#### CHEM 1451 Chemistry for Health Sciences Section 500 Online Academic Partnership (AP) Course 15-Week (01/14/2019 – 04/26/2019)

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**Course Description:** Survey of general, organic, and biochemistry with emphasis on applications to the human body. Measurement, atomic theory and structure, bonding, quantitative relationships in chemical reactions, gases, solutions, electrolytes, organic functional groups and nomenclature, organic reactions, carbohydrates, lipids, proteins, enzymes, metabolism, and nucleic acids.

### **Required Materials:**

1) **The textbook** is *General, Organic and Biological Chemistry* (2nd edition) by Seiichiro Tanizaki (2017). The *E*-textbook comes with the online homework system. The hardcopy of the textbook is available at UTA bookstore because some students prefer to read a book on paper rather than on computer. <u>Purchasing of the hardcopy is not required.</u> The *E*-textbook uses colors (texts and figures), but the hardcopy is printed in black and white. The hardcopy of the textbook does not come with an access code to the online homework system. Other textbooks or the 1<sup>st</sup> edition will not be supported. The hardcopy of the textbook is available only for your convenience: The hardcopy is identical to the one that you get when you print out the *E*-textbook on your own (The E-textbook may include the updates that are not found in the hardcopy).

Access to the online homework system. There is no option to purchase the access without the *E*-textbook. The instructions for purchasing access are given under the "Homework" section of this syllabus. You must know that when you withdraw from this course or incomplete this course, then you must purchase access again when you re-take this course or complete this course.
 The laboratory manual is available free in the Blackboard course shell as part of course materials.

4) Laboratory Kit available at the UT Arlington bookstore is the ONLY accepted lab kit. (Required, not optional and no exception). See the lab syllabus of this course on how you can rent the lab kit.

5) **Chemicals:** You must supply chemicals (mostly household items such as salt) and some equipment (household items such as paper towel) by yourself. All chemicals you need for experiments in this course are household items and readily available except two items: **food dye** and **citric acid**. You may not be able to find them in a local grocery store, but can purchase it online. Make sure to order it in advance so that you could complete the experiment by the due date. Extension to the due date will not be allowed.

- You will need one box of McCormick® Assorted Food Colors & Egg Dye (<u>https://www.mccormick.com/spices-and-flavors/extracts-and-food-colors/food-colors/assorted-food-colors-and-egg-dye</u>: accessed on 01/06/2019). You will need it in Lab 2. If you do not use a correct food dye, then your experiment result may not come out correctly and lose credits.
- You will need 100% pure citric acid (typically in solid powder form; DO NOT buy it in liquid form) in Lab 3. The minimum amount you need is 10 g.

#### 6) A scientific calculator with the mathematical logarithmic function.

7) Access to a printer and access to a device that can make acceptable digital images (cell phone app, scanner or copy machine with fax capability, etc.). Scans of lab reports will be uploaded to your course shell for grading. Make sure to use the **PDF** format for submitting your report.

8) The Respondus LockDown Browser and a webcam: You will need this special web browser and a webcam to take all graded exams in this course. The details are given in this syllabus.

**Course Prerequisites:** All students should have completed MATH 1301 or MATH 1302 or MATH 1303 or MATH 1315 or MATH 1316 or MATH 1322 or MATH 1323 or MATH 1324 or MATH 1421 or MATH 1426 or equivalent. To receive credit for CHEM 1451, you must also be enrolled in CHEM 1451 lab. CHEM 1451 cannot be counted for major credit toward a degree in science or engineering.

**Student Learning Outcomes:** Upon completing the course, the student should be able to understand major concepts in general, organic and biochemistry. (More detailed learning objectives are given in separate handout available in Blackboard course sites.) 1) (**General Chemistry**) To understand scientific measurement, atomic theory and structure, chemical bonding, quantitative relationship in chemical reactions, and acid-base chemistry.

2) (Organic Chemistry) To understand nomenclature, chemical reactions and properties of organic compounds.

3) (Biochemistry) To understand molecular structures, chemical reactions and properties of carbohydrates, lipids, and proteins.

#### Before You Continue Further...

I have compiled **eight frequently-asked-questions** (FAQ) on this page. Please make sure to read them before you commit yourself to this course. You'll need to decide if this course meets your needs, your approach to learning, and your personal schedule. You should know what the expectations are in this course before you start. You do not want to find out that your expectations differ from the expectations set for this course during the semester.

#### 1. I don't want to rent the lab kit from the UTA bookstore because ...

**Answer:** Chemistry is a hands-on scientific subject, and lab experiments are important ingredients to learn and practice chemistry. You will perform chemistry experiments at home by using the lab kit. The lab kit rented from the UTA bookstore is required. The lab kit is standardized specifically for experiments conducted in this course and its quality has been examined and tested. There will be no exception to this requirement. If you do not like this course arrangement, then I suggest you to take a chemistry course in a face-to-face class setting or find an online course that does not require a standardized lab kit (please make sure to consult your academic advisor and make sure that such a course is transferable and satisfies the degree requirement).

(NOTE) If you are retaking this course and have purchased the lab kit from the UTA bookstore, then you must contact Cindy Medlen (Department Manager General Merchandise, <u>0812gm@follett.com</u>). When they verify your purchase, they will provide you with the lab kit number and the paper work that is necessary for the lab check-in.

#### 2. I need to finish the course faster than 15 weeks. I should be able to, right? That's why I am taking an online course.

**Answer:** No. This online course is designed for 15 weeks. An online course allows you to take a course anytime and anywhere, but that does not mean that you can change the course schedule. You can watch lectures and take exams anywhere and anytime. However, you cannot make this 15-week course into, for example, a 5-week course just for you. Not all exams will be available right away. If you turn in a lab report early, please know that the report will not be graded until the due date.

#### 3. In this course, I have my Coach and a course Teaching Assistant (TA). How can they help me?

**Answer:** In this course, your Coach is responsible ONLY to grading your lab reports. They can help you figure out questions related to the laboratory experiments. All other questions should be directed to the course email account:

#### aochem1451@uta.edu

The TA of this course and I are happy to answer questions related to lecture material. For homework assignments, most of questions come with the complete solution. If you do not know how to approach them, then read the explanations given in the solution. Then, try the homework questions again. As long as you complete the questions by the due date, there is no penalty for requesting solutions to homework assignments.

