The contents of this syllabus are subject to adjustment before the course begins. After the course starts, I reserve the right to make corrections for typographical and content errors and any inconsistencies which may develop. Note that all contents of this course are protected by copyright, including lectures, assignments, and quizzes or exams. Posting or selling of any content without the written permission of Dr. Dirk is prohibited.

CHEM 2324 Organic Chemistry Fall 2021

Dr. Carl Dirk; cdirk@utep.edu

Contacting me; I do not always have access to my office phone (915-747-7560). I frequently check email.

Meetings

Online office hours meetings will take place using TEAMS. (ZOOM may be used in the event of problems with TEAMS). In-person face-to-face office hours will also be available, following UTEP’s COVID-19 safety protocols. Office hours meeting times, either online or in-person, have not yet been set and will be announced to the class after the course begins. Depending on what seems optimal for the class, office hours scheduling may be adjusted throughout the semester.

Please make sure you have UTEP TEAMS installed on the computer(s) that you use for this course, or which you may use to communicate with me. Go to the following link to access installation of TEAMS: https://www.utep.edu/technologysupport/ServiceCatalog/comm_teams.html

Private meetings may sometimes not be possible during scheduled online office hours, as multiple students may be simultaneously signed on to ask content questions. Fully private meetings can be individually scheduled.

Class Scheduling: The course is asynchronous online. There will be no live presentations. All lecture content has been pre-recorded, and the intent is to make all lectures available at the beginning of the course.

Textbook:

The textbook you will be using is Organic Chemistry, 12th edition by T. W. Graham Solomons, Craig B. Fryle, and Scott A. Snyder, Published by John Wiley & Sons 2016. You must have a version which includes WileyPLUS (WP). WileyPLUS is an online LMS (Learning Management System) associated with your textbook, and is administered through UTEP Blackboard when the semester starts. WP assignments will be part of your grade.

The WP activation code which comes with purchase is entered through Blackboard, not through accessing WP directly through the internet. You will not be able to enter the WP code until the first day of class when Blackboard opens for the course. A link to a video outlining the registration process and touring WileyPLUS is provided here: https://players.brightcove.net/4931690914001/default_default/index.html?videoid=6177747651001

If this link doesn’t work, a video will be available within the course Blackboard when the course begins on August 23, 2021.

Once you initialize your WileyPLUS account through the course Blackboard, you will only be able to access it through the course Blackboard. There is no access of WileyPLUS outside of the course Blackboard. You will be able to access your e-textbook outside of the course Blackboard through VitalSource. Read further.

This book will serve for Fall-2021 CHEM 2324 and Spring-2022 CHEM 2325 organic chemistry courses taught by Dr. Dirk. WileyPLUS is identical for all textbook versions (see below). All versions of the book with WileyPLUS include access to the e-textbook through VitalSource (see WileyPLUS registration and introduction video through the link above, or within the course Blackboard, and read further below)

Possible textbook versions are discussed below.
Text Book Versions:

1) (recommended) printed textbook & WileyPLUS: A binder ready print version (ISBN 9781119500964) should be available in the UTEP bookstore. The binder ready version from the bookstore comes with the WP code to give you access. This version should provide WileyPLUS access for both semesters of the course sequence. If you purchase this version elsewhere, you have to make sure you get one that includes the WP code. Make sure that the shrink-wrap has not been broken and that someone may have taken the WP code document.
   - The UTEP bookstore sometimes runs out of their stock. You may want to call ahead. If a print version is not available immediately from the UTEP bookstore, you can either:
     i. Order the book directly from Wiley at the time of WileyPLUS online registration when entering the course Blackboard. Allow 7-10 business days for delivery from Wiley. You can use the e-textbook available through WileyPLUS while waiting for your print textbook to arrive.
     ii. Order the book through the UTEP bookstore. While waiting for your book to arrive, you can choose the 14 day free trial of WileyPLUS through the course Blackboard; read further on 14 day free below. Check with the UTEP bookstore on delivery times to ensure that the book will arrive before the 14 day free trial expires.
     iii. You may want to compare costs between these two options.

