

CHEM 208 - CHEMISTRY IN OUR LIVES

Section EC

WINTER 2011

This syllabus is subject to change and any changes will be posted in the Announcements section of the course website.

Disclaimer: In the event of extraordinary circumstances beyond the University's control, the content and/or evaluation scheme in this course is subject to change.

INSTRUCTOR

The instructor for this course is Dr. Bhuvan Pant. All general inquiries regarding the course can be e-mailed to: chem208@econcordia.com.

CONTACT INFORMATION – The **Head Teaching Assistant** for this course is **Sean Hughes** and he can be reached as follows:



Mobile (514) 463-1376



Sean.Hughes@econcordia.com

Please allow for a 24 hour response time during the week (Monday-Friday). Teaching Assistants check their messages once over the 48 hour weekend period and are not available on statutory or university holidays.

COURSE DESCRIPTION

Chemistry, a study of matter and its transformations, occurs constantly all around us. Our reliance on chemicals as food materials, energy sources, medications, construction materials, environmental control products, just to name a few, is a clear indication that an awareness and understanding of basic concepts of chemistry is useful to almost everyone.

This course is designed as an introduction to chemistry for non-science students. It concentrates on establishing the chemical concepts and vocabulary necessary to understand the many roles chemistry plays in people's daily lives.

OBTAINING REQUIRED MATERIAL

- The text required for this course is available through the course website and is included in the cost of the course textbook fee.

COURSE WEBSITE, USERNAME & PASSWORD

- Your eConcordia account will be valid until the end of the term for which you are registered.
- Your account will allow you to access the online course material, which includes videos, notes, discussion boards, all graded course components, useful links, readings and many more resources from course website for the duration of the term.
- The course website can be accessed at www.econcordia.com

EASTERN TIME ZONE

- Please note that ALL dates and times are set for the North American Eastern Time Zone and that Quebec uses Eastern Standard Time and Eastern Daylight Time as per the appropriate dates. All students, including distance learners, are required to meet the deadline requirements according to these times. No exceptions will be made.

DISCUSSION BOARD - Available as of 3:00 p.m. on JANUARY 7, 2011.

- The discussion board is a versatile tool in an online course. It is akin to putting your hand up in class, but with a bonus: each and every student can read the questions and the various answers posted, at their leisure.
- To access your TA's name, contact information and your group assignment number, click on the **Discussion Groups** link in the left-hand side menu of your eConcordia account.
- Once the discussion board is made available as per the date listed above, you will be assigned to a group and a TA within 24 hours of obtaining your eConcordia username and password.
- If you have not been assigned to a group within 24 hours of obtaining your eConcordia username and password, send an e-mail with your name, student ID number and the name of the course you are taking to discuss@econcordia.com and you will be assigned to a group within 24 hours.

GUIDELINES FOR POSTING ON THE DISCUSSION BOARD

- Do not post your telephone number, student ID, or any other personal information on the discussion board.

- The discussion board is meant for the academic discussion of the course material. Keep postings pertinent to the course material. Questions pertaining to grades, technical issues or questions of a personal nature must be addressed directly to your TA via e-mail. Posts of this nature will be removed by the Forum Administrator.
- Of vital importance is respectful behavior on the discussion board. Refrain from making offensive statements and derogatory comments. For example, students must never insult another person or teaching assistant in a discussion.
- Students who fail to respect these rules will be asked to leave the discussion. It is within our discretion and authority to edit or remove any posting at anytime. Please see the [Codes of Rights and Responsibilities](#).

OFFICE HOURS

- There are no official physical office hours for this course; however your TAs will log on to the discussion board and respond to your posts and e-mails within 24 hours.
- Your TAs will also have **virtual office hours** wherein they will be logged onto the discussion board at a predetermined date and time to answer your questions in **real time**. The **virtual office hours** schedule will be made available the second week of the course.

COMMUNICATION

- You will be communicating with your assigned Teaching Assistants and eConcordia personnel via e-mail.
- Allow for a 24-hour response time during the week (Monday-Friday). Teaching Assistants check their messages once over the 48 hour weekend period and are not available on statutory or university holidays.
- You are required to include the following information in all your e-mail communication:
 - Full name
 - Concordia student ID number
 - Course name and number pertaining to your inquiry
- Save a copy of all e-mail correspondence for the duration of the term and until the final letter grade for your course has been posted in your MyConcordia portal.
- We strongly encourage you to use a Concordia University e-mail account or an account from a provider such as Sympatico, Videotron, etc.

