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This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities. Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Office Hours:

	Monday	Tuesday	Wednesday	Thursday	Friday
on Campus	1100 – 1220	1100 – 1220	1100 – 1220	1100 – 1200 1500 – 1750	None

Other times and Zoom meetings are available by appointment.

Course Description:

- Fundamental principles of organic chemistry will be studied, including the structure, bonding, properties, and reactivity of organic molecules; and properties and behavior of organic compounds and their derivatives. Emphasis is placed on organic synthesis and mechanisms. Includes study of covalent and ionic bonding, nomenclature, stereochemistry, structure and reactivity, reaction mechanisms, functional groups, and synthesis of simple molecules. Laboratory activities will reinforce these fundamental principles of organic chemistry. Methods for the purification and identification of organic compounds will be examined. **THIS COURSE IS INTENDED FOR STUDENTS IN SCIENCE OR PRE-PROFESSIONAL PROGRAMS.**
- Successful completion (final grade of C or better) of CHEM 2423 will allow the student to continue on to CHEM 2425.
- This course consists of both lecture (3 hours) and laboratory (4 hours) each week.
- Prerequisite(s):* CHEM 1412 with final grade of C or better

Course Structure and Overview:

- Course Format: Face-to-Face
 - Both the lecture and laboratory portions of this course will be conducted in the traditional face-to-face format during the scheduled times as posted.
 - Contingencies are in place, should the course need to transition to a virtual format. (see last pages)
- Lecture Sessions: **Tuesdays and Thursdays, 130-250pm**
 - The lecture portion of this course is in the partially-flipped style. Students are required to read assigned portion of the text before coming to class to prepare for that day's activity. Lecture will take approximately half to two-thirds of the class time, while the rest of the class time students will be working in small groups. Students will be required to work a paper quiz in small groups during each class period. Additionally, students are expected to work on assignments, problems, and studying a minimum of 3 hours outside of class for every one hour of class time.
 - Additional course material may also be presented fully online through videos and the course Blackboard page.
 - Exams consist of multiple-choice questions, short answer questions, calculation problems, and essay questions. For more information about exams, see the syllabus section on exams.
 - Exams will be conducted on-campus in person during the time scheduled.
- Laboratory Sessions: **Tuesdays, 300-650pm**
 - Detailed instructions, guidelines and descriptions of what is expected for laboratory sessions can be found on the following pages under the heading "Institutional/Course Policy". The course Blackboard page contains detail about what will be conducted in the laboratory sessions, what laboratory assignments are due, due dates, and rubrics.
 - Some days there will not be an experiment, and some days there may be additional lecture sessions during

the lab time. Students are expected to follow posted schedules and the professor's instructions. On days with experiments scheduled, students should plan to be working in the lab for at least four hours.

- **NOTE:** Although not required or mandated by the college, dual-layer cloth face coverings are *highly recommended* during this current, ongoing pandemic; especially as the format of this course makes social distancing difficult.

Required Instructional Materials:

