

General Biochemistry I (BCH 461) Syllabus

Spring Semester 2025 (Session A)

Online Course (18298): 01/13 – 03/04
iCourse (18301): 01/13 – 03/04

Faculty Information

Instructor: Dr. Ashli Morgan
Email: Ashli.Morgan@asu.edu (Put "BCH 461 OL" in subject line to ensure delivery)
If you don't receive a response within 48 hours, please resend the email. Do not send emails through Canvas or your personal email; please use your ASU email for all communications with me. Emails sent after 6:00 pm MST may not be answered until after 8:00 am MST (at the earliest) on the next day.
Office: Virtually on the **ZOOM** online platform (<https://asu.zoom.us/j/4704581370>)
OR Physical Sciences Building, D-Wing, Room 205 (**PSD 205**)
Office Hours: **M W from 11:30 am – 2:30 pm MST** on **ZOOM**/in **PSD 205** and/or by appointment Mon. – Sat.
Please note that these are also my BCH 461 (immersion)/BCH 361 office hours. If these times do not work for you or you would prefer a private meeting, send me an email to set up appointment!
Office Phone: (480) 965-8193

Course Description

Welcome to General Biochemistry I at Arizona State University! BCH 461 is the first semester of general biochemistry covering the structure, chemistry and metabolism of biomolecules as well as their role in the biochemical processes of living organisms. You will have the opportunity to practice your critical thinking skills and learn how the macroscopic world (explored in your biology courses) around you is linked to the microscopic world (explored in general and organic chemistry courses) underneath. In this course we will emphasize conceptual understanding (not memorization—you will be allowed to make and use a notes page on quizzes) through visualization, critical thinking, and problem solving. As you study and solve problems, take the time to actually understand the HOW and WHY instead of simply memorizing the concepts and doing the assigned problems. Practice putting concepts together to visualize the interconnectedness to apply concepts learned to new or different situations.

Credits: 3
Pre-Requisite(s): CHM 234 OR CHM 334 with a C or better
Co-Requisite(s): BCH 341 OR CHM 341 OR CHM 346 with a C or better if completed OR Visiting University Student

Course Time Commitment

This three-credit course requires a minimum of 135 hours of work. Please expect to spend **at least 18 – 21 hours each week** preparing for and actively participating in this course.

Course Learning Outcomes

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

1. Identify the forces that determine the macromolecular structure.
2. Identify the structures of all the amino acids and explain how they join to make polypeptides.
3. Analyze the 3-dimensional structure of a protein and explain how this affects ligand binding.
4. Explain methods used by biochemists and other molecular scientists as well as explain how the data generated can be used to answer questions about biomolecules.
5. Distinguish the different types of enzyme binding and analyze how this affects enzyme kinetics.
6. Demonstrate an understanding of enzyme mechanisms.
7. Explain and compare enzyme regulation mechanisms.
8. Identify the structures of nucleotides and explain how they join to make nucleic acids like RNA and DNA.
9. Identify the structure of DNA and all of its variant forms.
10. Explain how we know nucleic acids are genetic material.
11. Explain methods used to analyze and manipulate DNA.
12. Describe how DNA is replicated, repaired and recombined.
13. Describe how polypeptides are created and modified in cells.
14. Describe how RNA and protein expression are regulated.
15. Read, analyze and evaluate scientific journal articles (and ethics) that apply to material covered.

