BIO 181: General Biology I Lab

Spring 2025

Course and Faculty Information

Instructor: Dr. Steven Hart (Dr. Hart)

Pronouns: he, him, his

Contact Information: Canvas Message (preferred) or sghart@asu.edu

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.

Although I will do my best to respond to emails promptly, I typically do not respond to emails outside of working hours (M-F 8am – 5pm). My goal is always to respond within three working days. **All instructor correspondence must be sent though Canvas messaging or your ASU email account.**

Office Hours

- Mondays 2:00 – 3:00pm, Tuesdays 2:30 – 3:30pm, Thursdays 10:30 – 12:00pm
- Location: CLCC 217E (zoom available by request)
- *Additional office hours available by request!*

Scheduled class Meeting Times:

(14167) Monday 3:00 – 5:45pm, CLCC 206

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.

This course fulfills the ASU **Scientific Thinking in Natural Sciences (SCIT)** General Studies Gold requirement.
Students completing a Scientific Thinking in Natural Sciences course will be able to:

1. Obtain and interpret qualitative or quantitative data and communicate the findings.
2. Employ evidence to construct and test scientific hypotheses.
3. Assess the validity of scientific claims using evidence from biological or physical science.
4. Create models to explain observable phenomena and understand biological or physical processes in the natural world.
5. Communicate coherent arguments using evidence drawn from qualitative or quantitative sources.

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

Attendance: Laboratories are designed to provide students with hands-on experiences. **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. **Failure to participate meaningfully in lab activities is considered an unexcused absence. If you miss more than two labs due to unexcused absences, excessive tardiness, or lack of participation, you will automatically fail the course with a lab grade of zero.** You will not receive any credit for activities missed during unexcused absences. **More than three absences for any reason (excused or unexcused) will result in failure of the lab and a lab grade of zero.**

Entrance to the Lab: Lab doors must be kept shut and unobstructed (e.g. by trashcans) after the first 10 minutes of lab. This is essential for safety and biosecurity. If a student needs to step outside for a brief period of time, they may briefly prop the door open while the instructor monitors the door.

Food and Drink: Food and drinks (including water) are prohibited in all labs regardless of assigned activities. Storage/cubbies are available for students to store such materials, if needed. If you need to eat or drink, you must exit the lab to do so.

Proper Attire: You must come to lab properly dressed:

- Clothing that covers your torso and legs completely (no crop tops or torn material, *e.g.*: ripped jeans)
- Closed-toed shoes
- A lab coat and safety goggles/glasses (depending on lab course and/or lab activities)
- Do not wear loose clothing or dangling jewelry.
- Long hair must be tied up/back for safety and to not interfere with procedures.

The instructor can deduct points, refuse entry to the lab, or ask a student to leave, if they are dressed inappropriately. ***This will count as an unexcused absence for the lab.***

You must remove any personal protective equipment (PPE; gloves, lab coats, etc.) if you need to exit the lab room for any reason, *i.e.*, restroom, etc. DO NOT wear PPE outside of lab.

Lab Safety Training: Prior to the first, hands-on lab activity, it is **required** that you complete the ASU Environmental Health and Safety provided lab safety training for students. Visit: https://cfo.asu.edu/ehs-

training and enroll in the “Initial laboratory safety” course in CANVAS. Make sure you use the CANVAS link. You will receive an error message if you try to access the additional link. Lab safety training must be completed once per calendar year. Students must submit proof of completion, with the date of completion visible, to satisfy Lab Safety Training requirements for lab courses in the School of Mathematical and Natural Sciences.

Injury During Lab: Inform your instructor immediately if you injure yourself at any time during the lab, have a spill, or a breakage of any glassware or equipment. Notify the 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 the laboratory (labs using hazardous materials), please discuss this with your healthcare provider and consider informing your instructor who can provide you with a list of chemicals that will be used during the semester to discuss with your doctor.

Workstation Organization During Lab: Always make sure that your belongings are not obscuring the aisle space. Place personal items under benches or in provided cabinets/cubbies if you are using biohazardous/chemical materials to avoid the possibility of contamination. At the end of the lab session, make sure that your station is clean and ready for the next student.

Hazardous Waste: All chemical and biological waste must be disposed of in accordance with ASU policy - ***nothing goes down the drain!*** There will be labeled containers for all waste in the lab. These may include glass jugs, larger plastic containers, and Ziploc bags. Make sure you read the label and that the material you are disposing of is listed on that tag. If such a container is not present, or if it does not include the chemical you are putting in it, alert your instructor immediately.

Biohazardous Materials: Large, red bins with plastic biohazard bag inserts are for non-sharps only; these can include the following contaminated items: gloves, plates, microcentrifuge tubes, and paper towels, etc., though nothing sharp or pointed that could puncture the plastic bag should be included. Orange and white “burn up” bins/boxes or smaller red, hard-walled, plastic biohazard bins are used for other items that are sharp and may have small amounts of biohazardous contaminants on them, however, these should not be used for large amounts of biohazardous materials. The burn up boxes are for larger items of this nature (for example serological pipettes, empty 15mL conical tubes, etc) that may have small amounts of biohazard contaminants on them, but that are effectively empty. Never put plates or cultures in the burn up boxes. Always dispose of pipette tips or serological pipettes containing biohazardous materials in a container that has the biohazard symbol (shown below) on it and not in other non-biohazard tip containers.

Assumption of Risk and Liability Form

All students enrolled in an in-person laboratory course must sign and complete an electronic Assumption of Risk and Liability form. Any minors will need to print the separate “minor” form and have their parent/guardian sign it and return to the lab instructor.

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

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.

