



## Chem 322aL: Organic Chemistry (4.0 Units) Spring 2025

**Class Meetings:** This class is offered **in-person** in SGM 124 MWF 11am

Discussion: Thursdays SGM 124 12:00-12:50pm and 1:00-1:50pm

Quiz: Mondays 3:30-4:50pm SGM 124

**Instructor:** Prof. Rebecca Broyer

**Office Hours:** TBA

**Contact Info:** [rebecca.broyer@usc.edu](mailto:rebecca.broyer@usc.edu) (preferred contact method)

**Lab Instructor:** Dr. Jennifer Moore

**Office Hours:** See laboratory Brightspace page for times / meeting information

**Contact Info:** [moorej1@usc.edu](mailto:moorej1@usc.edu)

**Course Coordinator:** Dr. Xiaojun Zhang

**Electronic Office Hours:** email for appointment

**Contact Info:** [xiaojunz@usc.edu](mailto:xiaojunz@usc.edu)

**Lecture TA:** Steven Shepard

**Office Hours:** TBA

**Contact Info:** [smsheppa@usc.edu](mailto:smsheppa@usc.edu)

### Supplemental Instruction (SI)

The University has a Supplemental Instruction Program (<https://dornsife.usc.edu/chem322b/>) that we encourage you to use. The SI instructors hold weekly sessions going over the course material and problems. They also prepare exam reviews, which you can use to test yourself before the midterms and finals. The SI leaders attend all of the lectures and are familiar with the lecture material.

### Learning Assistants (LAs)

We will have a cohort of learning assistants present in class to help support you during in class work. Learning assistants are students who have completed the course and volunteer. LAs attend all lectures.

### Discussion Section (Thursdays)

Weekly problem-solving session and Q + A during the Discussion sections will occur on Thursdays in SGM 124. See Brightspace for updates.

### Learning Objectives

It is the overall intention of this course for students to learn how to apply concepts they learn to new situations and problems by forming effective problem-solving strategies. Additionally, students who successfully complete this course should be able to:

- Draw organic structures and bonding and depict their orbital hybridization.
- Predict acid and base properties for organic molecules.
- Provide correct IUPAC names for organic compounds.
- Predict physical properties for organic compounds.
- Predict molecular structures from spectral data including: IR,  $^1\text{H-NMR}$ , and  $^{13}\text{C-NMR}$  data
- Predict how stereochemistry will affect the product distributions in a reaction
- Design multistep syntheses using alkene, alkyne, alkyl halide, alcohol, ether, amine, aromatic, acidic, basic, organometallic, substitution, elimination, and addition type reactions.
- Draw electron pushing mechanisms for all organic reactions discussed during the semester and apply them to a variety of chemical problems

- Prepare a presentation to communicate the main ideas of a reaction mechanism presented in the course

#### Prerequisite(s):

105B or equivalent course

**Recommended Preparation:** To ensure you have the best experience in this course, it's important to have a strong understanding of many of the topics presented in general chemistry. We recommend reviewing the list of important topics posted to the Brightspace page. This will help you keep up and succeed in this semester's coursework.

#### A separate laboratory syllabus will be issued

#### Course Notes

It will be imperative for you to attend class if you plan to succeed in this course. I will provide my "blank" lecture notes ahead of time via Brightspace and we will work through these during lecture. I will provide opportunities during lecture for problem solving and self-assessment. Come ready to be engaged. If you are absent, it will be your responsibility to get course announcements, material, and activities. **The problems we cover during class will be very similar to the types of problems you would see on a quiz or exam.** Keep in mind that organic chemistry is a cumulative subject. If you miss something early on, it is going to be even more difficult to keep up later.

#### Technological Proficiency and Hardware/Software Required

**Gradescope:** You will scan and assignments to Gradescope. <http://www.gradescope.com>. Use link through course Brightspace page.

