

Course Syllabus



To print: MAC users press "⌘" + "P." PC users press "CTRL" + "P." You may also download the syllabus.



Biology 181 Fall A 2023

I. Faculty and Course Information

Faculty Information



Facilitating Instructor: Nicola Plowes

Contact Info: nicola.plowes@asu.edu (<mailto:nicola.plowes@asu.edu>)

Office Hours: by appointment or self select 15 min from Google Meet availability

Course Description

Biological concepts emphasizing principles and the interplay of structure and function at the molecular, cellular, and organismal levels. Intended for life sciences, biology, and health-related science majors.

The topics covered in this course are: cell biology, molecular biology, metabolism, and physiology of selected tissue and organ systems. Students who successfully complete this course will have an appreciation for the complexities of biological structure and function. This course with BIO 182 serves as a gateway to more advanced courses in the life sciences by introducing students to major concepts and theories of biology. The course is also valuable for students preparing to take admissions tests for medical, dental, or veterinary medical schools.

Credits: 4

Prerequisite(s) with C or better: None.

Lecture Requirements

Topics will be presented in the video lectures included in Canvas. These lectures are the basis for the Self Checks, Quizzes, and Exams. You can access the Self Checks at the end of each lecture segment; these do not have a point value, but will help you prepare for your quizzes and exams. Your grade will be based on 3 Exams and 4 Quizzes, which are developed from your Self Checks, so it is best to complete them!

Lab Requirements

ASU's School of Life Sciences (SoLS) has created a list of skills that all biology majors should master by the time they graduate. Our job as laboratory instructional staff for the first courses in the major is to help you not only develop the foundational skills necessary to think and function as a scholar of biology, but also to succeed in upper-division courses. We will be practicing and assessing the skills included here as the semester progresses.

Note: You will NOT be using Labster in your lab. Instead, you will be using Dreamscape Learn. Please see below for additional information on Dreamscape Learn. (Please see "Lab Simulations" below.) If you have additional questions, please ask your instructor.

Course Schedule

Please see the "Calendar" section for weekly assignments and due dates. All assignments are due on Monday/Wednesday/Friday of each week. There is a **20% automatic dedication** for any work submitted up to 24 hours late. No work will be accepted 24 hours AFTER the due date. All assignments will then close for grading. *No late opportunities for CogBooks.*

Course Communication

This course uses a "three before me" policy in regard 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:

1. Course syllabus
2. Announcements in Canvas
3. The "Course Questions" in 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, located in the Modules between Module 0 and Module 1. Here, your question can be answered to the benefit of all students by either your fellow students who know the answer to your question, your ATA's, TA's, or the Instructor. You are encouraged to answer questions from other students in the Community Forum when you know the answer to a question. We try to all watch and answer these questions as quickly as possible however, please allow up to 24 hours for the Bio Team to respond. If no response is given in that time, please email your assigned TA.

If you have specific content questions, post them in the associated Community Forum under the Unit you are inquiring about. This is a place where you can interact about the course content with fellow students and Instructors. We encourage you to teach and learn from each other.

If you have questions of a personal nature, such as a personal emergency, Please email your Instructor. Questioning a grade on an assignment, or something else that needs to be communicated privately, you are welcome to contact your TA via email. An email contact is generally preferred. Your Instructor/TA will usually respond to email messages from 8 AM to 5 PM. However, please allow 24 hours for the Bio Team to respond.

Note: We can not help you with technology issues, including Canvas, Dreamscape Learn, or any other internet issue.

- Immediately contact the **ASU Help Desk** (<https://asunow.asu.edu/content/new-improved-asu-help-center-available>) if you are having problems with technology and Canvas.
- Contact **Honorlock support for all Honorlock questions.** (<https://honorlock.com/support/>)

Make note of your interactions with them, and contact the Instructor for further instructions if necessary.

Email

ASU email is the **official means of communication** (<http://www.asu.edu/aad/manuals/ssm/ssm107-03.html>), 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.

Emails from Canvas **can only be sent to your ASU email**; if you use a different email account, you must check your ASU email regularly or set up your ASU email to forward Canvas messages to that account. All instructor correspondence will be sent to your ASU email account.

