BIOL 1501 General Biology
Fall 2022

Instructor: Charcacia T. Sanders, PhD
Section # and CRN: Section: P04/P84 and CRN: 17863/17871
Office Location: Physical Location: Elmer E. O'Banion Science Building, Rm 430R
Virtual Location: Microsoft Teams
Office Phone: (936) 261-3162
Email Address: ctsanders@pvamu.edu
Office Hours: Wednesdays 4:00 pm – 5:00 pm, Thursdays 11:30 am – 1:30 pm and Fridays 10:30 am – 1:30 pm
Mode of Instruction: Face to Face

Course Location: Lecture: E E O'Banion Science Bldg Room A103; Lab: E E O'Banion Science Bldg 315
Class Days & Times:
Lecture TR 2:00 pm – 3:20 pm
P86 LAB TR 11:00 am – 12:50 pm
BIOL 1501 General Biology: 5 semester hours.

Catalog Description:
This course focuses on biological processes with a chemical foundation, including macromolecules, cellular structure, and metabolism. Students will explore the structure and function of cells; pathways and transformations of energy and matter; and systems biology emphasizing the process of science, interdisciplinary approach, and relevance of biology to society.

Part I of a two-course sequence. Assignments require college-level reading fluency, coherent written communication, and basic mathematical skills.

Prerequisites: TSIA Reading College Ready
Co-requisites: BIOL 1501 is a combined lecture-laboratory course. Students must be enrolled in both a lecture section and a laboratory section

Required Text(s):
Campbell Biology, 12th edition, by Lisa A. Urry, Michael L. Cain, Steven A. Wasserman, Peter V Minorsky, and Rebecca Orr
Published by Pearson (May 9th 2020) - Copyright © 2021
Format: Modified Mastering Biology with Pearson eText -- Instant Access -- for Campbell Biology

Recommended Text(s): None

Student Learning Outcomes:

<table>
<thead>
<tr>
<th>Upon successful completion of this course, students will be able to:</th>
<th>Program Learning</th>
<th>Core Curriculum Outcome Alignment</th>
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<tbody>
<tr>
<td>Outcome #</td>
<td>Alignment</td>
<td>Outcome #</td>
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<tr>
<td>1</td>
<td>1, 2, and 4</td>
<td>Critical Thinking Problem Solving Disciplin-Specific Knowledge</td>
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<tr>
<td>2</td>
<td>1, 2, and 4</td>
<td>Critical Thinking Problem Solving Disciplin-Specific Knowledge</td>
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<td>1, 2, and 4</td>
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<td>1, 2, and 4</td>
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<td>5</td>
<td>1, 2, and 4</td>
<td>Critical Thinking Problem Solving Disciplin-Specific Knowledge</td>
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<td>6</td>
<td>1, 2, and 4</td>
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<td>7</td>
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<td>8</td>
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<td>9</td>
<td>1, 2, and 4</td>
<td>Critical Thinking Problem Solving Disciplin-Specific Knowledge</td>
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<tr>
<td>10</td>
<td>1, 5</td>
<td>Critical Thinking Problem Solving</td>
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<tr>
<td>11</td>
<td>5, 6</td>
<td>Ethical Decision Making and Social Responsibility</td>
</tr>
<tr>
<td>12</td>
<td>1, 2</td>
<td>Critical Thinking Problem Solving</td>
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<tr>
<td>13</td>
<td>1, 2</td>
<td>Critical Thinking Problem Solving</td>
</tr>
<tr>
<td>14</td>
<td>5</td>
<td>Communication, Globalization and Cultural Diversity</td>
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This syllabus is subject to change at the discretion of the instructor.

## Major Course Requirements

### Method of Determining Final Course Grade

<table>
<thead>
<tr>
<th>Course Grade Requirement</th>
<th>Value</th>
<th>Total</th>
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<tbody>
<tr>
<td><strong>LECTURE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture Exams</td>
<td>5 Exams (100 points each)</td>
<td>500</td>
</tr>
<tr>
<td>Mastering Biology Dynamic Study Modules</td>
<td>10 Modules (10 points each)</td>
<td>100</td>
</tr>
<tr>
<td>Mastering Biology Chapter Homework</td>
<td>10 Chapters (15 points each)</td>
<td>150</td>
</tr>
<tr>
<td><strong>LAB</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lab Activities</td>
<td>10 Activities (15 points each)</td>
<td>150</td>
</tr>
<tr>
<td>Lab Performance</td>
<td>5 Categories (Average of each)</td>
<td>100</td>
</tr>
<tr>
<td>Biology Lab Project</td>
<td>1 Project (200 points each)</td>
<td>200</td>
</tr>
<tr>
<td><strong>Lecture Total</strong></td>
<td></td>
<td>750</td>
</tr>
<tr>
<td><strong>Lab Total</strong></td>
<td></td>
<td>450</td>
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<tr>
<td><strong>Course Total</strong></td>
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<td>1200</td>
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</tbody>
</table>

