“The University of Iowa strongly encourages students, faculty, and staff to be vaccinated against COVID-19. The university also encourages students, faculty, and staff to wear a face mask while on campus, and strongly encourages the use of face masks in all classroom settings and during in-person office hours. However, face mask usage is not required except on CAMBUS and in specified research and healthcare settings”.

Course Description and Goal

CHEM:1080 provides a general introduction to chemistry and is appropriate for students who have not had an advanced chemistry course in high school. Students will learn how scientific knowledge is acquired, applied, and communicated, as they master many of the key concepts central to the science of chemistry. Students are expected to consistently work throughout the semester on developing relevant chemical content knowledge, critical thinking abilities, and problem-solving skills through active learning in and outside the classroom.

The goals of this course are as follows:

- Mastery of major concepts and theoretical principles in chemistry
- An understanding of the relationship between the microscopic, macroscopic, and symbolic descriptions of matter and the changes it undergoes
- Provide opportunities to develop critical thinking and problem-solving skills

This course is approved as part of the General Education Program (GEP) in the College of Liberal Arts and Sciences (CLAS) and can be used to fulfill part of the requirement in the Natural Sciences category.

This course will cover the following topics: identifying organic compounds and main functional groups in organic compounds, naming and drawing structures (alkanes, alkynes, alkenes, aromatics, alcohols, etc.), introduction to organic reactions (like addition, elimination, oxidation-reduction, hydrolysis, etc.), introduction to chirality, introduction to the chemistry of biomolecules (carbohydrates, lipids, proteins, etc.) and metabolic pathways and metabolism carbohydrates.

Requirements: CHEM:1070 or high school chemistry.
Course Learning Objectives

At the end of this course, successful students will be able to:

- Demonstrate basic understanding of the structure and properties of chemical systems using the tools of the discipline including models, data analysis, and the use of symbolic representations.
- Gain experience in the practices of scientific investigation including observation, logic, analysis, objectivity, precision, and clear communication.

Course Delivery

CHEM:1080 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. Maalouf
- **Time:** Mondays, Wednesdays, and Fridays at 8:30 AM in W151 PBB
- **Delivery Format:** Lectures will be delivered in-person during scheduled time. The lectures will be captured using Panopto software, whenever possible, and links will be posted on ICON by 8:30 AM on day of the next lecture time.

In-person Discussion Sections

- **Instructor:** graduate teaching assistant (TA) overseen by Professor 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:** Professor 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 work.
- **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 Firebox 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 your Student Disability Services to determine the requirements for the specific technologies needed to support your online classes.

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

Required Textbook/Media

The required textbook[es]/resources for this course are:

- **Textbook:** The following e-Textbook is provided as part of ICON Direct Textbooks and approximately $43.99 will be applied to your U-Bill.  

- **Online Homework:** Access to online homework is provided as part of ICON Direct Textbooks and approximately $48.75 will be applied to your U-Bill.  

- **Gradescope** – free assignment and exam grading software, [https://www.gradescope.com](https://www.gradescope.com). More details about acquiring this access will be posted on ICON.

- A **webcam**. A headset with a microphone is recommended.

- **Zoom** – web conferencing software. Instructors’ and TAs’ personal Zoom links are available on ICON.  
  To join a meeting or personal link, go to [https://uiowa.zoom.us](https://uiowa.zoom.us). For a tutorial and information on how to prepare for Zoom meetings before your first meeting, go to [https://continueteolearn.uiowa.edu/nas1/de/Zoom_faq.html](https://continueteolearn.uiowa.edu/nas1/de/Zoom_faq.html)

- **PDF generator/converter software.** Students will need a way to create a single pdf of multiple page assignments. Many free app options are available, including CamScanner and Microsoft Office Lens.

Opt Out for ICON Direct Electronic Materials

To be discussed in the August 23rd lecture: To maintain compliance with HEA funding rules found in the Code of Federal Regulations, an opt-out mechanism for course fee-funded electronic course materials is provided. Your access to ALEKS and eTextbook are such materials. Students can opt out of a single content item, such as ALEKS or etextbook) choosing to opt-out, you will no longer have access to these electronic materials (ALEKS and/or the eTextbook). Please consider that if you choose to opt out, you will not be able to earn ALEKS points, which corresponds to missing up to 238 pts. Further, you will not have access to the e-textbook. Since opting out would severely limit the grade that you could obtain in this course, we strongly recommend that you do not opt out. Access to ALEKS and the etextbook 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 September 3rd at 6:00PM. If you have opted out by mistake and now want to opt back in, please use the same instructions in our ICON course to opt back in before the identical September 3rd deadline. You cannot change your decision after 6:00PM on September 3rd.
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>435 pts.</td>
<td>43.5% (14.5% each)</td>
</tr>
<tr>
<td>Final Exam</td>
<td>145 pts.</td>
<td>14.5%</td>
</tr>
<tr>
<td>ALEKS Assignments</td>
<td>178 pts.</td>
<td>17.8%</td>
</tr>
<tr>
<td>ALEKS Pie Completion</td>
<td>60 pts.</td>
<td>6.0%</td>
</tr>
<tr>
<td>Lecture Question Sets</td>
<td>70 pts.</td>
<td>7.0%</td>
</tr>
<tr>
<td>Discussion Activities</td>
<td>112 pts.</td>
<td>11.2%</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>1000 pts.</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