Course Materials

1. **(OPTIONAL) TEXTBOOK (or eBook)** *Lehninger's Principles of Biochemistry*, 8th edition by D. L Nelson and M. M. Cox.
 - *Lecture videos will be organized from chapters in this text but the book itself optional. You will be tested over material from the lecture videos; however, the book is a great supplement to the videos and is the recommended text for BCH 462.*
 - **Choose the format that works best for you!** You can rent or buy this text in either hardcover or electronic formats from the ASU Bookstore or from Macmillan publishing (click <https://www.macmillanlearning.com/college/us/product/Lehninger-Principles-of-Biochemistry/p/1319228003>). If you find another source for the text or want to use an older edition (6th or 7th editions are decent substitutions), then that is acceptable.
 - **Achieve access is NOT required.**
2. **(REQUIRED)** Scientific calculator for homework and quizzes. Be sure to learn how to use it before you need to rely on it in a test-taking situation. A graphing calculator is also allowed but all calculations can be done using a scientific calculator. You will not be able to use a phone or online calculator on the exams.
3. **(REQUIRED)** For online assignments and quizzes, students will need a **computer (NOT a tablet, iPad, or Chromebook)** and a **reliable broadband internet connection**.
4. **(REQUIRED)** A **webcam** will be needed for online exams and is recommended if attending office hours online.
5. **(OPTIONAL)** Access to a **printer** is recommended for printing out notes/assignments/resources.

Course Access

Your ASU courses can be accessed by both my.asu.edu and myasucourses.asu.edu. Bookmark both in the event that one site is down.

Computer Requirements

This is a fully online course; therefore, it requires **a computer with a functional webcam (not a tablet, iPad, Chromebook) for online assignments and quizzes** and the following technologies:

- Web browsers (please use [Chrome](#) or [Mozilla Firefox](#) as other browsers are not fully compatible with the Canvas system and may not function or may function unpredictably)
- [Adobe Acrobat Reader](#) (free)
- **Webcam (REQUIRED)** capable of doing a 360° environment scan
- **(Recommended, NOT required)** Microphone, headset/earbuds, and speaker
- Microsoft Office ([Microsoft 365 is free](#) for all currently-enrolled ASU students)
- Reliable broadband internet connection (DSL or cable) to stream videos (it is recommended that your internet download speed is at least 5.0 Mbps. You can use this [tool to test your current connection](#))

Note: A smartphone, tablet, 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 and quizzes. I cannot give extensions or provide exceptions for students who experience technical difficulties while attempting to submit assignments/quizzes using something other than a laptop or desktop computer.

Technical Support

- **Canvas Help Icon:** The 'Help' icon located in the black global navigation menu in our Canvas course will allow you to virtually chat with a Canvas representative who is available to assist you 24 hours a day, 7 days a week.
- **24/7 ASU Experience Center:** You can call the ASU Experience Center at +1 (855) 278-5080 to speak directly with a Canvas representative who is available to assist you 24 hours a day, 7 days a week. **Be sure to ask for a case number if your technology issue is affecting the submission of an assignment or exam.**

NOTE: For all technical issues, please use the Chat feature or ASU Experience Center as soon as possible and obtain documentation. As the course instructor, I am not able to fix these issues and I will require proof of the technical issue you experienced. Please be aware that starting a quiz less than two hours before the deadline will not give you enough time to troubleshoot any technical issues and may result in a lower than desirable score on the quiz. The earlier any technical issue is addressed, the better!

Student Success/Sources of Help

To be successful, I recommend the following:

- Check Canvas **daily**, read announcements, and check your ASU email for course notifications.
- Read and respond to course email messages as needed.
- **Watch all lecture videos** (*this is where you will find the material you will be tested over*).
- Read the recommended sections in the textbook. *Many students find the textbook to be a great resource to supplement the lecture videos.*
- Complete homework assignments **prior** to taking the quiz/exam (*problems in the homework assignments are designed to prepare you for the quizzes*).
- **Communicate regularly** with your instructor (utilize office hours!) and peers (post and read on the course Community Forum!).
- **Create a study and/or assignment schedule** to stay on track.
- **Leave enough time to troubleshoot any potential technical issue.**
- Monitor your grades.
- Access [ASU Online Student Resources](#).
- **University Academic Success Programs (UASP):** UASP offers free tutoring, both in person and online, and periodic review sessions. You can access their schedule at tutoring.asu.edu.
- **Don't wait to ask for help!**

Please contact me directly with any questions or concerns regarding your success in this course!

