

FAQs

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* This FAQs document is structured according to the syllabus. Reading the two together will likely answer your question(s)!

I. General Information

What do I need to do before the first day of class?

Please read the syllabus and view the student checklist below for a list of things to do.

Student Checklist

Before the first lecture on 9/21:

- Register for class on Axxess: sign up for one lecture time, one section time (you must go to the section time you sign-up for).
- After registering on Axxess, check out the Chem31A CourseWork website, and download/print any course materials posted there.
- Purchase an *i-Clicker2* (available at Stanford Bookstore) and register it on CourseWork (instructions posted both on www.stanford.edu/class/chem31a and CourseWork).
- Purchase required course text (See syllabus for details)
- Purchase required *MasteringChemistry* license (available from Stanford Bookstore, either packaged with the Tro textbook, or by itself).
- Be aware that if you have signed up for a Monday section, they start on Sept 21!

Before your first section:

- Read document entitled Chemistry Laboratory Course Safety Information and complete the STARS safety instructional course before your first section. Submit the safety certificate to your TA.
- Ensure you come to section in appropriate lab attire.
- Ensure you go to the section that you signed up for on Axxess.

Be aware of:

- How the course is graded
 - Exam times (midterms and final), and make sure you're available to take them at that time. **No make-up exams will be given.**
 - Help and feedback available to you in the form of:
 - Outreach sessions
 - Office Hours
 - Sections
 - Piazza
 - *MasteringChemistry*
- ... details of all of which are in this syllabus

II. Required Items

a. i-Clicker

How do I register my i-clicker?

Click on the 'i-clicker' tab in the left hand column of the Chem31A coursework page. You will enter the id number on the back of your clicker here.

What channel should my iclicker be on so that I can participate in class?

Our class will use channel 'AA' which is the default channel for your clicker. If you set it to a different channel for another class or bought a used clicker, you may need to change the channel. When you are in class simply hold down the power button until your screen starts blinking; then press the A button twice. Your clicker should now display channel AA.

How do I make sure my iclicker is working?

Make sure that your iclicker is set to the correct channel (channel AA). When you turn it on you should see 31A displayed in your clicker. When you submit an answer you should see a check mark indicated that the answer has been received. After the first week of class, we will begin uploading your clicker points to coursework – Please check your scores on the coursework gradebook to make sure you have points showing up.

b. Textbook

Where can I obtain a copy of the textbook for Chem 31A?

You can purchase our textbook (Tro, "Principles of Chemistry: A Molecular Approach" Stanford Custom Version, 2nd edition) in the lower level of the Stanford Bookstore. Alternatively you can purchase an ebook online for a cheaper price.

How much of the textbook am I supposed to read?

You're free to read the entire textbook if you wish! However, the course calendar (found the Chem 31A CourseWork website) contains the minimum textbook readings you should be doing each week of the course. We will cover approximately half the test book in 31A and the second half in 31B.

c. MasteringChemistry License

How do I obtain the required access code for MasteringChemistry?

You may get it as a package with the Tro textbook at the Stanford bookstore, or on its own online or at the Stanford bookstore. Detailed instructions on purchasing and registering an access code can be found on the CourseWork website.

III. Course Structure

a. Sections

The section time that I want/need isn't available/is fully enrolled.

The TAs, Head TA and course instructors cannot alter section enrollment in the first week of class. If you cannot find a lab section time that suits your schedule, we ask you to please remain patient and keep checking Axxess because enrollment numbers for each section go up and down considerably during the first couple of weeks as students move around and find a suitable section time. It is possible that additional sections may be opened if enrollment numbers continue to rise.

In the first week of classes, if you cannot go to the section that you signed up for (due to an unavoidable class conflict/all other sections are full), please email the Head TA (mcmaher@stanford.edu) who will place you in a section temporarily for that week, and provide you with further instructions.

How can I obtain a lab coat and glasses for section?

The required glasses and laboratory coats must be picked up during the first week of the quarter starting on Sunday, September 20th (times and location TBA). A \$50 charge will appear on the university bill to cover the cost of the personal protective equipment.

If I accidentally go to section without proper personal protective equipment (PPE), can I still participate in section?

No! You absolutely must bring your lab coat and glasses with you to lab. In addition, you must also be wearing long pants and shoes that fully cover your feet. If you forget, your TA is obligated to send you home to change for your own personal safety!

What do I do if I lose my lab glasses?

You will have to purchase a new pair of glasses. Replacement safety glasses can be purchased in Mudd 255 for \$10.

Where can I find the Safety Acknowledgement Form for section?

The Safety Acknowledgement Form must be filled out via STARS on your axess.stanford.edu account. The form can be filled out after completing the safety course on STARS (Activity code: CHEM-5000-WEB), which will take approximately 30 minutes. Once completed, you should be able to print a certificate to give to your TA in section.

I do not want/can't attend my section this week. Can I switch?

Our sections do not have the capacity for students to switch sections on any given week. Sections with students above the normal capacity can create serious safety hazards. Students

therefore may not switch sections if they cannot attend their assigned section. Please review the course syllabus regarding section points for further information.

I missed section this week. Can I makeup the missing points somehow?

Due to the large course size and many moving parts of Chem31A, the teaching team has decided to limit incidental accommodations (e.g. late problems set, late arrival at sections or absences due to travel/illness, conflicts with exams) so that we can focus on our educational mission in the course. The grading scheme is constructed with deliberate flexibility to allow for unexpected illnesses or travel, therefore we do not offer make-ups for missed sections. Please review the course syllabus regarding section points for further information.

b. Outreach

Where can I find questions/solutions for Outreach questions?

