General Chemistry II
The University of Toledo
College of Natural Sciences and Mathematics
Department of Chemistry and Biochemistry
CHEM1240.001 (CRN 54366)
Recitation Sections: 003 (CRN 41875), 004 (CRN 41877), 005 (CRN 41878), 006 (CRN 41879),
007 (CRN 41880), 009 (CRN 41882), 011 (CRN 41884)

Instructor: Dr. Claire Cohen
Email: claire.cohen@utoledo.edu
Office Hours: M, Tu, W: 12:15pm-2pm online
(Blackboard Collaborate Ultra)
Office Location: online/ BO2096H
Office Phone: 4195304071
Term: Fall, 2020

Lecture Location: Remote Lectures (Blackboard)
Lecture Day/Time: MWF 10:20 – 11:15 am
Recitation Location: Varies (see your schedule)
Recitation Day/Time: Thursday (see your schedule)
Credit Hours: 4

REQUIRED TEXTS AND ANCILLARY MATERIALS

Required Materials:
1) Access to a properly functioning computer with internet access in order to login to Blackboard
(https://blackboard.utdl.edu/)
   • This course is part of the inclusive access program. You have already paid for access to the
     following items which can be accessed directly through Blackboard.
       — An electronic copy of the textbook, Chemistry by Julia Burdge 5th edition
       — Connect/LearnSmart online homework
2) A non-programmable calculator. Only non-programmable calculators are allowed when you take
exams in this course.

Optional Materials:
   • A hard copy of Chemistry by Julia Burdge 5th edition (3-ring hole-punch version is available in the
     bookstore).

COURSE/CATALOG DESCRIPTION
An introduction to solutions, equilibrium, acid-base theory, energy relationships and structural concepts.
This sequence is for students who major in science, engineering or other fields which require chemistry as a
prerequisite subject. Three hours lecture and one hour discussion per week.

COURSE OVERVIEW
CHEM1240 is the second course in the General Chemistry sequence. CHEM 1290 is the appropriate lab
course to go with CHEM 1240. This sequence is intended for majors in the natural sciences, science
education, pharmacy, chemical engineering or bioengineering, and allied health fields.
TEACHING STRATEGIES

- View the **Remote, Online Recorded Lectures** assigned on each course date* and take notes using the Lecture Outlines that are posted with each recorded lecture. *It is recommended you view each remote lecture session at the regularly scheduled course time, however you are able to view it at a later time if you choose to do so based on your personal schedule. All remote lecture videos and outlines will be available for the entirety of the course.
- You will earn participation points for viewing each remote, online recorded lecture session in full. Each of the remote lectures is worth 1 point. Each recitation you attend is worth 1 point. The maximum you can earn towards your grade is 50 participation points so there are some extras.
- *It is recommended that you read the text before you view the lecture.*
- Complete the LearnSmart and Connect homework assignment before each posted deadline. Many of the Connect homework problems will be discussed in the recitation section.

**Blackboard:** Blackboard is a course management system provided by the University of Toledo and can be accessed at [https://blackboard.utdl.edu/](https://blackboard.utdl.edu/). Your access code is your UTAD user name and password.

All remote (recorded) lectures, lecture outlines, online homework, online exams, and office hours will be accessed through Blackboard. You should consult the site every class day.

**Recitation:** These weekly sessions are a required part of the course. Each recitation also has 1 attendance (participation) point. Your TA will work with you on the Connect homework in the recitation section and answer any questions that you have.

**PREREQUISITES AND COREQUISITES**

CHEM 1230 with a minimum grade of C is a prerequisite for CHEM1240.

**TECHNOLOGY REQUIREMENTS, SKILLS, AND PRIVACY POLICIES**

Please view the technology considerations for this course, including technical skills needed, general technology requirements, and technology privacy policies.

LearnSmart and Connect will be used on a regular basis in this course. Students need to have access to a properly functioning computer throughout the semester. Student computers need to be capable of running the latest versions of plug-ins, recent software and have the necessary tools to be kept free of viruses and spyware. Updated software is available from the Online Learning Download Center ([https://www.utoledo.edu/dl/main/downloads.html](https://www.utoledo.edu/dl/main/downloads.html)).

For online exams, students may use an approved calculator. Any calculator that is programmable, whether graphing or non-graphing, and any calculator based on a phone or other device that can receive or transmit data, are prohibited.

