Course Description
Organic Chemistry I is an introduction to the structure, reactivity, and properties of organic compounds, presented using modern views of chemical bonding. These fundamental ideas are applied to topics ranging from synthetic chemistry to complex functional structures such as lipid bilayers. It is a 4-credit course that is an accelerated version of CHE 321 offered in the fall semester, condensed to about six weeks. The material learned early on in this course is essential to build upon and develop a deeper understanding of subsequent chapters. Therefore, it is vital to keep up with the coursework and not fall behind.

Prerequisite: A grade of C or better in CHE 132 or 142 (or any equivalent course from another university).

Instructor: Dr. Zachary E. Katsamanis
Zoom Personal Meeting ID: 974-208-3323
Email: zachary.katsamanis@stonybrook.edu

Teaching Assistants: contact information and office hours for each TA (and instructor) will be provided on our course website (OSCER) before the semester begins.

If you cannot reach Dr. Katsamanis or any TA, please email CAS_Dean@stonybrook.edu

Course Structure
This is an online course (there is an in-person option for recitation) that will be taught both synchronously and asynchronously. We will use Zoom as the primary platform for synchronous teaching. Sign into Zoom at stonybrook.zoom.us using your Stony Brook NetID and NetID password. The key to successfully learning organic chemistry is through working on problems, and by keeping engaged with your peers and instructors. The course is structured to keep you involved on a daily basis.

All documents, exams, quizzes, grades and announcements will be delivered in Blackboard (https://blackboard.stonybrook.edu) and OSCER (https://organic.cc.stonybrook.edu/che321-21-summer/). Both require your NetID and NetID password.

Pre-recorded lecture videos will be posted online. Lecture discussion sessions will be held on Mondays and Wednesdays 9:30-11:00am in Zoom. These discussion sessions will generally involve working on problems together based on the content of the pre-recorded videos assigned for that day. Participation during these lecture times will be required. Also, lecture quizzes will be given on OSCER that will be based on the videos. See “Lectures” section for more details.

Fridays during lecture time will be used for online exams on OSCER. Note: although the first Friday of the summer session (May 28, 2021) follows a Monday schedule, we will still use that day for an exam. See “Exams” section for more details.

Recitation sections (workshops) will be run by TAs. We have both online and in-person options. For the online sections, we will use Zoom as the meeting platform and OSCER to view problems and upload answers. These workshops will meet Tuesdays and Thursdays. A workshop quiz (OSCER) will precede each workshop, serving as basic problems that will be covered during the scheduled recitation. See “Workshops” section for more details.

Students must be mindful of all course expectations, deliverables and due dates. All assignments and course interactions will utilize internet technologies. See “Technical Requirements” section for more information. It is always recommended to complete assignments in advance of deadlines in case of technical difficulties or in case they require more time than expected.

Required Text and Materials
- Molecular Model Kit (recommended, not required) - While it is not required to purchase models, they are very useful tools for visualizing molecular structure.
Course Web Sites

The course website (https://organic.cc.stonybrook.edu/che321-21-summer/) and the Blackboard supported web site (https://blackboard.stonybrook.edu) should be checked on a regular basis. Online quizzes (workshop quizzes and lecture quizzes), exams, course announcements, lecture notes, lecture videos and various other course materials can be found there. Course information, grades, old examinations (posted selectively), and workshop copies can be found on the course websites. The most recent class notice and/or announcement will be emailed through Blackboard. In order to receive the most recent email notice and/or announcement through Blackboard, you must check the email account associated with Blackboard.

There are several features on Oscerfolio but we will only use some of them. You can post a note or question using the Howler, which is our version of Twitter. You can post short messages to the class and attach a photo taken with your cell phone. You can use the Howler to post solutions to problems or to ask a question. More will be explained during lecture and by your TAs.

Lectures

Lecture videos will be posted periodically on Blackboard that will be associated with lecture quizzes (which will go live when the videos are posted). A group of videos will be associated with an upcoming lecture session. Instead of one long lecture video corresponding to the textbook sections listed on the schedule section, the content will be divided into multiple videos. Lecture sessions will be conducted on Zoom Mondays and Wednesdays 9:30-11:00am. They will be recorded. We will use OscerClick (our own clicker system) during these sessions for problem solving. They will primarily be used for participation credit. The sessions will be somewhat informal, encouraging students to discuss and ask questions openly.

