

## **General Chemistry 106 M001**

**T/Th 12:30 – 1:50 PM Life Science Building 001  
Fall 2019**

### **General Course Information:**

**Instructor:** Dr. Jonathan French

**Office:** Center for Science and Technology, 4<sup>th</sup> floor, room 014D

**Office Hours:** M – Th 11:00 – 12:15 AM, W 2:00 – 4:00 PM or by appointment

**Email:** [jmfrench@syr.edu](mailto:jmfrench@syr.edu)

### **Course Description:**

Fundamental principles and laws underlying chemical action, states of matter, atomic and molecular structure, chemical bonding, stoichiometry, gas laws, and introductory thermochemistry (3 credits)

### **Learning Outcomes:**

- Be able to apply dimensional analysis to a variety of calculations
- Be able to understand the properties associated with different phases of matter
- Interpret and predict phenomena through chemical behavior or phase
- Understand selected chemical processes
- Solve new problems related to chemical behavior
- Understand atomic structure, and electron configuration
- chemical reactions, stoichiometry, energy, thermochemistry, bonding, and gases
- Understand topics at the conceptual and quantitative levels
- Be able to use a balanced chemical reaction to determine mass, moles, or energy produced or required in a reaction

### **Co-requisite:**

**CHE 107** – General Chemistry Laboratory I (1 credit). Please note that this course should be taken in concert with CHE 106 but is a separate course with separate staff and grading. Please check with your course schedule for the time and meeting place of your laboratory class. All questions regarding CHE 107 should be forwarded to the CHE 107 instructor Gary Bonomo ([gbonomo@syr.edu](mailto:gbonomo@syr.edu)) or your laboratory-teaching assistants.

### **Your basic course responsibilities include:**

1. Attend lectures, read the appropriate material prior to class time, and **ASK QUESTIONS!**
2. For every hour of lecture for a course, there should be three hours study outside of lecture. That would include reviewing your lecture notes, assigned reading, and practicing the in-class problems.
3. Attend and participate in recitation to help reinforce your learning.
4. Do assigned homework ON TIME and review them before exams.
5. If you need help or fall behind please contact either Dr. French or a TA for additional help

### Teaching assistants:

**Elan Hofman**

**Email:** [ejhofman@syr.edu](mailto:ejhofman@syr.edu)

**Bio:** Out of any of the chemistry courses I've taught here at SU, general chemistry has been my favorite by far. Reviewing all of the material we're going through this semester flashes me back to when I was an undergrad and reminds me why I fell in love with chemistry. I'm excited for another great semester and can't wait to meet and get to know all of my new students. This is sadly my final semester in grad school so let's make it the best one yet!

**Alec Beaton**

**Email:** [aabeaton@syr.edu](mailto:aabeaton@syr.edu)

**Bio:** I grew up in Syracuse, NY and majored in Chemistry here at SU. I decided to pursue a graduate degree because I enjoyed the chemistry classes I took as an undergraduate and wanted to understand the information in greater detail. My teaching approach is to build upon the student's current knowledge and understanding of the material to arrive at the right answer rather than simply giving you an answer from the answer key. I have tutored and taught general chemistry for several years and enjoy teaching it to this day.

**Recitations:** Attend the ONE for which you are registered

M002	Tu	3:30 PM – 4:25 PM	Life Science Building 011 (Hofman)
M004	Tu	7:30 PM – 8:25 PM	Life Science Building 200 (Beaton)
M005	W	2:15 PM – 3:10 PM	Science & Tech Ctr 1-019 (Hofman)
M006	Tu	5:00 PM – 5:50 PM	Life Science Building 011 (Beaton)
M008	W	3:45 PM – 4:40 PM	Heroy Building 113 (Hofman)
M009	W	6:45 PM – 7:40 PM	Life Science Building 011 (Beaton)
M010	W	10:35 AM – 11:30 AM	Slocum Hall 101 (Hofman)

### TEXTBOOK AND SUPPORTING MATERIALS:

**Required:** We will be using Tophat platform for the semester. This platform will contain a digital textbook, homework, and also be used for in-class questions. To obtain access to Tophat, go to [tophat.com](http://tophat.com), sign up as a student and search for course using join code: **494348**, for course titled **CHE 106 M001**. Once your account is created and you have entered the course, you will find Top Hat Orientation material that you can navigate to familiarize yourself with the platform along with instructions on how to use Top Hat.

