CELL BIOLOGY
BIOLOGY 3410.W01 (Labs .101/.102/.103/.104)
Department of Life Sciences
Fall 2020

A. COURSE INFORMATION

Course number/section: BIOLOGY 3410.W01
Class meeting time: M, W, F 10:00-10:50 [Labs 103: M 2:00-4:50; 104: M 5:30-8:20;
                      101: T 2:00–4:50; 102: T 5:30-8:20]
Class location: Lecture: Online - Synchronously (Labs: Face2Face in TH 210)
               See Special Lab Scheduling Notes Below!
               Labs will be scheduled into sub-sections
               [Covid Contingency for Labs: Online as necessary]
Course Website: See BlackBoard (https://bb9.tamucc.edu/)

B. INSTRUCTOR INFORMATION

Instructor: Kirk Cammarata
Office location: TH 338 (Research Lab: TH 314)
               [Office Hours will be held virtually, via Webex; See BB for Links]
Office hours: T, R 8:00-10:00; R 2:00-3:30 [Email for other available times]
Telephone: 361-825-2468
e-mail: kirk.cammarata@tamucc.edu
Appointments: Email/call to check on availability at other times or to make an appt.

C. COURSE DESCRIPTION

Course Description
A study of cellular structures and processes to explore strategies for cellular and organismal function. Emphasis placed on the biology and chemistry of basic cellular mechanisms. Topics include biomolecules, cellular architecture, catabolism, protein structure and function, membrane structure and function, membrane transport, cellular trafficking, cytoskeleton, cell communication/signal transduction, regulation of cell proliferation and cancer. Laboratory will emphasize basic techniques and data analysis common to the overlapping fields of cell biology, biochemistry, and molecular biology. Hot topics and applications included as relevant. Critical thinking and analytical skills are practiced.

D. PREREQUISITES AND COREQUISITES

Prerequisites
Genetics (BIOL 2416) and Organic Chem I (CHEM 3411)
Pre- or Co-requisites
SMTE 0092
E. REQUIRED TEXTBOOK(S), READINGS, RESOURCES AND SUPPLIES

Required Textbook(s)

(NOTE: Smartwork5 Access is REQUIRED; It will need to be purchased if you are using a used textbook)


Essential Cell Biology
Fifth Edition
Hardcover + Digital Product License Key Folder
with Ebook, Smartwork5, and Animations $175.00
Bruce Alberts (Author, University of California, San Francisco), Karen Hopkin (Author, Science writer), Alexander D. Johnson (Author, University of California, San Francisco), David Morgan (Author, University of California, San Francisco), Martin Raff (Author, University College London (Emeritus)), Keith Roberts (Author, University of East Anglia (Emeritus)), Peter Walter (Author, University of California, San Francisco)
Overview | Instructor Resources

Newest Edition

Note: Less expensive options are E-book, loose-leaf, and paperback (that include Smartwork5)
Ebook
with Ebook, Smartwork5, and Animations $75.00
Loose leaf
with Ebook, Smartwork5, and Animations $122.50
Paperback
with Ebook, Smartwork5, and Animations $157.50

Other Resources
A Class Response system is no longer supported for this course. Instead, homework and/or study problems will be assigned.

Smartwork5 Access is REQUIRED; It will need to be purchased if you are using a used textbook
**BlackBoard:** Course-associated site for Course Announcements, PPT notes, Links to Lecture Recordings, Supplemental Resources, as well as Laboratory Handouts, Data, and Materials. **All Lab-Related Materials and Announcements will be posted onto the Lecture Course BB so that you only need to use a single BB site for the entire course.**

[You MUST use this regularly to be aware of messages and assignments!]

Please figure out your access & messaging ASAP.

**Also:** It is strongly suggested that you subscribe to the Opportunities Listserv. This service provides notification of scholarships, research and volunteer opportunities and science-related job opportunities. To subscribe, send an e-mail to: “opportunities-list-request@_listserv.tamucc.edu” Make sure that your e-mail address appears in the “From:” heading, and that the word “subscribe” is typed in the subject line. You will receive a subscription acknowledgement confirming that you have done everything correctly. To post messages to the listserv, send to “opportunities-list@_listserv.tamucc.edu”. Because of security concerns, you should post messages from the official TAMUCC computer account (Islander) that is used to subscribe to the listserv. You can unsubscribe by sending an e-mail to “opportunities-list-request@_listserv.tamucc.edu” with “unsubscribe” in the subject heading.

