Each student is responsible for knowing all procedures and course expectations detailed in this document, in other handouts or announced during lectures or workshops or in Blackboard. Failure to attend a lecture or workshop is not an excuse for not knowing what was presented or announced. If you miss a lecture or workshop it is your responsibility to find out what transpired from a fellow student, or from your instructor.
Course Requirements:

- **Assessment and Learning in Knowledge Spaces (ALEKS) registration**. See ALEKS section on page 6.
- **LUCID registration** to access workshop activities and all course grades. See LUCID section on pages 6 – 7.
- **TurningPoint Response Card or Smartphone/Tablet/Computer App** for responding to in-class questions. Clickers cannot be shared between students.
- **TurningPoint Registration**. See TurningPoint section, on page 6, on purchasing and registering your clicker.
- **Scientific Calculator** with exponents, powers, and logarithms (graphing calculators are permitted).
- **Spare batteries** for your calculator and response pad.
- **#2 pencils and erasers** for each exam.
- **Ring binder** to organize your work.
- **Blackboard.stonybrook.edu** account is where all announcements, policies, and information will be posted. For help accessing Blackboard click Help and Support at the site.
- **Respondus Lockdown Browser** for online exams.
- **Stony Brook Email Account** accessible at stonybrook.edu/mycloud. For help with Google Apps for Education see http://it.stonybrook.edu/help/kb/logging-in-to-google-apps-for-education.

Exam Dates (all listed dates are EST):

- **Exam 1, Friday July 17, 2020** 3:00 PM – 4:30 PM
- **Exam 2, Friday July 24, 2020** 3:00 PM – 4:30 PM
- **Exam 3, Friday July 31, 2020** 3:00 PM – 4:30 PM
- **Quiz, Friday August 7, 2020** 3:00 PM – 4:30 PM
- **Final Exam, Friday August 14, 2020** 2:00 PM – 4:30 PM

Attendance and Make Up Policy:

- You should attend the workshop sections to which you are assigned. All section changes will be handled through Solar. Instructors will not sign change of section forms. If you have difficulty attending workshop section in which you are registered, email Dr. Amarante.
- There are no make ups for missed lectures, workshops, ALEKS deadlines, or midterm examinations. All absences will be scored as a zero; the lowest scores for lecture, workshops, and ALEKS assignments are dropped at the end of the semester; exam scores are not dropped. If a written excuse with appropriate documentation is presented within one week of your return to class, and, for workshops, if you provide evidence of having completed the missed work, you may be excused and the final score prorated. Documents should be submitted as follows:
  - Exams and ALEKS: Amarante;
  - Workshops: your workshop instructor
  Lecture absences are not excused except in extreme circumstances as several grades are dropped at the end of the semester.
- All students must take the final exam. Unexcused absence will result in a score of 0. A student who is unable to take the final exam because of illness or other extenuating circumstances must contact an instructor before or within 24 hours following the exam. Only then will a grade of incomplete (I) be assigned. The make-up final will be given Wednesday August 26, 2020 from 1:00 – 3:30 PM and appropriate documentation is required at that time. Failure to take the final or make-up exam will result in a course grade of F.

Description and schedule of lectures and assignments.

**MWF Class Lectures**: Monday, Wednesday, and Friday 2:00 PM – 4:30 PM EST. Lecture notes will be posted on Blackboard before each class. Lectures will be conducted via Zoom. Zoom Meeting link is available on Blackboard. All lectures will be recorded and uploaded to Blackboard. You will need to bring to each class pens or pencils, a calculator and a device for responding to lecture questions with TurningPoint. These lectures include interactive learning sessions designed to help you understand key concepts and apply them in exercises and problems. You will work on these activities in the class and report your answers with TurningPoint. You will benefit most from these sessions if you prepare by completing the reading assignment.