**Extra Credit (contingent upon participation in class and accuracy of responses)**

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Description:</th>
<th>Due Dates</th>
</tr>
</thead>
</table>
| EXAMS       | Student’s knowledge of chapter content, scientific practices, and concepts gained during lab will be assessed using a combination of multiple-choice and open-ended response questions | → Exam I: September 19, 2022  
- Chapters 1, 2, & 3  
- Lab Exercises 1 – 3  
→ Exam II: October 10, 2022  
- Chapters 4 & 5  
- Lab Exercises 4 – 5  
→ Lecture Exam III: October 24, 2022  
- Sections 6.2 & 6.4, and Chapter 7  
- Lab Exercise 6  
→ Lecture Exam IV: November 14, 2022  
- Chapters 8 & 9  
- Exercises 7 – 8  
→ Lecture Exam V: Finals  
- Section 6.6 and Chapters 10 & 12  
- Lab Exercises 9 – 10 |
| MASTERING BIOLOGY ASSIGNMENTS | The Mastering Biology Assignments are adaptive learning modules designed to help students identify and distinguish the mastered material from the information that has yet to be learned to focus studies effectively. | Dynamic Study Modules:  
Mondays @ 11:59 pm  
Chapter Homework:  
Wednesdays @ 11:59 pm |
| LAB ACTIVITIES | Students will engage in lab modules, record lab findings, and answer questions based on lab content and lab outcomes. | Fridays at 11:59 pm |
LAB PERFORMANCE

Students’ laboratory skills will be accessed using various methods, such as lab notebooks, quizzes, and performance assessments TBD

BIOLOGY LAB PROJECT

Students will complete an independent investigation and write a formal lab report based on their findings TBD

Course Procedures or Additional Instructor Policies

Taskstream

Taskstream is a tool that Prairie View A&M University uses for assessment purposes. One of your assignments may be required to be submitted as an "artifact," an item of coursework that serves as evidence that course objectives are met. If applicable, more information will be provided during the semester, but for general information, you can visit Taskstream via the link in eCourses.

I. DIVERSITY STATEMENT: The Department of Biology values the perspectives of individuals from all backgrounds, reflecting our students' diversity. We broadly define diversity as race, gender identity, national origin, ethnicity, religion, social class, age, sexual orientation, political background, and physical and learning ability. We strive to make this classroom and this department an inclusive space for all students.

II. COMMITMENT TO LEARNING: You must be able to balance your time dedicated to this class along with your other responsibilities. Science courses often demand a much more significant amount of your time than other courses. You must create a schedule where you have reserved a reasonable amount of time daily to study and complete online assignments for this course. My purpose in this class is to act as your guide through this subject material. I must make sure that your grade in this class indicates your mastery of the subject material required by this college. This class is five credit hours, and you will need to commit to the time it will take to be successful in the course. A 5-credit hour course corresponds to a minimum of 15 hours of student engagement per week for a 16-week fall course. This time includes attending lab, readings and lectures, study and research, and assignments. Procrastination and cramming will lead to negative consequences. At worst, this will lead to failing the class. At best, you pass but fail to learn the material.

III. PEARSON MASTERING BIOLOGY: You will be required to enroll in the online learning platform Mastering Biology. You will complete online assignments, which will constitute a percentage of your grade in this course. You will be able to access Mastering Biology and register using the link located in Canvas. If you are experiencing any technical issues with Mastering Biology, please contact Pearson using this link.

