

BIO 357: Cell and Molecular Biology Laboratory

Course and Faculty Information

Course Description: Laboratory concepts and techniques central to Cell Biology and Molecular Biology emphasizing principles and the interplay of these two subdisciplines. Intended for life sciences, biology, and health-related science majors.

Credits: 2

PLEASE NOTE: THIS IS A LABORATORY COURSE. YOUR PROGRESS THROUGH EACH LAB WILL BE MONITORED. *YOU CANNOT PASS THIS COURSE WITHOUT DOING **ALL** OF THE REQUIRED LABS **BEFORE** the related Quiz or Exam. You need to complete 100% of each Required Labster Lab simulation with a score of 85% or greater.*

Course Prerequisites

BIO 353

Instructor Name

Professor David Capco

School of Life Sciences, Cell and Molecular Bioscience Faculty, Arizona State University

Office Hours Type 1: Community Forum (in Modules) for Office Hours (check there for more details)

Office Hours Type 2 - Zoom: (SSH) Office hours: Mondays at 7AM; Tuesdays 4PM

email: dcapco@asu.edu

Contact Info: See the "3 before me rule" described below before you email me directly. Do not post about grades or other private matters in the Community Forum. For questions of a personal nature contact dcapco@asu.edu. See below in the section "Communicating with the Instructor".

If you are going to remain in the course:

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- Check the TECHNICAL REQUIREMENTS for the course below and ALSO run the computer test to be sure that you can access the the necessary programs including HonorLock which is used to proctor the Exams.
- **All Quiz, Exam, and Assignment dates are firm.** A Quiz, Exam, or Assignment can only be missed for University Sanctioned reasons.
- When you access the Labster Labs at the start of the course you will be required to pay for the Labster Labs. More information can be found on the [Labster Information - Tech Support and Getting Started](#) page in Module 0. You cannot complete the class without this. **Please note that you only have 24 hours after the official start date for the class to drop the class.** This session that **last drop date will be Thursday October 13, 2022.** Classes that are dropped do not appear on your transcripts. After October 13 you will only be able to Withdraw from the class and a withdrawal will appear on your transcripts. One more note here since students have complained that they were unaware of this: If this is a class in your major and you earn a letter grade of "D" or "E" in this class, you will need to repeat this class, and that means you will need to pay the tuition again.
- ***The authorized material for this course is found in this course's Learning Management Platform, Canvas. Use of unauthorized material will be considered Academic Dishonesty, and at minimum will result in a zero on the Quiz, Exam, or assignment. Use of other internet sources, as well as notes from other students will be considered unauthorized material. Be warned: posting your answers in a study group for written assignments, quiz, and exam questions, is cheating, and almost always plagiarism and you will be penalized for this.***
- You must complete the corresponding Labster Labs BEFORE the Quiz or Exam date otherwise you will receive a zero on the Quiz or Exam.
- Due to the accelerated nature of an online course, extended absences are not permitted. Students will need to withdraw from the course for absences that will cause a student to miss a week or more of assignments. Students who do not complete Module 0 will not be able to move forward in the course.
- **You should set your Announcements "Notification Preferences" to Notify Me Right Away.**

Communicating With the Instructor

Community Forum

This course uses the "three before me rule" regarding general questions about the class as described in this Syllabus.

First, check the Syllabus. **Second**, check the Announcements page. **Third**, check the "Community Forum". *The "Community Forum" is the site for general questions about the course.* "Search" this site first to make sure your post is not redundant. If you cannot find an answer to your question then make a new post in the "Community Forum". You are encouraged to respond to the questions of your classmates. I check the "Community Forum" usually 7 days a week in the morning, and you will usually have an answer from me within 24 hours or less. But follow the "**three before me rule**", so I don't have to repeatedly answer the same question. Other students may have the same question as you, and this forum allows for discussion. Do not post about the Quizzes or Exams, nor grades or other private matters in the Community Forum.

