3: Wednesday, April 26th (04/26/2023) 6:30PM - 8:00PM CT W290 CB & C20 PC
- Final Exam: date and time to be determined later (Cumulative, all chapters)

Exams will be administered in-person in assigned university classrooms. All exams are closed book and closed notes exams. More details (instructions and expectations) will be provided on ICON at a future date prior to the first exam.

Students will need the following items during the exam a blue or black pen, their University ID, and a basic scientific calculator (for example TI30Xa or TI-30XIIIS). The instructors will provide a printout of the periodic table and blank scratch paper if necessary. Graphing calculators, programmable calculators, data transmitting devices (e.g. cell phone), or wearable technology capable of transmitting or receiving communications (e.g. smartwatch) must be put in ‘airplane mode’ under your seat or at front of the exam room. Make-up exams or rescheduling will not be offered to accommodate holiday or other travel plans. See the section below on Make-Up Examinations for policies and procedures concerning missed exams.

Students are not permitted to get assistance from any other individual or online resource, nor are students permitted to assist other students with the exam. Any student getting assistance on an exam in any form or shape will be reported to CLAS for academic misconduct.

Discussion
Discussion sections are very helpful, more personal complement to lectures. The delivery mode is in person only with no virtual component. Discussion sections provide students with the opportunity to ask questions, and practice on material. Graduate teaching assistants (TAs) will facilitate learning teams by highlight key course concepts and strategies learning and studying the material. Attendance and participation is strongly encouraged.

Discussion sections meet weekly starting on the first week of classes (January 17-20) and then throughout the semester. The instructor will award up to 4 bonus points to each unit exam based on the level of student participation (not accuracy). If a student attends discussion, actively participates and submits the work the TA assigns at the start of discussion at the end of class. These bonus point opportunities apply to Units 1-3, so this means that up to 12 extra points can be awarded throughout the semester. No make-up opportunities will be given since these are bonus points. Your Discussion TA will go over the mechanism of submitting the work during the first week of classes.

Course Resources

Course Website:
CHEM:2210 – Iowa Courses Online (ICON) website URL = http://icon.uiowa.edu/. Use your Hawk ID and Hawk ID password to log in to ICON. This website includes a link to Achieve (homework) and an eText version of the
textbook. Lecture notes, lecture captures, sample exams, course and exam announcements, and other info will be posted on ICON, so the instructor encourages you to check ICON frequently.

**Course Administration – Chemistry Center:**

Contact the Chemistry Center (E225 CB) for drop/add signatures, section changes, make-up exam scheduling, tutor lists, submitting SDS accommodation letters, and general questions. Chemistry Center contact information: 319-335-1341, chemistry-center@uiowa.edu, Chemistry Center manager is Trent Tappan. Hours are Monday-Thursday 8 AM – 5 PM and Friday 8 AM – 4:30 PM.

**Teaching Assistant (TA) Drop-in Office Hours:**

Discussion TAs will have scheduled drop-in office hours weekly. TAs will have in-person hours in E208 CB and some TAs may also have virtual hours via Zoom. TA office hours are listed below and posted on ICON website at the beginning of the semester with the date, time, and modality of the TAs’ hours. Any of the TAs for this course should be able to assist you in office hours regardless of whether they are your assigned TA.

Kevin Hunter: M: 2:30-3:30PM & W: 10:30-11:30PM

Shanani Wickremasinghage: M: 6:30-7:30PM via Zoom (link posted in ICON) & T: 1:30-2:30PM

**Additional Instructional and Tutoring Resources:**

The following University resources may be helpful to you throughout the semester. These services are offered outside of the Department of Chemistry.

