

Minneapolis Community & Technical College
CHEMISTRY 1020, INTRODUCTION TO CHEMISTRY
Web-Course (Online); Instructor: Dr. Rekha Ganaganur

Please read the following information and determine if you are ready for taking an online course, or if an on-campus course is better for you. Some of the frequently asked questions have been answered here. Access to D2L for the course and the syllabus is usually a couple days before start of each semester. Watch for announcements from the IT department.

1) Who is the instructor for this course and what is the contact information?

Instructor: Ganaganur, Rekha Ph.D.
(you may address me as Dr. Rekha)
Office: S3540 (in the new science building, third floor)
Phone: 612-659-6004
E-mail: Rekha.Ganaganur@minneapolis.edu
[please note that there is a period (dot) between first and last name]

2) There are no seats available in an on-campus class and therefore, is it OK to register for an online class even if I don't feel comfortable and I am not ready?

It is NOT recommended that you register for the online course, just because there are no seats available in an on-campus course.

You should not register for the online course if you don't know how an online course works, or if you don't have good computer skills. If you do not have your own computer and internet access available to you all the time, if you do not have good understanding of different software applications as indicated below, do not register for the course. If you lack self motivation, and the ability to understand the course materials independently, then do not register for this online course.

3) I want to take an online course because I think it is going to be easier than an on-campus course.

NO! An online course is NOT easier than an on-campus course. Learning online is just as demanding, or even more demanding, as the learning in the traditional classroom setting. Many students have noted that online learning actually requires more time and commitment. **A successful student will view online learning as a more convenient way to receive education, NOT an easier way. Please be aware that if you take this course in summer, it will be even faster pace than fall and spring semesters, since it is a shorter term.**

Just because it is an introductory course and online, it is not going to be an easy slide! There are many concepts to learn, many things to memorize, lots of new technical terms to learn (including how to spell them!), many chemical formulas and mathematics-based calculations to practice. It needs diligent work and a well-structured study habit to keep up with all the course materials as per the schedule. This is an intensive and fast-paced class. You may have to spend at the minimum an hour each day just to read things for the first time, not counting the extra time needed for practicing, doing assignments, preparing for labs, quizzes and exams.

I will extend all the help I possibly can, but I am a tough instructor! I will NOT go easy on you!! I strictly enforce all deadlines and policies. I expect you to read and keep with the coursework as per the schedule. I do not condone those who do not work hard or do not make use of the different types of help the college or I would extend. **My strict attitude** towards your learning **does not mean I am being disrespectful to you.**

4) I am ready for an online course, but the class is full, no seats are available. Will the instructor add me on?

NO! The instructor cannot add on any more seats than the set cap of 54, as per the department policy, even if some seats are showing up for the lab sections. So, please do not contact me requesting for adding you on, after the lecture section seats are full!

5) Do I have to register for the laboratory section also? Is this lab also delivered online?

You MUST register for the lab also. But the labs are NOT ONLINE! You must attend the labs on campus. Lab meets once a week in Fall and Spring semesters, and twice a week during summer term.

First week's laboratory session of the semester is MANDATORY. DO NOT MISS IT.

You MUST register for lab separately. Just registering for lecture does not automatically get you into the lab. You can register for any of the lab sections, out of the several sections we offer, with any instructor. **The experiment protocols/instructions are NOT ON D2L. They are on MCTC website.** The protocols for the laboratory experiments can be printed out for free, at least three days prior to a lab, through the chemistry department web page: Go to <http://www.mctcteach.org/chemistry.index.htm>. and look under the LabLinks column, for C1020 Intro to Chemistry. **You are responsible for obtaining these printouts, read them before each lab, prepare for the lab quizzes and experiments. Your laboratory instructor may also have other requirements. Refer to the Lab Syllabus that will be given by your lab instructor.**

6) Are all the term exams and final exam also given online?