**TECHNOLOGY REQUIREMENTS FOR EXAMS**

**LockDown Browser + Webcam Requirement**

This course requires the use of LockDown Browser and a webcam for online exams. The webcam can be the type that's built into your computer or one that plugs in with a USB cable. Watch this brief video to get a basic understanding of LockDown Browser and the webcam feature. [https://www.respondus.com/products/lockdown-browser/student-movie.shtml](https://www.respondus.com/products/lockdown-browser/student-movie.shtml)

**Download Instructions**

Download and install LockDown Browser from this link: [https://download.respondus.com/lockdown/download.php?id=213815819](https://download.respondus.com/lockdown/download.php?id=213815819)

If you have any issues with the Webcam requirement please contact Dr. Cohen asap to arrange for alternate live proctoring arrangements for the exams.
ACCESSIBILITY OF COURSE TECHNOLOGIES

Please view Accessibility of Course Technologies for information regarding the accessibility of Blackboard and other technologies used in this course.

UNIVERSITY POLICIES

Policy Statement on Non-Discrimination on the Basis of Disability (ADA): The University is an equal opportunity educational institution. Please read The University’s Policy Statement on Nondiscrimination on the Basis of Disability Americans with Disability Act Compliance. Students can find this policy along with other university policies listed by audience on the University Policy webpage (http://www.utoledo.edu/policies/audience.html/#students).

Academic Accommodations
The University of Toledo embraces the inclusion of students with disabilities. We are committed to ensuring equal opportunity and seamless access for full participation in all courses. For students who have an accommodations memo from Student Disability Services, I invite you to correspond with me as soon as possible so that we can communicate confidentially about implementing accommodations in this course. For students who have not established affiliation with Student Disability Services and are experiencing disability access barriers or are interested in a referral to healthcare resources for a potential disability or would like information regarding eligibility for academic accommodations, please contact the Student Disability Services Office (http://www.utoledo.edu/offices/student-disability-services/) by calling 419.530.4981 or sending an email to StudentDisability@utoledo.edu.

ACADEMIC POLICIES

Undergraduate Academic Policies
Graduate Academic Policies

Examinations Make-up exams will not be given. Excused absences will only be given based on conditions outlined below. If an excuse is acceptable, your missed exam score will be replaced with a score equal to the average of the other exams. The final exam cannot be excused. For all exams you must show a photo ID card. You may use a non-programmable calculator. You cannot use a programmable calculator or phone.

Exam Absence Policies: Students who will not be able to take an exam at the scheduled time due to an irresolvable conflict must provide written documentation to verify the conflict. This may occur for students on official university business. The exam will be given at another arranged time before the scheduled test date. Approval must be obtained in advance. Students who unexpectedly miss an exam due to extreme circumstances such as severe illness, car accident or similar extreme circumstance should inform their instructor ASAP. Documentation such as a physician’s note, an accident report, etc is required. An email to the instructor and a telephone call within 24 hours is expected. In all other cases a missed exam will result in 0 on the exam. In the event documentation is not readily obtained, students may work with the Office of Student Advocacy and Support to obtain an excusable absence. https://www.utoledo.edu/studentaffairs/student-advocacy/

Academic Dishonesty: Refer to the university’s policy on Academic Dishonesty in the university catalogue and the Academic Honesty Statement posted on Blackboard. Violation of this policy can result in a course grade of F with additional university sanctions possible. You will be required to read and sign the Academic Honesty Statement.

Undergraduate Policies: http://www.utoledo.edu/policies/academic/undergraduate/
Graduate Policies: http://www.utoledo.edu/policies/academic/graduate/
COURSE EXPECTATIONS
1. Attendance is required for the remote, online lectures and recitation classes.
2. Read the textbook before the lecture, the schedule is listed below.
3. Use the partial lecture outlines (posted on Blackboard) to take notes during the remote, online lectures.
4. Attend each recitation session. If possible, bring your laptop or electronic device to work on the Connect assignments while you are present in recitation.
5. Connect and LearnSmart online homework assignments must be completed before the deadlines.
6. If you need extra help, contact your instructor during office hours or use email. You will not be graded or judged based on the questions that you ask!

OVERVIEW OF COURSE GRADE ASSIGNMENT
It is a very high priority to your instructor to ensure fairness and equity in all grading aspects of the course. Anyone who has the prerequisites for this course and effectively studies the material can achieve a reasonable level of achievement and therefore an acceptable grade, i.e., a C or above. There is nothing about this class that requires anyone to get a lower grade.

