My teaching philosophy is straightforward: I will be teaching you the way I would want to be taught - with enthusiasm, and with a passion for the subject combined with respect and understanding. My aim is to give each of you every opportunity to do your best in learning chemistry despite our large classroom setting. Chemistry is a subject that I have studied, practiced, taught and enjoyed since I was 17 years old – over 40 years. On my part, effective teaching involves time, dedication, patience, understanding, firmness, and a sense of humor. On your part, effective learning involves your participation inside and outside the classroom.

My job is to encourage you and give you every opportunity to be successful in this class and leave the class knowing some Chemistry. All of the sciences require more work and studying than most of you are used to, and Chemistry is no exception. I have specifically designed this course so that you can do well, even if you bomb an exam, providing you do all the work I assign, both during class and on your own time. The student evaluations on Pick-A-Prof are valid; I do assign a great deal of work: 2 kinds of homework, 3 optional writing assignments using Calibrated Peer Review and Turnitin, and in-class quizzes. However, this is not busy work, made to make your life miserable, but it provides you an opportunity to practice your chemistry skills and earn a good grade aside from the 3 exams and comprehensive final that we will have. This additional work (writing, in-class quizzes and homework) can make up 40% of your grade. So you can be a terrible test taker and still do fine, if you do the work and come to class. I am also allowing you a little leeway in what work you will do for the class.

I know that I'm asking that you do a great deal of work. So, I have incorporated several things to make your life more agreeable.

(1) I do think that you are much better off taking our exams at the scheduled time. My regular exams are about 80% multiple choice and 20% free response and have a review session. However, I know that you are very busy and circumstances can just crop up. To that end, my exam makeup policy is rather lenient. To take my makeup exam, you must send me an email giving me the reason (I expect the truth) for why you want to take the makeup, instead of the regularly scheduled exam. Reasons include the regularly approved university excuses (illness, a school-related trip, etc.), but also having to go to your sister's wedding, staying up all night with a sick roommate, or having your alarm not go off or another decent reason for not being prepared. The slightly more difficult makeups are 10 days later, at 4pm on a Friday afternoon and are all free response exams, with no multiple choice.

(2) I am giving you an opportunity to counteract lower test grades. I am assigning 3 writing assignments using Calibrated Peer Review throughout the semester. I will take the best 3 scores out of your 3 writing assignments and your 3 class-time exams and that will become a 4th "exam grade."

(3) The on-line homework (OWL) can count either 20% or 100% of an exam grade. I will calculate your grade both ways and take the better final average.

(4) I give weekly review sessions every Sunday. I know that Chemistry is probably not your favorite subject. However, with a little help and support, you may surprise yourself as to how well you can do.

(4) Besides my regularly scheduled office hours in my office and in Second Life, I have an open door policy to answer all kinds of questions about the course, homework, lab or anything else. I am a TAMU Mentor and an Ally. I also do pretty well at answering my emails in a timely way.

I hope you'll have a good semester and also learn a little chemistry.

Dr. K ;)

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I will strive to make this course a meaningful and enjoyable experience for you. Please feel free to call upon me whenever I can be of help. I am giving weekly review sessions on lecture material and our SI leader will be giving weekly sessions. I will be available in Room 116 HELD (in the back) during office hours to answer both laboratory and lecture questions.

Finally, it is important to check your official TAMU email regularly. I will be sending messages to you.

Sincerely,
Dr. Wendy L. Keeney-Kennicutt
Associate Director, First Year Chemistry Program
GENERAL POLICIES and INFORMATION

I. Plagiarism: Students are expected to be the sole source for any work submitted in their name. The utilization or submission of the work of others as your own is a violation of Texas A&M University scholastic dishonesty policies and is called plagiarism. If you are found guilty, you may receive a 0 on the assignment, an F in the course or worse, as determined by the Office of the Aggie Honor System (www.tamu.edu/aggiehonor/). As commonly defined, plagiarism consists of passing off as one’s own the ideas, words, writings, etc., which belong to another. You are committing plagiarism if you copy the work of another person and turn it in as your own, even if you should have the permission of that person. Plagiarism is one of the worst academic sins, for the plagiarist destroys the trust among colleagues which without which research and knowledge cannot be safely communicated. The teaching assistants in lab specifically look for copied work and will give zeros to work that has been copied. If you have questions regarding plagiarism, please consult the Texas A&M University Student Rules under “Academic Misconduct.” on the Aggie Honor System’s website (www.tamu.edu/aggiehonor/).