**Text-Associated Website with student resources:** [https://wwnorton.com/student](https://wwnorton.com/student)

**List of Lab Supplies**

You will need a laboratory notebook, “sharpie”, calculator, laboratory coat, safety glasses and access to the internet.

*The Lab Safety Dresscode* (See your SMTE 0092 Course) will be enforced: Long pants, closed-shoes, labcoat and eye protection required.

**2020 Covid Extras:** Labs will be sub-scheduled into smaller subsections of no more than 8 students. WEARING facemasks, shields and gloves, properly, will be REQUIRED throughout the entire lab sessions. Self-checks and other screenings will be instituted for entry into lab. Rigorous physical distancing and cleaning procedures will be necessary. **Thus, you cannot switch lab sessions or forget your PPE, and makeup sessions will not be possible. You must attend on-time and come fully prepared.**

Laboratory Scheduling: Each 3-hr lab section will be broken down into 3 back-to-back 1 hr subsections (Identified as section # plus “A”, “B”, or “C”). Pre-Lab lectures, videos, quizzes and protocol reviews will be pre-recorded and posted online (BB). You MUST participate in that online content prior to your lab period. In this way, we can effectively utilize our shortened face-to-face lab time to give you the best hands-on lab experience possible. Students not participating in the preparation (indicated from BB) will not be permitted to participate in the lab. Instructors reserve the right to eject unprepared students as they pose a risk to physical distancing, lab safety and the learning experience of your fellow students.
Laboratory Instructors and Contact Info:  (Office hrs to be held virtually)
Section .103  Mon 2:00-4:50  K. Cammarata  Office Hrs: See Above
Section .104  Mon 5:30-8:20  Ryan Fukawa (Rfukawa@islander.tamucc.edu)
              Office Hrs: TH 151 Wed 12:30-1:30
Section .101  Tues 2:00-4:50  Chi Huang (Chuang2@islander.tamucc.edu)
              Office Hrs: TH 364 Tues 12:30-1:30
Section .102  Tues 5:30-8:20  Chi Huang (Chuang2@islander.tamucc.edu)
              Office Hrs: TH 364 Tues 12:30-1:30

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.

By the end of this course, students should be able to:
1. Describe the structure, properties and cellular roles of the major macromolecules found in the cell and the monomers from which these polymers are constructed.
2. Describe the properties of water and the roles it plays in all cellular processes, eg. protein folding.
3. Explain the properties of biological membranes and transport of molecules and signals across them.
4. Describe the roles of ATP and NADH (NADPH) in metabolism and explain how electron transport is linked to ATP generation.
5. Explain the structure and differentiate the functions of the major parts of the cell, including:
   - cell (plasma) membrane
   - nucleus and nucleolus
   - mitochondria
   - chloroplasts
   - endosomes
   - lysosomes
   - endoplasmic reticulum
   - peroxisomes
   - ribosomes
   - golgi complex
   - cytoskeleton
   - Clathrin-coated vesicles
   - extracellular matrix
6. Describe how proteins and membrane lipids are trafficked through cells.
7. Explain how information flow embodied by the Central Dogma can be used to study cells.
8. List components of the cytoskeleton and describe how they maintain or modify cell structure.
10. Provide examples of signaling mechanisms in cells and organisms, and interpret signal transmission outcome based upon the state of the signaling components.
11. Describe mechanisms to regulate and control the cell cycle
12. Describe the nature of mutations and alterations to cell regulation which accompany cancer

**Students should have appropriate skills to be able to:**
1. Propose practical experimental procedures to:
   a. fractionate, label or visualize specific cellular compartments or components.
   b. identify, quantify, and characterize proteins.
2. Use the following equipment in a safe and professional manner:
   a. high power light and phase-contrast microscopes
   b. centrifuge
   c. spectrophotometer
   d. electrophoresis equipment
   e. micropipetting devices
3. Calculate, graph and interpret the results of cell biology experiments.
4. Communicate experimental procedures, results and outcomes in a professional manner.
5. **Perform basic laboratory mathematics including concentration and dilution calculations.**
6. Observe and work within appropriate laboratory safety protocols.

**G. INSTRUCTIONAL METHODS AND ACTIVITIES**

This course will utilize traditional lecture, question and answer discussions, required text-based homework assignments, in-class (online) demonstrations/animations, and coordinated laboratory learning experiences to: 1) integrate conceptual learning and skills development; 2) explore the relationships between cellular structure and function; and 3) experience how cell biologists study cells. Each topic builds upon the previous one in a progressive manner and is made relevant to organismal function. The course is capped off by integrating everything prior to study the alterations associated with cancer.