- Lecture Textbook
 - *Organic Chemistry* - Klein; 4th Edition with WileyPLUS
Digital Version with Access Code (ISBN # 9781119761075)
Publisher: Wiley
 - The required materials for the lecture portion of this course are available using INCLUSIVE ACCESS. This means that you paid a discounted price for the eText and WileyPLUS when you paid tuition for this course. You automatically have your access code for WileyPLUS.
- Lab Supplies
 - *Lab Notebook* - 100 Carbonless Self-Copying Pages; Copy Page Perforated
Spiral Bound (ISBN # 9780978534424)
Publisher: Barbakam
 - Lab Safety Personal Protective Equipment (PPE)
 - Approved safety glasses are available in the college store, and many safety glasses and safety goggles are also available from online retailers. Students who wear corrective-vision glasses must have elastic-strap safety goggles that cover the entire glasses and seal against the forehead. *Always check with your instructor before purchasing eye protection from somewhere other than The NTCC College Store.*
 - *Beginning Tuesday, September 19, students arriving to lab without proper safety glasses or goggles will not be allowed to participate in the experiment and will receive a grade of zero for that experiment.* Before that date, safety glasses/goggles may be rented from the instructor for the cost of five (5) points deducted from the behavior, safety, and teamwork (BST) grade.
- Molecular Model Set for Organic Chemistry
(ISBN # 0205081363)
Publisher: Prentice Hall
- Scientific Calculator
A scientific calculator is required for this course. A model TI-36x Pro or TI-30Xa is suggested, but many models will work; check with your instructor. *You will NOT be allowed to use a graphing calculator, programmable calculator, or cell-phone calculator during any exam in this course.*
- Pencils and Erasers
Pencil is mandatory for writing on quizzes and exams. A strong, sturdy eraser is required to ensure that your work is professionally presentable. Any papers submitted in pen will not be graded and will receive a grade of zero. *Any papers that are too sloppy, messy, or unreadable will incur severe point deduction or earn a grade of zero.* Pentel Hi-Polymer Eraser (#ZEH10) is the recommended eraser, but any good eraser will work fine.

Minimum Technology Requirements:

- Scientific Calculator - TI-36x Pro and TI-30Xa are recommended (Graphing calculators are not allowed on exams)
- Wireless Internet capable laptop computer or tablet (Chromebooks are not recommended)

Required Computer Literacy Skills:

- Web browsing skills for working with the online homework system
- Ability to use Blackboard for access to course information
- Competent and professional emailing skills
- Functional use of MS Word and Excel for writing lab reports
- Video conferencing capability using Zoom through computer or mobile phone.

Communications:

- The major communication pathway between instructors and students in this course is face-to-face during lecture and laboratory sessions and during office hours. Students are expected to ask questions and participate in discussions during lecture and laboratory sessions.
- NTCC email is the official form of communication used by the college. Email communications from non-NTCC email addresses will not be answered.
- This course does not use TEAMS for any communication. Messages in TEAMS or Blackboard messages will not be seen or answered. Use NTCC email for communication outside of class.
- Course announcements that occur outside of lecture and lab sessions will be announced via Blackboard's announcement feature. These will be cc'd to students via NTCC email.
- **Students are expected to check Blackboard and their NTCC email accounts regularly.**
- All grading policies and due dates for online homework assignments are listed in the online homework system and the course Blackboard page.

Evaluation/Grading Policy:

- Course Grade Breakdown

○ WileyPLUS	10%	<i>Final course grades are rounded to the nearest whole number percent, and letter grades assigned using the grading scale.</i>	○ A = 100-90%	
○ Quizzes	13%			○ B = 89-80%
○ Attendance	2%			○ C = 79-70%
○ Unit Exams	45%			○ D = 69-60%
○ Laboratory	25%			○ F = 59-0%
○ <u>ACS Final Exam</u>	<u>5%</u>			
○ Total Course Grade	100%			
- Grades will be posted to Blackboard throughout the course. Blackboard provides an approximate course grade, which is typically within 1-3% of the actual course grade. The instructor's gradebook is the last word in grades and is what decides the final grades for the course. At any time during the term, students can request to view their grades in the instructor's gradebook or can request a pdf copy of their grades.
- *Questions about what score on the Final Exam is required to earn a particular grade in the course will not be answered. Please do not ask.*

Exams:

- Six unit exams will be given during the term. Unit exams are administered on campus in the lecture classroom during the scheduled lecture time.

