PLEASE READ THIS DOCUMENT VERY CAREFULLY.
YOU WILL BE AT A DISADVANTAGE IF YOU DO NOT.

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Laboratory: You should not be registered for Organic Chemistry lab this semester,

Textbooks: The Rutgers bookstores are selling a package for Chemistry 307-308. The texts are Organic Chemistry (BF), seventh edition, by Brown, Iverson, Anslyn, and Foote (list price $322.95) and Chemical Principles for Organic Chemistry (CP) by Boikess. In addition, you will get the accompanying Study Guide/Solutions Manual, the eBook, an OWL access code (do not lose it or throw it away; it is expensive to buy separately), a molecular model kit and an i-Clicker. We have negotiated a very favorable price for this package, which would cost more than $500 if purchased separately. The cost of the entire package, which is $118, is lower than the cost of the used BF book alone or the cost of renting it. Even if someone gives you some of the things in the package, you will probably spend more buying the other components separately. You cannot do better even if you buy some of the items used or online or in a pirated edition from abroad.

Among the reasons we have insisted on a low price is because we want you to buy and keep the books. Almost all of you will take other courses that depend on understanding organic chemistry.
If you already own an organic textbook by another author or a different edition of Brown, Foote, et al it will be of limited use to you. The course is based on the books in the package.

**Gen Chem:** In many ways Organic Chemistry uses and builds on a number of the chemical principles you learned in General Chemistry. But often the emphasis and approach are different. You need to understand and **be able to use** these principles. In addition to the relevant material in your General Chemistry textbook (Burdge and Overby if you took it at Rutgers) and Organic Chemistry textbook, the CP book in your package will help you focus specifically on some of the skills you must master for Orgo. We will rely very heavily on this book early in the course and later on to some extent in connection with certain specific topics.

**Syllabus:** Each of the three lecture sections has a slightly different schedule, but any given lecture will be delivered by the same lecturer. Each lecture section has a different syllabus, which reflects only scheduling differences. These syllabi will be posted on the 307 Sakai course site. We suggest that you print the one for your section and follow it assiduously.

**ALERT:** All scheduled classes will meet for their full time period in the first week of the semester.

**Web Site:** All essential course announcements such as exam locations and other related details will be posted on the Sakai course site. In addition, critical details, lecture notes, occasional clarifications of difficult topics, exams from previous years, and extra practice problems will be posted in the Resources section of the site. We will assume that you are up to date on all posted material. A number of important announcements will be posted on the Sakai course site during the first week of the semester and thereafter.

**Social Media:** Last year a group of enterprising students started a Facebook Group called Rutgers Organic Chemistry 2013-2014. Eventually the group had almost 1000 members. The site had a number of rules and restrictions that made it a very helpful mechanism for many students to learn and teach, which is its primary purpose. A Facebook Group for this year has been
set up. It is called Rutgers Organic Chemistry 2014-2015 and every student in the class is invited to join. The link to follow if you wish to join the Group is https://www.facebook.com/groups/512283728915070/. Once you join the group, it may take a day or two for one of the administrators to confirm your request.

Attendance: i-Clickers will be used to take attendance. ALERT: They must be brought to every lecture starting with the first lecture. Please make sure that you register your i-Clicker using the link on the Sakai course site. Even if your i-clicker was registered before you must register it again. Please read the document posted in the critical information section of the Sakai course site; it will answer all your questions about i-Clickers. If you do not bring your i-Clicker to lecture, you will not be able to have your attendance recorded at a later time. You will not receive credit for attendance at that lecture because once the attendance file is closed; we have no way to add anyone else. No excuses of any kind will be considered, not even late registration or defective i-Clickers. But, there are 24 lectures during the semester, and only 22 attendance points are available. So you can miss two lectures without penalty. Students must attend the lecture for which they are registered in order to have their attendance recorded, unless they get permission (by email) from Dr. Boikess to do otherwise.