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 600 points or more by the end of the semester.

<table>
<thead>
<tr>
<th>Letter Grade Range</th>
<th>Points Range</th>
<th>Point Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A range {A+, A, A-}</td>
<td>900.0 – 1000</td>
<td>90.0 – 100%</td>
</tr>
<tr>
<td>B range {B+, B, B-}</td>
<td>800.0 – 899.9</td>
<td>80.0 – 89.9%</td>
</tr>
<tr>
<td>C range {C+, C, C-}</td>
<td>700.0 – 799.9</td>
<td>70.0 – 79.9%</td>
</tr>
<tr>
<td>D range {D+, D, D-}</td>
<td>600.0 – 699.9</td>
<td>60.0 – 69.9%</td>
</tr>
<tr>
<td>F range</td>
<td>below 600.0</td>
<td>below 60.0%</td>
</tr>
</tbody>
</table>

Plus and minus grades will be assigned. Those grades will not necessarily be evenly split among the three categories (for example, # B- ≠ # B ≠ # B+). The grade of A+ will be assigned to reward exceptional achievement, typically around the top 1% of the class. Minor adjustments can be made at the end of the semester if necessary.

Opportunities to earn points in the course are complete once the final exam is finished (by December 17th). 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 Learning Activities

To successfully complete this course, students will:

- Read assigned chapters and download lecture notes.
- Attend and participate in lecture.
- Complete lecture question sets on ICON.
- Participate and complete a weekly group worksheet in discussion.
- Complete ALEKS online homework.
- Complete in-person exams.
- Frequently check ICON and read announcements.
Course Assessment

Lecture Question Sets [34-38]:

There will be 34-38 sets of lecture question sets administered online via ICON covering material from the lectures and are meant to assess how well you are preparing prior to lecture and retaining information and mastering the concepts. The day before a scheduled lecture time, 2-3 questions will be available on ICON on material covered in previous lectures or to be covered on lecture day. These questions will be available until 8:30AM the following lecture meeting time. Each set of questions will consist of 2-3 multiple-choice, fill in the blanks, matching, true/false questions and will be worth a total of 3 points based on accuracy. Over the entire course, 76 points will be offered in lecture questions, but a value of 70 points will be defined as full lecture questions credit. The average points offered provide a cushion so students still can achieve the maximum points should an absence occur or have poor performance on the question set on occasion.

Answers to the questions will be available after the due date. There will be no extensions to lecture questions deadlines; no make-up will be offered. For extended illnesses over multiple weeks, students should contact the instructor.

Lecture question sets are to be completed individually by the student registered for this course. Students can use their personal class notes (electronic or hardcopy formats) to complete lecture question sets.

Discussion Activities [14]:

Discussion sections are limited to up to 28 students and are a 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, gain problem-solving experience and work in peer teams. Graduate teaching assistants (TAs) will facilitate learning teams by highlight key course concepts and efficient problem-solving strategies. Attendance and participation are expected throughout the entire semester.

Discussion sections meet weekly starting on the first week of classes (August 23-27) and then throughout the semester with 14 weeks counting for points. Discussion will include a peer-team worksheet to promote discussion, support deeper understanding of material and develop key problem-solving skills. You cannot participate in guided-inquiry activities and class discussion if you are not present (i.e. attending your enrolled in-person section). Consult your class schedule on MyUI for meeting times and locations.

Starting in the second week of the semester, 9 points are awarded weekly for participation and performance in discussion activities. Tuesday through Friday discussion sections will meet the first week of classes, but points will be awarded starting on August 30. Monday discussion sections will be awarded points on the first day of classes, August 23, due to the Labor Day holiday in the third week of the semester. You will need a web-enabled device to connect to Gradescope for the discussion activity. Teamwork completed in discussion must be submitted using the free software, Gradescope. It is the responsibility of all team members to check that their discussion document has been submitted within 30 minutes of the end of their discussion period. You cannot participate in guided-inquiry activities and class discussion if you are not present (i.e. attending your enrolled in-person section).

