

SIGNATURE ROUTING LOG

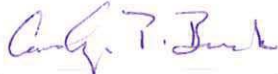



General Information:

Proposal Type: Course Program Other
 Proposal Name¹ (course prefix & number, pgm major & degree, etc.): CHE105online
 Proposal Contact Person Name: Stephen Testa Phone: 7-7081 Email: testa@email.uky.edu

INSTRUCTIONS:

Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

Internal College Approvals and Course Cross-listing Approvals:

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
Department of Chemistry DUS	1/3/11	Carol Brock / 7-1959 / cpbrock@uky.edu	
Chemistry, Chair	1/3/11	Mark Meier / 7-3837 / mark.meier@uky.edu	
		/ /	
		/ /	
A&S Ed. Policy Cmte.	1/14/11	G. Murthy, Nat. Sci. / 7-4729 / ganpathy.murthy@uky.edu	
A&S Dean	1/14/11	Anna Bosch, Associate Dean / 7-6689 / bosch@uky.edu	

*sent to UEG
1/14/11*

External-to-College Approvals:

Council	Date Approved	Signature	Approval of Revision ²
Undergraduate Council	2/1/2011	Sharon Gill	
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Digitally signed by Sharon Gill
DN: cn=Sharon Gill, ou=Undergraduate Education, ou=Undergraduate Council,
email=gill@uky.edu, c=US
Date: 2011.02.04 10:36:27 -0500

Comments:

¹ Proposal name used here must match name entered on corresponding course or program form.

² Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

APPLICATION FOR COURSE CHANGE (MAJOR AND MINOR)

Complete 1a – 1f & 2a – 2c. Fill out the remainder of the form as applicable for items being changed.

1. General Information.

- a. Submitted by the College of: Arts and Sciences Today's Date: 1-10-11
- b. Department/Division: Chemistry
- c. Is there a change in "ownership" of the course? YES NO
- If YES, what college/department will offer the course instead? _____
- d. What type of change is being proposed? Major Minor¹ (place cursor here for minor change definition)
- e. Contact Person Name: Stephen Testa Email: testa@email.uky.edu Phone: 7-7081
- f. Requested Effective Date: Semester Following Approval OR Specific Term²: Summer of 2011

Comment [OSC1]: Excerpt from SR 3.3.0.G.2 Definition. A request may be considered a minor change if it meets one of the following criteria: a. change in number within the same hundred series³; b. editorial change in the course title or description which does not imply change in content or emphasis; c. a change in prerequisite(s) which does not imply change in content or emphasis, or which is made necessary by the elimination or significant alteration of the prerequisite(s); d. a cross-listing of a course under conditions set forth in SR 3.3.0.E; e. correction of typographical errors.

*...for the specific purposes of the minor exception rule, the 600-799 courses are the same "hundred series," as long as the other minor change requirements are complied with. (RC 1/15/09)

2. Designation and Description of Proposed Course.

- a. Current Prefix and Number: CHE 105 Proposed Prefix & Number: CHE 105
- b. Full Title: General College Chemistry I Proposed Title: General College Chemistry I
- c. Current Transcript Title (if full title is more than 40 characters): _____
- d. Proposed Transcript Title (if full title is more than 40 characters): _____
- e. Current Cross-listing: N/A OR Currently³ Cross-listed with (Prefix & Number): _____
- Proposed -- ADD³ Cross-listing (Prefix & Number): _____
- Proposed -- REMOVE^{3,4} Cross-listing (Prefix & Number): _____

e. Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours⁵ for each meeting pattern type.

- Current: 3 Lecture _____ Laboratory⁵ _____ Recitation _____ Discussion _____ Indep. Study _____
- _____ Clinical _____ Colloquium _____ Practicum _____ Research _____ Residency _____
- _____ Seminar _____ Studio _____ Other -- Please explain: _____
- Proposed: 3 Lecture _____ Laboratory _____ Recitation _____ Discussion _____ Indep. Study _____
- _____ Clinical _____ Colloquium _____ Practicum _____ Research _____ Residency _____
- _____ Seminar _____ Studio _____ Other -- Please explain: _____

- f. Current Grading System: Letter (A, B, C, etc.) Pass/Fail
- Proposed Grading System: Letter (A, B, C, etc.) Pass/Fail
- g. Current number of credit hours: 3 Proposed number of credit hours: 3

- h. Currently, is this course repeatable for additional credit? YES NO

¹ See comment description regarding minor course change. Minor changes are sent directly from dean's office to Senate Council Chair. If Chair deems the change as "not minor," the form will be sent to appropriate academic Council for normal processing and contact person is informed.

² Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

³ Signature of the chair of the cross-listing department is required on the Signature Routing Log.

⁴ Removing a cross-listing does not drop the other course -- it merely unlinks the two courses.

⁵ Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting. Lab meeting generally represents at least two hrs per wk for a semester for 1 credit hour. (See SR 5.2.1.)

APPLICATION FOR COURSE CHANGE (MAJOR AND MINOR)

Proposed to be repeatable for additional credit? YES NO

If YES: Maximum number of credit hours: _____

If YES: Will this course allow multiple registrations during the same semester? YES NO

i. Current Course Description for Bulletin: A study of the principles of chemistry and their application to the more important elements and their compounds.

Proposed Course Description for Bulletin: A study of the principles of chemistry and their application to the more important elements and their compounds.

j. Current Prerequisites, if any: Not open to students who have already completed both CHE 104 and 106 or CHE 104 and CHE 108, but open to students who have completed just CHE 104. Prereq: Math ACTE of 23 or above (or Math placement test), or MA 109, or MA 110, or the KCTCS course CHE 102R or CHM 100.

Proposed Prerequisites, if any: Not open to students who have already completed both CHE 104 and 106 or CHE 104 and CHE 108, but open to students who have completed just CHE 104. Prereq: Math ACTE of 23 or above (or Math placement test), or MA 109, or MA 110, or the KCTCS course CHE 102R or CHM 100.

k. Current Distance Learning (DL) Status: N/A Already approved for DL* Please Add⁶ Please Drop

*If already approved for DL, the Distance Learning Form must also be submitted unless the department affirms (by checking this box) that the proposed changes do not affect DL delivery.

l. Current Supplementary Teaching Component, if any: Community-Based Experience Service Learning Both

Proposed Supplementary Teaching Component: Community-Based Experience Service Learning Both

3. Currently, is this course taught off campus? YES NO

Proposed to be taught off campus? YES NO

4. Are significant changes in content/teaching objectives of the course being proposed? YES NO

If YES, explain and offer brief rationale:

5. Course Relationship to Program(s).

a. Are there other depts and/or pgms that could be affected by the proposed change? YES NO

If YES, identify the depts. and/or pgms: _____

b. Will modifying this course result in a new requirement⁷ for ANY program? YES NO

If YES⁷, list the program(s) here: _____

6. Information to be Placed on Syllabus.

a. Check box if changed to 400G or 500. If changed to 400G- or 500-level course you must send in a syllabus and you must include the differentiation between undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different grading criteria in the course for graduate students. (See SR 3.1.4.)

⁶ You must also submit the Distance Learning Form in order for the course to be considered for DL delivery.

⁷ In order to change a program, a program change form must also be submitted.

Distance Learning Form

This form must accompany every submission of a new/change course form that requests distance learning delivery. This form may be required when changing a course already approved for DL delivery. **All fields are required!**

Introduction/Definition: For the purposes of the Commission on Colleges Southern Association of Colleges and Schools accreditation review, *distance learning* is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. A distance learning (DL) course may employ correspondence study, or audio, video, or computer technologies.

A number of specific requirements are listed for DL courses. **The department proposing the change in delivery method is responsible for ensuring that the requirements below are satisfied at the individual course level.** It is the responsibility of the instructor to have read and understood the university-level assurances regarding an equivalent experience for students utilizing DL (available at <http://www.uky.edu/USC/New/forms.htm>).