**Blackboard** Lecture material, solutions to homework problems, review material for exams, and answer keys will be posted here.

### **APPROXIMATE Lecture Schedule:**

The following schedule lists the approximate topics that will be covered along with the relevant readings in the textbook. Please complete the reading before the scheduled lecture.

<b>DATE</b>	<b>TOPIC</b>	<b>TEXT READING</b>
Tuesday, August 27 <sup>th</sup>	Syllabus	Syllabus
Thursday, August 29 <sup>th</sup>	Introduction to Chemistry	1.1 – 1.3
Tuesday, September 3 <sup>rd</sup>	Measurement	1.5 - 1.8
Thursday, September 5 <sup>th</sup>	Early Atomic Theory, Atomic Structure	2.1 - 2.6
Tuesday, September 10 <sup>th</sup>	Periodic Table and Moles	2.7 - 2.9
Thursday, September 12 <sup>th</sup>	Naming Ionic and Covalent Compounds	3.1 - 3.5
<b>Tuesday, September 17<sup>th</sup></b>	<b>Exam #1 (Ch 1, 2)</b>	-
Thursday, September 19 <sup>th</sup>	Molar Mass, Empirical formulas	3.6 – 3.8
Tuesday, September 24 <sup>th</sup>	Stoichiometry, Mass, Moles	4.1 – 4.3
Thursday, September 26 <sup>th</sup>	Limiting Reagent, Precipitation and Acid-Base Reactions	4.3 - 4.4
Tuesday, October 1 <sup>st</sup>	Oxidation - Reduction Reactions	4.4
Thursday, October 3 <sup>rd</sup>	Thermochemistry	5.1 - 5.4
Tuesday, October 8 <sup>th</sup>	Thermochemistry	5.6 - 5.7
Thursday, October 10 <sup>th</sup>	Stoichiometry, Moles, and Thermo Review	3 – 5
<b>Tuesday, October 15<sup>th</sup></b>	<b>Exam #2 (Ch 3, 4, 5)</b>	-
Thursday, October 17 <sup>th</sup>	Light Waves, Photons	6.1 - 6.4
Tuesday, October 22 <sup>nd</sup>	Bohr Model, Quantum Mechanics	6.4
Thursday, October 24 <sup>th</sup>	Orbitals & Electron Configuration	7.1 – 7.3
Tuesday, October 29 <sup>th</sup>	Periodicity, Effective Charge	7.4 - 7.4.2
Thursday, October 31 <sup>st</sup>	Ionization, Affinity, Metal Character	7.4.3 - 7.4.4
Tuesday, November 5 <sup>th</sup>	Chemical Bonding, Polarity	8.1 - 8.3
Thursday, November 7 <sup>th</sup>	Lewis Structures	8.4 - 8.6
Tuesday, November 12 <sup>th</sup>	Molecular Shapes, VSEPR Model	9.1 - 9.5
<b>Thursday, November 14<sup>th</sup></b>	<b>Exam #3 (Chapters 6, 7, 8)</b>	-
Tuesday, November 19 <sup>th</sup>	Hybrid Orbitals, Molecular Orbitals	9.6
Thursday, November 21 <sup>st</sup>	Kinetic molecular theory, gas laws	10.1 - 10.2
<b>November 25<sup>th</sup> to 29<sup>th</sup></b>	<b>NO CLASS — THANKSGIVING</b>	-
Tuesday, December 3 <sup>rd</sup>	Gas law, diffusion, effusion	10.2 - 10.4
Thursday, December 5 <sup>th</sup>	Review	<b>ALL CHAPTERS</b>
<b>Thursday, December 12<sup>th</sup></b>	<b>CUMULATIVE EXAM</b> <b>NOTE: 5:15 PM to 7:15 PM</b>	<b>ALL CHAPTERS</b>

## Lecture:

For CHE 106 lecture to be as beneficial as possible for you, please complete the assigned reading prior to class. During lecture, we will cover the challenging concepts in more detail. We will augment that coverage with practice in lecture. We will cover a lot of material in CHE 106 and one important method of learning that material is practice. No one in this room learned to walk or ride their bike overnight; you needed hours and hours of practice (which was sometimes painful).