Outreach exercises will be posted on CourseWork after each workshop. Answer keys will also be posted later the same week.

c. Office hours

Where can I find a schedule of the office hours?

A schedule of the office hours is available on the syllabus and the course calendar (both can be found on CourseWork). They can also be found here!

TA OHs:	Sun 3-6 pm	Braun Aud	MWF 12-1 pm	OC 106/108
	Tue 7-10 pm	TBA	MW 7-8:30 pm	Braun Aud
	Thu 7-10 pm	TBA		

Professor OHs:	Tue 11:30 am-1 pm	Stauffer I – 205 (Waymouth)
	Thu 1-3 pm	Chemistry Gazebo (Schwartz-Poehlmann)

IV. Assignments and Graded Work

a. Graded Work

i. Lecture Participation

How are i-Clicker points administered?

Each correct answer is worth 1 pt. These add up – it is in your best interest to come to lecture prepared with reading for that day and pay attention in lab since lab concepts make for very fun questions!

What topics will i-Clicker questions cover?

i-Clicker questions may cover a range of topics taken from the assigned reading, reading problems, lab section, and lecture discussion.

I can't attend a particular lecture – can my friend use my i-Clicker to answer questions for me?

Absolutely not! Just as you would never take your friend's exam for them, you must only click your own personal i-clicker! It is an Honor Code violation to click i-clickers for other students. Students found using multiple i-clickers will lose their i-clicker points for the course.

ii. Section

How many points is section?

4 points per section. Students who arrive late or do not follow safety guidelines and attire will forfeit the points for that section.

Will my section packet be graded?

The packets you receive during section will not be graded. However, you will find them especially useful for lab reports and exams, so we highly recommend taking good notes on them during section!

iii. Lab Write-ups

When will my lab write-up be returned?

Lab write-ups are generally returned at the following section. Please consult your own TA section leader for further information.

iv. QuESTs

Ahhh! I have no idea how to approach this QuEST problem. Where do I start?

Don't panic! QuESTs are meant to be challenging problems which often have multiple reasonable answers. First, draw up a plan to tackle the problem. What exactly is the QuEST asking for? If it's a number, carefully consider the calculation you will have to do to obtain this number. What assumptions are necessary to perform the calculation? Oftentimes doing dimensional analysis with only units (but not numbers) can help you think about the calculation at hand. If your units cancel out correctly to give you the same units as your desired answer, you might just be doing things right! You should always draw out the relevant chemical reactions as well – stoichiometry is important!

Frequently you will not be given enough information in the QuEST worksheet to answer the relevant question, as we want you to explore the data on your own. *Do your research!* QuESTs are a great opportunity to get comfortable delving into scientific literature.

Ok, so I found this great article which answers all of my QuEST questions. Should I cite it, and how?

Yes you should cite it, and *make sure to reference it explicitly!* As scientists we must always reference any data or ideas that we build upon. There are multiple ways to reference articles correctly, so

please use this link as a guide: <http://library.stanford.edu/guides/working-citations>. For further information please consult your section TA.

How should I hand in my completed QuEST assignment?

You must submit your completed QuEST online using the DropBox function on CourseWork by 2:30pm *the day before* your section: (for example students with section on Monday must submit by 2:30 pm on Sunday). In addition, you must bring a paper copy of your QuEST assignment to section so you may discuss it with class.

v. Problem Sets

MasteringChemistry isn't working for me ("it's not me, Mastering Chemistry, it's you")

Most MasteringChemistry problems can be solved by turning off pop-up blockers, reloading the page, and trying again. Also certain web browsers may work better than others (firefox is generally a good bet). If these options do not help, MasteringChemistry also has 24 hour tech help available. Check out the Help tab and FAQs which are able to remedy most problems.

I can't sign in to MasteringChemistry. What do I do?

Not all MasteringChemistry links work with our class. For example, Google searching MasteringChemistry may actually lead you to the wrong link! To be sure you sign in on the correct webpage, follow the link to MasteringChemistry on our CourseWork site (you may want to bookmark this).

b. Midterm Exams

Where do I take the midterms/the final?

Due to the large class size, the class is likely to be split over several locations across campus to take midterms and the final. Individual assignments to the various exam locations will be announced shortly before each exam by the Head TA.

I cannot take a midterm exam at those times / at that location

Students are required to take the exams at the listed times and at the announced locations. Because the exam times are a regularly scheduled part of the course on Axess you must NOT enroll in any conflicting courses.

The only exceptions to this strict rule, permitted by Registrar policy, are outlined at: <http://exploreddegrees.stanford.edu/academicpoliciesandstatements/#examinationstext>

Students on the SLE Program may have classes that clash with the exam start times; if this is the case they will complete the midterm exams starting at a slightly later time. SLE students should contact the Head TA at the earliest opportunity, and at least a week before the first exam, for further information.

I think I'm entitled to extra time on the exam because of a disability

Please see the "Students with Document Disabilities" section of the course syllabus.

c. Final Exam

When is the final exam?

The final exam is Wednesday, December 9 from 7:00 – 10:00 p.m. Location TBA.

d. Grade

Is this class curved, and are there opportunities for extra credit?

This class is graded on an absolute scale, which means that each student has equal opportunity to earn an 'A' or any other grade. To 'curve' a course would mean that we would have to limit the % of each grade that we give and we don't want to do that! Please see the syllabus for further information regarding overall grade assignments.

There are not extra credit assignments available, so our advice is to make sure to complete all the for-credit assignments during the quarter – each assignment is designed to help you master the material so that you are better prepared for the exams and your future coursework that will build upon this foundation.

e. Return of Work

If I don't collect my midterm exam at the end of lecture, where can I pick it up?

Exams not picked up at the end of lecture can be retrieved from the Head TA at the next lecture.