**H. MAJOR COURSE REQUIREMENTS AND GRADING**

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>% of FINAL GRADE</th>
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<tbody>
<tr>
<td>LECTURE</td>
<td>75%</td>
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<tr>
<td>3 Hourly Exams</td>
<td>75</td>
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<tr>
<td>Quizzes, Assignments</td>
<td>20</td>
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<tr>
<td>Participation</td>
<td>5</td>
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<tr>
<td><strong>LABORATORY</strong></td>
<td><strong>25%</strong></td>
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<tr>
<td>Lab Reports/Assignments</td>
<td>60</td>
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<tr>
<td>Lab Quizzes</td>
<td>40</td>
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**Tentative Evaluation:** Your final grade will be based on the percentage you earn out of the total possible points, weighted as specified below. Individual extra credit is not possible, but bonus points may...
be built into exams or other assignments. Statistical manipulations, if used (at the Instructor’s discretion), will be performed only once, at the end of the semester. A 10-point grading scale will be used:

- A = 90 - 100 %
- B = 80 - 89.9 %
- C = 70 - 79.9 %
- D = 60 - 69.9 %
- F = 0 - 59.9 %

**Components of Course Grade (Tentative)**

I. Lecture (75 %)
- 3 Exams @ 100 pts = 300
- Homework Assignments & Quizzes (Tentative) = 100

II. Laboratory (25 %)
- Lab Reports/Assignments (Tentative) = 120
- Lab Quizzes (Tentative) = 80

Note that the lecture exams will usually contain several questions pertaining to the laboratory activities. The time and grading schedule may require adjustment. Should this be the case, the assignments and weighting may change slightly. Additional assignments may or may not be provided at the Instructor’s discretion. Such assignments might include homeworks, group projects, reading assignments, quizzes, seminar/webinar attendance, etc. **Regardless of any such changes, the lecture and laboratory weighting of your grade shall remain at 75 % and 25 %, respectively.** For example, if you make 90 % of total points available for the lecture and 80 % of total points available for the laboratory portion, then your grade would be calculated as:

\[
(0.9 \times 75) + (0.8 \times 25) = (67.5) + (20) = 87.5/100 \text{ possible} = B
\]

*An assignment will likely be due during the last week of class.*

Every attempt will be made to follow the time and evaluation schedules shown here. It is the student’s duty to attend each class session, read messages from Blackboard and to be aware of all assignments, deadlines, changes.

**Exams** will be a mixture of multiple choice, matching, fill-in the blank, short answer, labeling, calculations and essay questions. Questions are often relatively long and detailed compared to what you may have seen in some introductory courses. Some will require analysis and interpretation of data or experimental design to assess critical thinking skills. Some questions will be derived from laboratory activities. The **Final Exam (Wednesday, Dec. 2 from 8:00 - 10:30 AM)** will contain new material from the end of the semester.

**Quizzes** may be given at any time in class. There will be no makeups so you must “attend” class. **Required Homeworks will be assigned via “SmartWorks5”, the text-associated homework program.** Thus, you must purchase access to this program, but it is included in the price of the textbook (including the e-versions). Other assignments may be given in class – you need to come to class and read messages sent via BlackBoard to be aware of these. Assignments may include data interpretation, experimental design, calculations, group activities, opinion papers, seminar/Webinar summaries, etc. They will generally be due at the start of lecture class the following week. **but some assignments will 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.

All assignments and examination answers must be legible to the Instructor. Illegible answers will receive a “0”.

I. COURSE CONTENT/SCHEDULE

Important Dates:

**August 19**
Classes begin Regular Fall

**August 26**
Last day to late register or add a class

**September 3**
12th Class Day Census

**September 7**
Labor Day Holiday- Campus Closed

**October 14-28**
Mid-Term Grading

**November 5**
Last day to drop a class in the full term

**November 12**
Last day to apply for December graduation

**November 24**
Last day of classes

**November 25**
Reading Day- No Class

**November 26-27**
Thanksgiving Holiday- Campus Closed

**November 30**
Reading Day- No Class

**December 2**
Final Exam 8:00 AM

**December 8-11**
Grading days

**December 12**
Fall Commencement

**December 14**
Fall grades due at noon

**FINAL EXAM**
**Wed December 2 (8:00 – 10:30 AM)**
<table>
<thead>
<tr>
<th>DATE (BY DAY OR WEEK)</th>
<th>LECTURE TOPICS</th>
<th>ACTIVITIES</th>
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</thead>
<tbody>
<tr>
<td>Wk1: Aug 19, 21</td>
<td>Cells, Organelles, Genomes (Ch 1) <strong>Read Ahead:</strong> Water, Chemical bonds, Macromolecules (Ch 2)</td>
<td>NO LABS; But Take-Home Lab Calc Handout IA To Work On-Due (online) in Lab class next week</td>
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<tr>
<td>Wk 2: Aug 24, 26, 28</td>
<td>Finish Ch 1; Ch 2: <strong>Brief Overview Only:</strong> Water, Chemical bonds, Macromolecules</td>
<td>ONLINE LAB 1: Overview of Lab Procedures and Organization; Review of Lab Calcs 1A; Take-Home Lab Calcs IB-Due (online) next week</td>
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<td>Wk 3: Aug 31; Sept 2, 4</td>
<td>Macromolecular interactions, Energetics, Enzymes, Prot Str &amp; Catalysis (Ch 3) [Hmwrk Problems for Ch 2 &amp; 3]</td>
<td>ONLINE LAB 2: Review Lab Calcs IB; Intro to Cell Bio Lab; Take-Home Lab Calcs II-Due (online) next week</td>
</tr>
<tr>
<td>Wk 4: Sep 9, 11</td>
<td>NO LABS; <strong>Sept 7 Labor Day Holiday</strong>— Protein conformation &amp; energy, Protein functions &amp; motions (Ch 4)</td>
<td>NO LABS; Take-Home Lab Calcs III-Due (online) next week</td>
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<td>Wk 5: Sep 14, 16, 18</td>
<td>Catalysis; Antibodies &amp; Regulation (Ch 4); Membrane structure (Ch 11) [Hmwrk Problems for Ch 4 &amp; 11]</td>
<td>PRE-LAB 3: Review Lab Calcs 2 &amp; 3; Lab Quiz 1; Pipetting technique LAB 3: Pipetting practice &amp; dilutions; Take-Home Spectrophotometry Handouts Due (online) next week</td>
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<td>Wk 6: Sep 21, 23, 25</td>
<td>Membrane structure (Ch 11) Membrane transport (Ch 12) <strong>EXAM I (Fri Sep 24; Chapt 1-4, 11)</strong></td>
<td><strong>EXAM I</strong> PRE-LAB 4: Lab Quiz 2; Spectrophotometry LAB 4: Pipetting &amp; Spectrophotometry</td>
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<td>Wk 7: Sep 28, 30; Oct 2</td>
<td>Membrane transport, membrane potential (Ch 12) [Hmwrk Problems for Ch 12]</td>
<td>PRE-LAB 5: Lab Quiz 3; Microscopy 1 LAB 5: Microscopy-1</td>
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<tr>
<td>Wk 8: Oct 5, 7, 9</td>
<td>Catabolism Overview (Ch 13) Mitochondrial structure &amp; function (Ch 14)</td>
<td>PRE-LAB 6: Lab Quiz 4; Microscopy 2 LAB 6: Microscopy 2</td>
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<tr>
<td>Wk 9: Oct 12, 14, 16</td>
<td>Mitochondria: Ox Phos, E.T., Proton pumping, ATP synthesis (Ch 14; Media); Intracellular compartmentation/transport (Ch 15) [Hmwrk Problems for Ch 13 &amp; 14]</td>
<td>PRE-LAB 7: Lab Quiz 5; Organelle isolation LAB 7: Organelle isolation</td>
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<tr>
<td>Wk 10: Oct 19, 21, 23</td>
<td>Protein Sorting: translocations, vesicular, secretory &amp; endocytic paths (Ch 15) [Hmwrk Problems for Ch 15]</td>
<td>PRE-LAB 8: Lab Quiz 6; Enzyme Activity Analysis LAB 8: Enzyme analysis I</td>
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<td>Wk 11: Oct 26, 28, 30</td>
<td>Protein Sorting: translocations, vesicular, secretory &amp; endocytic paths (Ch 15) EXAM II (Fri Oct 30; Chaps 12-15)</td>
<td>EXAM II PRE-LAB 9: Lab Quiz 7; Review of Calculations &amp; Plots LAB 9: Enzyme analysis II</td>
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<tr>
<td>Wk 12: Nov 2, 4, 6</td>
<td>Cell communication: G-prot- &amp; enzyme-linked receptors (Ch 16) [Hmwrk Problems for Ch 16]</td>
<td>PRE-LAB 10: Lab Quiz 8; Protein electrophoresis LAB 10: Protein electrophoresis</td>
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<td>Wk 13: Nov 9, 11, 13</td>
<td>Cytoskeleton: Intermediate filament, microtubules, Actin (Ch 17); Cell cycle (Ch 18) [Hmwrk Problems for Ch 17]</td>
<td>PRE-LAB 11: Lab Quiz 9; Review of Gel Analysis; Immunohistochemistry LAB 11: Subcellular immunolocalization I</td>
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<td>Wk 14: Nov 16, 18, 20</td>
<td>Cell cycle, division and control; Cell death (Ch 18); [Hmwrk Problems for Ch 18 &amp; 20]</td>
<td>PRE-LAB 12: Lab Quiz 10; Immunohistochemistry LAB 12: Subcellular immunolocalization II</td>
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<tr>
<td>Wk 15: Nov 23</td>
<td>Cell cycle, division and control; Cell death (Ch 18); Tissues/matrix/junctions; Cancer (Ch 20)</td>
<td>Big Lab Report Due; Lab Catchup &amp; Cleanup</td>
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<td>Thanksgiving Holiday Nov 26 Reading Days Nov 25, 27</td>
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<tr>
<td>Wk 16: Dec 2</td>
<td>FINAL EXAM III; 8:00 – 10:30 AM (Chaps 16-18, 20)</td>
<td>FINAL EXAM III</td>
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</tbody>
</table>