You should set your *Announcements* "Notification Preferences" to **Notify Me Right Away.**

- Check the TECHNICAL REQUIREMENTS below and ALSO run the computer test to be sure that you can access the the necessary programs including Honorlock which is used to proctor the Exams. You are responsible to ensure that your computer meets the requirements for the course. **Drop/Add ends on October 13, 2022.**
- All Quiz, Exam, and other due dates are firm. An Exam, Quiz, or Assignment can only be missed for University Sanctioned reasons. No partial credit is given for late submissions. Please follow the appropriate University policies

to request an [accommodation for religious practices](#) [Links to an external site.](#) or to accommodate a missed assignment [due to University-sanctioned](#)

[activities](#) [Links to an external site.](#)

- **OFFICE HOURS:**
- **Type 1 Office Hours** use the course Community:Forum for students and instructors. We have people take our Online classes from all around the world. This also involves a number of people in the Armed Forces, some of whom are on deployment in various parts of the world. In the Community Forum Office Hours are accessible at all time of the day. In addition, students can ask follow up questions, other students can also attempt to answer those

questions and it builds a community. I respond to these questions daily even during most weekends.

- **Type 2 Office Hours use Zoom** and are on two different days of the week. See the beginning of the Syllabus for the times. The principle I don't answer a student's question is: during the 48-hour time window of a quiz or exam because typically students want to ask questions about what is on the Quiz or Exam. I also don't answer the question, "Is that going to be on the quiz or exam?" Just assume everything is going to be on a quiz or exam.

Course Overview

This course covers seminal techniques for Cell Biology and Molecular Biology. Theory and content material to understand each of the techniques is also provided. Students will be assessed on their ability to conduct these experiments as well as knowledge of the associated content material. This course is also valuable for students preparing to take admissions tests for medical, dental or veterinary medical schools.

Course Learning Objectives

At the completion of this course, students will be able to:

1. Use centrifugation in the isolation of specific proteins and spectrophotometry
2. Describe the use of redox dyes to measure electron flow in an electron transport chain
3. Characterize and test the production of ATP by cellular respiration
4. Describe and perform the key steps when working with mammalian cells in vitro: thawing and plating; cell passaging; cell cryopreservation
5. Describe the required combination of media and matrices that support cell health and pluripotency:
6. Explain the basic principles of tissue engineering
7. Describe the principles of RNA extraction and mRNA purification
8. Perform PCR, RT-PCR, qPCR, and Next Generation Sequencing techniques
9. Explain how gene expression can be regulated
10. Define involvement of signal transduction for cancer in a model system
11. Describe the cell membrane and transport and transport across it.
12. Disseminate lab techniques performed in class to translate to a real world lab environment

Required Materials

You will need to purchase Labster by credit card at the Labster prompt, OR if using financial aid a voucher for Labster Lab simulations, and more information is available here: [Labster Information - Tech Support and Getting Started](#). There is no separate textbook for this course.

Course Access

Your ASU courses can be accessed by both my.asu.edu ([Links to an external site.](#)) and asu.instructure.com; bookmark both in the event that one site is down.

Computer Requirements

This is a fully online course; therefore, it requires a computer with internet access and the following technologies:

- **Chrome is required for HonorLock which is used for Exams.**
- Web browsers ([Chrome \(Links to an external site.\)](#) or [Mozilla Firefox\(Links to an external site.\)](#)).
- [Adobe Acrobat Reader \(Links to an external site.\)](#) (free)
- Webcam, microphone, and speaker
- Microsoft Office ([Microsoft 365 is free \(Links to an external site.\)](#) for all currently-enrolled ASU students)
- Reliable broadband internet connection (DSL or cable) to stream videos.
- Web browsers; the system is set up to work with Chrome and Mozilla Firefox. Safari may work for some applications.
- Remote Proctor Now (RPNOW) by PSI Education does not support tablets, hybrid devices, and mobile devices. So for example Chromebooks cannot be used.
- Adobe Acrobat Reader (free)
- Working Webcam, microphone, and speaker – when taking an Exam.
- YOU MUST NOT BE ON A PUBLIC COMPUTER when you take Exams and Quizzes. Exams cannot be taken in a computer lab or library computer.
- For Exams you will need a picture ID. ASU Sun Card or any government issued identification except military IDs will need to be captured as part of the exam proctoring - cover any account numbers on your card with paper held in place by tape..
- [See full requirements for Honorlock](#) (the remote proctoring software used for exams)
- **Note:** A smartphone, iPad, Chromebook, etc. will not be sufficient for completing your work in ASU Online courses. While you will be able to access course content with mobile devices, you must use a computer for all assignments, quizzes, exams, and virtual labs.
- If you have a problem, for example during an exam, do **NOT** contact me, as this technical problem can only be handled by the ASU Help Desk or HonorLock. ASU's Help Desk is the entity that deals with your problems and ASU's Help Desk escalates the response depending on the nature of the problem and how many students are reporting the problem. The ASU Service Desk may not respond to you for 48 hours or longer, so your exam could be over by the time the ASU Service Desk responds, and ASU is out of the loop for escalating the solution.

Help

For technical support, use the Help icon in the black global navigation menu in your Canvas course or call the ASU Help Desk at +1-(855) 278-5080. Representatives are available to assist you 24 hours a day, 7 days a week.

Technical Support

This course uses Canvas to deliver content. It can be accessed through MyASU

at <http://my.asu.edu> [Links to an external site.](#) or the Canvas home page

at <https://myasucourses.asu.edu> [Links to an external site.](#) If during an Exam you experience a computer glitch contact the Help Desk at ASU immediately or if you are disconnected from Honorlock to report the problem and get a case number from the ASU Help Desk. It is vitally important that you contact the ASU Help Desk if you have a problem, as this will cause the ASU Help Desk to escalate the problem to higher priority. I will not be able to help you on this topic **ONLY** the Help Desk can help you; potentially they can work out the problem with you as the Help Desk can see what is happening from the inside of Canvas. I recommend using the phone number to the Help Desk call toll-free at 1-855-278-5080 as your first attempt to get help. Your second best approach is to seek the ASU Help Desk through the "Chat" feature. Using the the My ASU Service Center can cause a 24 hour delay before you get a response. Please obtain a case number for the problem you report so you can give it to me and I can track the problem.

To monitor the status of campus networks and services, visit the System Health Portal

at <http://syshealth.asu.edu/> [Links to an external site.](#)

To contact the ASU Help Desk - they are available 24/7: 1) call toll-free at 1-855-278-5080, 2) use the "Chat" feature, 3) create a case from your My ASU Service Center <- although this last item can take 24 hours before you get a response. Bookmark/write these number/URLs down.

HonorLock (Exam proctoring)

This course uses online exam proctoring through the extension Honorlock. [Learn more about HonorLock and how to get started here.](#) If at any time you need support, document with screenshots the issue you are having and reach out to Honorlock directly through the chat. HonorLock requires the use of Chrome.

Online Course

This is an online course. There are no face-to-face meetings. You can log into your course via

MyASU or <https://my.asu.edu> [Links to an external site.](#).

Email and Internet

Canvas Messages/email is an official means of communication among students, faculty, and staff. Students are expected to read and act upon messages in a timely fashion. Students bear the responsibility of missed messages and should check their ASU-assigned email regularly.

Copyrighted Materials

All content in this course, including video lectures, presentations, assignments, discussions, quizzes, and exams, is protected by copyright and may not be shared, uploaded, sold, or distributed.

Prohibition of Selling Class Notes

Students may not share outside the class, upload, sell, or distribute course content or notes taken during the conduct of the course. In accordance with [ACD 304-06](#)

[Commercial Note Taking Services](#) [Links to an external site.](#), written permission must be secured from the official instructor of the class in order to sell the instructor's oral communication in the form of notes. Notes must have the notetaker's name as well as the instructor's name, the course number, and the date.