2) e-textbook & WileyPLUS; no print copy. You would access the e-textbook through Blackboard or independently through VitalSource. It has the same content as the printed version. You can purchase this copy through the course Blackboard by clicking on any WileyPLUS Icon in the course Blackboard. I recommend you first watch the video in the course Blackboard which explains registration procedures. You have one semester and two-semester options. See below.

3) Permanent e-textbook & WileyPLUS; no print copy. This version would be similar to version 2, above, but would include a downloadable electronic copy of the book. This downloadable electronic copy would not expire at the end of the CHEM 2324/2325 sequence, and is yours for permanent keeping. You should also have one semester and two-semester options for accessing WileyPLUS. See below.

4) When the course Blackboard opens on the first day of class, you may also have the option to rent a print copy of the textbook that includes WileyPLUS. This option may not be available in the UTEP bookstore, and you may have to wait to purchase through Blackboard on the first day of class. You may also have one semester and two-semester options to access WileyPLUS. See below.

All versions cited above, which include WileyPLUS, also include access to a full electronic version of the textbook, through WileyPLUS (through Blackboard) or independently through VitalSource. For all of the solely electronic textbook versions, you will not have access to the e-textbook until the first day of class. Anyone who purchases the print version option (1) can begin reading their print textbook as soon as you acquire.

WileyPLUS assignments will be part of your grade, so you will need to adopt one of the versions, print or electronic, that provides access to WileyPLUS.
It is your responsibility to purchase the textbook in a timely manner and enroll in WileyPLUS to undertake assignments for the class. Failure to enroll in WileyPLUS, or, failure to enroll before assignment deadlines means you could earn a zero for some assignments.

14-day free trial
Note that if you are unsure if you might continue with the course after starting, you can choose a 14 day free trial option of WileyPLUS. After the 14 day trial, you would be asked to purchase a WP activation code. Up until the end of your 14 day trial, your assignment grades will be recorded to Blackboard. However, if you do not activate your WP account before the end of the 14 day period, or, you wait too long after the end of the 14 day period, some assignment grading deadlines may pass, and grade credit may be lost, and cannot be recovered. It is your responsibility to activate your WP account in a timely manner before the free trial ends.

If your print version (with WileyPLUS activation code) of the book is on order through the UTEP bookstore, you can also use the 14 day free trial to access your online book and begin your WileyPLUS assignments, while you wait for the arrival of your print book, and then, when your book arrives, use the Wiley Plus activation code to activate your account. If you want a print version and use the 14 day free trial, do not wait to order your print version after starting the 14 day free trial. It could take time for your print version to arrive at the bookstore. You will need the WP activation code that comes with your print book to continue past the 14 day free trial.

WileyPLUS and VitalSource
WileyPLUS is your required homework and Learning Management System. You access it through the course Blackboard. WileyPLUS also provides access to your e-textbook through VitalSource. Please watch the video link provided above which explains the relationship between WileyPLUS and VitalSource.

VitalSource can provide independent access to your e-textbook when not logged into the course Blackboard. Once you set your password to VitalSource, you can access VitalSource via https://www.vitalsource.com/ and access your textbook. You may also be able to install VitalSource on your phone, and read from your phone if you wish.

6-month or 12 month access to WileyPLUS (i.e. one or two semester options)
You will likely have the option to purchase WileyPLUS as either 6-month (i.e. one semester) or 12-month (i.e. two semesters) options. Normally, students will take both semesters of organic chemistry, so students starting with CHEM 2324 will usually choose the 12-month (two semester) option. Note that the 12-month option also should provide access (through VitalSource) to your e-textbook during the break between the first and second semesters. Thus, even if you don’t have access to Blackboard in-between semesters, you should still be able to access your e-textbook through VitalSource. The 6-month option may not provide access to the e-textbook after the course completes for the semester.

Sharing an account?
You cannot share WileyPLUS accounts with another individual. Every enrolled student must have their own WileyPLUS account.

Used copies of the textbook?
To my knowledge, there are no used copies of the book, in any version, that include the WP activation code. Note that a used version may have a code which has been used and is expired. Be
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cautious about scams. You could check with the publisher on used copies with a new WP code; such an option may not be less costly than the options listed above.

