

**California State University, San Marcos General Education Program  
GENERAL EDUCATION NEW COURSE CERTIFICATION REQUEST**

**• AREA B1/B3: Physical Science with a Lab Component**

*See GE Handbook for information on each section of this form*

**ABSTRACT**

<b>Course Abbreviation and Number:</b> GES 101	<b>Course Title:</b> Matter, Molecule, Life and Environment	
<b>Number of Units:</b> 3 _____		
<b>College or Program:</b> <input type="checkbox"/> CHABSS <input checked="" type="checkbox"/> CSM <input type="checkbox"/> CEHHS <input type="checkbox"/> COBA <input type="checkbox"/> Other _____	<b>Desired term of implementation:</b> <input checked="" type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Year: 2014	<b>Mode of Delivery:</b> <input type="checkbox"/> face to face <input type="checkbox"/> hybrid <input checked="" type="checkbox"/> fully on-line
<b>Course Proposer (please print):</b> Karno Ng	<b>Email:</b> kng@csusm.edu	<b>Submission Date:</b> May 2, 2014


**1. Course Catalog Description:** The first semester of a two-semester course consisting of integrated modules covering the areas of matter/energy, molecules, living systems, and environment. These modules will cover major concepts in the physical and biological sciences, emphasizing their application to real-world problems. Concepts covered will include the interactions of matter and energy, laws of motion, atomic structure of matter, structure and properties of molecules, principles of genetics, structure and function of living organisms, evolution, and interactions of organisms with each other and their environment. Includes practical experience in the application of the scientific method through laboratory activities.

*Four hours per week of lecture/discussion/laboratory. A field trip outside of regular course hours may be required. Enrollment restricted to students who have completed the Entry-Level Mathematics (ELM)*

**2. GE Syllabus Checklist: The syllabi for all courses certified for GE credit must contain the following:**

<input checked="" type="checkbox"/>	Course description, course title and course number
<input checked="" type="checkbox"/>	Student learning outcomes for General Education Area and student learning objectives specific to your course, linked to how students will meet these objectives through course activities/experiences
<input checked="" type="checkbox"/>	Topics or subjects covered in the course
<input checked="" type="checkbox"/>	Registration conditions
<input checked="" type="checkbox"/>	Specifics relating to how assignments meet the writing requirement
<input checked="" type="checkbox"/>	Tentative course schedule including readings
<input checked="" type="checkbox"/>	Grading components including relative weight of assignments

**SIGNATURES**

<u>Karno Ng</u>	<u>5/13/14</u>		<u>5/13/14</u>
Course Proposer	Date	Department Chair	date
<i>Please note that the department will be required to report assessment data to the GEC annually.</i>			
		<u>                    </u>	<u>                    </u>
		DC Initial	
		Support      Do not support*	Support      Do not support*
		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<u>                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
Library Faculty	Date	Impacted Discipline Chair	Date

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		Support	Do not Support*			Approve	Do not Approve
		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
_____	_____			_____	_____		
Impacted Discipline	Date			GEC Chair	Date		
Chair							

**\* If the proposal is not supported, a memo describing the nature of the objection must be provided.**

Course Coordinator:      Phone                      Email:

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**• AREA B1/B3: Physical Science with a Lab Component**

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**Part A: B/B3 Physical Science with Lab General Education Learning Outcomes (GELOs) related to course content. [Please type responses into the tables.]**

<b>Physical Science w/ Lab GELOs this course will address:</b>	<b>Course content that addresses each GELO.</b>	<b>How will these GELOs be assessed?</b>
B1.1 Students will explain accepted modern physical or chemical principles and theories, their areas of application, and their limitations.	Concepts addressed: (1) atomic theory, (2) understand and distinguish the chemical and physical properties of matter, (3) understanding chemical bonding: ionic, covalent, (4) understand different types of intermolecular forces and the explanation of different physical properties of matters with different types of intermolecular forces, (5) properties of acids and bases and the common usage of acids and bases in daily products, (6) causes of environmental pollution and its chemical nature.	Quizzes, assignments, tests, exams contain problems involving one of more of listed concepts. Students are assessed on their ability to solve these problems with the applications of the learned concepts. For example, given a property (e.g. melting point of ice is 100 °C), students should be able to identify it as chemical or physical properties (concept # 1).
B1.2 Students will apply the discipline's customary methods to solve problems through data collection, critical evaluation of evidence, the application of quantitatively rich models, and /or employment of mathematical and computer analysis.	Collect experimental data in the lab component and interpret the data and draw conclusions based on observations. In the lecture, the following concepts are covered: unit conversion, conversion between mass and mole.	Quizzes, assignments, tests, exams contain problems involving one of more of listed concepts. (1) conversion of moles to mass and mass to mole, (2) calculate number of molecules in given number of moles. Students are expected to use their knowledge of learned concepts together with problems solving skills to successfully complete these problems.
B1.3 Students will be able to articulate what makes a good scientific theory, incorporating values of parsimony, agreement with experimental or observational evidence, and coherence with other mathematical or physical theories.	Introduction to scientific hypothesis, scientific theories and scientific laws. Difference between scientific theory and hypothesis.	Quizzes, assignments, tests, exams contain questions which will assess students on their ability to : (1) propose a hypothesis, (2) identify that a good scientific theory is based on reproducible observations obtained through repeated experiments.
B1.4 Students will be able to identify areas in which ethics either (1) directs or limits physical science research or (2) is informed by the products of this research	Introduction to environmental pollutions. The cause of pollutions due to human activities. Discussion of ethical issue related to environmental pollution and energy use in our daily lives.	Students are asked to complete assignments to discuss about the pro and con about nuclear power.
B3.1 Students will demonstrate that they can conduct experiments, make observations, or run simulations using protocols and methods common in the scientific discipline in which the course is offered.	Students conduct experiments and activities using prescribed protocols, and are required to document their observations and conclusions. Experiments and activities include: (1) Good Laboratory Technique, (2) Introduction and Safety, (3) The Scientific Method, (4) Mixtures and Solutions, (5) Chemical and Physical Changes, (6) Understanding the Concepts of moles, (7) Exploration of daily energy consumption for a typical American household, (8) Acids and Bases, (9) Chemical and Physical Changes.	Students are assessed on their ability to properly complete a given experiment / activity and their ability to document their measurements, calculations, and observations in the form of a lab report. Students are also assessed on their ability to complete a written quiz or exam in which they have to integrate the information learned, and their ability to apply this knowledge to a new situation.

