Instructor: Melanie Buchanan Tillman, M.Ed.
Office TLC or Newnan Campus
Phone: 678-839-6500
Email: mtillman@westga.edu

Class Times: Monday and Wednesday, 5:00-7:20pm, Newnan

Office Hours: By appointment only

Textbook:
(ISBN 9780321750891)

Purpose:
This is the first course in a two-semester sequence covering the elementary principles of general, organic and biochemistry for allied health professions and non-science major students. This course includes general chemistry as well as an introduction to organic chemistry, with an emphasis on human physiology.

General Policy:
The class meets for 140 minutes twice a week; attendance is required and will be monitored (roll call, sign-up sheet, pop-up quiz, hands-on activities). Writing another student's name, turning in a pop-up quiz on behalf of another student or answering the roll call for another student is considered academic misconduct. Please consult the University’s policy governing academic misconduct, as it will be followed.

Attendance Points policy:

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<tr>
<th>Event Type</th>
<th>Points with notice</th>
<th>Points without notice</th>
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<tbody>
<tr>
<td>Absence</td>
<td>3</td>
<td>5</td>
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<tr>
<td>Tardy</td>
<td>1</td>
<td>3</td>
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<tr>
<td>Leaving class (more than 15 minutes early)</td>
<td>1</td>
<td>3</td>
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Once a student has accumulated a total of 15 points, the student’s cumulative average will drop by 10 points. The points can be reduced after 8 complete classes with no event. Points will be reduced at a rate of 2 points on the following class meeting (the 9th class meeting).

Learning Outcomes:
Students who complete this course are expected to develop:

- an understanding of the basic concepts covered in the text content,
- an awareness of the role of general chemistry in everyday life,
- a basic comprehension of some applications of chemistry to human physiology.

Study Skills:

The best way to make sure that you have thoroughly understood the material covered in class is to read the text, work through the appropriate problems, and participate in class on a REGULAR BASIS. Keep track of the end of chapter problems that give you the most difficulty, and try similar problems for additional practice and review. Keep up with the class, ask questions frequently in class and in lab.

EXAM SCHEDULE:

Exam 1  Wednesday, January 28th
Exam 2  Wednesday, February 25th.
(Last day to withdraw with a “W” is Friday, February 27th, by 5 pm, check the registrar’s website for details).
Exam 3  Wednesday, March 25th
Exam 4  Wednesday, April 15th.
Final ACS Examination (Comprehensive): Monday, Apr 20, 5:00-7:30 pm

You will be given 75 minutes to complete the exam and no exam will be dropped. The exam dates will not be postponed, please make every attempt to be present at these times because no makeup exam will be given. Please arrive on time, as no extra time will be given if you arrive late.

If there is a conflict with the final examination time, you must provide me the written authorization from the Dean of Arts & Sciences in order to change your final exam time. This note should be delivered to me at least two weeks prior to the scheduled final exam time. You ARE required to take the final examination to be eligible to pass the course. Each exam will be closed book and cumulative. After each exam, you should review your paper and understand what you may have missed.

SEMESTER GRADES:
Your grade will be calculated based on the following formula:

Course % = 0.60 (exam average) + 0.20 (Lab average) + 0.20 (homework, quizzes, assignments)
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<thead>
<tr>
<th>Course %</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>90%-100%</td>
<td>A</td>
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<tr>
<td>80%-89%</td>
<td>B</td>
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<tr>
<td>70%-79%</td>
<td>C</td>
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<tr>
<td>60%-69%</td>
<td>D</td>
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<tr>
<td>0%-59%</td>
<td>F</td>
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**EXTRA CREDIT:** There is no extra credit for this class.