Each student is responsible for knowing all procedures and course expectations detailed in this document, in other handouts or announced during lectures or workshops or in Blackboard. Failure to attend a lecture or workshop is not an excuse for not knowing what was presented or announced. If you miss a lecture or workshop it is your responsibility to find out what transpired from a fellow student, or from your instructor.
Workshop (Recitation) Sessions: Recitations will be conducted using Zoom. You will need to bring to each workshop pens or pencils, a calculator, and a ring binder containing your work for the class. Each student will also need upload s/he work to the appropriate Blackboard assignment upon the conclusion of each recitation. Individuals or teams who fail to bring these may have points deducted from their workshop grade. The chemistry workshops are intended to help you maximize your performance in introductory chemistry courses. During workshops you will work with a team of students on activities designed to increase your understanding of course topics, your ability to apply these in simple contexts, and your ability to solve problems. Teams will be composed of three students (maximum) and will be placed in Zoom Breakout Rooms. If you follow the guidelines, this approach will help everyone in your team learn as much as possible during workshops. If you find chemistry challenging, your teammates and the instructor will help you gain the insights you need to understand concepts and solve problems. If you find chemistry easy, you will find your performance improving as you explain things to others. Team roles are used to distribute the responsibilities.

ALEKS: Regular online homework assignments are given via the ALEKS system. Solutions to these problems should be kept in your Chemistry Notebook. Please refer to the course schedule for ALEKS due dates.

Exams
Exams (composed of a combination of multiple-choice, numerical short-answer and ordering) are based on materials covered in the lectures, text, workshops, and ALEKS are scheduled as indicated above. You must take each exam using the Respondus Lockdown Browser. You must have, your University ID (or another valid picture ID) and a scientific calculator with spare batteries. Graphing calculators are permitted. Respondus Monitor will act the proctor during the exams. Exams are open-book and open notes. However accessing additional devices (such as cellphones, secondary electronic devices etc.) will not be permitted. An Honor Code statement will be provided for each exam. By taking and completing the exam, you acknowledge the terms in the Honor Code statement. Violations may result in a report to Academic Judiciary and a course grade of F.

A review of all relevant materials will be conducted prior to each exam. Success on these exams will require that you understand important concepts, as well as their use in solving problems relevant to the course material. If you understand assigned problems in this way, and test your understanding on problems that are not assigned, you are more likely to do well in this course.

GRADING:
Course grades will be based on the following percentages (all grades will be available on Blackboard):

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clickers</td>
<td>4.0%</td>
</tr>
<tr>
<td>Workshop</td>
<td>7.0%</td>
</tr>
<tr>
<td>ALEKS Objectives</td>
<td>5.0%</td>
</tr>
<tr>
<td>ALEKS Summary</td>
<td>5.0%</td>
</tr>
<tr>
<td>Exam 1</td>
<td>16.0%</td>
</tr>
<tr>
<td>Exam 2</td>
<td>16.0%</td>
</tr>
<tr>
<td>Exam 3</td>
<td>16.0%</td>
</tr>
<tr>
<td>Quiz</td>
<td>10.0%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>21.0%</td>
</tr>
</tbody>
</table>

The lowest workshop (1), ALEKS Objectives (1) and the clicker scores (3) will be dropped at the end of the semester. Final percent grades will be rounded up (to the tenth’s place). Final letter grades will be based on the following cutoffs:

- A: ≥ 90.0%
- A-: 85.0 – 89.9%
- B+: 80.0 – 84.9%
- B: 75.0 – 79.9%
- B-: 70.0 – 74.9%
- C+: 65.0 – 69.9%
- C: 60.0 – 64.9%
- D+: 55.0 – 59.9%
- D: 50.0 – 54.9%
- F: ≤ 49.9%

CLASS PROTOCOLS:
- All lectures and workshops will be conducted using Zoom.
- Microphones: During lecture, please keep your microphones muted unless you want to ask a question. During workshops, microphones should be active to engage in team discussion.
- Webcams: During lectures, you may keep your webcams off unless you ask a question. During workshops, webcams should be active.
- Questions regarding class topics are always welcome. Questions that are not directly related to class topics should be directed to the instructor immediately before or after class, and instructors will do their best to be available at these times. If the
instructor is not available immediately before or after class, questions can be taken during office hours or sent to instructor email.

- Stony Brook University expects students to: maintain standards of personal integrity that are in harmony with the educational goals of the institution; to observe national, state, and local laws and University regulations; and to respect the rights, privileges, and property of other people. Any behavior that interrupts the ability of instructors to teach, the safety of the learning environment, and/or students’ ability to learn will be reported to University Community Standards. Students who display such behavior may be asked to consult with one of the course instructors or asked to leave a class session, whereupon University Police will be notified. Information on campus policy regarding student disruptions can be found at http://www.stonybrook.edu/sb/behavior.shtml.