○ Exam 1	Organic Essentials + IR	Chapters 1, 2, 14	Thurs, Sept 14	Testing Center
○ Exam 2	Acids/Bases + Alkanes	Chapters 3, 4	Tues, Oct 3	130pm
○ Exam 3	Stereochemistry + Reactivity	Chapters 5, 6	Thurs, Oct 19	130pm
○ Exam 4	Substitution + Elimination	Chapter 7	Tues, Nov 7	130pm
○ Exam 5	Addition Reactions	Chapter 8	Mon, Nov 27	Testing Center
○ Exam 6	Alkynes + Radicals	Chapters 9, 10	Thurs, Dec 7	130pm
- Exam dates are subject to change, if circumstances dictate it. Ample notice will be given verbally during class, in such instances. Under some rare circumstances, students may take exams in advance; this will be decided on a case-by-case basis in advance of the exam date. *There will be no make-up exams for missed exams without authorization before the exam date.*
- *The American Chemical Society (ACS) Standardized First-Semester Organic Chemistry Final Exam* will be administered during the mandated final exam time for this course. The ACS Exam is a nationally administered exam that covers topics from the first semester course in organic chemistry. Questions on this exam will cover topics from all of CHEM 2423. This is a 70-question multiple choice exam with strict guidelines that will be discussed in class. This exam is challenging and will give students an idea as to how they perform relative to other students across the nation (community college and university) that take this test.
 - **ACS Final Exam** **Cumulative** **Thursday, December 14** **200pm (110 min)**

Students with an exceptional performance on the ACS Final Exam – 80 percentile or above – will automatically

earn a course grade of “A” for the semester, provided they meet the following criteria: (1) no grades of zero on any unit exam, (2) no more than one unexcused lab absence for the whole semester, (3) a score of 50% or above on total WileyPLUS work for the semester, and (4) no more than three unexcused lecture absences during the semester.

- **Guidelines for in-person exams in this course:**

- At the instructor’s discretion, students may be assigned seats during an exam period.
- Students are only allowed to bring pencils, erasers, and scientific calculators into the testing room.
- **Programmable calculators, graphing calculators, and cell-phone calculators are not allowed.** Sharing calculators will not be permitted.
- Bags, purses, etc. are not allowed at the student tables and should be stowed at the front of the room
- Cell phones are not permitted. Phones should be turned off and surrendered to the instructor during the exam. A student in possession of a phone once the exam has started will earn a grade of zero on that exam. If a student’s phone sounds, disrupting the exam, that student will earn a grade of zero on the exam and be asked to leave the testing room.
- Watches are not permitted in the exam room; watches, and other personal electronic devices, must be stowed in a bag or surrendered to the instructor.
- Students will be provided with scratch paper and a formula sheet for each exam. Other papers or notes will not be permitted during the exam.
- Students that leave the testing room during the exam must turn in the exam to be graded and cannot return to the exam room until the testing period is over.
- A student found in violation of any of these guidelines during an exam period will earn a grade of zero on that exam.

- **Graded Exams will not be handed back to the student.** Students are required to review their graded exams with the instructor. Students can make an appointment to review their exams with the instructor at times outside of office hours as well. Reviewing the exam is an exam score out of five points. Students must review their exam before the start of the next exam to earn the full five points.

Institutional/Course Policy:

- **Students are expected to be working on assignments outside of class on their own time throughout the entire duration of this course.** For each hour that you spend in class, plan to spend a minimum of three hours out of class studying, reading the book, working on homework problems, etc.
- **Quizzes**
 - A quiz will be given during all lectures. Students who are absent from class will earn a zero on the quiz, and makeup quizzes will not be given.
 - Quizzes that are not in the instructor’s possession when they leave the classroom are considered late.
 - Take Home Quizzes that are not in the instructor’s possession at the start of the class are considered late.
 - In special cases, outside-of-class paper assignments may be accepted late; this requires prior authorization in advance of the due date.
 - **Late Quizzes: Quizzes that are “LATE” will earn a grade of zero; although, the late quizzes may be marked with comments for feedback on the content.**
 - **In-Class Quizzes: These quizzes are late when the instructor leaves the classroom. Quizzes not in the instructor’s possession when they leave the classroom at the end of class are considered “LATE”.**
 - **Take-Home Quizzes: These quizzes are considered late if they are not in the instructor’s possession at the start of the class period. Take-Home Quizzes submitted to the instructor in any fashion once lecture has started are considered “LATE”.**
- **Syllabus Quiz**
 - A **required** syllabus quiz will be administered at the start of the semester. The Syllabus Quiz is given through blackboard. This quiz is a binding agreement that you have received the syllabus and agree to its terms. The Syllabus Quiz is **due Tuesday, September 5 at 1159pm**. Students not completing the Syllabus Quiz by the census date – **Wednesday, September 13** – will be dropped from the class and not allowed to reenroll regardless of class participation.
- **Attendance**
 - Attendance is mandatory for this course.

