

BIO 181: General Biology I Lab

Fall 2023

Course and Faculty Information



Instructor: [Dr. Rakhad Alrawi [Dr.A. – preferred name for students to use to address]]

Pronouns: [he, him, his]

Contact Information: [rakhad.alrawi@asu.edu]

Scheduled class Meeting Times:

- [Check myasu.com]

Office Hours

- Sands room 227 by appointment. Monday 3:30 -5:00 pm./ Wednesday 2:45-3:10 pm/ Any other time by appointment.
- Location:
 - CLCC 204 OR SANDS 227.
 - Via Zoom upon request: <https://asu.zoom.us/j/2144313560>#success
- Additional office hours are available by request!

Although I will do my best to respond to emails promptly, My goal is always to respond within **two working days.**
All instructor correspondence must be sent through your ASU email account, or Canvas Messaging.

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 (for combined lecture & 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 week on 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 (e.g.: exam weeks or weeks when a lab report is due) may be more time consuming than others.

Course Learning Outcomes – what you will learn!

At the completion of this course students will:

1. Demonstrate effective collaborative work and a functional group dynamic.
2. Design and conduct experiments safely in a lab environment.
3. Use principles of the scientific method to plan, conduct, and analyze experiments.
4. Identify and use the metric system.
5. Demonstrate effective microscope use.
6. Use pipettes and micropipettes.
7. Demonstrate DNA gel electrophoresis
8. Construct graphs that accurately portrays quantitative data.
9. Critique data collected during experiments via written lab notebooks and oral presentations.

Required Materials & Lab Safety Procedures

Personal Protective Equipment

- Safety Glasses/Goggles – side shield required, e.g., see pictures:
- Lab Coat
- Clothing that covers your torso and legs completely (no crop tops or torn material, e.g.: ripped jeans)
- Closed-toed shoes (covers entire top of foot)
- Hair pulled back away from face
- No dangling jewelry/clothes
- Gloves will be provided when needed



Personal Property

- **Food/drink/gum prohibited in lab** – these may be placed in a designated lab cabinet only, **not** under lab tables
- Backpacks/belongings should be placed in a designated cabinet, and should **not** obstruct aisles

Medical Conditions

- Notify your instructor immediately if you have any medical condition that may require special precautionary measures in the laboratory.
- If you are pregnant, or plan to become pregnant while enrolled in lab, please discuss this with your healthcare provider and inform your instructor. You may request a list of chemicals that may be used during the semester to discuss with your doctor.

Lab Operations

- You must arrive to lab on time, dressed appropriately, with the proper safety equipment, and prepared. **The instructor has the right to refuse entry for any student 10 minutes late or arriving unprepared.** This will count as an unexcused absence.
- Inform your instructor immediately if you injure yourself at anytime during the lab, have a spill, or a breakage.
- At the **beginning and end of lab**, clean your station thoroughly with provided wipes/cleaner
- At the **beginning and end of lab**, wash your hands thoroughly with soap and water for a full 20 seconds
- Only students enrolled in the course and appropriate University employees may enter the laboratories.
- **You must reset your group's station at the end of each lab, and receive the instructor's approval before you leave.**

Lab Safety Equipment

- Note the location of the **eye wash station**, the **safety shower**, the **first aid kit**, and **exits**!

Hazardous Waste

- All chemical & biological waste must be disposed of in accordance with ASU policy and state/federal law - ***Nothing goes down the drain!***
- All glass disposal items must be rinsed free of chemicals before being disposed of in the lab glass recycling buckets.

Biohazardous Materials

- **Large, red bins with plastic biohazard bag inserts** are for non-sharps only; these can include the following contaminated items:
 - Gloves, plates, and paper towels, etc.
 - Nothing sharp or pointed that could puncture the plastic bag.
- **Orange and white “burn up” bins or smaller red plastic biohazard bins** are used for other items that are sharp and may have small amounts of biohazardous contaminants on them, but these should not be used for large amounts of biohazardous materials.

Emergency Evacuation

In the event that an evacuation occurs during the lab period, do the following:

- If time permits, secure your station (i.e. turn off the hotplate and remove the reaction from the heat source) and take your personal items.
- **Walk** to the designated exit and down the stairwell. There will be a practice drill during the first lab session, so make sure you know which exit to use.
- Do not use the elevators. If you are unable to walk down the stairs and require special assistance, please inform your instructor.
- Gather outside at the designated area where your instructor will take roll and account for all personnel.
- Wait for notification that it is safe to re-enter the building; if the fire alarm turns off, that does not mean it is safe to re-enter. You must wait for the “ALL CLEAR,” from Fire or ASU personnel.