II. AGGIE HONOR CODE

“An Aggie does not lie, cheat, or steal or tolerate those who do.”

Upon accepting admission to Texas A&M University, a student immediately assumes a commitment to uphold the Honor Code, to accept responsibility for learning, and to follow the philosophy and rules of the Honor System. Students will be required to state their commitment on examinations, research papers, and other academic work. Ignorance of the rules does not exclude any member of the TAMU community from the requirements or the processes of the Honor System. This code also applies to “clicker” use. All clicker quizzes should be done only by the clicker owner and no one else.

For additional information please visit: www.tamu.edu/aggiehonor/

On all examinations and appropriate assignments at Texas A&M University, the following Honor Pledge shall be signed by the student:

“On my honor, as an Aggie, I have neither given nor received unauthorized aid on this academic work.”

III. Copyright:

The handouts used in this course are copyrighted. By "handouts," I mean all materials generated for this class, which include but are not limited to syllabi, quizzes, exams, lab problems or study sheets, in-class materials, review sheets, and additional problem sets, notes, etc. Because these materials are copyrighted, you do not have the right to copy the handouts, unless I expressly grant permission.

IV. Texas A&M Disability Services (845-1637 and http://disability.tamu.edu/):

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, either temporary (e.g. broken arm) or permanent (including a learning disability), please contact Disability Services in Rm B118 of Cain Hall. If you have any questions, see me.

V. Important Dates:

- August 31: Monday, First day of classes
- September 4: Last day to add/drop courses with no record
- September 7: Beginning of Q drop
- October 16: Midsemester Grades Due in Chemistry Department
- November 6: Last day to Q-drop or to officially withdraw from the University
- November 18: Wednesday, Bonfire 1999 Remembrance Day
- November 26-27: Thanksgiving Holiday
- December 7: Monday. Redefined day, students attend Friday classes. Dead Day
- December 8: Tuesday. Last day of Fall classes. Redefined day
- December 9-10: Reading days. No classes
- December 11: CHEM 102, Sections 501 Final Lecture Exam
- December 16: CHEM 102, Sections 502 Final Lecture Exam

VI. Required Materials:

1. E-book with solution manual: Chemistry & Chemical Reactivity, 7th Edition; Kotz, Treichel, & Townsend combined with OWL (On-line Web Learning), available at www.cengage.comgateway/tamuchem for $45 for 1 semester. The textbook and the solution manual will be accessible through OWL. You will be able to register your OWL code at http://owl.chem.tamu.edu/. You will need VPN if connecting from off-campus (see Section IX).

2. Calculator suitable to use on lecture exams. May not have multi-line screen (two lines are acceptable) nor extensive memory. (See later discussion.)

3. CPS RF (clicker). You can purchase your CPS RF Fall 2006 clicker at the Texas A&M Bookstore. It costs $24.00 for the device and a one-time $39.00 registration fee, or a $13 registration fee per semester with a limit of $39.00 for life. You’ll find them at the counter. Once you buy the clicker, you can use it for all your courses that require CPS integration for the remainder of your time at Texas A&M. You can also resell it to other students (not the bookstore – sorry).

You will be able to register your clicker through Blackboard Vista once the class is set up. Additional information is included at the end of the syllabus.

VII. Optional Materials:

The solution manual for the 7th Edition of the textbook can be purchased online, but it does come with the on-line book. Use the ISBN number to search textbook sites: 0-495-38707-X.

Visit http://writingcenter.tamu.edu/handouts/ for help with writing (how to write abstracts, grammar, etc.) This link and others are also on our class webpage.

VIII. Lecture Reading Assignments:
Lectures are designed to help you in developing an understanding of the material being emphasized. To get the most out of lecture, one should always read the appropriate sections before they are discussed in class. The ebook is available through OWL. The setup procedure for getting started is below.