Within CHE 106, group work means groups of students working together collaboratively to synthesize solutions for the problems put forth. That means everyone in the group should be contributing to the goal of completing the problem set. Group work is your opportunity to learn from your peers, the TA, or LA. If someone in the group offers an answer and you do not understand how they obtained that answer, ask! This is your chance to learn the process required to answer the question. Group work **does not** mean one student finishes the problem set and provides the answers to the remaining members of the group. That student will not be able to help you on the exam, it is more important that you learn the process than just the answer. This applies to homework as well. You are free to work with a group of your classmates to complete a homework assignment as long as you are working together.

**Ground Rules for Group Work:** Discussion and participation will be an important component of group work in lecture. Because it is important for everyone to participate in these group discussions, working collaboratively together, it is important that we establish a space where everyone feels comfortable to share their ideas. During discussion, it is important that you show respect for other classmates, the teaching assistants, and your instructor. Listen to the different ideas that are put forth by different members of the class. It is important that everyone participate in these discussions as we all learn from hearing different opinions and different points of view. If your opinion is different from another student, it is important to share that. If you do not agree with an idea shared by another student, do not challenge the student, rather challenge the idea that the student is sharing. Question where that idea is coming from. Even if it is not a widely accepted idea, it is important to be able to view problems from different points of view in an effort to understand where those ideas are originating. A richer class discussion is only possible through a variety of students participating. (This was adapted from the University of Michigan's Center for Research on Learning and Teaching <http://www.crlt.umich.edu/publinks/generalguidelines>)

## **RECITATION SCHEDULE:**

Recitation is a mandatory weekly class that will carry 10% of your grade. The class is much smaller than the lecture component (20 – 40 students) and is taught by a graduate teaching assistant (TA). Recitation is a great setting to work through problems in a smaller group environment. Recitations are designed to help you learn and practice the material.

Recitation will offer a weekly problem set that will cover key material from the previous week's lecture. The problem set will take place in small groups (4 to 6 students), and last

approximately 30 minutes. Following completion of the problem set, different groups will present their solution to a problem. The grade will be assigned based on your participation as determined by the TA. There are 14 scheduled recitation dates and your grade will be determined based on your 12 highest grades from those 14 sessions.

Recitation will also provide you an opportunity to review your in-class exams. The week following an in-class exam, the exam will be returned to you during recitation. You will have an opportunity to work with groups of students to solve select questions from the exam as well as review the exam. This is the **ONLY** time you will be able to obtain your exam. Any exam that is not picked up, will be collected and stored in my office.

Attendance is mandatory; it is your responsibility to attend all classes scheduled. It is also your responsibility to notify your TA if you will not be able to attend recitation, and if possible, coordinate a makeup session. Most of the recitation sections are full so it is often not possible to simply attend another recitation section, it is important that you attend the recitation section you are scheduled for.

Recitation	Week	Material covered
#1	08/26/19 – 08/30/19	Purpose of Recitation
#2	09/02/19 – 09/06/19	Properties, chemical/physical changes*
#3	09/09/19 – 09/13/19	Unit conversions, dimensional analysis, atomic theory
#4	09/16/19 – 09/20/19	Molecules, ions, naming
#5	09/23/19 – 09/27/19	<b>Review Exam #1</b>
#6	09/30/19 – 10/04/19	Stoichiometry, moles
#7	10/07/19 – 10/11/19	Aqueous reactions (acid/base, redox, precipitation)
#8	10/14/19 – 10/18/19	Thermochemistry
#9	10/21/19 – 10/25/19	<b>Review Exam #2</b>
#10	10/28/19 – 11/01/19	Light, energy, wavelength, electron configuration
#11	11/04/19 – 11/08/19	Periodic trends
#12	11/11/19 – 11/15/19	Lewis Structures
#13	11/18/19 – 11/22/19	<b>Review Exam #3</b>
--	11/25/19 – 11/29/19	<b>-NO RECITATION-</b>
#14	12/02/19 – 12/06/19	Hybrid and Molecular Orbitals

\*this recitation will be an online quiz for students who have recitation on Monday (09/02) Labor Day.

#### **HOMEWORK SCHEDULE:**

Homework will contain two different components; there will be a pre-lecture reading content assignment and a post-lecture homework assignment.