- You are expected to attend all classes. Chemistry is too hard to learn on your own. Some lecture material not found in the text may be presented during the semester that may show up on exams.
- Attendance is tracked through the Blackboard Attendance feature.
- Students who are late to class will lose attendance points.
- Attendance points may be lost for attitude, teamwork, and/or other interpersonal issues.
- Online Homework
 - This course uses the WileyPLUS online homework system. Details about registering in WileyPLUS can be found on the course Blackboard page and will be discussed on the first day of class.
 - Assignments and due dates will be listed in the WileyPLUS system.
 - Access to a computer with the internet is required for this course.
 - ***Access to a computer with the internet is required for this course.*** Computers are available on campus in the STEM Lab (MS 112) and the Learning Commons.
 - ***Late Assignments: Assignments not completed by the assigned due date/time are late. Late work is accepted according to the policy described in WileyPLUS and on blackboard.***
 - There are 5050 points available in WileyPLUS. 4000 of these points are required. Any points earned up to 5050 points will count as extra credit in the WileyPLUS score (126.25% max WileyPLUS score).
- Electronic Devices Policy
 - Use of cell phones is prohibited during class and lab time. Students using phones for unapproved purposes during lab will be asked to leave lab and will earn a grade of zero on material for that lab period.
 - Wearing headphones during class, lab, or an exam is not allowed. Use of listening devices will earn the student a zero on work for that class session.
 - Students are not to be in possession of electronic devices (phones, music players, watches, etc.) during an exam. Student found with devices other than scientific calculators during an exam will earn a grade of zero on that exam.
- Laboratory Experiments
 - There will be approximately 12 experiments performed during the laboratory periods over the course of the term.
 - Any experiments not completed and turned in will receive a grade of zero.
 - Any student earning a zero grade on three or more lab reports will earn a grade of “F” in this course.
 - A schedule of experiments will be provided as a separate handout.
 - It is the responsibility of the student to arrive to lab prepared for the correct scheduled experiment.
- Laboratory Conduct and Attire
 - Students are expected to adhere to the guidelines set forth in the “Commitment to Laboratory Safety Pledge” and in the safety video.
 - Students must wear long pants covering their ankles—closed shoes (no exposed skin or sock), and shirts that cover their shoulders.
 - Approved safety glasses/goggles are to be worn at all times in the lab. Students who wear corrective-vision glasses must have elastic-strap safety goggles that cover the entire glasses and seal against the forehead.
 - Long hair should be pulled back.
 - All jewelry - rings, watches, bracelets, etc. - should be removed.
 - Failure to follow laboratory safety protocols could result in injury to yourself or others and will result in reduction of your laboratory grade.
 - Students not dressed appropriately for lab will be asked to leave and will earn a grade of zero on that experiment.
- Laboratory Assignments
 - Details about laboratory assignments can be found in the “Organic Chemistry: Safety, Notebook, and Report Information” packet and on the course blackboard page.
 - ***Prelaboratory Assignments are due by the beginning of the laboratory period.*** Students not turning in a complete Prelaboratory Assignment will not be allowed to participate in that experiment and will receive a grade of zero on that experiment.
 - Unless otherwise stated, Lab Notebook Pages are due at the end of the laboratory period.
 - The typed Written Report will be submitted electronically via blackboard and is typically due one week after completion of the experiment.