Student Success

- You should set your *Announcements* "**Notification Preferences**" to **Notify Me Right Away**.
- To be successful:
- check the course daily
- **read Announcements daily**
- read and respond to course email messages as needed
- complete assignments by the due dates specified
- create a regular study schedule, and block out time on your calendar. (The course moves quickly and it is easy to fall behind).
- Take notes while proceeding through the Lecture Videos. This engages additional parts of your brain and helps put the information into your long term memory
- create a study and/or assignment schedule to stay on track
- Access [ASU Course policies in the Canvas Navigation bar to the left](#) . ([Links to an external site.](#))[Links to an external site](#)to see the amount of time to spend time preparing and completing assignments, studying, and other course activities it is a total of 90 hours for this course, that is 15 hours a week.
- **Study!!**

Course Time Commitment

You must maintain a consistent study schedule. You cannot study the night before a quiz or exam and expect to pass the course. This 2-credit course requires approximately 90 hours of work. Please expect to spend at least 15 hours each week preparing for and actively participating in this course, engaging in activities including watching videos, working in online discussions and taking quizzes/ exams, and “homework” types of assignments. It is critical that online students plan out regular routines and times to work on their Online in order to be successful.

Labster Laboratory Simulations

This course will use a new and innovative system to provide Online labs using Labster to complete the Lab portion of this course. These Labs use interactive software, and provide an authentic laboratory experience. These simulation can be run on most computers, but check the computer requirements below to be sure. The Labs will appear at specific times during our course.

You will need to purchase Labster by credit card at the Labster prompt, more information is available here: [Labster Information - Tech Support and Getting Started](#).

- If students are retaking the course you will not need to pay for Labster again, BUT, you will need to email Labster Support directly with your name, student ID, session, and year you took this course previously - **and also let them know if you have had a name change.**

After purchasing Labster access you'll have access to all Labster Labs in the course. **You have to complete 100% of each Labster Simulation with a score of 85% or greater for your score to be counted towards your grade.**

Labster activities, unlike the other assignments in the course, can be re-taken an unlimited number of times **before** the due date. It is important to pay attention whether your highest score for each Labster Lab has been retain in Canvas Grades. Please inform me if it has not been retained.

Course Content Access

For access to the Labster Videos and topics, see the Modules tab on the left side of Canvas in the Navigation bar. Access to each week shows the topics, learning objectives, and links to each component in the course.

Methods of Evaluation

Quizzes = All 6 Quizzes will total **90 points**

Exams 1 (100 pt) and Exam 2 (101 pt) = **201 points**

Labster Labs (15points each): 12 Labster Labs (will be included in this) x 15 points each = **180 points**. **All Labster Labs assigned to an exam must be completed before the student takes the relevant Exam or Quiz otherwise the student will receive a zero on the Exam or Quiz.** Information is provided below in the table to inform the students which Labster Labs should be completed in each week to keep up with the course and have enough time to study and pass with the exams. *DON'T BE MISLEAD by the due dates for the Labster labs* - All Labster Lab due dates for Exam 1 are scheduled to be due the day after Exam 1. Similarly, all Labster Lab due dates for Exam 2 are scheduled to be due for the day after Exam 2. **BUT you can't do all the Labster Labs at the Last Minute or you will be confused (or have technical problems with the Labster lab) that will cause you to fail the essay exam. See the schedule below for which labs should be completed in each week. Also remember, if you take a a quiz or exam BEFORE you have completed ALL of the Labster Labs required for that quiz or exam you will get a zero on the entire quiz or exam.**

Scientific Paper-----**20 points**

Total Course Points -----**491 points**

Score Discrepancy Form

Questions/concerns about how any assignment (i.e., quizzes, exams, and other assignments) are scored for points that contribute to your grade should be made on the **Score Discrepancy Form**. (Please note that before a quiz or exam is returned, I post in the Canvas Announcements a "Quiz/Exam Summary" that explains the score distribution and reminds you to use the Score Discrepancy Form and where to find it in Module 0).