The lecture quizzes will close on the day of a lecture session at 9:00am. For the first set of lecture quizzes, the due date is extended to Tuesday, May 25 at 9:00am.

Each lecture quiz will be worth 2 lecture points, based on completion. They will not be graded but should be taken seriously. The clicker quizzes given during each lecture session will be worth a total of 5 lecture points per session. Clicker points will be earned based on attendance and on correctness. When you take a graded quiz you will see two buttons. The Save button saves your work, the Submit button submits your work. You can save as often as you like, but the number of submissions is limited. When you submit, the Oscerfolio program will tell you which answers are correct and which are incorrect. Many of the quizzes use OscerSketch. It is a chemical drawing program. You press a button to open the OscerSketch window, draw your answer in the drawing window, and then hit the save button above the drawing window. When you close the window, you should see your drawn structure saved on the quiz page. When you submit your quiz for grading, Oscerfolio will assess your structure. Tutorial videos on how to use OscerSketch (and OscerSyn) will be available on Blackboard.

Workshops

Each workshop (recitation session) will have a workshop quiz associated with it due by 9:00am on Tuesday and Thursday. Two workshop quizzes will go live every Friday at noon. For the first workshop quiz, the due date is extended to Wednesday, May 26 at 9:00am. The workshop quizzes will be graded (full credit for correctly answering 70%, and half credit for correctly answering at least 30%). Full credit for each workshop quiz is worth 4 workshop points. Attendance and participation (whether in-person or on Zoom) at your recitation is required and will be worth 5 workshop points. During workshop, you will log into Oscerfolio and complete ‘Exercise’ problems and upload them into the system. TAs will guide you during these Zoom meetings and lead discussions.

Attendance and Late Work Policy

Attendance and participation are crucial. You cannot make up work in this class, so failing to stay on top of your course responsibilities can quickly spiral into a failing grade for the course.

Late work will not be accepted. If you anticipate being unable to complete assignments for a day or two, you should work ahead to assure timely completion. While we do allow for you to miss some lecture points and workshop points without a grade penalty, it is to your advantage to participate in all of them if possible.
Technical Requirements

This course uses Blackboard and Oscer (our website) for the facilitation of communication between faculty and students, submission of some assignments, and posting of grades and feedback. The Blackboard course site can be accessed at https://blackboard.stonybrook.edu. If you are unsure of your NetID, visit https://it.stonybrook.edu/help/kb/finding-your-netid-and-password for more information. You are responsible for having a reliable computer and Internet connection throughout the term.

The following list details a minimum recommended computer set-up and the software packages you will need to have access to, and be able to use:

- PC with Windows 10 or higher (we recommend a 3-year Warranty)
- Macintosh with OS 10.11 or higher (we recommend a 3-year Warranty)
- Latest version of Chrome or Firefox; Mac users may use Chrome or Firefox. (A complete list of supported browsers and operating systems can be found on the My Institution page when you log in to Blackboard.)
- High speed internet connection
- Headphones/earbuds and a microphone (you will not get credit for workshop participation if you do not have a microphone. Participation by typed text alone is not sufficient.)
- Webcam (it is advantageous if we can see you during lecture and workshop discussions, but more importantly require this for exams. See “Exams” for more detail)
- Smart phone or camera that allows you to photograph your work on paper and upload to Oscer or a graphics drawing tablet to use during your scheduled recitation/workshops.
- Ability to download and install free software applications and plug-ins (note: you must have administrator access to install applications and plug-ins).

Technical Assistance:

If you need technical assistance at any time during the course or to report a problem with Blackboard you can:

- Phone: 631-632-9800 (client support, Wi-Fi, software and hardware)
- Submit a help request ticket: https://it.stonybrook.edu/services/itsm

If you are on campus, visit the Walk-Up Tech Support Station in the Educational Communications Center (ECC) building

Exams

There will be 5 mini-exams and one final exam. Each mini-exam will be worth 50 points. The final exam will be worth 150 points. Each mini-exam will be an hour long and administered at 9:30am on Fridays (May 28, June 4, June 11, June 18, June 25). The final exam will take place on Friday, July 2 (9:30am – 12:00pm). You will take the exam on Oscerfolio, but you will also be required to log into Zoom and turn on your webcam for proctoring purposes.