- Supplemental Instruction through University College: [https://tutor.uiowa.edu/find-help/supplemental-instruction/](https://tutor.uiowa.edu/find-help/supplemental-instruction/)
  - SI Leaders for Organic I: Cam & Missy
  - SI sessions held in n the Academic Resource Center (ARC), which is located on the ground floor of the Iowa Memorial Union (IMU) as follows:
    - Sundays: 4:00-4:50PM
    - Mondays: 4:30-5:30PM
    - Tuesdays: 2:00-2:50PM & 4:00-4:50PM
    - Thursdays: 4:00-4:50PM
    - Fridays: 1:30-2:20PM
- Tutor Iowa: [http://tutor.uiowa.edu](http://tutor.uiowa.edu)

**Course Policies & Expectations**

The following policies apply to students registered in this course.

**Makeup Exams:** To qualify for a make-up examination, the exam absence must be due to illness, religious obligations, recognized University activities, unavoidable circumstances, or have prior instructor permission. Visit the link [Student Attendance and Absences | College of Liberal Arts and Sciences (uiowa.edu)](https://tutor.uiowa.edu/find-help/supplemental-instruction/). For recognized University activities or religious obligations, the online make-up request form must be completed at least 5 days before the exam date and should include supporting documentation. To request a make-up exam due to unavoidable circumstances, such as illness, the online Makeup Exam Request form must be completed within 5 days before or after the missed exam and should include supporting documentation. A link to the request form is available on ICON and here ([https://forms.office.com/r/EjWUMU1ABu](https://forms.office.com/r/EjWUMU1ABu)). The decision as to the acceptability of any make-up request rests with the instructors. Work, vacation, or other travel plans are **NOT** recognized as a valid excuse for taking a make-up exam. Penalties will be assigned by the instructor, up to and including a zero score on the exam, for exam make-ups not meeting these requirements.

Make-up exams are comparable to the regular unit exams, but you will not be able to have permanent access to the make-up exam for future studying. Instead, contact the instructors to arrange a time to review your
make-up exam and you will be provided with a copy of the regular unit exam questions given to the entire class.

**Make-up Exam #1:** Friday, February 24th (02/24/2023) 6:00PM - 7:30PM CT in W290 CB

**Make-up Exam #2:** Friday, April 7th (04/07/2023) 6:00PM - 7:30PM CT in W290 CB

**Make-up Exam #3:** Friday, May 5th (05/05/2023) 6:00PM - 7:30PM CT in W290 CB

**Final Exam Conflicts:** The final exam will be given in person at the scheduled date and time announced by the Registrar around the fifth week of the semester. Until the final examination schedule has been published and all make-up final examination arrangements have been completed, students should be prepared to be available on campus from the first final exam period until the last exam period of the final exam week. A student with two final examinations scheduled for the same period or more than three examinations scheduled for the same day may file a request for a change of schedule before the March 1 deadline (https://registrar.uiowa.edu/student-exam-information) at the Registrar's Service Center, 2700 University Capitol Centre (UCC), M–F, 8 AM. to 12:30 PM. and 1PM. to 4:30 PM (319-384-4300). For exam conflicts during the Spring semester, the course having the higher department letter will take precedence.

**Exam Regrades:**

Write a brief explanation of what you believe was incorrectly graded for that question. Regrade forms must be turned in ICON by the announced date. No regrades will be granted after this time. This regrading policy will be strictly enforced. This is the only way you can get consideration for regrading.

Exams submitted for regrade will be considered in their entirety. Therefore, points awarded incorrectly may be deducted in the regrading process.

**Classroom Expectations:** Students are expected to comply with University policies regarding appropriate classroom behavior as outlined in the Code of Student Life. In the event that a student disrupts the classroom environment through the failure to comply with the reasonable directive of an instructor or the University, the instructor has the authority to ask that the student immediately leave the space for the remainder of the class period. Additionally, the instructor is asked to report the incident to the Office of Student Accountability for the possibility of additional follow-up.

**Communications:** Students are responsible for official correspondences sent to the UI email address (uiowa.edu) and must use this address for all communication within UI (Operations Manual, III.15.2). You can expect to receive responses to your inquiries within 2 business days.

