A. COURSE INFORMATION

Course number/section:  BIOL 1308_002 (Lec) & BIOL1308_102 (Lab)
Class meeting time:    TR 8:00am-9:50am
Class location:        EN201
Course Website:        (Blackboard Portal): https://bb9.tamucc.edu/

B. INSTRUCTOR INFORMATION

Instructor:         Terri Nicolau
Office location:    Engineering Building, EN-310B
Office hours:       Mon. 11am-12pm; Tues. 10am-12pm; Wed. 11am-12pm; 2-3pm, or by appt.
Telephone:          (361) 825-2166
e-mail:             terri.nicolau@tamucc.edu

Appointments:       A student may make an appointment to see me at times other than the scheduled office hours. I am available for consultation and extra help, but it is the student’s responsibility to request such help.

C. COURSE DESCRIPTION

Catalog Course Description
This is a non-majors course in which students will learn basic biological principles, identify the relevance of science in everyday life, and will understand the scientific method. Hands-on lab activities will reinforce course concepts. This course does not substitute for biology (BIOL) 1406/1407 for science majors.

D. PREREQUISITES AND COREQUISITES

Co-requisite: SMTE0091

You must be registered for BOTH COMPONENTS of this course: BIOL 1308_002 & BIOL1308_102 and you must complete the safety seminar prior to lab.

E. REQUIRED TEXTBOOK(S), READINGS AND SUPPLIES

REQUIRED: TOPHAT. Mandatory use of Top Hat (www.tophat.com) classroom response system. Electronic attendance, and answer submission for in-class questions and quizzes will utilize Top Hat.

REQUIRED Textbook(s)
Lab: Exploring Biology in the Laboratory (Morton Publishing Co.) ISBN: 9781617313718

INTERNET AND WEBSITE REQUIREMENTS:
This course requires the use of the internet (Islander TAMU-CC email account, listserv,
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and worldwide web) to foster the technological abilities of the student. All students are expected to subscribe to and utilize the course Blackboard account regularly.

Supplies and Other Requirements:
- Mandatory use of Top Hat (www.tophat.com) classroom response system.
- Electronic attendance via tablet, phone, or laptop using Top Hat.
- Top Hat answer submission for in-class questions
- Note taking supplies are required for class.
- Students must bring their school ID to exams.
- Access to BlackBoard will be required.

F. STUDENT LEARNING OUTCOMES AND ASSESSMENT

Assessment is a process used by instructors to help improve learning. Assessment is essential for effective learning because it provides feedback to both students and instructors. A critical step in this process is making clear the course’s student learning outcomes that describe what students are expected to learn to be successful in the course. The student learning outcomes for this course are listed below. By collecting data and sharing it with students on how well they are accomplishing these learning outcomes students can more efficiently and effectively focus their learning efforts. This information can also help instructors identify challenging areas for students and adjust their teaching approach to facilitate learning.

Course Objectives: The primary objective of this course is to acquaint non-science majors with the process of science and major concepts in biology needed to make informed decisions in their life as responsible citizens. Major concepts include:

- **Cells and Chemistry:**
  - Are we alone in the universe? – Water, biochemistry, and cells.
  - Is it possible to supplement your way to better health? – Nutrients & Fat: How much is right for you? – Enzymes, metabolism, cellular respiration.
  - Life in the greenhouse.-photosynthesis and global warming

- **Genetics**
  - Cancer – DNA synthesis, mitosis and meiosis.
  - Are you only as smart as your genes? – Mendelian genetics.
  - DNA Detective – Complex patterns of inheritance and DNA fingerprinting.
  - Genetically modified organisms – Gene expression, mutation and cloning.

- **Evolution**
  - Where did we come from? – The evidence for evolution.
  - An evolving enemy – natural selection
  - Who am I? – species and races
  - Prospecting for biological gold – biodiversity and classification

- **Ecology**
  - Is the human population too large? – population ecology
  - Conserving biodiversity community and ecosystem ecology
  - Where do you live? – Climate and biomes

- **Animal Structure and Function**
  - Organ donation – tissues, organs and organ systems
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- Clearing the air – respiratory, cardiovascular, and urinary systems
- Vaccinations: Protection and prevention or peril? – immune system, bacteria, viruses, and other pathogens
- Sex differences and Athleticism – Endocrine, skeletal and muscular systems
- Is there something in the water?- Reproductive and Developmental biology
- Attention deficit disorder – brain structure and function

- Plant Biology
  - Feeding the World- plant structure and growth.
  - Growing a green thumb – plant physiology

**Student Learning Outcomes:**

Students who complete this course will:

1. Experience for themselves the process of scientific inquiry and experimentation.
   - Construct hypotheses, identify relevant variables, and design experiments to test hypotheses.
   - Generate and analyze data using computer-assisted technologies.
   - Gain skills interpreting graphs and tables and using mathematics and statistics to evaluate data.
   - As a result, students will be able to distinguish between science and pseudo-science.

