Harry S Truman College
One of the City Colleges of Chicago

Chemistry 205 ABC
Organic Chemistry I (IAI – CHM 913)

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Office Hours: **Rm. 3830** MTTh 12:30 – 2:30 pm; W 12:30 – 1:30 pm **Tel:** (773) 907-4691

Class Period: **Rm. 3170** MW 8:30 am – 12:10 pm
Length of Course: 16 weeks
Credit Hours: 6 **Contact Hours:** 8 (4 lecture hours, 4 lab hours) per week
Website: **Blackboard (http://ccc.blackboard.com)**
Tutoring: Student Service Building, **Suite 162** (Tutoring Center)

Catalog Description

Organic Chemistry I – Fundamentals of organic chemistry, orbital and structural theory, aliphatic and aromatic hydrocarbons, alkyl halides, structural isomerism, introduction to functional groups, nomenclature, stereochemistry, reaction mechanisms, resonance theory, and spectroscopy. Writing assignments, as appropriate to the discipline, are part of the course.

Prerequisite

A grade of "C" or better in Chemistry 201 and Chemistry 203 or consent of department chair

Required Materials

1. *Text:* ***Organic Chemistry***, 6th ed., by W.H. Brown, C.S. Foote, B.L. Iverson, and E. Anslyn, Brooks/Cole/Cengage, **2011**. ISBN 9780840054982. The earlier (5th or 4th) editions are acceptable. Different purchase options (e.g., rent, e-chapters, etc.) available at this CengageBrain page: http://www.cengagebrain.com/shop/ISBN/9780840054982?cid=APL1

2. Introduction to Organic Laboratory Techniques: A Microscale Approach, 4th ed., by D.L. Pavia, G.M. Lampman, G.S. Kriz, R.G. Engel, Brooks/Cole/Cengage **2007.** ISBN 9780495016304. Different purchase options available at this CengageBrain page: http://www.cengagebrain.com/shop/ISBN/9780495016304?cid=APL1

3. *Carbonless Laboratory Notebook*: ***National Notebook 43-375*** or similar

4. *Optional*: ***Molecular Modeling Kit***; the 68845NV Chemistry Molecular Model Set from www.indigo.com would suffice.

Students the Course is Expected to Serve

Organic Chemistry I is a required course for chemistry majors, biochemistry majors, chemical technology majors, pre-pharmacy students, pre-medical students, pre-dentistry students, pre-chiropractic students, pre-optometry students, physicians assistant, some baccalaureate nursing programs, and some engineering disciplines.

Truman College General Education Goals:

GEG1. The student exhibits social and ethical responsibility and is aware of her or his place in the global community.
GEG2. The student performs effectively in the workplace and has the ability to work and make effective use of a wide variety of current technologies.
GEG3. The student communicates effectively in both written and oral formats.
GEG4. The student demonstrates the ability to think critically, abstractly, and logically.
GEG5. The student gathers interprets and analyzes data.

Course Goals:

1. Develop students' ability to demonstrate and communicate in both written and verbal modes their understanding of the fundamental principles of organic chemistry, its applications, and its relationship to other disciplines
2. Develop the students' ability to integrate various technologies in collecting, recording, analyzing, evaluating, and presenting data and information
3. Create in the students a culture of safety and integrity in the conduct of their laboratory experiments and in the manner in which they gather, interpret, analyze, and evaluate data
4. Foster student engagement in their own learning
5. Develop process skills that help the students become more competitive in the job market
6. Engage the students in proposing logical solutions to current, unresolved problems relevant to individuals/society using the knowledge and skills acquired in the course

Student Learning Outcomes:

Upon satisfactory completion of this course, the student will be able to:

1. Solve complex organic chemistry problems using structural analysis, mechanistic theory, spectroscopic analysis, and principles of organic syntheses
2. Safely handle and manipulate chemicals and standard laboratory equipment Record, graph, chart, analyze, and interpret data obtained from experimentation.technologies
3. Record, graph, chart, analyze, and interpret data obtained from experimentation
4. Integrate the knowledge of organic chemistry, including all of the above, in proposing plausible solutions to current, unresolved problems of relevance to individuals/society
5. Communicate an understanding of the fundamental concepts in organic chemistry in verbal and written form.