**Academic Misconduct:** The College of Liberal Arts and Sciences academic misconduct policy is available in the Student Academic Handbook. Academic misconduct may result in a grade reduction and/or other serious penalties, up to and including expulsion from the University.

Each of the items below describes the instructors’ expectations on collaborative work. If you have any questions or are unclear about the following descriptions, you must contact your professors.

- **Examinations:** Cheating will not be tolerated. Exams are closed book and closed notes and are to be completed individually by the student registered for this course. Any student getting assistance on an exam or posting anything in texts, social media, and/or the internet about an exam during the exam period will be reported to CLAS for academic misconduct. Students are expected to follow all instructions provided by the instructors and teaching assistants during the exam.

- **Achieve homework:** You must complete your own Achieve homework. For your ultimate benefit in terms of exam performance, we encourage you to discuss problem-solving strategies in groups, but questions must be answered individually and not all students will have the same questions or same number of questions in Achieve. TAs and faculty drop-in office hours are some of the resources that are available.
to help you gain the necessary understanding and problem-solving skills to successfully complete the assignments.

**Due Dates and Missed Deadlines:** Any student who has an extended absence due to a University-sanctioned reason (e.g. illness, family emergency, etc.) is encouraged to contact the instructors.

If a student has an absence for a short while (i.e. a few days or repeated days) and misses an assignment or course component, the opportunity for a make-up of a specific assignment will depend on the course component:

- If a midterm exam is missed, students will need to fill out a Makeup Exam Request form on ICON within 5 days of the absence (see Makeup Exams section of syllabus for details).
- If a discussion is missed, students may attend discussion sections other than the one they are enrolled in but will require approval from the discussion TA.
- If an Achieve assignment is not finished by the due date, students will be given credit for whatever work was completed by the deadline, but extensions will not be granted.

**Netiquette:** The term “netiquette” refers to the do’s and don’ts of online communication. As it applies to this online course, it is our expectation that students will communicate effectively and respectfully with each other, the instructors, and the TAs. When using a webcam, students must make sure their dress and background are appropriate for a classroom setting. Students may choose to use an electronic background on their webcam during Zoom meetings.
College of Liberal Arts and Sciences Policies

Home of the Course: The College of Liberal Arts and Sciences (CLAS) is the home of this course, and CLAS governs the course’s add and drop deadlines, the “second-grade only” option (SGO), and other undergraduate policies and procedures. Different UI colleges may have other policies or deadlines. See https://clas.uiowa.edu/students/handbook. Questions? Contact CLAS at clasps@uiowa.edu or 319-335-2633.

Drop Deadline Dates: Last day to drop a course without a “W” is Monday, January 30th. Last day to drop a course without the Dean’s approval is Monday, April 17th.

Attendance and Classroom Expectations: Students are responsible for attending class and for knowing an instructor’s attendance policies, which vary by course and content area. All students are expected to attend class and to contribute to its learning environment in part by complying with University policies and directives regarding appropriate classroom behavior or other matters.

Absences: Students are responsible for communicating with instructors as soon they know that an absence might occur or as soon as possible in the case of an illness or an unavoidable circumstance. Students can use the CLAS absence form to help communicate with instructors who will decide if the absence is excused or unexcused; the form is located on ICON within the top banner under “Student Tools.” Delays by students in communication with an instructor could result in a forfeit of what otherwise might be an excused absence (https://clas.uiowa.edu/students/handbook/attendance-absences).

Absences: Illness, Unavoidable Circumstances, and University Sponsored Activities: Students who are ill, in an unavoidable circumstance affecting academic work, or who miss class because of a University sponsored activity are allowed by UI policy to make up a missed exam. Documentation is required by the instructor except in the case of a brief illness. Students are responsible for communicating with instructors as soon as the absence is known (https://opsmanual.uiowa.edu/students/absences-class#8.1).

