

BCH 361 Syllabus
ASU Downtown Phoenix Campus
Dr. Sniegowski
Spring 2024
T TH Noon-1:15 pm
UCENT 271

It is your responsibility to know the information in this syllabus! Please keep in mind that this syllabus is subject to change at any time.

Instructor: Dr. Sniegowski (Snee-gow-ski)

Office: UCENT 337

Phone: 602-496-4000

Email: Jennifer.sniegowski@asu.edu.

Please only send email to the address above and with Bch361 in the subject line to ensure proper delivery. Do NOT send an email via Canvas.

Office Hours: Tuesdays from 4:00-5:00 PM and Wednesdays from 3:00-5:00 PM via Zoom.

Email me to schedule a time slot during those hours. Other times via Zoom via appointment.

Please seek help as soon as you run into problems! I ask that you give me 24 hours of notice when scheduling appointments.

Course Description from course catalog:

Advanced consideration of the structures, properties, and functions of proteins, enzymes, nucleic acids, carbohydrates, and lipids; principles and theory of the utilization and synthesis of these materials by living systems, and the relationship of these processes to energy production and utilization. The course is recommended for pre-health students. No credit for Biochemistry majors.

Units: 3

(Prerequisite(s): CHM 231 with C or better OR Pre- or corequisite(s): CHM 234 or CHM 334 with C or better if completed OR Visiting University Student

Objectives:

"Biochemistry is the science of life. All our life processes- walking, talking, moving, feeding- are essentially chemical reactions. So biochemistry is actually the chemistry of life, and it's supremely interesting." Aaron Ciechanover

This is an in-person class, and it is expected that you make every effort to attend class and come prepared for each session. I provide many learning opportunities to my students daily. It is up to you to take advantage of those opportunities. Learning is an effort on your part to challenge yourself to try again and again, and I will provide you honest feedback on your progress. During class, I strive to make the material understandable, and I will get you involved in order to probe your learning; I find that those students who take advantage of that time and feedback tend to do well in the course.

This is a one semester introductory course on basic biochemical principles. We will examine the fundamental organization of life, with emphasis on chemical structures that are used in these systems. The course will be divided into three main sections: 1) Structure of Biomolecules, 2) Metabolism, and 3) Integration of cellular communication/Photosynthesis.

This can be a challenging course. You will also be asked to apply your prior knowledge from general chemistry to biological systems, daily. This will take a LOT of practice on your part. I would recommend **TWO** hours of study time per hour of lecture time to keep on top of the material. Throughout the course, I will also be asking/challenging you to *think*. We will be functioning high on the Bloom's Taxonomy scale. More specifically, I will be asking you to create, evaluate, and analyze. (For more information, please see the Wikipedia page for Bloom's Taxonomy).

I will have the Accessible PowerPoint lecture material that will be available at the time of the lecture, and our class meetings will be a discussion of material along with an attendance check during class. Also, you need to come to class prepared, having read the chapters we will be covering AHEAD of time. I will remind you of this throughout the course, and you will need to reflect on whether you are following through with this preparation. This will allow you to properly interpret and apply your knowledge to in-class attendance checks. You may have to re-read sections of the book over for further clarity after lecture or in-class activities and online homework.

What you take from the course will depend on what you are willing to put into it. I am here to help of course, but you need to do your part in learning the material. I will stress this throughout the course.

Learning Outcomes:

Through readings, exams, lecture attendance exercises, and online homework each student will have demonstrated that they are able to: Draw out the chemical structures of the biomolecules and explain their importance in our bodies, draw out the chemical structures of the molecules involved in metabolism, and explain what enzymes are involved and how the pathways work, to be able to explain how cell signaling and photosynthesis work, and to describe the energetics of both systems.

Course Access:

Your ASU courses can be accessed by both my.asu.edu and asu.instructure.com; bookmark both in the event that one site is down.

Face Cover Policy:

Each person should follow their preferences for wearing a face cover in areas where they are not required. [ASU continues to offer N95 respirators](#) for voluntary use for employees as requested. We ask that you respect others' personal decisions regarding face covers.

Covid-19 Guidance:

If you test positive or show symptoms of the virus, stay home.