IV. MINIMUM TECHNOLOGY REQUIREMENTS: Students are required to maintain to have access to the following:
   A. A computer (desktop/laptop) or mobile device (tablet) that is less than five years old
   B. Speakers/headphones/earbuds for listening to audio or videos presented in courses. Webcam for interacting in course activities that require video feedback from students (such as VoiceThread), video test proctoring (such as Proctorio), or other third-party tools
   C. An Internet Browser, such as Mozilla Firefox and Google Chrome preferred.
   D. Adobe Acrobat Reader (latest version) - Download.
   E. A stable high-speed Internet connection

V. CLASS FORMAT: The class instructor facilitates a synchronous, face-to-face course. This class requires student participation and demonstrations. The instructor will ask students questions, present problems to solve, and use audiovisuals to demonstrate concepts. The expectation is students are prepared to actively participate in class to demonstrate their knowledge of biological concepts.

VI. MATERIALS: Students are required to maintain a folder with all class notes, handouts, and reports. You will also need access to a reliable internet connection and a computer.

Students are required to maintain a lab notebook with all complete record of procedures (the actions you take), the reagents you use, the observations you make (these are the data), and the relevant thought processes that would enable another scientist to reproduce your observations.
Students are also required to wear scrub tops & pants. Closed-toed shoes are to be worn while in the lab at all times. There are NO exceptions. Students who are not in the appropriate attire will not be allowed in the lab.

VII. **USING PROCTORIO FOR ONLINE ASSESSMENTS:** Exam V, and some extra credit scenario assignments will be given using Proctorio. Proctorio can only be used on a computer and in the Chrome Browser, and you will NOT be able to complete any Proctorio assignment on your smartphone or tablet. You will need a computer, whether laptop or desktop, for these assignments. Download the Proctorio Chrome Extension to your computer.

VIII. **SUBMITTING ASSIGNMENTS:** All assignments must be submitted in class, online via Canvas, or Mastering Biology. The instructor will not accept any assignments via email unless prior arrangements are made.

IX. **MAKE-UP ASSESSMENTS:** You are required to complete assessments as scheduled with the rest of your class. No make-up will be given automatically. Suppose you cannot complete an assessment during the scheduled time. In that case, you must contact the instructor immediately to discuss your options email within 24 hours of missing the assessments. The make-up must be taken within 72 hours after the assessments have been administered. Make-ups will be given in a free-response format during a designated day and time at the instructor’s discretion.

Do not assume that you are eligible to take a make-up. It is up to the instructor to decide if a student is eligible for a make-up pending the submission of the appropriate documentation. Appropriate documentation must be supplied before any make-up will be scored (please discuss with the instructor what is considered proper documentation).

If a student does not appear at the prearranged time or meet the prescribed deadline for makeup work, they forfeit their rights for the makeup of that work and will receive a grade of zero.

X. **LATE WORK:** Late work is not accepted*. Any assignment not submitted by the due date will receive a 0 grade unless the instructor approves prior arrangements. *Mastering Biology Homework Quizzes and Lab Activities are accepted late and have a penalty of 20% per day.

XI. **CLASS ATTENDANCE:** Success in this course is dependent on your active participation and engagement throughout the course. As such, students must complete all assignments by the due date and actively participate in class discussions. Students are expected to:

- Log on at least three times a week – on different days to complete weekly assignments and other weekly deliverables as directed by the instructor and outlined in the syllabus
- Participate in the weekly activities; this means that, in addition to attending the scheduled meetings, students are expected to participate in class discussions and class activities actively.

Your attendance will be taken in the form of your participation during class meetings. Attendance in this class is crucial to your success in this class and the success of the entire class. This course is designed to be interactive and student-centered.

In case of absence, it is the student’s responsibility to contact the instructor.

Excused absences will only be considered under extenuating circumstances and at the instructor’s discretion. Extenuating circumstances include sickness requiring hospitalization (not doctor’s appointments), death of an immediate family member (parent, sibling, spouse, and children), military obligations, and religious holidays (which requires a written notice to be provided to the instructor no later than the second-class meeting of the semester). Official documentation must be provided for an excused absence (i.e., medical paperwork, a funeral acknowledgment in a newspaper).

XII. **CLASS CONDUCT:** It is the instructor’s goal to maintain the integrity of the course and an environment conducive to learning. Students are expected to follow the [Prairie View A&M University Code of Student Conduct](#) and adhere to the course procedure and policies.