**International version of the textbook?**
If you access an international version of the book, I do not know whether it would come with a WP activation code, or, if that code would work in the United States.

**WileyPLUS Technical support:** A link to WileyPLUS technical support can be found through Blackboard for this course. In Blackboard, go to your course and on the left menu, click on the heading “WileyPLUS”. It will open a window which provides a link “WileyPLUS Course Resources”. Click on that link to open a window to all of the resources Wiley provides for your textbook. To the upper right, you can click on “Support”, When Support opens, you can access Chat to the lower right. Use WileyPLUS LIVE CHAT if you have any questions or issues with WileyPLUS, including registration.

I am also providing a direct link here that can be used outside of the course Blackboard: https://wpsupport.wiley.com/s/

I am not a technical support person. *Do not contact me about technical problems unless you can provide proof, either email or CHAT transcript, that you contacted WileyPLUS technical support first.* They are available to help you 24 hours M-F, and 4-midnight on weekends. You should retain copies of all communications with WileyPLUS technical support. If I am to assist, I need to know what response you’ve received from Wiley Technical Support.

**Blackboard Technical Support:** Some problems are UTEP Blackboard related. You can find Blackboard Support resources by clicking on the “Student Services” Blackboard menu heading. You can email UTEP Blackboard technical support at blackboardcentral@utep.edu. The UTEP helpdesk at helpdesk@utep.edu can also direct you to UTEP Blackboard technical support or may be able to offer assistance.

If a technical problem persists for more than 24 hours, and UTEP Blackboard and/or WileyPLUS Technical support have not yet resolved the problem, then please contact me, providing the details (I need chat transcripts and/or emails exchanged) of your communications with either UTEP or WileyPLUS support.

**Recommended Internet Browsers and setting for using WileyPLUS:** So far, it looks like CHROME works well. I have seen some issues with Firefox, though perhaps Wiley will resolve those. I have only briefly tested MS Edge, and have seen no problems. If you use “NoScript” or “Adblocker+”, or similar applications, you will have to allow or whitelist all sites connected with the functioning of UTEP Blackboard and WileyPLUS. If you are having difficulty, contact WileyPLUS Technical Support, or UTEP Blackboard technical support. I cannot, myself, offer expert technical support.

**Watching online videos about WileyPLUS:**
One can find on the internet a number of videos for students (and instructors). Many of these videos deal with circumstances where one logs directly into WileyPLUS, not through Blackboard. When logging in directly, one would first see the WileyPLUS home page for the course/book, and navigate
from there. However, in Blackboard, the home page is usually skipped and one is directed to specific features (e.g. an assignment).

We are currently using the New version of WileyPLUS. You may also find videos dealing with the older Legacy version of WileyPLUS. The Legacy version is no longer being used. However, many Legacy version related videos are still available on the internet and could confuse you. When watching a video dealing with WileyPLUS, check to distinguish between New and Legacy.

It is OK to watch the many student videos you find on the internet explaining WileyPLUS; just be aware of the differences with how you enter WileyPLUS from Blackboard, and, that you are using the New version of WileyPLUS.

Course coverage:

We will cover chapters 1-9 of your textbook. I have placed links to the online version of these chapters in your textbook in Blackboard. You can click on these links to access a reading assignment. You can also access some of this material in a print version of the book if you chose a textbook option that provided you with a print version. Note that the online version of the textbook contains many videos and other online tools not available in your print version. All of the additional features can be accessed by clicking on the link “WileyPLUS” on the left hand menu of your course in Blackboard, and then clicking on the link “Wiley Course Resources”.

The goal of mastering organic chemistry primarily comes down to understanding the geometric and electronic structure of molecules and being able to predict and interpret the chemical reactions of organic chemistry. To reach this goal, we first must understand the fundamental concepts of atomic and molecular electronic and geometric structure (Chapter 1), identifying functional group types of organic compounds and using infrared spectroscopy (Chapter 2), Acid/base reactions in organic chemistry (Chapter 3), nomenclature and conformational analysis (Chapter 4), and stereochemistry (Chapter 5).