COVID-19 tests are available free of charge, with results returned within 48 hours after sample pickup. Testing is a critical way to limit the spread. COVID-19 tests are available on campuses for students, employees and dependents through [Devils' drop-off](#).

Students who have tested positive for COVID-19 should isolate themselves, [follow the Maricopa County health guidance](#), and [use the ASU patient portal](#) to set up virtual medical appointments if needed. Contact the ASU Dean of Students at [480-965-6547](tel:480-965-6547) with additional questions.

Classroom Conduct (And how to be successful in the course):

These are the expected classroom codes for your conduct and have been put into effect to maximize YOUR learning, i.e., to benefit YOU.

Student Code of Conduct:

ASU and the College of Integrative Sciences and Arts expects and requires its students to act with honesty, integrity, and respect. Required behavior standards are listed in the [Student Code of Conduct and Student Disciplinary Procedures](#), [Computer, Internet, and Electronic Communications policy](#), [ASU Student Academic Integrity Policy](#), and outlined by the [Office of Student Rights & Responsibilities](#). Anyone in violation of these policies is subject to sanctions. [Students are entitled to receive instruction free from interference](#) 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](#). The Office of Student Rights and Responsibilities accepts [incident reports](#) 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 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.

As part of this, my classroom is a fragrance-free environment.

1) Take responsibility for your education.

Whether you learn depends on your willingness to listen and get involved with the material, ask appropriate questions, and do the work necessary to pass the course. If your academic

preparation is weak or if you have been out of school for a period, you may have to work harder and seek more help to succeed. A strong motivation paired with a good attitude towards learning tends to result in success for students.

2) Attend every class.

You will find that students, who attend every class, listen to the instructor, and take good notes, will be more likely to pass with a higher grade. If you have an emergency or illness, contact your instructor ahead of time to let them know you will be absent.

3) Take good notes.

I will be posting the Accessible lecture slides to Canvas by the start time of the lecture period, so that you can use the slides as a guide for taking additional notes. It has also been shown that students retain more material if they take good hand-written notes, and it is highly recommended that you do so. I would also recommend that you not rely too much on the posted slides as your only study strategy.

4) I do NOT offer extra credit.

I do not offer extra credit. Also, at the end of the semester, I will not re-evaluate your graded assignments.

5) At the end of the semester, I do NOT round final grades.

That is already built into the grading scheme, so do NOT email me to ask to round up.

6) Get to class on time.

Students who walk into the classroom late distract other students in the learning environment. If you know you will be arriving late, please be considerate of the instructor, and let me know ahead of time via an email. It is also distracting to other students in the course and myself, so please enter through a rear door (if available) as quietly as possible (please don't let the door slam).

7) Practice common courtesy.

Do not have private conversations and turn cell phones sounds to OFF (not to vibrate). The noise from both activities is distracting to other students. Your classmates deserve your respect and support. I believe that to learn biochemistry, I will need your undivided attention. If your

cell phone goes off in class, or you are texting during class, I reserve the right to ask you to leave for the day.

8) Ask appropriate questions.

It's good to ask questions and make comments but keep them related to the topic at hand. If you dominate the class time with too many questions/comments, the instructor and other students cannot participate in class discussions. If you do have questions during lecture, please be polite and raise your hand. Also, if you have several questions, you should consider setting up an office hour meeting with me via Zoom.

9) Respect your instructor.

Learning should be a conversation between instructor and student. You should not expect to make demands from your instructor, but to engage with them. I do NOT tolerate belligerence or disrespect. I can ask you to leave class or office hours if you are behaving inappropriately. This includes talking during lecture.

10) Come to class prepared.

Coming prepared to class involves reading the chapter ahead of time. The textbook is provided to you at a reduced cost, so take advantage of that and read the chapter!!

11) Turn in your work on time.

It is important to plan ahead and make time for your studies. Students who wait until the last minute to do their work usually make lower grades and are more likely to miss deadlines. This is especially important with the online homework. Homework is due at 11:59 PM on the date listed. Notify the instructor BEFORE an assignment is due if an urgent situation arises and you are unable to submit the assignment on time.

All assignments, unless otherwise announced by the instructor, **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 to access the [Time Converter](#) to ensure your account for the difference in time zones. Note: Arizona does not observe daylight savings time.