**California State University, San Marcos General Education Program  
GENERAL EDUCATION NEW COURSE CERTIFICATION REQUEST**

**• AREA B1/B3: Physical Science with a Lab Component**

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B3.2 Students will be able to interpret the results of experiments, observations or simulations, understanding random and systematic errors associated with those activities, and making appropriate conclusions based on theories or models of the scientific discipline in which the course is offered.	Students carry out experiments/ activities using prescribed protocols, and are required to document their observations and conclusions. Students are required to carry out qualitative, as well as, quantitative analysis on samples of known composition, and then use observations from these experiments to draw conclusions regarding the composition of samples of unknown composition.	Students are assessed on their ability to document their experimental observations, and their ability to use these observations to draw conclusions, in the form of a laboratory report. Students are also assessed on their ability to properly use significant figures, and identify the sources of error in scientific measurements.
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**Part B: General Education Learning Outcomes required of all GE courses related to course content:**

GE Outcomes required of <u>all</u> Courses	Course content that addresses each GE outcome?	How will these GELOs be assessed?
Students will communicate effectively in writing to various audiences. (writing)	Assignments Students are required to complete pre and post lab written questions as well as complete a laboratory report.	Students are assessed on their ability to write out solutions to problems and their ability to clearly articulate concepts discuss in the lecture.
Students will think critically and analytically about an issue, idea or problem. (critical thinking)	Quizzes, tests and exams problems that require integration of course material and critical thinking.	Students are assessed on their ability to answer exam or quiz questions that require integration of course material and critical thinking skills.
Students will find, evaluate and use information appropriate to the course and discipline. (Faculty are strongly encouraged to collaborate with their library faculty.)	Reading assignments, activities, and supplementary material.	Students are assessed on their ability to answer questions from assignments that require them to: (1) conduct literature research and find additional resources outside of the provided course content, (2) determine whether this information is suitable for use to support their viewpoint /position on a given study topic by applying the knowledge and concepts that they have learned from the course. For example, one of the assignments asks students to discuss the pros and cons about the use of nuclear power. In order to complete this assignment, students are required to look for organizations that support and/or disagree with the use of nuclear power and will have to synthesize this information into a salient argument to support their stance on the issue.

**Part C: GE Programmatic Goals: The GE program aligns with CSUSM specific and LEAP Goals. All B1/B3 courses must meet at least one of the LEAP Goals.**

GE Programmatic Goals	Course addresses this LEAP Goal:
LEAP 1: Knowledge of Human Cultures and the Physical and Natural World.	x <input type="checkbox"/> No <input type="checkbox"/> Yes
LEAP 2: Intellectual and Practical Skills	x <input type="checkbox"/> No <input type="checkbox"/> Yes
LEAP 3: Personal and Social Responsibility	x <input type="checkbox"/> No <input type="checkbox"/> Yes
LEAP 4: Integrative Learning	<input type="checkbox"/> No    x <input type="checkbox"/> Yes
CSUSM Specific Programmatic Goals	Course content that addresses the following CSUSM goals. Please explain, if applicable.

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CSUSM 1: Exposure to and critical thinking about issues of diversity.	<input checked="" type="checkbox"/> <i>No</i> <input type="checkbox"/> <i>Yes (please describe):</i>
CSUSM 2: Exposure to and critical thinking about the interrelatedness of peoples in local, national, and global contexts.	<input type="checkbox"/> <i>No</i> <input checked="" type="checkbox"/> <i>Yes (please describe): the course address the effect of human activities on our environment.</i>

**Part D: Course requirements to be met by the instructor.**

<b>Course Requirements:</b>	<b>How will this requirement be met by the instructor?</b>
Course meets the All-University Writing requirement: A minimum of 2500 words of writing shall be required in 3+ unit courses.	Students are expected to write and explain answers solutions to assignments, and write up the lab reports
Courses shall include an evaluation of written work which assesses both content and writing proficiency, using a writing style and use of language that is appropriate for the sciences.	Homework problems and workbook assignments that require written answers are evaluated for the use of appropriate scientific terminology, and where appropriate, writing proficiency.
Courses should demonstrate to students that the applications of physical science principles and theories can lead to lifelong learning in science and to productive and satisfying life choices.	Appropriate everyday life examples and applications of concepts covered in the course are given to students. Students are expected to be able to apply what they learned from the course to do the following : (i) logically evaluate scientific content that is presented in the media, (ii) evaluate the proper and efficient use of energy , (iii) how to preserve our environment
Courses should demonstrate to students the ways in which science influences and is influenced by societies in both the past and the present.	Development of model periodic table and atomic theory are discussed. The effects of using alternative energy source , such as nuclear energy on modern society are discussed in the course.
Courses should empower students to communicate effectively to others about scientific principles and their application to real-world problems.	Assignments and activities that requires students to apply scientific principles to evaluate real-life problems provides students opportunities to communicate the scientific principles and their applications with others.
Courses shall build the students' information literacy in a way that is appropriate to the field and level of the course.	Reading assignments build students' ability to read and assimilate information required to understand the concepts discussed in class
Courses shall require students to think critically so that they are able to distinguish scientific arguments from pseudo-scientific myths or opinions.	Scientific methods are discussed in the course. Students are made aware of the difference between science and pseudoscience. These concepts will enable students to critically evaluate material presented to them.

**GES 101-10 Lec, Class # 35289**  
**Matter, Molecule, Life and Environment I Lecture, On-Line**  
AND  
**GES 101-11A ACT, Class # 35290**  
**Matter, Molecule, Life and Environment I Activity, On-Line**  
**Summer 2013**  
**Full term: June. 1, 2013---July 6, 2013**

**This Document Subject to Change With Notice**

Structure of the course: This is 3-credits course that included 2 major components:

- (1) **Lecture (2-credit) :On-Line.** Instructor: Dr. Karno Ng
- (2) **Activity (1-credit): On-line.** Instructor: Dr. Karno Ng

**Lecture and Activity INSTRUCTOR:** Dr. Karno Ng  
**OFFICE:** SCI 2, 329  
**E-MAIL:** [kng@csusm.edu](mailto:kng@csusm.edu). **Please type in : GES 101 at the Subject Line in your e-mail.**

- E-mail sent without the indication of GES 101 at the subject line will not be responded in a timely manner.
- The general response time for properly formatted e-mail as indicated above is 36 hours, except on weekends. (note: weekends is defined as Friday 5:01 p.m.—following Monday 7:59 a.m.).
- Please note that make-up for quizzes, tests and assignments with proof of proper documentation (e.g. doctor notes) have to be conducted within 48 hours of the scheduled time / due date. (note: there is no make up for final exam. Students who missed the final exam will be assigned a grade of “I” for incomplete ) Thus, if a student contact the instructor for special arrangement under emergency situation (e.g. due to illness or emergency event a student missed a test or exam and ask for make-up), the student should check the e-mail often ( at least once every 4 hours from the time the e-mail was sent) for a response from the instructor

**On-Line LIVE OFFICE HOURS:** W 9:15 a.m.—10:15 a.m.  
(Conducted via “Moodle”)

Please note that since the on-line office hours are conducted via the “Big Blue Button” tool in Moodle, **all the students can access the information during the office hour, thus, no individual grade inquiry can be addressed during on-line office hour.**

**Pre-Requisite: Completion of Entry-Level Mathematics ( ELM)**

**OBJECTIVES OF THIS COURSE:**

This course is designed to provide an introduction to the basic concepts and ideas of chemistry and demonstrates how they are applicable to every day processes. The basic knowledge of chemical principles and scientific literature developed in this course will allow students to read about science and technology with some degree of critical judgment.

**Student Learning Outcomes:** Upon completion of this course students should:

Be able to demonstrate their knowledge of the principles of general chemistry and their applicability to environmental chemistry. Students should be able to: (1) recognizes the difference between ionic and covalent compounds; (2) draw electron dot structures for ionic and covalent compounds; (3) recognize isotopes; (4) write the names and formulas of compounds; (5) recognize different types of inter-molecular forces and the relationship between intermolecular forces and physical properties; (6) distinguish between physical and chemical properties; (7) define the various measures of concentration and should be able to correctly use them in calculations; (8). describe the concepts of pH, buffers, the difference between acids and bases; (9) perform calculations that involves the conversion between mass and moles; (10) balancing Chemical Equations, (11) understand the chemical reactions and processes that are commonly found in air pollutions.