Course Points
The following is the distribution of possible points in the course:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice Exam</td>
<td>5 pts</td>
</tr>
<tr>
<td>Midterm Exams 3 @ 100 points each</td>
<td>300 pts</td>
</tr>
<tr>
<td>Final Exam</td>
<td>200 pts</td>
</tr>
<tr>
<td>Online Homework Connect</td>
<td>150 pts</td>
</tr>
<tr>
<td>Online Homework LearnSmart</td>
<td>50 pts</td>
</tr>
<tr>
<td>Remote Lecture/Recitation Participation</td>
<td>50 pts</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>755 pts</td>
</tr>
</tbody>
</table>

Grade Scale
These are the minimum percentages of total points needed to receive the indicated grade.

Our goal is to achieve an average of 2.67 (B-) GPA or higher including all students who complete the entirety of this course. In the event the average of the final grades for this course does not fulfill this goal we will consider additional rounding up of your final grade to maintain consistency between different sections and semesters.

- **A:** 93%  
- **A-:** 90%
- **B+:** 87%  
- **B:** 83%  
- **B-:** 80%
- **C+:** 77%  
- **C:** 73%  
- **C-:** 70%
- **D+:** 67%  
- **D:** 63%  
- **D-:** 60%

Drop, Withdrawal and Incomplete Grades
Course drop and withdrawal procedures have been set by the University. Dropped courses do not appear on your transcript. The deadline for dropping is August 31st. You may withdraw from the course and receive a grade of W. The deadline for withdrawal is October 23rd. W’s do not affect your GPA.

Note: A student, registered for both a lecture course and an associated concurrent laboratory, who is intending to drop/withdraw from the lecture course by mid-semester (in first 8 weeks) must also drop the associated lab course. A student withdrawing from the lecture during the last weeks of allowed withdrawal (weeks 9-10) may be allowed to finish the lab course if they have a grade of C or better in the lab and permission of the lab instructor. The student would be required to complete the required paperwork for the registrar and obtain the signature of the faculty member in charge of the laboratory (to certify they meet the criteria above). The student will take the signed form to the registrar.

A course grade of Incomplete is given only to those who have completed all but a small percentage of course requirements for an acceptable reason. The Incomplete must be removed before you take organic chemistry.
**Midterm Grading** A midterm grade should be taken seriously with respect to how well you are doing in the course approximately half-way through the semester. Midterm grades will be calculated based on the score on Exam 1 and up-to-date Connect and LearnSmart points and will use the grade scale as listed above.

**COMMUNICATION GUIDELINES**
As your instructor, I am here to help, and will do my best to respond to email within 24 to 48 hours. Students are expected to check their UT email account and Blackboard frequently for important course information.

**ACADEMIC AND SUPPORT SERVICES**
Please view the Learner Support page for links and descriptions of the technical, academic, and student support services available to UT students.

**SAFETY AND HEALTH SERVICES FOR UT STUDENTS**
Please use the following link to view a comprehensive list Campus Health and Safety Services available to you as a student.

**STUDENT SUPPORT SERVICES**
**Course scheduling assistance**: Chemistry Department Secretary, Ms. Samples, is in Room BO 2022, telephone 419-530-2698. If you have further questions or if you need assistance, please talk to her. She takes care of all scheduling changes.

**Supplemental Instruction** (TBA) Advanced students provide several structured study sessions on the material each week. Your participation is optional – though very strongly encouraged.

**Chemistry Help Center, Virtual/Online**, is where the teaching assistants hold their office hours so it is a great place to receive assistance. A schedule will be posted early in the term. No appointment is necessary.

**Tutoring support** (TBA) for all UT students is available through the Learning Enhancement Center located in the Carlson Library.

**Instructor Office Hours Online** are times when you can join Blackboard Collaborate Ultra (no appointment needed) with questions about the course material. My office hour times are listed at the top of the syllabus.

**INCLUSIVE CLASSROOM STATEMENT**
In this class, we will work together to develop a learning community that is inclusive and respectful. Our diversity may be reflected by differences in race, culture, age, religion, sexual orientation, gender identity/expression, socioeconomic background, and a myriad of other social identities and life experiences. We will encourage and appreciate expressions of different ideas, opinions, and beliefs so that conversations and interactions that could potentially be divisive turn, instead, into opportunities for intellectual and personal development.