Due to FERPA guidelines, emails requesting course-specific information are required to email from your ASU Email account or through Canvas, email from any other email server will NOT be responded to.

Student emails will be responded to within 24 business hours (this excludes weekends and holidays). PLEASE NOTE: Emails sent to the instructor and/or TAs during the weekend may not be answered until Monday.

If you have a question about the technology being used in the course, please contact the appropriate department listed in the "General and Technical Support" section below.

II. Course Learning Objectives and Topics

Learning Objectives

- Describe how the parts of the cell relate to each other to carry out the functions of life and how communication occurs between cells as well as within cells.
- Describe differences between prokaryotic and eukaryotic cells as well as disadvantages and advantages of being multicellular.
- Describe the new type of protein synthesis that occurs in eukaryotic cells as a result of its evolution.
- Describe the flow of genetic information from DNA, through RNA to protein.
- Compare and contrast photosynthesis and ATP Generation.
- Explain how organ systems employ cell/tissues to carry out their functions and the unique features of the immune system, digestive tract, nervous system, endocrine system, respiratory and cardiovascular systems, and the excretory system.
- Map out some features of homeostasis, and indicate feedback loops that occur in cells as well as the organ systems of the body.

Course Topics by Module (Lecture)

Module 1: Cells as Organisms versus Social Systems—and Technology

Module 2: Cells Walking and Cancer; Evolution of the primitive, proto-eukaryotic cell, and Technology

Module 3: The Biological Membrane, membrane flow and co-translational insertion, and orphaned organelles

Module 4: The Cytoskeleton and the Nucleus

Module 5: Signal Transduction

Module 6: The Cell Cycle and Mitosis

Module 7: DNA, RNA, and Protein Synthesis

Module 8: Photosynthesis

Module 9: ATP Generation

Module 10: The Immune System

Module 11: Tissues

Module 12: Nutrition, Digestion, and Absorption

Module 13: The Nervous System and Action Potentials; Part 1 and Part 2

Module 14: The Endocrine System

Module 15: Respiration and the Cardiovascular System

Module 16: The Excretory System

IV. Course Content, Assignments, and Time Commitment

This 4-credit course requires approximately 135 hours of work. To learn more about credit requirements, please review the [ABOR Policy on Academic Credit](https://public.azregents.edu/Policy%20Manual/2-224-Academic%20Credit.pdf). (<https://public.azregents.edu/Policy%20Manual/2-224-Academic%20Credit.pdf>)

Please expect to spend around 24 hours each week preparing for and actively participating in this course, engaging in activities including watching videos, working on online discussions, taking quizzes/ exams, and “homework” types of assignments. You must maintain a consistent study schedule. You cannot study the night before a quiz or exam and expect to earn a good grade or pass the course. **It is critical that online students plan out regular routines and times to work on their online assignments to be successful.** For any course in your major the minimum grade for passing is a C. If you received a letter grade of D or lower you will need to retake the course if it is in your major AND pay the tuition again.

Optional and Required Materials

Required textbook: You will be using CogBooks, an online textbook, in this course, along with instructor-provided materials. Please see the CogBooks section below for additional information. This is FREE and will open once the course begins. It will close upon completion of the assignments and can not be reviewed after such date.

Optional textbooks: You do not need a textbook for this class.

- Openstax is a free textbook available online. You may use this to clear up any questions about the content in the video lectures.
- If you would prefer to have a textbook as a supplemental resource, you could buy "used" college level biology text from a retailer, such as *Life: The Science of Biology, 9th edition*, ISBN 978-1429219624, By Sadava, Hillis, Heller, and Bernbaum. **Note: Do not buy anything older than the 9th edition.**
- Free online: [Biology 2e by OpenStax. \(https://openstax.org/details/books/biology-2e\)](https://openstax.org/details/books/biology-2e)

CogBooks

Learning requires systematic practice in a safe and constructive environment. For these reasons, this course has an adaptive learning component called CogBooks. This software tracks your progress in the course, offers feedback on practice tests, and immediately remediates misunderstandings.