Exams will be based on the content of lectures, the textbook chapters, workshops, workshop quizzes, clicker quizzes and lecture quizzes. The questions will be a mix of multiple choice and short answers. For these exams, use of your personal notes will be allowed as well as molecular models. Any student who violates this privilege will be charged with academic dishonesty. **You are required to read the exam taking protocol document that will be posted on both Blackboard and Oscer at the beginning of the semester.**

There are no make-up exams for the mini-exams missed due to illness or other personal matters. If an exam date falls on a religious holiday that you observe, the instructor should be informed as early in the semester as possible. An exam grade will be generated for the missed mini-exam, based on the other four mini-exams and the final exam (scaled to account for differences in class averages).

**All students must take a final exam.** Any student missing the final exam must notify Dr. Katsamanis within 24 hours in order to be eligible for the make-up exam. The make-up exam is primarily used to determine whether or not the student deserves the grade indicated by the student’s average. The make-up final cannot be used to raise a student’s grade above that indicated by the midterm exams. The date for the make-up exam will be determined upon notification of a missed final exam.
Exam Regrade Request Procedure
Although extraordinary care is taken to assure an error free process, errors may occur. If you believe there is an error in the grading, then you can request a regrade. You must send an email to Dr. Katsamanis (with "Exam Regrade" in the title of the email) asking which problem(s) to be reviewed and why. Make sure you review the answer key before requesting a regrade. Only request a regrade if you feel there was an error in grading, not because you disagree with the key. The deadline for each exam regrade is the next exam (i.e. once mini-exam 2 has been given, you can no longer request a regrade for mini-exam 1). Regrade requests will not be considered past the deadline.

Grades
The total possible number of lecture points will equal more than 100 points, and the total number of workshop points will also equal more than 100 points. However, you can only earn 100 points max in each category. This means that you can miss some points with no penalty. Therefore, there will be no make-up lecture or workshop points. Extra points are built in to compensate for absences due to illness or other personal situations.

There are a total of 600 points possible in the course:

- Lecture points (clicker quizzes and lecture quizzes): 100 points
- Workshop points (workshop quizzes and workshop attendance): 100 points
- Mini-exams (50 points each): 250 points
- Final exam: 150 points
- Total: 600 points

Your grade will be determined from using the following scheme.

<table>
<thead>
<tr>
<th>Points</th>
<th>0</th>
<th>240</th>
<th>270</th>
<th>300</th>
<th>360</th>
<th>396</th>
<th>432</th>
<th>468</th>
<th>504</th>
<th>540</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade</td>
<td>F</td>
<td>D</td>
<td>D+</td>
<td>C</td>
<td>C+</td>
<td>B-</td>
<td>B</td>
<td>B+</td>
<td>A-</td>
<td>A</td>
</tr>
</tbody>
</table>

Many students ask why we do not use a "curve." The answer is simple. We want everyone to have the opportunity to get a good grade. With an absolute scale your grade does not depend upon how well others in the class perform. We would like to give lots of A's and B's, but you must do well on the exams.

Extra Help
We provide considerable help to all students taking the course. You should take full advantage of the TAs' office hours. They go above and beyond to provide help to our students. Our TAs will be available online often as well. The TAs are very knowledgeable with the course content but they are not experts on it. They are here to help you understand difficult concepts and should not be held accountable for any errors they may make. If you feel you need additional help, there are various independent tutoring services available. You may wish to check out these various services. However, none of these services are endorsed by us and should never be viewed as a substitute for hard work.

Responsibilities
Each student is responsible for knowing all procedures and course expectations detailed in this document, in other documents, on the websites or those announced in lecture. Failure to attend or view a lecture is not an excuse for not knowing what was presented or announced. If you miss a lecture it is your responsibility to find out what transpired.
Learning Objectives in Organic Chemistry

Two fundamental learning objectives of organic chemistry are:

1. The knowledge of organic chemistry. That is, what we currently know about the structure, dynamics and synthesis of different molecular entities and how this knowledge is interpreted in terms of modern theories. This is the stuff or facts of organic chemistry.

