BIOL 1031 Biology Seminar
Spring 2020

Instructor: Charcacia T. Sanders
Section # and CRN: Section#: P02 and CRN: 26730
Office Location: Elmer E. O’Banion Science Building, Rm 430R
Office Phone: 936-261-3162
Email Address: ctsanders@pvamu
Office Hours: Tuesday/Thursday: 3:30 pm – 5:00 pm
Wednesday: 4:00 pm – 5:00 pm
Friday: 10:00 am – 1:00 pm
Mode of Instruction: [Face to Face]

Course Location: Room 104 New Science Building

Class Days & Times: M 3:00pm – 3:50pm

Catalog Description: Seminar (1-0) credit 1. Discussion and presentations of current biological topics by students, faculty and guest lecturers.

Prerequisites: Major in Biology
Co-requisites: None


Recommended Texts: Keys to Science Success, Authors-Janet R. Katz, Carol Carter, Joyce Bishop, and Sarah Lyman Kravits: Prentice Hall. Upper Saddle River, New Jersey 07458

Student Learning Outcomes:

<table>
<thead>
<tr>
<th>Program Learning Outcome #</th>
<th>Core Curriculum Outcome #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Develop strategies in time management</td>
<td>5 Integration of Broad Knowledge</td>
</tr>
<tr>
<td>2 Establish career goals and objectives</td>
<td>5 Integration of Broad Knowledge</td>
</tr>
<tr>
<td>3 Demonstrate mastery of the scientific method</td>
<td>5 Integration of Broad Knowledge</td>
</tr>
<tr>
<td>4 Develop good study habits</td>
<td>5 Integration of Broad Knowledge</td>
</tr>
<tr>
<td>5 Achieve mastery of reading in the scientific content area</td>
<td>5 Integration of Broad Knowledge</td>
</tr>
</tbody>
</table>

This syllabus is subject to change at the discretion of the instructor. Students will be notified of such changes ahead of time via eCourse.
Major Course Requirements

Method of Determining Final Course Grade

<table>
<thead>
<tr>
<th>Course Grade Requirement</th>
<th>Value</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>14 Class Meetings (15 points each)</td>
<td>210</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>1 Midterm Exam (50 points each)</td>
<td>50</td>
</tr>
<tr>
<td>Final Exam</td>
<td>1 Final Exam (50 points)</td>
<td>50</td>
</tr>
<tr>
<td>Class Discussion Summary</td>
<td>4 Summaries (25 points)</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td><strong>410</strong></td>
</tr>
</tbody>
</table>

Grading Criteria and Conversion:
A = 90% to 100%
B = 80% to 89%
C = 70% to 79%
D = 60% to 69%
F = 0% to 59%

Detailed Description of Major Assignments:

<table>
<thead>
<tr>
<th>Assignment Title or Grade Requirement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>Students will be given credit for attending and actively participating in class</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>Student’s knowledge of discussed content will be assessed using a combination of multiple choice and free response questions.</td>
</tr>
<tr>
<td>Final Exam</td>
<td>Student’s knowledge of discussed content will be assessed using a combination of multiple choice and free response questions.</td>
</tr>
<tr>
<td>Class Discussion Summary</td>
<td>Students will write a thoughtful summary of class discussions</td>
</tr>
</tbody>
</table>

Course Procedures or Additional Instructor Policies
Taskstream is a tool that Prairie View A&M University uses for assessment purposes. One of your assignments is REQUIRED to be submitted as an "artifact," an item of coursework that serves as evidence that course objectives are met. More information will be provided during the semester, but for general information, you can visit Taskstream via the link in eCourses.

I. **ONLINE PARTICIPATION – MASTERING BIOLOGY:** You will be required to enroll in the online course designed by your instructor located through the Mastering website supported by Pearson Publishing. You will complete online assignments, which will constitute a percentage of your grade in this course.

II. **CLASS FORMAT:** Classes require students to be active members in the learning process. The instructor will ask students questions, present problems to solve and use audiovisuals to demonstrate concepts. Students should be prepared to actively participate in class to demonstrate their knowledge of biological concepts.

III. **MATERIALS:** Students are required to maintain a folder with all class notes, handouts, and reports. Number 2 pencils for exams and at least 4 SCANTRON forms 882-E for each lecture exam.

IV. **EXAMS & QUIZZES:** You are required to complete assessments as scheduled with the rest of your class. No make-up will be given automatically. If you cannot complete an assessments during the scheduled time you must contact the instructor immediately to discuss your options (e-mail within 24 hours of missing the assessments and the make-up must be taken within 72 hours after the assessments has been administered). Make-ups are will be given in a free-response format during a designated day and time at the discretion of the instructor.

Do not assume that you are eligible to take a make-up. It is up to the instructor 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 instructor what is considered an appropriate documentation).

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

V. **CLASS ATTENDANCE:** Regular and punctual class attendance is expected. Student absences will be recorded from the first day the class meets.

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, 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 in the case of an excused absence (i.e. medical paperwork, funeral acknowledgement in newspaper).