**COURSE SCHEDULE**
The following table will give you a general idea of our pace throughout the course. Exams will occur on the dates indicated below. Material covered on each exam will be dependent on the pace of the class and will be specified in lecture prior to each exam. Each chapter is consistent with the learning outcomes listed in the syllabus. This material will be assessed through our weekly assigned homework problems (Connect and LearnSmart online homework) and Exams.
<table>
<thead>
<tr>
<th>Week/LEARNING OUTCOMES (Listed on p.8)</th>
<th>Lectures/Notes/Assignments/Exam Schedule</th>
</tr>
</thead>
</table>
| Week 1/LOs: 1, 2                      | Aug 17: Syllabus/Course Tour/Intro and Remote Lecture 1: Chapter 11 Intermolecular Forces and the Physical Properties of Liquids and Solids  
Aug 19: Remote Lectures 2A and 2B: Chapter 11 Continued  
Aug 21: Remote Lectures 3A and 3B: Chapter 11 Continued and Chapter 13 Physical Properties of Solutions  
LearnSmart Chapter 11 Part A Due by Wednesday, Aug 19th, 11:55pm  
Connect Chapter 11 Part A Due by Sunday, Aug 23rd, 11:55pm |
| Week 2/LOs: 3, 4, 5                   | Aug 24: Practice Exam 10:20am – 10:45am, and Remote Lecture 4: Chapter 13 Continued  
Aug 26: Remote Lectures 5A and 5B: Chapter 13 Continued  
Aug 28: Remote Lectures 6A and 6B: Chapter 13 Continued  
Practice Exam: Complete the Online Practice Exam on Monday 8/24: 10:20am-10:45am  
LearnSmart Chapter 11 Part B Due by Wednesday, Aug 26th, 11:55pm  
Connect Chapter 11 Part B Due by Sunday, Aug 30th, 11:55pm |
| Week 3/LO: 6                          | Aug 31: Remote Lectures 7A and 7B: Chapter 13 Continued  
Sept 2: Remote Lectures 8A and 8B: Chapter 13 Continued and Chapter 14 Chemical Kinetics  
Sept 4: Remote Lectures 9A and 9B: Chapter 14 Continued  
LearnSmart Chapter 13 Part A Due by Wednesday, Sept 2nd, 11:55pm  
Connect Chapter 13 Part A Due by Sunday, Sept 6th, 11:55pm |
| Week 4/LOs: 7, 8                      | Sept 7: Labor Day. No Class  
Sept 9: Remote Lectures 10A and 10B: Chapter 14 Continued  
Sept 11: Remote Lectures 11A and 11B: Chapter 14 Continued  
LearnSmart Chapter 14 Part A Due by Wednesday, Sept 9th, 11:55pm  
Connect Chapter 13 Part B/Chapter 14 Part A Due by Sunday, Sept 13th, 11:55pm |
| Week 5/LOs: 9, 10                     | Sept 14: Remote Lectures 12A and 12B: Chapter 14 Continued and Review  
Sept 16: Remote Lectures 13: Review  
Sept 18: Online Exam 1, Chapters 11, 13, 14 (partial)  
LearnSmart Chapter 14 Part B Due by Wednesday, Sept 16th, 11:55pm  
Connect Chapter 14 Part B Due by Sunday, Sept 20th, 11:55pm |
| Week 6/LOs: 11, 12, 13                | Sept 21: Remote Lectures 14A and 14B: Chapter 15 Chemical Equilibrium  
Sept 23: Remote Lectures 15A and 15B: Chapter 15 Continued  
Sept 25: Remote Lectures 16A and 16B: Chapter 15 Continued  
LearnSmart Chapter 15 Part A Due by Wednesday, Sept 23rd, 11:55pm  
Connect Chapter 15 Part A Due by Sunday, Sept 27th, 11:55pm |
| Week 7/LOs: 14, 15                    | Sept 28: Remote Lectures 17A and 17B: Chapter 15 Continued  
Sept 30: Remote Lectures 18A and 18B: Chapter 15 Continued  
Oct 2: Remote Lectures 19A and 19B: Chapter 15 Continued and Chapter 16 Acids and Bases  
LearnSmart Chapter 15 Part B Due by Wednesday, Sept 30th, 11:55pm  
Connect Chapter 15 Part B Due by Sunday, Oct 4th, 11:55pm |
| Week 8/ LOs: 16, 17, 18 | Oct 5: **Remote Lectures 20A and 20B**: Chapter 16 Continued  
Oct 7: **Remote Lectures 21A and 21B**: Chapter 16 Continued  
Oct 9: **Remote Lectures 22A and 22B**: Chapter 16 Continued  
LearnSmart Chapter 16 Part A Due by Wednesday, Oct 7th, 11:55pm  
Connect Chapter 16 Part A Due by Sunday, Oct 11th, 11:55pm |
|---|---|
| Week 9/ LOs: 19 | Oct 12: **Remote Lectures 23A and 23B**: Chapter 16 Continued  
Oct 14: **Remote Lectures 24A and 24B**: Chapter 16 Continued  
Oct 16: **Online Exam 1, Chapters 14 (partial), 15, 16**  
LearnSmart Chapter 16 Part B Due by Wednesday, Oct 14th, 11:55pm  
Connect Chapter 16 Part B Due by Sunday, Oct 18th, 11:55pm |
Oct 21: **Remote Lectures 26A and 26B**: Chapter 17 Continued  
Oct 23: **Remote Lectures 27A and 27B**: Chapter 17 Continued  
LearnSmart Chapter 17 Part A Due by Wednesday, Oct 21st, 11:55pm  
Connect Chapter 17 Part A Due by Sunday, Oct 25th, 11:55pm |
| Week 11/ LOs 22, 23 | Oct 26: **Remote Lectures 28A and 28B**: Chapter 17 Continued  
