Instructor: Ms. Vanessa L. Garcia, M.S.  
E-mail address: vanessa.garcia@utrgv.edu  
Office: SETB 1.504  
Office Phone: 956-882-5735  
Office Hours: T 9:00am-11:00am; Th 12:00pm-1:00pm; F 9:00am-11:00am; or by appointment (send email)  

Course Description: Continuation of CHEM 2323. Study of the structures, properties, preparation, mechanisms, and reactions of alcohols, ethers, epoxides, aromatics, carbonyl compounds, and carboxylic add derivatives.  

Prerequisites: Refer to ASSIST for all prerequisites.  

Required Access: WileyPLUS  

Required Supplies: Scientific Calculator, Scantron sheets  

FALL 2018 ACADEMIC CALENDAR  
August 27 First day of classes  
August 30 Last day to add a course or register for fall 2018  
September 3 Labor Day – NO classes  
November 14 Last day to drop a course; will count toward the 6-drop rule  
November 22 - 24 Thanksgiving Holiday – NO classes  
December 6 Study Day – NO classes  
December 7 - 13 Final Exams  
December 14 – 15 Commencement Exercises  

BLACKBOARD, WileyPLUS, & EMAIL  
All of the Power Point Lectures Presentations will be posted under Blackboard and will be available for students to access. WileyPLUS access is required for reading, homework, and practice purposes. You will have access to WileyPLUS via Blackboard. Make sure to periodically check your Blackboard and UTRGV e-mail accounts for announcements and posting from the instructor. Email communication with the instructor will only occur via your UTRGV email address.  

EXAMS  
There will be 4 MAJOR EXAMS given during the semester plus a mandatory comprehensive final. The lowest score from any of the 4 major exams will be dropped. The final exam’s score will NOT be dropped. ABSOLUTELY NO CELL PHONES OR OTHER ELECTRONICS will be permitted during the exams! If caught with a device that is prohibited, the exam will be taken away and a zero “0” will be given as the official grade for the exam. Exam grades will be posted on Blackboard as soon as they become available. Please make sure that the score on Blackboard corresponds to the score on your paper. If this is not the case, talk to the instructor so that any discrepancy can be resolved.  

MAKE-UP EXAM POLICY  
Make up exams, including exams needed to be taken early, will only be given due to a major medical illness requiring immediate treatment, there is a death of an immediate family member, you must participate in a
required university activity, you are observing a religious holy day, or you are currently serving in the military. Documentation is required for all of these cases. In the cases of your illness or a family member's death, documentation is required when you return to campus. In the case of a required university activity, a religious holy day, or military service, documentation is required at least one week prior to the activity. In case a make-up exam is given, it will be at the discretion of the instructor and at a time convenient to her schedule. Please note, however, that a makeup exam might be different than the regularly scheduled exam.

**FINAL EXAM**
A mandatory comprehensive final exam will be given at the end of the semester.
MW Lecture: 1:40 PM-2:55 PM
Final Date and Time: M 12/10 1:15 PM-3:00 PM

**ASSIGNMENTS**
Online homework assignments will be given periodically during the semester. The assignments will be posted online under the WileyPLUS software.

**NO LATE ASSIGNMENTS WILL BE ACCEPTED!**

**QUESTIONS ON GRADES AND GRADED ASSIGNMENTS/EXAMS**
Grades will only be discussed during office hours (NOT DURING CLASS TIME OR VIA EMAIL). If a student believes that a question on an assignment/exam has been miss graded, the student should bring it up to the instructor's attention during office hours (NOT DURING CLASS TIME OR VIA EMAIL) without delay. The student MUST support his/her claim by working out the problem in advance and present a written solution to it. If the question entails theory, then the student must provide the textbook page or place in the class notes were his or her claim is supported. Please make sure to take care of any problems before the next exam or assignment. I will NOT discuss any grading concerns after this period.

Double check your marked answers on your Scantron Sheets before submission.
No credit will be given for mismarked answers! NO EXCEPTIONS!

**GRADING POLICY**

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<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Grade Points</th>
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<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>4.00</td>
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<tr>
<td>B</td>
<td>80-89</td>
<td>3.00</td>
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<td>C</td>
<td>70-79</td>
<td>2.00</td>
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<tr>
<td>D</td>
<td>60-69</td>
<td>1.00</td>
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<tr>
<td>F</td>
<td>59 and Under</td>
<td>0.00</td>
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**STUDENTS’ CODE OF CONDUCT**
Students are expected to carry themselves and behave as adults and to show respect for fellow students, the professor and the university setting. A high degree of decorum is expected from the students while in this class. No class room misconduct such as talking in class, using cell phones or any other way that
disturbs the lecture delivery will be tolerated. Student(s) behaving in such matter will be asked to leave the class room. If the problem persists, the student(s) will be permanently barred from class.