**Pre-lecture:** these assignments represent **10%** of your course grade will be due on the last day of lecture where we are covering that material in question. These assignments are designed to be completed before lecture as they are meant to prepare you for lecture. The assignment will

contain a series of questions which are embedded within the reading assigned for that chapter. This reading is designed to get you familiar with the content covered in lecture so that you come to lecture prepared for the material to be covered and hopefully with questions on content that you did not fully understand. This pre-lecture assignment is graded for completion and correctness. These assignments will be due on midnight of the date indicated.

**Post-lecture:** these assignments represent **10%** of your course grade and will be due after we have completed the material in lecture. These assignments will be much more like a traditional homework assignment and are designed for you to practice and review the material we covered in lecture. These assignments will be due the Sunday indicated at 11:59pm.

The following is an APPROXIMATE schedule of material that will be covered within the pre- and post-lecture homework assignment organized by week. **ALL** homework is to be completed and turned in on the Top Hat website. Students are encouraged to seek help when needed for homework.

Week	Material Covered	Homework Assignments	Due Date (~midnight, 11:59PM)
August 26 <sup>th</sup>	Syllabus	<b>NO HOMEWORK DUE</b>	-
September 2 <sup>nd</sup>	Chapter 1	Pre-Lecture Chapter 1	Tuesday, September 3 <sup>rd</sup>
		Post-Lecture Chapter 1	Sunday, September 8 <sup>th</sup>
September 9 <sup>th</sup>	Chapter 2	Pre-Lecture Chapter 2	Tuesday, September 10 <sup>th</sup>
		Post-Lecture Chapter 2	Sunday, September 15 <sup>th</sup>
September 16 <sup>th</sup>	Chapter 3	Pre-Lecture Chapter 3	Thursday, September 19 <sup>th</sup>
		Post-Lecture Chapter 3	Sunday, September 22 <sup>nd</sup>
September 23 <sup>rd</sup>	-	<b>NO HOMEWORK DUE</b>	-
September 30 <sup>th</sup>	Chapter 4	Pre-Lecture Chapter 4	Tuesday, October 1 <sup>st</sup>
		Post-Lecture Chapter 4	Sunday, October 6 <sup>th</sup>
October 7 <sup>th</sup>	Chapter 5	Pre-Lecture Chapter 5	Tuesday October 8 <sup>th</sup>
		Post-Lecture Chapter 5	Sunday, October 13 <sup>th</sup>
October 14 <sup>th</sup>	-	<b>NO HOMEWORK DUE</b>	-
October 21 <sup>st</sup>	Chapter 6	Pre-Lecture Chapter 6	Tuesday, October 22 <sup>nd</sup>
		Post-Lecture Chapter 6	Sunday, October 27 <sup>th</sup>
October 28 <sup>th</sup>	Chapter 7	Pre-Lecture Chapter 7	Thursday, October 31 <sup>st</sup>
		Post-Lecture Chapter 7	Sunday, November 3 <sup>rd</sup>
November 4 <sup>th</sup>	Chapter 8	Pre-Lecture Chapter 8	Thursday, November 7 <sup>th</sup>
		Post-Lecture Chapter 8	Sunday, November 10 <sup>th</sup>
November 11 <sup>th</sup>	-	<b>NO HOMEWORK DUE</b>	-
November 18 <sup>th</sup>	Chapter 9	Pre-Lecture Chapter 9	Tuesday, November 19 <sup>th</sup>
		Post-Lecture Chapter 9	Sunday, November 24 <sup>th</sup>
November 25 <sup>th</sup>	-	<b>NO HOMEWORK DUE</b>	-
December 2 <sup>nd</sup>	Chapter 10	Pre-Lecture Chapter 10	Tuesday, December 3 <sup>rd</sup>
		Post-Lecture Chapter 10	Sunday, December 8 <sup>th</sup>

## **EXTRA RESOURCES:**

**OFFICE HOURS:** I will have weekly office hours; appointments can be directly scheduled through Orange Success or via email. I am more than happy to work with you on a one on one basis or in small groups. My office hours usually book up a week in advance, so please notify me in advance if you plan to miss your scheduled appointment as there certainly will be other students who would like to use that time. TA office hours will be held in Room 202 of the Life Science Building (LSB). A schedule of office hours will be posted on the door of Room 202. Students are free to seek help from **ANY** of the CHE 106 TAs that are teaching this semester, not just the TA that is in charge of their particular recitation section.