The Score Discrepancy Form provides a log so that we can keep track for each of the student's questions and answers. If a student's question hasn't been answered it is easy to determine if the student has been overlooked. In a small course this is not a problem but in large course some questions could be overlooked. On this topic it does one other thing. That is, it allows us to check, if the answers to same question have been consistent.

Assignments Overview

Use the "Practice Exam" under the "Honorlock Information" module to confirm that it is set up properly. Once started the students will complete the exam within the allowed 2 hour time period. Students have not found this time period to be a problem in the past. Each exam (and quiz) is closed book and closed notes. More details will be given as the time of the exam nears. Quizzes are closed book and closed notes. If you miss a Quiz or Exam: Students missing an Exam or Quiz will only be allowed a late Exam/Quiz if it is missed for University sanctioned reasons. **Medical Emergencies** will require a letter

(sent to the Instructor) on letterhead stationary and signed by the attending physician indicating that there was a real medical emergency. In a new School of Life Sciences policy all such letters will be validated by a phone call. Reasons such as family reunions, attending Disneyworld for the first time with your eight-year old, etc. are not University sanctioned reasons. This is an Online course. You will need to arrange to take the Exam/Quiz at this different location. Please make note of the computer requirements need to take the Exams/Quizzes. For example, Honorlock will not work on a public computer (such as those at a library or computer lab), and if you lose your internet connection, the Exam/Quiz may close and indicate completion. If you cannot meet the computer requirements, **drop/add ends on October 13** otherwise you will receive a zero on your missed Exams/Quizzes/Assignments.

The laboratory simulations are provided by “Labster”. These are excellent simulations which are only recently available. Student will have a week to complete the simulations. Each laboratory assignment is self contained, including its own background information and assessments. **This lab course will deliver both the technology and content principally through the Labster Simulations. Quizzes and exams will cover both the technical procedures and content of the topic of each lab.** Important associated information will be provided in the YouTube videos. The purpose of many of the YouTube videos is to increase your competence with technical procedures that you would encounter in a real laboratory situation. Using Yellowdig you will have 5 assignments. You will have a required assignment related to a scientific paper worth 20 points. You will also have an optional, (bonus) point, assignment where you compare the typical classroom laboratory notebook with one that would be used in business to justify a patent claim.

RELEASE DATES AND DUE DATE FOR EACH ASSIGNMENT, QUIZ AND EXAM. Yellowdig assignments occurs each week. See Module 0 for details on the Yellowdig Assignment.

Module	Topic	Activities/ Assessments All assignments are due 11:59PM on date indicated;	Points
1		Week 1 covers Photosynthesis 1 and 2 AND Cellular Respiration Labs and Quiz 1 - October 16, 17, 18	15, 15, 15,30
2		Week covers Cell Culture Basics - Part A and Part B with 2 quizzes Cell Culture - Part A - Plate, Split, and Freeze and Quiz 2, Part A, Oct, 21 - 22	15, 42

		Culture Culture Part B - ThermoFisher videos and Quiz 2, Part B, Oct. 23 - 24	16, 16
3		Exam 1 covers all materials in Week 1-3 <i>including Tissue Engineering Lab</i> (Exam total - 100 points). October 28 - 29 <i>Required</i> Human Organoid Paper released October 26 <i>Optional</i> , bonus point paper released - Laboratory notebooks presented in Modules - October 26	100 -----
4		Week 4 covers Confocal Microscopy, Gene Expression 1, and Gene Expression 2. Quiz 4, November 4 -5	15, 15, 15 30
5		Week 5 covers Gene Regulation Lab and Viral Gene Therapy Lab. Quiz 5, November 12 - 13 <-This is a Saturday/Sunday. Nov. 11 is a holiday Required Human Organoid Paper due November 14	15, 15 30 20
6		Week 6 covers Signal Transduction Lab Optional Lab Notebook Assignment due- November 21 Quiz 6, November 18 - 19	15 20 optional 30