VI. **CLASS CONDUCT:**

A. The use of electronic devices in class is as follows and may be changed at the discretion of the instructor: Smartphones/Laptops/Tablets may be used for taking notes, participating in interactive teaching platforms, and following along with the PowerPoints. No chatting, texting, or engaging in social media will be allowed. If you violate your instructor's trust in this policy, you will no longer be allowed to bring your electronic devices into class. All electronic devices must be turned off and given to instructor during exams and quizzes so that they can't be seen or used. Anything recorded in class (audio or video) may not be distributed or published without instructor's permission.

B. No cheating on exams, quizzes, reports, or any graded activity. Cheating will result in a grade of a zero.

C. Students enrolled in this course are not permitted to wear hats, caps, head rags, helmets or any type of hear gear in the class rooms for this course. Dress for success.

VII. **COMMUNICATION:** My primary means of communication with you will be through the email address listed in this syllabus and the email messaging via eCourses. Do not expect instantaneous replies and responses. You can expect a response to communications within 24-48 hours.

I expect you to check your PVAMU student email account daily and to use this system as your primary mode of communication with me. Failure to keep up with email communications from me will solely by your responsibility as the student. DO NOT email me from your private email account.

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

**SEMESTER CALENDAR**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 15</td>
<td>First Day of Class</td>
</tr>
<tr>
<td>January 20</td>
<td>Dr. Martin Luther King Day (University Closed)</td>
</tr>
<tr>
<td>January 29</td>
<td>Last day to drop/withdraw from course(s) without academic record. A financial record will still exist.</td>
</tr>
<tr>
<td>January 29</td>
<td>Census Day</td>
</tr>
<tr>
<td>March 5</td>
<td>Mid-Semester Examination Period Begins</td>
</tr>
<tr>
<td>March 09 – 14</td>
<td>Spring Break (University Closed)</td>
</tr>
<tr>
<td>March 17</td>
<td>Mid-semester grades due by 11:59 p.m.</td>
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<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>----------</td>
<td>------------------------------------------------------------</td>
</tr>
<tr>
<td>March 25</td>
<td>Founders Day/Honors Convocation</td>
</tr>
<tr>
<td>March 25</td>
<td>Last day to apply for spring graduation (ceremony participation)</td>
</tr>
<tr>
<td>March 27</td>
<td>Last day for withdrawal from course(s) with record (&quot;W&quot;)</td>
</tr>
<tr>
<td>April 10</td>
<td>Good Friday (Student Holiday)</td>
</tr>
<tr>
<td>April 28</td>
<td>Last Class Day</td>
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<tr>
<td>April 29 – May 06</td>
<td>Final Examinations</td>
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<tr>
<td>May 09</td>
<td>Spring Commencement</td>
</tr>
</tbody>
</table>

**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.

**Center for Academic Support**

The Center for Academic Support (CAS) offers Tutoring via peer tutoring. The services include workshops (i.e., Save My Semester, Recalculate Your Route), seminars (i.e., Tools You Can Use: TI-84), group review sessions (i.e., College Algebra Topic Reviews, GRE Preparation), group study opportunities (i.e., TSIA, HESI, Study Break, Exam Cram), and test-taking strategies (How to take Notes, Study Buddy, 5 Day Study Guide). The Tutoring Center is a nationally certified tutoring program through the National Tutoring Association. The peer tutors are trained and certified by the coordinator each semester. Location: J.B. Coleman Library

**COMPASS**

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS) is designed to help Prairie View students in their second year and beyond navigate towards graduation by providing the following services: Academic Advisement, Targeted Tutorials for Personalized Learning, Campus-Wide Referrals, and Academic & Social Workshops. Location: J.B. Coleman Library

**Writing Center**

The Writing Center provides student consultants on all aspects of the writing process and a variety of writing assignments. Writing Center consultations assist students in such areas as prewriting, brainstorming, audience awareness, organization, research, and citation. Location: Hilliard Hall 121

**University Rules and Procedures**

**Disability statement (See Student Handbook):**

Students with disabilities, including learning disabilities, who wish to request accommodations in class should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator.

**Academic misconduct (See Student Handbook):**

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 Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

**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 mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.

2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a
scheduled test.

3. Fabrication: use of invented information or falsified research.

4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.

Nonacademic misconduct (See Student Handbook)
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, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with 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 Dean of Students under nonacademic procedures.

Sexual misconduct (See Student Handbook):
Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

Attendance Policy
Prairie View A&M University requires regular class attendance. Excessive absences will result in lowered grades. 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.

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 Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

Disability statement (See Student Handbook):
Students with disabilities, including learning disabilities, who wish to request accommodations in class should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator.

TECHNICAL CONSIDERATIONS

Minimum Recommended Hardware and Software:
- Intel PC or Laptop with Windows 7; Mac with OS X; 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, Internet Explorer or Firefox

Note: Be sure to enable Java & pop-ups

Participants should have a basic proficiency of the following computer skills:
- Sending and receiving email
- A working knowledge of the Internet
- Proficiency in Microsoft Word (or a program convertible to Word)
- Proficiency in the Acrobat PDF Reader
• Basic knowledge of Windows or Mac O.S.

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.

Technical Support:
Students should go to https://mypassword.pvamu.edu/ 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 Office of Distance Learning at 936-261-3283

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 accomplish 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 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, it should be copied and pasted to the discussion board.