

Spring 2016 Organic Chemistry I Lecture CHEM 340
(section 001 - MWF 8:00 to 8:50 am)

Professor: Dr. Juliet Hahn
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phone: 618-453-6409 **email:** Juliet.Hahn@siu.edu (easiest way to get a hold of me)

class time: CRN 21953 MWF 8:00-8:50 am in Neckers 440

office hours: 9-10 am MWF & 2-4 pm W (I teach the Organic II Lecture from 1 to 1:50 pm in Neckers 440) & other times by appointment. (Please email me to make an appointment. If you need me, I will always find the time to meet with you.) I am almost always in my office during normal business hours from 9 am to 4 or 5 pm M through F. I am usually not in my office during lunch time because I usually go to the cafeteria. (I do not wish to informally meet with my students so do not follow me to lunch to ask me office hour type questions.) I have a log sheet on my office door so you can tell if I have left for the day. If I am somewhere else other than my office, I always leave a note saying where I am so you can follow me. However I would prefer that you come during my office hours or make an appointment if you are going to come at times other than my office hour rather than just coming to see me all the time.

The lecture class is independent of the lab class so you will receive an independent grade for the lecture. **I am the Primary Instructor of record for this class and will be assigning your final grades for the lecture.** This semester I am also teaching the Organic II Lecture and the Organic I Lab and Organic II Lab as the Primary Instructor of record. (The labs have about 6 graduate student teaching assistants who actually teach the labs although I actually teach the once a week lab class meeting and will be assigning your final lab grades because I am the Primary Instructor of record for the labs as well.)

For the Lecture you will need: **Required:** (a) **Textbook**, "Organic Chemistry" (8th edition) by John McMurry (ISBN: 978-0-8400-5444-9, publisher Brooks/Cole Cengage Learning). (b) **I-Clicker** – available in bookstores or online: <http://www1.iclicker.com/> You will earn attendance and daily multiple choice question points with these so this is a must. **Optional:** (c) **scientific calculator:** To perform calculations in this course, you will need an inexpensive "scientific calculator" although Organic has almost no calculations unlike General Chemistry. You can buy such a calculator for around \$5 to \$10.00 at the local discount store. You will be able to use your calculator on all exams. You will **not** be allowed to use a cell phone as a calculator. You will **NOT** be allowed to use your **CELL PHONE** at the exams and quizzes for any reason (because of the online posted answer keys). You may also want to get (d) **solutions manual** "Study Guide and Student Solutions Manual for Organic Chemistry" (8th edition) by Susan McMurry Brooks/Cole Cengage Learning, ISBN-13: 978-0-8400-5445-6, I do have this on reserve at Morris Library. (e) **molecular model kit:** Molecular Visions (or other brand)

Quizzes and exams (& answer keys) will be posted online at <http://JulietHahn.com> (& also on D2L) after you take the quizzes and exams. I will also post the answer key for quizzes and exams immediately after you take the quizzes and exams on the bulletin board on the third floor between the elevator and stairs and in front of Neckers 336. I will also post the class grade by PIN # (supplied by you) on this same bulletin board. Please check the posted grade to make sure that there are no errors in your posted grade. **(I do not allow students to take the same exam or quiz which I gave everyone else at a later time. You can tell because I will post the answer key almost immediately after the quiz or exam on the 3rd floor bulletin board.)** Please download the blank form of the quiz & work through the quiz to study for the exam. Please download the blank form of the exam & work through the exams to study for the final exam. You will **never ever** see the same question given on a quiz also on an exam. (The idea is to **understand** the questions on the quizzes & exams.)

If you go to the <http://JulietHahn.com> website now, you will be able to see some quizzes and exams from my exams last semester (Fall 2015) for both Organic Chemistry I and Organic Chemistry II Lecture.