**PROBLEM SESSIONS:** I will hold weekly problem sessions every Friday to review material from the previous week. Each Friday there will be two separate sessions that are one hour each from 3:00 to 5:00 PM. These sessions will alternate between LSB 105 and CST 1-019, please check the schedule. During these problem sessions, we will focus on the process required to solve some of the problems encountered during CHE 106. These problem sessions will involve group work and will focus on questions that students bring to the sessions. Due to space limitations, you must register for these sessions on Orange SUccess. Weeks prior to exams these sessions will double as exam review sessions where we will go over the practice test assigned.

**GROUP TUTORING:** There is free group tutoring available through the Center for Learning and Student Success located in Byrd Library. Students can signup for these free group sessions (6 to 10 students) directly online by going to: <http://class.syr.edu/tutoring/get-a-tutor/>

## **COURSE GRADING:**

**Attendance:** Attendance is not recorded in lecture, however you are encouraged to attend lecture. There will often be in-class questions through Top Hat. Answering these in-class questions will count toward **20 bonus** points that will be calculated into your final grade. There are 24 possible lectures where a student can participate. The percentages assigned will be based on the following breakdown:

24 – 19 lectures = 100% (20 pts)

18 – 13 lectures = 75% (15 pts)

12 – 10 lectures = 50% (10 pts)

9 – 5 lectures = 25% (5 pts)

4 – 0 lecture = 0% (0 pts)

**Practice Exams:** Practice exams will be provided for each in-class exam. The practice exam will mirror the content and format that you would expect to find on the real exam. A condensed version of the practice exam will also be available on Top Hat and will be due the Friday before your scheduled exam. These condensed practice exams will account for **10%** of your total course grade.

**Exam Review:** A review session is scheduled the week prior to any regular in class exam. Please consult the schedule available on blackboard. Announcements will also be made regarding these review sessions.

**Exams:** There are four exams that are each worth **15%** of your course grade. Exams will cover both material covered in lecture and the homework. The majority of questions will be problems similar to the assigned homework exercises. Each exam will focus on specific chapters as noted in the syllabus and in the lecture notes. Exams will be mostly multiple choice with a few short answer or calculation type questions. Do not be alarmed by short answer response questions. They are designed to help you. With multiple choice questions, there are only right or wrong answers. With a short answer response question, there is room for **PARTIAL CREDIT**.

**BRING A NON-GRAPHING CALCULATOR TO ALL EXAMS**

Exams are given during the regular class period, with the exception of the final exam.

Exam	Date	Time
Exam #1	September 17 <sup>th</sup>	12:30 – 1:50 PM
Exam #2	October 15 <sup>th</sup>	12:30 – 1:50 PM
Exam #3	November 14 <sup>th</sup>	12:30 – 1:50 PM
Cumulative Final	December 12 <sup>th</sup>	5:15 – 7:15 PM

**>>>>> MAKE YOUR TRAVEL PLANS NOW! <<<<<<**

**NO ACCOMMODATIONS FOR STUDENT TRAVEL/EXAM CONFLICTS WILL BE MADE.**

**Final Grade Determination:**

Course grades are based on 4 exam scores, practice exams, recitation grades, and the on-line homework. The grading scale shown below is based on historical class averages and grade distributions for the first-semester general chemistry course. Additional “curving” of the class grades will normally NOT be applied, but the Chemistry Dept. reserves the right to do so in extraordinary cases. In such a case, scores will only be curved up (not down) and therefore will never negatively impact your letter grade.



The final grade will be computed using the following items and weightings:

Four Exams (150 pts each)	600 points
Four Practice Exams (25 pts each)	100 points
Pre-Lecture Homework	100 points
Post-Lecture Homework	100 points
<u>Recitation</u>	<u>100 points</u>

Course Total: 1000 points

Class Participation Bonus: 20 points

The equation to calculate your overall course raw score percentage is:

(Exam 1 + Exam 2 + Exam 3 + Exam 4 + Practice Exams + Pre-Lecture HW + Post-Lecture HW + Recitation + Participation)=

**For example:**

$[(120 + 132 + 124 + 132 + 78 + 88 + 86 + 90 + 20)] = 870$  or a B+

Letter grade ranges based upon raw score percentages:

A = $\geq 900$	A- = $>880$	B+ = $>850$	B = $>800$	B- = $>750$
C+ = $>700$	C = $>650$	C- = $>600$	D = $>550$	F = $<550$

### **UNIVERSITY POLICIES:**

#### **ACADEMIC INTEGRITY**

*Syracuse University's Academic Integrity Policy reflects the high value that we, as a university community, place on honesty in academic work. The policy defines our expectations for academic honesty and holds students accountable for the integrity of all work they submit. Students should understand that it is their responsibility to learn about course-specific expectations, as well as about university-wide academic integrity expectations. The policy governs appropriate citation and use of sources, the integrity of work submitted in exams and assignments, and the veracity of signatures on attendance sheets and other verification of participation in class activities. The policy also prohibits students from submitting the same work in more than one class without receiving written authorization in advance from both instructors. Under the policy, students found in violation are subject to grade sanctions determined by the course instructor and non-grade sanctions determined by the School or College where the course is offered as described in the Violation and Sanction Classification Rubric. Syracuse University students*

are required to read an online summary of the University's academic integrity expectations and provide an electronic signature agreeing to abide by them twice a year during pre-term check-in on MySlice.

To view the policy in its entirety, please visit: <http://class.syr.edu/academic-integrity/policy/>.

### **ACCESSIBLE BLACKBOARD CONTENT**

Syracuse University is using Blackboard Ally, a tool to help enhance the usability and accessibility of course documents in the Blackboard learning management system. Ally provides students with multiple accessible formats of the original document so they can select the best one that fits their unique needs. Currently, Ally offers accessible versions of Portable Document Format (PDF) files, Microsoft Office files (Word and PowerPoint), images and uploaded HTML files. Students will see a dropdown menu to the right of each document. From this dropdown menu, they can select one or more Accessible versions to download and use.

Additional information on the Blackboard Ally tool is available on [Answers Blackboard Ally](#); alternatively, you can contact Information Technology Services by sending email to [help@syr.edu](mailto:help@syr.edu) or calling 315.443.2677.

### **ATTENDANCE POLICY (including Absence Notification)**

Attendance in classes is expected in all courses at Syracuse University. It is a federal requirement that faculty promptly notify the university of students who do not attend or cease to attend any class. Faculty will use Early-Semester Progress Reports and Mid-Semester Progress Reports in Orange SUccess to alert the Registrar and Financial Aid Office on non-attendance. For more information visit:

Students: <http://registrar.syr.edu/students/non-attendance/>

Students may contact their home school/college Dean's Office or the Case Management staff in Dean of Students Office when they are absent from class for an extended period of time (48 hours or more). The Case Management staff will require documentation for the absence and will utilize Orange SUccess to send notifications to faculty to verify that documentation has been received for the stated absence.

Barnes Center at the Arch (Health, Counseling, etc.) staff will not provide medical excuse notes for students. When Barnes Center staff determine it is medically necessary to remove a student from classes, they will coordinate with the case management staff to provide absence notification to faculty through Orange Success. For absences lasting less than 48 hours, students are encouraged to discuss academic arrangements directly with their faculty.

Additional information may be found at: <http://studentassistance.syr.edu/our-services/absence-notifications.html>

### **DISABILITY STATEMENT**

*Syracuse University values diversity and inclusion; we are committed to a climate of mutual respect and full participation. There may be aspects of the instruction or design of this course that result in barriers to your inclusion and full participation in this course. I invite any student to meet with me to discuss strategies and/or accommodations (academic adjustments) that may be essential to your success and to collaborate with the Office of Disability Services (ODS) in this process.*

*If you would like to discuss disability-accommodations or register with ODS, please visit their website at <http://disabilityservices.syr.edu>. Please call (315) 443-4498 or email [disabilityservices@syr.edu](mailto:disabilityservices@syr.edu) for more detailed information.*

*ODS is responsible for coordinating disability-related academic accommodations and will work with the student to develop an access plan. Since academic accommodations may require early planning and generally are not provided retroactively, please contact ODS as soon as possible to begin this process.*

