



UNIVERSITY OF KENTUCKY

D r e a m • C h a l l e n g e • S u c c e e d

COLLEGE OF NURSING

January 18, 2008

TO: Senate Council

FROM: Jane M. Kirschling, Dean

RE: Request for program change

Attached please find the necessary documentation for a program change to the BSN program. The Chemistry department is creating a course that will replace the courses currently listed as pre-requisites for Pre-Nursing students. The new course is on its way through the system and we ask that this request be heard now so that the approvals can coincide and provide a smooth transition in scheduling.

REQUEST FOR CHANGE IN UNDERGRADUATE PROGRAM

General Information

Program: Nursing	
Formal Option : (if applicable)	Or Specialty Field (if applicable)
Department (if applicable):	
College (if applicable): Nursing	
Degree title: Bachelor of Science in Nursing	Bulletin pp.: 229-232
CIP Code:	UK ID No.: HEGIS CODE:
Accrediting Agency (if applicable):	

PROPOSED CHANGE(S) IN PROGRAM REQUIREMENTS

1. Particular University Studies Requirements or Recommendations for this Program.

	Current	<i>Proposed</i>
I. Mathematics		
II. Foreign Language		
III. Inference-Logic		
IV. Written Communication	ENG 104 or Honors	
V. Oral Communication	Suspended through Fall 2009	<i>Suspended through Fall 2009</i>
VI. Natural Sciences		
VII. Social Sciences		
VIII. Humanities		
IX. Cross-Cultural		
X. USP Electives (3 must be outside the student's major)		

2. University Graduation Writing Requirement - select from approved courses.

3. College Depth & Breadth of Study Requirements (if applicable). Include particular courses required/recommended for this program.)
NOTE: To the extent that proposed changes in sections 2 through 6 involve additional courses offered in another program, please submit correspondence with the program(s) pertaining to the availability of such courses to your students.

Current	<i>Proposed</i>

4. Premajor or Preprofessional Course Requirements (if applicable)

Current	<i>Proposed</i>
CHE 104 & 108	CHE 103

REQUEST FOR CHANGE IN UNDERGRADUATE PROGRAM

5. Credit Hours

Credit Hours Required:	Current	Proposed:	
a. Total Required for Graduation			
	Current:	Proposed:	
b. Required by level:			
100:	200:	300:	400-500:
c. Premajor or Preprofessional (if applicable):			
100:	f. Hrs Needed for a Specific Option/Specialization (if applicable):		100:
d. Field of Concentration (if applicable):		g. Technical or Professional Support Electives (if applicable):	
e. Division of Hrs b/w Major Subject & Related Field: (if applicable)		h. Minimum Hours of Free or Supportive Electives (required):	

6. Major or Professional Course Requirements

Current	Proposed

7. Minor Requirements (if applicable)

Current	Proposed

8. Rationale for Change(s): (If rationale involves accreditation requirements, please include specific references to those.)

In keeping with national trends in Nursing education, the CON requested that the Chemistry dept. create a one semester 4 credit course (to be offered every semester) that combines the critical elements of CHE 104 & 108 with applications to health sciences. The opportunity to take this fall or spring semester also helps students who decide to pursue nursing in the fall after the last day to add classes, or who are forced to withdraw in the fall semester. Currently those students, in most cases, are forced to wait a year to complete the requirements.

9. List below the typical semester by semester program for a major.

Current	Hours	Proposed	Hours
YEAR 1 - Fall		YEAR 1 - Fall	
CHE 104	3	CHE 103 or USP	3-4
ANA 109	3	ANA 109	3
PSY 100	4	ENG 104 or USP	3-4
ENG 104 or USP	3 or 4	PSY 100	4
USP	3	USP	3
Total:	16-17	Total:	17-18
YEAR 1 - Spring		YEAR 1 - Spring	
CHE 108	3	CHE 103 or USP	3-4
ANA 110	3	ANA 110	3
ENG 104 OR USP	3-4	ENG 104 or USP	3-4
USP Soc Sci	3	USP Soc Sci	3
USP	3	USP	3
Total:	15-16	Total:	15-16
YEAR 2 - Fall		YEAR 2 - Fall	
Total:		Total:	
YEAR 2 - Spring		YEAR 2 - Spring	
Total:		Total:	

9. Semester Plans, continued

Current	Hours		Proposed	Hours
YEAR 3 - Fall			YEAR 3 - Fall	
Total:			Total:	
YEAR 3 - Spring			YEAR 3 - Spring	
Total:			Total:	
YEAR 4 - Fall			YEAR 4 - Fall	
Total:			Total:	
YEAR 4 - Spring			YEAR 4 - Spring	
Total:			Total:	
Total Hours:			Total Hours:	

10. Signatures of Approval:

11/2/17

DATE of Approval by Department Faculty

11/2/17

DATE of Approval by College Faculty

3/25/08

*DATE of Approval by Undergraduate Council

*DATE of Approval by Graduate Council


2/19/08

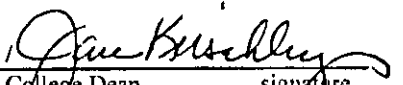
*DATE of Approval by Health Care Colleges Council (HCCC)


*DATE of Approval by Senate Council


*DATE of Approval by the University Senate


*If applicable, as provided by the *University Senate Rules*.

PAT BURKHART 
printed name Reported by Department Chair signature

JANE KIRSCHLING 
printed name Reported by College Dean signature

P.J. Kraemer 
printed name Reported by Undergraduate Council Chair signature


printed name Reported by Graduate Council Chair signature

Heidi Anderson 
printed name Reported by Health Care Colleges Council Chair signature

Reported by Office of the Senate Council

Reported by the Office of the Senate Council

CHEMISTRY FOR HEALTH PROFESSIONALS

Textbook: **General, Organic, and Biochemistry**, Fifth Edition, by Denniston, Topping and Caret. McGraw Hill Publishing, 2007.