Grading: Grading will be based on a percentage of 625 total points

3 Exams (100 pts per exam, ~1/3MC, ~1/3SA, ~1/3LA**)	300 pts
Final Exam (cumulative ~1/3MC, ~1/3 SA, ~1/3 LA**)	200 pts
6 Quizzes (drop 2 Quizzes, 25 pts each quiz, MC, SA & LA**)	100 pts
I Clicker attendance & class participation points	25 pts
(Iclicker questions will be all multiple choice questions. Half of your iclicker points will be for showing attendance by clicking on any answer. The other half of your iclicker points will be for correctly answering the multiple choice question.)	
Total points	625 pts

**** MC= multiple choice, SA = short answer, LA = long answer or word problems**

The grading scale will be the standard grading scale. 90 % & above A, 80 % & above B, etc. The letter grade will never be curved to give a lower letter grade than the standard (i.e. 80% will not be considered to be a C). I do sometimes stretch the lower limits (below C) to your advantage.

Homework: I will assign homework from the McMurry hardcopy text which has answers in the McMurry solution manual but I will neither collect nor grade them. I am going to assume that you are mature grown up people who know that sustained hard work is the secret to doing well in anything. The assigned homework will be similar to the questions which will appear on quizzes and exams.

Some Useful Information: Organic Chemistry is not some far away, antiseptic, horrible, technological monstrosity of the 21st century and organic chemicals are not some maiming, toxic substance from which we all have to keep a distance. The bodies of all living organisms are largely made up of organic chemicals. Almost everything that you eat are organic chemicals. Almost everything that you wear are organic chemicals. [organic chemicals: polyester, plastics, nylon, nutrasweet, ink in your pens, liquid crystals in your LCD watches and TVs., fats (in your thighs, your cake), almost all pharmaceuticals (AZT, taxol), pesticides, styrofoam, perfumes, rubber]. Organic chemicals are everywhere! Organic Chemistry is going to be a lot of work, but you will learn a lot and hopefully have some fun doing it. **(If Organic Chemistry is not a lot of work, then you may be doing something wrong and your grades may reflect this.)**

Chemistry 340 is the first semester of a two semester sequence of Organic Chemistry lecture. We will cover about half the chapters in the text this semester. Do not get too cocky from having done well in your freshman General Chemistry class to think that you will do well on this course by just being smart. Organic is quite different from General Chemistry. Do not think that just because the class's name says "...Chemistry" that the class automatically will be too boring, too scary, too hard, too much like your General Chemistry class for you to enjoy and do well. (General Chemistry has a lot of algebra word problem like work. Organic Chemistry has memorization of reactions and mechanism and almost NO algebra word problem type questions. Think to yourself: **[I think I'll really work on this course and maybe I'll actually (gasp #1) get an A on the class and/or (gasp #2) enjoy the class.]** Choose whichever gasp you like better :) Just keep in mind that **no matter how smart you are**, you will not do well on this course without a **lot of hard work**.

Attempt points (iclicker points) can pull you up by half a letter grade. Conversely if you do not try you will lower your final letter grade by almost half a letter. [Don't show up to class and don't click when prompted

during lecture – lose 2 of the final percentage points. Don't answer clicker question correctly – lose another 2 percentage points to give a grand total of 4 percentage points with “**attempt points**”.] [If you have a 76 % (C) by exams and quizzes, if you get all of the clicker points, your final grade will be 80 % points (B).] {Another way of looking at these attempt points is: If you get all 25 clicker points and your friend gets zero clicker points, and both you and your friend earns 70% on one of the exams. Then you will have 95% on that exam (70+25 pts) and your friend still has 70% on that same exam.}

I do not adjust final grades up if you are close to the borderline because I feel that you are a good student (or because I like you). **You** can pull **yourself** up to a higher grade from the borderline by showing up to class and paying attention to the lecture and answering the clicker question correctly. You should be able to answer the clicker question correctly by paying attention in class. The clicker points are all documented by hardcopy evidence. **It is YOUR responsibility to make sure that your clicker is working properly.** Telling me at the end of the semester that you attended every class but that there was something wrong with your clicker will not result in any change in your clicker grade. I will periodically post your clicker points on the bulletin board on the third floor. Please check your posted clicker points to make sure that everything is working properly.