The time and point schedule may require adjustment. Additional assignments may or may not be provided at the Instructor’s discretion. Such assignments might include homeworks, 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 session, read email messages from BB, and regularly visit BlackBoard to be aware of all assignments, deadlines, and changes to such.

EXAM RULES: No calculators, phones, iwatches, cameras, music or bluetooth or other digital devices are allowed anywhere in sight, including desktop, chair or floor! Put them away before entering the classroom! All Exams are the property of the Instructor as they will be saved for course records. Taking, copying, photographing or scanning of exams is forbidden and violation of this policy will result in a failing grade for the course. No one may enter an exam room once the first person has finished. Please tend to bathroom matters before exam – you will not be able to return if you leave.
For ONLINE EXAMS: Unless specified otherwise, the general policy will be that no external resources are to be accessed during exams. Exams will be offered synchronously only (during regularly scheduled class periods), and available for that specific time period only. A webcam or phone cam will be required to monitor your work. Preparation will be the key to good exam performance as there will not be time to complete the exam if you try to look up information from your notes.
Other Course Requirements:

1. All Exams are the property of the Instructor as they will be saved for course records. Taking, copying, photographing or scanning of exams is forbidden and violation of this policy will result in a failing grade for the course.

2. All students must access BlackBoard on a regular basis to watch for class announcements, changes, and for laboratory materials, readings, etc.

For help with access to BlackBoard, email or internet, please contact the IT Helpdesk by phone (825-2692) or electronically (computer.helpline@tamucc.edu; http://it.tamucc.edu/selfservice/index.html)

3. Attendance at lecture and lab, preparedness and participation in all learning activities is required and counts towards your participation points. Assignments cannot be made up later if absent without a recognized excuse (see below).

J. COURSE POLICIES

COVID-19

Face Coverings—Face coverings (cloth face covering, surgical mask, etc.) must be properly worn in all non-private spaces including classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource and support offices, and outdoor spaces where 6 feet of physical distancing is difficult to reliably maintain. Extra masks will be made available if needed.

Labs will be sub-scheduled into smaller subsections of no more than 8 students. WEARING facemasks, shields and gloves, properly, will be REQUIRED throughout the entire lab sessions. Self-checks and other screenings will be instituted for entry into lab. Rigorous physical distancing and cleaning procedures will be necessary. Thus, you cannot switch lab sessions or forget your PPE, and makeup sessions will not be possible. You must attend on-time and come fully prepared.