#### 4. I need more time to take an exam.

**Answer:** Exam times are only extended if you have an accommodation letter from the Office of Student Disabilities. Otherwise, exam times stay the same.

#### 5. Questions in an exam are different from what you are teaching. How am I supposed to solve them?

**Answer:** By reading the textbook, watching lecture videos, and working on homework assignments, you want to understand and master the learning objectives that are tested in an exam. Memorizing a solution for a question or learning how to plug in numbers into an equation is not considered learning in this course. For each question, you must analyze the question and solve it by using your critical thinking skills. If you expect that exam questions will be identical to homework questions and that you should be able to solve them by simply memorizing answers without understanding, then this course is not for you. That being said, the course provides you with the practice exams that you could use to prepare for exams. Having said that, the course provides the practice exam questions that you can use to prepare for exams.

#### 6. Lab reports should be graded easy because I am doing this on my own.

**Answer:** Your lab report will be graded according to the grading guidelines specified in this syllabus. Throughout the semester, the correct use of significant figures and units will be checked because one of the goals in this course is to learn how to write a scientific report properly.

# 7. Why do I need to learn about significant figures? I lost many points for incorrect significant figures in my lab reports. I don't think it is fair.

**Answer:** For a university-level chemistry course for science-related majors (including health professions), one of the learning objectives is to write a scientific lab report properly with the correct notation. We ask students in this course to learn how you record and use measured numbers correctly when you take this course. If that is too overwhelming to you, I suggest you look for a chemistry course that does not require you to do so. (Please make sure to consult your academic advisor and make sure that such a course is transferable and satisfies the degree requirement).

#### 8. I never have taken chemistry before or I last took chemistry a long time ago.

Answer: Although this course is an introductory chemistry course, the course is designed to satisfy the degree requirement for the Bachelor of Science in Nursing and will be taught at such a level. Many students have successfully completed the course although they did not take any previous chemistry course. However, they, who have never taken a chemistry course or who took chemistry a long time ago, were willing to spend time studying and they studied regularly. Cramming a subject in one night or procrastination will not work in succeeding in this course. Please know that learning chemistry online is not easy, and make sure to consider if this online course is your choice to learn chemistry successfully.

#### **Contact Us**

When you need help, it is important to contact the right person in order to solve your issue quickly. Please make sure to read the following guidelines. In this course, you will have a course instructor, a teaching assistant, and your academic coach throughout the semester.

1. When you have questions and issues about the course material (reading assignments, lesson videos, and homework assignments) and course administrative questions, please contact the course instructor and the teaching assistant by using the following course email

#### aochem1451@uta.edu

It will take longer for you to get a response if you email your Coach about these issues because your Coach will forward your email to the course email, and that means that your email will take longer to reach us.

2. In this course, the role of your academic coach may be different from what you experienced in previous courses. The role of your academic coach is limited to <u>answering your questions about the lab procedures</u>, <u>grading your lab reports</u> and <u>making comments for improvement</u>. Please do not email them with other questions related to reading assignments, lesson videos, and homework assignments. Send those types of questions to the course email account instead. If you email them to your academic coach, they will have to forward them to the course email account. To save time, make sure to email your questions to the right person.

**3.** If you need to replace an item in the lab kit or if you have questions about the lab kit purchase, email Cindy Medlen (Department Manager General Merchandise, <u>0812gm@follett.com</u>). We strongly recommend you to email her so that you can keep track of communication between you and her. (Do not call the bookstore for the replacement or the lab kit order because often your request will get lost.)

**4.** If you need assistance on how to navigate the homework system, or if you have a technical issue related to a homework assignment (for example, a question does not appear on your computer screen.), then go to the following website address:

#### https://www.mheducation.com/highered/contact html

On the website, find the phone number for support team and call them. Support hours are listed in the website.

5. You have technical questions related to Blackboard – such as how to check your grade, contact the Blackboard support team via the following web address.

#### https://uta.edusupportcenter.com/

It is important to know that the online homework support team and the Blackboard support team are different. Each team will not be able to trouble-shoot the other team's issues.

#### **Major Assignments and Examinations:**

Before you start working on the course assignments, a student must pass **the Syllabus Quiz** and complete the lab check-in (**the Lab Kit Rental Confirmation**, **the Lab Kit Number Verification** and **the Lab Kit Component Inventory**). Failure to pass the quizzes and/or to complete the lab check-in process may preclude the participation in the graded sections for which a grade is assigned.

**Five exams** will be given during the semester. These exams will cover the textbook reading, lecture material (lesson videos), homework, and assigned problems (the end-of-chapter questions). Each exam will be administered in **60 minutes** during the dates specified in this syllabus. **Web-based homework problems** will be assigned and graded.

You must also be enrolled in CHEM 1451 lab and need to complete **the lab orientation** and to perform **seven at-home chemistry experiments** and submit pre-lab and post-lab reports to Blackboard which are to be graded by your Coach (See the lab syllabus for details).

If you drop or fail CHEM 1451, any grades earned in a previous semester (exams, labs and homework) cannot be carried over when you re-take CHEM 1451. You must complete all exams, lab assignments and homework assignments a new in the current semester.

Grading: The grade in this course will be determined in the following manner.

Grade Category	Category Weight
Exam Average	65%
Homework Average	10%
Lab Average	25%
Total Course Score	100%

Exam and homework assignments are explained in detail later in this syllabus. Lab is explained in detail in the Lab syllabus. **You must receive at least 60% in lab average to be eligible to pass the course.** In other words, if your final lab average is below 60%, then you will automatically receive F in this course.

Your grade in this course is calculated by the following formula.

Total Course Score =  $(0.65) \times (\text{Exam Average}) + (0.10) \times (\text{Homework Average}) + (0.25) \times (\text{Lab Average})$ 

**Example:** A student earns exam average = 83.80, homework average = 92.00, and lab average = 87.00, the total course score is calculated as follows.

Total Course Score =  $(0.65) \times (83.80) + (0.10) \times (92.00) + (0.25) \times (87.00) = 85.42$ 

There will be no curving on exams or no extra credit assignments in this course to a specific student.

## If you drop or fail CHEM 1451, grades earned in the lab and the homework cannot be carried over when you re-take CHEM 1451.

All numerical grades are calculated by rounding them off to **two decimal places**: If the digit to be removed is less than five, then it is rounded down. If the digit to be removed is equal to or larger than five, then it is rounded up. For example, if your calculated final grade is 89.5649..., then your final grade is rounded to 89.56. Grades will be assigned according to the following scale.