Assumption of Risk, Agreement to Terms, & Signature

You will be asked to read & complete an “Assumption of Risk and Liability” form, sign it, and uploaded it to Canvas as prompted. If you are a minor (<18 years old), you will need to complete a separate “minor form” and have submitted along with your parent/guardian’s signature. If a student does not comply by the safety standards, they will be asked to leave.

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](#)

Grading

Your BIO 181 grade will be based on a combination of your lecture (65%) and lab grade (35%). See your lecture syllabus for the breakdown of that portion of the class.

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

Lab Grade is based on points earned out of the following (subject to adjustment with notice from instructor):

Assignment Type	Percentage of Lab Grade	Percentage of Course Grade
Lab Quizzes	20%	7%
Individual Assignments	10%	3.5%
General Lab Notebook Entries*	30%	10.5%
Experimental Design Lab Notebook Entries*	10%	3.5%
Data Analysis Lab Notebook Entries*	10%	3.5%
Group Presentations*	10%	3.5%
Group Participation*	10%	3.5%
TOTAL	100%	35%

* Indicated assignments that will mostly involve group work

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.

Course Assignments

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 15 minutes of lab and cannot be made up. Students missing the first 15 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.

Individual Assignments

Periodically, there will be individual assignments that correspond to the protocols being performed in lab. These include evaluations of group and self performance, individual homework assignments, and in-lab activities. In-lab activities may not be able to be made up as they will be participation-based.

Lab Notebook Entries

Each lab group will maintain a detailed lab notebook in the form of a google doc. Unless otherwise stated in the lab protocol, you should include the following for each lab performed:

- **A Table of Contents Entry** – Title of lab, link to the start of this notebook entry
- **Pre-lab Information** – Title, Purpose or Objective of Protocol, any notes from instructor introduction, hypothesis if applicable
- **Methods** – A detailed description of all procedures followed.
- **Data Collected** – Annotated data tables, In-lab questions (if applicable), relevant notes.
- **Post Lab Information** – Data analysis, graphs, conclusions, Post-Lab Questions (if applicable)

Each lab group must submit a link to their electronic lab notebook for all lab notebook assignments.

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 detailed lab notebook entries and class presentations.

Presentations

Following two of your planned experiments, you will present your results to the class. Details about these presentations will be outlined in canvas and during lab. Presentations will require the active participation of all group members and will be conducted in a professional manner.

Group Participation

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 (and the scientific process in general), your scores on the group reflection will contribute to 10% of your total lab 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. A student that does not meaningfully contribute to a group assignment may receive zero points for that assignment at the discretion of the lab instructor.

Course Policies

Attendance

Lab is participatory and experiential. Thus, **missing more than 2 lab sessions will result in a 0 for the lab.** Transportation problems are not considered an acceptable excuse for lateness or absence. Students should allow sufficient time to get to class. You must arrive to lab on time, dressed appropriately, with the proper safety equipment, and prepared. **The instructor has the right to refuse entry for any student 10 minutes late or arriving unprepared.** This will count as an unexcused absence.

Late and 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](http://www.asu.edu/aad/manuals/acd/acd304-04.html) (<http://www.asu.edu/aad/manuals/acd/acd304-04.html>) or to accommodate a missed assignment [due to University-sanctioned activities](https://www.asu.edu/aad/manuals/acd/acd304-02.html) (<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.

Group Work

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.

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.

Generative AI is not permitted in the Lab portion of this course

The use of AI tools and techniques is not permitted in this course. Use of generative AI in this course is considered a violation of [ASU's Academic Integrity Policy](#) and will result in appropriate sanctions, which include a zero on the assignment, reporting to the New College of Interdisciplinary Arts and Sciences Academic Integrity Officer (AIO), and further as specified by the AIO.