Yes, all the exams and quizzes are given online. Each exam and quiz **MUST** be taken online through D2L, as per the schedule set in the syllabus (syllabus will be made available when you get access to D2L). Since D2L can be accessed anywhere from any computer with internet, 24 hours a day, you **MUST** take the exams and the quizzes within the schedules days. **NO** excuses will be accepted. If you miss an exam or quiz, **NO** make-up session is given, and the deadline will not be extended. It is your responsibility that you adhere to the schedule. It is also your responsibility to “save” the response to each question and at the end of the exam or quiz, make sure you click on “save all responses” and click on “submit”. Without doing these, your work does not get accepted/recorded to D2L and there is nothing I can do about it if you later contact me saying that you attempted it.

7) How is an ONLINE CHEM 1020 course different from an on-campus course?

The lecture/theory portion for those who have registered for the online course is offered as a Web-delivered course. The instructor will post the lecture notes/reading materials and other handouts as power-point presentations, *pdf* files or Word documents in the Desire2Learn (D2L) website. Students are also required to purchase the prescribed text-book. Students must be capable of reading and understanding all of the materials on their own. Help is available from the instructor mostly in the form of online discussions, notes, handouts, study-guide, video clips, power-points and practice questions through assignments. Students are required to participate in online discussions through D2L.

8) What are the Computer requirements to consider, to be ready for an online course?

Owning a home computer with internet access provides you with the most flexibility. It is **NOT** recommended that you register for an online course if the only access you have to a computer is at the computer lab at MCTC, a friend's house, a library, or at work. The inconvenience of not having your own computer interferes with effective participation and meeting the due dates for quizzes, exams and other required coursework.

You **MUST** be proficient in using Word-Processing, Power-Point, Adobe Acrobat, E-mail, Internet, and other common computer applications. You must have these applications on your computer. You **MUST** also learn how to use Desire2Learn (D2L) and how to upload documents into D2L.

From the MCTC website, www.minneapolis.edu, click on **Current Students**, and then click on **D2L/eLearning Support**. You will find the Quick Guides about D2L, email usage, and links to plug-ins for computer applications such as web-browsers and Microsoft office applications.

In addition, you can find valuable information under Student e-services (requires login). I strongly encourage you to read all these materials, to determine if you are ready for an online course.

It is YOUR RESPONSIBILITY to ensure that you have regular/daily access to a computer with all the necessary hardware and software requirements, and also internet browser, to have the access to all materials of the course that your instructor posts on D2L. I will NOT accept any computer-related excuses for not completing the assigned work on time.

I will be using Microsoft Office 2007 for generating all my word documents, power-point presentations and other applications. If you are required to upload documents into D2L, **Wordperfect, and .wps extension files will not open in D2L.**

If you still have the old Office 2003 version on your computer, then to be able to open my Office 2007 files, you should download the “converter” program. Go to www.minneapolis.edu and click on current students. Then through the E-learning support menu, if you go to the D2L/e-learning support. Here, If you scroll down to Microsoft Office document viewers, and click on the links, it will take you to the sites from which you can download the converters. You might also find the Web-browser plug-in links.

For any difficulties you come across with your hardware or software related issues, internet access issues or email access issues, I MIGHT NOT BE able to find solutions. Some help may be available through help.desk@minneapolis.edu or Desire2.Learn@minneapolis.edu or at the Learning Center and Computer labs.

9) Is there an orientation session provided for online students?

Since most students are nowadays aware of D2L, have taken an online course before, and do not attend the orientation session, I have stopped giving orientation session. If you are not aware of D2L, you must attend the D2L training sessions given by the College.

During Fall and Spring semesters, I may also be giving “MiniSessions or open office hours” through the Learning Center. These sessions are not available during summer term.

10) Do Students Get a Syllabus from the Instructor?

Yes, a detailed syllabus will be made available online in D2L in the course page. It will be posted by the first day that you get access to D2L in the semester, which is generally about a couple of days before the start of the semester.

11) Which is the Prescribed Text-Book?