Instructor:

CP-139

Office: CP!23

DATES	CHAPTER	TOPICS	SUGGESTED HOMEWORK FROM TEXTBOOK
	1	Chemistry: Methods and Measurement	
	2	Atomic Structure	
	3	Elements, Atoms, Ions and the Periodic Table	
	4	Structure and Properties of Ionic and Covalent Compounds	
	5	Calculations and the Chemical Equation	
	6	States of Matter	
	7	Reactions and Solutions	
	8	Chemical and Physical Change	
	9	Acid-Base and Oxidation-Reduction Reactions	
	10	Nuclear Chemistry	
	11	Intro to Organic Chemistry/Alkanes	
	12	Alkenes, Alkynes and Aromatics	
	13	Alcohols, Phenols, Thiols, and Ethers	
	14	Aldehydes and Ketones	
	15	Carboxylic Acids and Derivatives	
	16	Amines and Amides	
	17/21	Carbohydrates	

DATES	CHAPTER	TOPICS	SUGGESTED HOMEWORK FROM TEXTBOOK
	18	Lipids and Their Functions	
	19	Proteins	
	20	Enzymes	

109 Tentative Homework Due Dates

Introduction Assignment		
Chapter 1		
Chapter 2		
Chapter 3		
Chapter 4		
Chapter 5		
etc.		

Course/Section	Days	Meeting Time	Instructor	Room
				CP-139

PAGERS, CELLPHONES AND ANY OTHER FORM OF ELECTRONIC COMMUNICATION DEVICE MUST BE TURNED OFF DURING CLASS AND ARE PROHIBITED DURING EXAMS.

CHE 103

CHEMISTRY FOR HEALTH PROFESSIONALS

(4)

A study of the basic concepts of general, organic and biological chemistry. Topics include electronic structure of atoms and molecules, periodicity of the elements, stoichiometry, states of matter, kinetics, equilibria, acids/bases, organic functional groups, stereochemistry, carbohydrates, lipids, proteins and enzymes. Topics covered with an emphasis on application to the allied health professionals.

IMPORTANT DATES

Last day to add any course !

Last day to drop a course without its appearing on your transcript ! . This is also the last day to change the grading option (letter grade to pass/fail or vice versa; credit to audit or vice versa).

Last day to withdraw from a course !

Designated University Holidays !

MAJOR RELIGIOUS HOLIDAYS

Students are responsible for notifying the General Chemistry secretary, Ms. Geri Gerke (CP-125) in writing of anticipated absences due to their observance of such holidays. Notification must be received no later than the last day for adding a class (xxxxxx).

STUDENTS WITH DISABILITIES

Any student with a certified disability should provide this information to the General Chemistry secretary, Ms. Geri Gerke (CP-125) no later than the last day for adding a class (28 August).

INFORMATION CARD (FORM GC1.1):

All students shall complete and return to the instructor the information card provided. This satisfies University Senate rules regarding intent to attend this course. Failure to submit this card within the first two class periods shall be cause for removal from the class roll.

EXAMINATIONS

Each examination will last 75 minutes during class time, as scheduled in the course outline. You must bring your student ID card (or other identification with a picture, preferably in color), one or more #2 pencils, and your own simple scientific calculator (with exponents and logarithms) to exams 1, 2 and the final. Graphing calculators, calculator with large memory banks, and those that permit the entering of letters are **NOT** permitted. No TI-80 or higher series graphing calculator is permitted. The instructor has the final say as to what is acceptable. If you have any questions, ask your instructor. All materials (backpacks, pagers, phones, and other electronic devices) must be left at the front of the room during the exams. Your seating assignment for the examinations will be posted on Blackboard 1-2 days prior to the examination. This information will be located under "Course Information", "Exam Materials".

FINAL EXAMS

The final exam is xxxx. If you miss the final, if you are excused, and if you are in passing standing in the course you will receive an "I" for the course and you will make up the exam with the next semester's final. If you are not in passing standing and if you miss the final exam, you will receive an "E" grade for the course.

GRADING IN THE COURSE

Three examinations (each of 75 minutes duration) and a Final Examination (of two hours duration, subdivided into four sections that correspond to the three mid-term examinations and the material following the third examination) will be given in this course. Grades on these examinations and for the course will be assigned on the following basis: A: 90.0 ! 100; B: 80.0 ! 89.9; C: 70.0 ! 79.9; D: 60.0 ! 69.9; and E: below 59.9.

On the final examination, if the grade on that section corresponding to the mid-term examination with **THE LOWEST GRADE** is improved, that section grade will be substituted for the original mid-term examination grade.

The final grade for the course will be calculated as follows:

Three examinations, at 20% each	60%
Class Participation	5%
Assigned Homework	10%
Comprehensive Final Examination	<u>25%</u>
Total	100%

The department adheres rigorously to University policy with respect to awarding grades of (incomplete) - see "Student Rights and Responsibilities," by going to <http://www.uky.edu/StudentAffairs/Code/>. Go to Part II: Rules of University Senate, Section V, 5.1.3.2.

EXTRA CREDIT OPPORTUNITIES

You will be given the opportunity to earn up to 10 "Bonus Points" throughout the semester. Each Bonus Point will add 0.1% to your final average. For example, if you earn 7 Bonus Points and your average at the end of the semester is 89.3, your new average will be 90.0 and you have an "A" for the semester. Bonus Points will be given for attending the General Chemistry Learning Center and as described by your individual instructor. You may not earn Bonus Points after the final examination.

MAKE-UP EXAMINATIONS

There will be no separate make-up examinations for the three examinations. However, for those students who miss one examination with a legitimate, documented excuse under the guidelines outlined on a separate sheet posted on the General Chemistry Bulletin Board (outside of CP-139) *AND WHO OBTAIN PERMISSION WITHIN THE TIME LIMIT INDICATED ON THE EXCUSED ABSENCE POLICY FORM POSTED*, the score on a section of the Final Examination pertaining to the material of the missed examination will be converted to a percentage and substituted for the score on the missed examination. *PLEASE CAREFULLY NOTE BOTH THE TIME REQUIREMENTS AND THE PROCEDURE FOR OBTAINING A LEGITIMATE EXCUSED ABSENCE*. Purchase of airline tickets is **NOT** considered a legitimate reason to be excused from an exam. Don't purchase tickets which conflict with exams. If an exam is missed and is not excused, a zero will be given. This score will be your **LOWEST** grade and will be replaced as described under "Grading in the Course".

CHEATING

The Department of Chemistry considers cheating a very serious offense and we will do everything possible to prevent cheating in this course. The minimum penalty for academic dishonesty is a zero on the assignment at issue. Additional or more severe penalties will be governed by the University regulations on academic dishonesty.

HELP!

The Department of Chemistry will offer the week of the examinations a 50 minute help session for students in CHE 109. Attendance at these help sessions is entirely voluntary. For the Fall 200X semester these help sessions will be from XXXXXXXXXXXXXXXXXXXX. In addition, the Chemistry Department provides a "General Chemistry Learning Center" that is staffed by CHE 115 teaching assistants. The learning center is located in CP-25. The learning center schedule will be posted on the door to CP-25 and in Blackboard soon after the beginning of the semester.