2. Appreciate the importance of ethics in science.
   - Understand the vital importance of an ethical approach to scientific inquiry.
   - Explore ethical issues that new technologies raise when applied to human society and to our biosphere.

3. Develop a working understanding of major biological concepts.
   - Evolution is the major unifying theme in biology.
   - Bioethics involved in biological decision making.

4. Learn to work as a part of a collaborative team in problem solving and will engage with other students in the learning process.
   - Practice scientific terminology.
   - Apply biological principles and the process of scientific inquiry to real-world problems.
   - Demonstrate their abilities to explain processes and relationships in a logical and precise manner.

5. Improve problem-solving skills and build abilities to critically evaluate scientific information.
   - Analyze claims of others as presented in the popular press, movies, and television.
   - Recognize that scientific understandings and the scientific process of inquiry are relevant to everyday life decisions.
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Communication skills are improved through the development of both oral and written skills. Students will be introduced to appropriate scientific communication skills through technical writing and scientific presentation exercises. Students will have the opportunity to convey concepts by learning to represent information in illustrations, charts, and graphs and also through oral presentations.

G. INSTRUCTIONAL METHODS AND ACTIVITIES

This course uses a variety of instructional methods and activities in order to facilitate student’s learning, including but not limited to: PowerPoint lectures, labs, group activities, student projects, research, presentations, quizzes, supplemental questions, and homework.

H. MAJOR COURSE REQUIREMENTS AND GRADING

GRADE COMPUTATION:

| Laboratory average (reports, quizzes, assignments, practical, etc.) | 25% |
| Lecture average . | 75% |

Grades are weighted, so the point system may conflict with the grades which are weighted and the percentage determined.

The lecture average will be determined on a percentage scale:

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>% of LECTURE GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture Exams</td>
<td>40%</td>
</tr>
<tr>
<td>Comprehensive final exam*</td>
<td>10%</td>
</tr>
<tr>
<td>Assignments, projects, quizzes, homework</td>
<td>35%</td>
</tr>
<tr>
<td>Attendance &amp; participation</td>
<td>5%</td>
</tr>
<tr>
<td>BIOLOGY related Service Project</td>
<td>10%</td>
</tr>
</tbody>
</table>

TOTAL LECTURE AVERAGE = % of total available percentage earned.

Letter Grades: Your final letter grade is based on your average in lecture and lab.

A ≥ 90% > B ≥ 80% > C ≥ 70% > D ≥ 60% > F

Grades are input into Blackboard as quickly as possible. Students should check Blackboard for their current lecture and lab averages, noting which assignments are recorded in Blackboard.

It is the student’s responsibility to check grades in Blackboard on a daily basis. Once grades are posted in Blackboard, the student will have only one week in which to address any errors regarding the grade. Bring any errors to the instructor’s attention immediately, so that the instructor can correct an error and address any question in a timely manner.
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- I will correct clerical, mathematical, and/or other instructor grade errors. However, it is student’s responsibility to check grades in Blackboard daily. Once grades are posted in Blackboard, the student has only one week in which to address any errors regarding the grade. So, you have one (1) week to notify me of such errors after posted on Blackboard or after an assignment, quiz or examination is returned or the grade will stand.

- I will not change a legitimate course grade just because you “need” it (for financial aid, to get into professional school, etc.). The grading section of this syllabus describes how grades are computed. Please be sure you maintain a high enough average to get the grade you want. You have plenty of help in my class. Take advantage of the resources offered, such as reviews and SI. The reasons for receiving a grade of “I” (incomplete) are clearly defined in the University Catalog; this “grade” cannot be used simply to prevent a student from receiving an unwanted grade in a class.

- I only discuss grades in person (i.e., I do not discuss grades or matters relating to grades over the telephone or by e-mail). If you wish to know your final grade before the official grade report is mailed to you, please see me in person or provide me with a self-addressed, stamped envelope.