- Free e-mail accounts such as Hotmail, Yahoo, etc. are NOT recommended and often lead to communication problems.
- You can obtain a LIVE@EDU e-mail account through your My Concordia Portal by clicking on the link titled “Personal Services” followed by “Computer Accounts & Passwords”.
- For more information about these accounts and other services offered by Concordia’s IITS department, you may visit CC-207 or H-925 or <http://helpline.concordia.ca/>.
- Your e-mail address must be registered in your [MyConcordia Portal](#) as well as in the Student Profile of your [My eConcordia Portal](#).

ANNOUNCEMENTS

- Important information regarding the course will be communicated to you via the Announcements Section of the course website.
- The announcements are located in the centre of the main page upon logging in to your eConcordia account. Please make sure to read the postings on a weekly basis.

FINAL GRADES

The points accumulated will determine final grades. The final grades will be assigned as follows:

A+	89	100
A	85	88.99
A-	82	84.99
B+	78	81.99
B	74	77.99
B-	71	73.99
C+	68	70.99
C	64	67.99
C-	60	63.99
D+	57	59.99
D	53	56.99
D-	50	52.99
F	22	49.99
R	0	21.99

EVALUATION

Quiz Total Grade	25%
Quiz 1 : 5%	
Quizzes 2-6 : 4% each	
Cumulative Test Total Grade Modules 1, 2, 3 - Test 1 : 8% Modules 4, 5, 6- Test 2: 7%	15%
Final Exam	60%

DESCRIPTION OF GRADED COURSE COMPONENTS

QUIZZES

- There are 6 online quizzes throughout the term.
- Each quiz will only be accessible on the date listed in the Agenda on the last page of the course outline. All students must log on and take the quiz on the specified date. If a student does not complete the quiz on the date scheduled, the student will receive a grade of zero for that quiz (unless permission has been granted by the Instructor or Head T.A.).
- Quizzes will only be re-scheduled if the following conditions are met:
 - In the event of a technical issue, the Head TA is to be contacted immediately by telephone at 514-463-1376 on the day of the quiz. Leave a detailed message if the TA is unavailable to take your call immediately.
 - If the student is unavailable to take the quiz due to a health issue (or similar problem), the student must provide verifiable proof to support their claim, for example, a doctor's note within 5 days following the scheduled quiz.
- The quizzes will consist of multiple choice and true or false questions and will be accessible through the Online Quiz link in Student Menu of your eConcordia portal.

CUMULATIVE TESTS

- There are 2 online cumulative tests throughout the term.
- Each cumulative test will only be accessible on the date listed in the Agenda on the last page of the course outline. All students must log on and take the cumulative test on the specified date. If a student does not complete the cumulative test on the date

scheduled, the student will receive a grade of zero for that cumulative test (unless permission has been granted by the Instructor or Head T.A.).

- Cumulative tests will only be re-scheduled if the following conditions are met:
 - In the event of a technical issue, the Head TA is to be contacted immediately by telephone at 514-463-1376 on the day of the cumulative test. Leave a detailed message if the TA is unavailable to take your call immediately.
 - If the student is unavailable to take the cumulative test due to a health issue (or similar problem), the student must provide verifiable proof to support their claim, for example, a doctor's note within 5 days following the scheduled cumulative test.
- The cumulative tests will consist of multiple choice questions and will be accessible through the Online link in Student Menu of your eConcordia portal.