- **How to access CogBooks:** You can access CogBooks course materials directly in Canvas in each module through the link provided in the introductory module. Your access begins on the first day of class. Students are usually required to pay for CogBooks, but this semester, you will be offered a free version.
- **Tech support for CogBooks:** Please reach out to CogBooks support via email, with your school email and the course name, should you experience any technical issues, and see the CogBooks Information in your course for further details.

Lab Simulations

Dreamscape Learn (DSL)

Dreamscape Learn is a state-of-the-art, real-world storytelling medium that allows you to experience problems you'll be solving firsthand, rather than simply reading about them. **In this course, you will complete your lab assignments using Dreamscape Learn Remote Access technology, which you will access in Canvas.**

Each Dreamscape Learn (DSL) module in your course contains a 3-part series, or "Acts." Review the Dreamscape Learn "Information and Support" information in your course for additional details.

Dreamscape Learn Access

Participation in this course requires the use of Dreamscape Learn. This course cannot be taken without access to this material. The cost of Dreamscape Learn, \$100 (plus tax), will automatically charge to your student account after the add/drop deadline. The charge will appear under the item type "Dreamscape Learn Access" a few weeks after class starts with a due date of the 25th of the subsequent month.

Quizzes, Exams, and Assignments

Check the TECHNICAL REQUIREMENTS section below to be sure you can access the necessary programs, including Dreamscape Learn streaming software and Honorlock proctoring software.

- **Exams (3):** The 3 Exams will be proctored using "Honorlock," an online proctoring service. You must make arrangements to take the exam within the time interval indicated in the Syllabus/Assignments/Course Schedule.
 - You will need to **install Google Chrome** and download the Honorlock Chrome Extension in advance of the exam for Honorlock to work. **None of the Exams require a passcode.**
 - You will need to take the **Practice Exam** in the menu page "Honorlock Students" to confirm that it is set up properly. **The Practice Exam is required, and worth 5 points.**
- **NO electronic devices allowed while taking the exam.**
- Once you have started an Exam, you will need to complete it within the allotted **2-hour time period**. Each exam is **closed book and closed notes**. However, you are allowed one piece of blank paper to work out problems and to complete the drawings for your Exams. This **MUST** be shown to honorlock as blank **PRIOR** to starting the exam.
- **Quizzes (4):** You will take these on Canvas; **quizzes are not proctored**, and don't require Honorlock. However, they are timed. Once started, you will have **45 minutes to complete them**.
- Quizzes **are closed book and closed notes**. Students missing an Exam or Quiz will only be allowed a late Exam/Quiz if it is missed for University sanctioned reasons.
- Please make note of the computer requirements needed to take the Exams / Quizzes. If you lose your internet connection, the Exam / Quiz may close and indicate completion.
- **CogBooks (1):** You will have one assignment, based on completion, for the Dreamscape Learn Scientific Reasoning module. This material is NOT on any of the quizzes or Exams and is closed after due date.

- **Dreamscape Learn assignments (9):** You will have 3 assignments a piece for the following Dreamscape Learn modules: Scientific Reasoning, Cell Biology, and Physiology.

Submitting Assignments

Students must submit all assignments to the designated area of Canvas, unless otherwise instructed. Do not submit an assignment via email. Assignment due dates follow Arizona Standard time. Assignment due dates follow Arizona Standard time. Access the [Time Converter](http://www.thetimezoneconverter.com/) (<http://www.thetimezoneconverter.com/>) to ensure you account for the difference in time zones. **DO NOT USE THE CANVAS APP FOR DUE DATE/TIME.**

Note: Arizona does not observe daylight savings time. All assignment deadlines are stated in Arizona Mountain Standard Time (MST). See Canvas for the semester schedule, including due dates.

Late or Missed Assignments

All assignments must be completed and turned in by the specified due dates. All due dates are firm. If you need to submit late, there will be 20% deduction for the 24 hours after due date. Assignment will close after that and zero will be given. **DO NOT USE APP FOR DUE DATES.** Many students found this was not accurate.

Follow the appropriate University policies to request 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](http://www.asu.edu/aad/manuals/acd/acd304-02.html) (<http://www.asu.edu/aad/manuals/acd/acd304-02.html>).