The grade that you earn in this class will be directly related to how much time you spend preparing for the class. **The biggest secret to doing well in this course is to keep up with the lecture material.** The biggest mistakes that students make which results in a bad grade in the course are: **1)** not attending the lecture **2)** not keeping up with the lecture material and attempting to cram the night before every exam **3)** thinking that just understanding the lecture material means that you will do well on the course – you have to actually work at least the problems on the quizzes immediately prior to the exam, the example worked problems from the lecture and for a better grade the homework problems. When I say you have to work the problem, I mean that you have to do the problem from scratch to obtain the final correct answer. (i.e. write out the entire mechanism without looking at the answer key.) **Just looking at the worked problem and sort of understanding it does not count as having done the problem.** If you make one of these three common mistakes, you will not learn anything. (You will also get a bad grade on this course.) Organic Chemistry is going to be a lot of work. **(If Organic Chemistry is not a lot of work, then you may be doing something wrong and your grades may reflect this.)**

The following is my suggestion for what you should do to study for this class. If you have no time, do the things listed first by no time. If you have more time and want a better grade, do the things listed by lots of time. **(no time: attend class, study the 2 quizzes given immediately before the exam, study lecture notes, rework the example problems from the lecture, do assigned homework problems, read the book :lots of time) Class attendance is very important to doing well on this course. Not coming to class and not taking the quizzes and exams are the surest way to get an F on the class.**

Please come to class the lecture between the quiz and the exams. We will review the quizzes and make sure that everyone understands everything on the quizzes before the exam. However you should not simply memorize the quiz because I will **not** give the same questions on the exams as appeared on the quiz. The idea is **to understand** the quiz before the exam not to simply memorize everything in sight.

For Missed Exams, Quizzes, Final Exam: (VERY IMPORTANT)

There will be no makeup exams, quizzes or final exam without a documented excused absence. **There is no make up exam and no make up quiz.** If you miss the **final exam with documentation**, I will give you an incomplete and give you a **make up final exam** which is very different from the final exam which I gave everyone else. I **NEVER GIVE THE SAME QUIZ OR EXAM** AFTER I GIVE THE QUIZ OR EXAM TO THE CLASS.

1. **Missed Exam:**

a. **no documentation excuse:** For one and only one exam (with no documented excuse), I will replace your missing exam grade with your final exam grade. After the first undocumented excuse, you will earn a zero for any subsequent undocumented missed exam. (ie If you miss one exam with a no documentation excuse, I will replace your missing exam with your final exam grade. If you miss a 2nd exam with no documentation excuse, you will earn a zero on that exam, etc.) **If you miss none of the exams, I will replace your lowest one (and only one) exam grade by the final exam. (This assumes that one of your exams was a lower % grade than the final exam.)**

b. **documentation excuse:** If you have documentation for a missed exam, I will replace your missing exam with either your own average for your other exams (prorated for difficulty) or your own final exam grade (whichever is higher).

2. **Missed Quiz:**

a. **no documentation excuse:** You will earn a zero for a missed quiz but you get to drop 2 zeros with no documentation. If you miss no quizzes then you will get to drop your 2 lowest grade quizzes instead.

b. **documentation excuse:** If you have documentation for a missed quiz, I will average your own quizzes and prorate the difficulty of the quiz and plug in for your missing quiz.

3 **Final Exam:** Because of the importance of the cumulative final exam, if you miss the final exam without documentation, you will **earn a zero for the final exam.** If you miss the final exam with documentation acceptable to me, I will give you an **incomplete** (because of the grading deadline) until I have time to give you a makeup final exam. The makeup final exam will be totally different from the final exam which I gave the rest of the class.