Communicating with your Instructor

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.***

Course Schedule

- More detailed schedules (including assignment deadlines) will be available on Canvas.
- ***This schedule and syllabus are subject to change. Canvas should be your reference for the most up-to-date information.***

Week	Dates	Topic	Assignment (see Canvas for due dates)
1	Aug 17-18	No Labs	
2	Aug 21-25	Introduction to BIO 181 Lab Group introduction + contract+ Lab safety. Lab 1 scientific method (Elodea) experiment.	Assumption of risk (online) Group contract. (At end of lab) Lab safety. (At end of lab) Lab 1 Notebook Entry.
3	Aug 28 - Sep 1	Lab 2 – Micropipetting & Serial Dilutions	Pre-lab Quiz 1 (Lab safety, Micropipetting & serial dilution) Lab 2 Notebook Entry
4	Sep 4 - 8	No Labs – Labor Day	
5	Sep 11 - 15	Lab 3 - Macromolecules	Pre-lab Quiz 2 (Macromolecules) Lab 3 Notebook Entry.
6	Sep 18 - 22	Lab 4 – DNA Gel Electrophoresis	Pre-lab Quiz 3 (DNA Electrophoresis) Lab 4 Notebook Entry
7	Sep 25 - 29	Lab 5 – Microscopy	Pre-lab Quiz 4 (Microscopy) Lab 4 Notebook Entry.
8	Oct 2 - 6	Lab 6 – Osmosis (Part 1) Microscopy and Experimental Design	Pre-lab Quiz 5 (Osmosis) Osmosis Protocol due by end of class in Lab Notebooks
9	Oct 9 - 13	No Labs – Fall Break	
10	Oct 16 - 20	Lab 7 – Osmosis (Part 2) Experiment, Data Analysis, scientific writing	Pre-lab Quiz 6 (osmosis & experimental design) Osmosis Data Analysis in Lab Notebook
Week	Dates	Topic	Assignment (see Canvas for due dates)
11	Oct 23 - 27	Lab 8 – Cellular Respiration Part 1 Cellular Respiration Kinetics	Pre-lab Quiz 7 (Cellular Respiration) Cellular Respiration Protocol due @ end of lab in Lab Notebook Osmosis Conclusions in Lab Notebook and Class Presentation
12	Oct 30 – Nov 3	Lab 9 – Cellular Respiration Part 2 Experiment; Collect & Analyze Data	Pre-lab Quiz 8 (Cellular Respiration, Graphing) Cellular Respiration peer review articles assignment. Cellular Respiration Data Analysis in Lab Notebook
13	Nov 6 – 10	No Labs – Veterans Day	
14	Nov 13 - 17	Lab 10 – Mitosis & Meiosis, Mendelian Genetics	Pre-lab Quiz 9 (mitosis & meiosis; Mendelian Genetics) Lab 10 Notebook Entry
15	Nov 20 – 24	No Labs – Thanksgiving Break	

16	Nov 27 – Dec 1	Lab 11 – Cellular Respiration Presentations	Presentations (in class)
17	Dec 4 - 9	<i>Finals Week – No Labs</i>	

University Policies

ASU Academic Integrity

Academic honesty is expected of all students in all examinations, papers, laboratory work, academic transactions, and records. Students in this class must adhere to [ASU's academic integrity policy](#). Students are responsible for reviewing this policy and understanding each of the areas in which academic dishonesty can occur. All academic integrity violations will be reported to the New College Academic Integrity Office (AIO). 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. The AIO maintains records of all violations and has access to academic integrity violations committed in all other ASU college/schools.

ASU Student Code of Conduct

Students are expected to follow the [ASU Student Code of Conduct](#), especially when communicating with peers, staff, and instructors. Violations of the student code of conduct may result in withdrawal from the class.

Assessments

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

Attendance/Absence Policies

In addition to the instructor's general policy on absences and missed work, excused absences and conditions for making up work include [Accommodation of Religious Practices](#) and [Missed Classes Due to University-Sanctioned Activities](#). Students must notify their instructors of these absences as early as possible in the semester.

Community of Care Guidelines

ASU's response to COVID-19 for preserving and protecting every community member's health will continue to be dynamically adjusted to keep our community healthy and well. Please consult the [ASU Coronavirus website](#) and [Coronavirus FAQ](#) for up-to-date information on status, current risk, and appropriate response.

Copyright Infringement

All course content and materials are copyrighted materials. Students may not share outside the class, upload to online websites not approved by the instructor, sell, or distribute course content or notes taken during the conduct of the course [see [Academic Affairs Manual policy 304–06: Commercial Note Taking Services](#) and [Student Code of Conduct policy 5-308 F.14 Prohibited Conduct](#) (page 10) for more information]. This includes lectures, recorded lectures, and lectures administered and recorded using Zoom. 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.