Course Number and Prefix: CHE 105	Date: 1-10-11
Instructor Name: Stephen Testa	Instructor Email: testa@email.uky.edu
Check the method below that best reflects how the majority of course of the course content will be delivered.	
Internet/Web-based <input checked="" type="checkbox"/>	Interactive Video <input type="checkbox"/>
Hybrid <input type="checkbox"/>	

Curriculum and Instruction	
1.	<p>How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations?</p> <p>Interactions between students and faculty will be primarily through email (a 24 hour email turnaround policy will apply), through phone conversations, and through face-to-face or computer oriented office hours. Students will have access to the prerecorded lectures from their instructor through blackboard. Students will be able to interact with each other through the discussion board feature in blackboard. The course syllabi does conform to University Senate Syllabus Guidelines.</p>
2.	<p>How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc.</p> <p>We are using the same textbook and the same online homework system for both the Distance Learning and the classroom-based courses. The student will have access to recorded lectures from the spring 2011 classroom version of the course, and so the curriculum will be the same. Exams will be very similar, both being multiple choice, except that the DL course will be online (and timed) and the classroom-based will be in class. In this way, the course goals and the student learning outcomes will be the same. Also, we are conducting a classroom-based version of the course during the summer as well, and so all the homework dates and exam dates are the same for the online and classroom-based sections.</p>
3.	<p>How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.</p> <p>The DL course will be administered through blackboard, and so is password protected. The homework and the exams will be administered through MasteringChemistry, which is password protected for each student. For the online exams, the instructor can monitor a student's progress within the online portal, and simultaneously call the student to ensure their identity. For homework, students will be required to submit handwritten solutions to all the problems. The academic offense policy is the same for the classroom-based course.</p>

Abbreviations: TASC = Teaching and Academic Support Center DL = distance learning DLP = Distance Learning Programs

Distance Learning Form

This form must accompany every submission of a new/change course form that requests distance learning delivery. This form may be required when changing a course already approved for DL delivery. **All fields are required!**

4.	<p>Will offering this course via DL result in at least 25% or at least 50%* (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above?</p> <p>No.</p> <p>If yes, which percentage, and which program(s)?</p> <p><small>*As a general rule, if approval of a course for DL delivery results in 50% or more of a program being delivered through DL, the effective date of the course's DL delivery will be six months from the date of approval.</small></p>
5.	<p>How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?</p> <p>The students will get equivalent access to the course material (in recorded lectures), the homework (through Mastering Chemistry), and the instructor (through online and face-to-face office hours, and through email). For the other student services, including the distance learning web site, notification will occur in the syllabus and through web-based links within the Blackboard site for the course.</p>
<i>Library and Learning Resources</i>	
6.	<p>How do course requirements ensure that students make appropriate use of learning resources?</p> <p>The homework and exams will require that the students study the material in the textbook, the lectures, and the homework tutorial system (which shows them how to work each type of problem).</p>
7.	<p>Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.</p> <p>Access to laboratories and equipment is not required. Students must gain access to a computer on their own. Access to any facilities that might help the student will can be granted upon student request.</p>
<i>Student Services</i>	
8.	<p>How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Teaching and Academic Support Center (http://www.uky.edu/TASC/index.php) and the Information Technology Customer Service Center (http://www.uky.edu/UKIT/)?</p> <p>Students will be informed of procedures for resolving technical complaints in the syllabus and within blackboard under a section designated for technical issues. Links to both web sites will be provided to the students.</p>
9.	<p>Will the course be delivered via services available through the Teaching and Academic Support Center?</p> <p>Yes <input checked="" type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If no, explain how students enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.</p>

Distance Learning Form

This form must accompany every submission of a new/change course form that requests distance learning delivery. This form may be required when changing a course already approved for DL delivery. **All fields are required!**

10.	<p>Does the syllabus contain all the required components, below? <input checked="" type="checkbox"/> Yes</p> <ul style="list-style-type: none"> <input type="checkbox"/> Instructor's <i>virtual</i> office hours, if any. <input type="checkbox"/> The technological requirements for the course. <input type="checkbox"/> Contact information for TASC (http://www.uky.edu/TASC/; 859-257-8272) and Information Technology Customer Service Center (http://www.uky.edu/UKIT/; 859-257-1300). <input type="checkbox"/> Procedure for resolving technical complaints. <input type="checkbox"/> Preferred method for reaching instructor, e.g. email, phone, text message. <input type="checkbox"/> Maximum timeframe for responding to student communications. <input type="checkbox"/> Language pertaining academic accommodations: <ul style="list-style-type: none"> <input type="checkbox"/> "If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resource Center. The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodation which details the recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or jkarnes@email.uky.edu." <input type="checkbox"/> Information on Distance Learning Library Services (http://www.uky.edu/Libraries/DLLS) <ul style="list-style-type: none"> <input type="checkbox"/> Carla Cantagallo, DL Librarian <input type="checkbox"/> Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6) <input type="checkbox"/> Email: dllservice@email.uky.edu <input type="checkbox"/> DL Interlibrary Loan Service: http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16
11.	<p>I, the instructor of record, have read and understood all of the university-level statements regarding DL.</p> <p>Instructor Name: Stephen Testa Instructor Signature:</p>