A maximum of 112 discussion points can be earned for the course. The 9 points earned each week are based on your active participation, contributions to, and performance on group activities (4 pts active participation and 5 pts quality of worksheet responses). While 126 points are offered through discussion activities, only a maximum of 112 points will be counted toward the course grade.
The average points offered provide a cushion so students still can achieve the maximum discussion points should an absence occur or have poor performance on the review activity on occasion. If the absence is due to illness or a University-sanctioned reason and the student wishes to make up the absence, the student should contact their discussion TA to arrange attendance in a different section that meets in the same calendar week M-F, which in some cases may mean that you may need to attend prior to your regular section. For extended illnesses over multiple weeks, students should contact the instructors.

**ALEKS Online Homework Assignments [14]:**

ALEKS (Assessment and LEarning in Knowledge Spaces) is an adaptive, Web-based homework system that helps students to improve their problem-solving skills and conceptual understanding of chemistry while also remediating gaps in prerequisite knowledge. To access ALEKS, please follow the instructions provided on the CHEM:1080 ICON homepage. There are two main components of ALEKS that will be utilized in this course: Assignments and Pie Completion.

Fourteen ALEKS assignments (called “Objectives” in ALEKS) will be assigned throughout the semester associated with the chapters covered in the course (see course calendar for due dates). Each of the 12 chapters has one or two assignments that sum to a chapter point total in the range from 8 to 30 points. While a total of 198 points are available through ALEKS assignments, only a maximum of 178 points will be counted towards the grade. The average points offered provide a cushion so students still can achieve the maximum homework points should an absence occur or have poor performance on a homework assignment. There will be no extensions to homework deadlines. For extended illnesses over multiple weeks, students should contact the instructors.

Due to the adaptive nature of ALEKS, **students must first complete an Initial Knowledge Check assessment before any assignments are released.** The Initial Knowledge Check takes approximately 30-45 minutes to complete and helps ALEKS determine a student’s prerequisite knowledge. The results of a student’s Initial Knowledge Check and how a student progresses through an assignment will determine the total number of questions per assignment. Therefore, not all students will have the same number of questions for an assignment.

Additionally, if a student does not complete an assignment before the specified deadline, ALEKS requires students to finish certain questions from prior assignments that it deems as necessary prerequisite knowledge for the current assignment. Any questions deemed as prerequisite knowledge must be completed before ALEKS releases the rest of the questions from the current assignment and no credit will be given back to the original assignment where those questions were introduced. Therefore, it is in your best interest to work in ALEKS on a regular basis to complete all assignments prior to their deadlines, or else you may quickly fall behind. The instructors have created two-part assignments for many chapters to help students work in ALEKS regularly. Further details on how ALEKS works can be found on the CHEM:1080 ICON site.

**ALEKS Online Pie Completion:**

ALEKS measures topics learned and mastery of course material with completion of a pie chart throughout the semester. As a student completes their assignments, their course pie chart will fill in. ALEKS will switch to “Open Pie Mode” if a student completes all the topics in the current homework assignment before the due date and before the next assignment is released. In Open Pie Mode, students can return to previous topics they missed or left incomplete, review previous topics, and/or work ahead on upcoming topics. Additionally, several Open Pie Mode times have been scheduled for several days before each midterm exam, during Thanksgiving break, and before the final exam. When a student returns to previous assignments during Open Pie Mode and completes missed topics, points do not add to the overdue homework assignment; rather, progress is shown toward pie completion. For this course component, a maximum of 60 points will be assigned to students who achieve 85% or greater completion of their pie chart. For students who complete less than 85% of their pie chart, points will be scaled according to the percentage less than 85% achieved.
In-Person Exams [4]:
There are three 1½ -hour unit exams and a 2-hour cumulative final exam. Exams consist of a combination of multiple-choice and free response questions. The multiple-choice questions of the exams are graded on the number of correct answers, with no penalty for guessing; while the free response portion can earn partial credit.

- Exam 1: Wednesday, September 22 (09/22/2021) 6:30PM - 8:00PM CT Unit 1
- Exam 2: Wednesday, October 20 (10/20/2021) 6:30PM - 8:00PM CT Unit 2
- Exam 3: Wednesday, November 17 (11/17/2021) 6:30PM - 8:00PM CT Unit 3
- Final Exam: date and time to be determined later (Cumulative) all 4 Units

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: #2 pencils (wood or mechanical), an eraser, a blue or black pen, their University ID, and a basic scientific calculator (for example TI30Xa or TI-30XIIS). 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.