**General Education Student Learning Outcomes for General Education Area B1:**

After completion of this course:

1. Students will be able to explain accepted modern physical or chemical principles and theories, their areas of application, and their limitations.
2. Students will be able to apply the discipline's customary methods to solve problems through data collection, critical evaluation of evidence, the application of quantitatively rich models, and /or employment of mathematical and computer analysis.
3. Students will be able to articulate what makes a good scientific theory, incorporating values of parsimony, agreement with experimental or observational evidence, and coherence with other mathematical or physical theories.
4. Students will be able to identify areas in which ethics either (1) directs or limits physical science research or (2) is informed by the products of this research.

**REQUIRED Textbook:** Chemistry for Changing times, Hill, J.W. & D.K. Kolb, 13<sup>th</sup> edition. ISBN-13: 978-0-321-75087-7

**REQUIRED Lab Kit from e-science.** ( approximate price: \$120) These kits are academically aligned with standard, face-to-face Introductory Science Courses. Each student needs to purchase his/her own lab kit directly from e-science. Sharing of the lab kit is not allowed. The requirement and time-line for ordering the lab kit was included in the course's description when student enrolled for the course. Students were informed that they should place the order for the lab kit by May 17, 13 in order to make sure that they will receive the lab kit by the first day of the course on June 1, 13. In addition, order instruction for the lab kit was e-mailed to students 2 weeks prior to the start date of the course (FYI: instruction was sent via e-mail on May 17, and for the 2<sup>nd</sup> time on May 24, 13, for the 3<sup>rd</sup> time on May 28, 13).

Steps to follow for ordering the lab kit:

- Go To: [http://www.esciencelabs.com/catalog/custom\\_kits](http://www.esciencelabs.com/catalog/custom_kits)
- Go to "Find your Custom kit".
- Enter your kit SKU: **Kit4228**
- proceed to check out

**Processing Timeline:**

Please allow up to 3-5 business days to process your order and an additional 3-5 business days for delivery. Our standard delivery is via UPS Ground, though other arrangements can be made on a case by case basis.

2. **Digital video camera:** Your own webcam or purchase the Logitech QuickCam 500 or QuickCam Communicate MP available at many computer stores, Office Depot, Best Buy for about \$49.99. You can also order one by going to [www.buy.com](http://www.buy.com) (best price). Whatever webcam you use, it would be helpful to have built in “right light and right sound” technology and autofocus. Notification for the requirement for the use of webcam was sent via e-mail to students on May 24, 13 and for the 2<sup>nd</sup> time on May 28, 13.

**Other Important Information:**

Check for announcements on Cougar Courses daily. This is your guide to what’s going on in class.

- You must take all lecture and lab quizzes/ tests/exams to pass the course.
- Failure to complete **3 or more** lab and lecture assignments and or quizzes will result in failing the course.
- **You must submit the videos of your lab work** (you will be asked to video tape specific step in a particular experiment and submit the link for the uploaded video) **in order to pass the class even if you have enough points without them.** The videos are germane to evaluating and validate the hands-on part of the course. **Failure to submit the required video for 2 or more experiments will result in an “F” for the course.**

**GRADING:** This course will be graded based on the following criteria:

	<u>Points</u>	<u>Percent</u>
Lecture Quizzes	480 pts	48 %
Comprehensive Final Exam	150 pts	15 %
Discussion Forum	30 pts	3 %
Pre-Lab Quizzes	50 pts	5 %
Upload video for selected steps in Expt	50 pts	5 %
Filled Data Table + Post- Lab Questions/Exercises or Activity	240 pts	24 %
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Total	1000 pts	100 %

**GRADING SCALE (in points):** A ≥ 900, B ≥ 800, C ≥ 700, D ≥ 600, F < 600  
**No + or – grade will be assigned for this course.**

**EXTRA CREDIT/BONUS POINTS:** Students are given an opportunity to earn a total of 50 bonus points by completing the 2 course survey at the end of the semester (25 bonus point for each survey). **NO other** extra credit assignments will be given in any form.

**Bonus points / extra credits are added to the total points earned, but the grade is still calculated out of the 1000 possible points for the course.** For example if you earn a full score for the regular graded items, i.e. 1000 pts and 50 pts from the bonus items. You total earned points for this course is 1050 points out of 1050 for the semester.

**LATE WORK:** Work (including pre-lab quiz, filled data table, post-lab questions/exercises, quizzes, exams etc.) turned in after the posted deadlines will not be accepted (No exception).



## **COURSE ANNOUNCEMENTS:**

- Course Announcements will be posted on the course's Moodle container. It can be accessed by clicking the "Announcement link" from the homepage of the course's Moodle container. *Students should check the course announcement daily including first day of the class [except weekends: weekends is defined as Friday 5:01 p.m.—following Monday 7:59 a.m. ]. Note: since the first day of the class is on a Saturday, although it is on a weekend, students should check important announcement posted on the first day of the class.*
- For each announcement posted on Moodle, students will receive an automatically generated e-mail message sent to their csusm.edu e-mail account. Please note that this is a feature that Moodle offered. *But, please remember that not to send any reply message to these e-mail message because they will not be responded.*
- ***It is strongly recommended that students set up their campus e-mail address (xxx@csusm.edu) and to synchronize with their smart phones ( if they have ones) in order to get real time announcements posted at the course's Moodle container.***
- If there is any discrepancy between the information stated in the syllabus, information posted at Moodle, and the corresponding posted announcement in Moodle, please bring the issue to the instructor's attention for clarification within 24 hours of the posting. If no concern is brought up to the instructor's attention, students are bided to both set of conditions and it is under the instructor's discretion to decide which set of condition to implement.
- Since this is a fully on –line course, it is important for students to keep track with the important due dates, etc.

## **COURSE CALENDAR:**

A tentative course calendar that indicates all the important due dates, scheduled quizzes, assignments, exams, is included on p.14, p.15 of this syllabus.

## **MOODLE USUAGES:**

- Students are expected to have proper training on the usage of Moodle and should have the ability to use various tools in the Moodle.
- If you have questions about the functioning of Moodle or software used in this course, please access the "Student Resources" link on the Moodle login page, (<http://cc.csusm.edu/mod/resource/view.php?id=226073>) or contact Student Technology Help Desk at Kellogg Library, Room 2013. Phone number: (760) 750-6505.

- **Updating your Profile at the Course's Moodle Container:**

Since it is a fully on-line course, it is important for us to develop a sense of community. One way to do so is to get to know each other through our profile listed on the course's Moodle. It is strongly recommended that you post your photo and list your interests at your course's Moodle profile. You can do so by clicking on the "Profile" link under the "Administration" block (underneath the "Activities" block) on the left hand side of the course's Moodle Homepage.

