CHEM N3AL – Organic Chemistry Laboratory is a 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. **Textbook(s)**
   - Textbook must be purchased from: Ned’s Berkeley Bookstore, 2476 Bancroft Way

2. **Computer Requirements**
   - Windows XP or Mac OS X capabilities
   - Internet Explorer (7.x or higher) or Mozilla Firefox (3.x or higher); please note Safari and Chrome are not supported browsers
   - Sun Java Runtime Environment installed
   - JavaScript enabled
   - Be sure that your browser accepts cookies from the originating server.
   - Highspeed internet is highly recommended; with dial-up, PPT presentation and web video will be very slow if not impossible.
   - Instructor requires the use of speakers, as well as video capability
   - 24/7 Online Tech Support: 1-866-786-8197 or onlinehelp@berkeley.edu

3. **Course Logon**
   - Classroom Access – [http://summer.berkeley.edu/courses/online-courses](http://summer.berkeley.edu/courses/online-courses)
   - Summer Sessions students need to authenticate with a CalNet ID (follow the link and the instructions on the homepage.)
4. UC Berkeley 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 your course and have access throughout the term.

5. Starting 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 presentations.
- 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. Description of Instructor, Graduate Student Instructor (GSI), Course Administrator and Program Coordinator Roles:

*The Course Instructor is responsible for the following activities:*

- Monitoring discussion forums.
- Creating and modifying all assignments, multimedia presentations, quizzes, and exams.
- Providing designated office hours.
- Monitoring student progress.
- Approval of final course grades.

*You should contact the Course Instructor when you have the following issues:*

- Questions about the material, including readings, assignments, multimedia presentations, discussion forums, and collaboration (chats).
- Questions concerning quizzes/exams.
- Course policies or procedures.
- Requests for extensions or incompletes.

*Your GSI is 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 your GSI when you have the following issues:

- Questions regarding assignments/grades.
- 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, Nia Mateialona, 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 Nia Mateialona at 510-643-6375 or nmateialona@unex.berkeley.edu if 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.

8. 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 8, 2012 from 6:00 – 8:00pm**