



## Course Syllabus

**Professor:** Dr. Pope, Ph.D.

**Contact Info:** Phone: (850) 599-3825 Office: Dyson 129-D

Email: [jillian.pope@famu.edu](mailto:jillian.pope@famu.edu) or message via Canvas *\*I will get back to you within 24-48 hours*

**Meeting Time:** 3:00 – 4:15pm, MW

### Course and Office Hours Schedule during current term:

Mondays	Tuesdays	Wednesdays	Thursday	Friday
3:00 - 4:15 PM	<b>Office Hours: 2-3pm</b>	3:00 - 4:15 PM	<b>Office Hours: 4-5pm</b>	

**Office Hours:** Will be held virtually with sign-up available via Canvas. *Additional appointment times available with email request.*

### Course Description

This course is an introductory biology course which covers the basic biological phenomena common to all living organisms. Emphasis is placed on basic chemistry, cellular structure and function, metabolism, genetics, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life.

**Required Text:** Essential Biology, 6th Ed by Simon.Dickey.Reece.

You **MUST** purchase the textbook with Access code OR purchase Access code with E-book in order to utilize online assignments and assessments which are part of your grade.

To access these assignments, go to Canvas and click “**MyLab and Mastering**”. If you have a book voucher, you can purchase the access code and/or textbook at the FAMU bookstore. If you are paying out of pocket and/or the bookstore is out, you may purchase online directly from Pearson.



**\*\*\*IF YOU HAVE ANY PROBLEM WITH MASTERING BIOLOGY, CONTACT TECHNICAL SUPPORT FIRST BEFORE CONTACTING ME, via the link to tech support: <https://support.pearson.com/getsupport/s/contactsupport>**

Other Important Information:

**FAMU OPERATOR:** 850-599-3000

**Biology Office:** Dyson building, Suite 200;

**Telephones:** (850) 599-3907, 599-3908

**Tutorial Room:** Jones Hall Room 214

**Tutorial Room hours:** 8:00AM-6:00PM

**READ THIS SYLLABUS CAREFULLY AND PAY CLOSE ATTENTION TO ALL INFORMATION. THIS SERVES AS THE CONTRACT AND POLICIES THAT WILL GUIDE THIS COURSE.**

## Course Objectives

- The objective of this course is to provide the student the conceptual framework and factual knowledge so that they may understand the importance of biology. This course is offered concurrently with a laboratory course. These classes are designed to help students understand the process of scientific inquiry and develop analytical skills necessary to deal critically with the rapidly changing science of biology.

## Learning Outcomes

A student who successfully completes this course will be able to:

- Define or describe general terms, structures and concepts associated with each of the major topics discussed

This outcome will be assessed by

- Examinations
- Data interpretation will be included on homework assignments and unannounced quizzes.

These learning outcomes correspond to the “Academic Learning Compacts” of the Department of Biology at Florida A&M University. Please see the following web site for a complete explanation

[https://www.famu.edu/administration/strategic-planning-analysis-and-institutional-effectiveness/university-assessment/pdf/2019\\_2020current-alcs/BiologyALCs.pdf](https://www.famu.edu/administration/strategic-planning-analysis-and-institutional-effectiveness/university-assessment/pdf/2019_2020current-alcs/BiologyALCs.pdf)

## General Information about this Course:

### Each week you must/will have:

1. Read the Chapter(s) assigned for the week. (*Tip: to succeed, take notes, make notecards, create tables, charts, graphs of the information and review several times*).
2. **Mastering Biology** Homework Assignment (*note the deadlines that are assigned to each chapter*)
3. Detailed lecture notes of the chapter material will be provided that will help guide you through each unit.
4. **Optional Extra Credit Opportunities:** Extra credit opportunities are available to ALL students. You MUST follow all directions and submit on time to receive credit. Failure to do so will result in the assignment not being graded.
  - A study guide reinforcing concepts of the chapter(s) will be made available.  
*Any other extra credit assignments will be made via Canvas Announcement/Email.*

## How to Get Started with this Course and How to Perform Well: *you should do the following the first week of the course*

1. Read this entire syllabus
2. Get a calendar and write/type in all the course deadlines. **You must stay organized to get an A in this course.**
3. Register for Mastering Biology (instructions will be provided on Canvas)
4. Get a notebook to **TAKE NOTES**. As you progress through the material and PowerPoints you will need to take notes in order to do well on the Exams. Take notes just as you would in a class on campus. Reading PowerPoints without taking notes is passive learning and you will NOT retain the material that way. You want to study for long-term memory! Trust me, you will see ALL information again!!!
5. Become familiar with Canvas. Make sure you have your notifications on and/or connected to your FAMU email.

### Examination Instructions:

- Please note when your exams will be given.
- Exams may be administered **online** and/or **in-class format**. Exams taken online will use the **Respondus Monitor/Lockdown Browser**. You will find on Canvas directions to download the browser and ensure your computer has the proper specifications.
- *Unfortunately Chromebooks are not acceptable for this course as they are not compatible with the Respondus Lockdown Browser that will be used for Exams.* If you are on campus, the library and most computer labs are equipped with the Respondus Monitor and Lockdown Browser.
- Cell phones/electronics should be turned off when you are taking the exam. You will receive a grade of zero for any cell phone seen/heard during the exam. For in-class exams, bookbags and cellphones will be placed in the front of the room
- Cheating of any kind is NOT tolerated. Violations of the FAMU Honor Code will warrant an automatic zero and will be reported.
- Guidelines for using the LockDown Browser in my course will be provided on Canvas. Be sure to take the provided Practice Test using the Lockdown Browser to confirm you have the proper system requirements and to familiarize yourself with taking my exams.