Lecture Textbook: *Introductory Chemistry: 6th Edition, by Stephan S. Zumdahl, Houghton Mifflin Co.* You may purchase it with or without OWL which is an additional online resource from the publisher (the publisher has replaced the old Eduspace with the new OWL). OWL online resource is a wealth of information, to assist you in being successful in the course. I strongly advise you to utilize the OWL, although it is not mandatory. **Some students find this additional resource very useful.**

All students MUST have a copy of the book. Instructor's notes are not sufficient to successfully complete the course. You must read the text-book in depth and practice all the questions given at the end of each chapter. The Solutions Manual is not required. It is optional.

Other Materials: A Scientific Calculator, (Required for both lab and lecture classes)

Lab Protocols: Can be found on MCTC website as will be described by your lab instructor.

12) What are the pre-requisites for this course and should I have all of them completed?

To be eligible to take this course, you need to have successfully completed Math 0070 or placed into Math 0080; Read 0200 or ESOL 0052 or placement into READ 1300; English 0900 or ESOL 0051 or placement into ENGL 1110. It is YOUR RESPONSIBILITY to have met these prerequisites. Chem1020 course requires good ESL skills and has several topics involving mathematical calculations. It is YOUR RESPONSIBILITY to be prepared with necessary Math, English and reading skills. Start practicing your algebra skills, if you have forgotten it! For an online course, students will have to be very self-sufficient with their math and ESL skills.

13) What is the course description for CHEM 1020? What are the learning objectives of this course?

This course is intended as a broad introduction to chemistry to meet the learning objectives and requirements for not only students who want to pursue higher chemistry courses but also other physical and life sciences, health sciences and non-science majors. Topics covered include the scientific method, measurements in chemistry, physical and chemical changes, atomic structure, the periodic table, chemical bonding, nomenclature, chemical reactions, stoichiometry, acids and bases. This course includes two hours of required lab per week which **MUST BE TAKEN ON CAMPUS** irrespective of whether you have registered for an on-campus or an online course. The laboratory introduces students to safe handling of chemicals, appropriate use of glassware, transcription of observation and data, and several experiments in conjunction with what is learned in the theory.

14) In addition to computer requirements what else should I be prepared for?

Communicating in the virtual classroom is nearly always through written communication. It is critical that online students are proficient at expressing ideas in writing.

Learning online is just as demanding (most of the times more demanding) as learning in the traditional classroom setting. Many students have noted that online learning actually requires more time and commitment. **The successful student will view online learning as a more convenient way to receive education, NOT an easier way.**

You **MUST** be self-motivated in learning so that you can keep up with the schedule of learning and completing the required work. Remember! A live instructor is not in front of you telling what to do, or to immediately answer any questions that come to your mind while you are studying! You need to have the capability to understand the concepts by yourself for most part (although certain types of help are available as described).

It is very important that you have a structured pace (not self-determined paced) for the theory according to the schedule that would be provided in the syllabus. Lab attendance is also very important! **YOU ARE RESPONSIBLE** to keep track of all the announcements (in the NEWS page of D2L or sent to your MCTC-assigned email address) and for all materials presented in D2L.

You have to be self-motivated, self-disciplined and follow this structured pace, rather than postponing the reading to whatever day you want in a week. Your success in the course depends on a very well-structured study habit.

Although this is an online class, I urge that you spend 1 hr 15 minutes at least on two days of the week (preferably Tuesday and Thursday; Or Monday and Wednesday) for reading the lecture materials according to the schedule that would be provided in the syllabus, just as if you were taking this class on campus. In addition to this structured sessions, you will have to spend several additional hours per week to understand the materials and complete all other required work for this course.

. This will greatly assist you in being very structured, systematic and diligent in keeping up with the amount of materials you need to learn per week. keep up with the rest of the chemistry students who are taking the same course on campus. For an online-course, this becomes very important and the lecture topics are in par with what gets done in the laboratory.

15) What is D2L and why am I required to learn to use D2L?