Once this material is mastered, we begin delving into organic reactions. Nucleophilic substitution is covered in Chapter 6, Elimination reactions are covered in Chapter 7, and Addition reactions are covered in Chapter 8. Chapters 6-8 also show us how to start to learn to transform between functional groups, and how to sequentially combine multiple reactions to enable synthesis of molecules.

Chapter 9 delves into Nuclear Magnetic Resonance spectroscopy, and mass spectrometry, powerful tools to elucidate the structure of organic compounds. There will be increasing use of IR (Chapter 2), NMR, and mass spectrometry in CHEM 2325. Chapter 9 will be covered at an introductory level in CHEM 2324, and will be dealt with more thoroughly in CHEM 2325.

Some lecture content may represent a digression from the main flow of the textbook, but is supplemental to better prepare you for standardized exams or more advanced courses, including CHEM 2325.

Note that chapters 1-8 will be quizzed individually as the course progresses. Chapter 9 content will be included in the Final Exam assessment. The Final exam is comprehensive across Chapters 1-9, testing content from all of these chapters.

Quiz and Exam Administration:

All quizzes and exams will be open-book and administered online through Blackboard. If you haven’t previously taken an online quiz/exam through Blackboard, a practice exam can be found on the Blackboard Home Page for the course, within the folder “Practice taking a Blackboard quiz/exam”.
Quizzes and exams will be available to start within at least a 24 hour time span, but will have a time limit to complete once you start. The time limit for quizzes will be 90 minutes, and for the Final exam will be 180 minutes (3 hours).

**Grading components:**

1) Fifty nine (59) [Mastery Assignments](#); administered online through Blackboard/WileyPLUS. The Mastery assignments contribute a total of 35% to your grade, and are discussed further below. All graded assignments are available when the course starts and have deadlines as specified below under the listing of quiz scheduling. There are no extensions to assignment deadlines, and no assignment grades will be dropped. You will find it helpful to work at least one to two weeks ahead of the assignment deadline schedule.

2) Eight (8) semester quizzes 90 minutes in length. Quizzes, administered through Blackboard, will typically comprise 15-35 questions. The lowest two scores of your eight 90-minute semester quizzes are dropped, and your six (6) highest quiz scores each contribute 33%/6 = 5.5% to your grade (total of 33%). Semester quizzes are scheduled as follows:

   a. Quiz 1 (Chapter 1): Quiz opens at 12:15AM on September 7, 2021 and closes at 4:00AM on September 8, 2021. *(Your Chapter 1 assignments are due at 4:00AM on September 8, 2021)*
   
   b. Quiz 2 (Chapter 2): Quiz opens at 12:15AM on September 16, 2021 and closes at 4:00AM on September 17, 2021. *(Your Chapter 2 assignments are due at 4:00AM on September 17, 2021)*
   
   c. Quiz 3 (Chapter 3): Quiz opens at 12:15AM on September 27, 2021 and closes at 4:00AM on September 28, 2021. *(Your Chapter 3 assignments are due at 4:00AM on September 28, 2021)*
   
   d. Quiz 4 (Chapter 4): Quiz opens at 12:15AM on October 7, 2021 and closes at 4:00AM on October 8, 2021. *(Your Chapter 4 assignments are due at 4:00AM on October 8, 2021)*
   
   e. Quiz 5 (Chapter 5): Quiz opens at 12:15AM on October 18, 2021 and closes at 4:00AM on October 19, 2021. *(Your Chapter 5 assignments are due at 4:00AM on October 19, 2021)*
   
   f. Quiz 6 (Chapter 6): Quiz opens at 12:15AM on November 1, 2021 and closes at 4:00AM on November 2, 2021. *(Your Chapter 6 assignments are due at 4:00AM on November 2, 2021)*
   
   g. Quiz 7 (Chapter 7): Quiz opens at 12:15AM on November 11, 2021 and closes at 4:00AM on November 12, 2021. *(Your Chapter 7 assignments are due at 4:00AM on November 12, 2021)*
   
   h. Quiz 8 (Chapter 8): Quiz opens at 12:15AM on November 23, 2021 and closes at 4:00AM on November 24, 2021. *(Your Chapter 8 assignments are due at 4:00AM on November 24, 2021)*

   i. If you fail to attempt a quiz, the grade is zero, and may be dropped if it is one of your two lowest grades.