Communicating with the Instructor

Course Community Forum

Our course has a discussion topic called “**Community Forum**” to which you are encouraged to post your questions from that week’s content or to answer the questions of others. This will be moderated by myself and the course TA(s) but I encourage you to answer each other’s questions as well!

Email

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. **Email me directly at Ashli.Morgan@asu.edu.** Identify your class (BCH 461 OL) in the subject line so I can ensure your email is answered in a timely fashion.

If you don't receive a response within 48 hours, please resend the email. Do NOT send emails through Canvas or your personal email as these are not always forwarded to my ASU email; please use your ASU email for all communications with me. Emails sent after 6:00 pm MST may not be answered until after 8:00 am MST on the next business day (Monday - Friday). If an email is sent to on a weekend (Saturday, Sunday), a response may not be sent until after 8:00 am on the following Monday. All instructor correspondence will be sent to your ASU email account. For time-sensitive issues, it is best to email immediately rather than on the Community Forum, at office hours, or other means.

Communication Etiquette

When emailing me or any of your instructors/TAs, please use your ASU email only, NOT your personal email OR your Canvas email system. These emails often cannot make it past ASU's spam filters, resulting in no receipt of the email. In any email you send, you should include:

- the class in which you are enrolled in the subject line (i.e. BCH 461 OL),
- a salutation to me (so I know that I am the intended recipient of your email),
- a detailed explanation of your question/issue along with supporting documentation (i.e. a screenshot of a problem or a doctor's note),
- and close out the email with your name.

Communications between students, and between students and instructors/TAs, should be respectful and professional. Discussion etiquette is detailed in Module 0.

Office Hours

I, as well as the course TA(s), will use **Zoom** (asu.zoom.us) to conduct online office hours. Information on logging in to Zoom as well as the office hour schedule can be found in Module 0. Generally, I will use the whiteboard feature of Zoom so that I can draw things that you will be able to see on your screen. Since multiple students may be in a Zoom meeting at the same time, it should not be considered a medium for a private meeting. You are welcome to discuss strategies for studying, but I will not discuss actual scores/grades. If you would like to discuss something of a personal nature (like grades), please email me to set up an appointment. Additionally, office hours will not be recorded. If you cannot make office hours, I recommend posting your question to the Community Forum, sending it to me in an email, or setting up an appointment.

Course Announcements

I will use the announcements tool to post messages that I feel are important for all students. Topics might include corrections or content of upcoming quizzes. It is your responsibility to check the announcements regularly—I **suggest checking the course website at least once every 24 hours Monday through Friday and at least once on weekends.**

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.

Grading

Grades reflect your performance on assignments and adherence to deadlines. Grades on assignments such as concept checks, homework and the automatically-graded section of the module quizzes will be available no later than 48 hours after the due date. Grades for the discussion boards and the short answer section of the module quizzes will take a bit longer but should be available 2 - 3 days after the due date. After each module quiz, an "in-progress" letter grade will be updated on Canvas. After the Module 2 Quiz, your letter grade will be available in Canvas.

Ordinarily a grade of "A+," "A," "A-," "B+," "B," "B-," "C+," "C," "D," or "E" is given upon completion of a course, unless another grading option such as "audit" or "pass/fail" is indicated at the time of registration. **Grading options cannot be changed after the close of the drop/add period. Any extra credit earned during the course will be totaled and that total will be added to your total course points at the end of the session; you will not see any extra credit reflected in your grade on Canvas until the end of the course.**

Course letter grades will be assigned according to your percentage out of 750 possible points:

Assignment	Points	% of Total Points	Point Total	Letter Grade*
Module Quizzes (best 6 of 7)	450	96-100	720+	A+
Canvas Homework (best 11; <i>weighted</i>)	200	92-95.9	690-719	A
Concept Checks (best 10 of 12)	70	88-91.9	660-689	A-
Practice Quizzes (best 6 of 7)	15	84-87.9	630-659	B+
Module 0 Quizzes (2)	10	80-83.9	600-629	B
Discussion Board #0	5	76-79.9	570-599	B-
TOTAL	750	72-75.9	540-569	C+
		64-71.9	480-539	C
		52-63.9	390-479	D
		below 52	<390	E