### **DISCRIMINATION OR HARASSMENT**

*The University does not discriminate and prohibits harassment or discrimination related to any protected category including creed, ethnicity, citizenship, sexual orientation, national origin, sex, gender, pregnancy, disability, marital status, age, race, color, veteran status, military status, religion, sexual orientation, domestic violence status, genetic information, gender identity, gender expression or perceived gender.*

*Any complaint of discrimination or harassment related to any of these protected bases should be reported to Sheila Johnson-Willis, the University's Chief Equal Opportunity & Title IX Officer. She is responsible for coordinating compliance efforts under various laws including Titles VI, VII, IX and Section 504 of the Rehabilitation Act. She can be contacted at Equal Opportunity, Inclusion, and Resolution Services, 005 Steele Hall, Syracuse University, Syracuse, NY 13244-1120; by email: [titleix@syr.edu](mailto:titleix@syr.edu); or by telephone: 315-443-0211.*

*Federal and state law, and University policy prohibit discrimination and harassment based on sex or gender (including sexual harassment, sexual assault, domestic/dating violence, stalking, sexual exploitation, and retaliation). If a student has been harassed or assaulted, they can obtain confidential counseling support, 24-hours a day, 7 days a week, from the [Sexual and Relationship Violence Response Team](#) at the Counseling Center (315-443-4715, 200 Walnut Place, Syracuse, New York 13244-5040). Incidents of sexual violence or harassment can be reported non-confidentially to the University's Title IX Officer (Sheila Johnson Willis, 315-443-0211, [titleix@syr.edu](mailto:titleix@syr.edu), 005 Steele Hall). Reports to law enforcement can be made to the University's Department of Public Safety (315-443-2224, 005 Sims Hall), the Syracuse Police Department (511 South State Street, Syracuse, New York, 911 in case of emergency or 315-435-3016 to speak with the Abused Persons Unit), or the State Police (844-845-7269). I will seek to keep information you share with me private to the greatest extent possible, but as a professor I have mandatory reporting responsibilities to share information regarding sexual misconduct, harassment, and crimes I learn about to help make our campus a safer place for all.*

### **EMAIL POLICY**

Syracuse University has established email as a primary vehicle for official communication with students, faculty, and staff. Emergency notifications, educational dialog, research, and general business correspondence are all consistently enhanced in institutions of higher learning where email policies exist and are supported by procedures, practice, and culture.

An official email address is established and assigned by Information Technology Services (ITS) for each registered student, as well as for all active faculty and staff members. All University communications sent via email will be sent to this address. Faculty and staff members must use the officially established University email address to communicate with students registered in their classes. Keep in mind that student records sent to a non-syr.edu email address may create a FERPA violation (See the complete policy at <http://supolicies.syr.edu/it/email.htm>)

### **FAITH TRADITION OBSERVANCES**

Syracuse University does not set aside days for any religious holiday. **Students must notify instructors by the end of the second week of classes** for regular session classes and by the submission deadline for flexibly

formatted classes when they will be observing their religious holiday(s). Please remind students in class of their obligations to do so. Students will have access to an online notification form through MySlice for two weeks beginning on the first day of class.

Syracuse University's religious observances policy, found at [http://supolicies.syr.edu/emp\\_ben/religious\\_observance.htm](http://supolicies.syr.edu/emp_ben/religious_observance.htm) recognizes the diversity of faiths represented in the campus community and protects the rights of students, faculty, and staff to observe religious holy days according to their tradition. Under the policy, students should have an opportunity to make up any examination, study, or work requirements that may be missed due to a religious observance provided they notify their instructors no later than the end of the second week of classes for regular session classes and by the submission deadline for flexibility formatted classes. Student deadlines are posted in MySlice under Student Services/Enrollment/My Religious Observances/Add a Notification. I ask you to include this information, as well as your expectations for how and when academic requirements will be made up, in your syllabus. I also ask you to remind students during the first week of classes about the notification deadline. Instructors may access a list of their students who have submitted a notification in the MySlice Faculty Center. Note that the religious observances icon will not appear unless a student in that class has submitted a notification.

**Orange SSuccess:** I will be using Orange SSuccess to submit mid-semester progress reports for all students in mid-October. This will be used to communicate your standing in the course and recommendations course of action for the remainder of the course. You can also use Orange SSuccess to seek extra help or signup for office hours. If you schedule a meeting with me through Orange SSuccess please do so at least 24 hours in advance of the meeting.