2. The application of the above knowledge to the solution of complex problems in organic chemistry. This is a more important learning objective because problem solving skills developed in organic chemistry can be transferred to problem solving in other fields such as medicine.

Two other learning objectives of organic chemistry introduced in the course but not explicitly evaluated on exams are the following:

3. The role organic chemistry has played in the development of our modern society.

4. The development of team skills to solve complex problems.

Exam questions for evaluating learning objectives 1 and 2.

*Learning Objective 1.* The knowledge of organic chemistry is often evaluated using multiple choice questions such as the following:

(a) Choose the order that has the following structures (compounds) correctly arranged with respect to some physical or chemical property such as boiling point, solubility, acidity, reactivity, etc.

(b) Choose the major product of the following reaction.

(c) Choose the reactant and reagents that would give the following compound.

(d) Choose the compound most consistent with the following data.

The knowledge of organic chemistry is also evaluated using short answer questions. An advantage of short answer questions is that they require a written answer rather than a selection from a list. Some examples are the following:

(a) Give the major product of the following reaction.

(b) Give reactants and reagents for performing the following transformation.

(c) Give the correct name (structure) of the following structure (name).

*Learning Objective 2.* The application of the knowledge of organic chemistry to the solution of complex problems must be accomplished using written rather than multiple choice questions. Common questions are the following:

(a) Give the structures of compounds A-E consistent with the following observations.

(b) Using the curved arrow formalism show how the bond making and bond breaking occurs in the following transformation.

(c) Show how the following compound could be prepared from reactants and reagents containing four carbon atoms or less. This problem develops skills of working a problem backwards.
# Tentative schedule for CHE 321

<table>
<thead>
<tr>
<th>Date</th>
<th>Lecture Videos and Sessions</th>
<th>Workshop</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Quizzes normally due the morning of the associated lecture session.</td>
<td>Quizzes normally due the morning of the associated workshop session.</td>
</tr>
<tr>
<td>May 24-25</td>
<td>Ch. 1 and 3.1-3.3: Bonding, structure and intro to curved arrows</td>
<td>WS1 – Bonding, structure and intro to curved arrows</td>
</tr>
<tr>
<td></td>
<td>Lec Videos/Quizzes: 1 – 4</td>
<td></td>
</tr>
<tr>
<td>May 26-27</td>
<td>Ch. 2 (exclude 2.6, 2.7, 2.9): Nomenclature and conformational analysis of alkanes</td>
<td>WS2 – Nomenclature and conformational analysis of alkanes.</td>
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<tr>
<td></td>
<td>Lec Videos/Quizzes: 5 – 7</td>
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</tbody>
</table>

**Note:** For the first week, lecture quizzes 1 – 4 will be due by Tuesday, May 25 instead of May 24 but you should strive to have viewed videos 1 – 4 before the first lecture session on May 24. Also, workshop quiz 1 will be due by May 26 instead of May 25.

