

BIO 181: General Biology I

Fall 2021

Course and Faculty Information



Instructor: Anna M. Cunningham, PhD (Dr. C)

Pronouns: She / her / hers

Contact Information: anna.m.cunningham@asu.edu

Scheduled class Meeting Times

- **Lectures:**
 - MWF 9:05 – 9:55am (73030) – CLCC 246
 - MWF 10:10 – 11:00am (81607) – LEC 110
- **Associated labs**

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| <ul style="list-style-type: none">○ M 12 – 2:45pm (76793) – Cunningham○ M 3:15 – 6:00pm (73033) – Carroll○ T 8:45 – 11:30am (73034) – Harris○ T 12:00 – 2:45pm (74761) – Sagar○ W 12:00 – 2:45pm (73032) - Quaranta | <ul style="list-style-type: none">○ W 3:15 – 6:00pm (81615) – Shetty○ W 6:30 – 9:15pm (84431) – Shetty○ Th 8:45 – 11:30am (80339) – Harris○ Th 12 – 2:45pm (81612) – Harris○ Th 6:30 – 9:15pm (80338) - Carroll |
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Office Hours

- Monday 3:00 – 4:00pm
- Wednesday 11:30am – 1:00pm
- Location:
 - CLCC 289 OR
 - Via Zoom upon request (<https://asu.zoom.us/j/6151293180>)
- **Please schedule office hours with me!**
- *Additional office hours available by request!*

Note: Although I will do my best to respond to e-mails promptly, I cannot guarantee with certainty that I will be able to do so outside of working hours (M – F 8a – 5p). However, my goal is to always respond within two working days!

Course Description

Biology 181 lecture and laboratory is designed to give students a survey of the basic theories of the discipline and the relationship between structure and function in living organisms at the molecular, cellular, organismal, and population levels. This course is designed to be taken as the first of a two-semester series. The second semester (BIO 182) should be taken after this course.

Credits

4 (in combination with lab).

Student Work Expectations

For this 4-credit hour course, you should plan to spend the equivalent of 6 hours of direct instruction (3 hours lecture, 3 hours lab) and about 12 hours per out of class student work (studying, homework) for an estimated total of about 18 hours per week. Workload will vary depending on week – some weeks (eg: exam weeks or weeks when a lab report is due) may be more time consuming than others.

Final Exam Day & Time

- MWF 9:05 – 9:55am (73030) – Wednesday, Dec. 8 7:30 – 9:20am
- MWF 10:10 – 11:00am (81607) – Monday, Dec. 6 9:50 – 11:40am

Course Learning Outcomes – what you will learn!

At the completion of this course:

Lecture

1. Students will identify the characteristics of life and use them to evaluate living from nonliving organisms.
2. Students will understand the relationship of structure and function and regulation of biological systems via homeostatic mechanisms.
3. Students will describe the structure of atoms, molecules, and chemical bonds.
4. Students will explain the properties of water that contribute to life.
5. Students will identify the structure and function of the four major biological macromolecules: carbohydrates, lipids, proteins, and nucleic acids.
6. Students will describe the structure and function of biological membranes.
7. Students will interpret cellular permeability and compare and contrast passive and active transport mechanism.
8. Students will identify the components of cells and recognize their function.
9. Students will differentiate prokaryotic and eukaryotic cells.
10. Students will recognize the structures and processes that enable cellular connection and communication.
11. Students will grasp the importance of enzymes, their mode of action, and their regulation in relation to biological processes.
12. Students will review the major steps of integral metabolic pathways (cellular respiration and photosynthesis) and understand their central role in ecological energy and carbon cycling.
13. Students will be able to differentiate the processes aerobic cellular respiration, anaerobic cellular respiration, and fermentation.
14. Students will classify organisms into trophic levels based on their carbon and energy requirements for anabolism.
15. Students will predict protein sequence based on a provided DNA strand.
16. Students will extrapolate the type of mutation that has occurred based on the change in a DNA sequence.
17. Students will recognize how gene expression is regulated in prokaryotic and eukaryotic organisms.
18. Students will recall how DNA is stored in a cell.
19. Students will summarize the cell cycle, DNA replication, and the importance of the regulation of these processes.
20. Students will identify and contrast the processes of mitosis and meiosis.
21. Students will use Punnett Squares to predict the inheritance patterns of Mendelian and non-Mendelian traits.

Lab

1. Students will work effectively in a collaborative, group dynamic.
2. Students will operate and conduct experiments safely in a lab environment.
3. Students will be able to search, find, read, interpret, effectively use, and cite scientific literature.
4. Students will apply principles of the scientific method to plan, conduct, and analyze experiments.
5. Students will identify and use the metric system.
6. Students will operate a microscope.
7. Students will use pipettes and micropipettes.
8. Students will construct graphs that accurately portrays quantitative data.
9. Students will report data collected during experiments via written lab reports and oral presentations.

Textbook

For this course, you will be required to purchase Connect, which will contain the Brooker, *Principles of Biology*, 3e eBook. We will be participating in the Inclusive Access “Opt In” Program to ensure you pay the lowest possible price for your Connect access.

You will begin receiving e-mails in your ASU account about the Inclusive Access “Opt-Out” Program 2-3 days prior to class. You’ll continue receiving periodic e-mail reminders through drop/add. On the first day of class, you can log into Canvas and get registered for Connect. Approximately 2 weeks after drop/add, you will see a “materials fee” charge in your ASU account that will be titled: [Bkstr Publisher Negotiate Rate](#). The cost for Connect will be \$57.