12) Do not bring children to class.

Children in classrooms are distracting to the instructor, other students, and you. Please plan ahead for childcare.

13) Do not bring relatives, significant others, etc. to class without prior written permission.

This again is for safety reasons, and the prior written permission must be at least one week in advance.

14) You are responsible for reading the announcements/emails that I send through Canvas.

I post many important announcements/emails, and by not reading them, you will potentially be missing out on information that can help you in the course. You should check the course daily, make a calendar with due dates, and communicate with your peers and instructors for the course.

15) If you are struggling with your coursework, seek assistance.

There is clear evidence that students who take advantage of academic support services perform better academically. As an ASU student you have access to many resources on campus. This includes tutoring, academic success coaching, counseling services, financial aid, disability resources, career and internship help and many opportunities to get involved in student clubs and organizations.

- Tutoring: students.asu.edu/academic-success
- Counseling Services: students.asu.edu/counseling
- Financial Aid: students.asu.edu/financialaid
- Disability Resource Center: asu.edu/studentaffairs/ed/drc/
- Major/Career Exploration: uc.asu.edu/majorexploration/assessment
- Career Services: students.asu.edu/career
- Student Organizations: asu.edu/studentaffairs/mu/clubs/
- [ASU Writing Centers: tutoring.asu.edu/writing-centers](https://tutoring.asu.edu/writing-centers)
- [ASU Police Department: cfo.asu.edu/police](https://cfo.asu.edu/police)
- [International Student Resources: students.asu.edu/international/support/academic](https://students.asu.edu/international/support/academic)

16) Please inform me if you are going to be leaving class early or arriving late.

This again, is your responsibility. Sometimes there are emergencies, but please inform me, because leaving class is a disruption to me and other students.

Required Materials:

Textbook info:

The required material for this course will be provisioned as an e-book and made available at a discounted price significantly cheaper than if purchased directly from the publisher. If you wish to take advantage of this discounted group price, no additional action is needed.

NOTE: Following the drop/add period, a charge of \$103.25, plus tax, will post to your student account under the header "Digital Integrated Course Mtrl" and your access will continue uninterrupted.

If you'd rather purchase the material from an alternate source, you may choose to opt out of the program by using this link: <https://includedcp.follett.com/123> [Links to an external site.](#) 4. Enter your ASU e-mail address AS IT APPEARS IN THE ASU DIRECTORY (<http://asu.edu/directory>), then follow the instructions provided. Be aware that if you do opt-out, your access to the e-book will be discontinued.

TO ACCESS MyLab/ Mastering & e-Book:

1. Click on the "**BRYTEWAVE Course Materials**" tab in this Canvas shell.
2. Copy the access code.
3. Go to the "**Pearson Access**" tab in this Canvas shell and log into your Pearson MyLab/Mastering Account, (or create a new one if you do not have one.)
3. Paste the access code into the appropriate box in the "**Pearson Access**" tab. You can now access all your course materials and the e-Book.

Please note: the e-Book won't appear on your shelf until approximately 5 days prior to the start of classes. If you need assistance accessing the book or the opt-out portal, please fill out the support request form: <https://forms.gle/uD4GhBxMoixnbwYx5> [Links to an external site.](#)

- Scientific Calculator

Course Grading/Grade Scale

Online Homework	75 points
Attendance Exercises	125
<u>4 Midterm Exams</u>	<u>400</u>
Total	600 points

Course Grade Scale (No Curve) *

(Plus/Minus system not used)

Grade average	88-100	A
	76-87.9	B
	64-75.9	C
	52-63.9	D
	Below 52	E

Evaluation: Your final grade will be determined by your performance on lecture attendance, exams and online homework as described above. Please note that there is **no** curve in this class on exams, there is a curve built into the course, as

outlined above. Also, note that most points in this course come from the midterm exams, so you will want to stay on top of the material!

* Since your grade in this course is not curved, you will not be affected by the performance of others. You should therefore be encouraged to help your classmates, and actively participate in activities and office hours.

For your own protection, you should keep a copy of everything you hand in, and you should keep your graded assignments at least until grades are finalized at the end of the semester, and in the event you wish to contest any grades. If you want to discuss point deductions on exam questions, you must do so within two weeks of the exam. After that, the grade is considered permanent. Also, I will not re-evaluate exam scores or other graded assignments at the end of the semester.