Total Course Score (in %)	90 and above	80 – less than 90	70 – less than 80	60 – less than 70	Below 60
Letter Grade	А	В	С	D	F

#### Exams

1) **Five exams** will be given during the semester. These exams will cover the textbook reading, lecture material (lesson videos), homework, and assigned problems (the end-of-chapter questions). Each exam will be administered in **60 minutes** during the dates specified in this syllabus.

2) (**Make-up Exam Policy**) No make-up exams will be given, and any missed exams will result in a grade of zero. However, the final exam score (= Exam 5) will replace the lowest score among Exam 1, Exam 2, Exam 3, and Exam 4 if it is to the student's benefit. For example, if you miss one of midterm exams (Exam 1 through Exam 4), then the score of the missed exam will be replaced by the final exam score. Final exam score will neither be replaced nor dropped.

**Example:** You had Exam 1 = 83, Exam 2 = 92, Exam 3 = 80 and Exam 4 = 65. You earned 82 in Final Exam (= Exam 5). Then, the "Exam Average" is calculated by replacing the exam 4 score with the final exam score:

Exam Average = (83 + 92 + 80 + 82 + 82) / 5 = 83.80

The grading policy is **NOT** the same as dropping the lowest exam score. **If your final exam score is the lowest**, then final exam score is **NOT** replaced by any other exam scores. All **FIVE** exam scores (none dropped) are used to calculate the "Exam Average" without replacement.

**Example:** You had Exam 1 = 83, Exam 2 = 92, Exam 3 = 80 and Exam 4 = 65. You earned 60 in Final Exam which is the lowest among five exam sores. Then the exam average is calculated by

Exam Average = (83 + 92 + 80 + 65 + 60) / 5 = 76.00

#### **Examination Needs**

To take an exam in this course, you are allowed to use the following items.

1) A scientific calculator (as specified in the syllabus).

2) Pen, pencils, and eraser.

3) One sheet of a <u>blank</u> letter-size (8.5 by 11 inches) paper.

4) The periodic table: You cannot use any periodic table. It must be the one that is provided in the Blackboard course shell for testtaking purpose. No other periodic table is accepted. If you cannot find it, make sure to ask us.

5) Photo ID (Preferably, your UTA Student ID Card, but your driver license would work if you do not have a student ID).

Students are NOT allowed to have access to cell phones during any exam. You cannot use the notes. Using or having any other items that are not allowed for an exam in this course is considered as cheating, and your action will be processed as written in the "Academic Integrity" section of this syllabus.

It is important for you to understand the test-taking instructions because your exam score will be zero if you do not follow the instructions. To take an exam in this course, you need to use Respondus LockDown Browser with Webcam. By using a webcam, you are asked to show your ID by using a webcam and to show that you do not have any other items that are not allowed for an exam in this course. Make sure to read the following sections of the syllabus carefully.

- Appendix A explains how to install Respondus LockDown Browser.
- Appendix B explains how to take an exam by using LockDown Browser with webcam.
- Appendix C lists frequently-asked-questions regarding to exams.

#### Lecture Syllabus Spring 2019

**Homework:** Make sure to understand the information about the online homework system given below. If it is not clear, contact me with your questions. Please do not assume anything on the grading policy. **The two lowest scores** will be dropped at the end of the semester. **This policy covers unforeseen events such as illness, technical computer malfunctions, family emergency, inclement weather, etc.** So, for example, if you missed an assignment during the semester, then the zero credit of your missed assignment will be dropped. Any zero resulting from Academic Dishonesty is not eligible to be the lowest grade dropped. No extension to the due date will be given.

#### **Homework Registration Instruction**

Once you login to the Blackboard course shell (https://elearn.uta.edu), follow the step-by-step instructions below.

Step 1. Click on "Unit 01" in the course menu on the left side of the screen.

**Step 2.** Find the "Unit 1 Homework Assignments" folder. In the folder, find the assignment "**Homework Unit 01 Chapter 1-1**". Click on the assignment name.

Step 3. You will be prompted with the page "Launch McGraw-Hill Link". Click on "Launch" and follow the instructions to register. <u>You will see the name of the author "Janice Smith" (not Tanizaki), but ignore that. As long as you did Step 2, then</u> you got the correct course. Once you register, you won't have to sign in to Connect again. Access all the assignment through the Blackboard course shell. Technical Support: Call 1-800-331-5094.

#### First Thing That You Must Do After Registration

After completing the registration, before you work on any assignments, find the link "**Troubleshoot**" at the bottom of the web page. Click on the link.



The link will determine if your computer is fully compatible with the homework system. Make sure it is. If not, then contact technical support at 1-800-331-5094.

#### Homework Grading Policy (See the figure below)

A. DO NOT click on the "Submit" button until you are ready to turn in an assignment. <u>If you submit an assignment, then you must start the entire assignment again with new questions. So be careful.</u> To save your work, use the "Save &Exit" button. Remember if you leave an assignment without using the "Save & Exit" button and close a session, then all of your work will be lost.
B. For most problems in the assignment, you can have multiple attempts. Each problem shows the number of attempts that you are allowed. You can click on "Hint" without any penalty between attempts. If you exhaust all attempts or give up on a question, then click on "Solution" to find out how to solve the question.

**C.** You can click on the "**Check My Work**" button to check your answer. If there are multiple parts in a question, the button applies to all parts whether or not they are answered. In other words, you cannot check each part of multiple parts in a question at a time. **D.** If you need a help on the question, then click on "Solution" or "Guided Solution" and find out the solution. Then, the "**Try another**" button will appear.

Try another

Click on "Try another" and complete the question. As long as you answer a new question, you will receive a full credit.

Cuestion 1 (of 11)		Save & Exit Submit	A DO NOT click "Submit" until you are ready to turn in an assignment.
value: 9.00 points	Report problem	B	Shows how many times left for you to check your work.
5 attempts left Check my work	Hint	?	
Be sure to answer all parts. How many significant figures does each number contain?	Solution Guided Solution	Report problem	
<sup>a. 42.14</sup> You can click this button to check your work within the attempt specified.	lf y	Ou get stuck, then use one solution. Then, try anothe	of these two to find out er version of the question.

#### "How many times can I use "Try another" option?"

You can use "Try another" option ten times. Since most of questions, you can try 50 times per question. Some questions do not have "Try another" option. In order to receive credits for those questions that do not have "Try another" option, you must submit an assignment and then re-start the assignments again. When you re-start an assignment, you must complete all questions in the assignment. You may not work only on questions that you missed when you restart an assignment.