3) Final exam, administered through Blackboard, scheduled. Your final exam is comprehensive over Chapters 1-9, and contributes a total of 32% of your grade. Your final exam cannot be dropped. Your final exam will be 180 minutes in length. The exam availability will start at 12:15AM on December 7, 2021 and complete at 4:00AM on December 8, 2021. *(Your Chapter 9 assignments are due at 12:15AM on December 7, 2021)*.

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There are no reviews for quizzes or the Final Exam, though relevant examples are included in the lecture content, and graded or ungraded assignments.

**To calculate your raw score (0-100) in the class:**

1) Divide your total Mastery score by 5900 and multiple by 100, then multiply by 0.35. Call this quantity **WMS**.
   a. Each Mastery assignment has a maximum of 100 points with a maximum of 5900 points for all Mastery assignments. In Blackboard, you should be able to find all of your individual Mastery scores, and the total.
2) Take your six highest semester quiz scores. These should already be on a scale of 0-100. Multiply each by 0.055. Add them together. Call this quantity **WQS**.
3) Take your Final exam score. It should already be on a scale of 0-100. Multiply your final exam score by 0.32. Call this quantity **WFES**.
4) Your total raw score for the course equals **WMS + WQS + WFES**, and will range 0-100.

You should be able to evaluate your raw score status throughout the course. As explained below, how you fit into the class curve is not known until the end of the course. See below.

**Makeup exam policy:**

There should be no need for makeup quizzes or for the Final exam as a broad 24+ hours window is available to start or complete any. Failure to complete a quiz or the Final Exam will result in a zero for the missed quiz/exam.

A missed quiz will be one of your lowest grades which may be dropped if it is among your two lowest quiz grades.

**Final grade assignment:**

Your letter grade is assigned at the end of the course. There are no intermediate letter grades assigned to individual course components.

Your letter grade will be calculated by two methods, one based upon raw score, calculated above, and the other based on your percentile rank (curve) in the class.

**As your final grade, you will receive the highest letter grade from either of the following two schemes.**

1) Raw (uncurved) grading scheme:
Raw grade is \( \geq 89.5 \) is A
Raw grade is \( \geq 79.5 \) and \( < 89.5 \) is B
Raw grade is \( \geq 69.5 \) and \( < 79.5 \) is C
Raw grade is \( \geq 49.5 \) and \( < 69.5 \) is D
Raw grade is \( < 49.5 \) is F

Note that there is no rounding done with raw grades.

2) Curved grading scheme: Raw grades will be evaluated as a distribution. Grades will be assigned as follows:
   a. 75\(^{th}\) percentile or higher is A
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b. $\geq 55^{th}$ percentile and less than the $75^{th}$ percentile is B  

c. $\geq 16^{th}$ percentile and less than the $55^{th}$ percentile is C  

d. $\geq 5^{th}$ percentile and less than the $16^{th}$ percentile is D  

e. $< 5^{th}$ percentile is F  

The percentile is NOT your raw score. It is where your raw score falls in the distribution of all raw scores for all students. The percentile of 75 means, for instance, that your score is higher than that of 75 percent of the class.

The percentile distribution for the class is not known until the end of the course when the final raw score is known for all students, so, until the end of the course, it is impossible to calculate exactly where a student stands by the curved grading method.

I am stating the curve upfront so that you have a feel for how generous the curve of the class really is. Your grade will be calculated by both methods, and the highest grade applies. This protocol assures that, for instance, at least 25% of the class will receive an A, and, at least 95% of the class will pass. Also, for instance, if your raw score is above 89.5 (grading method 1), then you will receive an A even if you aren’t at the 75th percentile or higher by the second method.

Keep in mind that 35% of your raw score comes from assignments, and, as discussed below, you have great control of achieving full credit on assignments.