- Postlab Questions are due at the start of the following laboratory period.
 - Specific experimental and report details and due dates are listed on the course Blackboard page, and it is the students' responsibility to check for current requirements and due dates.
- Laboratory Practical Exam
 - will be held at the end of the semester
 - worth 15% of the lab grade
 - combination of hands-on lab techniques and postlab-style questions
 - There is no written report for this exam.
- Laboratory Evaluation/Grading Policy
 - *The laboratory portion of the course counts towards 25% of your overall course grade.*
 - Regular Experiments 75% = 18.75% of course grade
 - Lab Practical Exam 15% = 3.75% of course grade
 - Behavior, Safety, & Teamwork 10% = 2.50% of course grade
 - Total 100% = 25.00% of course grade
 - Copying answers on any work will not be tolerated. Lab papers that appear to have answers copied from other students or internet sources or that appear to have cheated in any way will earn a grade of zero.
 - Details about what is expected for laboratory assignments can be found in the lab manual and on the course blackboard page.
 - Specific experimental and report details and due dates are listed on the course Blackboard page, and it is the students' responsibility to check for current requirements and due dates.
 - Additionally, relevant rubrics can be found on the course blackboard page.
 - Students are expected to attend all laboratory periods. There is no make-up experiment, and failing to attend lab will earn you zero points for that experiment. "I have to work" is not an acceptable excuse for missing a laboratory period.
 - Leaving lab early is not permitted; students leaving lab before the experiment is completed without permission of their lab partner(s) and instructor may earn a grade of zero on that experiment.
 - **Keep in mind that teamwork is 10% of your lab grade!**
- Withdrawal Date (Drop Date)
 - **Tuesday, November 21** is the last day to withdraw from the course with a grade of "W". If you stop attending class and fail to officially withdraw, expect to earn a grade of "F" in the course.
- Student Athletes
 - It is the student athlete's responsibility to communicate with the instructor. If the athlete will be absent from class or lab, it is the student's responsibility to inform the instructor with as much advance notice as is logistically possible. Arrangements can be made for missed assignments, quizzes, experiments, exams, etc. with advance notice from the student. If no notice is provided from the student, missed assignments, quizzes, experiments, exams, etc. will not be excused and will earn grades of zero.
- Late Enrollment of Students
 - Students that have enrolled in the course after the start of the semester are still responsible for any course material from the start of the semester. Quizzes may be made up if the student discusses in-person with the instructor on their first day of class after enrollment. Otherwise, grades of zero will be given on these quizzes. WileyPLUS due dates will not be changed for late-enrolled students. Late assignment policies in WileyPLUS still apply.
- Extra Credit Opportunities

There are many ways to earn "Extra Credit" in this course. There will be no additional extra credit at the end of the semester to bump up student grades.

 - 10% of each exam is extra credit. Meaning students can earn up to 110% on each unit exam.
 - WileyPLUS has extra credit built into it. Students may earn a max of 5050 points out of 4000 points (126.25%).
 - Completing the course evaluation at the end of the semester will net the student 3 extra credit exam points, if they have the system send the "proof" email to the instructor. The email generated from the eval system is required to earn the points; screenshots and other emails will not count.

- Additional extra credit opportunities may become available during the semester at the discretion of the instructor. These will be announced during class or on blackboard.