**STUDENTS WITH DISABILITIES**

Students with a documented disability (physical, psychological, learning, or other disability which affects academic performance) who would like to receive academic accommodations should contact Student Accessibility Services (SAS) as soon as possible to schedule an appointment to initiate services. Accommodations can be arranged through SAS at any time, but are not retroactive. Students who suffer a broken bone, severe injury or undergo surgery during the semester are eligible for temporary services.

Pregnancy, Pregnancy-related, and Parenting Accommodations:
Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related condition, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Accessibility Services for additional information and to request accommodations.

Student Accessibility Services:
Brownsville Campus: Student Accessibility Services is located in Cortez Hall Room 129 and can be contacted by phone at (956) 882-7374 (Voice) or via email at ability@utrgv.edu.
Edinburg Campus: Student Accessibility Services is located in 108 University Center and can be contacted by phone at (956) 665-7005 (Voice), (956) 665-3840 (Fax), or via email at ability@utrgv.edu.

**MANDATORY COURSE EVALUATION PERIOD**

Students are required to complete an ONLINE evaluation of this course, accessed through your UTRGV account (http://my.utrgv.edu); you will be contacted through email with further instructions. Students who complete their evaluations will have priority access to their grades. Online evaluations will be available on or about:

- Module 1: October 4 – 10
- Module 2: November 29 – December 5
- Full Fall Semester: November 15 – December 5

**ATTENDANCE**

Students are expected to attend all scheduled classes and may be dropped from the course for excessive absences. UTRGV’s attendance policy excuses students from attending class if they are participating in officially sponsored university activities, such as athletics; for observance of religious holy days; or for military service. Students should contact the instructor in advance of the excused absence and arrange to make up missed work or examinations.

**SCHOLASTIC INTEGRITY**

As members of a community dedicated to Honesty, Integrity and Respect, students are reminded that those who engage in scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and expulsion from the University. Scholastic dishonesty includes but is not limited to: cheating, plagiarism (including self-plagiarism), and collusion; submission for credit of any work or materials that are attributable in whole or in part to another person; taking an examination for another person; any act designed to give unfair advantage to a student; or the attempt to commit such acts. Since scholastic dishonesty harms the individual, all students and the integrity of the University, policies on scholastic dishonesty will be strictly enforced (Board of Regents Rules and Regulations and UTRGV Academic Integrity Guidelines). All scholastic dishonesty incidents will be reported to the Dean of Students.
**SEXUAL HARASSMENT, DISCRIMINATION, and VIOLENCE**
In accordance with UT System regulations, your instructor is a “Responsible Employee” for reporting purposes under Title IX regulations and so must report any instance, occurring during a student’s time in college, of sexual assault, stalking, dating violence, domestic violence, or sexual harassment about which she/he becomes aware during this course through writing, discussion, or personal disclosure. More information can be found at www.utrgv.edu/equity, including confidential resources available on campus. The faculty and staff of UTRGV actively strive to provide a learning, working, and living environment that promotes personal integrity, civility, and mutual respect that is free from sexual misconduct and discrimination.

**COURSE DROPS**
According to UTRGV policy, students may drop any class without penalty earning a grade of DR until the official drop date. Following that date, students must be assigned a letter grade and can no longer drop the class. Students considering dropping the class should be aware of the “3-peat rule” and the “6-drop” rule so they can recognize how dropped classes may affect their academic success. The 6-drop rule refers to Texas law that dictates that undergraduate students may not drop more than six courses during their undergraduate career. Courses dropped at other Texas public higher education institutions will count toward the six-course drop limit. The 3-peat rule refers to additional fees charged to students who take the same class for the third time.

**STUDENT SERVICES**
Students who demonstrate financial need have a variety of options when it comes to paying for college costs, such as scholarships, grants, loans and work-study. Students should visit the Students Services Center (U Central) for additional information. U Central is located in BMAIN 1.100 (Brownsville) or ESSBL 1.145 (Edinburg) or can be reached by email (ucentral@utrgv.edu) or telephone: (888) 882-4026. In addition to financial aid, U Central can assist students with registration and admissions. Students seeking academic help in their studies can use university resources in addition to an instructor’s office hours. University Resources include the Learning Center, Writing Center, Advising Center and Career Center. The centers provide services such as tutoring, writing help, critical thinking, study skills, degree planning, and student employment. Locations are:

- Learning center: BSTUN 2.10 (Brownsville) or ELCTR 100 (Edinburg)
- Writing center: BLIBR 3.206 (Brownsville) or ESTAC 3.119 (Edinburg)
- Advising center: BMAIN 1.400 (Brownsville) or ESWKH 101 (Edinburg)
- Career center: BCRTZ 129 (Brownsville) or ESSBL 2.101 (Edinburg)