UNIVERSITY OF CALGARY
FACULTY OF SCIENCE

Department of Chemistry
Science B 605
403 220-5385
chem.info@ucalgary.ca

CHEM 353 - ORGANIC CHEMISTRY II - WINTER 2025

COURSE OUTLINE

The University of Calgary, located in the heart of Southern Alberta, both acknowledges and pays tribute to the traditional territories of the peoples of Treaty 7, which include the Blackfoot Confederacy (comprised of the Siksika, the Piikani, and the Kainai First Nations), the Tsuut'ina First Nation, and the Stoney Nakoda (including Chiniki, Bearspaw, and Goodstoney First Nations). The City of Calgary is also home to the Métis Nation of Alberta (Districts 5 and 6).

A. Course Information

1. Course Coordinator(s)

Name	*Email*	*Phone*	*Office*	*Student/Office Hours*
Dr. Ian Hunt	irhunt@ucalgary.ca	--- -----	SA 144G	Open door, drop in OR make an appointment

2. Lecture Section(s)

Lecture 01 :

Instructor	*Email*	*Phone*	*Office*	*Student/Office Hours*
Dr. Ian Hunt	irhunt@ucalgary.ca	--- -----	SA 144G	Open door, drop in OR make an appointment

Lecture 02 : MWF 09:00 - 09:50 in SB 103

Instructor	*Email*	*Phone*	*Office*	*Student/Office Hours*
Dr. Ian Hunt	irhunt@ucalgary.ca	--- -----	SA 144G	Open door, drop in OR make an appointment

3. Lab and Tutorial Sections

Lab 01 M 12:00 - 14:50 in EEEL 203	Lab 02 M 12:00 - 14:50 in EEEL 215	Lab 03 M 15:30 - 18:20 in EEEL 203
Lab 04 R 15:30 - 18:20 in EEEL 215	Lab 05 T 08:30 - 11:20 in EEEL 203	Lab 06 T 08:30 - 11:20 in EEEL 215
Lab 07 T 12:00 - 14:50 in EEEL 203	Lab 08 T 12:00 - 14:50 in EEEL 215	Lab 09 T 15:30 - 18:20 in EEEL 203
Lab 10 T 15:30 - 18:20 in EEEL 215	Lab 11 W 12:00 - 14:50 in EEEL 203	Lab 12 W 12:00 - 14:50 in EEEL 215
Lab 13 W 15:30 - 18:20 in EEEL 203	Lab 14 W 15:30 - 18:20 in EEEL 215	Lab 15 R 08:30 - 11:20 in EEEL 203
Lab 16 R 08:30 - 11:20 in EEEL 215	Lab 17 R 12:00 - 14:50 in EEEL 203	Lab 18 R 12:00 - 14:50 in EEEL 215
Lab 19 R 15:30 - 18:20 in EEEL 203	Lab 99	

Tut 01 T 09:00 - 09:50 in SA 204	Tut 02 T 10:00 - 10:50 in SA 204	Tut 03 T 11:00 - 11:50 in SA 204
Tut 04 T 13:00 - 13:50 in SA 204	Tut 05 T 14:00 - 14:50 in SA 204	Tut 06 T 15:00 - 15:50 in SA 204
Tut 07 T 16:00 - 16:50 in SA 204	Tut 08 W 14:00 - 14:50 in SA 204	Tut 09 W 15:00 - 15:50 in SA 204
Tut 10 W 16:00 - 16:50 in SA 204	Tut 11 R 13:00 - 13:50 in SA 204	Tut 12 R 14:00 - 14:50 in SA 204
Tut 13 R 15:00 - 15:50 in SA 204		

4. Scheduled Out-Of-Class Activities

The following out of class activities are scheduled for this course.

Activity	Location	Date and Time	Duration
Midterm	TBD	Wednesday, March 12, 2025 at 7:00 pm	2 Hours
Deferred Midterm	TBD	Tuesday, March 18, 2025 at 7:00 pm	2 Hours

REGULARLY SCHEDULED CLASSES HAVE PRECEDENCE OVER ANY OUT-OF-CLASS-TIME-ACTIVITY.

