

**Chemistry 235: Short Course Organic Chemistry**  
**Fall 2025**

**Instructor:**

Dr. Kristen Baker

Office: Caputo Hall 317

Phone: 717-871-7419

Email: [Kristen.Baker@millersville.edu](mailto:Kristen.Baker@millersville.edu) (I generally respond to emails promptly and on the same day. However, I do check my email less frequently after 4 pm and on the weekends, so please take this into consideration when contacting me with any questions you may have!)

**Office Hours:**

*No appointment needed! Arrive with any questions you may have about the course material or come to listen to your classmate's questions!*

Monday: 9:00 – 11:00 AM

Tuesday: 12:00 – 1:00 PM

Wednesday: 9:00 – 11:00 AM

*If these times do not work for you, please use the calendly link below to schedule a 15-minute block of time to meet with me! You may schedule up to 30 minutes (2 blocks) a day. If you cannot find a time on calendly that works for you, please send me an email and we can work something out!*

Calendly link: <https://calendly.com/bakekr01/15-minute-meeting>

I highly encourage you to visit my office hours for any help you may need in this course, whether it be to work together on a specific problem or topic, go over how to complete your lab, or discuss your grade in the class. In my experience, those who attend my office hours typically saw an increase in their understanding of the course material, leading to a higher grade in the course. As mentioned earlier, I am also available to meet at additional times either one-on-one or in a small group, just use the calendly link to schedule! (<https://calendly.com/bakekr01/15-minute-meeting>)

**Chemistry Peer Learning Hours:**

*No appointment needed! Simply come to work on chemistry with your peers and get help from experienced tutors.*

Location: Caputo 211

Tuesday: 5:00 – 7:00 PM

Wednesday: 5:00 – 7:00 PM

Thursday: 4:30 – 6:30 PM

**Required Laboratory Class Meetings:**

235 01A (CRN 1919) T 1:10 – 4:00 PM

Location: 331 Caputo Hall

*If you are unable to attend a class meeting, please email me asap.*

**Required Materials:**

- Safety glasses or googles
- Notebook

**D2L:**

All important course information will be found on D2L. It is your responsibility to keep up with this material, including any information posted in an announcement.

**Millersville Email:**

Announcements may also be sent via email. Please check your email at least once a day.

**Inclusive Excellence Statement:**

In this class, people of all different ethnicities, gender and gender identities, religions, ages, sexual orientations, disabilities, socioeconomic backgrounds, regions, and nationalities are encouraged to participate and share their perspectives and experiences that make each of us unique. Everyone will be expected to always treat each other with the utmost respect and consideration and without judgement. This classroom community will be a safe learning environment that encourages deep discussions based on everyone's individual perspective on the concepts learned. Any suggestions you may have on how to improve the effectiveness of the course are always encouraged and appreciated. Please do not hesitate to talk to me about any concerns you have about your success in this class.

**Laboratory Course Goals:**

1. Demonstrate proper laboratory safety and waste disposal when working in the lab
2. Keep a neat and organized record of laboratory data in a notebook.
3. Set up apparatus for experimental techniques: reactions, distillations, filtrations, etc.
4. Purify organic products by recrystallization (solids) and distillation (liquids).
5. Characterize organic products by physical, chemical, and spectroscopic properties.

**Laboratory Schedule:**

WEEK	ACTIVITY
1	Safety, Check-in, and Core Concepts
2	Resonance practice & acid-base ARIO intro
3	Functional Groups and IR Spectroscopy
4	Recrystallization, melting point, IR
5	Acid-Base Reactions and Acid-Base Extraction
6	Conformational Analysis, Chirality, and Stereochemistry
7	Thin-Layer-Chromatography (TLC)
8	Fall Break
9	Proton and Carbon NMR
10	Limonene Extraction via Steam Distillation
11	Acid cat. Cyclic acetal formation from benzaldehyde and pentaerythritol
12	Oxone Oxidation of an aldehyde into a carboxylic acid
13	Imine formation from an aldehyde (Multi-Step Synthesis- Step 1)
14	Imine formation from an aldehyde (Multi-Step Synthesis- Steps 2 and 3)
15	Clean-up and Check-out

**Chemistry 235 Laboratory Attendance Statement**

Make-up labs are not an easy option (due primarily to scheduling and space limitations). If you are planning to miss a lab due to an official Millersville University event, or due to a foreseeable

life event absence, or if you miss a lab due to an emergency, please email, as soon as possible, to begin discussing options; failure to begin discussing options within a timely manner will lead to this course policy: missing the first lab equals a zero for the lab activity, missing two labs equals a zero for the second lab activity, missing three or more labs equals failure of the entire course.

### **University Approved Class Attendance Policy:**

1. **Students are expected to attend all classes.** It is the student's responsibility to complete all course requirements even if a class is missed. If a student misses class for an officially excused reason, then he/she is entitled to make up the missed work but only at the convenience of the faculty member. Responsibility for materials presented in, assignments made for, and tests/quizzes given in regularly scheduled classes lies solely with the student.
2. **The University policy is that faculty will excuse absences for the following reasons:**
  - a. personal illness
  - b. death or critical illness in the family
  - c. participation in a university-sponsored activity
  - d. jury duty
  - e. military duties
  - f. religious holidays
3. **Faculty judge the validity of student absences from class within the University's approved guidelines and may require documentation for excused absences.** Faculty will evaluate any reason, other than those listed above, for a student missing class and determine whether the absence is justified. In these circumstances, a student may make up missed work at the discretion of the instructor.
4. **In the case of foreseeable absences, students are encouraged to notify the faculty member in advance.** A student who will miss class due to participation in an official University activity must notify the instructor well in advance of the activity to assure that the absence is excused.