You may choose to opt out of Inclusive Access, but know you will likely pay a higher price for your Connect access. To opt out, simply click on the link (<https://includedcp.follett.com/1233>) which will open the “opt out” portal. You will click “Create an Account” and enter your ASU email address. Please note: ASU email addresses are configured in two different ways: firstname.lastname@asu.edu and asurite@asu.edu. The ASU system will only recognize one, so if the first configuration doesn’t work, you may need to try the second configuration (Helpful hint: the Follett system will match how your email displays in <https://asu.edu/directory>). If prior to drop/add, you chose to “opt out”, but wish to opt back in, this option is also available through the portal.

If you would like to purchase the loose-leaf textbook (not required), you can do so in two ways. First, the ASU Bookstore will offer a print upgrade for a minimal price (approximately \$38). This print upgrade is available only for students participating in the Inclusive Access Program. To ensure that only participating students are able to purchase, the book info for the upgrade will NOT appear in the course listing until the first day of classes. At that time, students may purchase either through the Bookstore website or in-person with ISBN 9781264260836. In-person customers will need to ask for the upgrade at the Text Info counter, as we need to verify enrollment in the program. Second, you can always purchase the loose-leaf textbook through Connect for \$39 (free shipping & handling).

Ready to get registered for Connect? Watch this easy to follow Connect registration video - <http://video.mhhe.com/watch/xUs68jEUwVnAB2K64eWMqc>

Connect Support

Technical issues with Connect must be directed to McGraw Hill support. If you contact me, please reference your McGraw Hill Support Request number. **Deadlines will not be extended regardless of technical issues.**

- ASU designated Tech support: 855-423-9041 (M-Th 24hrs; F 12a – 9pm; Sat 10a – 8p; Sun 12p – 12a EST)

- McGraw Hill: 1-800-331-5094 (M – Th 24hrs; F 12am – 9pm; Sat 10am – 8pm; Sun 12pm – 12am EST)
- E-mail/chat: mhhe.com/support
- <https://mhedu.force.com/CXG/s/ContactUs>

iClicker Student Response System (Mobile)

During lectures, we will use the iClicker Reef App on a Smartphone or tablet. This student response system is **FREE** to all ASU Students and can be access via the iClicker cloud app on your mobile device or through the following web browser (<https://app.reef-education.com>). You are required to participate with the iClicker Reef app on a smartphone, tablet or laptop. It is your responsibility to properly register your iClicker Reef account in a timely fashion. Instructions to do so will be provided on Canvas. It is also your responsibility to regularly check your iClicker records for any discrepancies and bring them to my attention within 48 hours. iClicker grade discrepancies cannot be contested after this time.

Student Success

To be successful:

- check the Canvas course daily
- read & respond to course announcements & e-mails
- complete assignments by the due dates specified
- communicate regularly with your instructor and peers
- create a study and/or assignment schedule to stay on track
- access [ASU Student Resources](#)

Attendance

Attendance and participation in class activities is an essential part of the learning process, and students are expected to attend class regularly. Some absences are, however, unavoidable. Excused absences for classes will be given without penalty to the grade in the case of

1. A university-sanctioned event [ACD 304-02]
2. Religious holidays [ACD 304-04; a list can be found here <https://eoss.asu.edu/cora/holidays>]
3. Work performed in the line-of-duty according [SSM 201-18]
4. Due to symptoms, COVID-19 diagnosis, and/or university-approved quarantine or isolation related to COVID-19 exposure

Anticipated absences for university-sanctioned events, religious holidays, or line-of-duty activity should be communicated to the instructor by **email** (anna.m.cunningham@asu.edu) at least **one week** before the expected absence.

Absences for illness, quarantine, or self-isolation related to illness should be documented by a health professional (i.e. Student Health Services or other medical providers) and communicated to the instructor as soon as possible by **email** (anna.m.cunningham@asu.edu). **Accommodations and excused absence will ONLY be provided with written and signed documentation from a healthcare professional.**

Excused absences do not relieve students from responsibility for any part of the course work required during the period of absence. It is the student's responsibility to provide a plan/work with instructor on missed course material will be made up. Faculty will provide accommodations that may include access to recordings of class activities and/or make-up work. **Accommodations will ONLY be provided with written and signed documentation from a healthcare professional.**

In case you cannot attend class in person as a result of illness or possible exposure to infectious disease, you may request from the instructor a digital recording of the class sessions you are unable to attend.

If there is a disagreement as to whether an absence should be accommodated, the instructor and student should contact the academic unit chair immediately for resolution.

Grading

Your BIO 181 grade will be based on a combination of your lecture (65%) and lab grade (35%)

Lecture (65%) + Lab (35%) = total (100%)

Lecture grade (65%)

- Unit Exams (30%)
- Final Exam (10%)
- Connect Reviews (2.5%)
- LearnSmart Reading Assignments (5%)
- Assignments (5%)
- Weekly Concept Checks (10%)
- Topic Review Projects (2.5%)

Lab grade (35%)

- Rough Drafts (4%)
- Final Drafts (10%)
- Presentation (2.5%)
- Assignments (3.5%)
- Lab Quizzes (10%)
- Groupwork (5%)

This course will be graded on an A-E plus/minus scale.

| Letter Grade | Percent Range |
|--------------|---------------|
| A+ | 96.45-100% |
| A | 91.45-96.44% |
| A- | 89.45-91.44% |
| B+ | 86.45-89.44% |
| B | 82.45-86.44% |
| B- | 79.45-82.44% |
| C+ | 76.45-79.44% |
| C | 69.45-76.44% |
| D | 59.45-69.44% |
| E | 0-59.44% |

You will receive a grade of E if you earn less than 59.44% or fail to complete the course by the established date or without the benefit of an official withdrawal.