If you have a conflict with the out-of-class-time-activity, please contact your course coordinator/instructor no later than **14 days prior** to the date of the out-of-class activity so that alternative arrangements may be made.

If another of your courses has an out-of-class-time-activity that conflicts with any scheduled in-person component of CHEM353, then you should contact the course coordinator / instructor of that other course with the out-of-class activity as early as possible so that alternative

arrangements may be made. The other class is obligated to accommodate your conflict. CHEM353 doesn't have the resources to reschedule a regularly scheduled course component under these circumstances. Any work missed on this basis will be given a zero.

5. **Additional Course Delivery Details**

For students enrolled in L02: Lectures will be presented in-person at the scheduled times. The in-person lectures will not be recorded. Pre-recorded voice-captured Powerpoint video modules of course content topics will be released on an ongoing basis (to match in-person progress) in the D2L content folder and are available to all lecture sections.

For students enrolled in L01 (web-based section) - Pre-recorded voice-captured Powerpoint video modules of course content topics will be released on an ongoing basis (to match in-person progress) in the D2L content folder. They will be posted as time allows, after the in-person lecture has occurred. The video modules are available to all lecture sections. They are intended to be used asynchronously to create your lecture notes and can be used in conjunction with Dr Hunt's lecture templates. There are no synchronous Zoom lectures associated with CHEM353W25. All laboratory & tutorials are in-person, see information provided below.

Laboratories will start in-person on Monday, January 20th, 2025. Laboratory activities are in-person at your registered weekly laboratory time in EEEL. The experimental schedule and laboratory manual can be found on the course website (ETA Jan 17th 2025). Preparation for laboratory work is required (summary and quiz) and each experiment will have a "primary graded activity"; this might be a report, or it might be based on your answers to a set of questions (Moodle). The primary graded activities are equally weighted. Laboratory reports will be submitted via a experiment report specific D2L Dropbox and will have due dates that will be specified for each activity (typically one week). **All** Dropbox submissions will need to be in pdf format and are on a one file, one submission, one time basis. This means *check* the file before you submit it. We will not delete files that have been submitted in order to be equitable to every student, in every section, all of the time.

Tutorials (CAL, Computer Assisted Learning) will occur in-person in the computer lab SA 204 starting the week of January 20th, 2025 during your scheduled tutorial time. Tutorials are broken into 5 modules and each module is based on a set of course topics as outlined on the course website and each module is worth 4%. Each module will build on previous modules and therefore these modules are cumulative. Modules consist of preparation and then assignment weeks. Assignments (4%) are completed in-person in SA204, 50-min, under exam conditions. See the course website (Chem353W25 assignments) for the content and schedule details for each module.

Laboratory and tutorial assignments will occur during scheduled laboratory and tutorial times. See Section B.4 "Missed Components of Term Work" for information on what to do in the event of an absence from these in-person components.

6. **Course Site & Materials**

D2L: CHEM 353 ALL-(Winter 2025)-Organic Chemistry II

COURSE WEBSITE: https://www.chem.ucalgary.ca/courses/350/index353-w25.html

Students are expected to stay informed on the course as it progresses via the D2L News and class emails (typically updated on Fr each week for the week ahead). We ***expect*** you to read those messages and act upon them. If we've communicated via those channels, then "I didn't know..." simply isn't an acceptable response.

I will endeavour to reply to D2L discussion board and course-related emails (from ucalgary email addresses) within 2 business days during normal hours (M-F 08:30-16:30). Don't expect replies outside of business hours !

Note: Students must use their U of C account for all course correspondence, include CHEM353 in the subject line.