POLICY ON EXTENSIONS AND LATE SUBMISSIONS

- Any request for an extension must be received before the deadline or it will not be accepted. In fairness to all students, there will not be any exceptions to this policy.
- If you are unable to complete your work by the deadline or write an exam on the assigned date, it is your responsibility to ensure that you communicate this issue to your professor prior to the scheduled date, via e-mail, to chem208@econcordia.com.
- Extensions will be granted only to students who are able to provide a reasonable and verifiable medical note before the deadline. Medical notes must include dates within which you are excused from work/school.
- In the case of emergencies, it is your responsibility to notify your Professor and/or Course Coordinator via e-mail at: chem208@econcordia.com as soon as the issue arises in order to determine the course of action required for the matter at hand.
- Organize your time effectively to ensure that you submit your work on time. Any work submitted after the deadline is considered late and will incur a penalty of 10% per day (weekends included) if applicable.
- Vacations and travel plans (work-related or otherwise) are not considered valid reasons for late submissions of or an inability to complete assignments, quizzes and exams.
- Please note that you are responsible for the version of the work you submit to the website. If you upload the incorrect version of your work to the website, you can

resubmit the correct version prior to the deadline. If you fail to meet the deadline, the version of your work located on the website is the one that will be graded.

- In addition, please note that it is your responsibility to ensure that your assignment is received before the deadline. Should you be unable to submit your work via the website you must submit your work via e-mail to your TA before the deadline. Please give yourself enough time for online submissions to send your assignments via e-mail should a technical issue arise.

FINAL EXAMINATION: DATE AND LOCATION TBA

- The final examination is an in-class written exam.
- Official Exam week is determined by Concordia University and the date and location of the final exam is scheduled within that week. It is the responsibility of the student to verify the date/time/location and room assignment for the final exam posted in their MyConcordia Portal. The final exam date will not be posted on the eConcordia website.
- Do not schedule flights or vacations until the official examination date is released. Vacations and travel plans are not considered a valid reason for a deferral request.

EXTERNAL EXAMS – OUT-OF-REGION STUDENTS

- If you are NOT located in the Montreal area and cannot attend the final exam at Concordia, eConcordia can assist you in making arrangements to write the exam at a university in your region.
- External exams are written on the exam date set for the course by the Concordia Exams Office.
- You can obtain an External Exam Request Form as well as all pertinent instructions in the External Exam link in the Student Menu of your eConcordia portal. All requests for an external exam are to be submitted via e-mail to: exams@econcordia.com.
- For more information about the external exam option, please call 514-848-8774 or 1-888-361-4949.
- The external exam request deadline for the final exam is indicated in the MyAgenda tab of the course website.
- Late requests will NOT be accommodated. ALL fees incurred to write an external exam are the responsibility of the student. Fees vary per institution; please contact your

institution for applicable fees. It is the responsibility of the student to inquire about the fee with the Institution prior to scheduling the exam.

GRADES

- In order to view your grades throughout the semester, click on the *My Grades* link in your eConcordia portal.
- It is your responsibility to ensure your work has been received (to be verified as outlined in your assignment instructions) and to contact your TA via e-mail for clarification if you have any questions concerning your grades.
- Your final letter grade for the course will be posted in your MyConcordia Portal at the end of the term.

TECHNICAL REQUIREMENTS



The technical requirements for accessing the online material are listed within the course content and on our main website:

<http://www.econcordia.com/home/elearning.aspx?section=224> .

If your existing hardware does not meet the requirements, you may experience a lower level of quality and accessibility to our website and course content.

TECHNICAL ISSUES – eConcordia Help Desk

- For any technical questions or inquiries (login or account issues), or if you are having difficulty accessing the eConcordia site, please contact eConcordia's HelpDesk at:

 helpdesk@econcordia.com  514-848-8774 or toll free 1-888-361-4949

- At eConcordia we take every possible measure to ensure that your online learning experience runs as smoothly as possible. There may be times, however, when you encounter technical difficulties that are simply beyond our control. This can include unforeseen network or server or connectivity issues.
- It is the responsibility of each student to ensure that s/he saves a copy of all work to be submitted through the system. This applies to any work sent via e-mail and uploads and textbox submissions to the course website. You are required to save copies of work both on a computer hard drive and an external storage device (diskette, CD or USB key).
- In the event that a technical problem does arise while submitting your work, please send a copy of the error message you received in the body of your e-mail to helpdesk@econcordia.com and one of our agents will assist you.

