

University of California
Berkeley



BERKELEY SUMMER SESSIONS
1995 University Avenue, Suite 130
Berkeley, CA 94704-7026

Phone +1(510) 642-5611
Fax +1(510) 642-2877
summer@berkeley.edu

UC Berkeley Summer Sessions- CHEM N3AL
Organic Chemistry Lab
June 24-August 16, 2013
ORIENTATION

CHEM N3AL – Organic Chemistry Laboratory is hybrid course, meaning there are twice weekly on-campus labs and online lectures and discussion forums. You will need to be present in both the campus and online classrooms to be successful. Please note, this course moves very quickly and you are expected to spend 8hrs a week (4hrs per lab) plus the time required to complete online course requirements (lectures, discussions, and write a pre-lab and lab report).

1. Textbooks/Course Materials

- Textbook must be purchased from: Ned's Berkeley Bookstore, 2476 Bancroft Way
"Understanding the Principles of Organic Chemistry, A Laboratory Experience" by Steven F. Petersen and Arlyn M. Myers. (ISBN-13:978-0495829935); **"Organic Chemistry Laboratory Notebook"**, by Steven F. Pedersen, Jesse H. Pedersen. Both books are available at Ned's Bookstore.

2. Computer Requirements

- Windows XP or Mac OS X capabilities
- Internet Explorer (7.x or higher) for PC or Mozilla Firefox (3.x or higher) for Mac
- Sun Java Runtime Environment installed
- JavaScript enabled
- Be sure that your browser accepts cookies from the originating server.
- Highspeed internet is required for this course. PowerPoint presentation and web video will be too slow otherwise.
- Instructor requires the use of speakers, as well as video capability
- 24/7 Tech Support: 1-866-786-8197 or onlinehelp@berkeley.edu

3. Summer Sessions Student Orientation

- **Overview:** The orientation is designed to help familiarize you with the tools and features that you will need to complete CHEM N3AL. Activities included in the orientation will assist you in developing a comfort level for working within the online environment so that you are better equipped to focus on learning rather than on the technology.

- You will be enrolled in the orientation as well as in your course and have access throughout the term. You will be able to access your online orientation 1 week before the start of your course.

4. Course Logon

- Classroom – <http://summer.berkeley.edu/courses/online-courses>
- Summer Sessions students need to authenticate and log in with CalNet ID and passphrase (follow the instructions on the homepage.)

5. Start Your Course

- To begin your course, go to the “modules” tab and select the “START HERE” folder.
- You **must** read and agree to the terms outlined in the Academic Integrity document in order to access your course materials.

6. Learning Activities

- Read the assigned lab manual and complete lab preparation
- Watch and listen to the PowerPoint lectures, demonstrations, and safety presentation
- Read web-based announcements and postings assigned during the course
- Complete in-class lab reports and a laboratory exam
- Complete online pre-lab quizzes and discussions
- Participate with the TA in tutorial sessions when needed

7. Students with Disabilities

- Any students requiring course accommodations due to a physical, emotional, or learning disability must contact the Disabled Students' Program (DSP), <http://dsp.berkeley.edu/services.html>, at the beginning of the course with their request. The DSP will review all requests on an individual basis. Please have your Disabled Student Program Specialist send the instructor a formal request by email by July 26, 2013.

8. Description of Instructor, Graduate Student Instructor (GSI), and Program Coordinator Roles:

The Course Instructor, Steve Pedersen, is responsible for the following activities:

- Monitoring discussion forums
- Creating and modifying all assignments, multimedia presentations, quizzes, and exams
- Reviewing requests for Incomplete or Pass/No Pass options
- Monitoring student progress
- Approval of final course grades

You should contact the Instructor through course mail when you have the following issues:

- Questions about the course content and material, including readings, and multimedia presentations,
- Course policies or procedures
- Questions concerning quizzes/exams
- Requests for incompletes or Pass/No Pass option

The GSIs, TBA, are responsible for the following activities:

- Moderating small group collaboration (chat) sessions.
- Monitoring and responding to Discussion Board posting on a daily basis.
- Grading student assignments and providing feedback to the student.
- Monitoring and recording weekly student participation in the course.
- Notification to student and Instructor of non-participation on a weekly basis.
- Interacting with each student via email, postings, or the online collaboration tools (chat).
- Responding to student questions.

You should contact the GSIs through course mail when you have the following issues:

- Questions regarding assignments, grades, discussion posts
- Attendance for any online collaboration (chat) sessions

The Course Administrator is responsible for the following activities:

- Monitoring student enrollment and lab assignments
- Monitoring status of students
- Coordinating grading options
- Managing student absences/missed labs
- Referring students with more detailed questions to instructor

You should contact the Course Administrator when you have the following issues:

- Questions about grading options
- Questions regarding enrollment status and lab assignments
- Missed labs or upcoming absences

The Program Coordinator, Tracie Littlejohn, summer_online_support@berkeley.edu or 510-664-9898 is responsible for the following activities:

- Distribution of the course materials
- Notifying students about textbook information
- Monitoring course and orientation sites
- Posting announcements about course or schedule revisions
- Maintaining student records, database updates, and address changes

You should contact the Program Coordinator when you have the following issues:

- Change of address, phone, or e-mail
- If you have not received your course materials
- Schedule conflict for any of the online collaboration (chat) sessions
- If you have difficulty contacting a faculty member
- If you have difficulty navigating the course site or using course tools
- General course information

9. Final Laboratory Exam Expectations

- Your final laboratory exam will be administered on-campus in 1 Pimentel Hall.
- Exam focus-information discussed in online lectures and materials covered in the three worksheets.
- Date/Time: **Wednesday, August 13, 2013 from 8:00 p.m. – 9:00p.m.**