Coursework:

Online homework (75 points): We will be using the *Mastering* online homework system and there will be a *dynamic study module* relating to chapters in the book that we cover. Please note that the assignments will be due in sections that correspond to the exam schedule. The online homework assignments are each worth 7.5 points, so for 10 assignments that get counted at the end of the semester, for a total of 75 points. All assignments will always be due by 11:59 PM on the due date. You will need to keep track of the dates these are due; I would recommend the use of a calendar so that you remember. I will drop your **two** lowest scores for the dynamic study modules assignments. Also, questions about online homework questions are best addressed in office hours, and you will need to come prepared, with the work you have completed for the problems you want help with.

Attendance Exercises (125 points total): Your attendance in lecture is expected. There will be a daily attendance check related to material covered on the lectures that will be administered via paper. These will be turned in prior to you leaving the session to me and will require you to answer the quiz question and to print and sign your name on the paper. I will collect these at the end of class, I will not accept them at any other time, and will only accept your paper. I have to physically receive it from you, if I do not receive it that day, it will count toward your 20% missed. No exceptions. To receive full credit for these, you are expected to attend 80% of the total number of lectures during the semester (excluding exams). For example, if there are 24 in-person lectures, then you are expected to attend 20 lectures to receive full credit (~80%). The flexibility inherent in the attendance policy takes into consideration a host of issues that may prevent attendance, including, but not limited to: illness, traffic, personal issues, over sleeping, etc. It is the responsibility for each student to keep track of their absences. Please note that because this is an attendance grade, and there is a built-in number of sessions you can miss, I will not be excusing absences for any reason. Do not email to ask for excused absences. Therefore, **Make-up lecture attendance exercises will not be given.**

Exams (400 points total): Exams will be administered in-class via Canvas on your laptop. You will have to bring your laptop, and make sure it is functioning for the exams. That includes making sure it can connect to Wi-Fi. On exam days, the exam will open at the start of class time and will be due at the end of class time. Students will not be allowed to wear hats or hoodies during exams. Exams will contain 33 multiple-choice questions. Exams will cover material covered in the lectures and in our class time discussions. There will be four, regular midterm exams worth 100 points each. The optional final exam is cumulative and will be held during finals week. **No make-up exams will be given.** No one has permission to take the exam at home. All illnesses that cause you to miss the exam will result in you having to take the optional Final during finals week. That score will replace your missing exam score. If you want to take the optional cumulative final to replace a lower score, that is also an option. If you take all four regular exams, you also do not have to take the optional final cumulative exam. Also, please note the time and date of the last/final exam. You must plan accordingly, as I DO NOT give early final exams.

In addition, if you want to discuss the validity of an exam question with me, there is a written procedure you must follow. All questions of this nature must be submitted to me, no more than 48 hours after an exam, in a typed, word document, consisting of at least 2 paragraphs in length. The first paragraph must explain, with references, why you think the question is incorrect. The second paragraph, must explain, with references, why you think another answer is correct. The typed word document must be submitted to me, via email, before the 48 hours is up, and you must schedule a time with me to meet, on my schedule, within the 48 hours. I will not discuss questions of this sort before or after class, you must follow the written procedure, as outlined above.

Again, if you want to discuss point deductions on exam questions, you must do so within two weeks of the exam date. After that time, the score will be considered permanent. I will not re-evaluate exam scores at the end of the semester.

- **Optional Cumulative Final Exam (held during finals week):** A student missing a scheduled exam must have a “university-excused” absence or a documented emergency (a doctor’s note, police report, etc.) to discuss other options. *A heavy exam schedule, wedding, family outing, vacation, or any event not approved by the university does not excuse you.* In cases of sudden illness or unanticipated emergency that prevents you from attending a scheduled exam, the student will take the optional cumulative final exam held during finals week. This will replace the missed exam score.

Attendance:

Class attendance is required in the course, and attendance is taken every class session. If you are unable to attend class for any reason, please contact me as soon as possible.