** If the overall class distribution at the end of the semester warrants it, these cutoffs may be lowered slightly (they will not be raised). A grade of EN = failing for no participation, EU = failing for incomplete participation, XE = academic dishonesty.*

Grading Errors and Appeals

The short answer portion of each module quiz as well as the weekly extra credit discussion boards/notes pages will be graded by the course TA(s). These assessments will have a rubric that will be filled out by the TA. Additionally, the TAs will be reviewing proctoring footage to look for violations which are not limited to: poor environment scan, use of un-allowed materials, interactions with others, and failure to show/alteration of your short answer pages. View 'Quiz Requirements' in Module 0 for a comprehensive list of penalties for violations.

While we strive to provide accurate grades for all students, there will be times when something gets incorrectly graded or uploaded. **If you receive no score (or a zero) for a quiz**, or suspect a homework score or a module quiz question has been mis-graded, you must let your instructor know immediately so I can get it corrected. Please keep track of your own grades so you know if something is not correct. **You have a two-day limit after the module quiz scores are posted to submit a re-grade petition form—after this, scores are considered permanent.**

Module Quiz Re-Grades: If you feel a module quiz **short answer** question was graded incorrectly, you can fill out a Re-Grade Petition Form and submit it to the link in that week's module in Canvas (in pdf format) by 11:59 pm MST on the **Friday** following the module quiz.

Important: Quiz short answer document(s) that were NOT submitted by the deadline to Canvas (regardless of reason) OR quiz short answer document(s) that didn't upload properly OR an incorrect document was uploaded in place of the quiz short answer document(s) are all instances where a ZERO is given. These are NOT subject to a re-grade.

Concept checks and homework assignments do NOT require a re-grade petition form. Both assignment types are graded immediately upon submission. You have unlimited attempts on each concept check and six attempts on each homework assignment. *If you suspect there is an error in a concept check or in a homework problem, please send me an email directly.*

Grade disputes must first be addressed by discussing the situation with the instructor. If the dispute is not resolved with the instructor, the student may appeal to the department chair per the [University Policy for Student Appeal Procedures on Grades](#).

Course Assessments

The course is divided into two sections. The first section (on introductory topics, amino acids, polypeptides, protein structure/function, and enzymes) will comprise Modules 1 - 4. The second section (on nucleic acids and molecular biology) will comprise Modules 5 – 7.

- **Module 0 Quizzes (10 points):** There are two quizzes in Module 0, each one is worth 5 points.
 - *Syllabus and Academic Integrity Quiz:* This quiz will first ensure you have read the syllabus and that you understand your responsibilities in this course. Additionally, there is a zero-tolerance policy for academic dishonesty in this course. This agreement ensures you are aware of what constitutes academic dishonesty and the potential sanctions. **You will have unlimited attempts to take this quiz to earn 100%. It will not require RLDB.**
 - *RLDB Practice Quiz:* All of the module quizzes as well as related practice quizzes are proctored using Respondus LockDown Browser+Webcam (RLDB). Therefore, it is critical that you verify it is working prior to taking a quiz. *Be sure to complete it not only to verify RLDB is working, but also to receive the points for this quiz.*
- **Module 0 Discussion Board (5 points):** Each module will contain a discussion board worth 5 points. The first discussion board in Module 0 will be a forum to introduce yourself and network and is for-credit. The remaining seven discussion boards are offered weekly for extra credit (extra credit is optional).
- **Concept Checks (70 points):** (12 concept checks in Canvas, 7 points each) Concept Check (CC) questions are intended as quick assessments of comprehension of lecture material for each chapter. You will be given **unlimited** attempts on each CC. **CC questions are ALL the covered questions you see during the lecture videos (therefore all answers are in the lecture videos).**
 - *There are no extensions provided, even for excused reasons. Instead, your TWO lowest CC scores will be dropped at the end of the course, resulting in the 70 course points for this component.*
- **Online Homework (weighted to 200 points):** (13 homework assignments in Canvas, 20 points each) Homework problem sets are available in Canvas for each chapter's lecture videos. Solving problems regularly outside of class time is one of the single best ways to succeed in this course. Most modules will have ~2 homework problem sets. **You have SIX attempts for each homework problem set; your highest score will be kept. Your final homework grade will be weighted to 200 points.** For additional practice, it is strongly recommended that you complete all the in-chapter exercises and sample problems as well as some additional problems at the end of each chapter.
 - *There are no extensions provided, even for excused reasons. Instead, your TWO lowest HW scores will be dropped at the end of the course and your score will then be weighted to 200 points.*