#### Useful tools Available to USC students

[USC Computing Center Laptop Loaner Program](#)

[Brightspace help for students](#)

[Software available to USC Campus](#)

[Gradescope Help](#)

#### Required Readings and Supplementary Materials

- "Organic Chemistry" P.Y. Bruice, 8<sup>th</sup> edition
- "Study Guide and Solutions Manual," P.Y. Bruice
- "Organic Chemistry as a Second Language: First Semester Topics" D. Klein, 5<sup>th</sup> edition
- "Spring 2025 Chemistry 322aL Laboratory Manual" (*You will receive an email from Dr. Moore on the first day of classes with instructions on how to purchase and download the laboratory manual*)
- Any Molecular Modeling Kit

#### Optional Readings and Supplementary Materials

"Making the Connections 2," Anne B. Padias, 2<sup>nd</sup> edition (for lab)

#### Description and Assessment of Assignments

Assignments in the course include homework, quizzes, exams, online assignments, in-class work, and a final exam. To earn points for in class work, assignments must be submitted **during the lecture period directly to Gradescope.**

#### Grading Breakdown

Your grade will be determined according to the following distribution:

## Grading Breakdown

Assessment Tool (assignments)	Points	% of Grade
Group Quizzes (4)	30 each	9%
Exams (3)	100 each	30%
Laboratory	Varies	33%
Homework (10)	5 each	5%
Reflection (4)	5 each	2%
Practice (Assignments and In-Class Work)	3 each	6%
<b>Final Exam</b>	Scaled to 150	15%
<b>TOTAL</b>		100%

To receive a passing grade, satisfactory work must be done in both lab and the lecture portions of the course. You are encouraged to check your grades on Brightspace.

## Grading Scale

Course final grades will be determined using the following scale:

### Course Grading Scale

Letter grade	%
A	93-100
A-	90-92.9
B+	87-89.9
B	83-86.9
B-	80-82.9
C+	77-79.9
C	73-76.9
C-	70-72.9
D+	67-69.9
D	63-66.9
D-	60-62.9
F	59.9 and below

(A) An 'A' student not only understands the course material well but also can apply it creatively to new situations. The cutoff for an 'A-' will be no higher than **90%**.

(B) A 'B' student has a good, solid understanding of the material but has trouble applying that knowledge to new situations. The cutoff for a 'B-' will be no higher than **80%**

(C) A 'C' student has major gaps in understanding. The cutoff for a 'C-' will be no higher than **70%**

(D or F) Still larger gaps lead to a 'D' or 'F' in the course. The cutoff for a 'D-' will be no higher than **60%**

\*To receive a passing grade, satisfactory work must be done in both lab and the lecture portions of the course. **Students must earn at least 50% of the lecture points and 50% of the lab points in order to earn a C- or higher.**

**Adjustments to the grade cutoffs (if necessary) will be made at the end of the course.**

Point totals for the course will be available on the course Brightspace site

### Assignment Submission Policy

All assignments must be submitted by the stated deadlines. Assignments will be submitted using Gradescope.

Please ensure you come to class prepared with the necessary tools to do so. You will need *a method to upload and submit your work to Gradescope during the class session*. There are two acceptable options for submitting your work:

**1: Working on paper:** You can work on paper and then convert your work to a PDF by taking a picture of it and converting it to a digital format. After converting to PDF, you can upload it to Gradescope.

**2: Working on a tablet:** Alternatively, you may work directly on a tablet and upload your digital work directly to Gradescope.

Please ensure you have access to the required equipment and software before the class starts to facilitate a smooth learning experience. If you have any questions or concerns, feel free to ask for assistance. **Assignments submitted by email will not be accepted. Late assignments will not be accepted.**

### Grading Timeline

Graded assessments will be available for review on Brightspace/Gradescope within 72 hours of the due date. You can view your grades at any time on the Brightspace page.

### Course Specific Policies

**Practice: There will be several activities that count towards practice.** Students will complete **work assigned during class time**, such as worksheets. Worksheets will be available to download from Brightspace and a limited number of hard copies will be available during lecture. The instructional team will be available to assist with the problem set during lecture. These worksheets will be uploaded to Gradescope by the end of class (11:50am). There will be no make ups for these assignments, failure to participate will count as a zero toward your final grade. No Late submissions will be accepted however there will be a grace period for upload at the end of each lecture. After the grace period has ended, the key will be posted and no late submissions will be accepted. These assignments will be weighted equally, and the lowest 20% of the assignments will be dropped at the end of the semester.

Other assignments and asynchronous practice will be announced on Brightspace and will also go into this category.

