1. Required Materials

- TI-30X IIS Calculator (or equivalent simple calculator)
- Atkins and Jones "Chemical Principles, The Quest for Insight" 5th ed. W.H. Freeman
  - With the text you will receive access information to the online edition. For a reduced cost, the online edition can also be purchased independently of the hard copy. To use the online edition of the text, navigate to the indicated chapter and use the left navigation bar to find the assigned readings.

2. Required Online Homework System

- ALEKS for Chemistry
- For detailed information about getting started in ALEKS see your “ALEKS System” document (attached)
- To register as an ALEKS user:
  i. Go to the ALEKS website at [http://www.aleks.com](http://www.aleks.com)
  ii. Click on the link marked "SIGN UP NOW" (upper left corner of the screen)
  iii. On the next screen you will be asked to provide the following course code: H3DQL-NWGFJ
  iv. The next screen will ask for your full name, your email address, and your Cal student ID number. Please provide all the information requested, even the information that is listed as optional. Remember, your Cal student number is NOT your social security number. You must enter your Cal ID number to receive credit for your work.
  v. On the next screen you will receive your ALEKS login name and a temporary password, and you will have the chance to change your temporary password. We recommend that you change your temporary password.
  vi. After you change your password, ALEKS will check your computer to see if you have the latest version of the ALEKS Java plug-in installed. The plug-in will be installed automatically if it is not already installed.
  NOTE: The Internet browsers Internet Explorer and Safari are fully supported by ALEKS, so they should run ALEKS with no problems. The plug-in for Google’s Chrome browser has a few bugs, but appears to run most features with no trouble. The plug-in for Mozilla Firefox does not work well with ALEKS. The first thing to try if you have trouble is another browser and another machine if possible
  vii. After the plug-in has been installed, you will learn how to input mathematical and chemical answers into ALEKS. This should take approximately 10 minutes.
Once you have completed the input tutorial, ALEKS will prompt you to complete the Initial Assessment. You may choose to complete the Initial Assessment later.

**NOTE:** ALEKS is a separate system from your online classroom. Support for ALEKS is provided by ALEKS, not the 24-7 support offered through your online classroom or your instructors. ALEKS support is at [http://support.aleks.com](http://support.aleks.com)

3. **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.
   - High-speed Internet is required (1.5 Mbits/s or higher)
   - Technical Questions or difficulties should be sent to the 24/7 Online Help Desk at (866) 786-8197 or onlinehelp@berkeley.edu

4. **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.)

5. **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 W1A. 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

6. **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.

7. **Learning Activities**
   - Completion of thirty-eight (38) Lessons in General Chemistry guided by your instructor
   - Completion of nine (9) objectives in the ALEKS learning system (10% of grade)
   - Completion and submission of three (3) Themed Problems (10% of grade)
   - Participation in the discussion forums (10% of grade)
   - Completion of thirteen (13) Module Quizzes (10% of grade)
- Two Midterm Quizzes (10% of grade)
- Final Exam (50%)

NOTE: All assignments are due Pacific Standard Time (PST). Each day assignment is late 20% is subtracted from your grade. Any assignments not submitted by last day of course will receive a zero.

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

**Professor Levi is responsible for the following activities:**

- Monitoring discussion forums.
- Creating and modifying all assignments, multimedia presentations, quizzes, and exams.
- Reviewing requests for extensions.
- Monitoring student progress.
- Approval of final course grades.

**You should contact Professor Levi 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 Program Coordinator, Tracie Littlejohn, 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 Tracie at 727-424-9256 or tlittlejohn@unex.berkeley.edu if you have the following issues:**
• If you have not received your course materials
• About your 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
• General course information

9. Final Exam Expectations

• Your final exam will be available in an on-campus setting on Friday, August 10, 2012 from 9-noon for those who are in Berkeley. Please consult your course site for location.

• If you cannot attend on-campus you must secure a proctor at an approved proctoring site. For details, please reference the proctor approval. You must have your proctoring site secured by July 10th. You must notify Tracie about your final exam and proctoring arrangements.