V. Student Evaluation

Grading Procedure

Grades reflect your performance on assignments and adherence to deadlines. We strive to be transparent and fair in grading.

Grades reflect your performance on assignments and adherence to deadlines. Grades on assignments will typically be available on Gradebook within 48 -72 hours of the due dates. This amount of time is required because this is a large class, and some units have multiple graded assignments. Such units will require up to 72 hours after the due date to complete the grading. For units with fewer assignments, we will try to finish grading between 48-72 hours of the due date. Your assigned TA will manually grade your work and determine if points are awarded. All submitted work will be closed for viewing until AFTER the grading is completed. At that point, you may fill out a Score discrepancy form (found in modules) and email your TA. You will have 72 hours to review and send form to TA for review. Instructors do not grade so please contact your TA first. Please allow at least 24 hours for a response back.

Grading

You will accumulate points by completing the various activities and assignments. Your cumulative points and final percentile grade are used to provide the letter grade assignment. Your grade will be determined based on the following grading scheme on an A-E scale:

98-100% = A+

89.5-97.9% = A

79.5-89.4% = B

69.5-79.4% = C

59.5-69.4% = D

20-59.4% = E

1-19.9% = EU

0-1% = EN

There are no opportunities for extra assignments or bonus activities for this course. The optimum strategy is to turn in every assignment by the due date.

Grade Disputes or Questions

You might notice that some exams (Exams 1 & 2), quizzes, and assignments are initially graded in a precise and stringent manner by Canvas. As an example, Canvas may grade your answer as wrong if it is spelled or hyphenated incorrectly. In such cases, the TAs will manually check

the questions and update your scores. Please allow at least 48 hours (and 72 hours for Exams and Quiz 3) for the TAs to grade before you dispute a score you disagree with.

Grade disputes must follow the following chain of command for the course:

1. Email [form](#) to TA within 72 hours of TA review
2. The Instructor/ Professor
3. If the dispute is not resolved within the course, the student may appeal to the School of Life Sciences per the [University Policy for Student Appeal Procedures on Grades \(https://catalog.asu.edu/appeal\)](#).

Visit [CLAS's Academic Grievance website \(https://clas.asu.edu/resources/academic-grievance\)](#) for more information.

VI. Student Success and Instructional Support

Recommendations for Student Success

To be successful:

- Check the course daily
- Read announcements (click the "Notify me right away" option in your Canvas account Notification Preferences.)
- Read and respond to course email messages as needed
- 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 Online Student Resources \(http://goto.asuonline.asu.edu/success/online-resources.html\)](#)
- We have online tutoring, among many other services!
- **Do the Self-Check quizzes** for each module. Self-Checks are optional and not for points, but provide excellent practice and can serve as your study guide. Once you take the multiple-choice portions of the Self-Checks, you will have access to the correct answers so that you can check your understanding. We don't provide correct answers for short essay and drawing Self-Check questions, but you will still get practice, know what material is important, and thus have an idea of how you would answer those short answer/drawing questions. If you can answer the Self-Check Questions you should be able to at least an 80% on quizzes and exams.
- **Study!!**

Learning Resource Center

The [SOLS Learning Resource Center \(https://sols.asu.edu/student-life/learning-resource-center\)](#) (LRC) is here to assist you with your BIO tutoring needs. For semester tutoring, please refer to the LRC website for the most up-to-date information on online tutoring.

VII. Accessibility, Diversity, Equity, and Inclusion

Student Accessibility and Inclusive Learning Services (SAILS) formerly Disability Resource Center (DRC)

View the [ASU Online Student Accessibility \(https://asuonline-dev.asu.edu/qm-template/CanvasQM/qm-accessibility.html\)](#) page to review accessibility statements for common tools and resources used in ASU Online courses.

Students who feel they will need disability accommodations in this class but have not registered with the Student Accessibility and Inclusive Learning Services (SAILS) office should contact SAILS immediately at: (480) 965-1234 (V) or (480) 965-9000 (TTY). Visit the [Student Accessibility and Inclusive Learning Services \(SAILS\) \(https://eoss.asu.edu/accessibility\)](#) website for more information.