**Group Quizzes:** There will be four 30-min group quizzes. Groups will consist of three students. Your top three scores will count toward your final grade. There will be one make-up group quiz. A missed quiz for any reason will count as your dropped quiz. A third missed quiz will count as a zero towards your final grade. Group quizzes will be worth 9% of your final grade. Any inquires related to grading of Group Quizzes should be directed directly to Prof. Broyer by **within 48 hours from the time the quiz is returned**. After this grading inquires will not be considered.

<b>Quiz 1</b>	Monday, January 27,2025	3:30 pm
<b>Quiz 2</b>	Monday, February 24, 2025	3:30 pm
<b>Quiz 3</b>	Monday, March 24, 2025	3:30 pm
<b>Quiz 4</b>	Monday, April 7, 2025	3:30 pm
<b>Make Up</b>	Monday, April 28, 2025	3:30 pm

### Homework

**Prior to lecture read the sections to be covered in advance.** Here is where you should be spending the majority of your time outside of class, ideally 3 hours of study for each hour of lecture, or 1-2 hours a day! This is a relatively fast-paced class so working on it a little bit every day means you won't fall behind – trying to “cram” study and memorize material is NOT a successful strategy for organic chemistry! Working textbook problems is the only way you can get practical experience and be prepared for exams. Try the in-chapter problems as you read the chapter and then continue to work on the end-of-chapter problems (answers at the back of the book or in Solutions Manual). Working on problems means doing the problem – write down your answer and then check to see if it's right, and then try more problems. A list of “end-of Chapter” problems will be posted on the course website.

There will also be a short weekly homework assignment posted to Brightspace on Wednesdays. The homework assignments are to be completed and submitted through Gradescope by 11 am the following Wednesday. Homework assignments will be graded. There will be a total of 12 assignments throughout the semester, your top 10 scores will count toward your grade at the end of the semester. Late homework submissions will lose one point for each 24-hour period that they are submitted after the deadline up until Fridays. After that the key will be posted and late submissions will no longer be allowed.

**Exams:** There will be three exams given on Mondays at 3:30 pm. Exams will be 60 minutes. No exams will be given on alternative dates and no makeup exams will be given. In some circumstances, a midterm missed due to severe illness, religious observance, or some (essential) USC activities may be excused. We must know ahead of time and will need documentation (see **Absences** section below). In this case, the balance of the lecture score will be scaled to compensate for the missing grade. **An unexcused missed hour exam will be counted as a zero. Students must take at least two of the three midterms, and the final.** If you cannot take at least two of the midterm exams, you will receive a score of zero for the second missed exam. The final exam will be given on *Wednesday, May 7, 2025, 11:00 a.m. – 1:00 p.m.* Although it will be comprehensive, lecture material covered after the third exam will be emphasized.

**Lowest score replacement:** Your lowest exam score will be dropped and replaced with your score (out of 100) on the final if your score on the final is higher than your lowest exam.

*EXAM 1: February 10, 2025 3:30pm*

*EXAM 2: March 10, 2025 3:30pm*

*EXAM 3: April 21, 2025 3:30pm*

*Final Exam: Wednesday, May 7, 2025, 11:00 a.m. – 1:00 p.m.* (If you cannot take the final exam at this time you should not register for this course)

Please bring your USC student ID card to all exams, your ID will be checked when you turn in your exam. All electronic devices such as cell phones are prohibited and cannot be used for any purpose during the exam, including keeping time.

**Absences:** Make-up exams will not be given under any circumstances. Absences will be excused based on official University policy (verifiable illness or necessity). Please inform the course coordinator [Dr. Xiaojun Zhang](#) about the absence ahead of time; and present the valid excuse and proper document(s) to [Dr. Zhang](#), **no later than 24 hours** after the missed exam.

## Reflection

Throughout the semester and after each of the 3 exams, you will be asked to reflect on your exam and upload your reflection to Gradescope. Exam reflections will be due on Fridays at noon after each exam. No late exam reflections will be accepted. **There are no exceptions.** If you have an excused absence

from an exam, an alternative assignment will be provided depending on the circumstances of your excused absence. Each Reflection will be worth 5 points towards your final grade.