## **COURSE FORMAT:**

- This is a fully on-line course, i.e. you are not required to show up in-person for classroom lectures. The course material is delivered in the format of learning modules. There are a total of 8 learning modules. [ Learning Module 0 + Learning Module 1,2,3,4,5,6,7]
- ***Please note that you are responsible for all the reading material that is posted on p.14 and p.15 of this syllabus. Students are responsible for any material not discussed in the learning modules that is in their textbook.***

- Learning modules are **usually** available on the Thursday prior to designated week by 9:00 a.m. and ended on the following **Thursday** by 5:00 p.m.
- e.g. Learning Module 3 is scheduled in Week 2 ( 6/10/13-6/14/13), thus Learning Module 3 will be posted on by 9:00 a.m. on 6/6/13
- Since the 1<sup>st</sup> day of the class falls on a Saturday, (6/1/13), the learning module that is due for the following week ( week of 6/3/13-6/7/13), i.e. Learning Module 0,1 and 2 are posted on the first day of the class (6/1/13)
- An announcement will be posted at Moodle when a new learning module is posted. (Please refer to the course calendar on p.14 and p.15 of the syllabus for the exact due date for each quiz and assignment.

## GENERAL FORMAT OF A TYPICAL LEARNING MODULE:

### I. LECTURE COMPONENT

**\*(1) Audio/video presentations conducted via Mediasite** (for Learning Module 1,2,3,4,5 ) with posted powerpoint presentation .

*Note: When you open up the audio/video presentations , you will be asked to enter your login information and password (please enter the same login and password for Moodle for this purpose).*

If your computer has not been set up to view the Mediasite presentation. When you opened up the Mediasite Presentation for the first time, you will be prompted to install the “Silverlight” software”. Follow the prompt and instruction on screen to install the software. Once you have installed the software, your computer is set up to view all the Mediasite presentations. You only need to do the installation of the Silverlight software at the same computer once.

Note: these audio/video presentations serve as one of the learning tool. Please feel free to view any portion, all the portions or if you feel appropriate not to view any of the presentation, to fit into your own learning styles.

- The first  $\frac{3}{4}$  of the course (Learning Module 1,2,3,4,5) covers the “hard-science” concepts. In order to enhance your learning experience, this material is mainly delivered in the format of audio/video presentations.
- **The audio/video presentations serve as an optional learning tool.** Students can choose to view the presentations at their own discretion.
- Students are encouraged to view these presentations to get a better understanding of the concepts through the illustrations and explanations in the presentations.
- For students who prefer not to view the presentations, powerpoint slides that were used in the presentations are posted on Moodle for their references.

**OR**

**Reading assignments / Self Study Exercises** (for last portion of this course: (Learning Module 6,7).

These last 2 learning modules covers the environmental issues **that involve the application of the concepts learned in the previous portion of the course. Material for the 2<sup>nd</sup> half of the course is mainly delivered through reading assignments, self-study exercises, etc.**

**(2) Study Guides:** Study guides that highlight the importance points in the chapter will be provided.

### (3) Quizzes

- All the quizzes have the allowed time of 30—60 minutes (depends on the length of the quiz). The exact allowed time for each quiz is indicated by Moodle.
- ***Only one trial is allowed for each quiz.***
- ***Quizzes missed for any reason cannot be made-up (no exception).***
- Quizzes are usually available on every Thursday along with the corresponding learning modules and are due on the following Thursday by 5:00 p.m.
- Please refer to the tentative course schedule on p.14-p.15 of the syllabus for the exact due date for each quiz.

## II. Lab / Activity Component

This component is administrated in either **(a) Lab format** or **(b) Activity format**.

### (a) LAB

- The material, equipment and supplies required for the experiments are included in the required lab kit that students purchased directly from e-science. Each student is required to purchase his/own lab kit. Sharing of lab kit is not allowed.
- Any question concerning the lab kit (such as locating supplies and chemicals for a particular experiment, missing supplies, etc.) should be directly to the vendor: [info@esciencelabs.com](mailto:info@esciencelabs.com) or 888-375-5487.
- Students are required to watch the posted safety video and “Good Lab Technique” document posted in Learning Module 0 and then sign and submit the Safety and Consent Form at the beginning of the semester.
- Access to Experiment 0 is not available until students have submitted the signed Safety and Consent form.
- Material and Safety Data Sheets (MSDS) for all the chemicals included in the lab kit can be found by clicking on link posted at the course’s Moodle container under the “Course Resources” section. Please review the MSDS carefully prior to perform any experiment, and identify (if any) chemicals that you might be allergic or have a reaction to. If you found any, please do not proceed with the experiment and contact the vendor: e-science at [info@esciencelabs.com](mailto:info@esciencelabs.com) or 888-375-5487 for assistance and possible substitution of the chemicals.
- Students are expected to provide common material such as ice cubes, bowl, etc. (indicated in specific experiment protocol).
- ***Labs missed for any reason cannot be made-up (no exception).***
- A typical lab usually consists of the following components: **(i) Experiment protocol, (ii) Pre-lab quiz, (iii) Submission of recorded video of selected step(s) in the experiment. (iv) Data tables (if any) , (v) Post-lab questions / exercises.**

#### (i) Experiment protocol

- The Experiment protocols are posted at the corresponding learning module and are also included in the CD that comes with the lab kit (except Experiment 0, Experiment 0 is a “warm-up” exercise and does not require any material from your purchased lab kit). However, the posted protocol in the course’s Moodle container contains more details and specific instructions on how to make submission for a particular experiment. Thus, students should refer to the posted protocols for details.
- The Experimental protocols include the data table and post-lab questions/ exercise. In order to facilitate the submission and grading process for these items, these items are

administered differently with different tools in Moodle. (note: you can think of instead of submitting a “traditional” lab report in “one piece, the lab report is broken down into several pieces and each piece is submitted separately). Please see the instructions on how to submit these items.

(ii) Pre-Lab Quiz

- Students are required to read and study the posted experiment protocol and then take the **pre-lab quiz**.
- 3 attempts are allowed for each pre-lab quiz. The highest grade among the attempts for a particular pre-lab quiz will be counted.
- Students are required to earn a score of at least 70% in order to start their experiment.

(iii) Submission of recorded video of selected step(s) in the experiment.

- Students are required to use a webcam to record certain specific step(s) for selected experiments while they are performing the experiment.
- Information for the selected steps will be posted at Moodle for the corresponding experiment.
- Students are then required to upload the recorded video to You Tube and then submit the URL for the recorded video in a specific format. Failure to submit the URL in the specific format will result in a grade of zero for the experiment.
- Please refer to the “Course Resource” section at Moodle for the instructions on “How to record and upload video to You Tube, and (2) How to submit the URL for the recorded video.
- You **must submit the videos** of your lab work in order to pass the class even if you have enough points without them. You will be asked to record specific step(s) in a particular experiment with your webcam, and submit the link for the uploaded video. The videos are germane to evaluating and validate the hands-on part of the course.
- **Failure to submit the required video for 2 or more experiments will result in an “F” for the course.**

(iv) Submission of Filled Data Tables (if any)

- Template for data tables (if any) for a particular experiment are posted at Moodle for the corresponding experiment.
- Students are required to download the data tables template, filled it out and then submitted the filled data tables via the specific link at Moodle.

(v) Submission of Post-Lab Questions/ Exercises:

- In order to facilitate the submission and grading process, the “Post-lab Questions / Exercises” are conducted via the “Quiz tool” in Moodle.
- Students are required to at least 70% for the corresponding pre-lab quiz in order to access to “access the “ Post-Lab Questions / Exercises”.
- Only 1 attempt is given.
- Allowed time to complete the post-lab questions or exercises for a particular experiment is 2 hours.
- **Post-Lab Questions / Exercises** should be submitted on-line by clicking on the “Post-lab Questions for Expt 0” link in Learning Module 0. Once you click on the above link, you will see each post-lab question display with corresponding space for you to enter your answer.
- Once you start the attempt, you will have a total of 2 hours to complete it. Please

remember as for any quiz or exam, once you start the attempt, you have to complete it within the allowed 2 hours period. For example, if you start the attempt at 1:00 p.m., you have to complete all the questions by 3 :00 p.m.

