

Syllabus: Introductory Organic and Biochemistry

Course Number: CHEM 1419

Semester & Year: Spring 2014

Instructor Information

Name: Dr. Catherine Howard (Dr. Cat.)

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Office Hours: 9-12 Tuesday

9-12 Thursday

Fridays by appointment

Textbook Information

Organic and Biochemistry for Today 7th Edition, Seager, S., and Slabaugh, M., 2004. ISBN 0-534-39582-1

Student Learning Outcomes for the Course

1. Compare and contrast the natures and bonding characteristics of organic and inorganic molecules.
2. Draw structural representations of organic molecules and describe shapes.
3. Name, describe physical and chemical properties; and discuss uses of alkanes and alkenes.
4. Name; describe physical and chemical properties; and discuss uses of alkenes, alkynes, and aromatics.
5. Name; describe physical and chemical properties; and discuss uses of alcohols, phenols, esters, and thiols.
6. Name; describe physical and chemical properties; and discuss uses of aldehydes and ketones.
7. Name; describe physical and chemical properties; and discuss uses of esters and salts.
8. Name; describe physical and chemical properties; and discuss uses of amines and amides.
9. Describe the nature, structure, physical properties, and chemical properties of carbohydrates.
10. Describe the nature, structure, physical properties, and chemical properties of lipids.
11. Describe the nature, structure, physical properties, and chemical properties of protein and enzymes.
12. Illustrate and explain the major anabolic and catabolic pathways for carbohydrate, lipid, and protein metabolism.

Student Requirements for Completion of the Course and Due Dates

Instructional Method: During the class meetings, the lecture method will be used and new course material presented. In addition, the student will be required to participate in activities, discussions, and prepare presentations at various times during the semester. The student will also be required to participate in one lab activity per week. PowerPoint slides used in the course are available for the student to copy online through the TC website:

<http://www.texarkanacollege.edu>, click on "TC online" from the TC homepage and then scroll down to find this class. In addition, all lectures are available as pod casts from the same site. These recordings can be listened to at a computer terminal or loaded onto an mp3 player and accessed at any time. Students are also encouraged to follow their instructor and class on Twitter. Instructions for signing up will be provided in class.

Lab sections are scheduled to be 3 hours in length. During these sessions, experiments will be conducted, occasionally tests will be given, pre and post test reviews made, and homework questions addressed. In short, these sessions are intended to provide time for experimentation hand hands on learning, as well as serve as study sessions for the course. Each student will be assigned a lab partner to work with during the semester.

Course: The course will cover chapters 1-6 in the textbook and portions of chapters 7, 8, 9, 10, and 13. In all, 6 tests will be given. As a general policy, I do not give make-up exams. If you anticipate missing a test, or if something urgent comes up, you must contact me as soon as possible. Exams are returned the following class period. If you have not made arrangements with me before the next class period following the exam, your exam grade will be a zero.

Test 1—chapter 1

Test 2—chapter 2.

Test 3—chapter 3.

Test 4—chapters 4 and 5

Test 5—portions of chapters 6, 9, 10, 7, 8--biomolecules

Test 6---final exam.

In addition projects, presentations, papers, and other assignments will be made periodically. In addition homework assignments will be made from time to time. Class participation will also be considered in determining your final grade. The lab sessions each week will consist of experiments that support the course material, study sessions, and occasional testing.

Student Assessment

You can check your average at any time with the online gradebook Engrade. Go to www.engage.com and provide the information given to you by your instructor to log into your account.

Your course grade can be calculated as follows:

5 exam grades

1 comprehensive final grade

1 class participation average

1 homework average

1 lab average

Total grades = 9.

Grading Scale

Grade	
A	90-100
B	80-89
C	70-79
D	60-69
F	59-below

Class Schedule

Week	Material to be covered
1	Chapter 1
2	Chapters 1
3	Chapter 1
4	Test #1, Chapter 2
5	Chapters 2
6	Test #2, Chapter 3
7	Chapter 3
8	Spring Break
9	Chapter 3
10	Test #3, Chapter 4
11	Chapter 4
12	Chapter 5
13	Chapter 5, Test #4
14	Chapters 6 and 9
15	Chapters 10 and 7
16	Chapter 8, Test #5
17	Final Exam: Tuesday May 13 at 11:00

Attendance Policy

Role will be taken each day. If a student stops attending class, the date of the last attendance will be submitted to the Registrar, and a grade of "F" will be recorded. As a result the student may lose scholarships or grants or have to repay funds already rewarded. Below please find the official Texarkana College Absentee Policy:

ABSENTEE POLICY

Texarkana College's absentee policy allows instructors to withdraw a student from a course due to excessive absences. If a student leaves and returns during class or leaves the class before the class is over, he/she **may** be considered absent. Three tardies constitute one absence. It is the student's responsibility to check the syllabus for each instructor's tardy policy.

