LECTURE AND LAB SCHEDULE

Biology 1308.001 Science for Life
Department of Life Sciences
Spring 2019

A. COURSE INFORMATION

<table>
<thead>
<tr>
<th>Course number/section</th>
<th>Class meeting time:</th>
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<tbody>
<tr>
<td>BIOL 1308.001/101</td>
<td>MW 12:00pm-1:50pm</td>
</tr>
</tbody>
</table>

Class location: EN201
Course Website: (Blackboard Portal): https://bb9.tamucc.edu/

B. INSTRUCTOR INFORMATION

Instructor: Dr. Annette R. Rodriguez
Office location: CS 247
Office hours: Mon. & Wed. 9:30am-10:30am; Tues/Thurs 8:30am-9:30am; and by appointment
Telephone: (361) 825-5819
e-mail: annette.rodriguez@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.

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-requisites - You must be registered for BOTH COMPONENTS of this course: BIOL 1308.00X & BIOL1308.10X and you must complete the Safety Seminar, (SMTE 0091), prior to lab.

E. REQUIRED TEXTBOOK(S), READINGS AND SUPPLIES

**REQUIRED Text (s)**
Textbook: Biology: Science for Life 5th edition by Belk
Mastering

**INTERNET AND WEBSITE REQUIREMENTS:**
This course requires the use of the internet (including use of student islander TAMU-CC email account, course Blackboard pages, 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:
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:

- **Biology Basics**
  - What is living?
  - Scientific Method
  - Classification & Organization
  - Immune system, bacteria, viruses, and other cells

- **Energy & Metabolism**: Are we alone in the universe? – Water, biochemistry
  - Energy drinks

- **Cancer**:
  - Cells
  - DNA
  - Mitosis and meiosis

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

- **Evolution**
  - Where did we come from? – The evidence for evolution.
  - An evolving enemy – natural selection
  - Who am I? – species
  - 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
  - Clearing the air – respiratory, cardiovascular, and urinary systems
  - Sex differences and Athleticism – Endocrine, skeletal and muscular systems
LECTURE AND LAB SCHEDULE

- 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.

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: Mastering Assignments and quizzes online, PowerPoint lectures, labs, group activities, student projects, research, presentations, class quizzes, outside readings, supplemental questions, and homework.
LECTURE AND LAB SCHEDULE

H. MAJOR COURSE REQUIREMENTS AND GRADING

GRADE COMPUTATION:

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>% of LECTURE GRADE</th>
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<tbody>
<tr>
<td>Laboratory average (lab reports, quizzes, group assignments, etc.)</td>
<td>25%</td>
</tr>
<tr>
<td>Lecture exams</td>
<td>40%</td>
</tr>
<tr>
<td>Mastering</td>
<td>20%</td>
</tr>
<tr>
<td>Service project</td>
<td>15%</td>
</tr>
</tbody>
</table>

Grades are weighted and graded in percentage.

The LECTURE average is determined on a percentage scale:

TOTAL LECTURE AVERAGE = % of total available percentage earned.

Letter Grades: Your final letter grade is based on the combined average in lecture, lab, and Service Project.

\[ A \geq 90\% > B \geq 80\% > C \geq 70\% > D \geq 60\% > F \]

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

All emails must include the course and section number in the subject heading.

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 one week in which to address any errors regarding the grade by bringing an error to the instructor’s attention immediately, so that the instructor can correct an error and address any question in a timely manner.

- I will correct clerical, mathematical, and/or other instructor grade errors. However, it is student’s responsibility to check grades in Blackboard. Once grades are posted in Blackboard, the student has only one week in which to address any errors regarding the grade. So, you have only one (1) week to notify me of such errors (after the grades are 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 available in this class. Take advantage of the resources offered, such as reviews, CASA, SOAR, and tutoring. The reasons for receiving a grade of “I” (incomplete) are clearly defined in the University Catalog; this “grade” cannot and
will not be used simply to prevent a student from receiving an unwanted grade in a class.

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

### TESTS AND EXAMS

Bring your student id to all exams. There will be three major 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.**

The exams cover material from a specific section of the course. The final examination is comprehensive (i.e., covers material from the entire semester).