- **Practice Quizzes (15 points):** A practice quiz will be provided to help prepare you for each Module Quiz. **You will receive the full 2.5 points for just completing each practice quiz in Canvas+RLDB by the due date.**
 - ***There are no extensions provided, even for excused reasons. Instead, your lowest PQ score will be dropped at the end of the course, resulting in the 15 course points for this component.***
- **ONLINE Module Quizzes (450 points):** Each module will culminate with a 75-point quiz proctored with RLDB. The quiz will contain both automatically-graded (MC, T/F, etc.) and 3 – 4 short answer/essay questions. Quizzes will be available for 48 hours as seen on the course schedule and will be proctored remotely using **Respondus Lockdown Browser with Monitor**. Quizzes will have a time limit of **75 minutes**. **Plan to take each quiz well before the deadline time in case you have technical difficulties.** In general, only material covered that unit be included. However, because the course content builds through the semester, you should not forget what you have learned.
 - You are allowed to have either a scientific or graphing calculator (no phone or online calculators), a one-page (8.5" x 11") of notes (both sides), and blank scratch paper. **Do not share your work with anyone else, accept help from anyone else, or use any communication tools during/after the quiz.**
 - **Remote Proctoring:** Weekly module quizzes will be taken using an online proctoring service called LockDown Browser+Webcam (RLDB). RLDB is a custom browser that locks down the testing environment while providing a proctoring service (Respondus) that uses your computer's webcam and microphone to record your exam space to promote academic integrity. You **DO NOT** need to create an account or schedule an appointment in advance. RLDB is available 24/7 once installed, and all that is required is a computer, a working webcam/microphone, your ID, and a stable internet connection. RLDB is **FREE** for ASU students. More information on RLDB can be accessed in the **Instructions on How to Download and Use LockDown Browser+Webcam** page of Module 0. The course TAs will be reviewing proctoring footage to look for violations which are not limited to: poor environment scan, use of un-allowed materials, interactions with others, and failure to show/alteration of your short answer pages. View 'Quiz Requirements' in Module 0 for a comprehensive list of penalties for violations.
 - Requests for any extension must be emailed directly to Ashli.Morgan@asu.edu with documentation and must be done well in advance of the quiz closing. You must explain why and provide documentation for an extension request to be considered (it is at the instructor's discretion to grant or deny any extension request). **Extension requests sent through Canvas or personal email or those sent after the due date will NOT be considered or granted.**
 - ***Your lowest weekly Module Quiz will be dropped at the end of the course, resulting in the 450 course points for this component.***
 - ***There are NO cumulative midterm or final exams in this course.***

Extra Credit

Extra credit opportunities are **OPTIONAL** and are described below (and found in Module C):