Course Resources

Course Website:
CHEM 1080 – 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 ALEKS (homework) and an eText version of the textbook. Lecture notes, lecture recordings, sample exams, discussion worksheets, 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 for drop/add signatures, section changes, make-up exam scheduling, tutor lists, submitting SDS accommodation letters, and general questions. Students are encouraged to email or call concerning questions or to make an appointment. 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. Some TAs may have in-person hours and some may have virtual hours via Zoom. More information will be posted on the CHEM:1080 ICON website at the beginning of the semester with the date, time, and modality of the TAs’ hours.
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. Please contact the individual resource to inquire about eligibility and/or whether services are offered in Fall 2021.

- Supplemental Instruction through University College: https://tutor.uiowa.edu/find-help/supplemental-instruction/
- Tutor Iowa: http://tutor.uiowa.edu

You may also be eligible for additional support through the following:

- Athletics Student Tutoring: https://academics.hawkeyesports.com/academic-success
- College of Engineering Tutoring: https://engineering.uiowa.edu/current-students/academic-support-and-tutoring/engineering-tutoring
- Nursing/Pre-Nursing Academic Support: https://nursing.uiowa.edu/diversity/academicsupport
- TRIO Student Support Services: https://diversity.uiowa.edu/programs/student-support/trio-student-support-services

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) to request a make-up exam for recognized University activities or religious obligations, the online form must be completed 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). The decision as to the acceptability of any make-up request rests with the instructors and a point penalty may be imposed. 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 online 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, October 1st (10/01/2021)  6:00PM - 7:30PM CT
- **Make-up Exam #2:** Friday, October 29th (10/29/2021)  6:00PM - 7:30PM CT
- **Make-up Exam #3:** Friday, December 3rd (12/03/2021)  6:00PM - 7:30PM CT

**Final Exam Conflicts:** The final exam will be given online 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 for a virtual examination 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 published deadline (https://registrar.uiowa.edu/fall-2021-exam-information) at the Registrar's Service Center, 17 Calvin Hall, M–F, 8:00 AM–4:30 PM (319-384-4300). For exam conflicts during the Fall semester, the course having the lower department letter will take precedence.
**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 can expect to receive weekly communications from the instructors (via course “Announcements”). Students should check the ICON Discussion board first as common questions will be addressed there. You can expect to receive responses to your inquiries within 24-48 hours. 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](#)).

**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 to be completed individually by the student registered for this course. Students can use their personal class notes (electronic or hardcopy formats) during the exam. 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. Students are not to take pictures of the exam. Any student who sees what they think is a part of an exam is to report it immediately to the instructors. Any student getting assistance on an exam or posting anything in texts, social media, and/or the internet about an exam will be reported to CLAS for academic misconduct. Zoom meetings may be used to proctor the exams so students are expected to be present in those meetings while completing the online exam. Students are expected to follow all instructions provided by the instructors and teaching assistants during the exam.

- **ALEKS homework:** You must complete your own ALEKS 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 ALEKS. TAs and faculty Zoom 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.

- **Discussion:** Students will work in groups in discussion for the worksheet. Students are expected to actively participate in the group activities. When the group worksheet is uploaded for submission on Gradescope, students identified on the worksheet are expected to have attended class and contributed that day. Students are not permitted to ask group members to submit their name on the work when they did not attend, and group members are not permitted to include students who did not attend. Any mischaracterization of group members’ contributions will be reported to CLAS for academic misconduct.
**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) 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 should contact their TA right away to inquire about makeup possibilities (see *Discussion* section of syllabus for details); otherwise, the designed point overage in discussion can provide cushion for the absence.
- If a Lecture Question Set is missed, no makeup opportunities are provided and the designed point overage can provide cushion for the missed set (see *Lecture Question sets*).
- If an ALEKS 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. The designed point overage can provide cushion for the missed homework assignment. Students will have an opportunity to work on past due assignments, not for points toward the assignment, but rather for points toward their ALEKS pie completion (see the *ALEKS* section for more details).

**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.

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%A0-0).

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/).

**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. UCS 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/).
Tentative Course Calendar

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>
</tr>
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<td>Aug 23</td>
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<td>Introduction &amp; Syllabus</td>
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<td>25</td>
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<td>Chapter 13</td>
<td>ALEKS 12- Part 2</td>
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<td>Final Exam: TBA by the Registrar by 5th week</td>
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* ALEKS Homework, Discussion Worksheets, and Lecture Question sets due dates, including any changes, will be displayed within ALEKS and on ICON. All out-of-class assignments are due at 11:59 PM unless otherwise indicated.