Instructor grade calculation

I will maintain a spreadsheet for the class. Grades will be calculated through my spreadsheet. Blackboard will hold assignment scores and quizzes grades for you to quickly access, but final grades will not be calculated directly in Blackboard.

Extra Credit

There is no extra credit or make up work for this course.

Withdrawal day

The course withdrawal date for this semester is October 29, 2021. You should have at least four quiz grades by that date in order to make an informed decision on your progress, and whether you should remain in the course. College of Science policy does not approve any student- or faculty-initiated W drop requests for a course after that date, except under circumstances of complete withdrawal of all courses due to medical or non-medical reasons.

Past Exam retention and provision

Note that I don’t necessarily keep old exams and will not provide them.

Class announcements and required email and Blackboard monitoring

Class announcements will be communicated by email, and/or posted on Blackboard. As some announcements may only be disseminated by one medium (Blackboard, or by email) it is your responsibility to check all to make yourself aware of announcements that are posted for the class. You are required to daily check your email and Blackboard announcements, through the final exam date, for announcements and updates.

Lectures:

All lectures have been recorded in advance and posted for the course in MP4 format. There are 26 recorded lectures for this course, which correspond to chapters and quizzes/exams as follows:
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<table>
<thead>
<tr>
<th>Quiz / Final Exam</th>
<th>Chapters</th>
<th>Corresponding Lecture content</th>
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<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>1, 2, 3, 4</td>
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<td>2</td>
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<td>16, 17, 18, 19</td>
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<td>7</td>
<td>7</td>
<td>19, 20, 21</td>
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<td>8</td>
<td>8</td>
<td>21, 22</td>
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<tr>
<td>no quiz</td>
<td>9</td>
<td>23, 24, 25, 26</td>
</tr>
<tr>
<td>Final Exam</td>
<td>1 through 9</td>
<td>1 through 26</td>
</tr>
</tbody>
</table>

The lecture content in this table is approximate to some extent. For any quiz, you would probably find it helpful to work ahead by several lectures beyond that specified in this table, as concepts from earlier lectures and example problems are likely discussed. So, for example, for Quiz 1, you might want to additionally watch up through at least lectures 5 and 6.

The dates for quizzes and the final exam have been provided earlier in this syllabus.

It is possible that some additional lecture content might be posted, if necessary. Note also, that I may update posted lectures to provide clarifications or make corrections. You will be informed if that happens.

**WileyPLUS Assignments (some are part of your grade; see below)**

- It is wise to begin graded assignments immediately upon the start of the course, and to work far ahead of the deadlines for those assignments. This will take pressure off of you to meet deadlines for graded assignments, give you time to practice through ungraded assignments, and will be optimal for you to achieve mastery. The most successful students complete assignments weeks or months ahead of the deadlines.
- If you believe you identified an error in any assignment question, you should report the error directly to Wiley, but you should also bring the error to my attention. Please send me a screenshot and a description of the problem by email. I need the screenshot, as question-answer numbers-and-letters vary from student to student on some assignments.
- Your performance on graded assignments should be available from the Blackboard menu “My Grades”. Ungraded optional assignments will not show a grade under My Grades.
- Assignments are considered complementary and supplementary to lecture content. It will not be accepted as an excuse of failure to complete assignments because the topic was not covered in a lecture. Your book and WileyPLUS provide excellent support resources for self-mastering assignment content, and the internet provides vast additional resources beyond the lecture.
- Do not wait until close to the deadline to tackle assignments or to complete assignments you have started. If you run into either a Blackboard or WileyPLUS technical problem, it can take time, sometimes up to 24-72+ hours, to reach and receive adequate help from either UTEP Blackboard technical support, or WileyPLUS technical support. The same can be said for resolving internet connection problems. Additionally, while you can attempt Mastery assignment questions over and over to try improve your grade, some of these assignments
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require you to practice and build skill with some of the assignment tools. Skill building, learning, and mastery requires you to begin assignments as early as possible. You assume responsibility if you cannot connect or complete an assignment before the deadline.

**MASTERY assignments (part of your grade)**

There are 59 Mastery assignments. All Mastery assignments are available at the beginning of the course. The assignments of successive chapters have deadlines that are further off. These deadlines are highlighted earlier in this syllabus.