A. **Academic Dishonesty:** No cheating on exams, quizzes, reports, or any graded activity. Cheating will result in a grade of zero.
B. **Online Etiquette:** It is essential to recognize that Canvas is an extension of the classroom, and certain behaviors are expected when you communicate with your peers and your instructors. These guidelines for online conduct and interaction are known as netiquette. Please review the "NETIQUETTE GUIDE FOR ONLINE COURSES" posted on Canvas to familiarize yourself with the proper netiquette for this course.

XIII. **ASSIGNMENT FOLLOW-UP:** All automatically graded assignments will be available for review after the work is completed, except for exams and extra credit writing assignments. Assignments with open-ended responses will receive a grade and instructor feedback within a week after the due date.

To review assignments that are not available to view online, you must set up an appointment during the instructor’s office hours. Students will have seven days after the assignment grade has been posted to discuss their performance on the assignment with the instructor. After the 7-day follow-up period, students will forfeit the opportunity to discuss the work with the instructor.

XIV. **COMMUNICATION:** My primary means of communication with you will be through the email address listed in this syllabus and email messaging via Canvas. Do not expect instantaneous replies and responses. You can expect a response to communications within 48 hours Monday – Friday from 9:00 am – 5:00 pm.

I expect you to check your PVAMU student email account and Canvas Inbox daily and use these systems as your primary mode of communication with me. Failure to keep up with email communications from me will solely be your responsibility as the student. Only email me from your PVAMU student email account. In the email's subject line, please write the course code and term in the following format: **BIOL 1501 Fall 2022.** Any email that does not have the proper subject line will possibly be overlooked and receive a delayed response.

If a student's parent or guardian requests a meeting with the instructor, the student, and a biology faculty member must be present.

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**Student Support and Success**

**John B. Coleman Library**
The library and its partners have as their mission to provide resources and instructional material in support of the evolving curriculum, as a partner in Prairie View A&M University's mission of teaching, research, and service and to support the University’s core values of access and quality, diversity, leadership, relevance, and social responsibility through emphasis on ten key areas of service. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. Phone: 936-261-1500; Website: J. B. Coleman Library.

**Academic Advising Services**
Academic Advising Services offers students a variety of services that contributes to student success and leads towards graduation. We assist students with understanding university policies and procedures that affect academic progress. We support the early alert program to help students get connected to success early in the semester. We help refer students to the appropriate academic support services when the student is unsure of the best resource for their needs. Some students are supported by faculty advisors in their respective colleges. Your faculty advisor can be identified in PantherTracks. Advisors with Academic Advising Services are available to all students. We are located across campus. You can find your advisor's location by academic major at the Academic Advising Website, Phone: 936-261-5911.

**The University Tutoring Center**
The University Tutoring Center (UTC) offers free tutoring and academic support to all registered PVAMU students. The mission of the UTC is to help provide a solid academic foundation that enables students to become confident, capable, independent learners. Competent and caring staff and peer tutors guide students in identifying, acquiring, and enhancing the knowledge, skills, and attitudes needed to reach their desired goals. Tutoring and academic support is offered face-to-face in the UTC, in virtual face-to-face sessions, and through online sessions at PVPlace. Other support services available for students include Supplemental Instruction, Study Break, Academic Success Workshops, and Algebra Study Jam. Location: J. B. Coleman Library, Rm. 307; Phone: 936-261-1561; Email: pvtutoring@pvamu.edu; Website: University Tutoring Center.

**The Writing Center**
The Writing Center provides well-trained peer tutors that assist students with writing assignments at any stage of the writing process. Tutors help students with various writing tasks from understanding assignments, brainstorming, drafting, revising, editing, researching, and integrating sources. Students have free access to Grammarly online writing assistance. Grammarly is an automated proofreading and plagiarism detection tool. Student must register for Grammarly by using their student email address. In addition, students have access to face-to-face as well as virtual tutoring services either asynchronously via email or synchronously via Zoom. Location: J. B. Coleman Library, Rm. 209; Phone: 936-261-3724; Website: The Writing Center; Grammarly Registration.

Academic Early Alert
Academic Early Alert is a proactive system of communication and collaboration between faculty, academic advisors, and PVAMU students that is designed to support student success by promptly identifying issues and allowing for intervention. Academic Early Alert helps students by providing a central location to schedule advising appointments, view advisor contact information, and request assistance. Students who recognize that they have a problem that is negatively affecting their academic performance or ability to continue school may self-refer an Academic Early Alert. To do so, students will log in to PVPlace and click on Academic Early Alert on the left sidebar. Phone: 936-261-5902; Website: Academic Early Alert.