<b>Intro Reflection</b>	Friday, Jan 17, 2025	12pm
<b>E1 Reflection</b>	Friday, Feb 14, 2025	12pm
<b>E2 Reflection</b>	Friday, March 14, 2025	12pm
<b>E3 Reflection</b>	Friday, April 25, 2025	12pm

## Laboratory

**Laboratory Orientation:** A lab orientation video will be posted to the laboratory Brightspace page. You must complete lab orientation (videos & quizzes) in order to maintain your space in the lab and thus to remain in the course. The lab orientation will be available on the first day of classes. You will receive an email when the Brightspace page is live.

**Lab Slides & Videos:** Content for the labs will be posted each week to the laboratory Brightspace site.

Lab Scores: See Gradescope & Brightspace for lab scores (reports, prelab quizzes, etc.) and informational material.

**Laboratory Attendance:** This is a laboratory course and requires completion of all lab assignments. Absences will be excused only for medical reasons or in the case of extreme necessity. For lab absences, email Dr. Moore ([moorejl@usc.edu](mailto:moorejl@usc.edu)) before the start of the lab period, when possible. Complete the Lab Absence form under Brightspace Announcements. You will be contacted for a make-up lab. A maximum of two make-up labs per semester can earn full credit. Three or more missed labs will result in half credit on that lab. You must arrive on time and prepared for lab. If you show up late, you will not be admitted to the lab session. Satisfactory completion of all labs and lab work is required to pass the class. Additional laboratory policies can be found in the lab orientation, available on Brightspace after the first day of classes.

**Late work:** Unless otherwise directed by Dr. Moore, see Brightspace Announcements for due dates. ALL assignments must be submitted by 9pm on May 1<sup>st</sup>, 2025. One point is deducted per day late on all assignments. Pre-, In- and Post-Lab assignments will be submitted through Gradescope. Please review your TA's feedback promptly. Regrades on laboratory reports must be requested within one week of when the lab report is graded.

**Drop Dates:** **Friday, Jan 31, 2025:** Last day to drop without a mark of W and receive refund.

**Friday, Feb 28, 2025:** Last day to drop without a mark of W.

**Friday, April 11, 2025:** Last day to drop with a mark of W.

The mark of Incomplete (IN) may only be given to a student who is doing passing work through April 11, 2025 and is unable to complete the assigned work and/or take the final exam due to serious illness or a documented emergency occurring after April 11, 2025. If you drop the lecture, you must also drop the lab.

## Attendance

It will be imperative for you to attend class if you plan to succeed in this course. Attendance is not recorded however non-attendance will likely result in lower overall scores on assessments. Make-up work is not accepted for missed in-class work, however students may choose to complete the work on their own during class-time and some of the in class work will be dropped at the end of the semester to account for missed lecture for any reason.

## Classroom norms

By adhering to these norms, students and instructors can create a supportive and effective learning environment that enhances the educational experience for everyone involved.

1. **Respect and Inclusivity**
  - Treat everyone with respect, regardless of their background or level of understanding.
  - Listen actively and appreciate diverse perspectives.
  - Avoid interrupting others and ensure all voices are heard.
2. **Active Participation**
  - Engage fully in all activities, discussions, and group work.
  - Ask questions and seek clarification when needed.
  - Share relevant ideas and contribute to group tasks.
3. **Collaboration and Teamwork**
  - Work collaboratively with peers and support each other's learning.
  - Divide group tasks equitably and ensure everyone contributes.
  - Resolve conflicts constructively and professionally.
4. **Preparedness and Responsibility**
  - Come to class prepared, having completed all assigned readings and pre-class work your laptops and tablets should be charged
  - Bring necessary materials
  - Take responsibility for your own learning and stay on top of deadlines.
5. **Effective Communication**
  - Use clear and concise and professional language in all forms of communication.
6. **Respect for the Learning Environment**
  - Minimize distractions by turning off or silencing electronic devices.
  - Arrive on time and avoid leaving the class early without prior notice.
7. **Engagement in Active Learning**
  - Embrace the active learning format and participate in interactive activities.
  - Be open to different teaching methods and learning styles.