- **Post- lab Questions / Exercises have to be submitted as described above. Electronic files will not be accepted**
- For your reference, the instruction on how to submit and access “Post-lab Questions/ Exercises” can be found under the “Course Resource” section in the Course’s Moodle container.
- Access to the “Post-lab Questions / Exercises” for a particular experiment is not available until students earn a score of at least 70% in the Pre-lab quiz for the corresponding experiment. ( for example, students cannot access the “Post-lab Questions/ Exercises” for Expt 1 until they earn at least 70% in the pre-lab quiz for Expt 1).
- Please refer to the tentative course schedule on p.14-p.15 of the syllabus for the exact due date for each pre-lab quiz, recorded video and lab report.

### (b) ACTIVITY

- Depends on the topic in a particular learning module, sometimes, activity instead of Experiment / Lab is conducted for a particular learning module.
- Activity is conducted fully on-line at Moodle.
- ***Activities missed for any reason cannot be made-up (no exception).***
- Students have 1 trial to complete the activity.
- Allowed time for activity is 2 hours. Once the students have start on a particular activity, they have to complete the activity within the 2 hours allowed time.
- For example, if a student starts an activity at 1:00 p.m. on 7/1/13, he /she should complete it by 3:00 p.m. on 7/1/13.
- Please refer to the tentative course schedule on p.14-p.15 of the syllabus for the exact due date for each activity.

### III. Discussion Forum

- In order to enhance the learning experience, students are asked to discuss on topics that :  
(1) involves the applications of the concepts from the corresponding learning module , and or  
(2) involves the exploration of related topics or concepts from the corresponding learning module.
- Discussion Forum is graded based on participation.
- Students should post their message to each discussion forum according to the corresponding due date.
- ***There is no make up for participation in any discussion forum ( no exception).***
- Each student should at least post one message (either start a new post or respond to the existing post) at a particular discussion forum.
- Students are expected to address each other politely and use proper languages for posting. No short-hand notation is allowed for phrases. No fault language is allowed.
- The instructor will monitor the posting, posting that violate the above guideline will be deleted and will not be counted for grades.
- Each student will be given the full credit for a particular discussion forum regardless how many messages he/she posted.
- Please refer to the tentative course schedule on p.14-p.15 of the syllabus for the exact due date for each discussion forum.

### **Description of Survey Module:**

At the last week of the semester, students will be asked to complete 2 surveys (one for the standard University on-line courses, and the other for a survey specifically designed for this course. Students will be given 25 bonus pts to complete each survey (i.e. students can receive a maximum of 50 bonus pts for completing both surveys). A detailed announcement concerning how to complete these surveys will be posted on the course's Moodle container towards the end of the semester.

### **General Setting for quizzes, pre-lab quizzes, Post-Lab Questions/ Exercises, Activities, Exams, etc.:**

- Time allowed for item is indicated by clicking on the specific link of the item.
- Important information concerning the particular item ( such as number questions, possible points for the whole quiz, exam, test, possible points for each question, etc.) is indicated in the box that is displayed on the screen after clicking on the specific link of the particular item.
- Possible points for each question might be different in the same assignment, test, exam or quiz. Once you start accessing the particular assignment, test, exam or quiz, the possible point for each question is indicated at the particular question.
- Questions are displayed one at a time. In order to go to the next question, you need to hit the "Next" button at the end of the page. You can go back to the previous question by clicking on the particular question number at the "Quiz Navigation" field on the left hand side of the quiz screen.
- Once you start the assignment, quiz, test or exam, the time remaining is displayed at the "Quiz Navigation" field on the left hand side of the quiz screen.
- *Please note that once you have access the quiz, the timer starts and you have to finish and submit it within the allowed time. Late submission will not be accepted.  
For example, if you start Quiz 1 at 5:15 p.m. and it has an allowed time of 30 minutes, you have to finish it by 5:45 p.m. If you finish the quiz at 5:50 p.m. ( past the allowed time), the system will not allowed you to make the submission and you will automatically receive a grade of zero for the quiz.*
- *Please be aware that if the question only ask for one answer, please only provide one answer. If the submitted answers included both the correct(s) and incorrect answer(s), the question will be marked wrong.*
- **Consultation with anyone about the answers to particular questions or to communicate information about the quizzes and exams is a violation of the CSUSM Academic Honesty Policy and will result in the appropriate discipline action as stated in the policy.**

### **Lecture Comprehensive Final Exam:**

- Students will have 24 hours to access the Final exam
- The access time for the Final exam is **from July 2 (Tues.), 5:00 p.m. to July 3 (Wed.), 13, 5:00 p.m.**
- **Due date for Final exam: July 3 ,13 5:00 p.m.**
- **Time allowed for final exam: 120 minutes.** Please note that once you start the mid-term exam, you will only have 120 minutes to complete it.
- Information from *Chapters 1,2,3,4,5,6,7 13 will be included on the Final Exam.*
- Final Exam missed for any reason cannot be made up (no exception).
- Just in case you encounter internet connection problem while you are taking the mid-term exam, please notify the instructor via e-mail or by phone within 1 hour of the problem occurs. Please refer to the section with the title : **Access Problem with Assignments, Quizzes and Exams.** on p. 9 and p.10 for details

## **REVIEW AND ACCESS PERIOD FOR GRADED ITEMS**

- All the submitted items are usually posted at Moodle within 1 week of the due dates.
- An announcement will be posted at Moodle once the grades are posted. Once the graded items are posted, students will have 48 hours to review the graded items and file any grade posting error for that particular item.
- After the allowed 48 hours review period, students will no longer be allowed to access the graded item. In addition, students will no longer be allowed to file any grading error for that particular item.
- The posted grade at the end of the 48 hours review period for that particular graded item will be used to calculate the students' final course grade.
- For example, if quiz 0 is due on 6/4/13 and the graded quiz 1 and is returned to student on 6/5/13, students can review the graded quiz 1 (the submitted answer for each question and the correcting correct answer can be reviewed on –line) from the period of 6/5/13 to 6/7/13. If there is any grading error for quiz 1, students have to file the concern to the instructor by 6/7/13. After 6/7/13, students can no longer access Quiz 1 (both the original Quiz 1 or the graded Quiz 1) and also can no longer file any grading concerning regarding Quiz 1. Unless there is a major system error, there will be no further change for the posted grade for Quiz 0 at the end of the review period on 6/7/13 and the posted grade for Quiz 0 as of 6/7/13 will be used to calculate the students' final course grade.
- Usually towards the end of the semester, students are very concern about their projected letter grades that they will be receiving for the course. While the instructor understands the students concern, the instructor will not answer question regarding the particular situation of a student. The instructor will not answer question such as: (1) "What is my current standing at the course?" (2) "Am I having an "A" in the course right now?" , (3) "How many points do I need to earn in my final exam in order to get an "A" in the course?" , (4) "I calculated that I have earned 410 points so far and I should have an "A", can you double check / verify it?" (5) "I need to pass this course with a C, I am currently having 250 points, can you tell me how much points should I earn in the final exam and/or the rest of the quizzes and assignments in order to get a C for this course?" , etc.
- The grades for each graded item are posted at Moodle. Students should refer to the posted grades for their reference and make their own projection based on the posted grades if they desire. However, as mentioned above, the instructor cannot answer questions concerning individual student grade project.
- Course Letter Grades will not be posted at Moodle at the end of the semester. Please wait patiently for the register office to post the course grade. If desired, you can contact register office for the estimated date for grade posting.