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	20%	7%
Lab Notebook Entries*	35%	12.25%
Group Presentations*	15%	5.25%
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 outside of what is described in the scale above, 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.

Some labs will require you to design, perform, analyze, and interpret 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 some 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

Periodically, 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 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	Jan 13-17	***No Labs***	
2	Jan 20-24	***No Labs – MLK Day***	
3	Jan 27-31	Introduction to BIO 181 Lab: Group introduction, Lab Group Contract, Lab Safety. Lab 1 scientific method (Elodea)	• Assumption of risk (online) • Lab Safety (online) • Group contract (In lab notebook) • Lab 1 Notebook Entry
4	Feb 3-7	Lab 2 – Graphing and Data Analysis	• Pre-lab Quiz 1 (Lab Safety, Lab 1, Graphing and Data Analysis pre-reading) • Lab 2 Notebook Entry
5	Feb 10-14	Lab 3 – Micropipetting & Serial Dilutions	• Pre-lab Quiz 2 (Graphing and Data Analysis, Micropipetting & Serial Dilution pre-reading) • Hotdog Symposium Presentations • Lab 3 Notebook Entry
6	Feb 17-21	Lab 4 - Macromolecules	• Individual Graphing Assignment 1 Due • Pre-lab Quiz 3 (Micropipetting and Serial Dilution, Macromolecules pre-reading) • Lab 4 Notebook Entry • Group Evaluation 1

7	Feb 24-28	Lab 5 – Microscopy	• Research Scholar Assignment Due • Pre-lab Quiz 4 (Macromolecules, Microscopy pre-reading) • Forensic Biochemistry Results Presentations • Lab 5 Notebook Entry
8	Mar 3-7	Lab 6 – Osmosis	• Individual Graphing Assignment 2 Due • Pre-lab Quiz 5 (Microscopy, Osmosis pre-reading) • Lab 6 Notebook Entry • Potato Symposium Presentations
9	Mar 10-14	***No Labs – Spring Break***	
10	Mar 17-21	Lab 7 – Enzyme Kinetics Part 1	• Pre-lab Quiz 6 (Mitosis and Meiosis, Enzyme Kinetics) • Lab 7 Notebook Entry • Enzyme Kinetics Protocol in Lab Notebook • Enzyme Kinetics annotated bibliography Assignment
11	Mar 24-28	Lab 8 – Enzyme Kinetics Part 2	• Individual Graphing Assignment 3 Due • Lab 8 Notebook Entry – Enzyme Kinetics Data Collection and Analysis • Group Evaluation 2
12	Mar 31- Apr 4	Lab 9 – Enzyme Kinetics Presentations	• Enzyme Kinetics Presentations (in class)
13	Apr 7-11	Lab 10 – Photosynthesis	• Individual Graphing Assignment 4 Due • Pre-Lab Quiz 7 (Enzyme Kinetics, Photosynthesis pre-reading) • Lab 10 Notebook Entry
14	Apr 14-18	Lab 11 – DNA Gel Electrophoresis	• Pre-lab Quiz 8 (Photosynthesis, DNA Electrophoresis pre-reading) • Lab 11 Notebook Entry
15	Apr 21-25	Lab 12 – Mitosis and Meiosis	• Pre-lab Quiz 9 (DNA Gel Electrophoresis, Mitosis and Meiosis pre-reading) • Lab 12 Notebook Entry • Group Evaluation 3
16	Apr 28-May 2		
17	May 5-9	***Finals Week – No Labs***	

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.

Generative AI is Not Permitted

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.

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.

Academic Status Reports

This course incorporates an early alert reporting system called Academic Status Reports (ASRs) to give you helpful updates throughout the semester. An ASR will let you know if you are progressing well or if there are concerns related to your class performance. Concerns may be related to missing classes, missing assignments, or the quality of your work. ASR notifications will be sent to your ASU email address and are visible on My ASU in the My Classes box. The ASR may provide recommended actions, such as meeting with your instructor, TA, or academic advisor. If you receive an ASR, don't ignore it and keep calm (it might be good news).

Read the message, follow the suggested instructions, and don't delay. Information for making an appointment with your academic advisor can be found on My ASU in the Academic Support Team box. Students should view ASRs as confirmation of good work or use them as a catalyst to make changes, seek assistance, and improve in the course.

You can learn more about ASRs on the Academic Status Report Resources page.
https://students.asu.edu/academic-status-report

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 (ACD 304-02). 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.

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 the fire department or appropriate ASU personnel.

It is important that any individuals who need assistance with stairs and/ or are unable to take the stairs, are identified right away, so please walk the students through the evacuation route for your lab section(s). In the event of an emergency evacuation, proceed to the designated area. The designated areas for the CLCC building are Fletcher Lawn (primary), and the breezeway between FAB and UCB (secondary). Students who cannot physically walk down the stairs will have to wait in the designated "Area of Refuge." **You will need to alert emergency personnel of the person(s) and their location."**

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.** Changes in work hours or other similar personal problems will not be approved as reasons for awarding incompletes. The Associate Director of the School of Mathematical and Natural Sciences must approve any incomplete grade requests.

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	**January 13, 2025**
Last Date to Register or add a Class	**January 19, 2025**
Martin Luther King Jr. Holiday Observed - Classes excused/University Closed	**January 20, 2025**
Last Date to Drop a Class	**January 26, 2025**
Spring Break- Classes excused/University Open	**March 9-16, 2025**
Course Withdrawal Deadline	**April 6, 2025**
Complete Session Withdrawal Deadline/Last Day of Classes*	**May 2, 2025**
Final Exams	**May 5-May 10, 2025**
Final Grades Due	**December 9 - 16, 2024**

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.***