- **Weekly Module Discussion Boards (35 points total; due weekly):** Modules 1 – 7 will each contain a discussion board worth 5 extra credit points each. These seven discussion boards will focus on how to read and critically evaluate journal articles, a skill that is needed regardless of the field you enter after graduation. These discussion boards will be participation-based; therefore, full points will be awarded based on the provided rubric in each discussion board (including responding to other students and maintaining netiquette). However, be sure to use your own words and thoughts in your analysis. ***Any plagiarism or use of AI will result in an automatic zero for that discussion board so include citations for any source you use.***
- **Notes Pages for Module Quizzes (14 points total; due weekly):** For each module quiz, you are allowed one page (8.5" x 11") of handwritten notes (you may write on both sides of the page). This is a great way to study the material for each quiz! Submitting a pdf version of your notes page prior to taking the quiz will be worth 2 extra credit points per page.
- **SMS Seminar Reflections (10 points total; due on 03/04):** In the School of Molecular Sciences (SMS), we have regular seminars during which ASU or visiting faculty present on their current research in a one-hour talk. These are open to the public and are a great way to learn about some of the most cutting-edge research being done at ASU and other universities. One "benefit" of the COVID-19 pandemic was that many of these seminars are being held virtually as well as on-campus, making it possible for those of you outside of Tempe, AZ to view/attend. To earn extra credit, attend a live seminar via Zoom this session (I will post recordings in Module C if/when they are made available) and write a 2 – 3-page reflection over the seminar you viewed/attended. You may complete a total of two seminar reflections, each worth 5 extra credit points. As this is extra credit, completion of these two reflections is **OPTIONAL**. ***These can be submitted at any point during the session!***
- **Instructor's Discretion:** I reserve the right to add additional extra credit as I see fit.

Submitting Assignments

All assignments, unless otherwise announced, **MUST** be submitted in **pdf format** to the designated area of Canvas by the specified due date in order to receive credit. Do not submit an assignment via email; assignments or quiz components submitted via email will receive a **zero**, even if submitted before the due date. *Concept check and homework assignments are completed within Canvas and do not require submission of a document.*

Assignment due dates follow Arizona standard time and are due at 11:59 pm MST on the specified due date. Click on the 'Time in AZ' link in the Canvas course navigation to ensure you account for the difference in Time Zones. **Arizona does not observe daylight savings time so it remains in Mountain Standard Time (MST) all year.**

Late or Missed Assignments

The inability to submit an assignment/quiz may be **excused (or an extension granted)** as per ASU policy. Proper documentation must be submitted **BEFORE** the due date to support your request for an excused absence/extension. Once proper documentation has been submitted, the instructor will determine if the grade for the assignment will be excused or if an extension is warranted. As a rule, deadlines in the course are firm due to the fast-paced nature of the course, but if an extension is necessary, it will only be a 24-hour extension. **Any request made AFTER the due date will NOT be considered or granted for any reason. Extra credit assignments will not be extended for any reason.**

Follow the appropriate University policies to request an [accommodation for religious practices](#) or to [accommodate a missed assignment due to University-sanctioned activities](#).

General Weekly Schedule

In order to make the course as predictable as possible, we will adopt this general weekly schedule:

Tuesday

Start of the module. Start watching the lectures (*and supplement by reading the associated chapters in your textbook if desired*). OPTIONAL: Begin working on the weekly extra credit discussion board.

Wednesday

Keep watching the lectures, filling out the related concept check as you go, and start on that week's homework in Canvas.

Thursday/Friday

Finish all the lectures, concept checks and homework. *If applicable, the Quiz Re-Grade Petition for the previous module is typically due on Friday at 11:59 pm MST.*

Saturday

Study for the weekly quiz (make your notes page!), take the module practice quiz and/or catch-up on any of the week's material that you did not finish. Take the practice exam. OPTIONAL: Work on/Finish the weekly extra credit discussion board.

Sunday

Weekly quiz opens at 12:01 am MST (you have 2 days to start the quiz, but remember to begin the quiz at least 2 hours prior to the due date).

Monday

End of the module. *All graded course assignments (the module quiz, the homework, the concept check, the practice exam and the weekly extra credit discussion board as well as that module's notes page) are due by 11:59 pm MST.*

This is a general outline meant for planning benefits only so there will be some exceptions to this. Please see the detailed course schedule below for all official due dates.