Absences: Holy Days: The University is prepared to make reasonable accommodations for students whose religious holy days coincide with their classroom assignments, test schedules, and classroom attendance expectations. Students must notify their instructors in writing of any such Religious Holy Day conflicts or absences within the first few days of the semester or session, and no later than the third week of the semester. If the conflict or absence will occur within the first three weeks of the semester, the student should notify the instructor as soon as possible. See Operations Manual 8.2 Absences for Religious Holy Days for additional information, https://opsmanual.uiowa.edu/students/absences-class#8.2.

Absences: Military Service Obligations: Students absent from class due to U.S. veteran or U.S. military service obligations (including military service-related medical appointments, military orders, and National Guard Service obligations) must be excused without penalty. Instructors must make reasonable accommodations to allow students to make-up exams or other work. Students must communicate with their instructors about the expected possibility of missing class as soon as possible. (For more information, see https://opsmanual.uiowa.edu/iv-8-absences-class%C2%A0-%20C2%A0).

Academic Misconduct: All undergraduates enrolled in courses offered by CLAS have in essence agreed to the College’s Code of Academic Honesty. Academic misconduct affects a student's grade and is reported to the College which applies an additional sanction, such as suspension. Outcomes about misconduct are communicated through UI email (https://clas.uiowa.edu/students/handbook/academic-fraud-honor-code).

Academic Accommodations for Students with Disabilities: UI is committed to providing an educational experience that is accessible to all students. If a student has a diagnosed disability or other disabling condition that may impact the student’s ability to complete the course requirements as stated in the syllabus, the student may seek accommodations through Student Disability Services (SDS). SDS is responsible for making Letters of Accommodation (LOA) available to the student. The student must provide a LOA to the instructor as early in the semester as possible, but requests not made at least two weeks prior to the scheduled activity for which an accommodation is sought may not be accommodated. The LOA will specify what reasonable course
accommodations the student is eligible for and those the instructor should provide. Additional information can be found on the SDS website. (https://sds.studentlife.uiowa.edu/).

Class Recordings: Privacy and Sharing: Course lectures and discussions are sometimes recorded. These are only available to students registered for the course and the intellectual property of the faculty member. These materials may not be shared or reproduced without the explicit written consent of the instructors. Students may not share these recordings with those who are not enrolled in the course; likewise, students may not upload recordings to any other online environment. Doing so is a breach of the Code of Student Conduct and could be a violation of the Federal Education Rights and Privacy Act (FERPA); also see https://dos.uiowa.edu/policies/code-of-student-life/.

Communication: UI Email: Students are responsible for all official correspondences sent to their UI email address (uiowa.edu) and must use this address for any communication with instructors or staff in the UI community (Operations Manual, III.15.2). Emails should be respectful and brief, with complex matters addressed during the instructor’s drop-in hours, for example. Faculty are not expected to answer email after business hours or during the weekends.

Complaints about Academic Matters: Students with a complaint about a grade or a related academic issue should first visit with the instructor and then with the course supervisor (if one is assigned), and next with the Chair of the department or program offering the course. If not resolved, students may bring their concerns to the College of Liberal Arts and Sciences: https://clas.uiowa.edu/students/handbook/student-rights-responsibilities.

Final Examination Policies: The final exam schedule is published during the fifth week of the fall and spring semesters or on the first day of summer classes; students are responsible for knowing the date, time, and place of their final exams. Students should not make travel plans until knowing this information. A student with exams scheduled on the same day and time or who have more than two final exams on the same day should visit this page for how to resolve these problems by the given deadline: https://registrar.uiowa.edu/makeup-final-examination-policies. No exams may be scheduled the week before finals; some exception, however, have been made for labs, language courses, and off-cycle courses (https://registrar.uiowa.edu/final-examination-scheduling-policies).

Free Speech and Expression: The University of Iowa supports and upholds the First Amendment protection of freedom of speech and the principles of academic and artistic freedom. We are committed to open inquiry, vigorous debate, and creative expression inside and outside of the classroom. Visit Free Speech at Iowa for more information on the University’s policies on free speech and academic freedom (https://freespeech.uiowa.edu/).