## **OPEN CLASS CHAT ROOM:**

Students can use this general class chat room to discuss class-related issues. Please be aware that since it is a open class chat room, all the students in the class can access to this chat room. Also ,please be polite when addressing each other.

## **RELIABLE INTERNET ACCESS:**

The instructor understands that students may encounter technical difficulties in accessing the internet occasionally. However, since this course is a fully on-line course, it is essential for students to have a reliable and secure internet access to the course's material. **Students who file records for encountering internet service disruption while taking assignments, quizzes and exams for more than 4 times over the semester will be automatically dropped from the course with the grade of WU.**

In the event that you encounter any access problem or internet service disruptions while you are taking quizzes, exams or assignments, you should:

**1st:** Notify the instructor immediately (**within one hour of the incident**) via e-mail. If possible, please take a screenshot with the error message you encounter and sent it along with your e-mail to instructor concerning the incident. (Note: Although the instructor may not be able to respond immediately, you should notify the instructor via e-mail for record purposes. The instructor will compare the submission record and your notification and make the proper evaluation on the situation).

In the case that you totally lose access to Internet service, please leave a voice mail at the instructor's office phone: (760) 750-8037 about the problem **within 1 hour of the incident**.

-Please note that **if you fail to notify the instructor via e-mail (this is the preferred way to contact the instructor) or via voice mail within one hour of the incident, you will automatically receive a zero for the missed quiz, exam or assignment.**

**2nd:** Contact Student Help Desk at (760) 750-6505 to check if it is the Moodle system's problem.

#### **ACCESS PROBLEM WITH VIDEO CLIPS (FOR COMPLETION OF ASSIGNMENTS) AND MEDIASITE LECTURE**

In the event that you encounter access problem with the video clips or Mediasite lectures, you should contact the Student Help Desk at (760) 750-6505. The most common reason for not able to access the video clip and Medisite lectures are the setting at the computer. Since this is a technical issue, you should contact the Student Help Desk for help. In addition, to make sure that you can get the help you need, it is strongly recommend that you sit in front of your computer while contacting the Student Help Desk, this way, the technician can “walk you through” the process while helping you fix the problem.

#### **ACCESS PROBLEM WITH ASSIGNMENETS, QUIZZES AND EXAMS.**

In the event that you encounter any access problem or internet service disruptions while you are taking quizzes, exams or assignments, you should:

**1st:** If possible, take a screen-shot of the error message showed on your computer screen and send it to the instructor. Notify the instructor immediately (within one hour of the incident) via e-mail. (Note: Although the instructor may not be able to respond immediately, you should notify the instructor via e-mail for record purposes. The instructor will compare the submission record and your notification and make the proper evaluation on the situation).

In the case that you totally lose access to Internet service, please leave a voice mail at the instructor's office phone: (760) 750-8037 about the problem within 1 hour of the incident.

- Please note that if you fail to notify the instructor via e-mail (this is the preferred way to contact the instructor) or via voice mail, you will automatically receive a zero for the missed quiz, exam or assignment.

**2nd:** Contact Student Help Desk at (760) 750-6505 to check if it is the Moodle system's problem.



- The instructor understands that students may encounter technical difficulties in accessing the internet occasionally. However, since this course is a fully on-line course, it is essential for students to have a reliable and secure internet access to the course's material. **Students who file records for encountering internet service disruption while taking assignments, quizzes and exams for more than 4 times over the semester will be automatically dropped from the course with the grade of WU.**

### **SOFTWARE REQUIREMENT:**

Unless otherwise stated, all the material that is posted on the course's Moodle is in the format of *pdf* files. An Adobe Acrobat Reader is required to read the pdf files. This software can be downloaded for free from the Internet. Please contact the Student Technology help desk if you need help to access and install this program.

### **DISPLAYING CHEMICAL STRUCTURES AT YOUR COMPUTERS**

Throughout the semester, you will have a chance to learn how to draw chemical structures, electron-dot structures, etc. Quizzes, tests and exams will require your computer to display these structures properly. In order to ensure that your computer can properly display these structures, an assessment is included in Learning Module 0 with the title "Testing the display of your computer". Please refer to the detail description and instruction that is posted in Learning Module 0 to complete this display test.

Please be aware that it is the students' responsibility to ensure that their computers are able to display these structures properly. After completion of the above assessment, if you need further help to set up your computer to display the proper structures, please contact the Student Help Desk at (760) 750-6505 or the Moodle specialist (760) 750-8679, E-mail: btaylor@csusm.edu

It is very important that you ensure that your computer can probably display these structures prior to taking quizzes, tests and exams for this course.

### **REQUIRED FORMAT OF SUBMITTED FILES:**

All the files submitted by the students should be in either **.pdf or .doc** format. Files submitted with any other format will not be accepted and will not receive any credit.

### **COMPUTER REQUIREMENTS FOR OPENING AUDIO/VIDEO FILES:**

Please contact the student help desk at 760-750-6505 for technical support if you have difficult time accessing the audio/video files. (please be aware that the instructor cannot offer any technical support)

- (a) a DSL or Cable internet connection.
- (b) Windows Media Player version 9 or higher installed. This is free and can be downloaded at [www.microsoft.com/windows/windowsmedia/download/](http://www.microsoft.com/windows/windowsmedia/download/)
- (c) Recommended browser:
  - (i) for PC users: Internet Explorer.
  - (ii) for Mac users: Safari.
  - (iii) for Intel Mac users: run Safari in Rosetta mode. This can be done by going to your Applications folder, clicking on Safari then pushing the Apple Key + "i" and checking the box that says "Open in Rosetta Mode". If you are using Flip4Mac please disable the WMV Browser plug-in in your system settings.

## **SUGGESTIONS FOR THE COURSE:**

- (1) It is suggested that you should take notes with a notebook when viewing the audio/video presentations.
- (2) Please note that only the learning module from the current week will be posted on the course's Moodle container. i.e. learning modules from the previous week will not be available. You are strongly recommended to take notes from the learning modules of the current week for later review.
- (3) When answering questions in the assignments, it is recommended that you first type your response with a word-processing program (e.g. Microsoft Word) and then cut and paste it into the appropriate text box on the course's Moodle container. By doing so, you can avoid losing all your work in case your Internet connection fails.
- (4) Since the quizzes and exams have time limit for their completions, in order to ensure that you can complete the quizzes and exams within the time limit, you should study the material prior to the quizzes and exams.
- (5) Taking quizzes and exams at Moodle is just like taking a regular quiz and exam in a "real" classroom. When the allowed time for the quiz or exam has expired, you are supposed to turn in the quiz and exam. Any late work will not be accepted.

As a general reminder: you will not have enough time to "look through your notes or book" while you are taking the quizzes and exams. In order to ensure that you can complete the quizzes and exams within the allowed time, it is important to treat these quizzes and exams as the "close-book" quizzes and exams that you have been taking in a "real –classroom course".