IX. Homework: BOPs and OWL
Written Bonus Opportunity Problems (BOPs): Problems from the textbook are assigned to be written out and handed in. You will find the assignments on our webpage where my notes and old exams are. The actual problems are at the back of each book chapter located if you scroll below the OWL assignments. The solution manual is available on OWL - the link is in the left column. You are welcome to use it, but if we see that you blatantly copied, you will get a 0. The BOPs will be divided into 4 sets as we cover the material in class. The first three sets will be due on the Thursday following each exam; the last set will be due on the final review day. You can turn them in late for 10% loss in points until the makeup for the exam is given. You must turn your original work, but you might keep a copy for your own use. You will be able to pick up your homework at a later date. Bonus points will be awarded and added to the "course average" according to the percentage of completed problems as shown below (although I'm a little more generous at the semester's end).

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<th>Percentage of problems completed correctly and turned in on time</th>
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<th>70-89%</th>
<th>≥90%</th>
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<td>Total number of bonus points to be added to your course average</td>
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On-Line Web Learning (OWL): You will be accessing the textbook, OWL problems and the BOP problems through OWL. Problems worth either 20 or 100 points (a whole exam grade) will be assigned from OWL – I will calculate your average both ways and give you the higher average. The due dates are the same as the BOPs to limit confusion. You only have to do the assigned ones, not the optional ones. If you are working on late OWL problems, you may have to access them through a tab at the top of the page marked "Past Due".

(1) Electronic Textbook and OWL homework are needed for the course. You can purchase the combo, plus the solution manual for $45.00 for 1 semester at: http://www.cengage.com/gateway/tamuchem . OWL is a Cengage product.

Go to http://www.cengage.com/gateway/tamuchem and buy the OWL access code for the version that is specifically for TAMU students. THIS IS IMPORTANT! You will be prompted to log into the iChapters website. If you already used iChapters for another class, use that same login ID. You will be prompted for your credit card info. Your access code will be emailed to you and you can also find it in “My Stuff” on iChapters. Immediately access OWL on the TAMU server and get registered right away by copying/pasting the access code directly, if you are using a campus computer or have done the preparation needed for your connection.

PREPARATION BEFORE YOU REGISTER OR USE OWL AT TAMU:

You have three choices about how you use TAMU’s On-line Web Learning (OWL).

1) TO USE OWL ON AN OFF CAMPUS COMPUTER With a Cable Modem, DSL or Dial-Up
If you need to connect to OWL via a cable modem or via dial-up use VPN. VPN stands for virtual private network and is accessed using special software and your NetID. VPN software authorizes you to use the campus resources from off campus. From your computer, you must download, install, and configure the VPN Software. This software is free to students and downloadable from CIS. VPN software must be running and connected to the TAMU VPN server before you can connect to OWL. If you are using the campus modems or any computer on campus, you do not need the VPN software.

For VPN instructions for Windows, see https://hdc.tamu.edu/reference/documentation/index.php?section_id=156
For VPN instructions for Mac, see https://hdc.tamu.edu/reference/documentation/index.php?section_id=163

VPN MUST BE INSTALLED, CONFIGURED, RUNNING, AND CONNECTED, WHEN YOU REGISTER or USE OWL FROM AN OFF-CAMPUS COMPUTER, PLEASE NOTE THAT YOU WILL NOT BE ABLE TO DO OWL ON AN OFF-CAMPUS COMPUTER WITHOUT PREVIOUS SET-UP. CIS 24 HOUR HELP LINE = 845-8300

2) TO USE OWL ON AN OFF CAMPUS COMPUTER BUT DIALING INTO THE TAMU MODEM BANK
Dial-Up Modem access is a free service for students using your NetID. Point your browser to https://net.tamu.edu/network/dialup.html and follow the directions under Dialup Bank. Once connected to the modem banks you will use the same instructions as for on-campus computers (choosing between Student Registration and User Login). All of these services are free.

3) TO USE OWL ON AN ON-CAMPUS COMPUTER
You can use a computer on-campus (from an open access lab, dorm, or anywhere within the TAMU firewall) without any set up.