Mental Health: Students are encouraged to be mindful of their mental health and seek help as a preventive measure or if feeling overwhelmed and/or struggling to meet course expectations. Students are encouraged to talk to their instructor for assistance with specific class-related concerns. For additional support and counseling, students are encouraged to contact University Counseling Service (UCS). Information about UCS, including resources and how to schedule an appointment, can be found at counseling.uiowa.edu. Find out more about UI mental health services at: mentalhealth.uiowa.edu. After hours, students are encouraged to call the Johnson County Community Crisis Line at (319) 351-0140 or dial 911 in an emergency.

Nondiscrimination in the Classroom: The University of Iowa prohibits discrimination in employment, educational programs, and activities on the basis of race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, associational preferences, or any other classification that deprives the person of consideration as an individual. The university also affirms its commitment to providing equal opportunities and equal access to university facilities. For additional information on nondiscrimination policies, contact the Director, Office of Institutional Equity, the University of Iowa, 202 Jessup Hall, Iowa City, IA 52242-1316, 319-335-0705, oie-ui@uiowa.edu. Students may share their pronouns and chosen/preferred names in MyUI, which is accessible to instructors and advisors.
**Sexual Harassment:** The University of Iowa prohibits all forms of sexual harassment, sexual misconduct, and related retaliation. The Policy on Sexual Harassment and Sexual Misconduct governs actions by students, faculty, staff and visitors. Incidents of sexual harassment or sexual misconduct can be reported to the Title IX and Gender Equity Office or to the Department of Public Safety. Students impacted by sexual harassment or sexual misconduct may be eligible for academic supportive measures and can learn more by contacting the Title IX and Gender Equity Office. Information about confidential resources can be found here. Watch the video for an explanation of these resources.

**SUGGESTIONS FOR LEARNING & STUDYING ORGANIC CHEMISTRY:**

This class is not one where you can look over the material right before the exam and expect to do well. This class requires constant and diligent effort on your part to do well. We compiled a list of suggestions to help you succeed. These are only suggestions; some of you may be naturals at organic chemistry and can get by with less work, but for the other 99% of the class this list will help you get the grade that you want.

1. Study for this class at least one hour a day. Organic chemistry is hard to learn but with consistent effort you can do it. Some of you will spend more time; others will spend less time depending on your abilities, motivation, and expectations for a grade.

2. Do all the homework and suggested problems (see below and ICON). You will learn from doing the homework, you will learn by struggling with the homework! Learning occurs when you are forming questions in your mind and seeking the answers; learning does not happen when you are copying someone else’s work. Your grade in this class depends on your test taking skills so use the homework to learn the material.

3. Form study groups.

4. Skim the text before coming to class.

5. Go to the discussion sections and ask questions. It is a good place to try new learning skills and/or strategies or improve and build upon existing study skills.

6. Rewrite your lecture notes. You will be surprised as to how much this will help you learn the material.

7. Study with a pencil and paper nearby! You will learn the material best by writing it down in your notebook as you are studying. Most people don’t learn well by sight alone, you must use your hands when you study.

You have a wealth of opportunities to reinforce concepts and solve problems with which you may be having difficulty. Avail yourself of the instructor office hours, attend the lectures and discussion, and bring your questions to walk-in hours. These opportunities are offered to help you learn Organic Chemistry. Use them!
**CHEM:2210 — Tentative Course Outline — Spring 2023**

Manage your time effectively to complete the assigned course work according to the firm due dates listed in the calendar below.

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Day</th>
<th>Lectures and Exams</th>
<th>Due Dates*</th>
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*Important Note:* Changes may be performed to the above syllabus without any prior notification. These changes will be announced in class and updated on ICON.
Suggested Problems

Chapter 1: 1-25, 26, 29, 31, 32, 33, 35, 39, 40, 41, 42, 43, 45, 46, 48, 50, 52, 53, 56, 57, 59
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Chapter 13: 1-32, 33, 34, 35, 38, 40, 42, 44, 45, 47, 48, 49, 53, 54