Course/Instructor Evaluation

The course/instructor evaluation for this course will typically 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 is 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. Completing 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 are critical. About two weeks before the class finishes, watch for an e-mail with "NCIAS Course/Instructor Evaluation" in the subject heading. The e-mail will be sent to your official ASU e-mail address.

Emergencies/Campus Power Outage

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 ASU's emergency notification system [LiveSafe](#). In cases where a limited number of buildings are affected, students should check the University website and/or call the School office at (602) 543-6050.

Evacuation Plan

Students should be aware of the evacuation route posted on the exit door of each classroom. Students who cannot use the 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).

Final Exam Make-up Policy

ASU's [Final Exam Schedule](#) 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 any of the following reasons: 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 make up 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.

Incomplete

A grade of incomplete will be awarded only if a documented emergency or illness prevents a student 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 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. **A grade of incomplete will NOT be awarded unless there is documented evidence of extreme personal or immediate family hardship.** The Associate Director of the School of Mathematical and Natural Sciences must approve any incomplete grade requests.

Grade Grievances

Any student seeking to appeal a grade must follow the following steps. This process does not address academic integrity allegations or faculty misconduct. Student grade appeals must be processed in the regular semester immediately following the issuance of the grade in dispute (by commencement for Fall or Spring semesters), regardless of whether the student is enrolled at the University. There are two stages to the grievance process: the informal process and the formal process. Each process contains a series of steps that must be followed in order. The informal process, outlined below and facilitated by the School of Mathematical and Natural Sciences, must be followed prior to escalation to the formal process:

1. A one-on-one meeting must be scheduled with the instructor. During this meeting, a student must state the reason for questioning that the grade was not given properly/in good faith. The instructor must review the matter, explain the grading procedure, and explain how the grade was determined. The student and the instructor must work toward resolution, and grade grievances should ideally be resolved at this level.
2. If the issue is unresolved, the student can appeal to the School of Math and Natural Sciences Grievances committee (MNSgrievances@asu.edu). The student must provide a written rationale and evidence that the grade was not given appropriately as well as a summary of the instructor's response/the meeting with the instructor.
3. If MNS Grievances policy do not resolve the issue, the student can appeal to the Associate Director and Director of the School of Math and Natural Sciences.
4. If the issue is not resolved at the level of the School of Math and Natural Sciences, the student can confer with the Dean's Representative in the New College of Interdisciplinary Arts and Sciences (Executive Director of Academic Services and Strategic Initiatives) who will review the case and explain the formal process to the student.

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](#).

Potentially Offensive Content

If you find any of the content in your class offensive, please bring your concerns to the instructor immediately. If raising the issue with the instructor is problematic, these concerns should be brought to the attention of the Director and Associate Director of the School of Mathematical and Natural Sciences.

Reasonable Accommodations for Students with Disabilities

[Student Accessibility and Inclusive Learning Services \(SAILS\)](#) provide information and services to students with any documented disability who are attending ASU. 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 necessary for course completion.

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 written, e-mail, verbal, and otherwise communications to be conducted with a respectful tone and tenor, and in compliance with established protocols and the [ASU Code of Conduct](#).

Title IX

It is a federal law 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 [ASU's website for Sexual Violence Awareness, Prevention, and Response](#). 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](#) are available if you wish to discuss any concerns confidentially and privately.

Withdrawals

Specifically, students should be aware that non-attendance will **NOT** automatically result in 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 receive a grade based on your completed work.** For additional information about ASU's withdrawal policy and the possible consequences of withdrawing from a class, contact [Registration Services](#) or your academic counselor.

Table 1: Some Calendar Reminders – Session C

Event	Date
Classes Begin	August 17, 2023
Last day to Register or Add a Class	August 23, 2023
Last day to Drop a Class	August 30, 2023
Labor Day Observed - Classes excused/University Closed	September 4, 2023
Fall Break- Classes excused/University Open	October 7-10, 2023
Course Withdrawal Deadline	November 1, 2023
Veterans Day Observed- Classes excused/University Closed	November 10, 2023
Thanksgiving Holiday Observed- Classes excused/ Closed	November 23-24, 2023
Complete Session Withdrawal Deadline/Last Day of Classes_	December 1st, 2023
Final Exams	December 4-9, 2023
Holiday Break- Classes excused/University Closed	December 25-26, 2023

[ASU's Full Academic Calendar](#)

*As part of a complete session withdrawal, a student must withdraw from all classes in that 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 the [ASU Registrar's webpage How to Drop, Add, and Withdrawal](#).

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.***