

General, Organic, and Biological Chemistry Syllabus, CH 121
Master Syllabus
Department of Chemistry, Washburn University

Purpose: “Designed for those students who need only a one-semester survey of the principles of chemistry or for nursing students. This course includes vocabulary, laws, and applications of the basic concepts of chemistry. Laboratory work includes preparations, illustrations of laws and typical quantitative experiments. Chemistry 121 will not count towards a major or minor in chemistry.” The five credits for this course are divided into three credit (3 hours) of lecture content, one credit (1 hour) of recitation, and one credit (one three-hour) laboratory period a week during a full 16 week Fall or Spring semester.

This course will satisfy the general education requirements in Natural Sciences and Mathematics distribution. The Washburn University Student Learning Outcome that will be assessed in this course is “Quantitative and Scientific Reasoning and Literacy” given the three following objectives.

Objective 1: Demonstrate an understanding of fundamental chemical concepts in the areas of general, organic, and biological chemistry. This objective will be assessed using a minimum of 25% of the questions on the final exam.

Beginning, 1: >0% - 60%; Developing, 2: >60%-70%; Target, 3: >70%-86%; Advanced, 4: >86%

Objective 2: Demonstrate and understanding of mathematical principles and numerical data as applied to fundamental chemical concepts. This objective will be assessed using a minimum of 25% of the questions on the final exam.

Beginning, 1: >0% - 60%; Developing, 2: >60%-70%; Target, 3: >70%-86%; Advanced, 4: >86%

Objective 3: Demonstrate the collection and use of empirical data using the scientific method. This objective will be assessed using 100% of the final laboratory grade assigned by the laboratory instructor, which includes pre-lab assignments, quizzes, experimental data, and post-lab questions.

Beginning, 1: D; Developing, 2: C; Target, 3: B; Advanced, 4: A

The General education Student Learning Outcome will be evaluated using a minimum of 50% of the final exam, (a minimum of 10% of the final course grade) and 100% of the laboratory grade, (a minimum of 20% of the overall course grade).

Prerequisite: Equivalent of MA 112 or MA 116 or MA 140 or concurrent enrollment

Textbook (as specified in the instructor syllabus):

- *General, Organic, & Biological Chemistry*, 5th ed. by K. C. Timberlake, 2016.
- *Mastering Chemistry (on-line homework) for General, Organic, & Biological Chemistry*, 5th ed. by K. C. Timberlake, 2016.
- *Catalyst - Laboratory Manual for General, Organic, and Biological Chemistry*, custom made for CH121 at Washburn University, by K. C. Timberlake; Pearson/Prentice Hall, Boston 2007.
- *Supplemental Laboratory Experiments and Exercises*, Washburn University, provided by instructor (required)
- At least 2 Dry Erase Markers for Recitation (required)
- Scientific calculator capable of log function (required)

Grading: The instructor for the course and lab will state a specific grading scheme in supplemental syllabi. The lecture and recitation grade will comprise 80% of the overall grade and the laboratory grade will comprise the remaining 20%. The laboratory instructor is responsible for the laboratory section instruction and assessment, and at the end of semester will communicate an overall lab grade for each student to the lecture instructor. As the lecture instructor is the overall instructor for the course, she/he will determine the final grade. As chemistry is an empirical science, a student's overall grade in the course will not be more than one letter grade higher than her/his laboratory grade.

Lecture Exams (typically four hourly exams and a final exam) contribute 55-80% of the points toward the final grade. Homework, recitation questions, quizzes, and special assignments contribute 0-25% of the points toward the final grade. Pre-lab assignments, quizzes, experimental data, and post-lab questions and comprise the remaining 20%.

Student final grades typically average 2.5 on a scale of F = 0.0 to A = 4.0.

Attendance: Attendance is required for lecture, recitation and laboratory. If a university field trip or athletic event conflicts with a class time, it is the **student's responsibility** to make arrangements with the lecture or laboratory instructor to make up any missed material at the discretion of the lecture or laboratory instructor.