Examinations: There will be three exams (100 percentage points each), taking questions for these tests primarily from material covered in the lectures, from handouts and other assignments, and from readings in the textbook and assignments. Exams may consist of essay, short-answer, compare-contrast, fill-in-the-blank, multiple-choice, matching, making and/or labeling drawings, and/or various types of “flex” questions (i.e., any type of question is fair game). The first three exams cover material from a specific section of the course. There may be a fourth exam covering material after Exam 3 to the end of the semester, or the instructor may choose to include that material on the final. The final examination is comprehensive (i.e., covers material from the entire semester).

During an exam, if you leave an examination room—for any reason—you must turn in your exam and answer sheet and you will not be allowed to resume the examination. Attend to personal matters (e.g., restroom visits) before the examination.
- Be on time! Anyone arriving after someone has completed an examination and left the room will not be allowed to take that examination.
- Cheating and plagiarism are unacceptable behaviors.
- Cell phones, computers, (including “smart watches”) are not permitted to be with the student during exams. Any student found with these types of devices will be considered cheating and will receive a zero for the exam. All violations of the school’s Academic Integrity policies will be reported.

Quizzes: Quizzes may be given at any time, announced or unannounced, at the beginning of class, middle of class, end of class, online, or take-home. These may be fill in the blank, multiple choice, short answer, or essay questions. If you miss a quiz, it will count as a 0 and cannot be made up. Quizzes, homework, projects, and class
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assignment grades are combined together for the “assignment” portion grade.

Other Assignments: Other class assignments will be required to be completed and will be used in grade calculations. I will not accept late work, so all assignments must be completed on time. Assignments will be announced in class and posted on Blackboard.

There will be assignments, homework, and quizzes given in class. These may include pop quizzes, data interpretation, experimental design, seminar attendance, etc. They may be due at the start of the next lecture class, but some assignments may be in-class only and makeups are not possible. You are encouraged to get together and work on them as a group. However, unless specified otherwise, the assignments must be turned in individually and be written in your own words, NOT COPIED. An assignment grade of ZERO will be given if the work is not in your own words.

Laboratory: Laboratory activities will contribute 25% of the final course grade. Please see the separate Lab Syllabus for details of these activities.

All assignments and examination answers must be legible to the Instructor. If I cannot read it, I cannot grade it, so illegible answers and papers will receive a 0.

I. COURSE CONTENT/SCHEDULE

The complete course calendar will be posted on Blackboard.