ACADEMIC CODE OF CONDUCT SIMPLIFIED

It is UNACCEPTABLE to:

- Copy from ANYWHERE without saying from where it came.
- Let someone copy your work and then submit it as their own.
- Hand in the same assignment in more than one class.
- Have unauthorized material in an exam, such as cheat sheets and crib notes. YOU DON'T HAVE TO BE CAUGHT USING THEM – JUST HAVING THEM WILL GET YOU INTO TROUBLE!
- Copy from someone else's exam.
- Communicate with another student during an exam by talking or using some form of signal.
- Add or remove pages from an examination booklet or take the booklet out of an exam room.
- Get hold of or steal exam or assignment answers or questions.
- Write a test or exam for someone else or have someone write one for you.
- Hand in false documents such as medical notes, transcripts or records.
- Falsify data or research results.

AND if you do:

- The professor will file an incident report.
- You will be asked to come to an interview with the Code Administrator.
- A decision will be made to uphold or dismiss the charge.
- If the charge is upheld, one or more of the following sanctions will be given:
 - A letter of reprimand
 - Resubmit the assignment or rewrite the exam
 - A failing grade on the assignment, exam or course
 - A failing grade in the course with no right to a supplemental
 - Requirement to take up to an additional 24 credits
 - Community service
 - Suspension of up to 3 years
 - Expulsion from the University
 - A charge of academic misconduct will appear on your student record.

If you believe the charge was incorrectly upheld, you have the right to request a hearing before an Academic Hearing Panel composed of three professors and two students. This is not an appeal but is a complete rehearing of the case.

For the complete Academic Code of Conduct, refer to the Undergraduate (pages 604-617) and Graduate (pages 64-70) Calendars or visit:

<http://secretariat.concordia.ca/policies/academic/en/codeofconduct-academic.shtml>.

NOTE: All the sources you utilize for all your assignments should be properly cited and each assignment should include a list of references. This includes sources from the course (e.g. readings, lessons, web links, discussion boards, etc.) as well as other courses, readings, newspapers, magazines, online materials, and other documents that you use. For more information on citing properly, please consult the following link: <http://library.concordia.ca/help/howto/citations.html> or click on “Quick links” from the Library home page.

Learning how to properly cite your materials is an essential skill for any scholarly and professional work. You should make it a basic feature of all your submissions at the university. There are several software packages that can help you manage your references and bibliographies. Some of them are free: such as Refworks (provided by the Concordia Library via <http://library.concordia.ca/help/howto/refworks.php>) or Zotero (<http://www.zotero.org/>).

STUDY SKILLS: YOUR GUIDE TO ONLINE LEARNING

At eConcordia we want you to succeed as an online learner. Whether you need help managing your time efficiently, understanding your assignments, or writing exams, this [self-directed tutorial](#) will provide you with tips on how to improve your study strategies. Furthermore, reviewing this tutorial as you follow a course will assist you in developing important skills such as note taking, critical thinking, conducting research, and writing, which will ultimately contribute to your academic achievements both online and in traditional settings.

COURSE EVALUATION

Approximately one week prior to the end of the term, you will receive an e-mail message asking you to complete a course evaluation. Click on the link in the e-mail and follow the instructions. Please note that all responses are completely anonymous and will be kept confidential. We value your opinion; your feedback regarding your experience with eConcordia is greatly appreciated.

REFUND POLICY

- Requests for textbook fee refunds must be made in writing to refund@econcordia.com and must meet the conditions outlined below.
- A full refund on the textbook fee will be issued to students who withdraw from the course and request a refund in writing to refund@econcordia.com by Concordia

University's DNE deadline. Please visit: [Concordia University's course calendar](#) for look at Concordia's course calendar for the exact dates.

- **NO REFUNDS** will be accorded on textbooks after the DNE date. Please review the refund policy posted on our website:
<http://www.econcordia.com/home/policies.aspx>
- Information to be included in the e-mail:
 - Full name (first name and last name)
 - Student ID
 - Receipt number (e.g.: 1000-ONC-4556544)
 - Course you wish to obtain a refund for
 - Reason for refund
 - Telephone number

PLANNED INTERACTION MODE

To make the most of your time and the web-based instructions, the following navigation or interaction mode is recommended. A tutorial is also available in the Getting Started section of the website in order for you to become familiar with the various functions and tools offered in this course.