Laboratory participation is required for the successful completion of this course. If you are pregnant or become pregnant during this semester you should consult with your physician to decide if it is advisable for you to continue with this chemistry course. You may obtain a list of chemicals used during labs from your instructor.

Laboratory Safety: The following safety rules must be followed to ensure every student's safety. Special safety issues will be discussed for each experiment if necessary. Violation of any safety rules shall be dealt with (*e.g.* loss of points, removal from laboratory, etc.) at the discretion of the Instructor, Laboratory Supervisor, and/or Department Chair.

- Students must view the "Starting with Safety" video before working in the laboratory.
- Students must read, agree to, and sign the "Safety Regulations in the Laboratory" before working in the laboratory.
- In the unlikely event an accident occurs in the laboratory, the student(s) involved with the guidance of the laboratory instructor will submit a completed "Accident Report Form" to the Laboratory Supervisor.
- Students must wear safety goggles at all times in the lab.
- Students must wear shoes in the lab. Open-toed shoes, sandals, or shorts do not offer adequate protection against spilled chemicals or broken glass. Open-toed shoes or sandals are not allowed.
- Eating or drinking is not allowed in the lab.
- Chemicals should not be used for purposes other than those stated in the experiments.
- Wastes must be disposed of properly in accordance with instructions.

UNIVERSITY ADDITIONS – COURSE SYLLABUS

Mission of the University:

Washburn University enriches the lives of students by providing opportunities for them to develop and to realize their intellectual, academic, and professional potential, leading to becoming productive and responsible citizens. We are committed to excellence in teaching, scholarly work, quality academic and professional programs, and high levels of faculty-student interaction. We develop and engage in relationships to enhance educational experiences and our community. *Washburn University Board of Regents, 2010*

Definition of a Credit Hour:

For every credit hour awarded for a university course, the student is typically expected to complete approximately one hour of classroom instruction, online interaction with course material, or direct faculty instruction and a minimum of two additional hours of student work each week for approximately 15 weeks for one semester or the equivalent amount of work over a different amount of time.

Notice of Non-Discrimination/Safe Educational Environment:

The University prohibits discrimination on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, veteran status, or marital or parental status. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Pamela Foster, Equal Opportunity Director/Title IX Coordinator, Washburn University, 1700 SW College Ave, Topeka, Kansas 66621, (785) 670-1509, eodirector@washburn.edu.

Harassment & Discrimination

The University is required by federal laws to address complaints of discrimination and harassment. Faculty are considered responsible employees and as responsible employees, are required to report an incident of discrimination, sexual harassment, or sexual violence to Dr. Pam Foster. A faculty member is only required to report the name of the complainant, but may report more information at his or her discretion. A class assignment **WILL NOT** trigger an investigation or a report to Dr. Foster. Students and employees may file complaints with the Equal Opportunity Director/Title IX Coordinator, Dr. Pam Foster. <http://www.washburn.edu/statements-disclosures/equal-opportunity/how-to-file-a-complaint.html> or with Washburn University Police at (785) 670-1509.

Confidential Resources

On campus: University Counseling Services offers free, confidential counseling to students on any topic, including experiences with sexual assault or relationship violence:

<http://washburn.edu/current-students/services/counseling/index.html>. Student Health Services offers confidential urgent care: <http://washburn.edu/current-students/services/health-services/index.html>

University Diversity and Inclusion – Student Accommodations, Military Connected Certifications, LGBTQ+ Resources, Multicultural and Non-Traditional Student Resources

The Student Services Office within this Office is responsible for assisting in arranging accommodations and for identifying resources on campus for persons with disabilities. Qualified students with disabilities must register with the office to be eligible for services. The office **MUST** have appropriate documentation on file in order to provide services. Accommodations may include in-class note takers, test readers and/or scribes, adaptive computer technology, brailled materials. Requests for accommodations should be submitted at least two months before services should begin; however, if you need an accommodation this semester, please contact the Student Services Office immediately. Students may voluntarily identify themselves to the instructor for a referral to the Student Services Office. See contact information under On-Campus Resources below.