Abbreviations: TASC = Teaching and Academic Support Center DL = distance learning DLP = Distance Learning Programs

CHE 105 ONLINE: GENERAL COLLEGE CHEMISTRY I

UNIVERSITY OF KENTUCKY

Instructor: Dr. Holler, Professor
Semester: Summer 2011
Contact: (859) 257-5884
Information: holler@uky.edu
Course: CHE 105
Office: 209 Chemistry-Physics Building (CP-209)
Location:
Prerequisites: Math ACT of 23 or above; or math placement test; or MA 109; or the KCTCS course CHM 100 or CHM 102.
Textbook: Nivaldo J. Tro, *Chemistry: A Molecular Approach, 2nd Edition*, Pearson, 2011.
Required: Mastering Chemistry access code, The University of Kentucky Online System
Supplies: (it is called Blackboard).

COURSE GOALS

In this course students will study the principles of chemistry and their application to the more important elements and their components. Students will explore the nature of intellectual inquiry in the chemical sciences. In addition, students will develop a foundation for critical and thoughtful approaches to solving problems.

COURSE LEARNING OUTCOMES

1. Describe methods of inquiry that lead to chemical knowledge, and distinguish scientific fact from pseudoscience.
2. Explain fundamental principles of chemistry.
3. Apply chemical principles to interpret and make predictions.
4. Demonstrate an understanding of discoveries that changed our understanding of the world.
5. Give examples of how chemistry interacts with society.
6. Recognize when information is needed and demonstrate the ability to find, evaluate, and use sources of chemical information.

ADMINISTRATIVE INFORMATION

1. This course is *not* open to students who have completed both CHE 104 and CHE 108. However, this course *is* open to students who have completed only CHE 104.
2. This course is part of the University Studies Program and can be taken together with CHE 111, followed by CHE 107 and CHE 113 to fulfill the Natural Science requirement in University Studies.
3. Professor Stephen Testa, Director of General Chemistry, and Ms. Amy Horner, Assistant to the Director, coordinate and administer all of the general chemistry courses. They are located in the Office of General Chemistry (CP-120) and can be contacted via email (GenChemOffice@uky.edu), by phone (257-3882), or by visiting the office during normal office hours (8:00 AM to 4:30 PM).
4. If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resource Center. The Center will require current disability documentation. When accommodations are approved, the Center will provide the instructor with a Letter of Accommodation that details the recommended accommodations. Contact Jake Karnes, the Director of the Disability Resource Center, at 859-257-2754 or jkarnes@email.uky.edu
5. Students will be provided with a Midterm Evaluation of course performance based on the criteria in the syllabus.
6. All Distance Learning Services can be found at <http://www.uky.edu/DistanceLearning/>. Distance Learning Library Services can be found at <http://www.uky.edu/Libraries/DLLS>
Carla Cantagallo, DL Librarian, Email: dlservice@email.uky.edu
Local phone number: 859. 257.0500, ext. 2171
Long-distance phone number: (800) 828-0439 (option #6)
7. Administrative dates:

June 9, 2011	First day of the course
July 4, 2011	Independence Day: Academic Holiday
July 13, 2011	Last day to drop a course
August 4, 2011	Last day of the course

COURSE MATERIAL

1. Textbooks may be purchased from the following:
 - a. Kennedy Bookstore, 405 S. Limestone, (859) 252-0331 <http://www.kennedys.com>
 - b. UK Bookstore 106 Student Center Annex, (859) 257-6304 <http://www.uk.bkstr.com>
 - c. Wildcat Text Books, 563 S. Limestone, (859) 225-7771 <http://www.wildcattext.com>
 - d. The online book can be purchased, along with the homework system, at www.MasteringChemistry.com
 - e. Internet bookstores are fine (like Amazon), but you will need to rush shipping

- Homework and tests will occur through an online program called Mastering Chemistry. You will need to purchase a code to get access to the web site. Codes can be purchased at the same places that you buy the textbook.
- Lectures for all of the course material were previously recorded in the spring of 2011, and are available for your viewing by clicking on the 'Lectures' tab in Blackboard. It is recommended that you print out the lecture notes first (by clicking on the Lecture Notes tab in Blackboard), watch the lectures (taking notes where appropriate), study the material (including looking at the example problems in the book), and only then doing the homework problems.