Mastery assignments are worth a total of 35% of your grade.

You have an unlimited number of attempts at questions in Mastery assignments. After either the 3rd or 4th attempt at a question, the correct answer will be provided. You can still go back and enter this correct answer to achieve full credit for the question. If you need to go back to finish a mastery assignment, you will receive credit for the highest score that you achieved. Since, you have an unlimited number of attempts at a question, and answers are provided after the 3rd or 4th attempt, it should be possible to achieve 100% on every assignment. The intent of this policy is to encourage you to complete assignments, yet give yourself a chance to test your knowledge until the answer is provided for the question.

Note that after the 3rd or 4th attempt at a question, even though the answer is provided, in order to receive credit, you will still need to attempt the question again with the correct answer.

The number of questions within each Mastery assignment varies, but the contribution to your grade is the same for all Mastery assignments. For many mastery assignments, questions come from a pool, so no two students will necessarily have the same set of questions, though, usually, many questions will be in common between students.

**Additional practice and skill building assignments (not graded):**

Other ungraded assignment types are available through WileyPLUS within the course Blackboard. These include practice assignments of which there are of several kinds:

- General Chapter overview practice questions specific to that chapter
- GO tutorials – the GO tutorials typically provide specific step by step instructions on working out an answer
- Skill building exercises

In each of your Chapter folders is placed an additional folder containing links to these additional assignments that can help you improve your skill. Note that some of the questions within these assignments might already be included in your graded assignments.

**Honors?**
There is no honors component for this course. This course is challenging in terms of time commitment. It isn’t practical for students to be saddled with extra tasks that might represent a suitable honors assignment.

**Official email communication:**
UTEP email is considered an official form of notification, similar to a certified letter. If you have any questions about your grade or status in the class that you wish to inquire by email, this should be done through your UTEP email account. When communicating, please provide your name. When requesting grade information, please also provide your UTEP student ID#.

**Privacy and Personal Information:**
Your privacy and personal information are important. If we meet face-to-face or online through ZOOM, TEAMS, Blackboard ULTRA, etc., we can discuss course content as a group. However, discussions about your status in the course must be private.

**Students who require accommodations:**
I do not judge whether a student is afforded an accommodation. The Center for Accommodations and Support Services (CASS) makes this determination. It is your responsibility to work with CASS, and, the responsibility of CASS to contact me with the proper documentation and guidelines. Typically, CASS will contact me at the start of a semester with accommodation guidelines for a student. Once CASS contacts me, I always try to reach out immediately to the student to clarify accommodations. If you are working with CASS with regard to an accommodation for this course, contact me by email, and copy CASS (cass@utep.edu), no later than 10 days prior to the date of when the accommodation must apply. Accommodations can sometimes require significant time to properly schedule, and may require multiple emails, Face-to-Face or video meetings, with you and CASS.

**Academic Honesty:**
The University policy on academic honesty will apply. Any cheating that I observe or is brought to my attention by your fellow students will be referred to the Dean of Students for adjudication. While this course in tested on-line, and is open book for all quizzes/exams, it is expected this performance is solely your work, and not that of assistants or surrogates. Academic honesty polices exist to assure all students that grades are fairly earned by all. More than any other single issue, students want to know that fairness exists and that the integrity of the grading process has been preserved.

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**COVID-19 PRECAUTION STATEMENT**
Please stay home if you have been diagnosed with COVID-19 or are experiencing COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, so that we can work on appropriate accommodations. If you have tested positive for COVID-19, you are
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encouraged to report your results to covidaction@utep.edu, so that the Dean of Students Office can provide you with support and help with communication with your professors. The Student Health Center is equipped to provide COVID-19 testing.

The Center for Disease Control and Prevention recommends that people in areas of substantial or high COVID-19 transmission wear face masks when indoors in groups of people. The best way that Miners can take care of Miners is to get the vaccine. If you still need the vaccine, it is widely available in the El Paso area, and will be available at no charge on campus during the first week of classes. For more information about the current rates, testing, and vaccinations, please visit epstrong.org.