If you have accommodation for flexible deadlines you must contact the instructor at least 24 hours before the deadline to request the use of the accommodation. If you have any questions or concerns about your accommodations please contact your instructor for the course.

Diversity and Inclusion

With a diverse student population here at ASU, we value every student's unique identities. Our goal as instructors is to ensure all students feel like a welcomed member of the ASU community. Additionally, we strive to provide a supportive environment and the essential tools to foster student success, both inside and outside the classroom.

If you go by a name other than what is on the class roster or displayed on Canvas, please let me know so I can correct my roster and assist you with correcting Canvas. Additional information on how to make name corrections in other university systems is also provided through the

University Registrar Services.

Canvas Personal Pronouns and Preferred Names

As an instructor, I encourage you to share your personal pronouns in Canvas, and your preferred name if it is different from the ASU roster.

Please review the [How to Set Personal Pronouns in Canvas](https://asu.secure.force.com/kb/articles/FAQ/Setting-Pronouns-in-Canvas#:~:text=Back%20to%20Top%5D-,How%20do%20I%20Set%20Pronouns%20in%20Canvas%3F,the%20blue%20Update%20Settings%20button) (<https://asu.secure.force.com/kb/articles/FAQ/Setting-Pronouns-in-Canvas#:~:text=Back%20to%20Top%5D-,How%20do%20I%20Set%20Pronouns%20in%20Canvas%3F,the%20blue%20Update%20Settings%20button>) tutorial for guidance and follow the steps outlined.

Students can also apply for a [Preferred Display Name](https://students.asu.edu/forms/preferred-display-name#:~:text=Request%20a%20formal%20legal%20name,at%20registrar%40asu.edu.&text=Click%20here%20to%20submit%20the%20form%20electronically%20via%20DocuSign%20(instructions).) ([https://students.asu.edu/forms/preferred-display-name#:~:text=Request%20a%20formal%20legal%20name,at%20registrar%40asu.edu.&text=Click%20here%20to%20submit%20the%20form%20electronically%20via%20DocuSign%20\(instructions\).](https://students.asu.edu/forms/preferred-display-name#:~:text=Request%20a%20formal%20legal%20name,at%20registrar%40asu.edu.&text=Click%20here%20to%20submit%20the%20form%20electronically%20via%20DocuSign%20(instructions).)) in some ASU Systems and/or submit a request for a legal name change.

Indigenous Land Acknowledgement Statement

Arizona State University and the School of Life Sciences (SoLS) acknowledges the twenty-two Native Nations that have inhabited this land for centuries. The lands ASU has stood upon since 1886 are located in the Salt River Valley on ancestral territories of Indigenous peoples, including the Akimel O'odham (Pima) and Pee Posh (Maricopa) Indian Communities, whose care and keeping of these lands allows us to be here today. SoLS recognizes that as an academic unit of ASU it would not be here today if not for the occupation of O'odham and Pee Posh lands that reached a major milestone in 1868 when Phoenix became an election precinct, which was soon followed by a rapidly growing settler population that instigated the "Time of Famine" upon the O'odham and Pee Posh populations.

ASU acknowledges the sovereignty of these nations and seeks to foster an environment of success and possibility for Native American students. SoLS believes that in order to "create an atmosphere that inspires diverse groups of visionary students and researchers to lead with us" as charged by our unit vision, we must acknowledge, include, and champion the success of our Native American and indigenous students. Only through this inclusion can we achieve our mission of "solving critical problems at the intersection of the life sciences and society."

VIII. General and Technical Requirements

Course Access

You can access your Canvas course site via canvas.asu.edu (<http://canvaas.asu.edu>), my.asu.edu (<http://my.asu.edu>), and myasucourses.asu.edu (<http://myasucourses.asu.edu>); bookmark all in the event that one site is down.