GRADING

Grades for the course will be assigned on the basis of the scale shown below. Please note that final numerical grades will not be rounded in assigning final letter grades.

A: ≥ 90 B: ≥ 80 and < 90 C: ≥ 70 and < 80 D: ≥ 60 and < 70 F: < 60

The final grade for the course will be calculated as follows:

Three Examinations (20% each)	60%
Assigned Homework	15%
Comprehensive Final Examination	25%
Total	100%

The Department of Chemistry adheres rigorously to University policy about awarding grades of "I" (Incomplete). See "Student Rights and Responsibilities" at: www.uky.edu/StudentAffairs/Code/. Go to Part II: Rules of University Senate, Section V, 5.1.3.2.

Examinations

There will be three 75-minute examinations and a 2-hour comprehensive final in this course. The final examination will be divided into four sections that correspond to the three regular examinations and the material presented after the third examination.

Regular Exams. Graphing calculators, calculators with large memory banks, and calculators that permit the entering of alphabetic text are not permitted. No TI-80 series or higher graphing calculator is permitted

Final Exam. The final exam will be available on Thursday, August 4th from 6:00 - 10:00 AM. Contact the Assistant to the Director in CP-120 if you have a course conflict with this time.

Exam Replacement Policy. On the final examination, you have the opportunity to improve your **lowest** score of the three regular exams. The final exam is divided into four sections, with the first three sections corresponding to regular exams 1, 2, and 3. If your grade on the part of the final that corresponds to your lowest exam grade is improved, we will use the grade from the final in place of the regular exam grade. The purpose of this policy is to motivate students to improve their understanding of the material they found most difficult. If an exam is missed and is not excused, a zero will be given, and this will then be considered your lowest exam score.

Excused Absences from Exams. There will be no separate make-up examinations. However, for those students who miss one of the regular examinations with a legitimate, documented excuse under the guidelines outlined in the University Senate Rules, and who obtain permission within a week of the regular exam date, the score on the section of the final examination pertaining to the material of the missed examination will be converted to a percentage and automatically substituted for the score on the missed examination. Once an exam is excused, the exam replacement policy stated above will apply to the other regular exams. To be excused, you must contact the Assistant to the Director of General Chemistry with legitimate documentation within a week of the exam. No exceptions to this policy will be made. Purchase of airline tickets and participation in weddings are not legitimate reasons to be excused from an exam.

Technical Details of Examinations. The online examinations will be taken through the secure online quiz system in Mastering Chemistry. You will have to use your online account with Mastering Chemistry with your personal password to access your particular exam. The exam will be electronically graded, wherever appropriate, immediately upon its completion, and this grade will be accessible only by your instructor through the password-protected Mastering Chemistry portal.

The examination will be available beginning 4 hours before the due date/time. The examination window will be from 6:00 AM to 10:00 AM on the date of the exam. It is your responsibility to make sure that you access the material during that time period. You can access the examination any time during the 4-hour window but you can only access it once. Once you access an examination you have 75 minutes (or 120 minutes for the final) in which to complete and submit it (the latest you should access an online examination is 8:00am). It is your responsibility to watch the time and submit the examination in time. The program will automatically stop accepting answers once time runs out. You cannot use your text book or any other notes when taking an examination. You are on your honor to take the examination on your own without the assistance of any other person or materials. This can be checked at any time during the exam by the instructor calling you on your phone (you must provide a working number at the beginning of the course) while monitoring your exam progress through the Mastering Chemistry portal. Multiple choice, true/false, and fill-in-the-blank questions will be automatically graded and your score will be available immediately. Essays and short answer responses, if applicable, will need to be manually graded.