- D2L stands for Desire-to-Learn. It is a course management system which allows instructors to post all the course materials and manage grades.
- I will post all the notes of the lecture materials, assignments, study guides, etc. in D2L web site for this course title.
- I will also post the grades in D2L, for all the work you do in the course.
- The quizzes for each chapter during the course will be administered online through D2L and you must take these quizzes through D2L.
- I will post all announcements in the NEWS page of the course in D2L.

- You will be participating in Discussions and Chats through D2L.
- You can submit the completed assignments in the dropbox in D2L.
- **It is your responsibility** to keep track of all materials, news and other announcements posted on D2L, and to contact the instructor during office hours and obtain guidance.

16) What kind of help is available to learn to use D2L and who do I contact if I have problems with D2L?

Training can be obtained at the Student Learning Center (T4200) as well as in the Student Computer Labs. The tutors will also help you. You can also go to MCTC website www.minneapolis.edu and click on eLearning/Desire2Learn. Review the details under Student QuickGuides and Resources and System Compatibility Updates.

For any questions or problems you have with D2L website, you must contact desire2.learn@minneapolis.edu (there is a period (dot) after desire2 in the address).

17) How do I access D2L website?

- a. Students are automatically enrolled into their course in D2L, when officially registered for the course and the fee is paid. But access to the courses might become available only a few weeks before the start of a semester.
- b. D2L website can be accessed from any computer, on or off campus, as long as you have internet connection. The URL is <http://d2l.minneapolis.edu> (don't type www). You can also use, <https://minneapolis.ims.mnscu.edu/>
- c. If you are using the computers that are on campus, you just have to open the internet explorer and type the URL.
- d. If you are using your own personal computers, there are a few things you might need, to make D2L work.

*An Internet Connection: 56k modem, DSL or cable.

*A Web Browser (Windows): Netscape Navigator 4.7 up to and including version 7.02 or Internet Explorer 5.0 up to and including version 6 service pack 1 or Mozilla 1.0 up to and including version 1.02. *Recommended: Internet Explorer 5.5 or Netscape Navigator 6.0 or higher. To download the most recent version of these browsers, go to the browser's web site and look for updates.

*Web Browser for Mac Users: Netscape Navigator 4.7 up to and including version 7.02 or Internet Explorer 5.0 or Mozilla 1.0 up to and including version 1.02. *Recommended: Netscape Navigator 6.0 or higher.

*Operating System: Windows 98 or higher. Mac OS 9 or OS X.

*Java Script and Cookies: Should be enabled.

18) After accessing the D2L website, what should I do to access my chemistry course page?

- Once you are in the D2L site, login using your Tech ID as username (your Tech ID is the long number that starts with zeroes) and your date of birth (YYMMDD format) as password. Do not share your ID and password with anybody else!!
- If you have problems with log in, email desire2.learn@minneapolis.edu or the **Learning Center** for help.
- After you have logged in, all the courses which you have registered for will show under the semester name (e.g., "+Fall 2010"). You may have to click on the "+" to expand and view all the courses you are enrolled in.
- Click on the chemistry course to get to the main page of the course.

19) Once I have successfully arrived at my chemistry course site, what will I find, how do I navigate the site and get the materials posted by the instructor?

- a. The main screen for the course is the **News page** where you will see all the announcements I make and also the online interactive syllabus. **Check this page on a daily basis.** The page will display three announcements at a time. **You may have to click on the “Show All” button at the bottom left-hand corner or the “next” button on the right hand bottom corner to see more announcements.**
- b. Also, on the top of this main screen, you will see several menu buttons. They are:
 - **Course Home:** Any time when you are in different sections of the D2L in your chemistry course, if you want to go back to the main page (news page and menu buttons), click on “Course Home”.
 - **Content:** When you click on Content button, you will get to the screen where I post all the lecture materials. For example, syllabus module, chapter 1 module, chapter2 module and so on. The modules for the chapters will contain the notes, assignments, study guide and other helpful materials at appropriate times. These are either in Word-processed format or PDF format. Click on each file to open, download or print.
 - **Discussion:** This is where I create discussion forums – one is “ask the instructor” and the other is “ask a classmate”. You can post your questions in these forums throughout the semester. I will respond within the same week, generally within 48 hours. For the “ask the classmate” forum, it depends on when your classmates will respond to you.
 - **Quizzes:** This is where you will see the links to the quizzes as well as all the term exams. This is where you will take the online quizzes and the exams.
 - **Grades:** This is the menu which allows you to see all the grades for the coursework that I would have graded.