#### "Where can I get the help for a homework question?"

The online homework system in this course is a self-guided system and comes with solutions and guided solutions to most of questions. If you exhaust all attempts, then read the solution to the question by clicking on "**Solution**" or "**Guided Solution**". Then try another question. As long as you are willing to try, you should be able to receive credits for all questions because there will be no penalty for trying another question. Your Coach will not be able to answer a question related to homework questions.

#### "I submitted the assignment but I didn't mean to do so. Can you reset my assignment so that I could submit again?"

When you click on the "Submit" button, you will be prompted to confirm your action. If you didn't mean to submit, then simply select "Cancel", and the submission is cancelled. If you accidentally confirm your action, then you must start the entire assignment again.

#### "I submitted the homework assignment, but I don't see the score in my gradebook. Why?"

Blackboard and the online homework system do not communicate the information instantaneously. After the due date, I will synchronize two web sites so that all grades are transferred correctly.

#### How to Access the E-Textbook

Before you read the E-textbook, you must purchase access to the online homework system. After you register to the online homework system, when you click on the "E-Textbook" link on the left-hand side of the screen in the Blackboard, you will see "McGraw-Hill Connect Library" link. Click on the link and follow the instructions. You should see the textbook in PDF format under "Course files".





#### **Course Schedule:**

"As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. –Seiichiro Tanizaki"

#### Summary of Course Schedule (Lecture Component)

#### It is important for you to understand that the course schedule listed below is used for the lecture component of this course. The lab component of this course has its own syllabus (the lab syllabus) that explains the lab schedule.

All due dates are specified in Central Standard Time (CST) with Daylight Saving Time observed. If you live in a different time zone, make sure to plan your study so that you can complete the assignments and the exams according to the schedule specified in this syllabus.

Unit	Period	Homework Due Date	Exam Period*
1	January 14 - January 27	Sunday, January 27, 11:59 PM (CST)	January 25 - January 27
2	January 28 - February 17	Sunday, February 17, 11:59 PM (CST)	February 15 - February 17
3	February 18 - March 10	Sunday, March 10, 11:59 PM (CST)	March 8 - March 10
4	March 11 - April 7	Sunday, April 7, 11:59 PM (CST)	April 5 - April 7
5	April 8 - April 26**	Friday, April 26, 11: 59 PM (CST)	April 24 - April 26

\*The exam period for each unit approximately lasts three days. You must take an exam during each exam period. Each exam period starts at 1 AM (CST) on the starting date and ends at 11:59 PM on the ending date. For example, the exam period of Unit 1 is from 1 AM on January 25 to 11:59 PM on January 27, and you can take Exam 1 anytime during this period. \*\*Because the semester starts on Friday, April 26, the Unit 5 period ends on Friday.

#### **Important Dates**

January 14	Course Start Date
January 25	Census date
March 22	Last day to drop classes: Submit requests to advisor prior to 4:00 pm (CST)
April 26	Course End Date
May 3	Grade Released to Students
2	

#### Before You Start (Required and Must Be Completed ASAP)

As soon as you log into the Blackboard course shell, watch two introductory videos (Course Overview and Course Expectations) and complete the "Acknowledgment" link. Unless you complete this link, the course shell remains empty, and you will not be able to continue the course.

Then, in order to start the lecture portion of course work, you must complete Syllabus Quiz.

- Syllabus Quiz: After reading the lecture syllabus and the lab syllabus, take the Syllabus Quiz. You MUST receive 100% on this quiz to move on in this course. You can take the quiz as many times as you need until you receive a 100% score. Unit 1 course materials will appear once you pass the quiz. You cannot move to the next step until you have passed the quiz by earning 100% on the quiz. Missed work due to the incomplete syllabus quiz will automatically receive a zero grade.

### **General Chemistry Units**

### Unit 1: Chapter 1 and Chapter 2

#### Reading Assignments, Learning Objectives, Lecture Slideshows, and Sample Exam Questions

Read and study **Chapter 1** and **Chapter 2** of the textbook, and practice the-end-of-chapter questions of **Chapter 1** and **Chapter 2** of the textbook. The-end-of-chapter questions are not graded, but you should work on them in order to prepare for exam.

Learning objectives and lecture slideshows are provided to help you read the textbook and prepare for the exam.

Sample exam questions are provided. Although you will see the scores, the sample exam questions are optional and not used as a part of your grade.

#### **Homework Assignments**

Complete three homework assignments:

Homework Unit 1 Chapter 1 - 1 Homework Unit 1 Chapter 1 - 2 Homework Unit 1 Chapter 2

Although you can work at your own pace, make sure to start earlier and complete all Unit 1 homework by the due date:

#### Sunday, January 27 at 11:59 PM (CST)

Do not wait until the last minute to complete homework. You must know that it becomes more likely to miss the deadline when you wait until the last minute. If you experience computer-related problems or personal emergencies, it could cause you to miss the deadline. Extensions to due dates will not be allowed when you could not complete your homework because you waited until the last minute. Due dates are absolutely final. No extensions will be given under any circumstances.

#### Extra Credit Opportunity

It is easy to procrastinate in an online course environment because you do not have a class to attend. Procrastination is likely to lead you to last -minute cramming which will not work well for this course. Therefore, we encourage students to get ready for the semester as soon as they can and to study regularly. If you earn 100% in **Homework Unit 1 Chapter 1 - 1** and **Homework Unit 1 Chapter 1 - 2** by **Monday, January 21 at 5 PM (CST)**, then you will get extra credit for this course: 2 points will be added directly to the overall course average (not just the homework grade).

#### Practice Exam (This should not be confused with the sample exam questions or with Exam 1.)

Before you take Exam 1, you will have a chance to take a practice exam in which you can practice taking an exam by using LockDown Browser with webcam. You can take Practice Exam any time between Monday, January 21 and Wednesday, January 23.

## Please know that the score of Practice Exam is not used as a part of the course grade. It is provided for you to practice taking exams in this course.

Exam

Exam 1 covers the learning objectives of Chapter 1 and Chapter 2.

You can take Exam 1 any time between Friday, January 25 (1:00 AM CST) and Sunday, January 27 (11:59 PM CST).