7		Week 7 covers Cell Membrane and Transport Lab Exam 2, - Tuesday and Wednesday Nov. 30 through Dec. 2 <- <- Note special days for EXAM 2**	15 101

Grading

Your grade will be determined based on the following grading schema:

Grade	Percentage	Points Range
A	90 - 100%	486.9 - 541
B	80 - 89%	432.8 - 486.8
C	70 - 79%	378.7 - 432.7
D	60 - 69%	324.6 - 378.6
E/F	<60%	324.5 and below

Submitting Assignments, Quizzes and Exams

All assignments, unless otherwise announced, **MUST** be submitted to the designated area of Canvas. Do not submit an assignment via email.

Assignment due dates follow Arizona Standard time. Click the following link in the left Navigation Bar in Canvas, titled "Time in Arizona". This will tell you the time in Arizona when you input the time in your location. Note: **Arizona does not observe daylight savings time. Also please note that the Canvas App that reminds you of due dates, has repeated screwed up when the Country goes into and out of "Daylight Savings Time. Southern Arizona, including ASU does not go on "Daylight Savings Time" which is probably the source of the problem; Double check the "Time in Arizona" link when**

entering or exiting Daylight savings time. Trust the Time in Arizona link in the Navigation Bar on the left rather than the Canvas App **when a time change is occurring.** See the ASU Help Desk if you run into problems. Double check you have the App working correctly by checking the "Time in Arizona" link in left Navigation Bar in Canvas.

Grading Procedure

Grades reflect your performance on assignments and adherence to deadlines. We will make every attempt to have graded assignments available within 3 days of the due date via the Gradebook. Please understand that it does take time to grade essay questions and checking even "fill-in-the-blank questions take time to carefully check to compensate for spelling errors. To determine your grade at any point in the class add your Lecture Score and Lab score together, then divide by the number of points you could have in the class on the date you are doing the calculation and multiply by 100. This will give you your percentile that you can compare to the table in the previous section.

Communicating With the Instructor

This course uses a **"three before me"** policy in regards to student to faculty communications. When questions arise during the course of this class, please remember to check these three sources for an answer before contacting the instructor for a reply to your individual questions:

- Course syllabus
- Announcements in Canvas
- The "Community Forum"

This policy will help you in potentially identifying answers before the instructor can get back to you and it also helps your instructor from answering similar questions or concerns multiple times. If you cannot find an answer to your question, please first post your question to the "Community Forum" discussion board . Here your question can be answered to the benefit of all students, by either your fellow students who know the answer to your question, or the instructor. You are encouraged to answer questions from other students in the "Community Forum" discussion when you know the answer to a question in order to help provide timely assistance.

If you have questions of a personal nature such as relating a personal emergency, or something else that needs to be communicated privately, you are welcome to contact your instructor via email. Your instructor will usually respond to email messages from 8am to 5pm, weekdays. Please allow 24 hours for your instructor to respond.

Late or Missed Assignments

- All assignments must be finished and turned in by the specified due dates. All due dates are firm. NO partial credit is given for a late assignment. A zero will be assigned if the due date is missed.
- Follow the appropriate University policies to request an [accommodation for religious practices \(Links to an external site.\)](#) or to accommodate a missed assignment [due to University-sanctioned activities \(Links to an external site.\)](#).

Email

ASU email is an [official means of communication](#) [Links to an external site.](#) 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.