The allowed time for each quiz, exams and assignments have been carefully designed and tested both in a real classroom situation and an on-line situation (under the condition that students are being proctored where no notes and textbook material are allowed during the tests). You are expected to take the quizzes, tests and exams without referring to notes, textbooks, etc. If you find yourself running out of time while taking the quizzes, tests or exams, it might be an indication that you have not prepared well for them.

- (6) When taking the Quizzes and Exams, you should have the following material ready: (i) a periodic table (you can use the one at the front cover of your textbook), (ii) order-of-filling chart, Figure 3.16, p.79 (if necessary) (ii) a calculator, (iii) writing utensils, and (iv) paper.
- (7) Since there is a time limit for taking quizzes and exams once you access the quizzes or exams, please make sure that you are in an undisturbed environment before you start taking the quizzes and exams.

## **CSUSM WRITING REQUIREMENT:**

By completing all the assignments in the course, the University-wide writing requirement (2500 words for each course) will be met.

## **INTELLECTUAL PROPERTY:**

In compliance with the Copyright Law, all material from this course (including but not limited to: audio/video presentations posted material, etc.) is for the personal use of the registered students for this course. It should not be modified and/or distributed without the consent of the instructor or other pertinent copyright holder.

### **ACADEMIC HONESTY:**

- Students will be expected to adhere to standards of academic honesty and integrity, as outlined in the Student Academic Honesty Policy. All written work and oral presentation assignments must be original work. All ideas/material that are borrowed from other sources must have appropriate references to the original sources. Any quoted material should give credit to the source and be punctuated with quotation marks.
- Students are responsible for honest completion of their work including quizzes, examinations, assignments, etc.
- *Consultation with anyone about the answers to particular questions or to communicate information about the quizzes, exams and assignments is a violation of the CSUSM Academic Honesty Policy and will result in the appropriate discipline action as stated in the policy.*
- There will be no tolerance for infractions. If you believe there has been an infraction by someone in the class, please bring it to the instructor's attention. The instructor reserves the right to discipline any student for academic dishonesty, in accordance with the general rules and regulations of the university. Disciplinary action may include the lowering of grades and/or the assignment of a failing grade for an exam, assignment, or the class as a whole."
- Incidents of Academic Dishonesty will be reported to the Dean of Students. Sanctions at the University level may include suspension or expulsion from the University.

### **AMERICANS WITH DISABILITIES ACT (ADA):**

Students with disabilities who require reasonable accommodations must be approved for services by providing appropriate and recent documentation to the Office of Disabled Student Services (DSS). This office is located in Craven Hall 5205, and can be contacted by phone at (760) 750-4905, or TTY (760) 750-4909. Students authorized by DSS to receive reasonable accommodations should contact me via e-mail (please use the course email utility in Moodle) in order to ensure confidentiality.

**Note: This course is based on the most current edition of the textbook---13<sup>th</sup> edition.**

**For your reference, please refer to the “Review Questions” and “Problems” at the end of each chapter for practicing purposes ( note: answers for selected questions are listed at the end of your textbook)**

**Tentative Course Calendar**

**\*Unless otherwise stated, all the assignments and quizzes are due at 5:00 p.m. on the due date.**

Week	Learning Modules	Topics	Chapters	Reading	Quizzes	Pre-Lab Quiz	Recorded Video for Lab	Filled Data Table (if any) + Post-Lab Questions / Exercises Or Activity	Posting for Discussion Forum	Due Dates for All the items in the Learning Module
<b>0</b> June 1	0	Course Introduction	-----	CSUSM Policy on Academic Honesty	0 (10 pts)	0 (5 pts)	(10 pts)	0 (10 pts)	0 (5 pts)	6/4/13
<b>1</b> June 3- June 7	1	Study of Matter	1	Sec. 1.8-1.12 (p.13-p.30)	1 (60 pts)	1 (5 pts)	(10 pts)	1 (40 pts)	1 (5 pts)	All items in this learning module is due on 6/6/13 Except the “recorded video for Expt. 1” is due on 6/10/13
	2	Atoms	2	Sec. 2.1-2.6 (p.37-p.53)	2 (70 pts)	2 (10 pts)	-----	2 (40 pts)	2 (5 pts)	6/6/13
<b>2</b> June10- June14	3	Atoms	3	Sec. 3.1-3.9 (p.57-p.83)	3 (70 pts)	3 (10 pts)	(10 pts)	3 (40 pts)	3 (5 pts)	6/13/13
	4	Chemical Bonds, Symbols and Formula for Ionic and Covalent, Compounds Molecular Shapes, Intermolecular forces	4, 6 (Sec. 6.1-6.5)	Sec. 4.1-4.12 Sec. 6.1-6.4	4 (70 pts)	4 (10 pts)	(10 pts)	4 (40 pts)	4 (5 pts)	6/13/13
<b>3</b> June 17- June 21	5	Relationships of Mass, Moles, Balancing Chemical Equations	5	Sec. 5.1-5.5	5 (70 pts)	-----	-----	5 (15 pts)	-----	6/20/13

Week	Learning Modules	Topics	Chapter	Reading	Quizzes	Pre-Lab Quiz	Recorded Video for Lab	Filled Data Table (if any) + Post-Lab Questions Or Activity	Posting for Discussion Forum	Due Dates for All the items in the Learning Module
<b>4</b> June 24- June 28	6	Acids and Bases	7	Sec. 7.1-7.10	6 (70 pts)	5 (10 pts)	(10 pts)	6 (40 pts)	-----	6/27/13
<b>5</b> July 1- July 6	7	The Atmosphere and Air Pollution, Smog, ozone Depletion, Greenhouse Effect and the ultimate Pollutant	13	Sec. 13.1-13.10	7 (70 pts)	-----	-----	7 (15 pts)	5 (5 pts)	7/2/13
	<b>Survey Module</b>	<b>Access Period:</b> 6/27/13 5:00 p.m.—7/2/13 5:00 p.m.			<b>Survey Module (10 BONUS PTS)</b>	<b><u>Due Date:</u></b> <b><u>7/2/13,</u></b> <b><u>5:00 p.m.</u></b>				
	<b>Final Exam Week</b>	<b>Final Exam</b>	<b>Chapters 1,2,3,4,5,6,7,13</b>		<b>Access Period:</b> 7/2/13, 5:00 p.m.- 7/3/13, 5:00 p.m. (150 pts)	<b><u>Due Date:</u></b> <b><u>7/3/13,</u></b> <b><u>5:00 p.m.</u></b>				

## Re: GE recertification of GES 100, GES 101,

Jocelyn Ahlers

Mon 5/5/2014 10:46 AM

To: Jose Mendoza <jmendoza@csusm.edu>;

Hi, Jose -

Thanks for getting back to me so quickly. I am happy to sign off on these courses!

Best,

Jocelyn

--

Jocelyn C. Ahlers

Chair, Liberal Studies Department

Professor of Linguistics

Liberal Studies Department

California State University, San Marcos

760-750-8014; [jahlers@csusm.edu]jahlers@csusm.edu

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**From:** Jose Mendoza <jmendoza@csusm.edu>

**Date:** Monday, May 5, 2014 10:45 AM

**To:** Jocelyn Ahlers <jahlers@csusm.edu>

**Subject:** RE: GE recertification of GES 100, GES 101,

Hi Jocelyn,

The courses content is the same!