Lecture notes will be posted in Blackboard under "Course Information", "Class Notes".

PERSONAL TUTORS

Tutors for General Chemistry are available. A list of names of Department of Chemistry staff willing to tutor can be obtained from the receptionist in the Chemistry Office (CP-125) soon after the beginning of the semester.

COPYRIGHT

All course material is copyrighted (either by the instructor or others). Therefore, transcribing and then selling, publishing or posting any of the lecture material presented in class is strictly prohibited. This applies particularly to so called "professional" note-taking services and companies that publish such material on the Internet or in written form.

OFFICE HOURS

You are encouraged to make use of your instructor's office hours. Office hours for your CHE 104 instructor

are as follows:

Instructor	Office Hours	Office

You are also welcome to come to the office of the Director of General Chemistry (Dr. K. Woodrum, CP!125, E-mail: kwood2@uky.edu) to discuss matters of policy or to make comments about the course. Dr. Woodrum is normally available Tuesdays and Thursdays by appointment only. You may make an appointment by calling the General Chemistry secretary (Ms. Geri Gerke) at 257!3882.

Blackboard and Homework Instructions

To access Blackboard, go to <http://myuk.uky.edu>. Your username and password is the same as your UK e-mail address and password. **It is your responsibility to log in and not miss assignments.** Ignorance or incompetence will not count as an excuse for missed assignments. Your first assignment is due no later than **Friday, xxxxx @ 11:59 PM**. Log in right away so any problems can be ironed out before your assignment is due.

Once on Blackboard, click on the course you wish to access. You will use Blackboard to access the following links:

- I. **Announcements:** Current announcements will be displayed on the opening course screen. Be sure to log into Blackboard on a daily basis even if you do not have homework to do, so you can read announcements that the instructor, or Director of General Chemistry has posted for you.
- II. **Homework Assignments:** Assigned Homework will be completed on Blackboard. These assignments count as 15% of your grade.

Click on "Tools & WebAssign", then "WebAssign link".

When logging into WebAssign, you will be prompted to enter an access code. To use WebAssign, you **MUST** purchase the code, though a few days grace period will be granted. The code can be purchased at the bookstore or on-line with a credit card.

Please note the following:

1. WebAssign is a separate website location that comes up in Blackboard. To ensure you know how to use WebAssign, **you need to read the Student Guide!** Disregard 1 and 2 of the guide. (They do not apply to you. You are already registered and logging into Blackboard will log you into WebAssign.) You must take responsibility to know how WebAssign works. The Student Guide, request for assistance and other important information are located at:
http://www.webassign.net/info/support/stu_support.html
 2. If WebAssign is unable to help you with your issues, contact Dr. Kim Woodrum at kwood2@uky.edu. She will be able to help or direct you to where to get the help you need.
 3. The lowest grades of your assignments will be dropped. Therefore, two assignments will be automatically excused through this drop policy for whatever reason, forgetting to do it, missing the due date, a computer malfunction. A percentage score will be calculated for each of the XX homework assignments. The two lowest percentages will be dropped, and the final homework score will be the average of the remaining percentages.
 4. To receive an extension on an assignment, you will need to provide legitimate, documented excuses consistent with University policy in order to be granted the manual extension. The documentation must be turned in to Ms. Geri Gerke in the main chemistry office (CP-125) within one week of the homework due date. Extensions will not be granted if you view the key.
 5. Additional issues that arise will be addressed in the Announcements in Blackboard. Be sure to check your announcement page daily.
 6. Grades for homework as well as exams will be posted in WebAssign. Click on "Grades" at the top of the screen. Click "View All" to see all grades for the semester.
- III. **Course Information:** At this link, you will find seating assignments for exams, keys to the exams, lecture notes and other important information.
 - IV. **Study Aids:** Extra resources for help with the topics of this course.

- V. **External Links:** Important links will be posted here, including old exams and keys (make sure to read information for password to old exams).

Contact the UK InfoTech Customer Service Center for help with these or other matters related to Blackboard.

Online Blackboard Support Center is available to you to answer all kinds of Bb-related questions, 24 hours a day and seven days a week. This extra source of help offers web pages, real-time text chat, and a toll-free phone number. Take a few minutes to explore the full array of helpful information pages on this site. Users can learn about Bb features old and new and get help with a wide range of Bb-related issues.

Before logging into Bb, go to the 24/7 Bb Support Center at

<http://supportcenteronline.com/ics/support/default.asp?deptID=1083> (or use this abbreviated address:

<http://tinyurl.com/9qw5t>).

After logging in, the quickest way to access this Support Center is to click the Help icon (question mark) at the top of every Bb page, next to the Logout button.

The UK InfoTech CSC, located in 111 McVey Hall (Computing Center) is open for visits 7 AM to 6 PM, Monday through Friday. During these hours, you can also phone in (859-257-1300) to speak with a consultant. Outside of these hours, you can leave a phone message. You can send an e-mail to helpdesk@uky.edu at any time. In your message, be sure to provide as many details as you can.

Any Bb user who has forgotten a password and needs it reset to the default should contact the CSC for assistance.

WebAssign Technical Support

Go to http://webassign.net/info/support/stu_support.html

INTRODUCTORY GENERAL CHEMISTRY

Textbook: General, Organic, and Biochemistry, Fifth Edition, by Denniston, Topping and Caret. McGraw Hill Publishing, 2007.