Recitations: In addition to the lectures you also have a recitation scheduled. You must attend the recitation for which you are registered unless you have special permission (by email) from Dr. Boikess to attend another one. i-Clickers will be used in the recitations. Please bring your i-Clicker to every recitation including the first one. Two or more questions will be asked during the recitations that you will answer using your i-Clicker. Depending on the number of questions you answer correctly, you will receive 1 or 2 points for that session. (You can get points only in the class for which you are registered.) The maximum number of points you can earn in this way during the semester is 24 points. These points will be added to your total in determining your grade for the course.

Email: Questions about any administrative aspect of the course, not answered on the Sakai course site, should be directed by email (not by telephone) to the course coordinator, Dr. Boikess
Such matters include absences from exams, extended absences from class, special accommodations, and other personal hardships that interfere with your ability to meet your obligations in the course. Do not send emails asking specific questions about coverage on upcoming exams. Such questions should be asked in class so that everyone can hear the answer.

This document and others that you will find posted on the Sakai course site have the answers to many questions that you will have during the semester. Please read the documents carefully, print them, and refer to them as needed, before you send an email. If you send an email in which you ask a question that is answered in these documents; the reply will be to tell you to find and read the relevant documents. If you send a second email asking such a question, 5 points will be subtracted from your point total in the course. Sorry to be difficult, but we want to answer every email. Because of the large size of the class, it can become almost impossible to do so, unless there is some control over the volume of emails. So we must discourage people from sending emails asking questions that were already answered in documents such as this one. Before you send that email remember that there are almost 1400 students in the class, all of whom have access to a computer. Thank you for your cooperation.

Examinations: Three ninety-minute common hour examinations will be given during the semester. Each exam is worth 100 points. The dates and times are indicated in the posted course syllabus. ALERT: All three exams are scheduled for Sundays (10/5, 11/2, and 11/23) at 6:10 PM. The three-hour final exam is worth 250 points, and will cover all material of the entire semester. It is scheduled for 12 noon on Wednesday December 17. The exam site locations and the topics covered for each exam will be announced in advance on the Sakai course site. Exams must be taken at the scheduled times at the designated locations. Students who are entitled to special accommodation should present their documentation to Ms Nelson (s.nelson@rutgers.edu) the undergraduate
We will permit limited use of molecular models during the exams and announce the limits before each exam. Calculators will not be permitted. The format of the exams this year will be similar to what it was in previous years. There will be a few multiple-choice questions. But most of the exam will consist of questions that require a written response. Copies of the exams from previous years are available on the Sakai course site. Because of the changes in the textbook over the years, there may be significant differences in coverage or emphasis on any exams from previous years. Nevertheless, doing the old exams for practice under simulated testing conditions can be very helpful.

**Academic Integrity:** You can find information about academic integrity at

http://academicintegrity.rutgers.edu

Students committing violations of academic integrity not only face university censure but run a serious risk of harming their future educational and employment opportunities. Any violation of academic integrity is a serious offense and is therefore subject to a harsh penalty.

**We expect you to adhere to the highest standards of academic honesty. All violations will be reported and dealt with through the Student Judicial System.**

**Missed Exam:** If you miss an examination for any reason, you will receive a score of 0 unless you have an email sent to Dr. Boikess from the dean of students on your campus or from a dean of students at Bishop House on the College Avenue Campus verifying your excuse. The instructional staff will then determine whether the excuse is acceptable. Unforeseen events such as your illness or the death of a close relative or friend will generally be acceptable excuses. Outside employment obligations will not be acceptable excuses, nor will family obligations or attendance at family functions such as weddings (unless it’s your own).

Students with excuses deemed acceptable will be excused and will not be disadvantaged in any way. Appropriate and fair grading adjustments will be made. There will be **no make-up exams** for the three exams given during the semester, except
as indicated in the next paragraph. If a student misses the final exam for an acceptable reason, a make-up final exam will be given in December or January before the start of the spring semester.