#### **Zoom etiquette**

This class is an in-person course. Occasionally, we may move to zoom. This will be communicated via the course Brightspace page. To ensure a productive and respectful online learning environment, all participants in Zoom classes are expected to adhere to the following etiquette guidelines:

#### **General Conduct**

- **Punctuality:** Join the Zoom meeting a few minutes before the scheduled start time to ensure you are ready when the class begins.
  - **Attentiveness:** Be present and attentive throughout the class. Avoid multitasking during the session.
2. **Audio and Video**
- **Microphone:** Keep your microphone muted when you are not speaking to minimize background noise. Unmute only when you need to contribute to the discussion.
  - **Camera:** Students are encouraged to have their cameras on to foster engagement and interaction. If you need to turn off your camera, inform the instructor beforehand.
  - **Background:** Ensure your background is neutral and non-distracting. Use virtual backgrounds if necessary to maintain privacy and professionalism.
3. **Appearance and Setting**
- **Dress Code:** Dress as you would for an in-person class. Avoid wearing inappropriate or distracting clothing.
  - **Environment:** Choose a quiet, well-lit location for the Zoom session. Inform household members of your class schedule to minimize interruptions.
4. **Communication and Participation**
- **Chat Function:** Use the chat function to ask relevant questions or make comments. Avoid side conversations or off-topic discussions.
  - **Hand Raising:** Use the "Raise Hand" feature if you wish to speak or ask a question. Wait for the instructor to acknowledge you before unmuting.
  - **Respect:** Treat classmates and the instructor with respect. Do not interrupt others while they are speaking.
5. **Professionalism**
- **Behavior:** Maintain a professional demeanor throughout the class. Disruptive behavior will not be tolerated.
  - **Language:** Use appropriate and respectful language at all times. Avoid slang or colloquialisms that may not be understood by everyone.
6. **Privacy and Security**
- **Recording:** Do not record, screenshot, or share any part of the Zoom session without the instructor's permission.
  - **Sharing Links:** Do not share the Zoom meeting link with individuals who are not enrolled in the class.
  - **FERPA Compliance:** Respect the privacy of your classmates and instructor. Ensure all actions comply with the Family Educational Rights and Privacy Act (FERPA).
7. **Technical Considerations**
- **Preparation:** Ensure your device is charged or plugged in and that you have a stable internet connection before joining the class.
  - **Software:** Keep your Zoom application updated to the latest version.
  - **Backup Plan:** Have a backup plan (such as a secondary device or hotspot) in case of technical difficulties.

By following these Zoom etiquette guidelines, we can create a respectful and effective online learning environment. Thank you for your cooperation.

### **Academic Integrity**

The University of Southern California is foremost a learning community committed to fostering successful scholars and researchers dedicated to the pursuit of knowledge and the transmission of ideas. Academic misconduct is in contrast to the university's mission to educate students through a broad array of first-rank



academic, professional, and extracurricular programs and includes any act of dishonesty in the submission of academic work (either in draft or final form).

This course will follow the expectations for academic integrity as stated in the [USC Student Handbook](#). All students are expected to submit assignments that are original work and prepared specifically for the course/section in this academic term. You may not submit work written by others or “recycle” work prepared for other courses without obtaining written permission from the instructor(s). Students suspected of engaging in academic misconduct will be reported to the Office of Academic Integrity.

Other violations of academic misconduct include, but are not limited to, cheating, plagiarism, fabrication (e.g., falsifying data), knowingly assisting others in acts of academic dishonesty, and any act that gains or is intended to gain an unfair academic advantage.

Academic dishonesty has a far-reaching impact and is considered a serious offense against the university. Violations will result in a grade penalty, such as a failing grade on the assignment or in the course, and disciplinary action from the university itself, such as suspension or even expulsion.

For more information about academic integrity see the [student handbook](#) or the [Office of Academic Integrity's website](#), and university policies on [Research and Scholarship Misconduct](#).

Please ask your instructor if you are unsure what constitutes unauthorized assistance on an exam or assignment or what information requires citation and/or attribution.

#### **AI Policy**

This course aims to develop creative, analytical, and critical thinking skills. Therefore, all assignments should be prepared by the student working individually or in groups. Students may not have another person or entity complete any substantive portion of the assignment. Developing strong competencies in these areas will prepare you for a competitive workplace. Therefore, using AI-generated text, code, or other content is prohibited in this course, will be identified as plagiarism, and will be reported to the Office of Academic Integrity.

Please ask me if you are unsure about what constitutes unauthorized assistance on an exam or assignment, or what information requires citation and/or attribution.

Collaboration and group work are encouraged, however you are expected to submit work that demonstrates your individual mastery of the course concepts.