Instructor: Dr. Harriet Ades

CP-139

Office: CP-23

DATES	CHAPTER	TOPICS	SUGGESTED HOMEWORK FROM TEXTBOOK
Aug. 22, 24, 27, 29, 31	CH 1	Syllabus; Chemistry: Methods & Measurement	7, 13, 37, 39, 41, 43, 45, 47-49, 51, 57, 59, 63, 64, 67-69, 73, 75, 77, 78, 83-85, 87, 89, 91, 97, 99. Critical Thinking: 1, 3, 5
Sept. 5, 7, 10, 12, 14, 17	CH 2	The Structure of the Atom & the Periodic Table	1, 3, 7, 9, 11, 13, 17, 19, 21, 25, 27, 29, 33, 35, 43, 49, 51, 61, 63, 65, 67, 68, 69, 71, 73, 74, 81-85, 87, 89, 91, 95, 97. Critical Thinking: 1, 4
Sept. 19		*Optional Review	
Sept. 20	CH 1- 2	EXAM I (8:00-9:15 PM)	
Sept. 21, 24, 26, 28, Oct. 1	CH 3	Structure & Properties of Ionic & Covalent Compounds	1, 3, 5, 7, 9, 15, 19, 21, 25, 27, 29, 33, 39, 41, 43, 45, 47-49, 51, 53, 55, 59, 61, 63, 71, 73, 75, 79, 81, 85, 89, 91. Critical Thinking: 4
Oct. 3, 5, 8, 10, 12, 15	CH 4	Calculations and the Chemical Equation	7, 9, 11, 13, 15, 19, 21, 25, 29, 33, 35, 39, 45, 51, 53, 55, 75, 76, 79, 81, 85, 87, 91, 93, 99, 103. Critical Thinking: 1, 3
Oct. 17		*Optional Review	
Oct. 18	CH 3 - 4	EXAM II (8:00-9:15 PM)	
Oct. 19, 22, 24, 26, 29	CH 5	States of Matter: Gases, Liquids & Solids	1, 5, 7, 11, 43, 45, 47, 53, 57, 59, 63, 65, 67, 75, 79, 81-84, 89, 90, 91, 92, 95, 96.
Oct. 31, Nov. 2, 5, 7, 9	CH 6	Solutions	2, 9, 13, 15, 19, 25, 29, 33, 35, 37, 41, 45, 47, 51, 55, 57, 61, 71-80. Critical Thinking: 1, 2
Nov. 12	CH 7 (Start)	Energy, Rate and Equilibrium	1, 2, 3, 5, 17, 23, 25, 27, 29, 33, 34, 36, 41, 43-47, 49, 51, 53-76, 62, 63, 65, 73-75, 77, 78, 85, 89, 93, 95, 99, 103, 104

DATES	CHAPTER	TOPICS	SUGGESTED HOMEWORK FROM TEXTBOOK
Nov. 14		*Optional Review	
Nov. 15	CH 5 - 6	EXAM III (8:00-9:15 PM)	
Nov. 16, 19, 26, 28	CH 7 cont'	Energy, Rate and Equilibrium	
Nov. 30, Dec. 3, 5, 7	CH 8	Acids & Bases, & Oxidation-Reduction	1, 3, 5, 13, 19, 25, 27, 28, 31, 33, 35, 37, 40, 41, 43, 45, 47, 49, 53, 55, 57, 61-63, 69, 71, 73, 77, 79, 80-83, 85, 87, 88, 93, 95
Dec. 12 (Wed.)	CH 1 - 8	FINAL EXAM (8:30-10:30 PM)	

104 Tentative Homework Due Dates

Introduction Assignment	Friday, Aug. 31	11:59 PM
Chapter 1	Friday, Sept. 7	11:59 PM
Chapter 2	Monday, Sept. 24	11:59 PM
Chapter 3	Thursday, Oct. 11	11:59 PM
Chapter 4	Monday, Oct. 22	11:59 PM
Chapter 5	Thursday, Nov. 8	11:59 PM
Chapter 6	Monday, Nov. 19	11:59 PM
Chapter 7	Monday, Dec. 3	11:59 PM
Chapter 8	Sunday, Dec. 9	11:59 PM

Course/Section	Days	Meeting Time	Instructor	Room
CHE 104-001	MWF	11:00 - 11:50 AM	Ades	CP-139
CHE 104-003	MWF	2:00 - 2:50 PM	Ades	CP-139

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CHE 104

INTRODUCTORY GENERAL CHEMISTRY

(3)

A study of the general principles including laws of definite and multiple proportions, stoichiometry, gases, electronic structure, chemical bonding, periodic relationships, oxidation-reduction, chemical equilibrium and acids/bases. Intended for students interested in a one-semester course in general chemistry and recommended for students seeking careers in nursing, nutrition and allied health science fields. Not open to students who have already completed both CHE 105 and 107. Prereq: Two years of high school algebra and Math ACTE score of 19 or above or(Math Placement Test) or completion of MA 108R.

IMPORTANT DATES

Last day to add any course - 28 August.

Last day to drop a course without its appearing on your transcript - 12 September. This is also the last day to change the grading option (letter grade to pass/fail or vice versa; credit to audit or vice versa).

Last day to withdraw from a course - 19 October.

Designated University Holidays -3, September; 21, 22 and 23 November.

MAJOR RELIGIOUS HOLIDAYS

Students are responsible for notifying the General Chemistry secretary, Ms. Geri Gerke (CP-125) **in writing** of anticipated absences due to their observance of such holidays. Notification must be received no later than the last day for adding a class (28 August).

STUDENTS WITH DISABILITIES

Any student with a certified disability should provide this information to the General Chemistry secretary, Ms. Geri Gerke (CP-125) no later than the last day for adding a class (28 August).

INFORMATION CARD (FORM GC-1.1):

All students shall complete and return to the instructor the information card provided. This satisfies University Senate rules regarding intent to attend this course. Failure to submit this card within the first two class periods shall be cause for removal from the class roll.

EXAMINATIONS

Each examination will last 75 minutes. Instructions for each examination will be given at 7:55 PM on the day of the examination. Be on time; no student may leave prior to 8:20 PM and **no student will be admitted after 8:20 PM**. If you show up after 8:20 PM, you will **NOT** be allowed to take the exam. See "Make-up Examinations" for details. You must bring an ID card (or other identification with a picture, preferably in color), one or more #2 pencils, and your own simple scientific calculator (with exponents and logarithms) to all examinations. Graphing calculators, calculators with large memory banks and calculators which permit the entering of alphabetic symbols are **NOT** permitted. No TI-80 series or higher graphing calculator is permitted. The instructor has the final say as to what is acceptable. If you have any questions, ask your instructor. All materials (backpacks, pagers, phones, and other electronic devices) must be left at the front of the room during the exams. Please check carefully all exam dates and times for the semester and if you have any school-related conflicts with the dates and/or times, contact Ms. Geri Gerke (CP-125) at least two weeks before the first exam. Your seating assignment for the examinations will be posted in Blackboard 1-2 days prior to the examinations. This information will be located under "Course Information", "Exam Materials".

FINAL EXAMS

The final exam is Wednesday, 12 December from 8:30-10:30 PM. Contact Ms. Geri Gerke in CP-125 if you have a course conflict with this time. If you miss the final, if you are excused, and if you are in passing standing in the course you will receive an "I" for the course and you will make up the exam with the next fall semester's final. If you are not in passing standing and if you miss the final exam, you will receive an "E" grade for the course.