Oct 28: **Remote Lectures 29A and 29B**: Chapter 17 Continued  
Oct 30: **Remote Lectures 30A and 30B**: Chapter 17 Continued + Chapter 18 Entropy, Free Energy, and Equilibrium  
LearnSmart Chapter 17 Part B Due by Wednesday, Nov 4th, 11:55pm  
Connect Chapter 17 Part B and Chapter 18 Part A Due by Sunday, Nov 8th, 11:55pm |
| Week 12/ LOs 24, 25 | Nov 2: **Remote Lectures 31A and 31B**: Chapter 18 Continued  
Nov 4: **Remote Lectures 32A and 32B**: Chapter 18 Continued  
Nov 6: **Remote Lectures 33A and 33B**: Chapter 18 Continued and Chapter 19 Electrochemistry  
LearnSmart Chapter 17 Part B Due by Wednesday, Nov 4th, 11:55pm  
Connect Chapter 17 Part B and Chapter 18 Part A Due by Sunday, Nov 8th, 11:55pm |
| Week 13/ LOs 26, 27 | Nov 9: **Remote Lectures 34A and 34B**: Chapter 19 Continued  
Nov 11: Veterans Day. No Class  
Nov 13: **Online Exam 3, Chapters 17, 18, and 19 (partial)**  
LearnSmart Chapter 18 Due by Thursday, Nov 12th, 11:55pm  
Connect Chapter 18 Part B and Chapter 19 Part A Due by Sunday, Nov 15th, 11:55pm |
| Week 14/ LOs 28, 29 | Nov 16: **Remote Lectures 35A and 35B**: Chapter 19 Continued  
Nov 18: **Remote Lectures 36A and 36B**: Chapter 19 Continued  
Nov 20: **Remote Lectures 37A and 37B**: Chapter 19 Continued  
LearnSmart Chapter 19 Due by Wednesday, Nov 18th, 11:55pm  
Connect Chapter 19 Part B Due by Sunday, Nov 22nd, 11:55pm |
| Week 15/ LO: 29 | Nov 23: **Remote Lecture 38A and 38B**: Chapter 19 Continued  
Connect Chapter 19 Part C Due by Friday, Nov 27th, 11:55pm |
| Finals Week | ***** Online Final Exam *****  
Monday, 11/30, 10:15 am – 12:15 pm |
STUDENT LEARNING OUTCOMES Upon completion of this course, students will be able to:
1. Predict the properties of substances based on structure.
2. Apply the Clausius–Clapeyron equation to solve for thermodynamic quantities.
3. Create and interpret heat curves and phase diagrams.
4. Identify the arrangements in crystalline solids and cubic unit cells.
5. Solve for the concentration of a solution and convert between units.
6. Use and Apply colligative properties of solutions and calculate the molar mass of an unknown.
7. Use integrated rate laws for zeroth, first, and second-order reactions.
8. Determine the reaction order using rate-laws, integrated rate laws, graphs, and half-lives.
9. Solve for rate constants and activation energy using the Arrhenius equation.
10. Interpret reaction mechanisms including potential energy diagrams.
11. Describe characteristics of a reaction in chemical equilibrium.
12. Solve for the values of equilibrium constants including heterogeneous and homogeneous equilibria and evaluate the extent of reaction.
13. Solve for concentrations or partial pressures of products and reactants in equilibrium.
14. Predict the direction a reaction in equilibrium will shift as a result of added stresses.
15. Identify Arrhenius and Brønsted–Lowry acids and bases including conjugate acid–base pairs.
16. Predict the relative strengths of acids and bases based on chemical structure.
17. Solve for $[\text{H}_3\text{O}^+]$ and $[\text{OH}^-]$, pH, percent dissociation, $K_a$, $pK_a$, $pK_b$, for various aqueous solutions.
18. Relate $K_a$, $K_b$, $pK_a$, and $pK_b$ for a conjugate acid–base pair.
19. Identify Lewis acids and bases.
20. Solve for the pH of buffer solutions and the change in pH on addition of a strong acid or a strong base.
21. Solve for the pH at various points in a titration and interpret titration curves.
22. Solve for the solubility of a compound in water including acidic and basic solutions and those with a common ion.
23. Define a spontaneous process and classify various physical processes and chemical reactions as spontaneous or nonspontaneous.
24. Solve for values of $\Delta S_{\text{sys}}$, $\Delta S_{\text{surr}}$, $\Delta S_{\text{total}}$, $K$, and $\Delta G$, and determine if a reaction is spontaneous.
25. Interpret a galvanic cell including shorthand notation and write balanced equations for the electrode and overall cell reactions.
26. Solve for the cell potential under standard and nonstandard-state conditions using the Nernst equation.
27. Use cell potentials to calculate the equilibrium constant and the standard free-energy changes.
28. Describe batteries, fuel cells, corrosion, and electrolytic cells.
29. Relate the current, time, and amount of product produced in an electrolytic or galvanic cell.