Laboratory Scheduling: Each 3-hr lab section will be broken down into 3 back-to-back 1 hr subsections (Identified as section # plus “A”, “B”, or “C”). Pre-Lab lectures, videos, quizzes and protocol reviews will be pre-recorded and posted online (BB). You MUST participate in that online content prior to your lab period. In this way, we can effectively utilize our shortened face-to-face lab time to give you the best hands-on lab experience possible. Students not participating in the preparation (indicated from BB) will not be permitted to participate in the lab. Instructors reserve the right to eject unprepared students as they pose a risk to physical distancing, lab safety and the learning experience of your fellow students.
Attendance/Tardiness

Attendance is the student’s responsibility. You are responsible for the material covered in every lecture or online activity, regardless of your (lack of) attendance or participation. Nothing missed during an unexcused absence can be made up. An excused absence allows us to make alternative arrangements to complete an assignment. Only unavoidable absences are excused. Routine events (non-emergency medical visits, parent-teacher conferences, household or auto repairs) should be scheduled to avoid conflicts with class. Plane tickets booked to conflict with class do NOT constitute an excusable absence. An acceptable excuse must be:

• from an appropriate source (doctor, dentist, funeral director) who states the nature and dates of the event
• in writing, on official letterhead, and signed (it will not be returned)
• presented prior to, or within 3 days of, the absence

Late Work and Make-up Exams

Nothing missed during an unexcused absence can be made up. An excused absence allows us to make alternative arrangements to complete an assignment. Only unavoidable absences are excused. Routine events (non-emergency medical visits, parent-teacher conferences, household or auto repairs) should be scheduled to avoid conflicts with class. Plane tickets booked to conflict with class do NOT constitute an excusable absence. An acceptable excuse must be:

• from an appropriate source (doctor, dentist, funeral director) who states the nature and dates of the event
• in writing, on official letterhead, and signed (it will not be returned)
• presented prior to, or within 3 days of, the absence

There are No make-up examinations: For some scheduled events, you may arrange to take a lecture exam before, but not after, its scheduled time.

Cell Phone Use

As adult university students, you are expected to act with courtesy and common sense. Disruptive, disrespectful, or abusive language/behavior towards anyone in class (student, staff, faculty) will not be tolerated and could result in permanent removal from class. This includes tardiness to class, talking in class, insubordination, and electronic disturbances (cell phones, ipods, etc). Turn it off unless specifically being used for class.

Missed Exam

See Above.

Participation

All students are expected to attend the full class and lab periods, complete all learning assignments, complete reading assignments fully and carefully, and to participate in class discussions. A portion of your grade is earned by participation.
Expectations:
You are responsible for your own education. Take notes in class, during lab discussions, and when completing assignments. Ask questions when you have them and seek help when you need it. The instructor is here to help you. Be aware of university-imposed deadlines (i.e., drop dates).

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/) for the last day to drop a course.

- **Grade Appeals (College of Science and Engineering)**
  As stated in University Procedure 13.02.99.C0.03, 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 required 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.C0.03, Student Grade Appeal Procedures. These documents are accessible through the University Rules website at http://academicaffairs.tamucc.edu/rules_procedures/assets/13.02.99.c0.03_student_grade_appeals.pdf. 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/

- **Civil Rights Complaints**
  Texas A&M University-Corpus Christi is committed to fostering a culture of caring and respect that is free from discrimination, relationship violence and sexual misconduct, and ensuring that all affected students have access to services. For information on reporting Civil Rights complaints, options and support resources (including pregnancy support accommodations) or university policies and procedures, please contact the University Title IX Coordinator, Sam Ramirez (Samuel.ramirez@tamucc.edu) or Deputy Title IX Coordinator, Rosie Ruiz (Rosie.Ruiz@tamucc.edu) x5826, or visit website at Title IX/Sexual Assault/Pregnancy.

  **Limits to Confidentiality.** Essays, journals, and other materials submitted for this class are generally considered confidential pursuant to the University's student record policies.
However, students should be aware that University employees, including instructors, are not able to maintain confidentiality when it conflicts with their responsibility to report alleged or suspected civil rights discrimination that is observed by or made known to an employee in the course and scope of their employment. As the instructor, I must report allegations of civil rights discrimination, including sexual assault, relationship violence, stalking, or sexual harassment to the Title IX Coordinator if you share it with me.

These reports will trigger contact with you from the Civil Rights/Title IX Compliance office who will inform you of your options and resources regarding the incident that you have shared. If you would like to talk about these incidents in a confidential setting, you are encouraged to make an appointment with counselors in the University Counseling Center.

• 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.

I. 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.