Student Counseling Services
The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and provides assistance to students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Hobart Taylor, 2nd floor; Phone: 936-261-3564; Website: Student Counseling Services.

Office of Testing Services
Testing Services serves to create opportunities by offering suite of exams that aid in the students’ academic and professional success. Currently we administer entrance (HESI A2), college readiness (TSI assessment), Prior Learning (CLEP, DSST), and proctored exams. Location: Wilhelmina Delco, 3rd Floor, Rm. 305; Phone: 936-261-3627; Email: aetesting@pvamu.edu; Website: Testing Services.

Office of Diagnostic Testing and 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, contact the Office of Disability Services. As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include: learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hardware and software, adapted furniture, proctoring of non-standardized test administrations, ASL interpreters, ALDs, digital recorders, livescribe, and a comprehensive referral network across campus and the broader community. Location: Hobart Taylor, Rm. 1D128; Phone: 936-261-3583; Website: Disability Services.

Center for Instructional Innovation and Technology Services (CIITS)
Distance Learning, also referred to as Distance Education, is the employment of alternative instructional delivery methods to extend programs and services to persons unable to attend college in the traditional manner. The Center for Instructional Innovation and Technology Services (CIITS) supports student learning through online, hybrid, web-assisted and 2-way video course delivery. For more details and contact information, visit: CIITS Student Webpage; Phone: 936-261-3283.

Veteran Affairs
Veteran Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall, Rm. 102; Phone: 936-261-3563; Website: Veteran Affairs.

Office for Student Engagement
The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development and campus governance. Location: Memorial Student Center, Rm. 221; Phone: 936-261-1340; Website: Office for Student Engagement.

Career Services
Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Anderson Hall, 2nd floor; Phone: 936-261-3570; Website: Career Services.

University Rules and Procedures

Academic Misconduct (See Student Planner)
You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Planner, especially the section on academic misconduct (see University Administrative Guidelines on Academic Integrity). Students who engage in academic misconduct are subject to university disciplinary procedures. As listed in the PVAMU Undergraduate Catalog, Graduate Catalog, and the Student Planner, the following are examples of prohibited conduct. This list is not designed to be all-inclusive or exhaustive. In addition to academic sanctions, any student found to have committed or to have attempted to commit the following academic misconduct may also be subject to disciplinary review and action as outlined in the PVAMU Student Planner.

Forms of Academic Dishonesty:

1. **Cheating**: Deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not learned, giving or receiving aid unauthorized by the instructor on assignments or examinations. Examples: unauthorized use of notes for a test; using a “cheat sheet” on a quiz or exam; any alteration made on a graded test or exam which is then resubmitted to the teacher.

2. **Plagiarism**: Careless or deliberate use of the work or the ideas of another; representation of another’s work, words, ideas, or data as your own without permission or appropriate acknowledgment. Examples: copying another’s paper or answers, failure to identify information or essays from the Internet and submitting or representing it as your own; submitting an assignment which has been partially or wholly done by another and claiming it as yours; not properly acknowledging a source which has been summarized or paraphrased in your work; failure to acknowledge the use of another’s words with quotation marks.

3. **Multiple Submission**: Submission of work from one course to satisfy a requirement in another course without explicit permission. Example: using a paper prepared and graded for credit in one course to fulfill a requirement and receive credit in a different course.

4. **Conspiracy**: Agreeing with one or more persons to commit an act of academic/scholastic dishonesty.

5. **Fabrication of Information/Forgery**: Use or submission of contrived, invented, forged, or altered information in any assignment, laboratory exercise, or test; tampering with or production of a counterfeit document, particularly documents which make up the student’s academic record. Examples: making up a source or citing nonexistent publication or article; representing made up data as real for an experiment in a science laboratory class; forging a change of grade or student withdrawal record; falsifying any document related to a student academic exercise.

Nonacademic Misconduct (See Student Planner)
The University respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor’s ability to conduct
the class, or (2) the ability of students to benefit from the instructional program, or (3) the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Office for Student Conduct under nonacademic procedures.