Under no circumstances do I ever give the same quiz, exam or final exam for any missed quiz, exam or final exam. There is absolutely **no strategic advantage to not taking a quiz, exam or final** together with the rest of the class. I usually post the hard copy of the answer keys for all quizzes and exams almost immediately after the class has taken the quiz or exam. It takes me at least 2 to 3 days to write a new and different exam or final exam.

An averaged grade to plug in (for an excused absence) is derived by the following equation. For example if you have a documented excuse for missing Quiz II, your plug in Quiz II grade will be calculated as follows:

$$(\text{missing Quiz II grade}) / (\text{class Quiz II average}) = (\text{your average all quizzes}) / (\text{class average all quizzes})$$

Please provide me a hard copy of your documentation for my files ASAP. Even if you gave a hardcopy of the documentation to some other office, you must give me a copy for my files because excuses are not shared between offices. **Examples of valid excuses** include: medical grounds, death in the immediate family, documented weather related transportation problems and university business. You must have

hardcopy documentation such as a doctor's signed note on letterhead, newspaper article for funeral listing your name or a letter from a professor stating that you worked on behalf of the university on the given date. Examples of working on behalf of the university could be that you were a part of an official university sports team or that you represented the University at a conference. **Examples that are not valid excuses** include: personal problems, going away for the weekend, intramural sports, etc.

With no documented excuse, you will be allowed to **drop two lowest quiz grades and one lowest hour exam grade will be replaced by the final exam** grade with no documentation. You will not be allowed to drop the final exam.

Please be ON TIME to take the exams and quizzes. If you come to class the day of the exam for the 8 to 8:50 am class at 8:50 am, I will not let you take the exam. This would be a missed exam. If you come at 8:40 am, you will be able to take the exam only until 8:50 am.) If you have a good reason for missing an exam or quiz, please ask me rather than just assuming that it is not an acceptable excuse. I am a reasonable person.

The exams will cover the materials discussed in class. Unless specifically mentioned, exams will not cover materials in the textbook that were not discussed in the class. However it is strongly recommended that you read the text. Quizzes, exams and the final exam will have almost identical format. ****An exam will be a mixture of multiple choice (MC), short answer/fill in the blank (SA) with one long answer (LA) question per exam****. A long answer question is a question which will have a half page to a full page blank for which you will have to show your work for solving some sort of word problem. You may be asked to write a few sentences to explain something for the long answer question. Exams will be similar to the quizzes however you will never get an identical question on an exam which you got on a quiz.

When you get back your graded quizzes and exam you will also get an answer key with a list of points for common mistakes. Check your graded exam/quiz against the answer sheet. **Keep in mind that I am grading ~ 75 (+120 Organic II Lecture exams) six to ten page exams (with partial credit) by myself and I am a human being so you are supposed to check for human error. (Help me by checking for human error.)** You will get to keep your exams & quizzes to study so that you learn from your mistakes. You will get partial credit for LA (& some SA) questions. If there are any mistakes on the graded exams any requests for regrades **must** be made during the class in which the exam or quiz is returned in writing. Once you leave the class with the graded quiz/exam, any requests for regrades will **not** be honored.

Pay attention in class and follow the syllabus. I am the only one who is the primary instructor (professor of record) and teaching the only section of Organic Chemistry I Lecture and the only section of Organic Chemistry II Lecture this semester. I am the only one who is deciding on how these particular sections of this class will be run. **The way that another Instructor taught this class in a prior semester or "that is the way it is always done" does not apply to this class.**

I personally make up all of the exams & I personally grade all of the exams. I never let undergraduate or graduate students, staff or other faculty help me grade the exam – not even to add up the final points. Because there is partial credit, this policy ensures consistency in grading. Yes it is a lot of work but I want everyone to get exactly what they earned from their work and not a point more or a point less. (I have given almost the identical type of exam while teaching 300 Organic lecture students with the same number of exams and quizzes so I am sure that I can do this. I also graded the same type exam last semester by myself with 250 Organic lecture students so I am sure that I can grade 200 exams in the same amount of time.)