Specific Student Learning Outcomes and the General Education Goals They Satisfy:

At the completion of this course, the successful student should be able to:	General education goal(s) satisfied
1. Use valence bond and orbital hybridization theories to rationalize the three-dimensional structure of organic molecules.	**GEG3-5**
2. Identify and define structural features of alkanes, cycloalkanes, alkenes, alkynes, alkyl halides, alcohols, ethers, aromatic compounds, aldehydes, ketones, acids and acid derivatives and how these influence the physical properties of an organic compound.	**GEG3-5**
3. Write the names and structural formulas for alkanes, alkenes, alkynes, alkyl halides, alcohols, ethers and aromatic compounds.	**GEG3-5**
4. Visualize structures of alkanes, alkenes, alkynes, alkyl halides, alcohols, ethers and aromatic compounds in three dimensions and draw and construct model structures as three dimensional representations.	**GEG2-5**
5. Document the relevant reactions in the multi-step synthesis of an organic compound.	**GEG2-5**
6. Investigate and discuss the mechanisms of fundamental organic reactions and thus predict simple reaction pathways for major and minor products using kinetics, thermodynamics, and stereochemical considerations.	**GEG3,4**
7. Predict the regiochemistry and stereochemistry of the following organic reaction mechanisms using curved arrow notation: free radical substitution, electrophilic and free radical addition, nucleophilic aliphatic substitution, elimination, electrophilic aromatic substitution, catalytic hydrogenation	**GEG3-5**
8. Differentiate enantiomers, diastereomers, and *meso* compounds	**GEG3-5**
9. Propose reaction schemes that result in the generation of a chiral center.	**GEG2-5**
10. Differentiate between precision and accuracy.	**GEG3-5**
11. Use NMR, IR, MS, and UV-Vis spectroscopy to determine the structure of organic compounds	**GEG4,5**
12. Calculate the theoretical yield and percent yield for organic reactions.	**GEG4,5**
13. Perform standard organic laboratory techniques	**GEG1,2,4,5**
14. Prepare compounds discussed in lecture through single and multi-step synthesis using appropriate techniques listed above for their synthesis, purification, characterization and analysis.	**GEG1,2,4,5**
15. Perform laboratory experiments that illustrate basic chemical principles.	**GEG1,2,4,5**
16. Maintain a laboratory notebook through the careful recording of observations and experimental data.	**GEG1-5**
17. Correctly implement articulated laboratory safety and hygiene protocols.	**GEG1,2**
18. Demonstrate effective laboratory procedures such as transfer of solids, weighing of solids, pouring of liquids, measurement of liquid volume.	**GEG1,24,5**
19. Organize and graph experimental data.	**GEG3-5**
20. Interpret experimental data and draw inferences from the data.	**GEG3-5**
21. Summarize the results of experimental observations and data.	**GEG3-5**

