Instructor:  Professor Chris Pigge

Email:  chris-pigge@uiowa.edu (please include "4:2240" in the subject line)

Teaching Assistant:  TBD

Course Modality:  This course is being offered in the traditional format with three in-person lectures per week and in-person midterm and final exams.

Web Site:  Online content for the course will be managed using the ICON (Iowa Courses Online). The site will be used to post copies of the slides used in class, as well as practice exams, exam keys, lists of suggested text problems, and occasional announcements.


Optional Materials:  An optional study guide is available which contains answers to problems from the text. Students may also want to obtain a set of molecular models. The models are very useful in helping to visualize the 3D-structures of organic compounds. However, such models cannot be used during exams.

Course Notes and Lectures:  Copies of the Powerpoint slides used in class will be made available on the course web site as PDF files. These notes are intended to be helpful - not to alleviate the need for attending class. Effort will be made to post these notes at least three days before each class, if not sooner. They are most useful if you look them over before class, and then add highlights or further notes during lecture. Lectures will be recorded using UI Capture and subsequently uploaded to the course ICON site. The purpose of the recordings is to provide students opportunities to review the material presented in lecture, NOT as a substitute for attending class.

Lectures:  MWF, 9:30-10:20 AM in W128 CB

The Wednesday 6:30-8:00 PM slot is reserved in your schedule primarily for the three mid-term exam dates - no other class meetings are planned for that time period. Also, please note that a review session will be held in lieu of the regularly scheduled lecture on exam dates.

Drop-In Office Hours (E557 CB):  Mondays 2:30 – 4:00 pm, Tuesdays 10:30 am – 12:00 noon, Wednesdays, 1:00 – 2:30 pm.

Questions can be answered during class, immediately after class (if permitted by time between classes), during discussions, or during office hours. If a meeting is needed outside of these times, please make an appointment. The TA will announce his/her office hours at your first discussion section meeting.

Student Rights and Responsibilities:  For UI policies on academic misconduct, plagiarism and cheating, forgery, student complaints concerning faculty actions, and procedures for complaints, see the Student Academic Handbook:  http://www.clas.uiowa.edu/students/academic_handbook.
**Exams:** There will be three regular mid-term exams and a final. Each regular exam will be given on a Wednesday at 6:30 PM and will last 90 minutes. The dates of these exams are listed below. *All mid-term exams will be held in 100 PH (Phillips Hall).* The final exam will be held during the UI-scheduled time (to be announced - TBA) and will last two hours. *All exams will be comprehensive since understanding of material encountered later in the course will require application of concepts learned previously.* However, each regular exam will focus mainly on material covered since the previous exam. Announcements will be made in class regarding the material to be covered on each exam. Generally, topics to be covered on a mid-term exam will conclude with the material presented on the Monday before the exam. Some class time prior to exams will be used as a review session.

All exams will be closed-book. Prior to the start of each exam, all extraneous materials (e.g., models, notebooks, papers, backpacks, etc.) should be left at home or brought to the front of the room. Calculators should not be needed. *The use of any other electronic devices during exams is strictly prohibited.* The exams will include some short-answer type questions wherein you will need to write out answers and/or draw appropriate chemical structures in spaces provided on the exam itself. *All exams must be written in ink, but not red ink.* Exams written in pencil or in red or erasable ink, or those on which “white-out” has been used, cannot be regraded. Exams will be graded and returned (through the Chemistry Center, E225 CB) as soon as possible. Exam results and answers will be posted on the course web site via ICON.

**Exam Schedule:** *(100 Phillips Hall)*

| Exam 1: Wednesday, Feb. 15: 6:30 – 8:00 PM | Exam 3: Wednesday, April 19: 6:30 – 8:00 PM |
| Exam 2: Wednesday, March 22: 6:30 – 8:00 PM | Final Exam: TBA |

**IMPORTANT** Midterm scheduling conflicts between courses do occur and it is your responsibility to review your exam schedule and report conflicts early in the semester. Specific policies regarding midterm conflicts can be found here: [https://registrar.uiowa.edu/midterm-exam-policies](https://registrar.uiowa.edu/midterm-exam-policies).