Absences: If you miss a class, it is your responsibility to obtain the lecture notes and any class assignment given out during the classes you missed. I will not redo the lecture individually for any person who missed

a class or give out my lecture notes for the missed classes. **Missing a class during which I give an assignment (such as a change in exam date) does not excuse you from the assignment. It is your responsibility to contact classmates or me either before your missed class period or as soon after missing the class as possible.** Please get cell phone number from at least 2 of your colleagues in class now so that you will be able to contact fellow classmates if needed in an emergency.

I will post presentation **lecture notes** at <http://JulietHahn.com> & D2L. However unlike some other professors, my posted lecture notes will only be available for a limited time (for about a week) and can only be viewed and may not be printed or saved. Because of password protection, you may only be able to view the notes on a SIU computer. (The notes can be viewed on almost all of the computers at the computer center at the Morris Library.) You will NOT be able to miss the lectures, just view the posted lecture notes and pull off a good grade. The posted lecture notes are designed to be used to supplement the lecture notes which you wrote down IN CLASS. If you missed a word or drawing while you wrote down the lecture notes, you will be able to view the posted notes to complete the notes. However you will NOT be able to JUST view the posted lecture notes and (a) use them as your own lecture notes OR (b) never attend class and just use the posted lecture notes in place of classroom attendance. If you try to do that, I almost guarantee that you will FAIL the class.

Students with Disabilities: Students who have special conditions as addressed by the Americans with Disabilities Act should notify the professor of the course immediately. **Academic Dishonesty:** Academic dishonesty in any form will not be tolerated. University regulations on academic honesty will be strictly enforced throughout this course. Academic Dishonesty includes having a friend do your clicker question on days when you are not in class. If I catch you doing that one time, **you will lose all of your clicker points permanently.** **Cell Phones and Electronic Devices:** Please turn off cell phones and electronic devices before entering the classroom. Use of cell phones is strongly discouraged in the classroom. You may **not** use your cell phone as a calculator during an exam or quiz. Since I post exam answer keys online, NO ONE is allowed to access a cell phone during an exam or quiz for any reason. **Pre-requisite: C or better in CHEM 210, 211**

Schedule of Reading Assignments: Please plan ahead. Here is your entire semester schedule. We will spend about a week per chapter and will cover each chapter consecutively until the end of the semester. We will cover Chapter 1 to Chapter 13 (inclusive). This reading assignment schedule is not chiseled in stone and may change during the semester. (**Exam & Quiz dates are chiseled in stone.**) I suggest that you skim the chapter before the material is covered in class and actually read (in detail) the sections covered in class after the material has been gone over in class. (skim = read introduction, conclusion, flip through book noting the major examples, figures and section headings in the chapter) I cannot cover every detail in the textbook if I need to cover all the needed chapters, so I skip around. (This is why you should read after I go over the material in class.) You will receive homework problems to do during the class (not collected and not graded). **Exams (E) will take up an entire class period. Quizzes (Q) will be given in the last 15 minutes of class.**

<u>Dates</u>	<u>chapter</u>
1/20 W, 1/22 F, 1/25 M, 1/27 W	1
1/29 F (Quiz I) , 2/1 M, 2/3 W	2
2/5 F, 2/8 M, 2/10 W	3
2/12 F (Quiz II) , 2/15 M, (2/17W Exam I), 2/19 F	4
2/17 W	Exam I
2/22 M, 2/24 W, 2/26 F	5
2/29 M, 3/2 W (Quiz III) , 3/4 F	6
3/7 M, 3/9 W, 3/11 F	7
3/12 Saturday to 3/20 Sunday.....	Spring Break
3/21 M, 3/23 W, 3/25 F (Good Friday) (Quiz IV)	8
3/27 Sunday	Easter
3/28 M, (3/30 W Exam II), 4/1 F, 4/4 M	9
3/30 W	Exam II
4/6 W, 4/8 F (Quiz V) , 4/11 M	10
4/13 W, 4/15 F (Quiz VI) , 4/18 M	11
4/20 W	Exam III
4/22 F, 4/25 M, 4/27 W	12
4/29 F, 5/2 M, 5/4 W (worksheet)	13
5/6 F	Review
5/11W (8 to 10 am)	Final Exam