20) What kind of tutoring help is available on campus?

Free tutoring is available at the Learning Center at MCTC. For reviewing the resources available at the Learning Center, go to www.minneapolis.edu, click on Current Students on the left side of the page, then, click on Learning Center/Tutoring. In addition to tutoring support, Learning Center also provides many other types of assistance and Mini Sessions. Review the site for more details.

Please note that your tutors will NOT help you in working-out specific questions from assignments. They might only assist you in understanding a similar but different question, or explain to you the concept. The tutors will NOT work out the assignment questions for you.

The tutors will also NOT teach a concept that is still not covered by the instructor (or what you are instructed to have learned by that time). They will not move ahead of what the instructor has covered according to the schedule. Tutors are not substitutes for instructors.

21) Do I need a student email account assigned by MCTC?

Yes, you do! If I need to send you an email, I only use the email address which MCTC has assigned to you when you registered for the course, because this is the only email (metnet) that I will have access to. Please do NOT use stu account, it will not work anymore! You should have metnet **or some other updated working account** that you MUST show in D2L. When I go to D2L, whichever email account I will see or have access to, I will use that email for you. If this email is not what you check, then make sure your metnet account is set up such that any email that comes to it gets forwarded to your other email addresses. Likewise, if you want to contact me by email, please make sure you include a subject heading “online Chem 1020 question”.

22) Is there a Check-List to ensure a good start?:

- **Do you have the necessary Pre-requisites to be in this course?**
- **Have you officially registered for this course and this section?**
- **Have you paid the fee, or, if you qualify for the financial aid, have you taken care of all the necessary paper-work?**
- **If the fee is not paid, or if the financial-aid is not in place, or if you do not have the necessary prerequisite courses completed, the College will drop you from the course.**
- **Laboratory is an essential part of this course. You cannot just register for *Lecture only* or *Lab only*. Have you registered for a laboratory section in addition to a lecture session?**

- **DO NOT register for more than one laboratory section or more than one lecture section. If you did, the College will drop you from the extra sections.**
- **Have you navigated the MCTC website for information about the College policies and facilities?** (Go to www.minneapolis.edu and click on Current Students)
- **Make sure you attend the first week of labs. If not, the College will drop you from the course. Also, the first week's lab safety training is mandatory. So, do not miss the first week's of lab session. Get the lab syllabus from your lab instructor.**
- **Have you obtained the following?:**
 - **Student ID Card**
 - **Tech-ID and PIN**
 - **D2L login information (for User name and password)**
 - **Student email account**
- **Are you aware of all the facilities available in the College and the resources available at these facilities? Some important facilities are:**
 - **Counseling and Advising;** Phone: 612-659-6700 (general and personal counseling; pre-college level classes; Student ID card; international student services; multicultural student services; Federal TRIO programs).
 - **Student Computer Lab** (Main PC Open Lab - T.3200; Whitney Hall PC Open Lab - L.1300; Macintosh Open Lab - T.4200)
 - **Office for Disability Services** ; voice: 612-659-6730; tty: 612-659-6731; fax: 612-659-6732. Students with physical, learning, or psychological disabilities must contact this office for any special accommodations required.
 - **Learning Center/Tutoring:** T4300; phone: 612-659-6140. Free tutoring facilities, group-study accommodations, mini-sessions on math skills, study skills, etc.
 - **Library:** Wheelock Whitney Building.
 - **Financial Aid:** Phone: 612-659- 6240.

PLEASE CONTACT THE INSTRUCTOR IF YOU HAVE FURTHER QUESTIONS ABOUT THE COURSE.