GRADING IN THE COURSE

Three examinations (each of 75 minutes duration; 25 multiple-choice questions) and a Final Examination (of two hours duration; multiple-choice questions, subdivided into four sections that correspond to the three mid-term examinations and the material following the third examination) will be given in this course. Grades on these examinations and for the course will be assigned on the following basis: A: 90.0 - 100; B: 80.0 - 89.9; C: 70.0 - 79.9; D: 60.0 - 69.9; and E: below 59.9.

On the final examination, if the grade on that section corresponding to the mid-term examination with **THE LOWEST GRADE** is improved, that section grade will be substituted for the original mid-term examination grade.

The final grade for the course will be calculated as follows:

Three examinations, at 20% each	60%
Class Participation and Assigned Homework	15%
Comprehensive Final Examination	25%
Total	100%

The department adheres rigorously to University policy with respect to awarding grades of (incomplete) - see "Student Rights and Responsibilities," by going to <http://www.uky.edu/StudentAffairs/Code/>. Go to Part II: Rules of University Senate, Section V, 5.1.3.2.

EXTRA CREDIT OPPORTUNITIES

You will be given the opportunity to earn up to 10 "Bonus Points" throughout the semester. Each Bonus Point will add 0.1% to your final average. For example, if you earn 7 Bonus Points and your average at the end of the semester is 89.3, your new average will be 90.0 and you have an "A" for the semester. Bonus Points will be given for attending the General Chemistry Learning Center and as described by your individual instructor. You may not earn Bonus Points after the final examination.

MAKE-UP EXAMINATIONS

There will be no separate make-up examinations for the three examinations. However, for those students who miss one examination with a legitimate, documented excuse under the guidelines outlined on a separate sheet posted on the General Chemistry Bulletin Board (outside of CP-139) *AND WHO OBTAIN PERMISSION WITHIN THE TIME LIMIT INDICATED ON THE EXCUSED ABSENCE POLICY FORM POSTED*, the score on a section of the Final Examination pertaining to the material of the missed examination will be converted to a percentage and substituted for the score on the missed examination. *PLEASE CAREFULLY NOTE BOTH THE TIME REQUIREMENTS AND THE PROCEDURE FOR OBTAINING A LEGITIMATE EXCUSED ABSENCE*. Purchase of airline tickets is **NOT** considered a legitimate reason to be excused from an exam. Don't purchase tickets which conflict with exams. If an exam is missed and is not excused, a zero will be given. This score will be your **LOWEST** grade and will be replaced as described under "Grading in the Course".

CHEATING

The Department of Chemistry considers cheating a very serious offense and we will do everything possible to prevent cheating in this course. The penalty for cheating in any form is the assignment of a grade of E for the course. Sanctions imposed may include, and have included, suspension, dismissal, and expulsion from the University. Turning in falsified documents for obtaining an excuse from a missed exam, assignments or class is considered cheating and will result in a grade of "E" for the course.

HELP!

The Department of Chemistry will offer **the week of** the examinations a 50 minute help session for students in CHE 104. Attendance at these help sessions is entirely voluntary. For the Fall 2007 semester these help sessions will be from 4:00 – 4:50 PM on Wednesdays in CP-139 as follows: Sept. 19, Oct. 17, Nov. 14. In addition, the Chemistry Department provides a “General Chemistry Learning Center” that is staffed by CHE 115 teaching assistants. The learning center is located in CP-25. The learning center schedule will be posted on the door to CP-25 and in Blackboard soon after the beginning of the semester.

Lecture notes will be posted in Blackboard under “Course Information”, “Class Notes”.

PERSONAL TUTORS

Tutors for General Chemistry are available. A list of names of Department of Chemistry staff willing to tutor can be obtained from the receptionist in the Chemistry Office (CP-125) soon after the beginning of the semester.

COPYRIGHT

“All course material is copyrighted (either by the instructor or others). Therefore, transcribing and then selling, publishing or posting any of the lecture material presented in class is strictly prohibited. This applies particularly to ‘professional’ note-taking services and companies that publish such material on the Internet or in written form.”

OFFICE HOURS

You are encouraged to make use of your instructor's office hours. Office hours for your CHE 104 instructor are as follows:

Instructor	Office Hours	Office
Dr. Harriet Ades Phone: 257-1871 E-mail: phy200@uky.edu	M - F 9:30-10:45 AM MWF 12:00-1:45 PM	CP-23

You are also welcome to come to the office of the Director of General Chemistry (Dr. K. Woodrum, CP-125, E-mail: kwood2@uky.edu) to discuss matters of policy or to make comments about the course. Dr. Woodrum is normally available Tuesdays and Thursdays by appointment only. You may make an appointment by calling the General Chemistry secretary (Ms. Geri Gerke) at 257-3882.

Blackboard and Homework Instructions

To access Blackboard, go to <http://myuk.uky.edu>. Your username and password is the same as your UK e-mail address. **It is your responsibility to log in and not miss assignments.** Ignorance or incompetence will not count as an excuse for missed assignments. Your first assignment is due Friday, August 31 @ 11:59 PM. Log in right away so any problems can be ironed out before your assignment is due.

Once on Blackboard, click on the course you wish to access. You will use Blackboard to access the following:

- I. **Announcements:** Current announcements will be displayed on the opening course screen. Be sure to log into Blackboard on a daily basis even if you do not have homework to do, so you can read announcements that the instructor, or Director of General Chemistry has posted for you.
- II. **Homework Assignments:** Assigned Homework will be completed on Blackboard. These assignments count as 15% of your grade.

Click on "Tools & WebAssign", then "WebAssign link".

When logging into WebAssign, you will be prompted to enter an access code. To use WebAssign, you MUST purchase the code, though a few days grace period will be granted. The code can be purchased at the bookstore or on-line with a credit card.

Please note the following:

1. WebAssign is a separate website location that comes up in Blackboard. To ensure you know how to use WebAssign, **you need to read the Student Guide!** Disregard 1 and 2 of the guide. (They do not apply to you. You are already registered and logging into Blackboard will log you into WebAssign.) You must take responsibility to know how WebAssign works. The Student Guide, request for assistance and other important information are located at: http://www.webassign.net/info/support/stu_support.html
2. If WebAssign is unable to help you with your issues, contact Dr. Kim Woodrum at kwood2@uky.edu. She will be able to help or direct you to where to get the help you need. *Follow the protocol for e-mail communication listed above.
3. The lowest two assignments will be dropped. Therefore, two assignments are automatically excused through this drop policy for whatever reason, forgot to do it, missed due date, computer malfunction. A percentage score will be calculated for each of the 9 homework assignments. The two lowest percentages will be dropped, and the final homework score will be the average of the remaining percentages.
4. To receive an extension on an assignment, you will need to provide legitimate, documented excuses consistent with University policy in order to be granted the manual extension. The documentation must be turned in to Ms. Geri Gerke in the main chemistry office (CP-125) within one week of the homework due date. Extensions will not be granted if you view the key.
5. Additional issues that arise will be addressed in the Announcements in Blackboard. Be sure to check your announcement page daily.
6. Grades for homework as well as exams will be posted in WebAssign. Click on "Grades" at the top of the screen. Click "View All" to see all grades for the semester.