**Regrades:** If you feel that a mistake has been made in grading your exam, you should first bring the issue to my attention and then, if warranted, you may turn it in at the Chemistry Center (E225 CB) for regrading. Write on the front of the exam the number of the question to be checked and an explanation (in one sentence or less) of what you believe was done incorrectly. *The entire exam will be reviewed - if points were incorrectly awarded, the corresponding score change will also be made.* Regrade requests must be submitted within one week of the time the graded exams are made available to you. No regrades will be possible after that time. Please note that this procedure is intended to apply to situations where your answer matches the answer posted on the key, but was misgraded, or an arithmetic error was made when totaling your score. If you disagree with an answer on the key, please discuss the issue with me during office hours.

**Make-up Exams:** Permission to take a make-up exam will require a valid, written excuse (e.g., from student health services) and notification must be provided **before the scheduled time of the regular exam that you miss.** If you miss a regular exam, you must take the make-up, which will be arranged as needed. Under no circumstances will a make-up exam be given to replace a regular exam taken earlier.

**Course Grades:** Grades will be based on performance on the three regular exams (300 points) and the final exam (150 points). Total points possible = 450. No scores will be dropped in calculating the final grade for the course, and everyone must take the final exam. No letter grades (A, B, C grades) will be assigned for midterm exams, but an approximate curve for each exam will be provided during class so that students will know where they stand grade-wise. The grading curve will be based strictly on the class performance of
this semester. College guidelines will be followed as closely as possible in establishing the final grade distribution, and +/- grading will be used for final grades.

**Drop-Add Slips:** Drop/add signatures for this course must be obtained from staff in the Chemistry Center (E225 CB), not from me. Please note that the deadline this semester for undergraduate students to drop a course is Monday, April 17. The last day to drop without receiving a “W” is Monday, January 30.

**Discussion Sections:** There will be 2 discussion sections per week conducted by the TA. Times and places are listed on MyUI. Since 004:2240 is only a three-credit course, attendance at these sessions is not required, however, they are intended for your benefit. These are essentially "help sessions" that provide opportunities to ask questions about lecture material, problems from the text, practice exam questions, etc. in a smaller group setting. You may attend more than one if you like.

**Other Course Information:** Inquiries about exam times and places, times and places of discussion sessions, TA office hours, etc. should be taken to the Chemistry Center (E225 CB; 335-1341). This course is being offered by the College of Liberal Arts and Sciences. Thus, class policies on matters such as requirements, grading, and sanctions for academic dishonesty are governed by the College. These policies are summarized on the last page of this syllabus and can be found at: [http://www.clas.uiowa.edu/faculty/teaching/policies.shtml](http://www.clas.uiowa.edu/faculty/teaching/policies.shtml). Students wishing to add or drop this course after the official deadline must receive the approval of the Dean of the College of Liberal Arts and Sciences. Details of the University policy on cross-college enrollments may be found at: [http://www.uiowa.edu/~provost/deos/crossenroll.doc](http://www.uiowa.edu/~provost/deos/crossenroll.doc).

**Public Health:** If you are feeling ill, then stay home and contact an appropriate health service provider.

**Special Needs:** The instructors need to hear from anyone who has a disability that may require some modification of seating or other class requirements so that appropriate arrangements may be made. Students who require alternative testing arrangements should see Trent Tappan in the Chemistry Center (E225 CB, 5-1341) to schedule their exams. The Student Disability Services (SDS) office is located in 141 University Capitol Centre (335-1462, sds-info@uiowa.edu).
**Course Outline:** The material to be covered this semester is summarized in the table below. Any changes will be announced in class. Note that we will pick up where Org. 1 for Majors left off and directly follow the sequence in the textbook, beginning with Chapter 13.