For ASU's grading scale, policies, and definitions visit this website: <https://students.asu.edu/grades#grading>

NOTE: I do not round up, offer additional work/bonus opportunities, or alter grades in any way following posting of the final grade.

Assignment Descriptions

Lecture

Unit Exams

Five unit exams will be administered throughout the semester. These will be 50 questions in a format of multiple choice, true/false, or similar. Material covered will be cumulative. These will be completed via Scantron. These will be administered during class time. Exams cannot be made up, although a unit exam can be replaced with your grade on the final exam.

Reading Assignments (LearnSmart)

LearnSmart is an adaptive learning platform, accessed through McGraw Hill Connect, that is designed to guide you through assigned readings and check your understanding of what you read as you go. It is recommended that these are completed prior to the topic being covered in lecture.

Weekly Concept Checks

Each week, a concept check will open on Friday and close the following Monday. These will serve to assess your understanding of material covered the week prior in the LearnSmart reading and in-class lectures. These will be in a variety of formats such as multiple choice, short answer, true/false, fill-in-the-blank, matching, identification, and etc. These will be in the form of Canvas Quizzes.

Assignments

Various assignments will be administered in and out of class. These may take the form of an online discussion board post/reply, an in-class activity or worksheet, Clicker questions, or other. As these are typically participation-based, late submissions may not be accepted. Clicker questions will be awarded 50% participation, 50% correctness (1 point per question).

Unit Reviews (Connect)

Content in this class has been divided into 6 units. We will finish a unit about every 2 – 3 weeks. To help you review your understanding of the material covered in each unit, a Unit Review will be assigned. We will use Connect software for these reviews. These can vary in length and type of question, but will typically be composed of questions similar in format to the concept checks. You will have three attempts at these assignments and your recorded score will be the average of these three attempts. *You must take all three attempts.*

Topic Review Project

At the beginning of the semester, you will have the option to choose a major topic/objective from one of the 5 units covered in this course. These topics will be first come/first serve based on a sign-up sheet which will take place during class time. Students who are not present to sign up will be assigned a topic. You will create a visual/interactive study guide covering that topic – more detailed instructions will be provided for each topic. These will be due prior to a Unit Exam and will be available to the entire class to use as a study tool.

Final Exam

The final exam will be administered during finals week. The final exam will be similar in structure to the unit exams, but will be 100 questions. The final exam will be cumulative. Per ASU, the final exam schedule listed in the Schedule of Classes will be strictly followed. Exceptions to the schedule and requests for make-up examinations can be granted only by the Associate Director of the School of Mathematical and Natural Sciences for one of the following reasons

1. Religious conflict
2. The student has more than three exams scheduled on the same day
3. Two finals are scheduled to occur at the same time

Make-up exams will NOT be given for reasons of non-refundable airline tickets, vacation plans, work schedules, weddings, family reunions, or other such activities. Students should consult the final exam schedule before making end-of-semester travel plans.

If there is a last-minute personal or medical emergency, the student may receive a grade of Incomplete and makeup the final within one calendar month. The student must provide written documentation and be passing the class at the time to receive an Incomplete. A signed "Request for Grade of Incomplete" must be submitted by the student and approved by the student's instructor and the Associate Director of the School of Mathematical and Natural Sciences.

Lab grade (35%)

Attendance

Lab is participatory and experiential. Thus, missing >2 lab sessions will result in failure of the lab. If illness or exposure prohibits attendance of lab, participation via Zoom can be substituted for physical attendance. This is only allowed with a formal medical excuse.

Lab Quizzes

Lab quizzes will serve to assess your understanding of material covered in lab. This material can be from the previous week's lab or from the pre-lab for a lab taking place that day. These will take place during the first 20 minutes of lab and cannot be made up. Students missing the first 20 minutes of lab cannot make up these quizzes. These will 10 questions and may be composed of multiple choice, short answer, true/false, fill-in-the-blank, matching, identification questions, and etc. These will be in the form of Canvas Quizzes which will be password protected and will only be available during the beginning of your lab time.

Daily Activities

Several labs will have corresponding worksheets or other products demonstrating your work. These will be due during lab and will be unable to be made up as they will be participation-based.

Written Lab Reports – Rough & Final Drafts

You will be required to design, perform, analyze, and interpret two experiments during the course of the semester. You will need to communicate your findings in the form of written lab reports. Rough drafts for these papers will be scaffolded to allow for instructor and peer input (introduction, methods, results, discussion, annotated bibliography). Final drafts will be group submissions in the form of Canvas Assignments.

Presentation

Following one of your planned experiments, you will create a short (5 minute) presentation of your data. This will contain the same information as the lab report for the experiment, but will require you to prepare a dynamic presentation of your data and verbally explain your experiment and results. These will be presented during class time.