Technology:

In order to successfully engage in their learning experiences at the University of Calgary, students taking online, remote and blended courses are required to have reliable access to the following technology:

- A computer with a supported operating system, as well as the latest security, and malware updates;
- A current and updated web browser;
- Webcam/Camera (built-in or external);
- Microphone and speaker (built-in or external), or headset with microphone;
- Current antivirus and/or firewall software enabled;
- Stable internet connection.

For more information please refer to the UofC ELearning online website.

Textbook: No textbook is required. We provide an Organic Chemistry e-text via the course website. https://www.chem.ucalgary.ca/courses/351/Carey5th/Carey.html

If you wish to purchase a textbook because it suits your individual learning style, "Organic Chemistry - Mechanistic Patterns" by Ogilvie et al., (published by Nelson) or "Organic Chemistry" by Jones (published by Norton) are good choices for our course. Otherwise, consult your instructor.

Molecular models kits are very strongly recommended (can be used during assessments)

Top Hat account (optional; available from Top Hat, see D2L for more details, free to U of C students). TopHat may be used in-person

lectures (L02) for practice with the course material. The TopHat courses will be activated by Wed Jan 15th 2025. TopHat ***does not contribute to couremarks***.

L02 code 439032 or https://app-ca.tophat.com/e/439032/

Required for the laboratory component:

- **Chemistry 353 Laboratory Manual** (free, online via the course website).
- A self-duplicating **Laboratory Notebook** (required, available from the Bookstore)
- **Laboratory safety coat** (required, available from the Bookstore)
- **Laboratory safety glasses** (required, available from the Bookstore)

7. **Approved Mandatory & Optional Course Supplemental Fees**

There are no mandatory or optional course supplemental fees for this course.

8. **Requisites**

See section 3.5.C in the Faculty of Science section of the online Calendar.

Prerequisite(s):

Chemistry 351.

Antirequisite(s):

Credit for Chemistry 353 and either 355 or 357 will not be allowed.

9. **Course Learning Outcomes**

- Analyze and use the structural and electronic characteristics of the organic species to predict or rationalise properties and reactivity.
- Draw reasonable reaction mechanisms with appropriate curved arrows to account for the step by step bonding changes in organic reactions.
- Design and evaluate feasible syntheses of small organic molecules from simple starting materials.
- Classify molecules as being aromatic, non-aromatic or anti-aromatic to recognise and describe the implications this has on their stability, properties and reactivity.
- Analyse chemical information to determine a reasonable solution to a problem involving the reactions and / or spectroscopic data of organic species.
- Use experimental procedures to safely set-up, perform and clean up reactions that apply standard introductory organic techniques and report the outcomes.

B. Assessment and Evaluation Information

1. **Assessment Components**

The University policy on grading and related matters is described in F.1and F.2 of the online University Calendar.

In determining the overall grade in the course the following weights will be used:

Component	Weight	Due Date	Modality	Location
Laboratory [1]	20%	Ongoing		
CAL assignments [2]	20%	Ongoing		
Midterm [3]	25%	Mar 12 2025 at 07:00 pm (2 Hours)	in-person	TBA
Registrar Scheduled Final Exam	35%	Final Exams Schedule	in person	Final Exams Schedule

[1] weekly laboratory sessions in EEEL laboratory

[2] There are 5 equally weighted CAL assignments to be written during weekly scheduled tutorial times in SA204.

[3] L01 and L02 students write the same in-person MT simultaneously

Notes on Laboratory Exemption: Students repeating the course can be exempted from the Laboratory component of the Course if a laboratory grade of 75% or higher were obtained, and the laboratory was completed fully or mostly in-person in the last 2 years. However, students are still responsible for the laboratory content as it may be covered in other course work (e.g. examinations). The laboratory grade achieved on the previous attempt will be carried forward. Such students must fill out the online form found on the USC website (https://science.ucalgary.ca/current-students/undergraduate/program-advising/undergraduate-processes) no later than **Friday, January 10, 2025** to apply.