REGISTERING ON OWL: Access Owl at http://owl.chem.tamu.edu (If you don’t see the site, you most likely need VPN up and working first). At this point, you can choose which course (general, liberal arts, or organic), then choose Chemistry & Chemical Reactivity. 7th Edition: Kotz, Treichel, & Townsend: e-Book , and finally TAMU-College Station. Next you choose between “User Login” or “Student Registration”. All of these will work on an on-campus computer, but they will NOT work from an off-campus computer unless you have the computer configured correctly with the correct VPN software installed as explained above.

- “Student Registration” You will click on your lecture section. Do this the first time you log on. This will set up your OWL account.
- “User Login” This is the spot you will bookmark and enter OWL after you are registered. You are now ready to use OWL.

************

The CIS HELPDESK CENTRAL at 979-845-8300 (https://hdc.tamu.edu/ ) is open 24 hours a day to help you get started and answer any questions along the way. I am not a VPN expert.
X. **Calibrated Peer Review (CPR):** Calibrated Peer Review (CPR™) is web-based software designed to promote writing and critical thinking in our classroom on topics important to chemistry. There will be 3 assignments and I will count your best three scores out of 3 CPR assignments and 3 exam scores as your 4th exam score. CPR is optional. To help you guard yourself against plagiarizing someone’s work, your essays must also be submitted to Turnitin.com to check for plagiarism by the writing due date or you won’t get credit. If you see that you indeed plagiarized, you can resubmit as many times as you wish. Feel free to drop by and have me look over your essay before submission. You received a CPR handout in class with information on Turnitin with the Class ID and password.

**Assignment 1: Plagiarism**
- Part A (Write): Mon. 9/7 6am – Thurs. 9/17 11:50pm
- Part B (Calibrate & Critique): Thurs. 9/17 11:50pm – Tues.. 9/29 11:50pm

**Assignment 2: Dynamic Equilibrium**
- Part A (Write): Mon. 10/12 6am - Tues. 10/27 11:50pm
- Part B (Calibrate & Critique): Tues. 10/27 11:50pm - Tues. 11/3 11:50pm

**Assignment 3: The Carbonic Acid/Bicarbonate Buffer System**
- Part A (Write): Tues. 11/3 6am - Thurs. 11/12 11:50pm
- Part B (Calibrate & Critique): Thurs. 11/12 11:50pm - Thurs. 11/24 11:50pm

XI. **Lecture Attendance:** I will not be taking attendance as such throughout the semester. However, to encourage you to attend class, there will be occasional in-class quizzes that will account for 5% (30 pts) of your course grade. See Section XII.

XII. **In-Class Team Quizzes:** During the semester, I will give many unannounced quizzes to be done in class by self-appointed teams, consisting of ~3–6 of your fellow students, sitting around you. The total quiz grade will be worth 30 points and I will count only your best 75% of total quizzes. There will be both written and “clicker” quizzes. The purpose of the exercise is to encourage you to (1) come to class and (2) think about the subject matter as we go through the course. Quiz 1 is the results (4 letters) of the web personality quiz found at the bottom of our web page - more info on the webpage. Quiz 2 is the Information Card with personal information and a picture of you. If you want to dig through the pile, you can come by my office to get last semester’s card.

For information on clickers: see end of syllabus.

XIII. **Lecture Exams:** There will be 3 exams (Exams 1, 2, and 3) given on the days indicated on the Calendar. Additionally, there will be a Final Exam and make-up exams. These exams will be a combination of multiple choice questions that will be machine graded and free response questions that will be hand graded.

(A) **Lecture Exams:** These are 70 minute exams given during the regular lecture times. Each carries a value of 100 points with 80% multiple choice and 20% free response. I will only test on material I have covered in class or told you specifically you were responsible for. One or two review questions may also be included.

(B) **Final Lecture Exam:** The 2 hour Final Exam will be comprehensive, covering all the chapters taught during the semester. At this point, I’m not sure whether part of it will be standardized for not. However, most of it will be multiple choice with a little free response.

The scheduled time for the final exams are:
- Section 501 - Friday, December 11 from 12:30 to 2:30 p.m.
- Section 502 - Wednesday, December 16 from 8 to 10a.m.