Group Engagement

Each week, you will conduct a group reflection (to assess the effectiveness of your group) and a self-reflection (to assess your performance in your group) that will assess your contributions to groupwork throughout the semester. As group work is an essential component to this course overall, your scores on the group reflection will contribute to 5% of your total grade. Group conflicts are expected to be resolved by the group, not the professor. Instances of disrespectful behavior toward members of your group are considered violations of the Student Code of Conduct and can result in expulsion from the course depending on severity.

Course Schedule

Notes:

- More detailed schedules (including assignment deadlines) will be available on Canvas.
- As this schedule and syllabus are subject to change, Canvas should be your reference for the most up-to-date information.**
- This schedule is subject to change.** This is an IDEAL schedule, but in reality, our schedule will progress at the pace of our learning and dates may be moved back or ahead depending on our progress through the material.

Lecture Schedule

| Week | Dates | Topic | Assignments |
|------|----------------------------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| 1 | Fri, Aug 20 | Welcome! Syllabus Accountability groups | Post on Intro Discussion Board (Canvas) Access Yellowdig Create iClicker account Opt in to Connect (intro assignment) |
| 2 | Mon, Aug 23 Wed, Aug 25 Fri, Aug 27 | Intro to Biology (Chs 1, 3, 32) | Choose Unit/Topics for Review Project LearnSmart: Intro to bio Weekly Concept Check |
| 3 | Mon, Aug 30 Wed, Sept 1 Fri, Sept 3 | Chemistry (Chs 2, 3, 6) No lecture | LearnSmart: Chemistry Weekly Concept Check Review Topic 1 due |
| 4 | Mon, Sept 6 Wed, Sept 8 Fri, Sept 10 | No class – Labor Day Chemistry cont. EXAM 1 | Connect Unit 1 Review |
| 5 | Mon, Sept 13 Wed, Sept 15 Fri, Sept 17 | Cell Biology (Chs 4, 5, 8, 29) | LearnSmart: Cell Biology Weekly Concept Check |
| 6 | Mon, Sept 20 Wed, Sept 22 Fri, Sept 24 | Cell Biology cont. | Weekly Concept Check Review Topic 2 due Connect Unit 2 Review |
| 7 | Mon, Sept 27 Wed, Sept 29 | EXAM 2 Energy (Chs 6, 7) | LearnSmart: Energy Weekly Concept Check |

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|----|-------------|-----------------------------------|----------------------------------------------------------------------------------------------------|
| | Fri, Oct 1 | | |
| 8 | Mon, Oct 4 | Energy cont. | LearnSmart: Cellular Respiration LearnSmart: Photosynthesis Weekly Concept Check |
| | Wed, Oct 6 | | |
| | Fri, Oct 8 | | |
| | | | |
| 9 | Mon, Oct 11 | No class – Fall Break | Review Topic 3 due Connect Unit 3 Review |
| | Wed, Oct 13 | Energy cont. | |
| | Fri, Oct 15 | | |
| 10 | Mon, Oct 18 | Exam 3 | LearnSmart: Protein Synthesis Weekly Concept Check |
| | Wed, Oct 20 | Protein Synthesis (Chs 9, 10, 31) | |
| | Fri, Oct 22 | | |
| 11 | Mon, Oct 25 | Gene Regulation (Chs 11, 12, 16) | LearnSmart: Gene Regulation Weekly Concept Check Review Topic 4 due Connect Unit 4 Review |
| | Wed, Oct 27 | | |
| | Fri, Oct 29 | | |
| 12 | Mon, Nov 1 | EXAM 4 | LearnSmart: Cell Cycle Weekly Concept Check |
| | Wed, Nov 3 | Cell Cycle (Chs 9, 14) | |
| | Fri, Nov 5 | | |
| 13 | Mon, Nov 8 | Cell Division (Ch 14) | LearnSmart: Cell Division Weekly Concept Check Review Topic 5 due Connect Unit 4 Review |
| | Wed, Nov 10 | | |
| | Fri, Nov 12 | | |
| 14 | Mon, Nov 15 | EXAM 5 | LearnSmart: Inheritance Weekly Concept Check |
| | Wed, Nov 17 | Inheritance (Chs 15, 16) | |
| | Fri, Nov 19 | | |
| 15 | Mon, Nov 22 | Inheritance (Chs 15, 16) | |
| | Wed, Nov 24 | | |
| | Fri, Nov 26 | No class – Thanksgiving | |
| 16 | Mon, Nov 29 | Variations in Inheritance (Ch 16) | Weekly Concept Check Review Topic 6 due Connect: Final Review |
| | Wed, Dec 1 | | |
| | Fri, Dec 3 | Final Exam Review | |
| 17 | Dec 6 – 10 | Cumulative Final Exam | MWF 9:05 (73030): Wed, Dec. 8 7:30 – 9:20am MWF 10:10 (81607): Mon, Dec. 6 9:50 – 11:40am |