Each piece of work (reports, assignments, quizzes, midterm exam(s) or final examination) submitted by the student will be assigned a grade. The student's grade for each component listed above will be combined with the indicated weights to produce an overall percentage for the course, which will be used to determine the course letter grade.

This course will have a Registrar Scheduled Final exam that will be delivered in-person and on campus.

The Final Examination Schedule will be published by the Registrar's Office approximately one month after the start of the term. The final exam for this course will be designed to be completed within 2 hours.

2. **Assessment & Grading**

1. The laboratory grade (20%) is a based on a points system. Experiments may have the following components:

(a) Pre-laboratory quizzes* (online, Moodle) due by the start of your scheduled laboratory (all wet expts, 2.5 pts)

(b) Pre-laboratory summary* to be written and pdf submitted to the specific D2L Dropbox by the start of your scheduled laboratory (all wet expts, 2.5 pts)

(c) Laboratory notebook: a duplicate copy of notes taken during experiments need to be handed to the TA before you leave the laboratory (all wet expts, 2.5 pts)

(d) Primary graded activity (e.g. experimental report, or answers to a set of questions (Moodle) etc). Equally weighted. Report pdf to be submitted to the specific D2L Dropbox with due dates that will be specified for each activity (due dates are typically one week after the activity, i.e. by the start of your next laboratory, 10 pts).

(e) For students who complete all the laboratory experiments, we will automatically drop their lowest experiment grade.

(f) The points total for the experiments will be then converted to the laboratory grade out of 20.

*Required in order for you to participate in the laboratory session.

2. Weekly tutorials run in-person in SA204 during your scheduled tutorial time starting the week of January 20th, 2025. Tutorials will be split into 5 content based modules, each worth 4% and covering a set of topics (see D2L / course website for details). Modules typically have a week for preparation & practice and then the assignment week (50-min, in-person, in SA204, under exam conditions).

Each piece of work (reports, assignments, quizzes, midterm exam(s) or final examination) submitted by the student will be assigned a grade. The student's grade for each component listed above will be combined with the indicated weights to produce an overall percentage for the course, which will be used to determine the course letter grade.

3. Supplemental Final examination: In W25, as part of a continuing pilot program, CHEM353W25 will provide a supplemental examination option for eligible students. Supplemental examinations provide some students who have earned a course letter grade of D+ or lower with an additional opportunity to demonstrate prerequisite competence and earn a "C-" grade in the course so that it can be used as a prerequisite for progression. Students in good standing, with a 353W25 grade of D+ or lower, who write the Registrar Final examination, have passed the laboratory component, and have at least 35/70 on the term work are typically eligible to write the Supplemental examination. Further details on the Faculty of Science regulations and fee for supplemental examinations are found in the Faculty of Science area on the Calendar in section 3.6C

Reappraisal of Graded Term Work and Final Grades:

See Section I of the University Calendar and https://science.ucalgary.ca/current-students/undergraduate/program-advising/grade-reappraisals-and-appeals .

3. **Examination Policy**

Allowed : model kit, non-programmable calculator.

All examinations and tutorial assignments are to be completed individually, closed book, no personal note sheets of any type are allowed. No other electronic devices are allowed. A periodic table and our standard spectroscopy data tables will be provided in the same format as the activity.

See also Section G of the Calendar, on Academic Assessments and Examinations.

4. **Missed Components of Term Work**

Absences from any term work should be reported to the course coordinator (Dr. Hunt) ideally within 48 hours whenever possible*It's as easy as sending an email*. Timely communication means alternative plans of action are much easier to consider and facilitate. Please provide some context with sufficient detail on the reason and appropriate supporting documentation for each absence so that an informed decision can be made. If an absence is not reported by the time the grades are published, it will result in a grade of zero for the missed component as per UofC calendar regulation G.2.3.a.