Exam dates: Will be posted on Blackboard schedule

Final: May 5, 2017 8:00am – 10:30am

http://registrar.tamucc.edu/final_exams/
<table>
<thead>
<tr>
<th>Wk</th>
<th>TOPIC</th>
<th>CH.</th>
<th>Reading &amp; other ASSIGNMENTS*</th>
<th>CH PPTS -ALL ASSIGNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introductions</td>
<td>Who are you?</td>
<td>Complete Info sheet, class syllabus/policies (sign)</td>
<td>Complete Lab safety course</td>
</tr>
<tr>
<td>1</td>
<td>Introductions</td>
<td>Safety Lab - Complete Lab safety course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Can Science Cure the Common Cold?</td>
<td>Scientific Method</td>
<td>1</td>
<td>Assignment: Read Ch1</td>
</tr>
<tr>
<td>2</td>
<td>Scientific Method</td>
<td>PENNY LAB</td>
<td>Assignment</td>
<td>Prefix/suffix assignment</td>
</tr>
<tr>
<td>3</td>
<td>Science in News</td>
<td>Science in the news: Where you get your info</td>
<td>1</td>
<td>steps Scientific method (article) Science in News</td>
</tr>
<tr>
<td>3</td>
<td>Science in News</td>
<td>RELIABILITY OF INFO TEXT BOOK p. 24-26</td>
<td>Service Project handout</td>
<td>Fish Experiment SCINEWS Article</td>
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<tr>
<td>4</td>
<td>Colds</td>
<td>Characteristics of life Types of cells, Species</td>
<td>12.1</td>
<td>CH 12.1 p256-259</td>
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<tr>
<td>4</td>
<td>Classification</td>
<td>SCIENCE IN THE NEWS Compare news articles &quot;Classify This&quot;</td>
<td>LM CH8, (p 182-188)</td>
<td>More science articles TEXT: Ch 13</td>
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<tr>
<td>5</td>
<td>Prospecting for Biological Gold</td>
<td>Classification System Organization</td>
<td>13.1</td>
<td>13.1-13.2 Read: p286,295</td>
</tr>
<tr>
<td>5</td>
<td>DICHOTOMOUS KEY</td>
<td>Using Dichotomous key</td>
<td>Handout POKEMON</td>
<td>REVIEW FOR TEST 1</td>
</tr>
<tr>
<td>6</td>
<td>TEST 1</td>
<td>TEST 1 CH 1, 12, 13</td>
<td>CH 2&amp;3; Ch 3 Group proj</td>
<td>NUTRIENTS assignment</td>
</tr>
<tr>
<td>6</td>
<td>What is a Chemical Rxn?</td>
<td>LAB: Hdouts- Intro, pH, chemrxn</td>
<td>Hdouts (CH 3) GROUP PRES NUTRITION</td>
<td>TEXT CH 2&amp;3 Per. table</td>
</tr>
<tr>
<td>7</td>
<td>BASIC Chemistry Organic Molecules</td>
<td>Are We alone in universe?</td>
<td>2 &amp; 3</td>
<td>LM CH 2 &amp; LM CH 3</td>
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<tr>
<td>7</td>
<td>pH, Organic Chemistry</td>
<td>pH Lab/Making Flubber</td>
<td>LM p22-24, 26, 29</td>
<td>TEXT CH 2&amp;3 CH 3.1</td>
</tr>
<tr>
<td>8</td>
<td>Cells &amp; Cell Struct SER PROJ dates</td>
<td>Cell organelles &amp; function</td>
<td>2 &amp; 3</td>
<td>Ch 2 &amp; 3 TEXT CH 3.2, 3.3</td>
</tr>
<tr>
<td>9</td>
<td>CELL DIVISION</td>
<td>Mitosis &amp; Meiosis</td>
<td>3</td>
<td></td>
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<tr>
<td>10</td>
<td>TEST 2</td>
<td>TEST 2 CH 2 &amp; 3</td>
<td>2 &amp; 3</td>
<td>Read CH 4.1-4.2d</td>
</tr>
<tr>
<td>Wk</td>
<td>TOPIC</td>
<td>CH.</td>
<td>Reading &amp; other ASSIGNMENTS* (additional as assigned)</td>
<td>CH PPTS - ALL ASSIGNED Add’l info</td>
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<tr>
<td>10</td>
<td>CH 3 Presentations</td>
<td>CH3</td>
<td>Ch 3 Presentation</td>
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<tr>
<td>10</td>
<td>METABOLISM</td>
<td>4</td>
<td>LM CH4, p77-79, hmwk p95-96</td>
<td>TEXT CH 4.1-4.2</td>
</tr>
<tr>
<td>12</td>
<td>Genetics CH 7</td>
<td>6-7</td>
<td>PEDIGREES Sponge Bob DUE</td>
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<tr>
<td>12</td>
<td>EVOLUTION LAB</td>
<td>LM CH 8</td>
<td>LAB MANUAL CH 8</td>
<td>p167-174, p177-181 CH Rev p183-184</td>
</tr>
<tr>
<td>13</td>
<td>TEST 3</td>
<td>10-11</td>
<td>TEST 3 CH 4 in LM CH 6 – Cancer, CH 7 PPTs</td>
<td>TEXT 3 &amp; MITOSIS</td>
</tr>
<tr>
<td>13</td>
<td>Evolution</td>
<td>READ CH 10-11</td>
<td>Text / Handouts</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>ECOLOGY CH 15</td>
<td>TEXT CH 15 Ecology LEC</td>
<td>Text Handouts</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>SER PROJ</td>
<td>SERVICE PROJECT</td>
<td>Service Project paper due</td>
<td>LM CH 13, LM 23 due</td>
</tr>
<tr>
<td>15</td>
<td>ECOLOGY</td>
<td>ECOLOGY</td>
<td>LOCAL ECOSYSTEM</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>ECO LAB</td>
<td>LM CH 21 LM CH 22</td>
<td>Eco Lab: Scavenger Hunt</td>
<td>LM CH 21 &amp; 22 BODY SYSTEMS</td>
</tr>
<tr>
<td>16</td>
<td>TEST 4</td>
<td>CH 10, 11, 15</td>
<td>Presentations</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>REVIEW FOR FINAL</td>
<td></td>
<td></td>
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</tbody>
</table>

LM = LAB MANUAL
The schedule may require adjustment. Additional assignments may or may not be provided at the Instructor’s discretion. Such assignments might include homework, group projects, reading assignments, quizzes, etc. Every attempt will be made to follow the time and evaluation schedules shown here. It is the student’s duty to attend each class and regularly visit BlackBoard to be aware of all assignments, deadlines, and changes to such.