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

ASU Student Conduct and Academic Integrity

Academic honesty is expected of all students in all examinations, papers, 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 <http://provost.asu.edu/academicintegrity> [\(Links to an external site.\)](#). Additionally, required behavior standards are listed in the [Student Code of Conduct and Student Disciplinary Procedures \(Links to an external site.\)](#), [Computer, Internet, and Electronic Communications policy \(Links to an external site.\)](#), and outlined by the [Office of Student Rights & Responsibilities \(Links to an external site.\)](#). Anyone in violation of these policies is subject to sanctions.

[Students are entitled to receive instruction free from interference \(Links to an external site.\)](#) by other members of the class. An instructor may withdraw a student from the course when the student's behavior disrupts the educational process per [Instructor Withdrawal of a Student for Disruptive Classroom Behavior \(Links to an external site.\)](#).

Appropriate online behavior (also known as *netiquette*) is defined by the instructor and includes keeping course discussion posts focused on the assigned topics. Students must maintain a cordial atmosphere and use tact in expressing differences of opinion. Inappropriate discussion board posts may be deleted by the instructor.

The Office of Student Rights and Responsibilities accepts [incident reports \(Links to an external site.\)](#) from students, faculty, staff, or other persons who believe that a student or a student organization may have violated the Student Code of Conduct. Students can report cheating directly to the University and do not need to contact the Instructor.

[Plagiarism](#) [Links to an external site.](#) is strictly prohibited. Students must refrain from uploading or submitting material that is not the student's original work to any website,

course shell, or discussion used in this course or any other course 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 and impose sanctions as listed above.

Title IX

Title IX 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> [Links to an external site.](#)

As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating

violence. ASU Counseling Services, <https://eoss.asu.edu/counseling> [Links to an external site.](#) is available if you wish to discuss any concerns confidentially and privately. ASU online students may access 360 Life

Services, <https://goto.asuonline.asu.edu/success/online-resources.html> [Links to an external site.](#)

ASU Online Course Policies

View the [ASU Online Course Policies \(Links to an external site.\)](#)

Accessibility Statements

View the [ASU Online Student Accessibility \(Links to an external site.\)](#) page to review accessibility statements for common tools and resources used in ASU Online courses.

If any other tools are used in this course, links to the accessibility statements will be listed below this sentence.

In compliance with the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act of 1990, professional disability specialists and support staff at the Disability Resource Centers (DRC) facilitate a comprehensive range of academic support services and accommodations for qualified students with disabilities. DRC staff coordinate transition from high schools and community colleges, in-service training for faculty and staff, resolution of accessibility issues, community outreach, and collaboration between all ASU campuses regarding disability policies, procedures, and accommodations.

Students who wish to request an accommodation for a disability should contact the Disability Resource Center (DRC) for their campus.

Tempe Campus

<http://www.asu.edu/studentaffairs/ed/drc/> (Links to an external site.)

480-965-1234 (Voice)

480-965-9000 (TTY)

West Campus

<http://www.west.asu.edu/drc/> (Links to an external site.)

University Center Building (UCB), Room 130

602-543-8145 (Voice)

Polytechnic Campus

<http://campus.asu.edu/polytechnic/drc/> (Links to an external site.)

480.727.1165 (Voice)

480.727.1009 (TTY)

Downtown Phoenix Campus

<http://campus.asu.edu/downtown/DRC> (Links to an external site.)

University Center Building, Suite 160

602-496-4321 (Voice)

602-496-0378 (TTY)

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.

My Syllabus ends here.

Below here is the ***COURSE SUMMARY which is generated automatically by Canvas and cannot be modified.*** The Course Summary ***only*** gives you the Due Dates, and *does not tell you when you can begin the Quiz, Exam, or Assignment.* It is generated automatically by Canvas and cannot be modified. The best place to look for all ***RELEASE DATE AND DUE DATE INFORMATION IS NEAR THE MIDDLE OF THE SYLLABUS, AT THE BOTTOM OF THE "GRADING" SECTION,*** not in the Course Summary. *Canvas also automatically generates Due Dates in the Calendar, however, this lists only the due dates and not the release dates (i.e., when you can start the assignment)*