You must bring your student I.D. to the Final Exam.

(C) **Make-up Lecture Exams:** There will be a make-up for each of the exams given during the semester if you miss any of them. The makeups are all free response exams and a little more difficult. If you took the regular exam, you cannot take the makeup exam unless there was a severe medical condition. The makeup exam is generally scheduled 10 days after each exam at 4:00 pm on Friday in Room 100 HELD. I require a written statement about the excuse for the absence - it can be e-mailed to me or given to me during class time. My policy is fairly lenient - see "My Teaching Philosophy" on page 1. If the exam time conflicts with your other classes, please contact me immediately. The make-up exams will be at least as difficult as the regular exams.

XIV. **Lecture Exam Administration:**

(A) Check the exam seating assignment on the bulletin board outside Room 100 Held one day in advance. Each exam has a different seating assignment.

(B) If you are left-handed or have a special seating request and want to be assigned a left-handed or table seat, I have the sign-in sheet. Sign up as soon as possible in class.

(C) Arrive at the exam on time and wait outside until invited in. Cheating or bringing in material with intent to cheat will result in a zero for the exam or a more severe penalty, as determined by the Office of the Aggie Honor System (www.tamu.edu/aggiehonor/)

(D) Bring to the exam at least two sharpened #2 pencils, an eraser, and your TAMU I.D. card. You will be provided with a scantron, periodic table and scratch paper. Pencil sharpeners and calculators (with certain restrictions) may also be brought. There must be NO "sharing" of calculators during an exam. Any other items must be "enclosed" out of sight in a briefcase, pack, purse, or sack, and either stored under your desk or placed in the front against the wall before taking the assigned seat.

(E) Students can not use calculators that are programmable or have alphanumeric capabilities for the exams. Some of the acceptable and unacceptable calculators are listed on the bulletin board outside Room 100 Heldenfels. Any student attempting to use an unacceptable calculator will receive a zero for the exam plus we will turn your name into the Office of the Aggie Honor System.

(F) Students may not have any electronic device, capable of communicating with anything or anybody at their seat during the exam. This includes telephones, pagers, computers, etc. If you must have such a device with you, you can put it in your backpack and place at the front of the room or you must turn it in at the front of the room; we will return it after the exam. We are not responsible if it is stolen – so don’t bring it to the exam. If we find such a device on your person, you will receive a zero for the exam plus your name will be turned into the Office of the Aggie Honor System.

(G) Follow the directions on the front page of your exam. Do not write on the back of the scanning sheet. In addition, note that the answers have to be recorded on the standard gray scanning sheet to be graded.
(H) During the exam, keep all work covered as much as possible. Talking or looking around the room will result in a withheld grade for the exam.

(I) Work carefully, but you must finish in the allotted time; exams handed in late will not be graded. Please remain seated quietly until asked to leave.

(J) You will be able to pick up the multiple choice part of your exam with an answer key after 2:30 pm outside my office in Rm 116 HELD.

You will also be able to access your grades through e-learning website. More details in Section XV. If your score is different from what you believe it should be, or if your score is not posted, please see me.

XV. World Wide Web (http://www.chem.tamu.edu/class/fyp/wkk-chem.html)

Included are my last year’s exams, all my notes for Chem 101 and 102 (will be updated), a test bank of selected multiple choice questions, a math review and lots more. One special service is the ability to check your grades confidentially on the web, using E-Learning (Blackboard Vista). Go to http://elearning.tamu.edu/, and click on TAMU (net id). Enter your netID and password to access your scores.

XVI. Grade Calculations

In calculating the lecture grades, each of the three exams counts as 100 points for a total of 300 points; the best 3 scores out of 3 CPR assignments and 3 exams for a total of 100 point ("Ex4"); the OWL points will count for either 20 or 100 points; the in-class work (quizzes) counts for a total of 30 points, while the Final Exam counts as 170 points. All scores used for grade calculations are carried to 3 decimal places, but posted as rounded integers.

\[
\text{Lecture Average} = \frac{\text{Total of 3 Exams} + "Ex4" + \text{OWL} + \text{In-Class Quizzes} + \text{Final Exam}}{6.0 + \text{OWL (either 0.2 or 1.0)} + \text{BOPs}}
\]

The ranges of the letter grade will be determined at the end of the semester. In the past for a typical semester, the Chem 102 grades were determined using: A, \(\geq 89\); B, 78-88; C, 65-77; D, 50-64. This semester's ranges could be different.