Under no circumstances will we accept *any* piece of work for grading after the same piece of graded work has been returned to any students in the course (for what should be obvious reasons).

a. Midterm Examination: Students who miss the scheduled midterm need to report their absence and request the deferred MT as stated above via their ucalgary email. Time is important here since appropriate planning and preparation needs to occur, so we need *at least 24 hrs notice*. The information will be reviewed by the course coordinator so that an informed decision can be made. If an excused absence from the midterm is approved, then the student is required to write the deferred midterm (Tues **March 18th 19:00-21:00** location TBA). Students who do not write either the MT or the deferred MT will get a grade of zero for the MT (unless there are extenuating circumstances subject to approval by the Associate Dean, Undergraduate Programs and Student Experience).

b. Tutorials: see D2L or course website for more details.
(i) non-assignment tutorials - no need to report your absence. Students should drop-in at another CHEM353 tutorial time and use a spare seat if there is one. Access is on a first come, first served basis but students registered in a particular time slot always have priority.
(ii) missed tutorial assignments - in W25, due to resource constraints, there will be ***no rescheduling of tutorial assignments***. If a student misses their scheduled time, they need to report the absence via a survey form (see course website and/or D2L for details) to request an excused absence. In the event of an excused absence (EA), the missed assignment will be awarded the same grade as the Final examination. Students are allowed a maximum of 2 excused absences for assignments. Any other absences will result in a grade of zero for the missed work.
Any questions regarding tutorial assignment beyond the information in the outline / D2L / course website should be directed to the course coordinator (Dr. Ian Hunt, irhunt@ucalgary.ca).

c. Laboratory work: see D2L / course website / laboratory manual for more details.
In W25, due to resource constraints, there will be ***no rescheduling of missed laboratory work***. If a student misses their scheduled time, they need to report the absence via a survey form (see course website and/or D2L for details) and request an excused absence. In the event of an excused absence, the missed experiment will be awarded the same grade as the Final examination. Students are allowed a maximum of 2 excused absences for experiments. Any other absences will result in a grade of zero for the missed work as per G.2.3.a

Based on the information provided in the form, the laboratory coordinator will then determine if the reason is valid or not. An excused absence means that the student is automatically excused from *all components* of that specific experiment (though they are still responsible for the experimental content on assessments).

If you don't perform the experiment and don't receive an excused absence, none of the experimental components will be graded, which will result in a grade of zero for the missed work as per G.2.3.a
If you aren't able to make a reasonable attempt to complete all the required experimental work, then it will be deemed incomplete. We don't grade reports submitted under these circumstances.

Late laboratory work and assessments:
(i) students who arrive late for a laboratory session will not be allowed to participate in the laboratory session (unless there are extenuating circumstances). They will be required to report the absence.
(ii) the pre-laboratory quiz and summary must be completed before you attend the laboratory session. You will not be allowed to participate in laboratory work unless these are done to a satisfactory level.
(iii) laboratory notebook duplicate paper copies must be submitted to the TA *before* you leave at the end of the laboratory session. They will not be accepted after the end of the laboratory session.
(iv) all "late" laboratory reports need to be pre-approved by the laboratory coordinator. If there are extenuating circumstances, then the work will be accepted for grading for up to 36hrs after it was due (this is to ensure all students in all laboratory sections have the same opportunity). Late adjustments to the grade will be applied based on 12 hr windows (i.e. an "A" report that is 11 hrs. late, would be recorded as an "AB", 23 hrs. late "B" etc.).

See also Sections G2.3 and M.1.1 of the Calendar, on Absence from In Course Assessments and Supporting Documentation for Absences.

5. **Letter Grade Conversion**

The conversion between a percentage grade and letter grade is as follows.

	A+	A	A-	B+	B	B-	C+	C	C-	D+	D
Minimum % Required	95.00 %	85.00 %	80.00 %	75.00%	70.00%	65.00 %	60.00 %	55.00%	50.00%	45.00 %	40.00 %

Grade limiting statements:

a. A minimum 50% on the laboratory is required in order to satisfy the prerequisite requirement (i.e. C–) for further Science courses.
b. A minimum 50% weighted average on examinations (MT & FIN) or 50% on the Final is required in order to satisfy the prerequisite requirement (i.e. C–) for further Science courses.
c. Statements (a) and (b) mean that if a student scores below 50% in either the laboratory or the examination component, the maximum course letter grade they can obtain in CHEM353 is a D+.