III. **Course Information:** At this site you will find seating assignments for exams, keys for exams, lecture notes and other important information.

IV. **Study Aids:** Extra resources for help with the topics of general chemistry.

V. **External Links:** Important links will be posted here, including old exams and keys (make sure to read information for password to old exams).

Contact the UK InfoTech Customer Service Center for help with these or other matters related to Blackboard.

Online Blackboard Support Center is available to you to answer all kinds of Bb-related questions, 24 hours a day and seven days a week. This extra source of help offers web pages, real-time text chat, and a toll-free phone number. Take a few minutes to explore the full array of helpful information pages on this site. Users can learn about Bb features old and new and get help with a wide range of Bb-related issues.

Before logging into Bb, go to the 24/7 Bb Support Center at

<http://supportcenteronline.com/ics/support/default.asp?deptID=1083> (or use this abbreviated address:

<http://tinyurl.com/9qw5t>).

After logging in, the quickest way to access this Support Center is to click the Help icon (question mark) at the top of every Bb page, next to the Logout button.

The UK InfoTech CSC, located in 111 McVey Hall (Computing Center) is open for visits 7 AM to 6 PM, Monday

through Friday. During these hours, you can also phone in (859-257-1300) to speak with a consultant. After hours, you can leave a phone message. You can send e-mail at any time to helpdesk@uky.edu. In your message, be sure to provide as many details as you can.

Any Bb user who has forgotten a password and needs it reset to the default should contact the CSC for assistance.

WebAssign Technical Support

Go to http://webassign.net/info/support/stu_support.html

UNIVERSITY OF KENTUCKY
Department of Chemistry

SYLLABUS

**INTRODUCTION TO INORGANIC, ORGANIC AND BIOCHEMISTRY
WITHOUT LABORATORY**

CHE 108-002

Lecture MWF 2:00-2:50 PM

CP-139

Spring 2008

Textbook: **General, Organic, and Biochemistry**, Fifth Edition, by Denniston, Topping & Caret. McGraw Hill Publishing, 2007.

Instructor: Shelley Newman

Phone: 257-7085

Office: 305

NOTE: Uniform tests for CHE 108 will be held in the evenings instead of during class time. See the schedule below.

DATES	CHAPTER	TOPICS	SUGGESTED PROBLEMS
Jan. 9, 11	CH 8	Oxidation/Reduction Reactions	87, 88, 90-96
Jan. 11, 14, 16	CH 10	Introduction to Organic Chemistry: Hydrocarbons- Alkanes	1-20, 22-23, 25-31, 33-41, 47-48, 51, 55-59, 65-72, 75, 81-88, 91-96, 98-101, 103-105, 109-110
Jan. 18, 23, 25	CH 11	Unsaturated Hydrocarbons: Alkenes, Alkynes, and Aromatics	1-26, 31-39 (odd), 40, 45-53, 55, 56, 59-72, 75, 83, 85, 91-104
Jan. 28, 30, Feb. 1	CH 12	Alcohols, Phenols, Thiols, and Ethers	1-30, 31-37 (odd), 38-46, 55-57 (odd), 59-80, 83, 88, 95, 97, 98, 101, 102
Feb. 4	CH 13	Aldehydes and Ketones (Not on Exam I)	1-30, 31, 32, 37, 38, 43-55, 57-58, 67-95 (odd)
Feb. 6	CH 8, 10-12	Review for Exam I	
Feb. 7	CH 8, 10-12	EXAM I (8:00-9:15 PM)	
Feb. 8	CH 13	Aldehydes and Ketones (cont.)	
Feb. 11, 13, 15	CH 14	Carboxylic Acids and Carboxylic Acid Derivatives	1-30, 33-41 (odd), 45-48, 51-54, 63, 64, 71-74, 81-107 (odd)
Feb. 18, 20	CH 15	Amines and Amides	1-16, 21-25 (odd), 26-30, 33-42, 46, 48, 49, 53, 54, 55-58, 61, 63, 64, 66, 67-69 (odd), 71, 72, 74, 75, 79-97 (odd)

Feb. 22, 25	CH 16	Carbohydrates	1-21, 35-39, 40, 41, 50, 51, 53, 55, 56, 61, 62, 67-70, 74-78, 81, 86
Feb. 27, 29, Mar. 3	CH 17	Lipids and Their Functions in Biochemical Systems	1-24, 25-41 (odd), 43-46, 55-58, 59-85 (odd), 91, 92, 96
Mar. 5	CH 13-17	Review for Exam II	
Mar. 6	CH 13-17	EXAM II (8:00-9:15 PM)	
Mar. 7	CH 18	Protein Structure and Function	1-16, 17-33 (odd), 34, 39-69 (odd), 70-74, 75-93 (odd), 100
Mar. 10-15		Holiday-Spring Break	
Mar. 17, 19	CH 18	Protein Structure and Function	
Mar. 21, 24, 26	CH 19	Enzymes	1-34, 41-50, 60, 67-70, 73, 80, 81, 85, 89
Mar. 28, 31, Apr. 2	CH 20	Introduction to Molecular Genetics	1-12, 17, 19, 20, 29, 31, 32, 33, 35-40, 43, 44, 47, 49, 50, 53, 57, 58, 65, 69, 73-81
Apr. 4, 7	CH 21	Carbohydrate Metabolism	1-22, 25-27, 32, 34-36, 40, 42, 43, 46, 51, 65, 67, 68, 72, 87-94
Apr. 9, 11, 14	CH 22	Aerobic Respiration and Energy Production	1-25, 29, 31-33, 37, 38, 50, 52, 57-61, 67, 68, 77, 79, 85, 87-90
Apr. 16	CH 18-22	Review for Exam III	
Apr. 17	CH 18-22	EXAM III (8:00-9:15 PM)	
Apr. 18, 21	CH 23	Fatty Acid Metabolism	1-17, 19, 22-28, 30, 33-36, 38, 53-58, 61-65, 73-84, 86-98
Apr. 23, 25	CH 9	The Nucleus, Radioactivity, and Nuclear Medicine	1-33, 37-41, 51, 65-68, 81-85, 87-93, 95-98
April 28 (Mon.)	CH 8 - 23	Final Exam (8:30 - 10:30 PM)	