Please note that “it is university policy that certain scheduled Rutgers activities will take precedence over common hour examinations for students who are formally registered to participate in those activities. Activities that take precedence over common hour examinations will include regularly scheduled Rutgers classes, scheduled Rutgers intercollegiate athletic practices, and scheduled Rutgers athletic events.” Students who have conflicts between such activities and common hour examinations may choose to take a make-up exam and should discuss their options with Dr. Boikess.

**Homework:** Working (and solving) problems is essential to mastering the course material. All problems appearing in the assigned sections of the text (BF) should be done. Every week, approximately 10 additional problems from the end of the BF chapters (EOC) are assigned in OWL and will be graded. There will be some problems assigned mostly at the beginning of the course from CP and some written EOC problems from BF later in the course. In addition to the 10 EOC OWL problems every week, a group of Mastery Problems (which are short) will be assigned from each chapter. You must be able to do these problems. They will be graded pass (all correct) or fail (not all correct). Note that all assignments on OWL have due dates. More information about OWL will be posted on the Sakai course site. You will not be able to see OWL before Aug 26.

Some of the exam questions will be taken from the homework problems. When doing homework problems, use the Solutions Manual (BF) or Answer Sections (CP) only as a last resort.

**Chem 308:** As you know, Organic Chemistry is a two-semester course. Chemistry 308 is more difficult than 307 and success in 308 is unlikely without a solid foundation from 307. So you should realize that what you do now, even in the first few weeks of the semester, will have an effect on your entire year. Therefore, you should honestly assess your efforts and accomplishments all through this semester. If you are doing significantly worse than the class average you should
carefully consider your options. Based on our experience, students whose performance in 307 is marginal, very rarely succeed in 308. Accordingly not many D grades are given in 307.

**Your Grade:** Your final grade in the course will be determined primarily from the total number of points you earned for the four exams, and in some cases from OWL homework, attendance at lectures, and recitation points, as well. Students who score 35% or lower on the final exam will normally receive a grade of F. Students who have strong rising or falling trends during the semester will have their later work weighted more heavily.

Point Totals: (may change due to unforeseen events) **Ninety minute exams: 300; final exam: 250; homework: 70 (OWL total divided by 2); attendance: 22(1 point for each lecture attended to a maximum of 22); recitations 24 (2 point quiz in each recitation session to a maximum of 24) maximum point total: 666.** You may choose to regard this total as a coincidence.

**Adjustments:** Grades in the course are assigned based on point totals, trends, and other performance considerations. All students anywhere near a borderline are looked at individually. As a result, **not every point counts.** We wish to discourage obsessive concern with every point. **As a result no score adjustments of any kind that are fewer than 3 points will be made.** That includes OWL (divide by 2) and i-Clickers. Please save your time and energy by not asking.

**Prognosis:** If you are diligent and serious in your approach to this course, you should do fine. It is especially critical that you work very hard at the beginning to master writing and understanding the structures of organic compounds. There is almost no one in the class who has gotten this far and who does not have the ability to master the material. But it takes serious effort. The goal of every member of the instructional staff in this course is for every student to succeed and we will try to provide as much assistance as possible. Please do your part.

**Assistance:** Individual instruction and extra help will be available in a number of formats for every student who wants it.
1. Open office hours will be held at the LRC on the Douglass/Cook campus, at the MSLC on the Busch campus, and in the offices of some faculty members. A detailed schedule will be posted on Sakai. We expect that there will be more than 100 hours per week of office hours.

2. “On line” office hours will be scheduled continuously throughout the semester. These provide a mechanism for you to ask and get answers to questions by email. Details will be posted on Sakai.

3. Review sessions will be held on a New Brunswick campus and a Piscataway campus during most of the day on the Fridays preceding exams. A schedule will be posted on Sakai.

4. The scheduled recitations will provide still another opportunity for you to ask questions.

5. The LRC will offer peer led Study Groups in Organic Chemistry. More details will be provided as they become available.

GOOD LUCK IN ORGO