Statement on Inclusion:

Arizona State University is deeply committed to positioning itself as one of the great new universities by seeking to build excellence, enhance access and have an impact on our community, state, nation and the world. To do that requires our faculty and staff to reflect the intellectual, ethnic and cultural diversity of our nation and world so that our students learn from the broadest perspectives, and we engage in the advancement of knowledge with the most inclusive

understanding possible of the issues we are addressing through our scholarly activities. We recognize that race and gender historically have been markers of diversity in institutions of higher education. However, at ASU, we believe that diversity includes additional categories such as socioeconomic background, religion, sexual orientation, gender identity, age, disability, veteran status, nationality and intellectual perspective.

Accommodation for Active-Duty Military:

Students who participate in line-of-duty activities shall be provided make-up assignments, examinations, or other graded coursework missed because of required work performed in the line-of-duty, without penalty. See university policy: ACD304-11; SSM 201–18: Accommodating Active-Duty Military <https://www.asu.edu/aad/manuals/ssm/ssm201-18.html> for details. Students should discuss individual concerns with their instructor.

Accommodation for religious practices:

In compliance with ACD 304-04, students who need to be absent from class due to the observance of a religious holiday or participate in required religious functions must notify the faculty member in writing as far in advance of the holiday/obligation as possible. Students will need to identify the specific holiday or obligatory function to the faculty member. Students will not be penalized for missing class due to religious obligations/holiday observance. The student should contact the class instructor to make arrangement for making up tests/assignments within a reasonable time.

Accommodation for university-sanctioned activities:

In compliance with ACD 304-02, students who participate in university-sanctioned activities that require classes to be missed, should be given opportunities to make up examinations and other graded in-class work. However, absence from class or examinations due to university-sanctioned activities does not relieve students from responsibility for any part of the coursework required during the period of the absence.

Course information:

This course is offered by the [College of Integrative Sciences and Arts](#). For more information about the college, visit our website: cisa.asu.edu/ . If you have questions or concerns about this course, please speak with your instructor. If your instructor is unable to address your concerns, please send your inquiry to cisa@asu.edu.

Harassment Prohibited:

ASU policy prohibits harassment on the basis of race, sex, gender identity, age, religion, national origin, disability, sexual orientation, Vietnam era veteran status, and other protected veteran status. Violations of this policy may result in disciplinary action, including termination of employees or expulsion of students. Contact the professor if you are concerned about online harassment of any kind, and he/she will put you in contact with the Dean of Students office.

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>.

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. ASU Online students may access 360 Life Services, <https://goto.asuonline.asu.edu/success/online-resources.html>.

Student Accessibility and Inclusive Learning Services (SAILS):

Qualified students with disabilities who will require disability accommodations in this class are encouraged to make their requests to the instructor at the beginning of the semester either during office hours or by appointment. Note: Prior to receiving disability accommodations, verification of eligibility from the Student Accessibility and Inclusive Learning Services (SAILS) is required. Disability information is confidential.

Disability Resource Center (eoss.asu.edu/drc)

Email: DRC@asu.edu

DRC Phone: 480-965-1234

DRC FAX: 480-965-0441

Mental Health:

As a student, like anyone else, you may experience a range of challenges that can interfere with learning, such as strained relationships, increased anxiety, substance use, feeling down, difficulty concentrating, and/or lack of motivation. These emotional health concerns or stressful events may diminish your academic performance and/or reduce your ability to participate in daily activities. ASU Counseling Services provides counseling and crisis services for students who are experiencing a mental health concern. Any student may call or walk-in to any ASU counseling center for a same-day or future appointment to discuss any personal concern. Here is the website: eoss.asu.edu/counseling. After office hours and 24/7 ASU's dedicated crisis line is available for crisis consultation by calling 480-921-1006.

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 provost.asu.edu/academicintegrity.

If you fail to meet the standards of academic integrity in any of the criteria listed on the university policy website, sanctions will be imposed by the instructor, college, and/or dean. Academic dishonesty includes, but is not limited to, cheating on an academic evaluation or assignment, plagiarizing, academic deceit (such as fabricating data or information), or falsifying academic records. Turning in an assignment (all or in part) that you completed for a previous class is considered self-plagiarism and falls under these guidelines. Any infractions of self-plagiarism are subject to the same penalties as copying someone else's work without proper citations. Students who have taken this class previously and would like to use the work from previous assignments should contact the instructor for permission to do so.