Lab Schedule

| Week | Dates | Topic | Assignment |
|------|-----------------|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| 1 | Aug 19 – 20 | No Labs | No Labs |
| 2 | Aug 23 – 27 | Syllabus Lab Safety Group Introduction/contract | Lab Safety Certificate (online) Assumption of Risk (online) Group Contract (in person) |
| 3 | Aug 30 – Sept 3 | Micropipetting & Serial Dilution | Quiz 1 Osmosis article assigned |
| 4 | Sept 6 – 10 | No Labs – Labor Day | Read Osmosis article |
| 5 | Sept 13 – 17 | Begin Module 1: Osmosis Article Discussion Protocol Design | Quiz 2 Osmosis Protocol due end of class (online) |
| 6 | Sept 20 – 24 | Continue Module 1: Osmosis Perform Experiment Collect Data Analyze Data | Osmosis Methods & Results due end of class (online) |
| 7 | Sept 27 – Oct 1 | Discussion: Scientific Writing | Osmosis introduction & discussion due end of week (online) |

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|----|----------------|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| 8 | Oct 4 – 8 | Microscopy | Quiz 3 Osmosis Final Draft due end of week |
| 9 | Oct 11 – 15 | No Labs – Fall Break | |
| 10 | Oct 18 – 22 | Macromolecules | Quiz 4 Handout (in person) |
| 11 | Oct 25 – 29 | Begin Module 2: Cellular Respiration Conduct Lab Protocol design | Quiz 5 Cellular Respiration Protocol Due end of class (online) |
| 12 | Nov 1 - 5 | Continue Module 2: Cellular Respiration Perform Experiment Collect Data Analyze Data | Quiz 6 Cellular Respiration methods & results due end of class (online) Plan for presentation |
| 13 | Nov 8 – 12 | No Labs – Veteran's Day | Work asynchronously as groups on Cellular Respiration presentation |
| 14 | Nov 15 – 19 | Cellular Respiration Presentations Mitosis & Meiosis | Cellular Respiration Intro & Discussion due end of week (online) |
| 15 | Nov 22 – 26 | No labs – Thanksgiving | |
| 16 | Nov 29 – Dec 3 | Mendelian Genetics | Quiz 7 Cellular Respiration Final Draft due end of week |
| 17 | Dec 6 – 10 | Finals Week – No Labs | No Labs |

Late or Missed Assignments

Notify the instructor **BEFORE** an assignment is due if an urgent situation arises and you are unable to submit the assignment on time.

It is the responsibility of the student to complete work by the assigned due date and time. Not all assignments qualify for late submissions. If an assignment can be turned in post-due date, it is subject to a 10% drop in grade for each day it is late. Extensions will not be granted and late work will not be accepted after 5 days post-due date. Any assignments not turned in by the due date will be assigned a zero. Absolutely no work will be accepted after the last day of class.

I understand that technical issues do occur, but they do not excuse late/missing assignments. For help with course technology, contact the University Technology Office: <https://uto.asu.edu/initiatives/ask-asu/support>

If you have extenuating circumstances such as severe illness or a death in your immediate family, please contact the Dean of Students Office (602) 543-8152 (UCB 301) with documentation of your emergency. The Dean will advise me of the appropriate accommodations.

Follow the appropriate University policies to request an [accommodation for religious practices](#) or to accommodate a missed assignment [due to University-sanctioned activities](#).

ASU Policies

Excused absences and conditions for making up work include "Accommodation of Religious Practices" (<http://www.asu.edu/aad/manuals/acd/acd304-04.html>) and "Missed Classes Due to University-Sanctioned Activities" (<https://www.asu.edu/aad/manuals/acd/acd304-02.html>). Students must notify their instructors of these absences as early as possible in the semester.

Due dates for assignments and exam dates are not flexible. Late work will not be accepted and missed exams cannot be made up without prior approval of the instructor and without appropriate documentation of a medical or other emergency. The instructor has the right to deduct 10% of the value of the assignment, per day, for any

late work or exams that are accepted. The instructor may add additional provisions to this policy as dictated by course requirements (see *above under "late or missed assignments"*).

Final Exam Make-up Policy

The final exam schedule listed in the Schedule of Classes will be strictly followed. Exceptions to the schedule and requests for make-up examinations can be granted only by the Associate Director of the School of Mathematical and Natural Sciences for one of the following reasons

4. Religious conflict
5. The student has more than three exams scheduled on the same day
6. Two finals are scheduled to occur at the same time

Make-up exams will NOT be given for reasons of non-refundable airline tickets, vacation plans, work schedules, weddings, family reunions, or other such activities. Students should consult the final exam schedule before making end-of-semester travel plans.

If there is a last-minute personal or medical emergency, the student may receive a grade of Incomplete and makeup the final within one calendar month. The student must provide written documentation and be passing the class at the time to receive an Incomplete. A signed "Request for Grade of Incomplete" must be submitted by the student and approved by the student's instructor and the Associate Director of the School of Mathematical and Natural Sciences.

Groupwork

Groupwork is an essential objective in this course. You are expected to work with others in this class in a respectful, collaborative, and productive manner. This will require participation, communication, and understanding toward your colleagues. Time will be set aside during scheduled lecture or lab times for these meetings, but some may be required or desired outside of class meeting times. The inability to work effectively in a group setting will negatively impact your grade. Group conflicts are expected to be resolved by the group, not the professor. Instances of disrespectful behavior toward members of your group are considered violations of the Student Code of Conduct and can result in expulsion from the course depending on severity.

Communicating with your Instructor

Email

ASU email is an [official means of communication](#) among students, faculty, and staff. Students are expected to read and act upon email in a timely fashion. Students bear the responsibility of missed messages and should check their ASU-assigned email regularly. E-mail correspondence should be conducted in a professional manner.