If found responsible for an academic violation, students may be assigned university outcomes, such as suspension or expulsion from the university, and grade penalties, such as an “F” grade on the assignment, exam, or in the course.

#### **Course Content Distribution and Synchronous Session Recordings Policies**

USC has policies that prohibit recording and distribution of any synchronous and asynchronous course content outside of the learning environment.

Recording a university class without the express permission of the instructor and announcement to the class, or unless conducted pursuant to an Office of Student Accessibility Services (OSAS) accommodation. Recording can inhibit free discussion in the future, and thus infringe on the academic freedom of other students as well as the instructor. ([Living our Unifying Values: The USC Student Handbook](#), page 13).

Distribution or use of notes, recordings, exams, or other intellectual property, based on university classes or lectures without the express permission of the instructor for purposes other than individual or group study. This includes but is not limited to providing materials for distribution by services publishing course materials.

This restriction on unauthorized use also applies to all information, which had been distributed to students or in any way had been displayed for use in relation to the class, whether obtained in class, via email, on the internet, or via any other media. Distributing course material without the instructor's permission will be presumed to be an intentional act to facilitate or enable academic dishonesty and is strictly prohibited. ([Living our Unifying Values: The USC Student Handbook](#), page 13).

#### **Course Evaluations**

Students will submit confidential course evaluations, available online during week 13. More information will be provided in lecture.

**Tentative Course schedule: The most up to date schedule with weekly deliverables will be posted to Brightspace each week. Below is a tentative schedule so that you can plan ahead.**

Draft

	<b>Topics/Daily Activities</b>	<b>Readings/Preparation</b>	<b>Deliverables</b>
<b>Week 1</b>	Course Intro; Chapter 1	Review Welcome Module See Brightspace Week 1	<b>1/13 Meet and Greet</b> <b>1/17 intro reflection</b> Daily assignments
<b>Week 2</b> <b>MLK</b>	Chapter 2, Chapter 8.1-8.15	See Brightspace Week 2	<b>1/22 HW 1</b> Daily assignments
<b>Week 3</b>	Chapter 3	See Brightspace Week 3	<b>Quiz 1 1/27</b> <b>1/29 HW 2</b> Daily assignments
<b>Week 4</b>	Chapter 3, Chapter 13	See Brightspace Week 4	<b>2/5 HW 3</b> Daily assignments
<b>Week 5</b>	Chapter 13, Chapter 4	See Brightspace Week 5	<b>EXAM 1 2/10</b> <b>HW 4 2/13</b> <b>2/14 Exam 1 Reflection</b> Daily assignments
<b>Week 6</b> <b>President's Day</b>	Chapter 5,6	See Brightspace Week 6	<b>HW 5 2/19</b> Daily assignments
<b>Week 7</b>	Chapter 6	See Brightspace Week 7	<b>Quiz 2 2/24</b> <b>HW 6 2/26</b> Daily assignments
<b>Week 8</b>	Chapter 6,7	See Brightspace Week 8	<b>3/5 HW 7</b> Daily Assignments
<b>Week 9</b>	Chapter 7, Chapter 14	See Brightspace Week 9	<b>3/10 Exam 2</b> <b>3/12 HW 8</b> <b>3/14 Exam 2 Reflection</b> Daily Assignments
<b>Spring Recess</b> <b>Week 10</b>	Chapter 14, Chapter 8	See Brightspace Week 10	<b>3/26 HW 9</b> <b>Quiz 3 3/24</b> Daily Assignments
<b>Week 11</b>	Chapter 8, Chapter 9	See Brightspace Week 11	<b>HW 10 4/2</b> Daily Assignments
<b>Week 12</b>	Chapter 9	See Brightspace Week 12	<b>HW 11 4/9</b> <b>Quiz 4 4/7</b> Daily Assignments
<b>Week 13</b>	Chapter 10	See Brightspace Week 13	<b>HW 12</b> Daily Assignments
<b>Week 14</b>	Chapter 10, Chapter 11	See Brightspace Week 14	Daily Assignments <b>Exam 3 4/21</b> <b>Exam 3 Reflection 4/25</b>
<b>Week 15</b>	Chapter 12, Review	See Brightspace Week 15	<b>Make Up Quiz 4/28</b> Daily Assignments
<b>FINAL</b>	<i>May 7, 2025 11am-1pm</i>		Refer to the final exam schedule in the USC <i>Schedule of Classes</i> at <a href="https://classes.usc.edu">classes.usc.edu</a> .