#### Unit 2: Chapter 3 and Chapter 4

#### Reading Assignments, Learning Objectives, Lecture Slideshows, and Sample Exam Questions

Read and study **Chapter 3** and **Chapter 4** of the textbook, and practice the-end-of-chapter questions of **Chapter 3** and **Chapter 4** of the textbook. The-end-of-chapter questions are not graded, but you should work on them in order to prepare for exam.

Learning objectives and lecture slideshows are provided to help you read the textbook and prepare for the exam.

Sample exam questions are provided. Although you will see the scores, the sample exam questions are optional and not used as a part of your grade.

#### **Homework Assignments**

Homework Unit 02 How to Use Answer Palette (Not Graded): In this tutorial exercise, you will use the chemistry answer palette to enter formulas, balanced chemical equations, and nuclear equations. The assignment is not graded, but you are strongly encouraged to complete the assignment before you work on graded assignments in this unit. Knowing how to type answers will minimize frustration that you might experience in this unit.

In two of four graded assignments (**Chapter 3-2 and Chapter 4-2**), when you click on "Solution" or "Guided Solution", you will see the message "<u>You will not be able to try another version of this question.</u>" (Simply because they don't have another version.) If you confirm by "Yes, show me", then you must start the entire assignment anew to get the full credit. So please watch out. If you don't want to see the solution, then you can always click on "Return to question" and go back to the question.

Homework Unit 2 How to Use Answer Palette (Not Graded) Homework Unit 2 Chapter 3 - 1 Homework Unit 2 Chapter 3 - 2 Homework Unit 2 Chapter 4 - 1 Homework Unit 2 Chapter 4 - 2

Although you can work at your own pace, make sure to start earlier and complete all Unit 2 homework by the due date:

#### Sunday, February 17 at 11:59 PM (CST)

Do not wait until the last minute to complete homework. You must know that it becomes more likely to miss the deadline when you wait until the last minute. If you experience computer-related problems or personal emergencies, it could cause you to miss the deadline. Extensions to due dates will not be allowed when you could not complete your homework because you waited until the last minute. Due dates are absolutely final. No extensions will be given under any circumstances.

#### Exam

Exam 2 covers the learning objectives of Chapter 3 and Chapter 4.

You can take Exam 2 any time between Friday, February 15 (1 AM CST) and Sunday, February 17 at (11:59 PM CST).

#### Unit 3: Chapter 5 and Chapter 6

#### Reading Assignments, Learning Objectives, Lecture Slideshows, and Sample Exam Questions

Read and study **Chapter 5** and **Chapter 6** of the textbook, and practice the-end-of-chapter questions of **Chapter 5** and **Chapter 6** of the textbook. The-end-of-chapter questions are not graded, but you should work on them in order to prepare for exam.

Learning objectives and lecture slideshows are provided to help you read the textbook and prepare for the exam.

Sample exam questions are provided. Although you will see the scores, the sample exam questions are optional and not used as a part of your grade.

#### **Homework Assignments**

In one of three graded assignments (Chapter 6-1), when you click on "Solution" or "Guided Solution", you will see the message "You will not be able to try another version of this question." (Simply because they don't have another version.) If you confirm by "Yes, show me", then you must start the entire assignment anew to get the full credit. So please watch out. If you don't want to see the solution, then you can always click on "Return to question" and go back to the question.

You should practice all assignments (graded and not-graded) in order to prepare for Exam 3.

Homework Unit 03 How to Use Answer Palette: Having a problem writing a formula on the online homework system? Then, try this. Otherwise, it is optional and not graded.

Homework Unit 03 Chapter 5: Regular assignment (graded). You can "try another" for all questions.

**Homework Unit 03 Chapter 5 Supplemental:** It is optional and not graded although you are strongly encouraged to complete. No "try another" option is available. You must restart if you request a solution.

Homework Unit 03 Chapter 6-1: Regular assignment (graded). No "try another", but you can restart the assignment as many times as you need.

Homework Unit 03 Chapter 6-2: Regular assignment (graded). You can "try another" for all questions.

**Homework Unit 03 Chapter 6 Supplemental:** It is optional and not graded although you are strongly encouraged to complete. No "try another" option is available. You must restart if you request a solution.

Although you can work at your own pace, make sure to start earlier and complete all **Unit 3** homework by the due date:

#### Sunday, March 10 at 11:59 PM (CST)

Do not wait until the last minute to complete homework. You must know that it becomes more likely to miss the deadline when you wait until the last minute. If you experience computer-related problems or personal emergencies, it could cause you to miss the deadline. Extensions to due dates will not be allowed when you could not complete your homework because you waited until the last minute. Due dates are absolutely final. No extensions will be given under any circumstances.

#### Exam

Exam 3 covers the learning objectives of Chapter 5 and Chapter 6.

You can take Exam 3 any time between Friday, March 8 at (1 AM CST) and Sunday, March 10 (11:59 PM CST).

### **Organic Chemistry Units**

### Unit 4: Chapter 7 and Chapter 8

#### Reading Assignments, Learning Objectives, Lecture Slideshows, and Sample Exam Questions

Read and study **Chapter 7** and **Chapter 8** of the textbook, and practice the-end-of-chapter questions of **Chapter 7** and **Chapter 8** of the textbook. The-end-of-chapter questions are not graded, but you should work on them in order to prepare for exam.

Learning objectives and lecture slideshows are provided to help you read the textbook and prepare for the exam.

Sample exam questions are provided. Although you will see the scores, the sample exam questions are optional and not used as a part of your grade.

#### **Homework Assignments**

I'd like you to be aware of two issues when you complete homework assignments in the organic chemistry unit.

1) Most of questions in "regular" and "supplemental" assignments do not allow "try another". However, you can try an assignment as many times as you like by submitting the assignment.

2) In order to study organic chemistry, you will need to practice drawing the structure of an organic compound. However, drawing structures on computer requires technical skills. Therefore, questions that require drawing are placed in the supplemental assignment, and the "supplemental" assignment is not grade. You are strongly encouraged to complete the "supplemental" assignment to learn organic chemistry. You can work on each question in the "supplemental" assignment by using pen and paper. Each question has the solution to check your answer. Also, don't forget completing the "regular" assignment on computer because the "regular" assignment is graded.

Homework Unit 04 Chapter 7-1: It is graded and a part of your course grade.

Homework Unit 04 Chapter 7 Supplemental 1: It is not graded and optional. However, I strongly encourage to complete it. Homework Unit 04 Chapter 7-2: It is graded and a part of your course grade.