### **Academic Conduct Code:**

Academic dishonesty will not be tolerated. Not only is cheating unethical and disrespectful to your faculty and fellow students, it is also self-destructive to your own academic integrity. All students are expected to maintain high standards of academic integrity; you are responsible for understanding and abiding by the Millersville University Academic Honesty Policy outlined below. *If you break this policy, you will be assigned a failing grade and may be prosecuted by the Academic Review Board.* While you may work together on some assignments, all work turned in must be your own work and answers must be written in your own words. Forms of academic dishonesty include (but are not limited to) the use of cheat sheets during exams, copying answers from other students, plagiarizing material, knowingly allowing others to represent your work as their own, and use of online databases that provide “expert” answers to posted questions such as Chegg, Slader, CourseHero, and Koofers. Additionally, I own the copyright to all course materials, which may not be duplicated in any form other than for your own learning. This includes uploading these materials to any online sites that will provide “expert” answers or giving/receiving old course materials from other students.

Millersville University’s Academic Honesty Policy: Students of the University are expected to be honest and forthright in their academic endeavors. Actions that violate the Academic Honesty Policy include:

- Plagiarism (using someone else's words, ideas, or data)
- Fabrication (falsifying results in research or other findings)
- Cheating (the act or attempted act of deception by which an individual tries to misrepresent that he/she has mastered subject matter in an academic project or the attempt to gain advantage by the use of illegal or illegitimate means)
- Academic Misconduct: violation of university policies by tampering with grades or participating in the distribution of any part of a test before its administration.

For more information:

<https://www.millersville.edu/cae/teaching-and-learning/academic-integrity.php>

<https://www.millersville.edu/about/administration/policies/pdf/academics/academic-policy-academic-honesty-and-dishonesty.pdf>

<https://www.millersville.edu/studentconduct/files/studentcodeofconduct.pdf>

### **Academic Support Services:**

Students who may require academic accommodations based on their eligibility requirements should make the necessary arrangements as soon as possible. All accommodations must be arranged through the Office of Learning Services in Lyle Hall.

<https://www.millersville.edu/learningservices/>

### **Title IX Statement:**

Millersville University and its faculty are committed to assuring a safe and productive educational environment for all students. In order to meet this commitment and to comply with Title IX of the Education Amendments of 1972 and guidance from the Office for Civil Rights, Title IX requires University faculty members to report incidents of sexual discrimination, including sexual violence, shared by students to the University's Title IX Coordinator. Accordingly, if a student shares information about any incidents of sexual discrimination or sexual violence during a classroom discussion, in a writing assignment for a class, or in other contexts, faculty must report that information to the Title IX Coordinator. This information will only be shared with the Title IX Coordinator, who is the individual on campus designated to respond to reports of discrimination or sexual violence. While the Title IX Coordinator is not a confidential source of support, they will address matters reported to them with sensitivity and will keep your information as private as possible.

Additionally, faculty members are obligated to report sexual violence or any other abuse of a student who was, or is a child (a person under 18 years of age) when the abuse allegedly occurred, to the person designated in the University's [Protection of Minors policy](#).

Information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is set forth at: [www.millersville.edu/titleix](http://www.millersville.edu/titleix)

### **Counseling Reminder:**

Students sometimes face mental health or drug/alcohol challenges in their academic careers that interfere with their academic performance goals. Millersville is a caring community and resources are available to assist students who are dealing with problems.

- Counseling Center (717-871-7821)
- Health Services (717-871-5250)
- Center for Health Education and Promotion (717-871-4141)

- Campus Ministries
- Learning Services (717-871-5554)

**Americans with Disabilities Act:**

Millersville University is committed to equality of opportunity and freedom from discrimination for all students, employees, applicants for admission or employment, and all participants in public University-sponsored activities. In keeping with this commitment, and in accordance with the Americans with Disabilities Act (ADA) the University will make every effort to provide equality of opportunity and freedom from discrimination for all members of the University community and visitors to the University, regardless of any disability an individual may have. Accordingly, the University has taken positive steps to make University facilities accessible to individuals with disabilities to participate in University programs. The University administration and management are obligated to report any allegation of discrimination to the appropriate office as defined in this policy.

**Land Acknowledgement:**

We would like to recognize the Native peoples of the lower Susquehanna River basin, those known and those unknown to us, who have stewarded the land, upon which Millersville University sits, for thousands of years. We acknowledge that the land on which we gather, study, and work is the ancestral land of the Conestogas, Susquehannocks, Shawnee, and others. One group, the Shenks Ferry people, had a village adjacent to the campus. We pay our respects to the traditional occupants and caretakers of this land.

***Questions?? Concerns?? Stop by my office hours!***

*Monday 9:00 – 11:00 AM*

*Tuesday: 12:00 – 1:00 PM*

*Wednesday: 9:00 – 11:00 AM*