Chemistry 205 ABC Spring 2012 Topic List and Tentative Schedule

Week of Jan 16	Introduction, General Chemistry Review Ch. 1 Covalent Bonding and Shapes of Molecules Lab orientation and check-in
Week of Jan 23	**Quiz 1** Ch. 1 (cont.); Ch. 2 Alkanes and Cycloalkanes Lab 1 Introduction to Microscale Laboratory (Expt. 1)
Week of Jan 30	**Quiz 2** Ch. 2 (cont.); Ch. 3 Stereochemistry and Chirality Lab 2 Solubility (Expt. 2)
Week of Feb 6	**Quiz 3** Ch. 3 (cont.); Ch. 4 Acids and Bases Lab 3 Crystallization (Expt. 3)
Week of Feb 13	**Quiz 4** Ch 4. (cont.) Lab 4 Extraction (Expt. 4)
Week of Feb 20	**Feb 20 NO CLASSES** **EXAM 1 (Feb 22; Ch. 1-4)** Ch. 5 Alkenes
Week of Feb 27	**Quiz 5** Ch. 5 (cont.); Ch. 6 Reactions of Alkenes Lab 5Chromatography (Expt. 5A & 5B)
Week of Mar 5	**Quiz 6** Ch. 7 Alkynes Lab 5 Chromatography (Expt. 5D)
Week of Mar 12	**Quiz 7** Ch. 8 Haloalkanes, Halogenations, and Radical Reactions Lab 6 Simple and Fractional Distillation (Expt. 6)
Week of Mar 19	**Quiz 8** Ch. 8 (cont.); Ch. 9 Nucleophilic Substitution and β-Elimination Reactions Lab 7 Acetylsalicylic Acid (Expt. 8)
Week of Mar 26	Ch. 9 (cont.) **EXAM 2 (Mar 26, Ch. 5-9)** Lab 8 Reactivities of Some Alkyl Halides (Expt. 20)
Week of Apr 2	**SPRING BREAK**
Week of Apr 9	Ch 12 Infrared Spectroscopy Lab 9 Infrared Spectroscopy and Boiling Point Determination (Expt. 7)
Week of Apr 16	**Quiz 9** Ch. 13 Nuclear Magnetic Resonance; Ch. 14 Mass Spectroscopy Lab 10 Isolation of the Active Ingredient in an Analgesic Drug (Expt. 9)
Week of Apr 23	**Quiz 10** Ch. 21 Benzene and the Concept of Aromaticity Lab 11 Nitration of Methyl Benzoate (Expt. 28)
Week of Apr 30	**Quiz 11** Ch. 22 Reactions of Benzene **Lab Check out**
Week of May 7	**EXAM 3 (May 7, Ch. 12-14, 21-22)** **COMPREHENSIVE FINAL EXAM (May 9)**

Methods of Instruction:

Lectures, Discussions, and Notes: Lecture outlines and notes will be available on Blackboard.

Laboratory Activities: Students are expected to have reviewed the appropriate experiment before coming to class. Some of these may be guided inquiry laboratory activities.

Group Exercises/Chem Activities: Process-Oriented Guided Inquiry Learning (POGIL) activities, some chapter exercises, and most laboratory experiments will be done in groups/pairs.

Class Demonstrations: Live demonstrations of chemical and physical processes may be done during both the lecture and lab; students are expected to record these and their observations

Video clips: Certain hazardous reactions and processes may be shown through short video clips.

Online Activities: Discussions, especially among group members, outside of class through Blackboard Discussion Board or other electronic means agreed upon by the group is encouraged. Online writing assignments using Calibrated Peer Review™ (CPR, http://cpr.molsci.ucla.edu) may be given as appropriate to the topics.

Service Learning: An opportunity to provide service to the community and to enhance students' learning experience exists through this course. This involves performing at least two safe and tested demonstrations in front of a science class in a partner school. Students' commitment will include preparing for the visit by doing a supervised practice demonstration at Truman.

Methods of Assessment:

POGIL team strength assessment – an assessment form will be provided

Laboratory reports – due one week after each experiment is completed or as instructed

Online Homework: *WebAssign* will be the homework management tool used in this course.

Exams/Quizzes: There are three long examinations and a comprehensive final examination. A quiz will be given at least once a week. Quizzes will be based on previously discussed material and on laboratory activities. There will be **no make up** for any of the quizzes after it has been administered.

Method of evaluation of student performance:

Final course grades will be based on the following:

Class Participation	5%	90 – above	A
Lab	25%	80 – 89	B
Quizzes	25%	65 – 79	C
Long Exams	20%	50 – 64	D
Final Exam	25%	below 50	F
Total	100%		

Class Participation: Student participation in class discussion and POGIL activities, including completed POGIL modules and problem-solving exercises, will determine the seatwork score. Managing and completing tasks in a POGIL activity AND five (5) instances of board work or oral response during class discussion earns an automatic full credit in class participation. Ten (10) instances of board work or oral response during class discussion also earns an automatic full credit in class participation.