Homework Unit 04 Chapter 7 Supplemental 2: It is not graded and optional. However, I strongly encourage to complete it. Homework Unit 04 Chapter 8: It is graded and a part of your course grade.

Homework Unit 04 Chapter 8 Supplemental: It is not graded and optional. However, I strongly encourage to complete it.

Although you can work at your own pace, make sure to start earlier and complete all **Unit 4** homework by the due date:

#### Sunday, April 7 at 11:59 PM (CST)

Do not wait until the last minute to complete homework. You must know that it becomes more likely to miss the deadline when you wait until the last minute. If you experience computer-related problems or personal emergencies, it could cause you to miss the deadline. Extensions to due dates will not be allowed when you could not complete your homework because you waited until the last minute. Due dates are absolutely final. No extensions will be given under any circumstances.

#### Exam

Exam 4 covers the learning objectives of Chapter 7 and Chapter 8.

You can take Exam 4 any time between Friday, April 5 (1 AM CST) and Sunday, April 7 (11:59 PM CST).

### **Biological Chemistry Units**

### Unit 5: Chapter 9, Chapter 10 and Chapter 11

**Reminder:** The semester ends on Friday, and the course must ends on Friday. You must complete all the assignments by Friday.

#### Reading Assignments, Learning Objectives, Lecture Slideshows, and Sample Exam Questions

Read and study **Chapter 9**, **Chapter 10**, and **Chapter 11** of the textbook, and practice the-end-of-chapter questions of **Chapter 9**, **Chapter 10**, and **Chapter 11** of the textbook. The-end-of-chapter questions are not graded, but you should work on them in order to prepare for exam.

Learning objectives and lecture slideshows are provided to help you read the textbook and prepare for the exam.

Sample exam questions are provided. Although you will see the scores, the sample exam questions are optional and not used as a part of your grade.

#### **Homework Assignments**

You should be aware of two issues when you complete homework assignments in the biochemistry unit.

1) Most of questions in "regular" and "supplemental" assignments do not allow "try another". However, you can try an assignment as many times as you like by submitting the assignment.

2) In order to study biochemistry, you will need to practice drawing the structure of a biomolecular compound. However, drawing structures on computer requires technical skills. Therefore, questions that require drawing are placed in the supplemental assignment, and the "supplemental" assignment is not grade. You are strongly encouraged to complete the "supplemental" assignment to learn biochemistry. You can work on each question in the "supplemental" assignment by using pen and paper. Each question has the solution to check your answer. Also, don't forget completing the "regular" assignment on computer because the "regular" assignment is graded.

Homework Unit 05 Chapter 9: It is graded and a part of your course grade.

Homework Unit 05 Chapter 9 Supplemental: It is not graded and optional. However, I strongly encourage to complete it. Homework Unit 05 Chapter 10: It is graded and a part of your course grade.

Homework Unit 05 Chapter 10 Supplemental: It is not graded and optional. However, I strongly encourage to complete it. Homework Unit 05 Chapter 11: It is graded and a part of your course grade.

Homework Unit 05 Chapter 11 Supplemental: It is not graded and optional. However, I strongly encourage to complete it.

Although you can work at your own pace, make sure to start earlier and complete all **Unit 5** homework by the due date:

#### Friday, April 26 at 11:59 PM (CST)

Do not wait until the last minute to complete homework. You must know that it becomes more likely to miss the deadline when you wait until the last minute. If you experience computer-related problems or personal emergencies, it could cause you to miss the deadline. Extensions to due dates will not be allowed when you could not complete your homework because you waited until the last minute. Due dates are absolutely final. No extensions will be given under any circumstances.

#### Exam

Exam 5 covers the learning objectives of Chapter 9, Chapter 10, and Chapter 11.

You can take Exam 5 any time between Wednesday, April 24 (1 AM CST) and Friday, April 26 (11:59 PM CST).

**Discussion Forum:** Before you start using the discussion board, make sure to read the following instructions and rules for online discussion. In each unit, you should find the link "**Unit X Discussion Forum**". Click on the link and you will be in the discussion board. Post your question by using "**Create Thread**" or participate by using "**Reply**" function. **Keep in mind that discussion forum participation is voluntary (NOT required or graded).** 

#### **Rules for Online Discussion in CHEM 1451 Section 500**

Discussion board is meant to create a shared learning environment, facilitating student-to-student dialogue and student-to-instructor dialogue. Posted items must be relevant to students in the course. Never post any personal item (such as your address, telephone number, etc.) in the board. **Before you post a thread, check the following list.** 

- Have you put some effort into it? Discussion board is not a place where you can ask someone else to do your work.

- Is it related to the contents of this course? (If no, then don't post. Email it directly to your Coach or me.)

- Is it appropriate in a shared learning environment? (If no, then don't post. For example, if you have a question in your grade, ask your Coach or me directly. Never discuss Exam questions and Exam grades in the board. Instead email me directly.)

Discussion board is not meant to replace your study. You should not create a thread to ask an answer to assignments, exams or lab reports. (For example, don't post a question such as "What is the answer to ...?") Never post the answer to graded questions. Also, **make sure to post your question in the right place:** If you have a question about Unit 1, then do not post it in Unit 2. Make sure to post it in Unit 1 Discussion Forum.

**Participate:** This is a shared learning environment. For the maximum benefit to all, everyone should contribute although participation is voluntary.

**Report Glitches:** Discussion forums are electronic. They break. If for any reason you are having difficulty participating, please call, email me of the issue. Chances are your classmates are experiencing similar issues.

**Help Your Classmates:** You may have more experience with online discussion forums than the person sitting next to you. Give them a hand. Show them it's not that hard. They're really going to appreciate it!

**Respect Your Classmates:** Read everything in the discussion thread before replying. This will help you avoid repeating something someone else has already contributed. Acknowledge the points made with which you agree and suggest alternatives for those with which you don't.

**Be Brief:** You want to be clear—and to articulate your point—without being preachy or pompous. Be direct. Stay on point. Don't lose your readers in an overly wordy sentence or paragraph.

**Respect Diversity:** It's a multi-cultural world in which we live. Use no language that is offensive—or could be construed as such—toward others. Racists, sexist, and heterosexist comments are unacceptable, as are derogatory and/or sarcastic jokes directed at religious beliefs, disabilities, and age. Inappropriate activities will be reported to UT Arlington.