All instructor correspondence will be sent to your ASU email account.

Additional Course Policies

Withdrawal/Incomplete Policies

Note: it is the student's responsibility to be aware of their registration status.

Withdrawals

Specifically, students should be aware that non-attendance will **NOT** automatically result in their being dropped from the course. Therefore, if a student does not attend class during the first week or for any extended period of time during the semester, they should not presume that they are no longer registered. ***It is the student's responsibility to be aware of their registration status.***

Any withdrawal transaction must be completed by the deadline date in accordance to the appropriate session at the registrar's office. If not, you will still be officially enrolled and you will receive a grade based on your work completed.

As part of a complete session withdrawal a student must withdraw from all classes in a session. Beginning the first day of classes, undergraduate students are required to work with a Student Retention Coordinator to facilitate the withdrawal process. Please refer to <https://students.asu.edu/StudentRetention>

For additional information about ASU's withdrawal policy and the possible consequences of withdrawing from a class, contact Registration Services or your academic counselor.

Please note the following dates (**Session C**):

| Deadlines | Session C (8/19/21 – 12/3/21) |
|------------------------------------------------------|-------------------------------|
| Classes begin | August 19 |
| Drop/add deadline (without college approval) | August 25 |
| Tuition and fees 100% refund deadline | September 1 |
| Labor Day – no classes/University closed | September 6 |
| Fall Break – no classes/University open | October 9 – 12 |
| Course withdrawal deadline | November 3 |
| Veteran's Day – no classes/University closed | November 11 |
| Thanksgiving Holiday – no classes/university closed | November 25 – 26 |
| Complete session withdrawal deadline | December 3 |
| Classes end | December 3 |
| Final exams | December 6 – 13 |
| Final grades due | December 6 – 13 |
| Commencement | December 13 |

ASU's Full Academic Calendar: <https://students.asu.edu/academic-calendar>

Incompletes

A grade of incomplete will be awarded only in the event that a documented emergency or illness prevents a student who is doing acceptable work from completing a small percentage of the course requirements at the end of the semester. The guidelines in the current general ASU catalog regarding a grade of incomplete will be strictly followed. **A grade of incomplete will NOT be awarded unless there is documented evidence of extreme personal or immediate family hardship.** Changes in work hours, child-care emergencies, or other similar personal problems will not be approved as reasons for awarding incompletes. The Associate Director of the School of Mathematical and Natural Sciences must approve any incomplete grade requests.

Professionalism

Per the Arizona State University Student Code of Conduct (5-308; F 11), "interfering with or disrupting university or university-sponsored activities, including but not limited to classroom related activities..." may result in disciplinary sanctions including removal of a student from the teaching environment. Please note that a faculty

member can also submit a conduct report to the Dean of Students in severe instances. Review the Student Code of Conduct at this website: <https://public.azregents.edu/Policy%20Manual/5-308-Student%20Code%20of%20Conduct.pdf>

ASU Student Code of Conduct - <https://eoss.asu.edu/dos/srr/codeofconduct>

Students are expected to follow the student code of conduct, especially when communicating with your peers and instructors. Violations of the student code of conduct may result in withdrawal from the class.

Attendance

Regular attendance to lecture will greatly increase your likelihood of success in this course. Attendance to lab is essential for success. Missing >2 lab sessions will result in a 0 for the lab.



Behavior

Respectful behavior is expected – both of the professor and of classmates. Incidences of disrespectful behavior may result in removal of a student from the learning environment. Continued propagation of a negative environment can result in expulsion from the course.

Punctuality

You are expected to arrive on time and prepared to class and student group meetings. Excessive tardiness will result in deductions of point values from overall grade.

Respectful Communications

As a beacon for critical thought and the advancement of knowledge, ASU values dissenting opinions. Acknowledging that someone else's opinion matters as much as our own is the first step to creating a respectful dialogue. However, we must also distinguish between opinion, fact, and policy. Valuing and respecting those opinions that are different from our own does not mandate acquiescence or violation of policy. We expect all communications, written, email, verbal, and otherwise to be conducted with a respectful tone and tenor, and in compliance with established protocols and the ASU Code of Conduct. (<https://eoss.asu.edu/dos/srr/codeofconduct>)

Community of Care – Return to Campus

ASU's response to COVID-19 and for the preservation and protection of every community member's health will continue to be dynamically adjusted to keep our community healthy and well. As previously communicated on [Feb. 15](#), we are returning to [Learning Mode 1](#) for the fall semester, in which instruction is delivered to students by faculty in person. With the increase in vaccinations, we are resuming pre-pandemic operations and are looking forward to providing you with a full campus experience that will not only include in-person classes but also in-person learning opportunities, extracurricular activities and support.

For additional specifics about the full return to the classroom not addressed below, please visit coronavirus.asu.edu/faq.

Vaccinations

The university **strongly recommends that** all students enrolled in an on-campus academic program for 2021-22 be vaccinated.

COVID-19 vaccines currently available in the United States and in other countries are highly effective at preventing COVID-19 infection and reducing the spread of the virus. The vaccine is the greatest tool available to mitigate COVID-19 and its negative health outcomes, including death, and we believe it is imperative for the health and well-being of our community for all to be vaccinated.

The vaccine is currently widely available throughout the US. Students are **strongly recommended to be** fully vaccinated. Vaccine appointments are also available through the ASU Health Center.