<table>
<thead>
<tr>
<th>May 28</th>
<th><strong>Mini-exam 1: 9:30-10:30am</strong></th>
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<tbody>
<tr>
<td>May 31-June 1</td>
<td><strong>No lecture session on Monday (Memorial Day). Lecture quizzes still due that day. A lecture session type video will be uploaded to substitute the missed session.</strong></td>
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<tr>
<td></td>
<td>Rest of Ch. 3 – Acids &amp; bases. Intro to chemical synthesis.</td>
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<td></td>
<td>Lec Videos/Quizzes: 8 – 9</td>
</tr>
<tr>
<td>June 2-3</td>
<td><strong>Mini-exam 2: 9:30-10:30am</strong></td>
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<tr>
<td>June 4</td>
<td>Ch. 4: Introduction to alkenes</td>
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<tr>
<td></td>
<td>Lec Videos/Quizzes: 10 – 11</td>
</tr>
<tr>
<td>June 7-8</td>
<td><strong>Mini-exam 3: 9:30-10:30am</strong></td>
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<tr>
<td>June 9-10</td>
<td>Ch. 5: Addition reactions of alkenes (up to and including 5.6B)</td>
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<tr>
<td></td>
<td>Begin Ch. 6: Stereochemistry (6.1 – 6.4)</td>
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<tr>
<td></td>
<td>Lec Videos/Quizzes: 12 – 14</td>
</tr>
<tr>
<td>June 9-10</td>
<td><strong>Mini-exam 3: 9:30-10:30am</strong></td>
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<tr>
<td>June 11</td>
<td>Finish Ch. 6: Stereochemistry (exclude 6.5, 6.8, 6.9, 6.10)</td>
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<td></td>
<td>Ch. 7: Cyclic compounds</td>
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<tr>
<td></td>
<td>Lec Videos/Quizzes: 15 – 17</td>
</tr>
<tr>
<td>June 14-15</td>
<td><strong>Mini-exam 3: 9:30-10:30am</strong></td>
</tr>
<tr>
<td>June 16-17</td>
<td>Ch. 8: Noncovalent intermolecular interactions (exclude 8.7)</td>
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<tr>
<td></td>
<td>Begin Ch. 9: The chemistry of alkyl halides (9.1 – 9.4)</td>
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<td></td>
<td>Lec Videos/Quizzes: 18 – 20</td>
</tr>
<tr>
<td>June 16-17</td>
<td>Finish Ch. 9 (exclude 9.5D, 9.9, 9.10)</td>
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<tr>
<td></td>
<td>Lec Videos/Quizzes: 21 – 22</td>
</tr>
</tbody>
</table>

**WS1 – Bonding, structure and intro to curved arrows**

**WS2 – Nomenclature and conformational analysis of alkanes.**

**WS3 – Acids & Bases. Intro to chemical synthesis**

**WS4 – Introduction to alkenes.**

**WS5 – Addition reactions of alkenes and intro to stereochemistry**

**WS6 – Stereochemistry and cyclic compounds**

**WS7 – Noncovalent intermolecular interactions and intro to substitution reactions**

**WS8 – Substitution and elimination reactions**
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 18</td>
<td>Mini-exam 4: 9:30-10:30am</td>
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</tr>
<tr>
<td>June 21-22</td>
<td>Ch. 10: Alcohols and thiols (exclude 10.4C, 10.4E, 10.8, 10.9, 10.10, 10.13)</td>
<td>WS9 – Alcohols and thiols</td>
</tr>
<tr>
<td></td>
<td>Lec Videos/Quizzes: 23 – 24</td>
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</tr>
<tr>
<td>June 23-24</td>
<td>Ch. 11: The chemistry of ethers and epoxides (exclude 11.6B, 11.7, 11.8B, 11.8D, 11.9, 11.11)</td>
<td>WS10 – Ethers and epoxides</td>
</tr>
<tr>
<td></td>
<td>Lec Videos/Quizzes: 25 – 26</td>
<td></td>
</tr>
<tr>
<td>June 25</td>
<td>Mini-exam 5: 9:30-10:30am</td>
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<tr>
<td>June 28-29</td>
<td>Protecting groups in synthesis</td>
<td>WS11 – Protecting groups in synthesis and alkynes</td>
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<tr>
<td></td>
<td>Ch. 14: The chemistry of alkynes (exclude 14.3, 14.9, 14.10)</td>
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<tr>
<td></td>
<td>Lec Videos/Quizzes: 27 – 29</td>
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<tr>
<td>June 30-July 1</td>
<td>Review</td>
<td>WS12 – Review</td>
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<tr>
<td></td>
<td>Lecture quiz: 30 (no associated video)</td>
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<tr>
<td>July 2</td>
<td>Final Exam – 9:30am-12:00pm</td>
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**University Policies**

**Student Accessibility Support Center Statement:**

If you have a physical, psychological, medical, or learning disability that may impact your course work, please contact the Student Accessibility Support Center, 128 ECC Building, (631) 632-6748, or at sasc@stonybrook.edu. They will determine with you what accommodations 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 the following website: [https://ehs.stonybrook.edu/programs/fire-safety/emergency-evacuation/evacuation-guide-people-physical-disabilities](https://ehs.stonybrook.edu/programs/fire-safety/emergency-evacuation/evacuation-guide-people-physical-disabilities) and search Fire Safety and Evacuation and Disabilities.