In some workforce/vocational areas, such as nursing and cosmetology, certification requirements necessitate an absentee policy that is more stringent than the institutional policy. In these instances, the matter of certification takes precedence over local policies, since certification policies are established by the State of Texas.

Faculty members **are not** obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student's absence from class. The institution is not required to take attendance with the exception of workforce/vocational areas, where certification requirements require taking attendance. However, experience demonstrates that regular attendance enhances academic success. As such, students are expected to attend each meeting of their registered courses.

A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student **may** receive a grade of "F" in the class. The instructor will submit the last date of attendance for students receiving a grade of "F" or "W".

Withdrawal from a course(s) **may** affect a student's current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.

EXCUSED ABSENCES

A student's absence due to school trips and/or school business will not be counted against a student's allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by Texarkana College.

Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty* or religious holy days when students follow the correct notification procedures.

Instructors are not required to allow students to make up work for absences due to other reasons. Make-up policies are listed in each individual instructor's syllabus.

**Students interested in Health Occupations should check with the division chair prior to entering the program.*

ONLINE/HYBRID COURSE ABSENCES

Absence in an **online course** is defined as the lack of an active post or submission within the course including discussion board posts, written assignments, and tests. This standard will be used to determine all absentee issues, including but not limited to, 12th Day Census Reports, last date of attendance, and involuntary withdrawal from a course due to absences. All online students must complete an Enrollment Verification activity within the first week of class (activity depends upon the professor); otherwise the professor **may** drop the student for not having attended. Students must complete at least one activity in

their online class per week. Each week in which a student does not complete an activity will be counted as an absence.

If a student is taking a hybrid course, and it does not meet during the first week of class, the student must also complete an Enrollment Verification activity within the first week of class; otherwise the student **may** be dropped for not having attended.

MAXIMUM ALLOWABLE ABSENCES

After official registration, the following number of unexcused absences will be the maximum allowable before a student **may** be dropped from the class. Mandated program certification requirements detailed for certain programs regarding the maximum allowable unexcused absences takes precedence over the following information.

Academic Classes

A COURSE THAT MEETS FOR THE FULL 16 WEEK SEMESTER	
Class or Lab Meets:	An instructor may withdraw a student from a course if absences exceed:
Once a week (Night classes or Friday classes)	2
Twice a week (MW or TR classes)	4
Three times a week (MWF or TRF classes)	6
Four times a week (MTWR classes)	8
	Three tardies count as one absence
A COURSE THAT MEETS FOR 14 WEEKS OF THE SEMESTER	
Class or Lab Meets:	An instructor may withdraw a student from a course if absences exceed:
Twice a week (MW or TR classes)	4
	Three tardies count as one absence.
A COURSE THAT MEETS FOR 8 WEEKS OF THE SEMESTER (Fast-Track)	
Class or Lab Meets:	An instructor may withdraw a student from a course if absences exceed:
Four times a week (MTWR classes)	4
	Three tardies count as one absence.
A COURSE THAT MEETS FOR 5 WEEKS OF THE SEMESTER (Summer Sessions)	
Class or Lab Meets:	An instructor may withdraw a student from a course if absences exceed:
3 times a week (MTW) (evening classes)	2
4 times a week (MTWR) (day classes)	2

	Three tardies count as one absence.
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Workforce Classes (This does not include Health Occupations. See Health Occupations Handbook regarding absences for that program.)

Day Classes	Evening Classes
<p>Class meets:</p> <p>5 days a week (MTWRF)</p> <p>The instructor may withdraw a student from a course if absences exceed five (5) up until the published Last Day for Students to Drop. Absences that exceed this number after the drop day may result in the student receiving an "F" in the program for that semester.</p> <p style="text-align: center;">Three tardies count as one absence.</p> <p>You are considered tardy from the designated class start time through the first 15 minutes of class. After that you will be counted absent.</p>	<p>Class Meets:</p> <p>4 evenings a week (MTWR)</p> <p>The instructor may withdraw a student from a course if absences exceed five (5) up until the published Last Day for Students to Drop. Absences that exceed this number after the drop day may result in the student receiving an "F" in the program for that semester.</p> <p style="text-align: center;">Three tardies count as one absence.</p> <p>You are considered tardy from the designated class start time through the first 15 minutes of class. After that you will be counted absent.</p>

Make-up Policy

As a general policy, **I DO NOT GIVE MAKE UP EXAMS**. If you anticipate missing a test, or if something urgent comes up, you must contact me as soon as possible!!!! Exams are returned and discussed the following class period. **If you have not made arrangements with me before the next class period following the exam, your exam grade will be a zero.**

Academic Dishonesty Policy

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, collusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an "F".

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <https://texarkanacollege.edu>.

Disability Act Statement:

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Larry Andrews at 903.823.3283, or go by the Recruitment, Advisement, and Retention Department located in the Administration building for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations..

Financial Aid:

Attention! Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.