- **During any exam**, if you leave the 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 for exams!** Anyone arriving after a student has completed an examination will not be allowed to take that examination.

- **Cheating and plagiarism are unacceptable behaviors.** Cheating will result in a zero on the exam and student's will be asked to withdraw from the course.

- **Cell phones, computers, (including “smart watches” – such as “Apple 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:

If a quiz is missed due to an **EXCUSED** absence, it will be dropped as “lowest grade”.

#### Other Assignments:

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

There will be assignments, homework, and quizzes given in class. Group assignments are required. Participation is required.

**Laboratory:** Laboratory activities will contribute 25% of the final course grade. Please see the **schedule for details of these activities.** All assignments, all quizzes, and all examination answers must be **legible, include your last name, first name, course and section.**

**Final:** [http://registrar.tamucc.edu/Register%20for%20Classes/Final_Midterms.html](http://registrar.tamucc.edu/Register%20for%20Classes/Final_Exams.html)
# LECTURE AND LAB SCHEDULE

## I. COURSE CONTENT/SCHEDULE

The course calendar will be posted on Blackboard.

Exam dates: Specific due dates and exam dates will be posted on Blackboard

<table>
<thead>
<tr>
<th>Wk</th>
<th>TOPIC</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introductions</td>
<td>Read &amp; submit: Info for Instructor; Class protocols; Review: SERVICE PROJECT ASSIGNMENT</td>
</tr>
<tr>
<td>2</td>
<td>Characteristics of Life</td>
<td>Complete Lab safety course</td>
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<tr>
<td></td>
<td></td>
<td>Characteristics - What defines life, living things?</td>
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<tr>
<td></td>
<td></td>
<td>Scientific Method assignment</td>
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<tr>
<td>3</td>
<td>MT Scientific Method</td>
<td>Article assignment</td>
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<tr>
<td></td>
<td></td>
<td>Scientific Method (&amp; Steps) Sci Meth Lab (variables, data)</td>
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<tr>
<td>3</td>
<td>M  W</td>
<td>Science Info</td>
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<tr>
<td></td>
<td></td>
<td>Where do you get your info? Compare articles, “fake” news</td>
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<tr>
<td>4</td>
<td>M  W</td>
<td>Classification System</td>
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<tr>
<td></td>
<td></td>
<td>Classification System / Organization</td>
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<tr>
<td>4</td>
<td>M  W</td>
<td>DIET &amp; ENERGY</td>
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<td></td>
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<td>Biomolecules/Organic Molecules/Macromolecules Energy Drinks</td>
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<td></td>
<td>NUTRITION GROUP PROJECT assignment ; Review – Exam 1</td>
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<tr>
<td>5</td>
<td>M</td>
<td>Feb 11th Exam 1</td>
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<tr>
<td></td>
<td></td>
<td>TEST 1: Prefix/Suffix; Characteristics, Scientific Method, Sci Info, Classification, Organization</td>
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<tr>
<td>5</td>
<td>M  W</td>
<td>DIET &amp; ENERGY</td>
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<tr>
<td>6/7</td>
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<td>DIET &amp; ENERGY</td>
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<tr>
<td>6</td>
<td>M  W</td>
<td>Nutrition</td>
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<tr>
<td>7</td>
<td>M</td>
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<td>7</td>
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<td>Presentations</td>
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<td>Nutrition Group Presentations</td>
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<tr>
<td>8</td>
<td>M</td>
<td>Exam 2 Mar 4th</td>
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<td></td>
<td></td>
<td>TEST 2 DIET &amp; ENERGY</td>
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<tr>
<td>8</td>
<td>W</td>
<td>CANCER</td>
</tr>
<tr>
<td>9</td>
<td>M</td>
<td>SPRING Break Mar 11-16th</td>
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<td>9</td>
<td>W</td>
<td>CANCER/GENETICS</td>
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<tr>
<td>9</td>
<td>W</td>
<td>GENETICS</td>
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<td>10</td>
<td>M  W</td>
<td>GENETICS</td>
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<td>11</td>
<td>M  W</td>
<td>April 15th Exam 3</td>
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<td>TEST 3 CANCER / GENETICS</td>
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<tr>
<td>12</td>
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<td><strong>EVOLUTION</strong></td>
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<td>13/14</td>
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<tr>
<td>15</td>
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<td><strong>ECOLOGY</strong></td>
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<tr>
<td>16</td>
<td></td>
<td><strong>FINAL</strong></td>
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Finals SCHEDULE IN SYLLABUS
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 access the class BlackBoard page 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 or ARRIVING LATE FOR CLASS WILL COUNT AS HALF (½) OF AN ABSENCE.