1. Read the learning objectives for each lesson.
2. Watch the video introduction.
3. Read the material in the Study Materials section.
4. After watching the videos and going over the readings and study materials, test your mastery of the newly acquired information by taking the quiz in the Self-Assessment section.
5. Useful website links related to the lesson topics are available in the Links section. These links have been chosen to complete the course material and to help you focus on various relevant issues. We recommend that you keep your extra-curricular surfing to a minimum as it is easy to get side-tracked.
6. After completing all of the lessons for a given module, you should take the Module Test to assess your knowledge of the topics covered in the module.
7. You are strongly encouraged to fill out the feedback form in the Rate this Module section. We sincerely appreciate your thoughts, opinions, and comments about the readings, videos, study materials, as well as the overall operation of the course. The feedback is anonymous and will in

no way affect your status in the course. Your feedback will serve to bring continuous improvements to the course.

See Agenda on the next page.

CHEMISTRY IN OUR LIVES – CHEM 208

Agenda

WINTER 2011

All deadlines indicated are on the due date listed by 11:59 p.m. unless otherwise indicated.

	Week 1: January 3 – January 9
eC	Discussion Board opens at 3:00 p.m. on JANUARY 7
<input type="checkbox"/>	Navigate the course website
<input type="checkbox"/>	Review the course outline
<input type="checkbox"/>	Lesson 0.1 : Getting Started
	Week 2: January 10 – January 16
<input type="checkbox"/>	Lesson 1.1: Scientific Method
<input type="checkbox"/>	Lesson 1.2: Matter (Atoms, Molecules & Ions)
ⓘ	DNE Date: Academic withdrawal deadline (with tuition refund): JANUARY 16
ⓘ	Last day to add winter-term courses: JANUARY 16
	Week 3: January 17 – January 23
<input type="checkbox"/>	Lesson 1.3: Periodic Table
<input type="checkbox"/>	Lesson 1.4: Naming of Compounds
	Week 4: January 24 – January 30
!	QUIZ 1 – MODULE 1 (LESSONS 1.1-1.4): JANUARY 26
<input type="checkbox"/>	Lesson 2.1: Occupational Hazards
	Week 5: January 31 – February 6
<input type="checkbox"/>	Lesson 2.2: Toxicology
<input type="checkbox"/>	Lesson 2.3: Workplace Hazardous Materials Information System
	Week 6: February 7 – February 13
!	QUIZ 2 – MODULE 2 (LESSONS 2.1-2.3): FEBRUARY 9
	Lesson 3.1: Air
<input type="checkbox"/>	Lesson 3.2: Water
	Week 7: February 14 – February 20
!	QUIZ 3 – MODULE 3 (LESSONS 3.1-3.2): FEBRUARY 16
	Week 8: February 21– February 27
ⓘ	Midterm Break begins: February 21
ⓘ	Midterm Break ends : February 27
	Week 9: February 28 – March 6
!	CUMULATIVE TEST 1– MODULES 1, 2 AND 3: MARCH 2
<input type="checkbox"/>	Lesson 4.1: Soaps and Detergents
<input type="checkbox"/>	Lesson 4.2: Personal Care Products

❗	DISC Date: Academic withdrawal deadline (without tuition refund): MARCH 5
	Week 10: March 7 – March 13
!	QUIZ 4 – MODULE 4 (LESSONS 4.1-4.2): MARCH 9
<input type="checkbox"/>	Lesson 5.1: Introduction to Organic Chemistry Lesson 5.2: Treatment of Infections and Diseases
	Week 11: March 14 –March 20
<input type="checkbox"/>	Lesson 6.1: Acid Rain
<input type="checkbox"/>	Lesson 6.2: Global Warming Lesson 6.3; Ozone Depletion
	Week 12: March 21 – March 27
!	QUIZ 5 – MODULE 5 (LESSONS 5.1 – 5.2): MARCH 23
	Week 13: March 28 - April 3
!	QUIZ 6 – MODULE 6 (LESSONS 6.1 – 6.3): MARCH 30
eC	Complete Course Evaluation
eC	External Exam Application Deadline for final: APRIL 1
	Week 14: April 4 – April 9
!	CUMULATIVE TEST 2– MODULES 4, 5 and 6 : April 6
❗	Last day of classes – Winter Term: April 9
	Week 15: April 10 – April 16
	Examination Period: April 11 – May 2
❗	Exam date, time and location to be posted in your MyConcordia Portal

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