Holidays: MLK day 1/18/16 Monday, Spring Break 3/12/16 Saturday to 3/20/16 Sunday

Academic Schedule: Last Day to Withdraw without Penalty .. 1/31 Sunday (drop without W), Last Day to Withdraw .. 4/3 Sunday (will get a W, no refund), **grading deadline – 5/17 Tuesday at 8 am**

One final point, my objective is to teach Organic Chemistry to everyone in this class. I want you all to do well because you are my students. If you have any difficulties, please come to see me before your difficulties cause irreparable damage. I may be able to advise you on how to best study for this class so that you spend your time for the best effect. Do not just stop trying without coming to see me first.

Suggestion: Go to <http://JulietHahn.com> to download my quizzes (and exams) and use these as worksheets to study for the exams (final exam)

IMPORTANT DATES *

<u>Semester Class Begins</u>	01/19/2016
<u>Last day to add a class (without instructor permission):</u>	01/24/2016
<u>Last day to withdraw completely and receive a 100% refund:</u>	01/31/2016
<u>Last day to drop a course using SalukiNet:</u>	04/03/2016
<u>Last day to file diploma application (for name to appear in Commencement program):</u>	02/12/2016
<u>Final examinations:</u>	05/09–05/13/2016

Note: For outreach, internet, and short course drop/add dates, visit Registrar's Academic webpage <http://registrar.siu.edu/>

SPRING SEMESTER HOLIDAYS

Martin Luther King, Jr.'s Birthday Holiday 01/18/2016

Spring Break 03/12—03/20/2016

WITHDRAWAL POLICY ~ Undergraduate only

Students who officially register for a session may not withdraw merely by the stopping of attendance. An official withdrawal form needs to be initiated by the student and processed by the University. For the proper procedures to follow when dropping courses and when withdrawing from the University, please visit <http://registrar.siu.edu/catalog/undergraduatecatalog.html>

INCOMPLETE POLICY~ Undergraduate only

An INC is assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments. An INC must be changed to a completed grade within one semester following the term in which the course was taken, or *graduation*, whichever occurs first. Should the student fail to complete the course within the time period designated, that is, by no later than the end of the semester following the term in which the course was taken, or graduation, whichever occurs first, the incomplete will be converted to a grade of *F* and the grade will be computed in the student's grade point average. *For more information please visit:*

<http://registrar.siu.edu/grades/incomplete.html>

REPEAT POLICY

An undergraduate student may, for the purpose of raising a grade, enroll in a course for credit no more than two times (two total enrollments) unless otherwise noted in the course description. For students receiving a letter grade of A,B,C,D, or F, the course repetition must occur at Southern Illinois University Carbondale. Only the most recent (last) grade will be calculated in the overall GPA and count toward hours earned. *See full policy at*

<http://registrar.siu.edu/catalog/undergraduatecatalog.html>

GRADUATE POLICIES

Graduate policies often vary from Undergraduate policies. To view the applicable policies for graduate students, please visit

<http://gradschool.siu.edu/about-us/grad-catalog/index.html>

DISABILITY POLICY

Disability Support Services provides the required academic and programmatic support services to students with permanent and temporary disabilities. DSS provides centralized coordination and referral services. To utilize DSS services, students must come to the DSS to open cases. The process involves interviews, reviews of student-supplied documentation, and completion of Disability Accommodation Agreements.