The instructor reserves all rights to change any of the contents within the syllabus with advanced notice if any changes become necessary during the semester.

## Statement on University Academic and Support Systems

### **Students and Disability Accommodations:**

USC welcomes students with disabilities into all of the University's educational programs. [The Office of Student Accessibility Services](#) (OSAS) is responsible for the determination of appropriate accommodations for students who encounter disability-related barriers. Once a student has completed the OSAS process (registration, initial appointment, and submitted documentation) and accommodations are determined to be reasonable and appropriate, a Letter of Accommodation (LOA) will be available to generate for each course. The LOA must be given to each course instructor by the student and followed up with a discussion. This should be done as early in the semester as possible as accommodations are not retroactive. More information can be found at [osas.usc.edu](https://osas.usc.edu). You may contact OSAS at (213) 740-0776 or via email at [osasfrontdesk@usc.edu](mailto:osasfrontdesk@usc.edu).

### **Student Financial Aid and Satisfactory Academic Progress:**

To be eligible for certain kinds of financial aid, students are required to maintain Satisfactory Academic Progress (SAP) toward their degree objectives. Visit the [Financial Aid Office webpage](#) for [undergraduate-](#) and [graduate-level](#) SAP eligibility requirements and the appeals process.

### **Support Systems:**

[Counseling and Mental Health](#) - (213) 740-9355 – 24/7 on call

Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention.

[988 Suicide and Crisis Lifeline](#) - 988 for both calls and text messages – 24/7 on call

The 988 Suicide and Crisis Lifeline (formerly known as the National Suicide Prevention Lifeline) provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week, across the United States. The Lifeline consists of a national network of over 200 local crisis centers, combining custom local care and resources with national standards and best practices. The new, shorter phone number makes it easier for people to remember and access mental health crisis services (though the previous 1 (800) 273-8255 number will continue to function indefinitely) and represents a continued commitment to those in crisis.

[Relationship and Sexual Violence Prevention Services \(RSVP\)](#) - (213) 740-9355(WELL) – 24/7 on call

Free and confidential therapy services, workshops, and training for situations related to gender- and power-based harm (including sexual assault, intimate partner violence, and stalking).

[Office for Equity, Equal Opportunity, and Title IX \(EEO-TIX\)](#) - (213) 740-5086

Information about how to get help or help someone affected by harassment or discrimination, rights of protected classes, reporting options, and additional resources for students, faculty, staff, visitors, and applicants.

[Reporting Incidents of Bias or Harassment](#) - (213) 740-2500

Avenue to report incidents of bias, hate crimes, and microaggressions to the Office for Equity, Equal Opportunity, and Title for appropriate investigation, supportive measures, and response.

[The Office of Student Accessibility Services \(OSAS\)](#) - (213) 740-0776

OSAS ensures equal access for students with disabilities through providing academic accommodations and auxiliary aids in accordance with federal laws and university policy.

[USC Campus Support and Intervention](#) - (213) 740-0411

Assists students and families in resolving complex personal, financial, and academic issues adversely affecting their success as a student.

[Diversity, Equity and Inclusion](#) - (213) 740-2101

Information on events, programs and training, the Provost's Diversity and Inclusion Council, Diversity Liaisons for each academic school, chronology, participation, and various resources for students.

[USC Emergency](#) - UPC: (213) 740-4321, HSC: (323) 442-1000 – 24/7 on call

Emergency assistance and avenue to report a crime. Latest updates regarding safety, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible.

[USC Department of Public Safety](#) - UPC: (213) 740-6000, HSC: (323) 442-1200 – 24/7 on call

Non-emergency assistance or information.

[Office of the Ombuds](#) - (213) 821-9556 (UPC) / (323-442-0382 (HSC)

A safe and confidential place to share your USC-related issues with a University Ombuds who will work with you to explore options or paths to manage your concern.

[Occupational Therapy Faculty Practice](#) - (323) 442-2850 or [otfp@med.usc.edu](mailto:otfp@med.usc.edu)

Confidential Lifestyle Redesign services for USC students to support health promoting habits and routines that enhance quality of life and academic performance.

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