Exams/Quizzes: The long exam with the lowest score and the two quizzes with the lowest scores will be dropped before calculating the final grade. The Final Exam is comprehensive.

Lab: Each lab is worth 25 points. The lowest lab score will be dropped. The score will be based on proper conduct during lab (i.e., application of correct lab techniques and observance of lab safety and hygiene), satisfactory completion of the experiment, reasonable results, and prompt submission of the formal report or report sheets. Refer to the list below (and the checklist on Blackboard) for instructions related to the lab reports.

INSTRUCTIONS for the Laboratory:

GENERAL

1. You must do your laboratory work at the time assigned for your section. Attendance will be taken. Study the experiment thoroughly before coming to the lab so that you don't waste time going through the procedure during the lab. Pay attention to the pre-laboratory discussion. **THERE WILL BE NO MAKE UP FOR MISSED LABS**.
2. Follow all instructions carefully. Ask the instructor if you do not understand a direction or part of a procedure.
3. No student may work in the laboratory without an authorized supervisor present.
4. Children are not allowed in the lab.
5. Do not touch any equipment, chemicals, or other materials in the laboratory area until instructed to do so.
6. Do not eat food, drink beverages, or chew gum in the laboratory.
7. Be familiar with the location and proper use of all safety equipment including the first aid kit, eyewash station, safety shower, fire extinguisher, and fire blanket. Know where the fire alarm and the exits are located.
8. Perform authorized experiments only.
9. Horseplay, practical jokes, and pranks are dangerous and prohibited.
10. Work areas should be kept clean and orderly. Bring only your laboratory manual and notebook to your lab station.
11. Keep aisles clear as much as possible.
12. Always work in a well-ventilated area. Use the fume hood when working with volatile substances or poisonous vapors. Never place your head into the fume hood.
13. Be alert and cautious at all times. Notify the instructor immediately if you observe any unsafe conditions.
14. Dispose of all chemical waste properly or as instructed. Never pour chemicals in sink drains. Only water and aqueous solutions designated by the instructor may be poured in the sink. Solid chemicals, metals, matches, filter paper, and all other insoluble materials are to be disposed of in the proper solid waste containers. Always double-check the label of all waste containers before disposing your chemical waste to the container.
15. Read the labels on reagent bottles carefully before use.
16. Read the equipment instructions carefully before use.
17. Keep hands away from any part of your body while using chemicals. Wash your hands with soap and water after performing all experiments.

18. Clean and wipe all work surfaces, equipment, and apparatus at the end of the experiment. All borrowed equipment must be returned on the cart.
19. Never leave an experimental setup unattended.
20. Keep out of the stockroom unless given permission by the instructor. The stockroom attendant will provide assistance.
21. If there is an emergency evacuation during the laboratory period, containers must be closed, gas valves turned off, and any electrical equipment turned off.
22. When using sharp instruments, always carry with tips and points pointing down and away. Always cut away from your body.
23. If you have a medical condition (e.g., allergies, pregnancy, etc.), consult with your physician prior to working in lab.

USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

24. Use a laboratory coat, apron or other personal protective equipment when instructed to do so.
25. Whenever chemicals, heat, or glassware are used in the laboratory, you need to wear your safety goggles.
26. Do not wear contact lenses in the laboratory. The instructor may permit contact lenses for certain activities.
27. Wear appropriate clothing in the laboratory. Long hair must be tied back and dangling jewelry must be secured. Avoid loose clothing as they can be a hazard. Always wear closed footwear to protect your feet.