BCH 461 Spring 2025 Schedule

MODULE	DATES	TOPICS COVERED	CC, HW, PQ DUE DATE	QUIZ
0	Jan. 13	Syllabus and Course Introduction Module 0 Quizzes (01/14 Add Deadline)	Module 0 Assignments are due: Sat., Jan. 18	n/a
1	Jan. 14 – 21	Ch. 1—Foundations of Biochemistry Ch. 2—Water (01/19 Drop Deadline) (01/20 MLK Jr. Holiday Observed)	Tues., Jan. 21	Sun., Jan. 19 – Tues., Jan. 21
2	Jan. 21 – 27	Ch. 3—Amino Acids, Peptides & Proteins	Mon., Jan. 27	Sun., Jan. 26 – Mon., Jan. 27
3	Jan. 28 – Feb. 3	Ch. 4—The 3-D Structure of Proteins Ch. 5—Protein Function (01/31 Course Withdrawal Deadline)	Mon., Feb. 3	Sun., Feb. 2 – Mon., Feb. 3
4	Feb. 4 – 10	Ch. 6—Enzymes	Mon., Feb. 10	Sun., Feb. 9 – Mon., Feb. 10
5	Feb. 11 – 17	Ch. 8—Nucleotides & Nucleic Acids Ch. 9—DNA-Based Technologies Ch. 24—Genes & Chromosomes	Mon., Feb. 17	Sun., Feb. 16 – Mon., Feb. 17
6	Feb. 18 – 24	Ch. 25—DNA Metabolism Ch. 26—RNA Metabolism	Mon., Feb. 24	Sun., Feb. 23 – Mon., Feb. 24
7	Feb. 25 – Mar. 3	Ch. 27—Protein Metabolism Ch. 28—Regulation of Gene Expression (03/04 Last Day of Class/Complete Session Withdrawal Deadline)	Mon., Mar. 3	Sun., Feb. 23 – Mon., Feb. 24

- Any changes in the syllabus and details of quiz content will be announced via Canvas.
- Module 0 assignments are due on 01/18 at 11:59 pm MST.
- All assignments for Modules 1 – 7 (Canvas CC, HW, PQ, the EC DB and EC notes pages) are due on Mondays at 11:59 pm MST. The exception to this for the Module 1 assignments which are extended to Tuesday to account for the MLK Jr. Holiday.**
- Module quizzes will open at 12:01 am MST on Sunday and close at 11:59 pm MST on Monday each week; these are proctored using the Respondus LockDown browser. There are no cumulative midterm or final exams.
- Final grades for the course are due to myASU on 03/07 which is right before Spring Break.
- Academic Status Reports (ASRs) are submitted after each quiz for all students in danger of failing the course, starting after the Module 2 Quiz.

ASU Online Course Policies

View the [ASU Online Course Policies](#)

General ASU Policies

Student Conduct and Academic Integrity

Academic honesty is expected of all students in all examinations, papers, laboratory work, academic transactions and records. The possible sanctions include, but are not limited to, appropriate grade penalties, course failure (indicated on the transcript as a grade of E), course failure due to academic dishonesty (indicated on the transcript as a grade of XE), loss of registration privileges, disqualification and dismissal.

For more information, see <http://provost.asu.edu/academicintegrity>. Additionally, required behavior standards are listed in the [Student Code of Conduct and Student Disciplinary Procedures](#), [Computer, Internet, and Electronic Communications policy](#), and outlined by the [Office of Student Rights & Responsibilities](#). Anyone in violation of these policies is subject to sanctions.

Students are required to adhere to the behavior standards listed in the Arizona Board of Regents Policy Manual Chapter V –Campus and Student Affairs: Code of Conduct located online at students.asu.edu/srr/code and the ACD 125: Computer, Internet, and Electronic Communications available at asu.edu/aad/manuals/acd/acd125.html.

Students are entitled to receive instruction free from interference by other members of the class. An instructor may withdraw a student from a course when the student's behavior disrupts the educational process under USI 201-10 asu.edu/aad/manuals/ssm/ssm201-10.html. An instructor may withdraw a student from a course with a mark of "W" or "E" when the student's behavior disrupts the educational process. Disruptive classroom behavior for this purpose is defined by the instructor.

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.