If you experience technical difficulties contact the Customer Service Center at 859-218-HELP (4357) or by e-mail at helpdesk@uky.edu. Please also inform the course instructor when you are having technical difficulties. If you have questions while taking the exam, first try calling me at (859) 257-5884. I will be in my office during the entire examination period. If you are unable to contact me by phone: send me an e-mail and include a phone number where you can be reached. I will contact you ASAP.

Homework

This course uses an online homework system called Mastering Chemistry (a product of Pearson publishers). You can access the website at www.MasteringChemistry.com. Homework is worth 15% of your final grade. It is important to pay attention to the due dates of the homework. Each homework assignment is designed to take between 2 and 3 hours to complete, and so it is highly recommended that you complete these assignments early.

CHEATING

According to the University Senate Rules (6.3.2), cheating includes, but is not limited to, the wrongful giving, taking, or presenting of any information or material by a student with the intent of aiding himself/herself or another on any academic work which is considered in any way in the determination of the final grade. Presenting falsified documents to obtain an excuse from an exam, assignment, or class constitutes cheating and will result in a grade of “E” for the course. The fact that a student could not have benefited from an action is not by itself proof that the action does not constitute cheating. The penalty for cheating is a minimum of an “E” on the assignment involved and can be as severe as an “E” for the course. Sanctions imposed may include, and have included, suspension, dismissal, and expulsion from the University.

GETTING HELP

Blackboard Resources. The “Course Help” button in Blackboard lists your instructor’s office hours and other helpful information. Lecture notes will be posted in Blackboard under the “Lecture Notes” button on the menu to the left of the home screen. You will find several old examinations by clicking on “Old Exams” on the left-hand menu as well.

Email Communication. In all e-mails to faculty or staff in General Chemistry, please include the following:

- In the subject field: Course / Section / Subject. For example, a student in CHE 105 section 001 with a question about homework would write the following: CHE 105-001 Mastering Question.
- In the body of the message: Full name and UK student ID number.

E-mails containing inappropriate or offensive language or tone may not be answered. We will respond to emails within 1 business day.

WHOM TO CONTACT

University of Kentucky Technical Support: The University of Kentucky maintains a plethora of resources to aid students with technological problems. If you have problems regarding your computer, contact TASC at www.uky.edu/TASC (859-257-8272) or the Customer Service Center at www.uky.edu/UKIT (859-257-1300).

Your Instructor (Dr. Holler): All issues regarding homework, including technical difficulties, questions about material, questions about grades, help regarding course material, exam material, and exam grades.

Assistant to the Director of General Chemistry (Ms. Horner). Excused absences, alternate exams, and certified disability forms. If you are in doubt about whom to contact and **if your question is not related to homework** then contact Ms. Horner.

Director of General Chemistry (Professor Stephen Testa). Anything you would like to discuss regarding the administration of the course, including issues with your instructor.

COPYRIGHT

All course material is copyrighted (either by the instructor or others). Therefore, transcribing and then selling, publishing, or posting any of the lecture material presented in class is strictly prohibited. This policy applies especially to “professional” note-taking services and companies that publish such material on the internet, in written form, or in any audio format.

APPROPRIATE ONLINE BEHAVIOR

Students are expected to maintain decorum that includes respect for other students and the instructor, to regularly log in to the course, and to display an attitude that seeks to take full advantage of the educational opportunity. All students are expected to be prepared to work and actively participate in class activities. Virtual communication and discussion "in cyberspace" occur in a social environment where normal rules of social interaction apply. The remoteness of the recipients is no excuse to behave in an anti-social manner and post unacceptable messages. Unacceptable messages include those that harass, intimidate, threaten, belittle, ridicule, expressed hatred for, or aggression toward others. Let us be mindful to avoid words that imply that some groups of people are less worthy than others (e.g., avoid racist, sexist, anti-Semitic, age-ist, and homophobic language). Discussion board and other electronic communication for this course should relate only to the course subject matter, generally respond to the instructor threads, and always seek to further the aims of that particular discussion forum or chat session (e.g. stay on topic). Contributions to discussion boards and synchronous chat are the intellectual property of the authors. Students who quote another person in class projects, publications or even in remarks made on the discussion board should always acknowledge the source of that quote (e.g., do not plagiarize your classmates). Personal comments about other users and their views should not be placed in any of our Blackboard course areas that are viewable by other users. Do not copy private messages to another person without the author's explicit permission. Consult the UK Student Rights and Responsibilities regarding the steps for addressing unresolved academic issues at <http://www.uky.edu/StudentAffairs/Code/part2.html>