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Some Study Suggestions for Organic Chemistry

- A major difference between organic and general chemistry is that there is little or no math involved in introductory organic chemistry courses - topics tend to be presented in a very qualitative way. Thus, you will be most successful in this course if you strive to understand the concepts presented, how they relate to one another, and how they can be applied to new situations that you encounter.
- Another difference is that the exams in organic chemistry are only partially constructed in a multiple choice format - some problems will require you to draw chemical structures, to show details of a process, to write correct terms, etc. To prepare for exams, it is important to become proficient in applying the principles covered, and in understanding and drawing chemical structures. Practice with questions in the textbook, and check your answers in the study guide. Practice writing the answers to problems, especially those that ask you to draw structures. Even if you understand the material, you may find yourself short on time in exams if you have not become proficient in drawing and visualizing chemical structures. Finally, be sure to take the practice exams that will be provided for you before each regular exam. These exams will look much like the regular exams and will be of similar length, so if you take them seriously and impose a time limit on yourself, you can get a feel for the time it will take you to finish the actual exam. Check your answers with the key, and investigate the ones you get wrong. Suggested problems from the text and practice exams are not graded assignments, and you should feel free to collaborate with others in studying this material.
- We are required to cover a lot of new material in this course, so it is critical to keep up with the chapter reading and problems. Unfortunately, if you fall behind, it will be very difficult to catch up. This is not the type of course in which you can cram the night before an exam and expect to do well - ask anyone you know who has taken organic chemistry.
- Many students use the course notes as a core resource for learning the material, with the textbook serving as a supplement/reference that offers additional detail and provides relevant problems to work. Molecular models can be very useful in helping to learn and understand structural organic chemistry concepts. However, building models can be time consuming, and you cannot use them during tests.
- Come to class. The availability of course notes leads to a natural temptation to skip class. The notes are intended to help you learn, and to enable you to listen in class and make a few extra notes of your own, rather than focus on frantically copying everything. However, they are incomplete without the explanations, emphasis, model demonstrations, and highlighting that will be provided during class. There are many concepts in this course that are truly new to most people, and it is unlikely that you can simply read the notes or the book and understand everything (or be sure what your instructor considers most important...). Most students find that more explanation of this material is needed - not less.
- Take advantage of discussion sections. Because this is a three-semester-hour course, discussion sections in this course are optional, and no graded materials will arise from them. These discussions are essentially weekly help sessions for you. Attendance in discussion sections tends to rise considerably right before exams, but, unfortunately, they cannot magically catch you up in one sitting. On the other hand, for those who attend regularly, these sessions offer an opportunity for getting additional help and concept reinforcement in a smaller, less formal class setting. They may also facilitate formation of study groups with other class members.
- Take advantage of office hours offered by me and the TAs.
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
Reasonable accommodations are allowed for students whose religious holy days coincide with their classroom assignments, tests, and attendance if the student notifies the instructor in writing of any such religious Holy Day conflicts within the first days of the semester and no later than the third week. (See the UI Operations Manual, 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%20-%2C2%A00).

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. A student may request academic accommodations for a disability (such as a mental health, attention, learning, vision, and a physical or health-related condition) through the Student Disability Services (SDS) office. The student is responsible for discussing specific accommodations with the instructor. Note that accommodations are not granted retroactively but from the time of the student’s request to the instructor onward; additionally, accommodations must be requested at least two weeks in advance of the related assignment or exam (https://sds.studentlife.uiowa.edu/).

CLASS RECORDINGS: PRIVACY AND SHARING
Course lectures and discussions are sometimes recorded or live-streamed. 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/).

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 (SG0), 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.

MENTAL HEALTH
Students are encouraged to seek help as a preventive measure or if feeling stressed or overwhelmed. Students should talk to their instructors for guidance with specific class-related concerns and are encouraged to contact University Counseling Service (UCS) at 319-335-7294 during regular business hours to schedule an appointment. USC offers group and individual therapy as well as counseling for couples about relationships while making referrals to other resources (https://counseling.uiowa.edu/). Student Health can also address related concerns (https://studenthealth.uiowa.edu/). These visits are free to students. 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 is committed to making the classroom a respectful and inclusive space for people of all gender, sexual, racial, religious, and other identities. Toward this goal, students are invited in MyUI to optionally share the names and pronouns they would like their instructors and advisors to use to address them. The University of Iowa prohibits discrimination and harassment against individuals based on race, class, gender, sexual orientation, national origin, and other identity categories indicated by the University’s Human Rights policy. Contact the Office of Equal Opportunity and Diversity at https://diversity.uiowa.edu/division/office-equal-opportunity-and-diversity-eod.

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 are expected to conduct themselves in a manner that maintains an environment free from sexual harassment and sexual misconduct. Those experiencing sexual harassment are strongly encouraged to report the incidents and to seek help (https://osmrc.uiowa.edu/).