108 TENTATIVE HOMEWORK DUE DATES

Introduction Assignment	Friday, Jan. 18	11:59 PM
Chapter 8	Friday, Jan. 18	11:59 PM
Chapter 10	Wednesday, Jan. 23	11:59 PM
Chapter 11	Monday, Jan. 28	11:59 PM
Chapter 12	Wednesday, Feb. 6	11:59 PM
Chapter 13	Wednesday, Feb. 13	11:59 PM
Chapter 14	Wednesday, Feb. 20	11:59 PM
Chapter 15	Wednesday, Feb. 27	11:59 PM

Chapter 16	Monday, Mar. 3	11:59 PM
Chapter 17	Friday, Mar. 7	11:59 PM
Chapter 18	Monday, Mar. 24	11:59 PM
Chapter 19	Monday, Mar. 31	11:59 PM
Chapter 20	Monday, Apr. 7	11:59 PM
Chapter 21	Monday, Apr. 14	11:59 PM
Chapter 22	Monday, Apr. 21	11:59 PM
Chapter 23	Friday, Apr. 25	11:59 PM
Chapter 9	Sunday, Apr. 27	11:59 PM

Syllabus
UNIVERSITY OF KENTUCKY
Department of Chemistry

CHE 108 **INTRODUCTION TO INORGANIC, ORGANIC AND** **(3 credits)**
BIOCHEMISTRY WITHOUT LABORATORY

COURSE DESCRIPTION CHE 108:

A continuation of CHE 104. A study of selected aspects of inorganic, organic and biochemistry including the chemistry of metals and nonmetals, organic functional group chemistry, proteins, nucleic acids and lipids. Lecture material is identical to that of CHE 106, but there is no lab component. Not open to students who have already completed CHE 105 and CHE 107. Not recommended for students seeking careers in medicine, science, dentistry, engineering, veterinary science, agricultural sciences, education, or allied fields for which the recommended sequence is CHE 105-107-115. Prereq: CHE 104.

UNIVERSITY STUDIES PROGRAM:

CHE 108 is part of the University Studies Program, which is designed to provide a comprehensive liberal arts education to all undergraduates. The course can be taken to fulfill the Natural Science requirement in University Studies.

PAGERS, CELLPHONES AND ANY OTHER FORM OF ELECTRONIC COMMUNICATION DEVICE MUST BE TURNED OFF DURING CLASS AND ARE PROHIBITED DURING EXAMS.

IMPORTANT DATES

Last day to add any course - 15 January.

Last day to drop a course without its appearing on your transcript - 30 January. This is also the last day to change the grading option (letter grade to pass/fail or vice versa; credit to audit or vice versa).

Last day to withdraw from a course - 7 March (Full-time first-time freshmen - 28 March).

Academic Holiday - 21 January.

Academic Holidays (Spring Break) - 10-15 March.

MAJOR RELIGIOUS HOLIDAYS

Students are responsible for notifying the General Chemistry secretary, Ms. Geri Gerke (CP-125) **in writing** of anticipated absences due to their observance of such holidays. Notification must be received no later than the last day for adding a class (15 January).

STUDENTS WITH DISABILITIES

Any student with a certified disability should provide this information to the General Chemistry secretary, Ms. Geri Gerke (CP-125) no later than the last day for adding a class (15 January).

INFORMATION CARD (FORM GC-1.1)

All students shall complete and return to the instructor the information card provided. This satisfies University Senate rules regarding intent to attend this course. Failure to submit this card within the first two class periods shall be cause for removal from the class roll.

EXAMINATIONS

Each examination will last 75 minutes. Instructions for each examination will be given at 7:55 PM on the day of the examination. Be on time; no student may leave prior to 8:20 PM and **no student will be admitted after 8:20 PM**. If you show up after 8:20 PM, you will **NOT** be allowed to take the exam. See "Make-up Examinations" for details. You must bring an ID card (or other identification with a picture, preferably in color), one or more #2 pencils. All materials (backpacks, pagers, phones) must be left at the front of the room during the exam. Your seating assignment for the examinations will be posted in Blackboard 1-2 days prior to the examination. The file is located under "Course Information", "Exam Information". Please check carefully all exam dates and times for the semester and if you have any school-related conflicts with the dates and/or times, contact Ms. Geri Gerke (CP-125) at least two weeks before the first exam.

FINAL EXAMS

The final exam is Monday, 28 April from 8:30-10:30 PM. Contact Ms. Geri Gerke in CP-125 if you have a course conflict with this time. If you miss the final, if you are excused, and if you are in passing standing in the course you will receive an "I" for the course and you will make up the exam with the Spring 2009 semester's final. If you are not in passing standing and if you miss the final exam, you will receive an "E" grade for the course.

GRADING IN THE COURSE

Three examinations and a Final Examination (of two hours duration, subdivided into four sections that correspond to the three examinations and the material following the third examination) will be given in this course. Grades for the course will be assigned on the following basis: A: 90.0 - 100; B: 80.0 - 89.9; C: 70.0 - 79.9; D: 60.0 - 69.9; E: below 59.9.

On the final examination, if the grade on that section corresponding to the examination with **THE LOWEST GRADE** is improved, that section grade will be substituted for the original examination grade.

The final grade for the course will be calculated as follows:

Three examinations, at 20% each	60%
Assigned Homework	15%
Comprehensive Final Examination	25%
Total	100%

The department adheres rigorously to University policy with respect to awarding grades of I (incomplete) - see "Student Rights and Responsibilities," by going to <http://www.uky.edu/StudentAffairs/Code/>. Go to Part II: Rules of University Senate, Section V, 5.1.3.2.

MAKE-UP EXAMINATIONS

There will be no separate make-up examinations for the three examinations. However, for those students who miss one examination with a legitimate, documented excuse under the guidelines outlined on a separate sheet posted on the General Chemistry Bulletin Board (outside of CP-139) *AND WHO OBTAIN PERMISSION WITHIN THE TIME LIMIT INDICATED ON THE EXCUSED ABSENCE POLICY FORM POSTED*, the score on a section of the Final Examination pertaining to the material of the missed examination will be converted to a percentage and substituted for the score on the missed examination. *PLEASE CAREFULLY NOTE BOTH THE TIME REQUIREMENTS AND THE PROCEDURE FOR OBTAINING A LEGITIMATE EXCUSED ABSENCE.* Purchase of airline tickets is **NOT** considered a legitimate reason to be excused from an exam. Don't purchase tickets which conflict with exams. If an exam is missed and is not excused, a zero will be given. This score will be your **LOWEST** grade and will be replaced as described under "Grading in the Course."