Academic Misconduct Policy:

All students are expected to conduct themselves appropriately and ethically in their academic work. Inappropriate and unethical behavior includes (but is not limited to) giving or receiving unauthorized aid on examinations or in the preparation of papers or other assignments, or knowingly misrepresenting the source of academic work. Washburn University's Academic Impropriety Policy describes academically unethical behavior in greater detail and explains the actions that may be taken when such behavior occurs. For guidelines regarding protection of copyright, consult <http://www.washburn.edu/copyright>. For a complete copy of the Academic Impropriety Policy, contact the office of the Vice President for Academic Affairs, Bradbury Thompson Alumni Center Suite 200, or go on-line to: <http://www.washburn.edu/academic-impropriety>.

Concealed Carry Policy:

Washburn University has regulations and procedures in place to address concealed carry of weapons on campus. Those regulations and procedures can be located at <http://www.washburn.edu/concealedcarry>

Withdrawal Policy:

During fall and spring semesters, students may go online and withdraw from full semester courses through the second week of class with no recorded grade. From the third through the eleventh week a “W” is recorded for any dropped course. After the eleventh week, there are NO withdrawals, and a grade will be assigned for the course. These deadlines will be different for short-term, out-of-sequence, or summer courses. To view the deadline dates for your courses visit the “Last Day” Deadlines web page at: <https://www3-prod.washburn.edu/self-service/coursedates.php> . Depending on the timing of the request to withdraw from a course, students may be eligible for a full or partial refund. Information regarding tuition refunds is available at <http://www.washburn.edu/current-students/business-office/tuition-refunds.html> Depending on the timing of the request to withdraw from a course, students may be responsible for repaying all or a portion of their financial aid. **Students who do not attend their courses and fail to officially withdraw themselves will receive a grade of “F” and may also be required to repay all or a portion of their financial aid based on their non-attendance.** For further information, contact the Financial Aid Office at (785) 670-1151 or e-mail financialaid@washburn.edu.

Attendance/Administrative Withdrawal:

Although it is the student's responsibility to initiate course withdrawals, an instructor, after due notice to the student, may request withdrawal of the student from a course because of nonattendance through the same date as the last day a student may withdraw from a course. This would NOT absolve the student of financial responsibility for tuition/fees for the course in question. The inclusion of this information in the course syllabus is considered due notice.

Official E-Mail Address:

Your Washburn University e-mail address will be the official address used by the University for relaying important messages regarding academic and financial information and the University will consider this your official notification for important information. It may also be used by your instructors to provide specific course information. If you prefer to use an alternate e-mail address to receive official University notices you can set a forwarding address in the Outlook Web App by following the steps below.

Outlook Web App: Set Forwarding Address

1. Go to <http://outlook.washburn.edu>
2. Sign in
3. Click the **Gear** in the upper right
4. **Choose MyApp Settings > Mail**
5. Select **Accounts > Forwarding** from the list on the left
6. **Enter the email address** to which you want to forward all your email.
7. Click the **start forwarding** button

It is your responsibility to ensure that your official e-mail box does not exceed your message quota resulting in the inability of e-mail messages to be accepted into your mailbox.

On-Campus Resources:

- **Center for Student Success: Mabee Library, Room 201**, (785) 670-1942, <http://www.washburn.edu/success>
- **Student Health and Counseling Services: Morgan Hall Room 140**, (785) 670-1470, <http://www.washburn.edu/health>, <http://www.washburn.edu/counseling>
- **Student Life Office: Morgan Hall Room 240**, (785) 670-2100, <http://www.washburn.edu/studentlife>
- **Student One Stop (S.O.S.): Morgan Hall Welcome Center**, (785) 670-2162, sos@washburn.edu, www.washburn.edu/sos
- **University Diversity and Inclusion (Disability and Veterans Services and more) Morgan Hall Room 105**, (785) 670-1629, diversity.inclusion@washburn.edu, <http://www.washburn.edu/diversity/multicultural/index.html>
- **Student Success Week (Week before Finals):** <http://www.washburn.edu/faculty-staff/faculty-resources/policies-forms/forms/success-week-policy.pdf>