HANDLING CHEMICALS AND EQUIPMENT

28. Do not touch, taste, or smell any chemicals unless instructed to do so. The proper technique for safely handling specific chemicals will be demonstrated by your instructor.
29. Double-check the label on reagent bottles carefully before removing any of the contents. Take only as much chemical as you need. The instructor will demonstrate the proper technique for transferring small quantities of chemicals.
30. Never return unused chemicals to their original containers.
31. Use a rubber bulb or pipet pump when you need to fill a pipet.
32. Always handle acids with extreme care. Your will be instructed on the proper method for diluting strong acids. Always add acid to water. Be cautious of the heat produced, particularly with highly concentrated acids.
33. Handle flammable hazardous liquids over a pan to contain spills. Never dispense flammable liquids anywhere near an open flame or source of heat.
34. Never bring reagent bottles and chemicals to your lab station. These must remain in the fume hood or the counter at all times.
35. Be extremely careful when transporting acids and other chemicals. Keep the containers secure and walk carefully.
36. Never touch any chemical that is spilled. Notify the instructor immediately.
37. If a chemical splashes in your eye(s) or on your skin, immediately flush with running water from the eyewash station or safety shower for at least 15 minutes. Notify the instructor immediately.
38. Carry glass tubing in a vertical position to prevent breakage and possible injury.
39. Never handle broken glass with your bare hands. Use a brush and dustpan to clean up broken glass. Place broken or waste glassware in the designated glass disposal container.
40. Inserting and removing glass tubing from rubber stoppers can be dangerous. Always lubricate glassware (tubing, thistle tubes, thermometers, etc.) before attempting to insert it in a stopper. Oftentimes, distilled water will do the trick. Always protect your hands with towels when inserting glass tubing into, or removing it from, a rubber stopper. If a piece of glassware becomes “frozen” in a stopper, ask for assistance.

41. Always make sure that you are using clean glassware. Double-check to make sure that there is no crack or chip.
42. Fill wash bottles only with distilled water.
43. Keep your hands dry when handling electrical equipment. When removing an electrical plug from its socket, grasp the plug, not the electrical cord.
44. Report damaged electrical equipment immediately. Do not attempt to use them.
45. If you do not understand the instructions for equipment use, ask for assistance.
46. Exercise extreme caution when using a gas burner. Take care that anything that can catch fire (e.g., hair, clothing, flammable chemicals, etc.) is kept at a safe distance at all times. Do not put any substance into the flame unless specifically instructed to do so. Never reach over a flame. The instructor will demonstrate how to light a burner.
47. Always turn the burner or hot plate off when not in use.
48. The instructor will demonstrate the proper method of heating and boiling liquids in test tubes. Make sure to point the open end of a test tube being heated away from anyone.
49. Heated metals and glass remain very hot for a long time. They should be set aside to cool and picked up with caution. Use tongs or heat-protective gloves if necessary. Do not set hot glassware in cold water or bench top; it may shatter.
50. Never look directly into a container that is being heated.
51. Do not place hot apparatus directly on the bench top. Always use an insulating pad. Allow plenty of time for hot apparatus to cool before touching it.
52. When bending glass, allow time for the glass to cool before further handling. Hot and cold glass have the same visual appearance. Determine if an object is hot by bringing the back of your hand close to it prior to grasping it.
53. Keep the mass balances and the area around them clean. Follow the directions given by the instructor on the proper weighing technique to use. Otherwise, do not place chemicals directly on the balance pans; place a piece of weighing paper, or a small container such as a watch glass, on the pan first and then weigh your material. Never weigh an object while it is hot.
54. Notify the instructor immediately in the event of an accident or injury, no matter how trivial it may appear.
55. If you or your lab partners are hurt, immediately get the instructor's attention.

SERIOUS OFFENSES

56. Certain activities will result in your dismissal from the course, receiving a grade of F, and referral to the Dean. These are:
    a. Flagrant and willful violation of safety standards
    b. Falsification of data, "dry-labbing" experiments, copying from another student's notebook, quiz, or lab report, turning in a product that you did not make yourself
    c. Engaging in unauthorized experiments
    d. Theft of chemicals, glassware, or other items from the laboratory or from another student

LAB REPORTS:

1. **RECORD ALL DATA IN INK IN YOUR LAB NOTEBOOK WHILE YOU WORK.** Do not write data, even temporarily, on scraps or other pieces of paper. Make sure your data is complete. **Do not forget your name or the unknown number**, if applicable. Pay attention to significant figures. If you make a mistake, delete entries by crossing them out neatly with a single line. Do not erase or "white out" mistakes. BEFORE LEAVING THE LABORATORY, HAVE THE LABORATORY INSTRUCTOR SIGN YOUR REPORT SHEET THEN SUBMIT THE DUPLICATE.