If you have any questions about your work and the academic integrity policy, please discuss your assignment or concerns with your instructor, teaching assistant, or your college Academic Integrity Officer in advance of submitting an assignment. Student resources on Sun Devil Integrity and strategies for completing your work with integrity and avoiding plagiarism are available here: [ASU Student Resources for Academic Integrity](https://provost.asu.edu/academicintegrity) or provost.asu.edu/academicintegrity for more information.

Grade Appeals:

Students must first speak with the instructor of the class to discuss any disputed grades. If, after review, a resolution is not achieved students may proceed with the appeal process. 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), regardless of whether the student is enrolled at the university. Complete details are available in the [ASU Grade Appeals policy](#).

Classroom Community:

To build a course climate that is comfortable for all, it is important that students (1) display respect for all members of the class – including the instructor and students; (2) pay attention to and participate in all interactive student partner/instructor sessions and activities; and (3) observe the rules of appropriate online behavior (also known as *netiquette*). This term is defined by the instructor and includes keeping course discussion posts and oral communication with other students (or the instructor) focused on the assigned topics. Students must maintain a cordial atmosphere and use tact in expressing differences of opinion. In addition, they must avoid racist, sexist, homophobic, or other negative language that may unnecessarily exclude course members. This is not an exhaustive list of behaviors; rather, it represents examples of the types of things that can have a dramatic impact on the course environment. Your final grade may be reduced each time you engage in the types of negative behaviors indicated above.

Establishing a Safe Environment:

Learning takes place best when a safe environment is established in the classroom. In accordance with [SSM 104-02](#) of the Student Services Manual, students enrolled in this course have a responsibility to support an environment that nurtures individual and group differences and encourages engaged, honest discussions. The success of the course rests on your ability to create

a safe environment where everyone feels comfortable to share and explore ideas. We must also be willing to take risks and ask critical questions. Doing so will effectively contribute to our own and others' intellectual and personal growth and development. We welcome disagreements in the spirit of critical academic exchange, but please remember to be respectful of others' viewpoints, whether you agree with them or not.

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

Trigger Warning:

Please note that some course content may be deemed offensive by some students, although it is not my intention to offend anyone. In addition, some materials that we link with online might also be considered offensive, troubling, or difficult to review in terms of language or graphics. I attempt to provide warnings when introducing this kind of material; yet if I forget to do so, or if something else (in my materials or posts from fellow students) seems offensive, please contact me at Jennifer.sniegowski@asu.edu or the faculty head, [Dr. Rich Bauer](#).

Prohibition of Commercial Note Taking Services:

In accordance with ACD 304-06, 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 note taker's name as well as the instructor's name, the course number, and the date.

Course Evaluation:

Students are expected to complete the course evaluation. The feedback provides valuable information to the instructor and the college and is used to improve student learning. Students are notified when the online evaluation form is available. The results are always anonymous and cannot be reviewed by the instructor/department until after final grades have been posted.

Email Communications:

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.

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

Course Time Commitment:

Coursework includes all learning activities including reading, watching videos, studying, and completing assignments. Arizona Board of Regents (ABOR) requires 45 hours of coursework per credit for college-level courses, which translates to:

- 1 credit hour = 45 total hours
- 2 credit hours = 90 total hours
- 3 credit hours = 135 total hours
- 4 credit hours = 180 total hours
- 5 credit hours = 225 total hours

ASU courses range in length from 6 weeks to 15 weeks. Below is a breakdown of the 135-hour required time commitment for a three-credit course divided among weeks for courses of various lengths.

Course Length	Time on Coursework per Week for a 3-credit course	Total Time Requirement for a 3-credit Course
6 weeks	22.5 hours	135 hours
7.5 weeks	18 hours	135 hours
8 weeks	17 hours	135 hours
15 weeks	9 hours	135 hours

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.

Academic Affairs Manual:

For a complete guide to Arizona State University course policies, please refer to the [Academic Affairs Manual \(ACD\)](#).

Drop and Add Dates/Withdrawals:

If you are unable to take this course for any reason, be aware that there is a limited timeline to drop or add the course. 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, Withdrawing as a Financial Aid Recipient, Medical/Compassionate Withdrawal, and a Grade of Incomplete.