**No YELLING!** Be friendly. Using bold, upper-case letters is bad form, like yelling at somebody, NOT TO MENTION BEING HARD ON THE EYE.

**Proper Writing Style:** This is a must. Write as if you were writing a term paper. Correct spelling, grammatical construction and sentence structure are expected in every other writing activity associated with scholarship and academic engagement. Online discussions are no different.

**Cite Your Sources:** Another big must! If your contribution to the conversation includes the intellectual property (authored material) of others, e.g., books, newspaper, magazine, or journal articles—online or print—they must be given proper attribution.

**No Flaming!** Criticism does not belong to the discussion board in this course. Please, no tantrums. Rants directed at or about any of your classmates, Coaches, and the instructor are simply unacceptable and will not be tolerated. The same goes for profanity. The academic environment expects higher-order language.

**Emoticons and Acronyms:** The rise in social networking and text messaging popularity has spawned a body of linguistic shortcuts that are not part of the academic dialogue. Please refrain from :-) faces and c u l8r's.

Lastly, You Can't Unring the Bell! Language is your only tool in an online environment. The electronic footprint you leave behind is strictly verbal. Be mindful: your classmates' perception of you is one of your own making. Once you've hit the send button, you'll find your statements harder to retract.

Review your written posts and responses to ensure that you've conveyed exactly what you intended. This is an excellent opportunity to practice your proofreading, revision, and rewriting skills—valuable assets in the professional world for which you are now preparing.

**Hint:** Read your post out loud before hitting the send button. This will tell you a lot about whether your grammar and sentence structure are correct, your tone is appropriate, and your contribution clear or not.

#### Acknowledgement

This document is prepared by modifying the content of http://teaching.colostate.edu/tips/tip.cfm?tipid=128 Contributors: Peter Connor - TILT Web Content Writer and Editor **Expectations for Out-of-Class Study:** This chemistry course is a very intensive course. You must be able to spend the necessary amount of time studying chemistry. For courses on-campus, the rule of thumb for succeeding in Chemistry is three hours of study for every hour of lecture. Since there are 3 hours of lecture per week on campus, this means that at a minimum you should plan to study Chemistry additional 9 hours each week on your own. By adding hours for lab, a total of 15 hours (3 lecture hours, 9 hours of outside study, and 3 lab hours) should be reserved to study chemistry per week. Similarly, for this online course, you should expect to spend at a minimum about 15 hours per week (about 2 hours per day) studying Chemistry, in order to succeed in this course.

#### **Resources:**

Academic Coach: In this course, the role of your academic Coach is mostly limited to grade your lab report and make comments on your lab report. Your Coach will not be able to answer your questions if they are not related to homework assignments.
 Teaching Assistant:

3) See also the "Student Support Services" section in this syllabus.

#### **Other Course Policies**

**Blackboard** (**Course Shell**): **This course is an online course.** Students are responsible for checking the blackboard course website (https://elearn.uta.edu/) as well as their UTA email (the one ending in "mavs.uta.edu") for correspondence and announcements related to the course. Instructional materials (videos, study guides, and lab manual) are available on the course website.

**Drop Policy:** Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (http://wweb.uta.edu/aao/fao/).

**Disability Accommodations:** UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA),* and *Section 504 of the Rehabilitation Act.* All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting: The Office for Students with Disabilities, (OSD) <a href="https://www.uta.edu/disability/">http://www.uta.edu/disability/</a> or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at <a href="https://www.uta.edu/disability.www.uta.edu/disability.">www.uta.edu/disability.</a>

**Counseling and Psychological Services (CAPS)** <u>www.uta.edu/caps/</u> or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

**Non-Discrimination Policy:** The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit <u>uta.edu/eos</u>.

**Title IX Policy:** The University of Texas at Arlington ("University") is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. *For information regarding Title IX, visit* www.uta.edu/titleIX or contact Ms. Michelle Willbanks, Title IX Coordinator at (817) 272-4585 or titlex@uta.edu.

Academic Integrity: Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.* 

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University. Additional information is available at <a href="https://www.uta.edu/conduct/">https://www.uta.edu/conduct/</a>. Faculty are encouraged to discuss plagiarism and share the following library tutorials <a href="https://libguides.uta.edu/copyright/plagiarism">http://libguides.uta.edu/copyright/plagiarism</a> and <a href="https://library.uta.edu/plagiarism/">http://library.uta.edu/plagiarism/</a>.

**Electronic Communication:** UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <a href="http://www.uta.edu/oit/cs/email/mavmail.php">http://www.uta.edu/oit/cs/email/mavmail.php</a>.

**Campus Carry:** Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit http://www.uta.edu/news/info/campus-carry/.

**Student Feedback Survey:** At the end of each term, students enrolled in face-to-face and online classes categorized as "lecture," "seminar," or "laboratory" are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback via the SFS database is aggregated with that of other students enrolled in the course. Students' anonymity will be protected to the extent that the law allows. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit http://www.uta.edu/sfs.

**Student Support Services:** UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at http://www.uta.edu/universitycollege/resources/index.php.

#### This course satisfies the University of Texas at Arlington core curriculum requirement in life and physical sciences. The

italicized student learning outcomes required of core courses below will be assessed for each student in the laboratory portion of the course. The lab report will be assessed to determine how a student has mastered critical thinking, communication, and empirical and quantitative skills.

#### **Student Learning Outcomes:**

- Upon completing the course, the student should be able to understand major concepts in general, organic and biochemistry. (More detailed learning objectives are given in separate handout available in Blackboard course sites.) (General Chemistry) To understand scientific measurement, atomic theory and structure, chemical bonding, quantitative relationship in chemical reactions, and acid-base chemistry. (Organic Chemistry) To understand nomenclature, chemical reactions and properties of organic compounds. (Biochemistry) To understand molecular structures, chemical reactions and properties of carbohydrates, lipids, and proteins. If time permits, chemistry of nucleic acids will be included.
- The student collects data for the change in the mass during a chemical reaction. They calculate the theoretical yield and percent yield for different combinations in amounts of reactants. They discuss the concept of equivalent amount, limiting reagent, and excess reagent for each run of reactions. (*Empirical and Quantitative Skills*)
- The student learns the scientific process by designing and conducting experiments, collecting and analyzing data, and presenting results, in both written formats (*Critical thinking, Communication*)
- *Critical Thinking Skills*: to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information;
- *Communication Skills*: to include effective development, interpretation and expression of ideas through written, oral and visual communication
- *Empirical and Quantitative Skills*: to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions

**The Signature Assignment** for satisfying the Core Curriculum Requirement in CHEM 1451 will be UTA Experiment: Chemical Reaction.