Once vaccinated, students should upload proof of vaccination to their [ASU Health Portal](#). ASU will accept all COVID-19 vaccines that are approved by the [World Health Organization](#) or a national regulatory agency.

If you have any questions about the COVID-19 vaccine, you can visit our [vaccine FAQ page](#) or contact ASU Health Services at 480-965-3349 or immunizations@asu.edu.

Face coverings

As of July 27, 2021, [the CDC recommends that people wear face covers](#) in indoor public settings regardless of vaccination status in [areas of substantial or high transmission of the virus](#). Arizona Department of Health Services Director Dr. Cara Christ has endorsed this recommendation and has urged the public to follow suit.

The CDC's updated recommendations are based on data indicating that the delta variant is more aggressive and more easily transmissible, regardless of vaccination status. While the data continue to confirm that the vaccine protects people from becoming seriously ill or requiring hospitalization, they may become infected and transmit the virus, including to people who are not or cannot be vaccinated and to individuals at high risk of serious complications.

Implementation of ASU Face Cover Policy

As announced on July 30, 2021, consistent with CDC guidelines for colleges and universities, ASU strongly recommends that everyone wear a face cover when inside a university building.

In certain indoor settings face coverings will be **required**. Those settings include:

- **All classrooms and teaching or research labs.**
- In addition, face coverings will be required in close-quarter environments where physical distancing may not be possible. These include the following:
 - All ASU clinical programs and centers that serve the general public, such as the ASU Health Centers, Child Development Laboratory, and Counselor Training Center (the "Programs"), whether on- or off-campus.
 - Meeting rooms, workshop, design or production studios, and other indoor settings where social distancing is not possible.
 - **Office hours**
 - All other indoor areas designated by posted signage

As the information on status, current risk, and appropriate response continues to evolve, please consult the following websites for the latest guidance and information:

<https://eoss.asu.edu/communityofcare>

<https://www.asu.edu/about/fall-2021#face-coverings>

<https://wellness.asu.edu/community-of-care-coming-to-campus>

Additionally, consistent with CDC guidance, face covers may be recommended in selected outdoor settings or activities where distancing cannot be attained.

As previously stated, the university continues to recommend strongly that people get vaccinated and ASU continues to provide COVID-19 vaccines free of charge to students, faculty and staff. Greater rates of vaccination are the best tool available to reduce the rate of transmission in the community, which could change the applicable face covering guidance.

Reporting

Please be aware that as part of our Community of Care efforts, your instructor needs to report positive COVID-19 cases to the Dean of Students. Students can also report positive COVID test results to the Dean of Students at deanofstudents@asu.edu

Title IX Violations & Policy on Sexual Discrimination

Is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at <https://sexualviolenceprevention.asu.edu/faqs>

Arizona State University is committed to providing an environment free of discrimination, harassment, or retaliation for the entire university community, including all students, faculty members, staff employees, and guests. ASU expressly prohibits [discrimination](#), [harassment](#), and [retaliation](#) by employees, students, contractors, or agents of the university based on any protected status: race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information.

As mandated reporters, faculty are obligated to report any information of which they become aware regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, <https://eoss.asu.edu/counseling>, is available if you wish discuss any concerns confidentially and privately.

Potentially Offensive Content

If you find any of the content of this class offensive, please bring your concerns to the instructor immediately.

Policy Against Threatening Behavior

In the classroom and out students are required to conduct themselves in a manner that promotes an environment that is safe and conducive to learning and conducting other university-related business. All incidents and allegations of violent or threatening conduct by an ASU student will be reported to the ASU Police Department (ASU PD) and the Office of the Dean of Students. Such incidents will be dealt with in accordance with the policies and procedures described in Section 104-02 of the Student Services Manual. <http://www.asu.edu/aad/manuals/ssm/ssm104-02.html>

All incidents and allegations of violent or threatening conduct by an ASU student (whether on-or off campus) must be reported to the ASU Police Department (ASU PD) and the Office of the Dean of Students. If either office determines that the behavior poses or has posed a serious threat to personal safety or to the welfare of the campus, the student will not be permitted to return to campus or reside in any ASU residence hall until an appropriate threat assessment has been completed and, if necessary, conditions for return are imposed. ASU

PD, the Office of the Dean of Students, and other appropriate offices will coordinate the assessment in light of the relevant circumstances. For more information please visit

- <https://eoss.asu.edu/dos/srr/PoliciesAndProcedures>
- <https://eoss.asu.edu/dos/safety/ThreateningBehavior>.

Disability Resources

[Student Accessibility and Inclusive Learning Services \(SAILS\)](#) provides information and services to students with any documented disability who are attending ASU West. Individualized program strategies and recommendations are available for each student as well as current information regarding community resources. Students also may have access to specialized equipment and supportive services and should contact the instructor for accommodations that are necessary for course completion.

Students who feel they will need disability accommodations in this class but have not registered with the Disability Resource Center (DRC) should contact DRC immediately.