The University of Calgary offers a flexible grade option, Credit Granted (CG) to support student's breadth of learning and student wellness. Faculty units may have additional requirements or restrictions for the use of the CG grade at the faculty, degree or program level. To see the full list of Faculty of Science courses where CG is not eligible, please visit the following website: https://science.ucalgary.ca/current-students/undergraduate/program-advising/undergraduate-processes

C. Course Policies & Procedures

1. **Equity Diversity & Inclusion**

The University of Calgary is committed to creating an equitable, diverse and inclusive campus, and condemns harm and discrimination of any form. We value all persons regardless of their race, gender, ethnicity, age, LGBTQIA2S+ identity and expression, disability, religion, spirituality, and socioeconomic status. The Faculty of Science strives to extend these values in every aspect of our courses, research, and teachings to better promote academic excellence and foster belonging for all.

The Chemistry EDI Committee acknowledges there are persistent barriers that prevent such accessibility and hinder our progress towards EDI. Our representatives (faculty, postdocs, graduate and undergraduate students) are committed to addressing any concerns and work towards proactive solutions that enact necessary change within the department. To submit anonymous questions, comments or concerns

regarding EDI related issues, please reach out to our Associate Head EDI, Amanda Musgrove (amanda.musgrove@ucalgary.ca)

2. **Course Communication**

Students must use their U of C account for all course correspondence.

Students are required to use their UofC account for all course correspondence. Expect emails from other addresses to be ignored. Students are expect to show appropriate etiquette and respect in all correspondence to anyone associated with the course. Anyone who violates that expectation will be reported for potential disciplinary action.

D2L News, emails and discussion board will be used. It is a students responsibility to be up to date with the posted information. D2L discussion board posts may require prior approval, unsuitable or inappropriate posts will not be posted and/or may be deleted.

3. **Academic Integrity and Misconduct**

Academic integrity is the foundation of the development and acquisition of knowledge and is based on values of honesty, trust, responsibility, and respect. We expect members of our community to act with integrity. Research integrity, ethics, and principles of conduct are key to academic integrity. Members of our campus community are required to abide by our institutional Code of Conduct and promote academic integrity in upholding the University of Calgary's reputation of excellence. Some examples of academic misconduct include but are not limited to: posting course material to online platforms or file sharing without the course instructor's consent; submitting or presenting work as if it were the student's own work; submitting or presenting work in one course which has also been submitted in another course without the instructor's permission; borrowing experimental values from others without the instructor's approval; falsification/fabrication of experimental values in a report. Please read the following to inform yourself more on academic integrity:

Student Handbook on Academic Integrity
Policy and Procedure for Student Academic Misconduct
Faculty of Science Academic Misconduct Process
Research Integrity Policy

Additional information is available on the Student Success Centre Academic Integrity page

4. **Acceptable & Prohibited Tools and Resources**

Use of AI: Examinations & Tutorial assignments: Since these activities are in-person under exam conditions and additional electronic devices are not allowed, then AI is not allowed during these assessment activities. Therefore, it is in your best interests to ensure that you develop your personal academic skills during the semester to allow you to perform under exam conditions. Laboratory work: Students may use artificial intelligence tools, including generative AI, for laboratory related work as learning aids or to help produce reports. Students are accountable for the scientific accuracy of the work they submit. The use of AI tools must be documented in a reference for each document. The reference should include what tool(s) were used, how they were used, and how the results from the AI were incorporated into the submitted work. Failure to cite the use of AI generated content in submitted document will be considered a breach of academic integrity and subject to Academic Misconduct procedures.