<http://disabilityservices.siu.edu/>

PLAGIARISM

Student Conduct Code http://srr.siu.edu/student_conduct_code/

Guidelines for Faculty <http://pvcaa.siu.edu/common/documents/Plagiarism/Guide%20to%20Preventing%20Plagiarism.pdf>

MORRIS LIBRARY HOURS

<http://www.lib.siu.edu/about>

SAFETY AWARENESS FACTS AND EDUCATION

Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here: <http://safe.siu.edu>

SALUKI CARES

The purpose of Saluki Cares is to develop, facilitate and coordinate a university-wide program of care and support for students in any type of distress—physical, emotional, financial, or personal. By working closely with faculty, staff, students and their families, SIU will continue to display a culture of care and demonstrate to our students and their families that they are an important part of the community. For Information on Saluki Cares: (618) 453-5714, or siucares@siu.edu,

<http://salukicare.siu.edu/index.html>

EMERGENCY PROCEDURES

Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. We ask that you become familiar with the SIU **Emergency Response Plan** and **Building Emergency Response Team (BERT)** programs. Emergency response information is available on posters in buildings on campus, available on BERT's website at www.bert.siu.edu, Department of Safety's website at www.dps.siu.edu (disaster drop down) and the Emergency Response Guideline pamphlet. Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. *It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency.*

INCLUSIVE EXCELLENCE

SIU contains people from all walks of life, from many different cultures and sub-cultures, and representing all strata of society, nationalities, ethnicities, lifestyles, and affiliations. Learning from and working with people who differ is an important part of education as well as an essential preparation for any career. *For more information please visit:* <http://www.inclusiveexcellence.siu.edu/>

LEARNING AND SUPPORT SERVICES

Help is within reach. Learning support services offers free tutoring on campus and math labs. To find more information please visit the Center for Learning and Support Services website:

Tutoring: <http://tutoring.siu.edu/>

Math Labs <http://math.siu.edu/courses/course-help.php>

WRITING CENTER

The Writing Center offers free tutoring services to all SIU students and faculty. To find a Center or Schedule an appointment please visit <http://write.siu.edu/>

AFFIRMATIVE ACTION & EQUAL OPPORTUNITY

Our office's main focus is to ensure that the university complies with federal and state equity policies and handles reporting and investigating of discrimination cases. *For more information visit:*

<http://diversity.siu.edu/#>

Additional Resources Available:

SALUKINET: <https://salukinet.siu.edu/cp/home/displaylogin>

ADVISEMENT: <http://advisement.siu.edu/>

PROVOST & VICE CHANCELLOR: <http://pvcaa.siu.edu/>

SIU ONLINE: <http://online.siu.edu/>

Syllabus Agreement Form, Information Sheet & PIN number selection

I have read and understand the policies stated in the syllabus for Dr. Hahn's CHEM 340 Lecture class for the Spring semester of 2016. All questions have been answered to my satisfaction. By signing this sheet I agree to abide by the policies stated therein.

Your signature _____ Dr. Hahn CHEM 340 Lecture Spring 2016

Print your name: _____ Date submitted: _____

***** Information Sheet

contact phone # _____ contact email address _____

major _____ year (please circle one) fresh, sophomore, junior, senior, other

if other please explain _____ last chemistry course _____

when (year, semester) _____ where (here, other) _____ cumulative GPA _____

grade received on last chemistry course _____

other science courses taking currently (give course name) _____

Are you doing research? (yes, no) If so with whom? _____

Why are you taking this class? _____

hobbies: _____

Feel free to tell me anything else you would like me to know about you: _____

***** PIN Selection

I _____ (sign name) give Dr. Hahn permission to

post my grades by using the PIN # _____ for the Spring 2016 semester for CHEM 340

(Organic Chemistry I Lecture) I may opt out of having my grades posted (Do not use your SS#,

or anything identifiable to ensure the security of your posted grades.) I also [(do) or (do not)] (circle one)

give Dr. Hahn permission to return my actual exam in a self serve fashion in folders (returned inside your

manila folder in the hanging file folder by **first letter of last name**)