Course withdrawals:

The course withdrawal deadline is March 31, 2024. The complete session withdrawal deadline is April 26, 2024.

BCH 361
TENTATIVE LECTURE SCHEDULE
Spring 2024

Day	Date	Lecture Chapter/Topic
T	1/9	Class expectations/ Syllabus
TH	1/11	Tips for Success/Review Activity
T	1/16	Properties of Water (Chapter 2)
TH	1/18	pH, pKa, buffers (Chapter 2)
T	1/23	Amino Acids (Chapter 5)
TH	1/25	Amino Acids/ pI calculations (Chapter 2 and Chapter 5)
T	1/30	pI calculations/Review for Exam 1 (Chapter 2 and Chapter 5)
TH	2/1	EXAM 1 held in-person via Canvas during class time
T	2/6	Proteins: 3D structure of Proteins (Chapter 6)
TH	2/8	Proteins (Chapter 6)
T	2/13	Protein Purification techniques (End of Chapter 5, yellow pages/appendix)
TH	2/15	SDS-PAGE/Electrophoresis (End of Chapter 2 and End of Chapter 6, yellow pages/appendix)
T	2/20	The behavior of Proteins: Enzymes (Chapter 8)
TH	2/22	Enzymes (Chapter 8)
T	2/27	Lipids (Chapter 10)
TH	2/29	Lipids (Chapter 10)/DNA (Chapter 4)
T	3/5	Spring Break! NO Class!
TH	3/7	Spring Break! NO Class!
T	3/12	DNA (Chapter 4)
TH	3/14	DNA/Biotechnology (End of Chapter 4, yellow pages/appendix)/Review for Exam 2
T	3/19	EXAM 2 held in-person via Canvas during class time
TH	3/21	Carbohydrates (Chapter 9)
T	3/26	Bioenergetics (Chapter 11)
TH	3/28	Glycolysis (Chapter 12)
T	4/2	Citric Acid Cycle (Chapter 13)/Review for Exam 3
TH	4/4	EXAM 3 held in-person via Canvas during class time
T	4/9	Electron Transport Chain (Chapter 14)
TH	4/11	Signal Transduction (Chapter 20)
T	4/16	Signal Transduction (Chapter 20)/Photosynthesis (Chapter 15)

TH	4/18	Photosynthesis (Chapter 15)
T	4/23	Review activity; For Exam 4 and for the cumulative final
TH	4/25	EXAM 4 held in-person via Canvas during class time
T	4/30	<u>Optional</u> Cumulative Final held in-person Via Canvas from 12:10-2:00 pm

- Some chapters may take more or less time than estimated here.
- Every effort will be made to avoid changing the course schedule, but the possibility exists that unforeseen events will make syllabus changes necessary due to the changing pandemic situation or another unforeseen situation.
- I reserve the right to make changes to the syllabus and schedule as deemed necessary. Students will be notified in a timely manner of any syllabus changes via email, or in the Announcements section on Canvas.

BCH 361 Syllabus
ASU Downtown Phoenix Campus
Dr. Sniegowski
Spring 2024
T TH Noon-1:15 PM
SYLLABUS CONTRACT

I have read and will accept the policies put forth in the syllabus for Bch361 for the spring of 2024 by Dr. Sniegowski. More specifically, I agree to:

- 1) I understand that there is NO curve in this class, and that the plus/minus system is not used.
- 2) I agree to the makeup exam policy, and I am aware that a documented emergency or university sanctioned absence are the *only* forms of absences that will result in use of this makeup policy.
- 3) I understand that attendance in this course is highly encouraged, and that I will be losing out on points and information if I miss class on a daily basis.
- 4) I understand that I need to check my email/Canvas on a regular basis to read the announcements for this course.
- 5) I agree to have a good attitude about learning in this course and realize that my success in this course will be highly dependent upon the amount of effort I exert in reading, working problems, and attending office hours.
- 6) I understand that online homework is mandatory.
- 7) I understand that changes may be made to the syllabus and course schedule due to the changing pandemic situation.

Printed Name: _____

Date: _____

Signed Name: _____