- **ASU Student Accessibility & Inclusive Learning Services (SAILS) website:**
<https://eoss.asu.edu/accessibility>
- **Phone:** 480-965-1234
- ASU West SAILS is located in the **University Center Building, Room 304**
- Monday – Friday 8am – 5pm

Academic Integrity

Academic honesty is expected of all students in all examinations, papers, and laboratory work, academic transactions and records. The possible sanctions include, but are not limited to, appropriate grade penalties, course failure (indicated on the transcript as a grade of E), course failure due to academic dishonesty (indicated on the transcript as a grade of XE), loss of registration privileges, disqualification and dismissal. For more information, see <https://provost.asu.edu/academic-integrity>

Each student has an obligation to act with honesty and integrity, and to respect the rights of others in carrying out all academic assignments. Violations of the University Academic Integrity policy will not be ignored. Penalties include reduced or no credit for submitted work, a failing grade in the class, a note on your official transcript that shows you were punished for cheating, suspension, expulsion and revocation of already awarded degrees. The university requires that the implementation of any of these penalties for violations of the academic integrity policy be reported to the College's Academic Integrity Officer. The Academic Integrity Policy defines the process to be used if the student wishes to appeal this action.

A student may be found to have violated this obligation and to have engaged in academic dishonesty if during, or in connection with, any academic evaluation he or she:

- Engages in any form of academic deceit;
- Refers to materials or sources or employs devices (eg: audio recorders, crib sheets, calculators, solution manuals, or commercial research services) not authorized by the instructor for use during the academic evaluation;
- Possesses, buys, sells, obtains, or uses, without appropriate authorization, a copy of any materials intended to be used for academic evaluation in advance of its administration;
- Acts as a substitute in any academic evaluation;

- Depends on the aid of others to the extent that the work is not representative of the student's abilities, knowing or having good reason to believe that this aid is not authorized by the instructor;
- Provides inappropriate aid to another person, knowing or having good reason to believe the aid is not authorized by the instructor;
- Engages in plagiarism;
- Permits his or her work to be submitted by another person without the instructor's authorization; or
- Attempts to influence or change any academic evaluation or record for reasons having no relevance to class achievement.
- Students must not upload to any course shell, discussion board, or website used by the instructor or other course forum, material that is not the student's original work.

In BIO 181 you are expected to follow the ASU Student Code of Conduct (<http://students.asu.edu/srr/code>) especially when communicating with your peers, instructors, and teaching assistants. Violations of the student code of conduct may result in withdrawal from the class.

Power Outage or other Campus-related Emergency Announcements

In the event of a campus power outage or other event affecting the ability of the University to deliver classes, any decision to cancel classes will be announced using the ASU emergency notification system. For this reason, it is imperative that students register with the ASU emergency notification system at: <https://cfo.asu.edu/emergency-alert>. In cases in which a limited number of buildings are affected, students should check the university website and/or call the School office at (602) 543-6050.

Emergency Evacuation Plan

Students should be aware of the evacuation route posted on the exit door of each classroom. Students who cannot walk down stairs should notify the instructor as early in the course as possible so the instructor can provide information regarding the location of the designated meeting area on each upper floor of the building (marked with a blue sign that states Emergency Evacuation Response Area).

Course/Instructor Evaluation

The course/instructor evaluation for this course will be conducted online 7-10 days before the last official day of classes of each semester or summer session. Your response(s) to the course/instructor are anonymous and will not be returned to your instructor until after grades have been submitted. The use of a course/instructor evaluation is an important process that allows our college to (1) help faculty improve their instruction, (2) help administrators evaluate instructional quality, (3) ensure high standards of teaching, and (4) ultimately improve instruction and student learning over time. Completion of the evaluation is not required for you to pass this class and will not affect your grade, but your cooperation and participation in this process is critical. About two weeks before the class finishes, watch for an e-mail with "NCIAS Course/Instructor Evaluation" in the subject heading. The email will be sent to your official ASU e-mail address.

Assessments

Please be aware that student scores on exams or other graded work may be used for assessment of program goals of degrees offered by the School of Mathematical and Natural Sciences.

Copyrighted Materials

Students must refrain from uploading to any course shell, discussion board, or website used by the course instructor or other course forum, material that is not the student's original work, unless the students first comply

with all applicable copyright laws; faculty members reserve the right to delete materials on the grounds of suspected copyright infringement.

Lecture or lab recordings and course materials (PowerPoints, worksheets, etc.) are or should be treated as Copyrighted material. Downloading these materials and sharing them (eg to an external website not linked to the class) will be treated as Copyright infringement and may be grounds for dismissal from the course as a violation of the Student Code of Conduct.

Course recording

Our aim is to create a learning environment where all feel free to contribute; thus any recording of class sessions is prohibited (with the exception of those who have a SAILS-approved accommodation), or the express consent of the instructor. No one should post any verbatim accounts of class discussion or say anything that could identify a class member on social media without the express permission of the class member.

Copyright Infringement

A warning to students that they must refrain from uploading to any course shell, discussion board, or website used by the course instructor, or any other forum/site not owned by the instructor, material that is not the student's original work, unless the students first comply with all applicable copyright laws. Faculty members reserve the right to delete materials on the grounds of suspected copyright infringement. This right does not exempt posting to any site class notes, discussions, homework, exams, and any other course-related materials to include study materials without the instructor's permission. Such posting explicitly violates copyright laws and the ASU academic integrity policy.

Syllabus Disclaimer

The syllabus is a statement of intent and serves as an implicit agreement between the instructor and the student. Every effort will be made to avoid changing the course schedule but the possibility exists that unforeseen events will make syllabus changes necessary. Remember to check your ASU email and the course site often. ***The instructor reserves the right to make changes to this syllabus as needed.***