Thanks,

Jose

---

**From:** Jocelyn Ahlers

**Sent:** Monday, May 5, 2014 10:29 AM

**To:** Jose Mendoza

**Subject:** Re: GE recertification of GES 100, GES 101,

Dear Jose -

Can you let me know if the course content of either of these has changed significantly through this process, or if this is simply the standard recertification?

Thanks!

Jocelyn

--

Jocelyn C. Ahlers

Chair, Liberal Studies Department

Professor of Linguistics  
Liberal Studies Department  
California State University, San Marcos  
760-750-8014; [jahlers@csusm.edu]jahlers@csusm.edu

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**From:** Jose Mendoza <[jmendoza@csusm.edu](mailto:jmendoza@csusm.edu)>  
**Date:** Monday, May 5, 2014 8:45 AM  
**To:** Jocelyn Ahlers <[jahlers@csusm.edu](mailto:jahlers@csusm.edu)>  
**Cc:** Yvonne Meulemans <[ymeulema@csusm.edu](mailto:ymeulema@csusm.edu)>, Talitha Matlin <[tmatlin@csusm.edu](mailto:tmatlin@csusm.edu)>  
**Subject:** GE recertification of GES 100, GES 101,

Dear Colleague,

As part of the recertification process for LDGE, we are required to obtain signatures or an email from all affected departments.

Please review the attached docs and let me know if you approve (or not) the recertification of GES 100 and GES 101 as LDGE courses.

Please also let me know if you have any questions.

Thanks,

Jose

## Re: GE recertification of GES 100, GES 101,

Talitha Matlin

Tue 5/13/2014 1:07 PM

To: Karno Ng <kng@csusm.edu>;

Cc: Jose Mendoza <jmendoza@csusm.edu>;

Hi Karno,

These look good to me and they have the library signature. You will want to forward these forms to Marshall Whittlesey (chair of GEC) and cc Regina Eisenbach so that GEC can review the forms.

Best,  
Talitha

---

**From:** Karno Ng <kng@csusm.edu>  
**Date:** Tuesday, May 13, 2014 at 11:37 AM  
**To:** tmatlin <tmatlin@csusm.edu>  
**Cc:** Jose Mendoza <jmendoza@csusm.edu>  
**Subject:** RE: GE recertification of GES 100, GES 101,

Hi Talitha:

Thank you your help to edit the document. I have incorporated the changes . Please see the attached updated file.

Please let me know if any others things is needed and we would appreciate if you can notify us about the decision on GES 101 recertification.

Sincerely,

Karno Ng

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**From:** Talitha Matlin  
**Sent:** Friday, May 09, 2014 10:06 AM  
**To:** Karno Ng  
**Subject:** Re: GE recertification of GES 100, GES 101,

Hi Karno,

Looks pretty good! I made just a few small changes — let me know what you think.

Talitha

---

**From:** Karno Ng <kng@csusm.edu>



**Date:** Wednesday, May 7, 2014 at 8:47 PM

**To:** tmatlin <[tmatlin@csusm.edu](mailto:tmatlin@csusm.edu)>

**Cc:** Jocelyn Ahlers <[jahlers@csusm.edu](mailto:jahlers@csusm.edu)>, Jose Mendoza <[jmendoza@csusm.edu](mailto:jmendoza@csusm.edu)>

**Subject:** RE: GE recertification of GES 100, GES 101,

Hi Talitha:

I incorporated your comment and update the section as you suggested. Please see the attached updated file ( note: I use the track change feature in Microsoft Word).

Please help me to make further edition if needed.

Your help is greatly appreciated.

Karno

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**From:** Talitha Matlin

**Sent:** Wednesday, May 07, 2014 2:33 PM

**To:** Karno Ng

**Cc:** Jocelyn Ahlers; Jose Mendoza

**Subject:** Re: GE recertification of GES 100, GES 101,

Hi Karno,

Please see attached for my comments and suggested changes. Just let me know if you have any questions. Also, please feel free to contact me if you would like to include some sort of library component (this could range anywhere from an online course guide to help students with their research to an in-person library instruction session) in the course.

Best,  
Talitha

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**From:** Karno Ng <[kng@csusm.edu](mailto:kng@csusm.edu)>

**Date:** Wednesday, May 7, 2014 at 11:01 AM

**To:** Jose Mendoza <[jmendoza@csusm.edu](mailto:jmendoza@csusm.edu)>, tmatlin <[tmatlin@csusm.edu](mailto:tmatlin@csusm.edu)>

**Cc:** Yvonne Meulemans <[ymeulema@csusm.edu](mailto:ymeulema@csusm.edu)>, Jocelyn Ahlers <[jahlers@csusm.edu](mailto:jahlers@csusm.edu)>

**Subject:** RE: GE recertification of GES 100, GES 101,

Hi Talitha:

Thank you for the feedback. May I ask you for your help to highlight the portion of the GES 101 form that needed to be modified on the attached form and provide the suggestion? I will make the change accordingly as you advised.

Thank you for your help.

Karno

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**From:** Jose Mendoza

**Sent:** Wednesday, May 07, 2014 10:56 AM  
**To:** Talitha Matlin  
**Cc:** Yvonne Meulemans; Jocelyn Ahlers; Karno Ng  
**Subject:** RE: GE recertification of GES 100, GES 101,

Great!

Thanks for your approval of GES100 and feedback on GES 101 as well as willingness to help.

Karno,

Please work with Talitha on the assignment language for GES 101.

Jose

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**From:** Talitha Matlin  
**Sent:** Wednesday, May 7, 2014 9:59 AM  
**To:** Jose Mendoza  
**Cc:** Yvonne Meulemans; Jocelyn Ahlers  
**Subject:** Re: GE recertification of GES 100, GES 101,

Hi Jose,

GES 100 looks good to go and has the necessary approval from the library.

For GES 101, I think that the course actually does meet the requirements, but the language might need to be tweaked a bit. For the Information Literacy learning outcome (See under Part B, GELOs: "Students will find, evaluate and use information appropriate to the course and discipline"), the assignment that might work best as an assessment measure of this is the one mentioned in section B1.4 ("Students are asked to complete assignments to discuss about the pro and con about nuclear power.") In order to meet the Information Literacy learning outcome, it should be made explicit that students must locate information on their own on the topic and use it to support their argument for the assignment.

Please let me know if you have any questions. I'm happy to work with you/Karno on drafting the assignment language to meet the recert requirements.

Best,  
Talitha

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**From:** Jose Mendoza <[jmendoza@csusm.edu](mailto:jmendoza@csusm.edu)>  
**Date:** Monday, May 5, 2014 at 8:45 AM  
**To:** Jocelyn Ahlers <[jahlers@csusm.edu](mailto:jahlers@csusm.edu)>  
**Cc:** Yvonne Meulemans <[ymeulema@csusm.edu](mailto:ymeulema@csusm.edu)>, tmatlin <[tmatlin@csusm.edu](mailto:tmatlin@csusm.edu)>  
**Subject:** GE recertification of GES 100, GES 101,

Dear Colleague,

As part of the recertification process for LDGE, we are required to obtain signatures or an email from all affected departments.

Please review the attached docs and let me know if you approve (or not) the recertification of GES 100 and GES 101 as LDGE courses.

Please also let me know if you have any questions.

Thanks,

Jose