Sexual Misconduct
Sexual harassment of students and employees at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating the university’s sexual harassment policy will be subject to disciplinary action. In accordance with the Texas A&M University System guidelines, your instructor is obligated to report to the Office of Title IX Compliance (titleixteam@pvamu.edu) any instance of sexual misconduct involving a student, which includes sexual assault, stalking, dating violence, domestic violence, and sexual harassment, about which the instructor becomes aware during this course through writing, discussion, or personal disclosure. The faculty and staff of PVAMU actively strive to provide a learning, working, and living environment that promotes respect that is free from sexual misconduct, discrimination, and all forms of violence. If students, faculty, or staff would like assistance, or have questions, they may contact the Title IX Coordinator at 936-261-2144 or titleixteam@pvamu.edu. More information can be found at the Title IX Webpage including confidential resources available on campus.

Pregnancy, Pregnancy-related, and Parenting Accommodations

Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related condition, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Disability Services or the Dean of Students’ Office for additional information and to request accommodations. More information can be found at this webpage.

Non-Discrimination Statement
Prairie View A&M University does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity in its programs and activities. The University is committed to supporting students and complying with the Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of discrimination or harassment, we encourage you to report it. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Director of Equal Opportunity & Diversity has been designated to handle inquiries regarding the non-discrimination policies, and can be reached at Harrington Science Building, Suite 109 or by phone 936-261-1744 or 1792.

Class Attendance Policy (See Catalog for Full Attendance Policy)
Prairie View A&M University requires regular class attendance. Attending all classes supports full academic development of each learner whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or internet. Excessive absenteeism, whether excused or unexcused, may result in a student’s course grade being reduced or in assignment of a grade of “F”. Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University’s attendance policy in each course syllabus.

Student Academic Appeals Process
Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor’s assessment of their academic performance, the student has a right to appeal by the procedure listed in the University Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint. Students can file Academic Complaints and/or Grade Appeals at this webpage.

Technical Considerations

Minimum Recommended Hardware and Software:
• Intel PC or Laptop with Windows 10 or later version; Mac with OS High Sierra*
• Smartphone or iPad/Tablet with Wi-Fi*
• High speed Internet access
• 8 GB Memory
• Hard drive with 320 GB storage space
• 15” monitor, 800x600, color or 16 bit
• Sound card w/speakers
• Microphone and recording software
• Keyboard & mouse
• Most current version of Google Chrome, Safari or Firefox

*Smartphone, Google Chrome books and Android tablets may not be supported. iPads are the only tablets supported.

**Note:** Be sure to enable Java & pop-ups in the Web browser preferences

**Participants should have a basic proficiency of the following computer skills:**
• Sending and receiving emails
• A working knowledge of the Internet
• Microsoft Word (or a program convertible to Word)
• Acrobat PDF Reader
• Windows or Mac OS
• Video conferencing software

**Netiquette (online etiquette)**
Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussions boards. Foul or abusive language will not be tolerated. Do not use ALL CAPS for communicating to others AS IT CAN BE INTERPRETED AS YELLING. Avoid slang terms such as “wassup?” and texting abbreviations such as “u” instead of “you.” Limit and possibly avoid the use of emoticons. Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and the message might be taken seriously or sound offensive.

**Video Conferencing Etiquette**
When using Zoom, WebEx or other video conferencing tools, confirm the visible area is tidy, clear of background clutter, inappropriate or offensive posters, and other distractions. Ensure you dress appropriately and avoid using high traffic or noisy areas. Stay muted when you are not speaking and avoid eating/drinking during session. Before class session begins, test audio, video and lighting to alleviate technology issues.

**Technical Support**
Students should go to the Password Reset Tool if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Center for Instructional Innovation and Technology Services (CIITS) at 936-261-3283 or email ciits@pvamu.edu.

**Communication Expectations and Standards**
Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.

**Discussion Requirement**
Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can take place in a seminar fashion. This will be accomplished by the use of the discussion board. The exact use of discussion will be determined by the instructor.

*It is strongly suggested* that students type their discussion postings in a word processing application such as Word and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, copy and paste to the discussion board.

**COVID-19 Guidelines for Student Conduct Adjudication** - The mandatory COVID-19 Training/Certification taken by all students serves as the 1st Warning for violation of COVID-19 Guidelines.
• 1st incident: upon review of Incident Report and finding of responsibility — Conduct Probation

• 2nd incident: upon review of Incident Report and finding of responsibility — Suspension

Consult the Code of Student Conduct in the Student Planner or Student Conduct website for additional information on Conduct Probation and Suspension.