OFFICE HOURS

You are encouraged to make use of your instructor's office hours. Office hours for the CHE 105 instructors are as follows:

Instructor	Section	Phone/E-mail	Office Hours	Office
Dr. Holler, Professor	401	(859) 257-5884 holler@uky.edu	To Be Determined	CP-209

COURSE SCHEDULE

DATES	CHAPTER	TOPICS
June 9		Become Familiar with The Syllabus
June 10-14	CH 1	Matter, Measurement, and Problem Solving
June 15-17	CH 2	Atoms and Elements
June 17-22	CH 3	Molecules, Compounds, and Chemical Equations
June 23	CH 4	Chemical Quantities and Aqueous Reactions
June 24	CH 1-3	EXAM I (open 6:00 - 10:00 AM)
June 27-29	CH 4	Chemical Quantities and Aqueous Reactions
June 30 – July 6	CH 5	Gases
July 6-12	CH 6	Thermochemistry
July 13	CH 4-6	EXAM II (open 6:00 - 10:00 AM)
July 14-18	CH 7	The Quantum Mechanical Model of the Atom
July 19-21	CH 8	Periodic Properties of the Elements
July 22-25	CH 9	Chemical Bonding I: Lewis Theory
July 26	CH 7-9.6	EXAM III (open 6:00 - 10:00 AM)
July 27-29	CH 9	Chemical Bonding I: Lewis Theory
August 1-3	CH 10	Chemical Bonding II: Molecular Shapes, Valence Bond Theory, and Molecular Orbital Theory
Thursday, August 4 th	CH 1 - 10	FINAL EXAM (open 6:00 - 10:00 AM)

HOMEWORK DUE DATES		
Introduction Assignment	Monday, June 13	10:00 PM
Math Review	Tuesday, June 14	10:00 PM
Chapter 1	Thursday, June 16	10:00 PM
Chapter 2	Monday, June 20	10:00 PM
Chapter 3	Thursday, June 23	10:00 PM
Chapter 4	Thursday, June 30	10:00 PM
Chapter 5	Thursday, July 7	10:00 PM
Chapter 6	Tuesday, July 12	10:00 PM
Chapter 7	Tuesday, July 19	10:00 PM
Chapter 8	Friday, July 22	10:00 PM
Chapter 9	Friday, July 29	10:00 PM
Chapter 10	Wednesday, August 3	10:00 PM

TECHNOLOGY REQUIREMENTS

Complete the following steps to make sure your computer is correctly configured and the necessary software is installed. Note: You will not be able to access course material if you fail to complete these steps.

1. Go to this site to check the minimum hardware, software and browser requirements: <http://wiki.uky.edu/blackboard/Wiki%20Pages/Bb9%20Hardware%20and%20Software%20Requirements.aspx>
2. Internet Explorer is NOT recommended for Blackboard. Firefox is the recommended Internet browser for the course. Go to <https://download.uky.edu/> to download a free version of Firefox. Log in with your LINK BLUE id and password and search for Firefox.
3. Go to <http://java.com> and click on the Free Java Download button. Run the installer to get the latest version.
4. You will also need Flash, Adobe Acrobat Reader and QuickTime movie player. Go to <http://wiki.uky.edu/blackboard/Wiki%20Pages/Browser%20Check.aspx> then click BbGO! If you do not have these installed, you can download them from this site.

5. To download Windows Media Player, click this link:
<http://www.microsoft.com/windows/windowsmedia/player/10/default.aspx>

6. Students and faculty can download Microsoft Office Suite (including Word and PowerPoint) from this site: <https://download.uky.edu/>.

BLACKBOARD AND MASTERING CHEMISTRY HOMEWORK INSTRUCTIONS

To access Blackboard, go to <http://myuk.uky.edu>. Your username and password are the same as your UK e-mail address. It is your responsibility to log in and not to miss announcements and assignments. Computer problems or ignorance of an assignment's due date is no excuse for missing assignments. Your first assignment is due Monday, June 13th. Log in to Blackboard and the Mastering website on the first day of classes so that any technical problems can be solved before your first assignment is due.