2. Write up the report according to the format below and answer all Post Laboratory Questions posted.

3. The report must be clear, complete, and concise. Use a word processor for all text although chemical equations and calculations may be handwritten.

4. The pages must be named and stapled together.

5. Hand in your lab report to your lab instructor one week after you perform the experiment. A 20% deduction will be assessed a report not handed in on time up to one week after the due date; **reports submitted more than one week late will not be accepted.**

6. Each lab is worth 25 points. The lab notebook will be graded and is equivalent to one lab experiment. The lowest lab score (excluding the lab notebook grade) will be dropped. The point distribution is included in the lab report format below while the grading rubric is posted on Blackboard.

7. The lab report should include the following (see also the Lab Checklist on Blackboard for guidance):

   General information: Your name, Course # and section #, the title of the experiment, the date it was performed. (1 pt)
   Abstract: A brief summary of the experiment. (5-10 sentences; 2 pts)
   Introduction: This section includes a statement of the objectives of the experiment, a brief background into the theory behind the laboratory, and techniques used. Balanced chemical equations, if applicable, should be included as well. (2pts)
   Materials and Methods: A narrative of the experimental procedure. Published procedures need not be rewritten; rather, the references need to be cited. Modifications done to the published method should be written in this section. (2 pts)
   Results: This section includes a brief narrative of the experimental results and should refer to any tabulated results. (5 pts)
   Discussion: Discuss the relationship of the experimental results to the expected results and the plausible reasons (not limited to experimental errors) that may be taken into account to explain possible differences. Include the relevance of the results and your experience doing this experiment in relation to the stated objectives. (5 pts)
   References: List your sources. For example: Handbook of Chemistry and Physics, the proper citation of the handout, texts, or websites. (1 pts)
   Figures, Tables, Data, Spectra: This includes your tabulated data and results, calculations, graphs, and spectra. (5 pts)
   Answers to Questions (2 pts)

   NOTE: Points assigned to the **Results** and **Figures, Tables, Data, and Spectra** sections include laboratory performance score. Scores in these sections can be reduced if you failed to follow the experimental procedures and laboratory techniques, or disregarded proper laboratory safety and hygiene.

CCC and Course Policies:

All cellular phones or mobile devices must be turned off or put on the silent mode and put away during lecture and laboratory sessions. No CD/MP3/tape/music/iPod/iPhone/iPad are allowed to be operated while class is in session.

Correspondences with the Instructor: FERPA (Family Educational Rights and Privacy Act) is a federal law that protects the privacy of student educational records. See the following webpage: www.ed.gov/policy/gen/guid/fpco/ferpa/index.html. Faculty cannot reveal information about students, or discuss student records over the phone or unsecured e-mail. CCC student e-mail meets FERPA requirements and must be used when communicating with the instructor after hours.

"No Show" Withdrawal (NSW) Policy: If a student registered for a course before the start time of the first class period, but did not attend the first two class periods will be withdrawn from the course by the instructor and issued an NSW (*Student Policy Manual*, p. 25**)** http://www.ccc.edu/departments/Documents/studentpolicymanual.pdf.

Student-Initiated Withdrawal (WTH): It is the student's responsibility to officially withdraw from courses by **April 23, 2012**. Failure to withdraw may result in mandatory payment of tuition/fees, forfeiture of financial aid eligibility, and/or a failing grade (*Student Policy Manual*, p. 26) http://www.ccc.edu/departments/Documents/studentpolicymanual.pdf.