### Appendix A. Install Respondus LockDown Browser

**STEP 1.** Log into Blackboard.

**STEP 2.** Click the Lockdown Browser link found in the General Announcements Module. (See the example figure below.)

Ay Blackboard Students Library	
Course List	System Notifications
Courses where you are: Student	Blackboard is functioning normally at this time.
2182-NECT-1718-118-New-Emp-Compliance-Training-2018- Spring Blackboard Training: Basics (In Person)	General Announcements • If you do not see your course(s) listed in Blackboard
My Organizations	<ul> <li>Your instructor must make the course shell</li> </ul>
You are not currently participating in any organizations.	<ul> <li>available" if they choose to use it.</li> <li>FREE Tutoring for all UTA students offered by UTSI starting this Fall - <u>visit UTSI</u> for information regarding al Free academic support services</li> </ul>
Organization Search Lockdown Boxon download link	Your instructor may require <u>Lockdown Browser</u> for online testing. Devolutional it now. Have questions about Respondus? Click here to vie Respondus support resources. Download instructions for <u>Kaltura's Capture Space Lit</u> Have you tried <u>Degree Map</u> ? This simple interface lets you personalize your degree plan to find the best lets you personalize your degree plan to find the

**STEP 3.** The webpage that opens will recognize your computer's operating system (Windows or Mac). Click the Install Now button and run the Lockdown browser installation software.



## Appendix B. LockDown Browser & Respondus Monitor Quick Start Guide

In order to take an exam in this course, you will need to use LockDown Browser with a webcam and microphone. This means that

1) Respondus LockDown Browser must be installed to your computer prior to taking an exam.

2) Your computer must have a functioning webcam and microphone.

3) A broadband connection is required.

4) The use of iPad is not supported in this course to take an exam.

5) You must take an exam in a room where there is enough light so that the webcam can monitor your test-taking. In other words, you cannot take an exam in a dark room where the webcam does not clearly show you.

6) **The role of LockDown Browser and Respondus Monitor is an exam proctor:** If the recording does not clearly show that you are taking an exam (for example, taking an exam in a dark room), a zero grade will be assigned to your exam score. If we find a behavior that is considered as a cheating and a violation of the University Honor Code, you will forfeit all exam points and may face additional disciplinary action.

#### Starting an Exam

1. Close all programs, unless one is used to connect you to the Internet.

2. Locate the "LockDown Browser" shortcut on the desktop and double-click it. (For Mac users, launch "LockDown Browser" from the Applications folder.)

3. If prompted, either close a blocked program (e.g. screen capture, instant messaging) by choosing Yes. Or, close LockDown Browser and close the blocked program before restarting. If prompted to choose Server, select "UTA Blackboard - Production" to continue.

Login to your Blackboard course.
 Navigate to the test and select it.

5. Navigate to the test and select it.

6. A new window will appear asking for the Exam Password. Enter the password and click Begin Exam. The password is

chemistry

#### After Step 6, the Startup Sequence for the webcam begins.

- Terms of Use: You will first need to review and agree to the Terms of Use.
- Webcam Check: The Webcam Check will confirm that your webcam and microphone are working properly. The first time the Webcam Check is performed on a computer, Adobe Flash Player might require you to select Allow and Remember.
- Student Photo: Position your face so it fills most of the picture window. Look into the camera and click "Take Picture."
- Show ID: Hold your identification to the camera and select "Take Picture." (Preferably, your UTA Student ID Card, but your driver license would work if you do not have a student ID).
- Environment Check: This is the most important step. Click "Start Recording" and slowly tilt/pan your webcam so a brief video can be made of the area around your computer. Particularly, you must show that you have only allowed items to take a test (photo ID, pen, pencil, eraser, a scientific calculator, and one sheet of blank paper). You must show that the paper is blank. If an exam requires the periodic table, make sure that the periodic table is the one provided for test-taking purpose for this course. No other items can be used to take an exam. You cannot use a smart phone as a calculator. You must show that you are the only person who is taking an exam.
- Additional Instructions: Read the instructions.
- Begin Exam.

The test will then start. (Note, once a test has been started with Respondus LockDown Browser, you cannot exit until the Submit button is clicked.)

### Appendix C. FAQs Related to Exam

#### "I got disconnected while taking the exam. What should I do?"

If you get disconnected during your exam, simply log back on as quickly as you can and resume your exam in progress. Keep in mind that each exam has a timer and the timer will continue to run, even if you get disconnected or log off. If you get disconnected or log off, you are still required to submit your exam before the timer expires. There will be no reset. You are responsible to have a secure and stable internet connection and computer to take this course. You might want to run "Practice Exam" available in the "Before You Start" course menu before you take an actual exam. The score of "Practice Exam" will not affect your course grade. Also, you can use the helpful resources related to test taking available in "Blackboard Resources > Students > Frequently Asked Questions".

#### "Can I re-take an exam? I can do better the second time."

In this course, you can take any exam only once. Multiple attempts are not allowed.

#### "Do I have to move between questions one by one sequentially?"

No. While taking an exam, click "Test/Survey Status" which will then expand. The numbers in the "Test/Survey Status" bar correspond to the numbers of questions in the exam. You can move around to different questions by clicking the numbers of questions. DO NOT use the browser "BACK" button, because doing so will cause you to leave the testing platform, and submit a partially-completed test.

#### "I took the exam. Now what?"

After you take an exam, you should see the score when you click on **Grade** in the course menu on the left-hand side of the page.



We will email you when you can review your exam result (not immediately after you take an exam). To review your exam: For example, to review your exam, you would click on Exam 1.

Click on Exam 1.		
Exam 1 BOC 5/0120, 2017 LectureExamGC	Jan 9, 2017 11:55 AM GRADED	<b>90.00</b> /100
Exam 2 DHF- IAN 27-2017	Jan 20, 2017 3:55 PM	100.00

Then, you can click on your numeric grade to review your exam result.

#### ASSESSMENT DETAILS Item Name Exam 1 Appregation Last attempt Click on a score. Due Date 1/20/17 Points Possible 100 ATTEMPTS Calculated Grade Date Created Date Last Submitted or Edited Jan 9, 2017 11:52 AM Jan 9, 2017 11:52 AM 90 Icon Legend