New Jersey Institute of Technology

# Digital Commons @ NJIT

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# CHEM 361-002: Environmental Chemistry II (Addendum for Remote Learning)

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# CHEM361-002 ADDENDUM

## (Working online)

**This is what you will need to participate in online classes:**

- Access to a computer with a webcam, per: https://ist.njit.edu/student-computers/
- A smartphone (or a tablet) with a working camera to upload your work
- We will be using Cisco WebEx as our meeting medium, so be sure to learn how to use it (http://ist.njit.edu/webex)
- As before, most assignments will be in provided PDF format. Be sure to install a PDF reader, e.g., Adobe Reader.

**Online etiquette:**

- Use your full name when entering WebEx room (attendance will be taken)
- Enter WebEx room with your microphone muted, but your camera switched on
- Make sure you have access to a quiet workspace during online discussions
- Use proper business etiquette both in video and chat during online sessions

**Online content delivery and lecture format:**

- We will be operating primarily in flipped format, i.e., you will be watching recorded lectures offline and we will be working on solving problems and reviewing material online during regular lecture period
- You must regularly log on to Moodle using your UCID and password to access recorded lectures and videos
- During the regular lecture period, log in using WebEx to participate in class activities (https://njit.webex.com/meet/khalizov). Attendance is mandatory and will be recorded.
- You must regularly upload assignments (homework, etc.) as indicated by the instructor
- You must frequently check email for updates from NJIT administration and instructor

**Regular homework:**

- Will be announced by instructor ahead of time
- Must be uploaded as DOC, DOCX, or PDF by set deadline. No other formats will be accepted.
- If writing on paper, press firmly and write legibly
- PDF must be of nearly-photocopier quality. If you have no access to a copier, snap pictures of pages using your smartphone or tablet. You must use on of the apps (Microsoft OfficeLens, CamScanner, AdobeScan, etc.) to take and process the images (cropping margins, eliminating distortions, improving contrast and color, and combining several images into a single PDF). Each homework submission must be in a single file. **A ZERO grade will be assigned to poorly legible submissions.**

**Pre-class assignments:**

- Before regular classes, instructor will provide students with problems related to material covered in recorded lectures.
- Students must attempt to solve the problems and upload the solutions to Moodle (up to 10 point for the attempt).
- The problem will be reviewed in class. After class, student must upload the final solution (up to 90 points total).

**Exam Procedure:**

- Quizzes and exams will be administered online through a combination of Moodle and WebEx. The entire session will be recorded and used in case any inconsistencies are discovered in the submitted work.

- The WebEx session must remain open for the entire duration of the exam. Both the camera and microphone must remain on. Place your device 2-3 feet away from yourself so that the camera can provide a clear view of your face and your desk.
- Paper, scientific calculator, and pens (pencils) must be on your desk. As usual, any electronic device must be out of sight: no earbuds, cell phones (until step 2), smartwatches, or personal electronics.
- You are not allowed to leave your desk until the exam is over, as announced by instructor. Use facilities before the start of the exam.
- Exams and quizzes will consist of two steps

## **Step 1**

- The worksheet with your version of exam worksheet will be made available via Moodle at the beginning of exam. The worksheet is a PDF file.
- You will have time allotted to complete the exam **on paper** (so have sufficient amount!). Write exam **legibly**! Be sure to write down your name, number each page, and number the answers.
- For the majority of exam time, you are expected to focus on your writing, once in a while advancing and reading your screen. You are not allowed to switch to other programs/apps. A warning will be given if a suspicious activity is detected.
- Once finished, remain seated until permission is given to move to step 2. Unless everyone finishes early, expect to remain seated until the very end of step 1.

## **Step 2**

- You will be allowed to use a smartphone or tablet to complete step 2
- You will have only 10 minutes to complete this step. Therefore, you must have practiced beforehand. A test assignment is provided on Moodle for this purpose.
- Use one of the recommended apps on your smartphone to take pictures of all of the pages of your write up. Adjust images of pages to remove distortions and margins, and to improve contrast (typically all this can be done with a single touch).

- Combine images of individual pages into a single PDF and email it to your NJIT email account.
- Save the PDF on your device and upload it to Moodle.
- At the end of exam, the Moodle assignment will close (no more uploads permitted) and the instructor will give you permission to leave WebEx session.

**Adjusted grading policy:**

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| Attendance | 5% |
| In-class quizzes / homework (see below) | 20% |
| Home quizzes on pre-requisite material | 10% |
| Pre-/post-class homework | 10% |
| Class project | 10% |
| Midterm exam | 20% |
| Final exam | 25% |