CHEATING

The Department of Chemistry considers cheating a very serious offense and will do everything possible to prevent cheating. Do not bring information into exams in any form; do not look at other student's exams during the test; do not turn in falsified documentation to obtain an excuse from missing an exam, assignment or class. The penalty for cheating is defined by the Senate rules and will range from a zero on the exam or assignment (without the option to replace the grade) to failing the course with a record that the failure was due to cheating. For the full procedure, see Senate rules 6.3.0 and following.

HELP!

The Department of Chemistry will offer a one-hour help session the night before each examination for students in CHE 108. Attendance at these help sessions is entirely voluntary. For the Spring 2008 semester these help sessions will be from 5:00 - 6:00 PM on Wednesdays, February 6, March 5, April 16, in CP-139. In addition, the Chemistry Department provides a "General Chemistry Learning Center" that is staffed by teaching assistants. The learning center is located in CP-25. The schedule for the learning center will be posted on the door to CP-25 and in Blackboard a few days after the beginning of classes.

PERSONAL TUTORS

Tutors for General Chemistry are available. A list of names of Department of Chemistry staff willing to tutor can be obtained from the receptionist in the Chemistry Office (CP-125) soon after the beginning of the semester.

COPYRIGHT

"All course material is copyrighted (either by the instructor or others). Therefore, transcribing and then selling, publishing or posting any of the lecture material presented in class is strictly prohibited. This applies particularly to 'professional' note taking services and companies that publish such material on the Internet or in written form."

OFFICE HOURS

You are encouraged to make use of your instructor's office hours listed below.

Instructor	Phone/E-mail	Office Hours	Bldg./Room
Ms. Shelley Newman	Phone: 257-7085 E-mail: snewman13@uky.edu	TR 2:00-3:00 PM W 12:00-1:00 PM	CP-305

You are also welcome to come to the office of the Director of General Chemistry (Dr. Kim Woodrum, CP-125, E-mail: kwood2@uky.edu) to discuss matters of policy or to make comments about the course. You may make an appointment by calling the General Chemistry secretary (Ms. Geri Gerke) at 257-3882 or e-mail: chmgerke@uky.edu.

E-MAIL COMMUNICATION

When you e-mail faculty or staff regarding course issues, please include in the subject line of your e-mail the following: CHE 108 00Y Subject, where Y is your section number and Subject is a few words describing the topic of your e-mail. Also, be sure to include your name either in the From: field or in the body of your message. E-mails that do not include a proper subject line and your name may be returned without comment.

Blackboard Instructions

To access Blackboard, go to <http://myuk.uky.edu>. Your username and password is the same as your UK e-mail address. **It is your responsibility to log in and not miss assignments.** Ignorance or incompetence will not count as an excuse for missed assignments. Your first assignment is due Friday, January 18 @ 11:59 PM. Log in right away so any problems can be ironed out before your assignment is due.

Once on Blackboard, click on the course you wish to access. You will use Blackboard to access the following:

- I. **Announcements:** Current announcements will be displayed on the opening course screen. Be sure to log into Blackboard on a daily basis even if you do not have homework to do, so you can read announcements that the instructor, or Director of General Chemistry has posted for you.
- II. **Homework Assignments:** Assigned Homework will be completed on Blackboard. These assignments count as 15% of your grade.

Click on "Assignments" located along the left-hand side of the screen. Choose the assignment you wish to do.

Please note the following:

1. For each assignment you will be given ten questions. Answer all ten then press the "submit button."
2. You will be allowed three attempts for each chapter assignment. These attempts are available to
 - A. redo the assignment if you do not like your grade.
 - B. redo if technical difficulties arise and you are locked out or receive a ? for a grade.Do not waste your attempts by guessing at the answers.
3. **The best of the three scores will count toward your grade.**
4. You must complete an assignment and submit it properly every time you enter the assignment. Exiting without submitting will lock out your grade. If you accidentally do so or if you are inadvertently disconnected from the web site proceed to take one of the other available assignments. If you have technical difficulties on all three attempts; contact Ms. Geri Gerke chmgerke@uky.edu.
5. You will automatically be excused from two missed assignments for whatever reason, including computer error. Excuses for three or more missed assignments will require legitimate, documented excuses consistent with University policy. Such excuses must be filed with Ms. Geri Gerke chmgerke@uky.edu and approved within ONE week (seven calendar days) of the homework due date. For the 3rd assignment missed, if excused, a printout set of questions will be given to you to be completed and turned into Ms. Geri Gerke.
6. If you think that your homework has been graded incorrectly, contact your instructor. If there is an error you will be given the point.
7. If you wait until the last hour to do your assignment, you may experience an inability to log in due to high traffic on your internet service provider. We do not give extensions because of your inability to get on the web site.
8. Your homework grade will be determined by the formula $\frac{\text{sum of points earned}}{150} \times 100\%$ (but not to exceed 100%). This will allow you to miss two assignments and still have the opportunity to earn 100%.
9. It is to your advantage to print out your assignment with your choices picked, prior to submitting,

and print page after submission of your homework. This should be kept for your records and used to verify your work. We have confidence in Blackboard and will use the grade generated by it unless shown otherwise by your records.

- III. **View Grades:** Click on "Tools" then "View Grades". Exam grades and homework assignment grades are posted here.
- IV. **Course Information:** At this site you will find seating assignments for exams, keys for exams, lecture notes and other important information.
- V. **Study Aids:** Extra resources for help with the topics of general chemistry.
- VI. **External Links:** Important links will be posted here.

Contact the UK InfoTech Customer Service Center for help with these or other matters related to Blackboard.

Online Blackboard Support Center is available to you to answer all kinds of Bb-related questions, 24 hours a day and seven days a week. This extra source of help offers web pages, real-time text chat, and a toll-free phone number. Take a few minutes to explore the full array of helpful information pages on this site. Users can learn about Bb features old and new and get help with a wide range of Bb-related issues.

Before logging into Bb, go to the 24/7 Bb Support Center at

<http://supportcenteronline.com/ics/support/default.asp?deptID=1083> (or us this abbreviated address:

<http://tinyurl.com/9qw5t>).

After logging in, the quickest way to access this Support Center is to click the Help icon (question mark) at the top of every Bb page, next to the Logout button.

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Any Bb user who has forgotten a password and needs it reset to the default should contact the CSC for assistance.