SPECIAL UNIVERSITY WIDE COURSE EXPECTATIONS DURING COVID-19

RECITATION ATTENDANCE
The University of Toledo has a missed class policy. It is important that students and instructors discuss attendance requirements for the course (see COURSE EXPECTATIONS section below). Students must perform a daily health assessment, based on based on CDC guidelines, before coming to campus each day, which included taking their temperature. Students who are symptomatic/sick should not come to class and should contact the Main Campus Health Center at 419-530-3451. Absences due to COVID-19 quarantine or isolation requirements are considered excused absences from face-to-face recitation. Students should notify their instructors and these absences may not require written notice.

FACE COVERINGS
All students must wear face coverings while on campus, except while eating, alone in an enclosed space, or outdoors practicing social distancing. NO students will be permitted in class without a face covering. If you have a medical reason that prevents you from wearing a face covering due to a health condition deemed high-risk for COVID-19 by the Centers for Disease Control and Prevention (CDC), you should submit a request for an accommodation through the Student Disability Services Office (SDS) by completing the online application. Students will need to provide documentation that verifies their health condition or disability and supports the need for accommodations. If a student is already affiliated with SDS and would like to request additional accommodations due to the impact of COVID-19, should contact their accessibility specialist to discuss their specific needs.

SOCIAL DISTANCING
Students should practice social distancing inside and outside the classroom please follow signage and pay attention to the seating arrangements. Do not remove stickers or tape from seats and/or tables, this is there to provide guidance on the appropriate classroom capacity based on the recommended 6 feet of social distancing between individuals. Please be conscious of your personal space and respectful of others. Also be cognizant of how you enter and exit the room; always try to maintain at least 6 feet of distance between yourself and others.

DESKS AND WORK SPACES
Students will need to sanitize their desks and/or work space before class with the University provided sanitizing spray and paper towels their desks.

OTHER SPECIAL NOTES
It’s important to note that based on the unpredictability of the COVID-19 virus things can change at any time so please be patience and understanding as we move through the semester. I also ask that you keep me informed of concerns you may have about class, completing course work/assignments timely and/or health concerns related to COVID.