Computer Requirements

You will need a computer with Internet access and the following technologies:

- Web browsers ([Chrome](https://www.google.com/chrome/) (<https://www.google.com/chrome/>), [Mozilla Firefox](http://www.mozilla.org/en-US/firefox/new/) (<http://www.mozilla.org/en-US/firefox/new/>), or [Safari](http://www.apple.com/safari/) (<http://www.apple.com/safari/>)). *Note: You **MUST** use Chrome for Honorlock proctored exams;
- [Adobe Acrobat Reader](http://get.adobe.com/reader/) (<http://get.adobe.com/reader/>) (free)
- Webcam, microphone, headset/earbuds, and speaker
- Microsoft Office ([Microsoft 365 is free](https://myapps.asu.edu/app/microsoft-office-2016-home-usage) (<https://myapps.asu.edu/app/microsoft-office-2016-home-usage>)) for all currently-enrolled ASU students.)
- Reliable broadband internet connection (DSL or cable) to stream videos.
- The [Honorlock](https://honorlock.kb.help/-students-starting-exam/honorlock-student-faq/) (<https://honorlock.kb.help/-students-starting-exam/honorlock-student-faq/>), online proctoring system should work with devices that can run a full Chrome browser (including Windows, MacOS and Chrome OS). Honorlock should run on Windows based and Chrome OS based tablets. It will not support devices that do not support full Chrome based OS (ex. iPad, Androids, and iOS). **Please review Honorlock's** (<https://honorlock.kb.help/-students-starting-exam/honorlock-student-faq/>) **requirements for details.**
 - **YOU CAN NOT BE ON A PUBLIC COMPUTER** when you take Exams and Quizzes. Exams cannot be taken on 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.

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, and online activities.

If you experience technical difficulties with the course Canvas shell, you should contact the ASU help desk at 1-855-278-5080.

IX. General and Technical Support

Technical Support and Help Desk

General technical support (difficulties with the course Canvas shell):

- Use the Help icon in the black global navigation menu in your Canvas course, or
- Email or call the ASU Help Desk at 1-855-278-5080, available 24 hours a day, 7 days a week.

Dreamscape Learn support:

- Email DSLsupport@asu.edu (<mailto:DSLsupport@asu.edu>) if you are having technical issues or difficulty scheduling your session.
- Review the Dreamscape Learn support information in your course for additional details.
- Contact [Honorlock support](https://honorlock.com/support/) (<https://honorlock.com/support/>), available 24/7/365, for technical issues with the proctoring software. Review the following guides for additional assistance: [Honorlock Minimum System Requirements](https://honorlock.kb.help/-students-starting-exam/minimum-system-requirements/) (<https://honorlock.kb.help/-students-starting-exam/minimum-system-requirements/>), [Student FAQ](https://honorlock.kb.help/-students-starting-exam/honorlock-student-faq/) (<https://honorlock.kb.help/-students-starting-exam/honorlock-student-faq/>), [Honorlock Knowledge Base](https://honorlock.kb.help/) (<https://honorlock.kb.help/>), and [How to Use Honorlock](https://www.youtube.com/watch?v=wRWE-9PUquo). (<https://www.youtube.com/watch?v=wRWE-9PUquo>)
 - Make note of your interactions with them and contact the Instructor for further instructions if necessary.

Additional Support and Resources:

- [Academic Advising](https://www.sols.asu.edu/student-life/advising/) (<https://www.sols.asu.edu/student-life/advising/>): Academic advisors can help with everything from scheduling, degree progress, graduation requirements, applying to graduate school, finding research opportunities on campus, future career paths, and much more! Be sure to meet with your advisor early and often to ensure you're staying on track. You can make an advising appointment on your My ASU page, by calling SOLS advising at (480) 727-6277, emailing SOLS Advising, or stopping by LSA 189.
- [Financial Aid and Scholarship Services](https://asuonline.asu.edu/what-it-costs/financial-aid/) (<https://asuonline.asu.edu/what-it-costs/financial-aid/>): Information and applications for student funding such as grants, loans, scholarships and student employment.
- [GPA Calculator](https://students.asu.edu/gpa-calculator/) (<https://students.asu.edu/gpa-calculator/>): Students can use this calculator to project their GPA.
- [360 Life Services](https://goto.asuonline.asu.edu/360lifeservices/) (<https://goto.asuonline.asu.edu/360lifeservices/>): 360 Life Services is a comprehensive support program that offers free, 24/7 counseling and crisis intervention in person or by phone. You can also chat at your convenience with topic specialists in legal, personal finance, childcare, education and more. This confidential resource supports your education, career and personal needs. For immediate, live services, call 833-223-9883.
- [Online Student Community](https://asuonline.asu.edu/students/community/) (<https://asuonline.asu.edu/students/community/>): Embrace the diversity and traditions of Arizona State University as an online student. Connect with the ASU Online student community wherever your location on the globe and celebrate Sun Devil pride.
- [Online Student Services](https://asuonline.asu.edu/students/services/) (<https://asuonline.asu.edu/students/services/>): Students pursuing fully online programs have access to success coaches and additional tips for success.
- [Pat Tillman Veterans Center](https://veterans.asu.edu/) (<https://veterans.asu.edu/>): There are many complexities that come along with being a veteran or active military student. ASU provides support to its veterans, military, and military families through the Veterans Center, but I am also here to help. Please let me know of any required training, calls to active duty, VA appointments, GI Bill provisions, or any other aspects of military life that may interfere with your performance in this class. I will do what I can to accommodate these factors and/or put you in contact with resources that can help. The Pat Tillman [Veterans Center \(PTVC\)](https://veterans.asu.edu/about/staff/) (<https://veterans.asu.edu/about/staff/>) is also a great resource for you.

X. Course Withdrawal

Drop / Add Dates and Withdrawals

This course adheres to a compressed schedule and may be part of a sequenced program, therefore, there is a limited timeline to [drop or add the course](https://students.asu.edu/academic-calendar/) (<https://students.asu.edu/academic-calendar/>). Consult with your advisor and notify your instructor to add or drop this course. If you are considering a withdrawal, review the following ASU policies: [Withdrawal from Classes](http://www.asu.edu/aad/manuals/ssm/ssm201-08.html) (<http://www.asu.edu/aad/manuals/ssm/ssm201-08.html>), [Medical/Compassionate Withdrawal](http://www.asu.edu/aad/manuals/ssm/ssm201-09.html) (<http://www.asu.edu/aad/manuals/ssm/ssm201-09.html>), and a [Grade of Incomplete](http://www.asu.edu/aad/manuals/ssm/ssm203-09.html) (<http://www.asu.edu/aad/manuals/ssm/ssm203-09.html>) as well as the [Tuition and Fees 100% Refund Deadline](https://students.asu.edu/tuition-refund-policy/) (<https://students.asu.edu/tuition-refund-policy/>), which is separate from final dates for add/drop and withdrawal. Please refer to the [academic calendar](https://students.asu.edu/academic-calendar/) (<https://students.asu.edu/academic-calendar/>) for all important dates regarding these processes.

Medical / Compassionate Withdrawals

ASU Medical / Compassionate Withdrawal Policies:

- Medical withdrawals are available when the student's own serious illness or injury prevents them from continuing their classes. Both physical and mental health difficulties are covered.

- Compassionate withdrawals are available when other personal reasons (such as care of a seriously ill child or spouse or a death in the immediate family) prevent the student from continuing in classes.
- Students who do not meet the standards for medical or compassionate withdrawals may still be eligible for an academic record change to change their grade to a W in one or more classes. The effective date on an academic record change should reflect the last date of active participation in the class.
- Medical / Compassionate Withdrawal process is overseen by The College. To begin submitting a request along with required documentation, visit The College's [Medical and Compassionate Withdrawal website \(https://thecollege.asu.edu/resources/medical-withdrawal\)](https://thecollege.asu.edu/resources/medical-withdrawal).

XI. Policies

View the [ASU Online Course Policies \(https://asuonline-dev.asu.edu/qm-template/CanvasQM/qm-policies.html\)](https://asuonline-dev.asu.edu/qm-template/CanvasQM/qm-policies.html) for additional information.

Academic Integrity

Academic honesty is expected of all students in all examinations, papers, and laboratory work, academic transactions and records. Academic dishonesty includes any act of academic deceit, including but not limited to possessing, reviewing, buying, selling, obtaining, posting on a site accessible to others, reviewing materials from a site accessible to others, or using, without appropriate authorization, any materials intended to be used for an Academic Evaluation. Visit ASU's [Academic Integrity \(http://provost.asu.edu/academicintegrity\)](http://provost.asu.edu/academicintegrity) website for more information.