J. COURSE POLICIES

ATTENDANCE POLICIES
Attendance is mandatory. Excused absences require contacting the instructor. Students with a university approved scheduled absence (athletics, military duty, etc.) MUST contact the instructor well in advance of a scheduled absence.

You are responsible for the material covered and assignments made in every lecture regardless of whether you attend it. "I came in late and didn't hear about the assignment," is never an acceptable excuse. It is always your responsibility to determine what happened in class during your absence.

Family vacations and celebrations of your birthday are worthwhile, but are not classified as excused absences. If you book an airplane flight or non-emergency appointment which conflicts with class, I do NOT consider that to be an excused absence. Routine events should be scheduled to avoid class conflicts. In general, only unavoidable and documented absences are excused (major family illness or accidents, deaths, funerals).

I WILL BE TAKING ATTENDANCE AT EACH CLASS. STUDENTS ARE GIVEN ONE UNEXCUSED ABSENCE PER SEMESTER FOR THIS CLASS. AFTER THAT ABSENCE, THEY WILL RECEIVE A FIVE (5) POINT DROP IN THEIR FINAL GRADE FOR EACH ADDITIONAL UNEXCUSED ABSENCE. LEAVING CLASS EARLY/ARRIVING LATE FOR CLASS WILL COUNT AS HALF (½) OF AN ABSENCE.

Unacceptable Excuses: Only unavoidable absences are excused (see above), so you should schedule routine personal events (e.g., vacations, wedding, reunions, non-emergency medical or dental visits, parent-teacher conferences, household or auto repairs) to avoid conflicts with your classes. Oversleeping is never an acceptable excuse. Employment conflicts are not acceptable excuses for absences, tardiness, or leaving class early. Texas waves jury duty for students, so jury duty is not an acceptable excuse. If you arrange to take any test at an alternate time and do not show for that appointment, then you forfeit the opportunity to take the test except at its originally scheduled time.
It is the responsibility of the student to obtain any material missed during an absence from his/her classmates. It is always your responsibility to determine what happened in class or laboratory during your absence. If you are absent, you must obtain any handouts or assignments from me in my office on your own time: I rarely bring assignments to class more than once. You must obtain class notes from other students.

Special circumstances may warrant deviating from these guidelines (including administering a “make-up” examination). This also applies to any situations for which you cannot provide an acceptable excuse as outlined above.

Late Work and Make-up Exams
Quizzes, Labs, and points missed because of an unexcused absence (including tardiness and leaving early) cannot be made up. An excused absence (with documentation) allows me to make alternative arrangements for completing SOME assignments. The documentation required for an absence to be excused must be:

- from an appropriate source (e.g., doctor, dentist, funeral director) who states the nature of the event that caused (or will cause) your absence.
- in writing, on official stationary, and signed. (I do not return excuses to you.) Telephone calls, FAXes, and e-mails are not acceptable.
- presented prior to the absence for a scheduled event (e.g., university-sponsored activity, recognized religious holiday, military service).
- presented no more than one week after the date of an unexpected absence.

If you know you will be out, you may turn in assignments early. Except for excused absences, late assignments will not be accepted. If you know in advance that you will have an excused absence when an assignment is due, you must turn in that assignment before its due date. You should turn in assignments that were missed because of an unexpected, excused absence immediately upon returning to class.

For some scheduled events (athletics, military duty, etc.), you may arrange to take a lecture examination before (not after) its scheduled date. (You should take a test as close to its originally scheduled time as possible, but you may not take a test more than one week before its originally scheduled time. You must obtain your instructor’s approval at least one week before you wish to take the pre-test). If you arrange to take any test at an alternate time and do not show for that appointment, then you forfeit the opportunity to take the test except at its originally scheduled time. Students who do not arrange to take examinations in advance will not be eligible for this special consideration. A written excuse from the university department involved or from the Office of Student Engagement and Success is required.

In general, there are NO individual make-up examinations. If you miss an exam with an excused absence, that will be the dropped exam grade for the semester. No makeup exams will be allowed for an unexcused absence. At the discretion of the
instructor, a missed test for an excused absence may be a dropped test grade or may be a make-up exam given at a date selected by the instructor, including make up exams given the last week of the semester.