Tentative Course Timeline:

- The instructor reserves the right to make adjustments to this timeline at any point in the term.
- This course will cover most of the material in Chapters 1-10 and 14 in the Klein text, additional material may be included if time permits. More detail can be found by examining the Table of Contents in the text and the detailed course schedule posted on Blackboard.
 - Week 1 Review of General Chemistry; Drawing Structures
 - Week 2 Resonance; Infrared Spectroscopy
 - Week 3 Acids and Bases; EXAM 1
 - Week 4 Intro to Alkanes; Newman Projections
 - Week 5 Cycloalkanes; Enantiomers
 - Week 6 EXAM 2; Stereochemical Relationships
 - Week 7 Chemical Reactivity; Organic Mechanisms
 - Week 8 Substitution/Elimination Intro; EXAM 3
 - Week 9 Substitution/Elimination Reactions
 - Week 10 Substitution/Elimination Reactions; Addition Reactions to Alkenes
 - Week 11 EXAM 4; Addition Reactions to Alkenes
 - Week 12 Addition Reactions to Alkenes
 - Week 13 Preparation of Alkynes; THANKSGIVING;
 - Week 14 EXAM 5; Addition Reactions to Alkynes; Introduction to Radicals; Halogenation
 - Week 15 Radical Reactions; EXAM 6
 - Week 16 ACS FINAL EXAM
- NTCC Fall Graduation - Friday, December 15, 700pm

Student Responsibilities/Expectations:

- This course covers a lot of material and moves rapidly, so do not fall behind.
- Material in this course is cumulative and builds on itself, and future chemistry courses requires knowledge from this course.
- ***The only way to learn chemistry is through practice.*** You must be willing to spend time working problems from the textbook to be successful. If you are having problems with a particular topic, it may even be necessary to work problems from the textbook that are not assigned.
- At the first sign of trouble, you should seek help immediately. I am happy to help you with any of your chemistry coursework. However, if you wait too long to seek help, there is a point where there will be nothing I can do to help you.
- Work with a classmate on the homework, but do not just copy answers that you do not understand. There is a difference between working together and cheating.
 - ***If it feels like cheating, then it is cheating.***
 - Assignments that appear to be copies of each other will earn grades of zero.
 - Students caught cheating will earn a zero on that quiz, lab, or any non-exam assignment and may earn a grade of “F” in the course for such actions.
 - **Students caught cheating on any exam, midterm exam, or final exam will earn an “F” in the course.**
 - Students with multiple instances academic dishonesty will earn a grade of “F” in this course.
- Do not wait until the night before a test to study. Almost everything we cover will come up again later in the class. If you learn the material only long enough to take an exam, you will not recognize it when we encounter it again. This will cause you to struggle through the entire course and to struggle through future chemistry courses.
- Questions and/or observations are encouraged during the class period. Courteous and attentive behavior is always expected. Students who consistently misbehave can expect to have their grade lowered.
- Like all colleges, Northeast Texas Community College strives to be a “community of scholars.” Please remember that you and all of the students in this class are pursuing very important goals in your lives. As human beings and as scholars, I expect every student to be courteous and considerate toward other students throughout the lecture and laboratory portions of this course.

Course Student Learning Outcomes: Upon successful completion of this course, students will...

1. Classify organic compounds by structure, molecular orbitals, hybridization, resonance, tautomerism, polarity, chirality,

- conformation, and functionality.
2. Demonstrate a basic understanding of stereochemistry.
 3. Identify organic molecules using appropriate organic nomenclature.
 4. Describe the principle reactions for syntheses of molecules, ions, and radicals; and describe organic reactions in terms of radical and ionic mechanisms.
 5. Describe the use of spectroscopic data to determine the structure of organic molecules.
 6. Formulate appropriate reaction conditions for the synthesis of simple organic molecules.
 7. Perform chemical experiments, analysis procedures, and waste disposal in a safe and responsible manner; identify and utilize appropriate separation techniques such as distillation, extraction, and chromatography to purify organic compounds.
 8. Utilize scientific tools such as glassware and analytical instruments to collect and analyze data.
 9. Record experimental work completely and accurately in laboratory notebooks, and communicate experimental results clearly in written reports.
 10. Classify organic compounds by structure, molecular orbitals, hybridization, resonance, tautomerism, polarity, chirality, conformation, and functionality in laboratory reports.
 11. Perform organic syntheses of molecules, and describe organic reactions in terms of radical and ionic mechanisms in laboratory reports.
 12. Use spectroscopic data to determine the structure of organic molecules in a laboratory setting.