**Personal Illness and Quarantine** - Students required to quarantine must participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Con
<table>
<thead>
<tr>
<th>Week of</th>
<th>LECTURE TOPIC</th>
<th>LAB EXERCISES</th>
<th>BIOLOGY LAB PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/22</td>
<td>Chapter 1: Evolution, the Themes of Biology, and Scientific Inquiry</td>
<td>Exercise 1: The Scientific Process (Part I)</td>
<td></td>
</tr>
<tr>
<td>8/29</td>
<td>Chapter 2: The Chemical Context of Life (2.1 – 2.2)</td>
<td>Exercise 1: The Scientific Process (Part II &amp; III)</td>
<td>Project Introduction</td>
</tr>
<tr>
<td>9/05</td>
<td>Chapter 2: The Chemical Context of Life (2.3 – 2.4)</td>
<td>Exercise 2: Measurements in Biology: The Metric System and Data Analysis</td>
<td>Research Question</td>
</tr>
<tr>
<td>9/12</td>
<td>Chapter 3: Water and Life</td>
<td>Exercise 3: Solutions, Acids, and Bases</td>
<td>P-element mutagenesis: Cross 1</td>
</tr>
<tr>
<td>9/19</td>
<td>Chapter 4: Carbon and Molecular Diversity of Life</td>
<td>Exercise 4: Microscopy and The Cell (Part I)</td>
<td></td>
</tr>
<tr>
<td>9/26</td>
<td>Chapter 5: The Structure and Function of Large Biological Molecules (5.1 – 5.3)</td>
<td>Exercise 4: Microscopy and The Cell (Part II)</td>
<td>P-element mutagenesis: Cross 2</td>
</tr>
<tr>
<td>10/03</td>
<td>Chapter 5: The Structure and Function of Large Biological Molecules (5.4 – 5.6)</td>
<td>Exercise 5: Biological Molecules: Carbohydrates, Proteins, Lipids, and Nucleic Acid</td>
<td></td>
</tr>
<tr>
<td>10/10</td>
<td>Section 6.2: Eukaryotic cells have internal membranes that compartmentalize their functions</td>
<td>Exercise 6: The Structure and Function the Cell Membrane (Part I)</td>
<td>P-element mutagenesis: Cross 3</td>
</tr>
<tr>
<td>10/17</td>
<td>Chapter 7: Membrane Structure and Function (7.1 – 7.3)</td>
<td>Exercise 6: The Structure and Function the Cell Membrane (Part II &amp; III)</td>
<td></td>
</tr>
<tr>
<td>10/24</td>
<td>Chapter 8: An Introduction to Metabolism</td>
<td>Exercise 7: The Factors Affecting the Rate of Enzyme Activity</td>
<td>Fertility Assay</td>
</tr>
<tr>
<td>Date</td>
<td>Chapter/Section</td>
<td>Exercise/Activity</td>
<td>Notes</td>
</tr>
<tr>
<td>-------</td>
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</tr>
<tr>
<td>10/31</td>
<td>Chapter 9: Cellular Respiration and Fermentation (9.1 – 9.3)</td>
<td>Exercise 8: Cellular Respiration: Aerobic and Anaerobic Oxidation of Organic Molecules</td>
<td>Drosophila melanogaster Courtship Behavior</td>
</tr>
<tr>
<td>11/07</td>
<td>Chapter 9: Cellular Respiration and Fermentation (9.4 – 9.6)</td>
<td>Exercise 9: Photosynthesis</td>
<td>Data Analysis</td>
</tr>
<tr>
<td>11/14</td>
<td>Section 6.5: Mitochondria and chloroplasts change energy from one form to another</td>
<td>Exercise 10: The Cell Cycle (Part I)</td>
<td></td>
</tr>
<tr>
<td>11/21</td>
<td>Section 6.6: The cytoskeleton is a network of fibers that organizes structures and activities in the cell</td>
<td>Exercise 10: The Cell Cycle (Part II)</td>
<td></td>
</tr>
<tr>
<td>11/28</td>
<td>Chapter 12: The Cell Cycle</td>
<td></td>
<td>Class Presentations</td>
</tr>
<tr>
<td>12/05</td>
<td></td>
<td><strong>FINAL EXAMS</strong>&lt;br&gt;Exam V will be administered during final exam week&lt;br&gt;(December 1 – December 7)</td>
<td></td>
</tr>
</tbody>
</table>