COURSE RESOURCES:
Blackboard: should be checked regularly for announcements, reading and homework assignments, lecture notes, help room schedules, solutions to end-of-chapter problems, sample exams from previous semesters, and other important matters. Support for Blackboard is available through the information at blackboard.stonybrook.edu.

Getting Help:
- Help with concepts or assignments is available during office hours or by appointment.
- Technical problems with Connect, TurningPoint, or ALEKS must be addressed to their Technical Support as described in the registration instructions for each. Please report any difficulties with technical support to Dr. Amarante.
- Grading issues with ALEKS should be addressed by email to Dr. Amarante or during his office hours.
- Issues with the Workshops should be addressed to your Workshop Instructor. Issues that cannot be resolved by your instructor should be taken to Dr. Amarante during his office hours as posted on Blackboard under Faculty Information.
- Questions about course content, organization, grades, exams, or personal problems should be addressed to Dr. Amarante, immediately after lectures or during office hours.
- Office hours for all instructors are posted under Faculty Information in Blackboard.
- Additional academic help may be available through the Residential Tutoring Centers (studentaffairs.stonybrook.edu/res_programs/rtc/) or the Academic Success & Tutoring Center (stonybrook.edu/commcms/academic_success/).

STUDENT ACCESSIBILITY STATEMENT:
If you have a physical, psychological, medical or learning disability that may impact your course work, please contact Student Accessibility Support Center, ECC (Educational Communications Center) Building, Room 128, (631) 632-6748. They will determine with you what accommodations, if any, are necessary and appropriate. All information and documentation is confidential.

Students who require assistance during emergency evacuation are encouraged to discuss their needs with their professors and the Student Accessibility Support Center. For procedures and information go to https://www.stonybrook.edu/sasc/.

ACADEMIC INTEGRITY STATEMENT:
Each student must pursue his or her academic goals honestly and be personally accountable for all submitted work. Representing another person's work as your own is always wrong. The faculty is required to report any suspected instances of academic dishonesty to the Academic Judiciary. For more comprehensive information on academic integrity, including categories of academic dishonesty, please refer to the academic judiciary website at www.stonybrook.edu/commcms/academic_integrity. In this course you are strongly encouraged to work with others to master the material in the text, lecture notes, workshops, and ALEKS Objectives. However, in working with others to arrive at your response to a question, you must understand and be able to explain the rationale behind your response and not just report someone else’s answer. It is intellectually dishonest to report someone else’s work and understanding as your own. Therefore, violations of the following will result in a course grade of F and a report to the Academic Judiciary.
- You must submit responses to in-class questions and problems only with your own device. Students using more than one device will be considered in violation along with the student whose device they are using.
- You must record and submit your own answers to Connect and ALEKS questions based on your understanding not on how someone else told you to respond.
You must work independently when asked to do so.

You must take the examinations independently with no assistance from any other person, without the aid of any unauthorized materials, and without access to any electronic communication devices.

CRITICAL INCIDENT MANAGEMENT:
Stony Brook University expects students to respect the rights, privileges, and property of other people. Faculty are required to report to the Office of Judicial Affairs any disruptive behavior that interrupts their ability to teach, compromises the safety of the learning environment, or inhibits students' ability to learn. Faculty in the HSC Schools and the School of Medicine are required to follow their school-specific procedures.

ELECTRONIC COMMUNICATION STATEMENT:
Email and especially email sent via Blackboard (http://blackboard.stonybrook.edu) is one of the ways the faculty officially communicates with you for this course. It is your responsibility to make sure that you read your email in your official University email account. For most students that is Google Apps for Education (http://www.stonybrook.edu/mycloud), but you may verify your official Electronic Post Office (EPO) address at http://it.stonybrook.edu/help/kb/checking-or-changing-your-mail-forwarding-address-in-the-epo.

If you choose to forward your official University email to another off-campus account, faculty are not responsible for any undeliverable messages to your alternative personal accounts. You can set up Google Mail forwarding using these DoIT-provided instructions found at http://it.stonybrook.edu/help/kb/setting-up-mail-forwarding-in-google-mail.