Academic Integrity: The City Colleges of Chicago is committed to the ideals of truth and honesty. In view of this commitment, students are expected to adhere to high standards of honesty in their academic endeavor. Academic dishonesty of any kind are serious violations of these standards and will result, minimally, in the grade of "F" by the instructor (*Student Policy Manual*, p. 40) http://www.ccc.edu/departments/Documents/studentpolicymanual.pdf. It includes but is not limited to the following: cheating, complicity, fabrication and falsification, forgery, and plagiarism. Cheating involves copying another student's paper, exam, quiz or use of electronic devices to exchange information during class time and/or testing. It also involves the unauthorized use of notes, calculators, and other devices or study aids. In addition, it also includes the unauthorized collaboration on academic work of any sort. Complicity, on the other hand, involves the attempt to assist another student to commit an act of academic dishonesty. Fabrication and falsification, respectively, involve the invention and alteration of any information (data, results, sources, identity, and so forth) in academic work. Another example of academic dishonesty is forgery, which involves the duplication of a signature in order to represent it as authentic. Knowing why, when and how to cite sources in your reports is vital. By using sources appropriately, you participate in the scholarly community as you relate your ideas and experiences to those of others. When citations are lacking or incorrect, you weaken your paper by failing to clearly make those connections. Plagiarism involves the failure to acknowledge those sources (of ideas, facts, charges, illustrations and so forth) properly in academic work, thus falsely representing another's ideas as your own.

Student Conduct: City Colleges of Chicago students are expected to conduct themselves in a manner that is considerate of the rights of others and does not impede the educational mission of the College. Misconduct for which students are subject to College discipline (e.g. expulsion) may include the following: (1) all forms of dishonesty, such as stealing or forgery; (2) obstruction or disruption of teaching, research, administration, or disciplinary proceedings; (3) physical or verbal abuse, threats, intimidation, harassment, and/or other conduct that threatens or endangers the health or safety of any person; and (4) carrying or possession of weapons, ammunition, or

other explosives (*Student Policy Manual*, p. 41).
http://www.ccc.edu/departments/Documents/studentpolicymanual.pdf

Active Pursuit of the Course and Administrative Withdrawals (ADW): A student may be given an ADW at midterm if, in the instructor's opinion, the student is not actively pursuing course requirements, including attendance and submission of assigned course work. In line with this policy, you will be dropped from the roster (i.e., given a grade of ADW) at midterm if up to that point at least two of the following apply:

1. Less than 70% of the assigned homework have been completed
2. Less than 70% of the scheduled labs and reports have been done and submitted
3. Less than 70% of the administered quizzes have been attempted
4. Less than 70% of the class sessions have been attended

Academic Support Services:

Tutoring Center. For students who need help with their assignments: Student Service Building, Suite 162, 773-907-4785. http://www.ccc.edu/colleges/truman/departments/Pages/Tutoring.aspx

Student Success and Leadership Institute (SSLI). For students who need various other support services to achieve their educational goals: 773-907-4714, http://www.ccc.edu/colleges/truman/departments/Pages/Student-Success-and-Leadership-Institute.aspx

TRIO Student Support Services. For low-income students, first generation college students, or students with disabilities who need academic support: Student Service Building, Suite 162, 773-907-4797. Registration is required at the start of each semester.
http://www.ccc.edu/colleges/truman/departments/Pages/TRiO-Student-Support-Services.aspx

Disability Access Center. The Center verifies needs pursuant to the American Disabilities Act (ADA). It determines student academic accommodations, and issues accommodation letters. Registration is required at the start of each semester. Student Service Building, Room 165, 773-907-4725

Your success in this class is important to me. If you have any concern about participating or accomplishing the required course work because of a disability or medical condition, please contact me and the Disability Access Center as soon as possible. The center at Truman College was created to meet the needs of students with disabilities. The short-term goal is to help you develop learning techniques that ensure your success at Truman College. Long-term, Disability Access Center services are designed to help you make the transition from college to work. Students must obtain written permission from this office before any specific accommodations for disabilities are afforded.
http://www.ccc.edu/colleges/truman/departments/Pages/Disability-Access-Center.aspx#