Unacceptable Excuses: Only unavoidable, documented 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, you then 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.

Exceptional 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.
- Written, on official stationary, and signed. (I do not return excuses to you) Telephone calls, FAXes, and e-mails are not acceptable.
- Presented to me prior to the absence for a scheduled event (e.g., university-sponsored activity, recognized religious holiday, military service).
- DEADLINE TO ACCEPT LATE WORK FOR EXCUSED ABSENCES: WORK MUST BE TURNED IN IMMEDIATELY UPON RETURNING TO CLASS.
- With instructor’s permission, missed assignments for an unexpected EXCUSED absence may be given an extended due date, but no more than ONE (1) WEEK after student’s return to school date.
- ALL LATE WORK accepted for excused absences must be turned in to MY OFFICE, not DURING CLASS, and NOT in the class room right before or after class within one week.
- It is the STUDENT’S responsibility to know what has been assigned and what is due. Regardless, allowed late work must be turned in within stated time.

If you know you will be not be in class, 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 overdue assignments which 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 absences. 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)**
  I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. **Please consult with your academic advisor, the Financial Aid Office, and me, before you decide to drop this course.** Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class. Please consult the Academic Calendar ([http://www.tamucc.edu/academics/calendar](http://www.tamucc.edu/academics/calendar)) for the last day to drop a class.

- **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 http://sci.tamucc.edu/students/GradeAppeal.html. 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 Accommodations**
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/

- **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 and post the changes to the class Blackboard page.

SEE CLASS PROTOCOLS – ADDENDUM A TO SYLLABUS
You must be registered for BOTH corresponding COMPONENTS (Lecture and Lab) of this course: You are required to register for the safety course (SMTE 0091) in order to take BIOL 1308 and You MUST complete the course to be permitted into lab.

CONTACT: Best way to contact me is EMAIL. That way we both have a record of your attempt. You may leave a phone message, but you should always follow up with an email.

EMAIL AND PHONE PROTOCOL: On all EMAIL or voice mail messages, be sure to include your FULL name and which class you are in (I teach several different courses). Be sure to speak clearly and remember that cell service sometimes leaves a lot to be desired.

BOOKS: You must register for the online text, which provides you with Learn Smart/Connect. TOP HAT subscription is REQUIRED.

ATTENDANCE: Attendance counts and does affect your grade. In order for me to accept missed assignments, or to be able to make up a missed test, absences must be excused. That means you must contact me by email before the missed class, if possible. Documentation is required (doctor’s excuse, funeral directors notice, etc.). ***A birthday in Vegas DOES NOT count as an excused absence. Be on time. Arriving more than 20 minutes late and leaving early will be counted as an absence. Two tardies will be counted as an absence.

PHONE & ELECTRONIC use: Not! No cell phone, computer, iPad, iPod etc. PERSONAL use during class. TEXTING – not during class or lab. For emergency purposes, (discuss with me first), you may have your cell phone ON SILENT, on your desk. If you get an emergency call, please take it outside.

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. All assignments must have your full name and course section on the assignment. GRADES are posted on Blackboard as soon as possible. If there is an error, or you don’t think the grade is correct, you must notify me within ONE WEEK of the grade being posted on Blackboard.

Please refrain from private conversations during class. You may not care what I have to say, but those around you have paid big bucks to hear what is said by the instructor…

Misc:
* Black ink, or medium or dark blue ink, or dark pencil only. Please do not submit work in other ink colors. It will not be graded and you will receive a zero.
* No “fuzzy edges” on paper (spiral note book paper). It will not be graded - you will receive a zero.
* Please put both your FIRST AND LAST names and class section on ALL papers and emails.

Print name: ______________________ Signature: __________________________

Email address: ___________________ Cell phone: ________________________