If you need technical assistance, please contact Client Support at (631) 632-9800 or supportteam@stonybrook.edu. Submit a help request ticket: https://it.stonybrook.edu/services/itsm

Understand When You May Drop This Course:
It is the student’s responsibility to understand when they need to consider withdrawing from a course. Refer to the Stony Brook Academic Schedule for dates and deadlines for registration: http://www.stonybrook.edu/commcms/registrar/calendars/academic_calendars.

- Undergraduate Course Load and Course Withdrawal Policy
- Graduate Course Changes Policy

Incomplete Policy:
Under emergency/special circumstances, students may petition for an incomplete grade. Circumstances must be documented and significant enough to merit an incomplete. If you need to request an incomplete for this course, contact me for approval as far in advance as possible.

Course Materials and Copyright Statement:
Course material accessed from Blackboard, SB Connect, SB Capture or a Stony Brook Course website is for the exclusive use of students who are currently enrolled in the course. Content from these systems cannot be reused or distributed without written permission of the instructor and/or the copyright holder. Duplication of materials protected by copyright, without permission of the copyright holder is a violation of the Federal copyright law, as well as a violation of Stony Brook’s Academic Integrity.

Online Communication Guidelines and Learning Resources:
Maintain professional conduct both in the classroom and online. The classroom is a professional environment where academic debate and learning take place. I will make every effort to make this environment safe for you to share your opinions, ideas, and beliefs. In return, you are expected to respect the opinions, ideas, and beliefs of other students—both in the face-to-face classroom and online communication. Students have the right and privilege to learn in the class, free from harassment and disruption. The course follows the standards set in the Student Code of Conduct, and students are subject to disciplinary action for violation of that code. If your behavior does not follow the course etiquette standards stated below, the grade you receive for a posting may suffer. I reserve the right to remove any discussion messages that display inappropriate language or content.

Online Etiquette:
- Offensive language or rudeness will not be tolerated. Discuss ideas, not the person.
- Avoid cluttering your messages with excessive emphasis (stars, arrows, exclamations).
- If you are responding to a message, include the relevant part of the original message in your reply, or refer to the original post to avoid confusion;

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If you have trouble registering for ALEKS go to https://mhedu.force.com/aleks/s/ for assistance. Once you enter an ALEKS course for the first time you will need to complete a brief tutorial, then an Initial Knowledge Check, then you will be ready to begin working on your first homework assignment.

REGISTERING FOR LUCID FOR WORKSHOP ACTIVITIES
To access LUCID, you will need the following.
- Your University email address
- Your netID that you use to log into Blackboard. This can be retrieved from your home page in the University’s Solar System at http://www.stonybrook.edu/it/solar.shtml by clicking “NetID Maintenance” under “Security and Personal Data”.
- Your 9-digit Solar ID

To access LUCID, follow these steps.
1. Go to lucid.chem.sunysb.edu. If you have previously used LUCID, your password is the same as before, and you can proceed to step 3. If you have forgotten your password, follow the instructions under “If you have forgotten your password”.
2. For first time users, register a valid email address. Follow the instructions under First Time Users.

On the registration page,
- select your institution (Stony Brook University)
- enter your last name
- first name
- institutional ID (9-digit Solar ID)
- valid email address

An initial password will be sent to this address. Note that you cannot register a second time.

3. Login to LUCID.
Go to your email account and open the email from LUCID.
- Select and copy the password you were sent (make sure there are no extraneous spaces).
- Return to the LUCID home page (https://lucid.chem.sunysb.edu)
- select your institution (Stony Brook University) from the drop-down list
- enter your username
- enter your password
- click LOGIN

If you are using a password that was emailed to you, you will be prompted to change this to something you will need to remember.

4. Access courses from your LUCID personal home page. All courses in which you are currently enrolled in LUCID are available as links. Courses from previous semesters are available through the “All Memberships” link on the left. Be sure to maintain a valid email address with the “Personal Information”. If you have any difficulty, first consult the “Assistance” link at the top of the LUCID home page. If you do not find the help you need, consult your workshop instructor for how to proceed. If your instructor is unable to help you, email Dr. Amarante (daniel.amarante@stonybrook.edu).