Help with Blackboard. If you need technical assistance with Blackboard, contact the UK-IT Customer Service Center by calling 218-4357, by visiting McVey Hall, Room 111 (M-F, 7 AM – 6 PM), by visiting the Student Center, Room 255 (M-F 10 AM – 6PM), or by visiting The HUB at the W.T. Young Library (Sunday- Thursday, 1 PM – 10 PM). You may also e-mail your questions to helpdesk@uky.edu. Keep in mind that the helpdesk may be slower in responding to e-mail requests than to phone calls or personal visits to McVey Hall, the Student Center, or the HUB.

Once in Blackboard, click on the link for CHE 105. You will use Blackboard to access the following content areas using the buttons on the left side of your screen:

- I. Announcements: Current announcements will be displayed on the opening course screen. Be sure to log into Blackboard daily, so that you can read the announcements from your instructor or the General Chemistry office.
- II. My Grades: Exam grades will be posted here. Homework grades will be posted within your Mastering Chemistry account.
- III. Exam Information: Here you will find information about each exam, including answer keys for exams.

To access Mastering, go to www.masteringchemistry.com. You will need to register your Mastering access code the first time you visit the website. Remember your username and password because you will need to log on to this website to complete each of your Mastering homework assignments for the semester.

Help with Mastering. For issues relating to Mastering, first read the FAQ in Blackboard, then access the help section of the Mastering website, and as a last resort contact your instructor.

- IV. Assigned homework will be completed through Mastering. These assignments count as 15% of your grade. Follow the registration instructions given for Mastering, using the access code bought with your textbook, purchased separately at the University Bookstore, or purchased online. The Course ID for your class/section is listed below. Follow the instructions carefully. Note that you must enter your student ID number (without the beginning “9”) during registration in order to get credit for the Mastering homework.

Please note:

- a. The Course ID for CHE 105-001 is: **XXXXXXXXXXXX**
- b. The Mastering homework is designed to help you learn the material in addition to study questions. It is important that you work the assignment yourself, taking the time to use the tutorials and hints in order to understand the problem. If you try to find shortcuts, have others give you the answer, etc., your performance on exams will suffer. This portion of your grade is about learning, not just accumulating points.
- c. To work an assignment, click on the Assignments link. You may print the assignment and enter and exit Mastering as often as you need.
- d. You are allowed 4 attempts at each question. Each time you enter an answer, click on the Submit button at the bottom. Doing this will grade the question and give you feedback. If a question asks for a multiple part answer, you must correctly enter all parts of the answer before hitting Submit; otherwise, your attempt will be counted incorrect.
- e. Some problems in Mastering require the answer to have the correct number of significant figures. If you get an answer wrong on the first couple of attempts, go back through your work to make sure it is correct, and then check for the correct number of significant figures.
- f. Although you receive four attempts for each question, you will lose partial credit for each incorrect attempt at a multiple choice question.
- g. Your first assignment, Introduction Assignment, will teach you how to enter answers into Mastering properly. It will demonstrate many of the features of Mastering, such as hints and tutorials. This should be the easiest assignment of the semester and is very important for proper understanding of how Mastering works. Do not miss it!
- h. The one assignment with the lowest score will be dropped during final homework grade calculations at the end of the semester. Therefore, one assignment is

automatically excused through this drop policy. A percentage score will be calculated for each of the homework assignments. After the one lowest percentage is dropped, the homework score will be the average of the remaining percentages.

- i. To receive an extension on an assignment, you must provide a legitimate, documented excuse that is consistent with University policy. The documentation must be turned in to the Assistant to the Director in the General Chemistry Office (CP-120) within one week of the homework due date. Extensions will not be granted after you have viewed the key.
- j. You can view your score on each of the Mastering assignments through the Gradebook link on the Mastering website. At midterm and at the end of the semester, your overall grade for the Mastering assignments will be loaded onto Blackboard. Be sure to check your grades from time to time to ensure that you are receiving credit for your assignments. If you find an error, contact Ms. Horner right away.
- k. You can access other helpful information in Mastering in addition to homework assignments. Click on Study Area on the left side of the homepage. This area will contain various study aids to supplement the course.