Academic dishonesty sanctions: 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.

If you are caught cheating or plagiarizing any content then you will, *at a minimum*, receive a zero on that assignment and your final grade in the course will be reduced by 50 points which is approximately a full letter grade, but other penalties could still occur. Additionally, required behavior standards are listed in the [Student Code of Conduct and Student Disciplinary Procedures \(http://www.asu.edu/aad/manuals/ssm/ssm104-01.html\)](http://www.asu.edu/aad/manuals/ssm/ssm104-01.html), [Computer, Internet, and Electronic Communications policy \(http://www.asu.edu/aad/manuals/acd/acd125.html\)](http://www.asu.edu/aad/manuals/acd/acd125.html), and outlined by the [Office of Student Rights & Responsibilities \(https://students.asu.edu/srr\)](https://students.asu.edu/srr). Anyone in violation of these policies is subject to sanctions.

Please note that copying materials posted or provided by websites such as Chegg.com, Coursehero.com, Reddit and other sites is prohibited and constitutes plagiarism. In an intensive 7 week online course, we understand that these study sites are tempting resources. However, they often provide poor quality information and can quickly lead to an academic integrity violation. Instead of looking for answers outside of the course, you are encouraged to post a thread in the Community Forum and work together with your fellow students, where TA's and Instructors can clarify common misconceptions or provide guidance to better resources to support your learning.

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.

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 \(http://www.asu.edu/aad/manuals/acd/acd304-06.html\)](http://www.asu.edu/aad/manuals/acd/acd304-06.html), they must secure written permission 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.

Appropriate Online Behavior

Students are entitled to receive instruction free from interference (<http://www.asu.edu/aad/manuals/ssm/ssm104-02.html>), 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 \(http://www.asu.edu/aad/manuals/usi/usi201-10.html\)](http://www.asu.edu/aad/manuals/usi/usi201-10.html).

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 \(https://students.asu.edu/srr/report\)](https://students.asu.edu/srr/report) 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.

Policy Against Threatening Behavior

Report all incidents and allegations of violent or threatening conduct by an ASU student (whether on-or off campus) 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. Here is ASU's policy against threatening behavior (Student Services Manual **SSM 104-02 "Handling Disruptive, Threatening or Violent Individuals on Campus."** (<https://www.asu.edu/aad/manuals/ssm/ssm104-02.html>)). Please review the **Policies and Procedures** (<https://eoss.asu.edu/dos/srr/PoliciesAndProcedures>) and **Standards for Threatening Behavior** (<https://eoss.asu.edu/dos/safety/ThreateningBehavior>) websites for more information.

Reporting Title IX Violations

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 on the: **Sexual Violence Awareness, Prevention and Response** (<https://sexualviolenceprevention.asu.edu/faqs>) website.

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>), is available if you wish to discuss any concerns confidentially and privately.

Policy on Sexual Discrimination

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** (<https://www.asu.edu/aad/manuals/acd/acd401.html#discrimination>), **harassment** (<https://www.asu.edu/aad/manuals/acd/acd401.html#harassment>), and **retaliation** (<https://www.asu.edu/aad/manuals/acd/acd401.html#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.

Offensive or Discriminatory Content Reporting

In an ideal world, science would be objective. However, much of science is subjective and is historically built on a small subset of privileged voices that excluded the participation and contributions of others. In creating this course, the instructor and the department instructional designers endeavor to represent individuals of diverse backgrounds in the reading, content, and media used in this class, and to recognize the immense contributions of scholars and scientists from all ethnicities and national origins, gender and gender identity, sexuality, class, and religions. However, we acknowledge that it is possible that there may be both overt and covert biases in the material due to the lens with which it was written, even though the material is primarily of a scientific nature. Integrating a diverse set of experiences thus is important for a more comprehensive understanding of science.

If you deem content shared by an instructor or student offensive, bring it to the attention of the instructor or, alternatively, to the unit chair or director. (If reporting to SoLS, please contact the SoLS Undergraduate Programs.)

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.