Students missing a small portion of the course, but having at least a 50 average, will receive a grade of "I" (Incomplete) if they request this grade and meet the University criteria for this temporary grade.

XVII. Review Schedule:

I am giving weekly review sessions on most Sunday afternoons at 2 pm in Room 100 HELD, covering lecture and a little lab material, including a section on writing with CPR and Turnitin. Check the calendar. We start this Sunday with Chapter 14 material on Solutions.

XVIII. Miscellaneous Notes

1. There will be TAs available in Room 116 HELD during the day (roughly 8:30 am - 5 pm). See sign on door for hours. They will help with both lab and lecture questions.

Go to the First Year Chemistry Office (Rm 412 HELD) to have your scantrons regarded.

2. Special announcements and schedule changes will be announced at the beginning of the lectures.
## Tentative Calendar

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- **9/6:** Weekly Review Session, Rm 100 Held 2pm
- **9/7:** *Beginning of Q Drop CPR 1 Plagiarism Start Writing*
- **9/13:** Weekly Review Session, Rm 100 Held 2pm
- **9/20:** Exam Review Session, Rm 100 Held 2pm
- **9/27:** Weekly Review Session, Rm 100 Held 2pm
- **9/28:** *CHAPTER 15 Chemical Kinetics*
- **9/29:** CPR 1 Critiquing due 11:50pm
- **9/30:** *BOPs & OWL** Set I DUE
- **10/1:** Last Day for BOPs & OWL Set I
- **10/2:** MAKE-UP EXAM 1 4 pm, Rm 100 Held
- **10/4:** Weekly Review Session, Rm 100 Held 2pm
- **10/5:** *CHAPTER 16 Chemical Equilibrium*
- **10/6:** CPR 2 Dynamic Equilibrium Start Writing
- **10/7:** *Midterm Grades due to the Chemistry Department*
- **10/8:** CHAPTER 16 Chemical Equilibrium
- **10/9:** CHAPTER 17 Chemistry of Acids and Bases
- **10/11:** Weekly Review Session, Rm 100 Held 2pm
- **10/12:** *CHAPTER 16 Chemical Equilibrium*
- **10/13:** CPR 2 Dynamic Equilibrium Start Writing
- **10/14:** *BOPs & OWL** Set II DUE
- **10/15:** CHAPTER 17 Chemistry of Acids and Bases
- **10/18:** Exam Review Session, Rm 100 Held 2pm
- **10/19:** *************** EXAM 2 ***************
- **10/20:** CHAPTER 17 Chemistry of Acids and Bases
- **10/21:** *************** EXAM 2 ***************
- **10/22:** **BOPs & OWL** Set II DUE
- **10/23:** **BOPs & OWL** Set II DUE
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**12/11 Friday Section 501 FINAL EXAM: 12:30-2:30pm Room 100 HELD**

**12/14 Monday - Last Day for BOPs&OWL Set IV (10% off)**

**12/16 Wednesday Section 502 FINAL EXAM: 8-10am Room 100 HELD**
HOW TO USE YOUR CLICKER

Instructions for Enrolling Your Response Pad (Clicker) through Blackboard/Vista

This document instructs you how to enroll your response pad through Blackboard Vista and contains the following sections:

• What items do I need to enroll my response pad?
• How do I enroll my response pad through Blackboard Vista?
• Where do I locate my response pad’s serial number?
• How do I use my CPS-RF response pad?
• How do I contact an eInstruction Technical Support Agent?

What items do I need to enroll my response pad?
You will need the following items to enroll in a class:
• Response pad
• Internet connection
• Method of payment (You may use a credit card, personal check, or an enrollment code/coupon code.)