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

- **Extra Credit Opportunity:**

- As a reward for making it this far, email me a picture of an otter by 11:59pm September 10, 2023 to get three extra credit exam points.

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements:

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to: online through the BlackBoard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, BlackBoard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the BlackBoard course site.

ADA Statement:

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Contingency Plan for Virtual Instruction:

- Course Format: Synchronous Lectures
 - *NTCC Definitions* - Synchronous classes will connect the instructor and the student in a virtual classroom where the student will receive live instruction and be able to interact directly with the faculty member during the course's class time.
 - *What this means for you* - Lectures in this course will be conducted via Zoom. You are expected to be online in the Zoom classroom video chatting during the scheduled lecture times. Additional course material may also be presented fully online through the course Blackboard page. Most assignments - including exams - will be submitted electronically through blackboard.

- Course Format: Online Laboratory Experiments
 - Laboratory experiments will be conducted online using the blackboard course page.
 - This will consist of recording observations and data using premade laboratory videos and/or simulations.
 - Lab papers will be submitted online through blackboard.

- Minimum Technology Requirements
 - Video conferencing capability using Zoom through computer or mobile phone.
 - Access to printer for required hand-written assignments.
 - Access to a scanner for electronic submission of hand-written assignments. ***NOTE: Free mobile phone applications are available that can substitute for a scanner. Hand-written assignments must be submitted in pdf format through Blackboard.***

- Required Computer Literacy Skills
 - Web browsing skills for working with the online homework system
 - Ability to use Blackboard for access to course information
 - Competent and professional emailing skills
 - Functional use of MS Word and Excel for writing lab reports
 - Ability to print and scan documents for electronic submission of hand-written assignment.

- Electronic Assignment Submission and Electronic Documents
 - All hand-written materials – quizzes, labs, exams, etc. – must be submitted for grading electronically through Blackboard.
 - Papers must be submitted in pdf format. All materials must be a single pdf.
 - Printing a given pdf and scanning answers is the preferred method of working assignments.
 - Lab assignments **MUST** be worked on the pages from the lab manual, scanned, and uploaded to blackboard.
 - If a pdf is not supplied for an assignment or if a printer is not available, students may use their own paper to answer the questions. Students are expected to be clear about what they are answering, but copying the entire question onto the answer sheet is not required.
 - If a scanner is not available, there are free mobile phone applications available that can act as a scanner. More details can be discussed in class.
 - Typed lab assignments should be saved as pdf in MS Word – printing and scanning is not necessary.
 - Any materials that are submitted incorrectly will not be graded. Physical papers from students will not be accepted or graded.
 - All handouts and “paper” assignments for this course will be provided electronically via Blackboard.
 - ***Any assignment (lab paper, quiz, exam, etc.) marked “Late” in the Blackboard system will earn a grade of zero.***

- ***Guidelines for online exams in this course:***
 - Online exam materials will be available for 24 hours.
 - Students will have 60 minutes to answer multiple-choice questions using the Mastering Chemistry online homework system and will have the full 24 hours to answer the hand-written portion.
 - Programmable calculators, graphing calculators, and cell-phone calculators are not allowed. Sharing calculators will not be permitted.
 - Cell phones are not permitted. Phones should be turned off and stowed during the exam.
 - Students are not allowed to use any materials during the exam other than what has been given through Blackboard.
 - Students are not to discuss the exam with anyone other than the instructor during the exam time.
 - Hand-written portions of the exams must be submitted as a single pdf file to the Exam Blackboard Assignment. Exams not submitted correctly will not be graded.
 - A student found in violation of any of these guidelines during an exam period will earn a grade of zero on that exam.