No Generative AI Use Permitted

In this course, all assignments must be completed by the student. Artificial Intelligence (AI), including ChatGPT and other related tools used for creating of text, images, computer code, audio, or other media, are not permitted for use in any work in this class. Use of these generative AI tools will be considered a violation of the [ASU Academic Integrity Policy](#), and students may be sanctioned for confirmed, non-allowable use in this course.

Academic Status Reports (ASRs)

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.

Overrides

Each semester during registration season, many of you may receive requests from students for prerequisite overrides, course full overrides or late add overrides into the classes you are teaching. Faculty cannot approve any of these overrides.

Instead, each of these requests is reviewed by our undergraduate advising staff to ensure consistent application of SMS, CLAS and University policies. Please email all override requests to: smsadvising@asu.edu.

Accessibility Statement

In compliance with the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act as amended (ADAAA) of 2008, professional disability specialists and support staff at the Student Accessibility and Inclusive Learning Services (SAILS) center facilitate a comprehensive range of academic support services and accommodations for qualified students with disabilities.

[Qualified students with disabilities may be eligible to receive academic support services and accommodations](#). Eligibility is based on qualifying disability documentation and assessment of individual need. Students who believe they have a current and essential need for disability accommodations are [responsible for requesting accommodations and providing qualifying documentation](#) to the SAILS. Every effort is made to provide reasonable accommodations for qualified students with disabilities. Qualified students who wish to request an accommodation for a disability should contact SAILS by going to <https://eooss.asu.edu/accessibility>, calling (480) 965-1234 or emailing Student.Accessibility@asu.edu. To speak with a specific office, please use the following information:

ASU SAILS Offices

ASU Online and Downtown Phoenix Campus

University Center Building, Suite 160
602-496-4321 (Voice)

West Campus

University Center Building (UCB), Room 130
602-543-8145 (Voice)

Polytechnic Campus

480-727-1165 (Voice)

Tempe Campus

480-965-1234 (Voice)

If you are receiving accommodations, please read the information in the SAILS Accommodations module then email me directly (either in the first week of class OR within two days of receiving your accommodation) if you have any questions about how I can best facilitate your accommodations in this course. For those receiving flexible attendance/deadlines accommodations, you must submit a Flex Plan at the beginning of the session and make your accommodation request before 6:00 pm MST on the due date of the assignment or before a quiz opens to allow for reasonable accommodations.

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 Web site: eooss.asu.edu/counseling. After office hours and 24/7 ASU's dedicated crisis line is available for crisis consultation by calling (480) 921-1006.

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 and Mandated Reporting

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>.

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.

Copyrighted Material

Most of the course materials, including video lectures, lecture notes, activities, quizzes and exams, and other materials on Canvas contain copyright components. These are intended for educational purposes. Sharing any of these materials by posting online, or providing to a note-taking service, tutoring/study-aid company, etc., without written permission from the course instructor is prohibited and is grounds for dismissal from the course and referral to the Dean of Students. Students must also 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.

Incomplete Grades (I)

A mark of "I" (incomplete) may be given by the instructor when you are otherwise doing acceptable work but are unable to complete the course because of illness or other conditions beyond your control. For SMS courses, "acceptable work" near the end of the semester means passing the course while having completed approximately 80% or more of the work for the course. You are required to arrange with the instructor for the completion of the course requirements. The arrangement is recorded on the [Request for Grade of Incomplete form](#). Do not re-register or pay fees to complete the course. The completion date is determined by the instructor but may not exceed one calendar year from the date the mark of "I" is recorded. When you complete the course, the instructor must submit an online grade change request.

Prohibition of Commercial Note Taking Services

In accordance with [ACD 304-06 Commercial Note Taking Services](#), written permission must be secured from the official instructor of the class in order to sell the instructor's oral communication in the form of notes. Notes must have the notetaker's name as well as the instructor's name, the course number, and the date.

Campus Resources

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
- ASU Police Department: cfo.asu.edu/police
- International Student Resources: students.asu.edu/international/support/academic

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 Canvas site often.