Extra Credit
I do not provide extra credit assignments for the course. I do occasionally offer extra credit points, but these are rare.

Cell Phone & Laptop Use
No cell phone, computer, iPad, smart watch, etc. use during class or tests unless specified or approved by instructor. TEXTING – not during class or lab. Use of devices that can connect to the internet are not allowed during instruction or exams. For emergency purposes, (you must discuss with me first), you may have your cell phone ON SILENT, on your desk – not on your lap. If you get an emergency call, or text, please take it outside. Cellular phones and other “ beepers” must be silenced BEFORE entering classroom.

Missed Exam
No makeup exams will be allowed for an unexcused absence. Make up exams may be given the last week of the semester.

Participation
All students are expected to attend the full class and lab periods, well prepared to discuss the required reading assignments, complete all assignments, and to participate in class discussions. A portion of your grade is earned by participation. Group work, class activities, labs, and quizzes cannot be made up. So attendance and active participation in class are required of all students.

Other/Misc.
ASSIGNMENTS are due on time. I do not accept late work. If you don’t understand an assignment, please do NOT wait until 10:00 the night before it is due to contact me about it. The same goes for studying for a test – please don’t wait until the last minute to demonstrate that you haven’t started studying yet. Procrastination on your part does NOT constitute an emergency on my part.

K. COLLEGE AND UNIVERSITY POLICIES

• Academic Integrity (University)
University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, falsification, forgery, complicity or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work.) In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in a failing grade.
• **Classroom/Professional Behavior**
  Texas A&M University-Corpus Christi, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor’s ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outlined in article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.

• **Statement of Civility**
  Texas A&M University-Corpus Christi has a diverse student population that represents the population of the state. Our goal is to provide you with a high quality educational experience that is free from repression. You are responsible for following the rules of the University, city, state and federal government. We expect that you will behave in a manner that is dignified, respectful and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation or disability. Behaviors that infringe on the rights of another individual will not be tolerated.

• **Deadline for Dropping a Course with a Grade of W (University)**
  The grade of W will be assigned to any student officially dropping a course. Please consult with the instructor before you decide to drop to be sure it is the best thing to do. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class. Should dropping the course be the best course of action, visit the Office of the University Registrar for the Course Drop Form that must submitted. No student is eligible to receive a W without completing the official drop process by this deadline. Please consult the Academic Calendar (http://www.tamucc.edu/academics/calendar/) for the last day to drop a course.

• **Grade Appeals (College of Science and Engineering)**
  As stated in University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Procedure 13.02.99.C2.01, Student Grade Appeal Procedures. These documents are accessible through the University Rules website at http://www.tamucc.edu/provost/university_rules/index.html, and the College of Science and Engineering Grade Appeals webpage at
For assistance and/or guidance in the grade appeal process, students may contact the chair or director of the appropriate department or school, the Office of the College of Science and Engineering Dean, or the Office of the Provost.

- **Disability Services**
  The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please call (361) 825-5816 or visit Disability Services in Corpus Christi Hall 116.

  If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816. [http://disabilityservices.tamucc.edu/](http://disabilityservices.tamucc.edu/)

- **Statement of Academic Continuity**
  In the event of an unforeseen adverse event, such as a major hurricane and classes could not be held on the campus of Texas A&M University–Corpus Christi; this course would continue through the use of Blackboard and/or email. In addition, the syllabus and class activities may be modified to allow continuation of the course. Ideally, University facilities (i.e., emails, web sites, and Blackboard) will be operational within two days of the closing of the physical campus. However, students need to make certain that the course instructor has a primary and a secondary means of contacting each student.

L. **OTHER INFORMATION**

- **Academic Advising**
  The College of Science & Engineering requires that students meet with an Academic Advisor as soon as they are ready to declare a major. The Academic Advisor will set up a degree plan, which must be signed by the student, a faculty mentor, and the department chair. Meetings are by appointment only; advisors do not take walk-ins. Please call or stop by the Advising Center to check availability and schedule an appointment. The College’s Academic Advising Center is located in Center for Instruction 350 or can be reached at (361) 825-3928.

**GENERAL DISCLAIMER**

I reserve the right to modify the information, schedule, assignments, deadlines, and course policies in this syllabus if and when necessary. I will announce such changes in a timely manner during regularly scheduled lecture periods.