**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. Faculty is required to report any suspected instances of academic dishonesty to the Academic Judiciary. Faculty in the Health Sciences Center (School of Health Technology & Management, Nursing, Social Welfare, Dental Medicine) and School of Medicine are required to follow their school-specific procedures. For more comprehensive information on academic integrity, including categories of academic dishonesty please refer to the academic judiciary website at [http://www.stonybrook.edu/commcms/academic_integrity/index.html](http://www.stonybrook.edu/commcms/academic_integrity/index.html)

**Important Note:** Any form of academic dishonesty, including cheating and plagiarism, will be reported to the Academic Judiciary.

**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 University Community Standards 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. Further information about most academic matters can be found in the Undergraduate Bulletin, the Undergraduate Class Schedule, and the Faculty-Employee Handbook.
Course Policies

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 Dr. Katsamanis for approval as far in advance as possible.

Course Materials and Copyright Statement:
Course material accessed from Oscer, Blackboard, 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. We 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. We 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.
- Be specific and clear, especially when asking questions.
- Use standard punctuation and capitalization. Using all UPPERCASE characters gives the appearance of shouting and makes the message less legible.
- Remember that not all readers have English as their native language, so make allowances for possible misunderstandings and unintended discourtesies.

Online Classes Require Better Communication:
It is important to remember that we will not have the non-verbal cues that occur in a face-to-face classroom. We cannot see the confused, frustrated, or unhappy expressions on your face if you encounter problems. You MUST communicate with us so that we can help. To make the experience go smoothly, remember that you are responsible for initiating more contact, and being direct, persistent, and vocal when you do not understand something.
**Student Resources**

**Academic and Major Advising (undergraduate only):** Have questions about choosing the right course? Contact an advisor today. Phone and emails vary—please see website for additional contact information; website: [https://www.stonybrook.edu/for-students/academic-advising/](https://www.stonybrook.edu/for-students/academic-advising/)

**Academic Success and Tutoring Center (undergraduate only):** [https://www.stonybrook.edu/tutoring/](https://www.stonybrook.edu/tutoring/)

**Amazon @ Stony Brook:** Order your books before classes begin. Phone: 631-632-9828; email: Bookstore_Liaison@stonybrook.edu; website: [http://www.stonybrook.edu/bookstore/](http://www.stonybrook.edu/bookstore/)

**Bursar:** For help with billing and payment. Phone: 631-632-9316; email: bursar@stonybrook.edu; website: [http://www.stonybrook.edu/bursar/](http://www.stonybrook.edu/bursar/)

**Career Center:** The Career Center’s mission is to support the academic mission of Stony Brook University by educating students about the career decision-making process, helping them plan and attain their career goals, and assisting with their smooth transition to the workplace or further education. Phone: 631-632-6810; email: sbucareercenter@stonybrook.edu; website: [http://www.stonybrook.edu/career-center/](http://www.stonybrook.edu/career-center/)

**Counseling and Psychological Services:** CAPS staff are available by phone, day or night. [http://studentaffairs.stonybrook.edu/caps/](http://studentaffairs.stonybrook.edu/caps/)

**Ombuds Office:** The Stony Brook University Ombuds Office provides an alternative channel for confidential, impartial, independent and informal dispute resolution services for the entire University community. We provide a safe place to voice your concerns and explore options for productive conflict management and resolution. The Ombuds Office is a source of confidential advice and information about University policies and procedures and helps individuals and groups address university-related conflicts and concerns. [http://www.stonybrook.edu/ombuds/](http://www.stonybrook.edu/ombuds/)

**Registrar:** Having a registration issue? Let them know. Phone: 631-632-6175; email: registrar_office@stonybrook.edu; [http://www.stonybrook.edu/registrar/](http://www.stonybrook.edu/registrar/)

**SBU Libraries:** access to and help in using databases, ebooks, and other sources for your research.

- Research Guides and Tutorials: [http://guides.library.stonybrook.edu/](http://guides.library.stonybrook.edu/)
- Getting Help: [https://library.stonybrook.edu/research/ask-a-librarian/](https://library.stonybrook.edu/research/ask-a-librarian/)

**Support for Online Learning:** [https://www.stonybrook.edu/online/](https://www.stonybrook.edu/online/)