How do I enroll my response pad through Blackboard Vista?
1. Log on to Blackboard Vista at elearning.tamu.edu with your net id and password.
2. Click the name of the class, from the Course List, you want to enroll your response pad in.
3. Click the icon, your professor created, for registering your response pad.
4. Click the Add/Update CPS Serial Number link.
5. Enter your response pad’s serial number (see diagram on next page).
6. Enter your CPSOnline username and password in the appropriate box.
Blackboard Vista offers two boxes for you to choose from: (a) I have used a CPS response pad before, and (b) I have never used a CPS response pad before.

(a) I have used a CPS response pad before - If, at anytime, you have created a CPSOnline account, enter your CPSOnline username and password in this box. This will automatically link your information, including your payment history, from CPSOnline to your Blackboard Vista class. If you forgot your CPSOnline username and password, please contact eInstruction Technical Support at www.einstruction.com/support to retrieve your CPSOnline username and password.

(b) I have never used a CPS response pad before – If you have never created a CPSOnline account, you must create a CPSOnline username and password in this box. If, at anytime, you have created a CPSOnline account, do not create a new CPSOnline username and password in this box. If you forgot your CPSOnline username and password, please contact eInstruction Technical Support at www.einstruction.com/support to retrieve your CPSOnline username and password.

7. Enter your enrollment code or coupon code and proceed to step 12. If you do not have an enrollment code or coupon code, leave the enrollment code field blank and proceed to step 8.
Note: If you enter an enrollment code or coupon code and receive a message similar to, “Enrollment code already in use”, try proceeding with the enrollment code field blank.
8. Click Continue.
9. Fill in your payment information, if a Payment Screen appears. If a Payment Screen does not appear, proceed to step 12.
10. Click Continue.
11. Fill in your billing information.
12. Click Continue. Your Pad ID for the class will appear.
13. Write down your Pad ID because you will need to refer to your Pad ID in your class.

Where do I locate my response pad’s serial number?
Please refer to this diagram to locate your response pad’s serial number.

Where’s my serial number?
Possible RF Pad Serial Number Locations

IR Pad Serial Number Location

Turn on your response pad to view the above screen.

How do I use my CPSRF response pad?
The eInstruction response pad is easy to use with CPS. Use the information below to learn how to use the buttons on your Gen2 RF response pad.

Key Action
0-9 Tap the button - Enters selected value for numeric questions into the response pad.
A-H Tap the button – Enters selected answer for multiple choice questions into the response pad.
Positive and Negative (+ -) Tap the button - Makes the current response positive (+) or negative (-).
Negative Answer - The LCD displays a “-” symbol in the first character of the answer.
Positive Answer - The LCD does not show a “-” symbol in the first character of the answer.

Sym Tap the button - Create equations by entering symbols into your response pad. You can include the following symbols: X, Y, Equal (=), Parenthesis (()), Decimal (.), Plus (+), Minus (-), Division (/), Multiplication (*), and Space ( ).
Clear Tap the button - Clears immediate previous character. Press and hold the button – clears multiple previous characters (similar to the backspace button on a keyboard).
Jump/Search Tap the button - Goes to any question within range. In SMA mode you must select a question number. Press and hold the button – searches for the next unanswered question.
Power/Join Tap the button – turns on response pad.
Send Tap the button – sends the students’ response to the receiver.
Arrow Keys (< >) Tap the button – In SMA mode, the current question number is decreased and/or increased on the LCD screen.
• < LCD screen displays a descending question number. This means the question number is decreasing. (e.g., Q: 23, Q: 22, Q: 21)
• > LCD screen displays an increasing question number. This means the question number is increasing. (e.g., Q: 21, Q: 22, Q: 23)

Adjust LCD Screen Contrast
1. Press the > button while your response pad’s LCD screen displays your response pad’s serial number.
2. Use the A1 button to decrease the contrast and the C3 button to increase contrast.
• This feature becomes disabled after you engage a lesson.

How do I contact an eInstruction Technical Support Agent?
Log on to www.einstruction.com/support to contact a Technical Support Agent. Technical Support Agents are available to assist you Monday-Thursday: 7 A.M to 6 P.M. CST and Friday 7 A.M. to 5 P.M. CST.