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CHEM N3AL
Organic Chemistry Lab
June 23-August 15, 2014
ORIENTATION

Summer Session Tutorials:
[Introduction to Your Online Classroom](#)
[Setting Up Your Notification Preferences](#)
[Setting Up Your Personal Setting and Profile Picture](#)
[How to Use Announcements, Discussions and Conversations to Communicate in Your Course](#)
[How to Check Your Grade](#)

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

- *Understanding the Principles of Organic Chemistry, A Laboratory Experience* by Steven F. Pedersen and Arlyn M. Myers. (ISBN: 9781111428167)
- *Organic Chemistry Laboratory Notebook*, by Steven F. Pedersen, Jesse H. Pedersen. (ISBN: 9781111428167)
- Textbook is available from: Cal Student Store

2. Computer Requirements

- **Internet**
 - i. High-speed Internet
 - ii. Minimum of 512kbps
- **Operating System**
 - i. Windows XP SP3 and newer
 - ii. Mac OSX 10.6 and newer
- **Computer Speed and Processor**
 - i. Use a computer five years old or newer when possible
 - ii. 1 GB of RAM
 - iii. 2GHz processor

- **Screen Size**
 - i. A minimum of 1024x600 – (Average size of a netbook)
- **Screen Readers** (only needed for students blind, visually impaired or have a learning disability)
 - i. Internet Explorer 9 & 10 and Firefox - latest version of JAWS
 - ii. Safari - latest version of VoiceOver
 - iii. Chrome - there is NO screen reader for Chrome
- **Mobile OS Native App Support** (mobile devices not required)
 - i. iOS 5 and newer
 - ii. Android 2.3 and newer
- **24/7 Tech Support**
 - i. If you are having technical issues within your class it's important to notify them ASAP
 - ii. support@instructure.com or 1-855-308-2758

2. Course Logon

- Classroom –<https://bcourses.berkeley.edu>
- Summer Session students need to authenticate and log in with their CalNet ID and passphrase
 - If you don't already have your CalNet ID you should contact CalNet directly
 - calnet@berkeley.edu or 510-642-4126
- Personalize your settings (only takes a minutes)
 - Choose **Settings** from top right menu
 - Customize your settings and add your profile picture
 - For more information how to do this view the [Setting Up your Personal Setting and Profile Picture](#) tutorial
 - Set notification preferences (you can choose to receive course communication through a personal email account or mobile device)
 - We recommend setting your preference for receiving Announcements to ASAP (via text or email) in case we need to contact you on short notice
 - For more information on how to do this view the [Setting Up your Notification Preferences](#) tutorial

3. Start Your Course

- Students will be able to access their course(s) one week prior to the start date. Please note the Instructor and GSIs will NOT be available for questions or assistance until the official start date.
- To begin your course:
 - Log in
 - From the global navigation go to “COURSE”
 - Choose your course
 - Click on the blue “START HERE” button
 - Work through the Student Orientation module and **complete** the required practice assignments
 - Review the Academic Integrity module and “TAKE the PLEDGE” to the Academic Integrity Agreement

PLEASE NOTE: You will **NOT** be able to launch Module 1 until you complete all the assignments in the Student Orientation module and “TAKE the PLEDGE” to the Academic Integrity Agreement.

4. Learning Activities

- Read the assigned textbook pages
- Watch and listen to the multimedia lecture presentations
- Engaging in interaction with GSI and professor
- Post short essays to a discussion board
- Complete quizzes, and final lab

5. Students with Disabilities

- Any students requiring course accommodations due to a physical, emotional, or learning disability must contact UC Berkeley’s Disabled Students' Program (DSP), <http://dsp.berkeley.edu/services.html>. The DSP will review all requests on an individual basis.
- Please have your Disabled Student Program Specialist send the instructor a formal request **BEFORE** the course start date by email.

Description of Instructor, Graduate Student Instructor (GSI), and Online Program Coordinator (OPC) Roles:

The Course Instructor, Steven 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 grades
- Monitoring student progress
- Approval of final course grades
- Posting announcements about course or schedule revisions

You should ask the following types of questions on the discussion forums or in office hours, where the instructor or GSIs will answer them:

- General, non-personal questions about course policies and procedures
- Questions about the course content
- Questions clarifying assignments

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

- Personal questions about course policies or procedures
- Requests for incomplete or pass/no pass grades
- Other questions which cannot be answered by your GSI

The GSIs are responsible for the following activities:

- Monitoring discussion forum postings and providing feedback as necessary
- Grading student assignments and providing feedback to students
- Monitoring student participation in the course
- Interacting with each student via email, discussion forums, and office hours

- Responding to student questions
- Posting announcements about course or schedule revisions

You should contact your GSI through course email when you have the following issues:

- Questions about grades
- Questions about course content and assignments which cannot be answered in the discussion forum or office hours

The Online Program Coordinator (OPC), summer_online_support@berkeley.edu or 510-664-9898 is responsible for the following activities:

- Providing students with the learning preparedness orientation document prior to the course start date
- Responding to student inquiries about online logistics
- Handling student issues regarding contact with instructor or GSI
- Assistance with offsite finals, including monitoring and getting final to and from proctoring site
- Backup contact for students who have not logged in to their course within a few days of the start date

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

- If you cannot log into your course, and tech support is unable to help
- If you need a proctor site or questions or problems scheduling your proctor
- If you have difficulty contacting a faculty member
- If you have difficulty navigating the course site or using course tools
- If you have general course information questions

6. Final Laboratory Exam Expectations

- Your final laboratory exam will be administered **Tuesday, August 11' 2014 from 7-8 p.m.** on-campus in TBA
- Exam focus-information discussed in online lectures and materials covered in the three worksheets.