5. **Writing Across the Curriculum**

Writing skills are not exclusive to English courses and, in fact, should cross all disciplines. The University supports the belief that throughout their University careers, students should be taught how to write well so that when they graduate their writing abilities will be far above the minimal standards required at entrance. Consistent with this belief, students are expected to do a substantial amount of writing in their University courses and, where appropriate, members of faculty can and should use writing and the grading thereof as a factor in the evaluation of student work. The services provided by the Writing Support , part of the Student Success Centre, can be utilized by all undergraduate and graduate students who feel they require further assistance. See also Section E.2 of the University Calendar.

In this course, the quality of the student's writing (e.g. laboratory reports, examinations etc.) will be a factor in the evaluation of those components. See also Section E.2 of the University Calendar.

6. **Academic Accommodations**

It is the student's responsibility to request academic accommodations according to the University policies and procedures listed below. The student accommodation policy can be found at: https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Student-Accommodation-Policy.pdf

Students needing an accommodation because of a disability or medical condition should communicate this need to Student Accessibility Services in accordance with the Procedure for Accommodations for Students with Disabilities: https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Accommodation-for-Students-with-Disabilities-Procedure.pdf.

Students needing an accommodation in relation to their coursework or to fulfil requirements for a graduate degree, based on a Protected Ground other than Disability, should communicate this need, by filling out the Request for Accommodation in Academic Courses Form and sending by email to science@ucalgary.ca preferably 10 business days before the due date of an assessment or scheduled absence.

7. **Instructor Intellectual Property.**

All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright (ucalgary.ca/legal-

services/university-policies-procedures/acceptable-use-material-protected-copyright-policy) and requirements of the copyright act (laws-lois.justice.gc.ca/eng/acts/C-42/index.html) to ensure they are aware of the consequences of unauthorized sharing of course materials (including instructor notes, electronic versions of textbooks etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy.

8. **Recording of Lecture**

Audio recording of lectures, other than where an audio recording is an accommodation, shall be permitted for individual private study only at the discretion of the instructor. For any other use, whether by duplication, transcription, publication, sale or transfer of recordings, written approval must be obtained from the instructor for the specific use proposed. Any use other than that described above constitutes academic misconduct and may result in suspension or expulsion. For more information, see Section E.6 Recording of Lectures of the University Calendar.

9. **Freedom of Information & Privacy**

This course is conducted in accordance with the Freedom of Information and Protection of Privacy Act (FOIPP). Students should identify themselves on all written work by placing their name on the front page and their ID number on each subsequent page. For more information, see Legal Services website.

10. **Human & Living Organism Studies Statements**

Students will not participate as subjects or researchers in human studies.

See also Section E.5 of the University Calendar.

11. **Additional Course Policies or Procedures**

Laboratory Safety Course. All undergraduate students taking chemistry laboratories are required to complete an introductory course (approx. 50 minutes) on laboratory safety. See D2L for access details. Students who have previously completed the Chemistry Undergraduate Safety Course at the University of Calgary in the past five years are NOT required to repeat it. **The Safety Course must be completed before your first in-person laboratory experiment**. You will not be permitted to enter any laboratory space until you have successfully completed the safety course.

D. Copyright Legislation

All course materials (including those posted on the course D2L site, a course website, or used in any teaching activity such as (but not limited to) examinations, quizzes, assignments, laboratory manuals, lecture slides or lecture materials and other course notes) are protected by law. These materials are for the sole use of students registered in this course and must not be redistributed. Sharing these materials with anyone else would be a breach of the terms and conditions governing student access to D2L, as well as a violation of the copyright in these materials, and may be pursued as a case of student academic or non-academic misconduct, in addition to any other remedies available at law.

E. Support & Resources

Student well-being and safety resources that are not course-specific can be found on the Office of the Registrar's website: https://www.ucalgary.ca/registrar/registration/course-outlines

Electronically Approved - Jan 10 2025 12:37

Department Approval

Electronically Approved - Jan 13 2025 09:47

Associate Dean's Approval