### TENTATIVE COURSE SCHEDULE

Week of	Lecture Topics	HW and Exam Due Dates:
Aug 25	Introduction	
Aug 30	Chapter 1: Biology Today / Chapter 2	Sun, 9/5, 11:59pm
Sep 6	<b>No class Monday</b> /Chapter 2: Essential Chemistry of Biology	Sun, 9/12, 11:59pm
Sep 13	Chapter 3: Molecules of Life	Sun, 9/19, 11:59pm
	<b>Unit 1 Extra Credit due</b>	<b>Fri, 9/17, 11:59pm</b>
	<b>Unit Exam 1: Chapters 1-3</b>	<b>Exam due Sunday 9/19 11:59pm</b>
Sep 20	Chapter 4: Tour of the Cell	Sun, 9/26, 11:59pm
Sep 27	Chapter 5: The Working Cell	Sun, 10/1, 11:59pm
Oct 4	Chapter 8: Cellular Basis for Reproduction	Sun, 10/10, 11:59pm
	<b>All Unit 2 Extra Credit due</b>	<b>Fri, 10/8, 11:59pm</b>
	<b>Unit Exam 2: Chapters 4, 5, and 8</b>	<b>Exam due Sunday 10/10 11:59pm</b>
Oct 11	Chapter 9: Patterns of Inheritance	Sun, 10/17, 11:59pm
Oct 18	Chapter 26: Reproduction and Development	Sun, 10/24, 11:59pm
	<b>All Unit 3 Extra Credit are due</b>	<b>Fri, 10/22, 11:59pm</b>
	<b>Unit Exam 3: Chapters 9 and 22</b>	<b>Exam due Sunday 10/24 11:59pm</b>
Oct 25	Chapter 22: Nutrition and Digestion	Sun, 10/31, 11:59pm
Nov 1	Chapter 23: Circulation and Respiration	Sun, 11/7, 11:59pm
Nov 8	Chapter 24: The Body's Defenses <b>Thurs 11/11 Veterans Day:</b> <b>No class</b>	Sun, 11/15, 11:59pm
Nov 15	Chapter 23: Immunity/ Review	
	<b>All Unit 4 Extra Credit are due</b>	<b>Fri, 11/19, 11:59pm</b>
	<b>Unit Exam 4: Chapters 23, 24, and 26</b>	<b>Exam due Sunday 11/21 11:59pm</b>
Nov 21	Review/ <b>**No Class Thursday Thanksgiving</b>	
Nov 28	<b>Comprehensive Makeup Exam/</b> Review for Final Exam	<b>Exam due Wed 12/1</b>
Dec 6	Week of Final Exams ( <b>CUMULATIVE EXAM</b> )	<b>TBA</b>

**Disclaimer:** I reserve the right to change anything regarding this syllabus. Please pay attention to all **Announcements** for any changes.

**THE LAST DAY TO WITHDRAW FROM THIS CLASS IS November 4, 2022.**

Grading Scale:

A	B	C	D	F
90-100%	80-89%	70-79%	60-69%	<59%

### Evaluation:

Five examinations will be given this semester (Four regular examinations and a final examination). Final examination is mandatory. **All examinations carry equal weight.** At the end of the semester, the lowest examination grade will be dropped, except the final. There will be several online/ homework assignments (MindTap) that will be counted as part of your grade.

Grade Distribution	Total Points
<b>4 Exams</b> (100 points each) (lowest exam will be dropped)	<b>300 points</b>
<b>Final Exam</b> (100 points)	<b>100 points</b>
<b>MindTap HW Assignments</b> (lowest 3 grades dropped)	<b>100 points</b>
<b>Total</b>	<b>500 points</b>

*Points and Assignments are subject to change*

### Course Policies:

**Attendance and Tardiness Policy:** Attendance will be taken during every class meeting time.

- Attendance of all lectures is mandatory. Chronic lateness and/or absences will impact your performance in this course and lower your GRADE. As the instructor, I reserve the right to enforce the university attendance policy (see the university catalog). Anyone coming to class **after or leaving before** roll is taken is considered absent.
- A **Dean's Excuse** is required for any missed class or missed exam. The excuse must be requested and submitted to me **within one week of your return**. You can obtain an excuse from your Dean's office.
- All students are required to take all tests at the scheduled time unless **prior** arrangements are made with the instructor.

### Cell Phone/Earbud Policy:

Cell phones should be turned off/ silent, out of sight, and earbuds/earphones should be removed when you are in class. No text messaging or answering any call during lecture. **You will be asked to leave the class for texting, answering call or talking.**

**Incompletes:** A grade of "I" will be issued **only to a student who on the last day of class, has a passing grade in the class and has a legitimate excuse** for missing the last examination. An "I" cannot be given on failing class average to save you from having to register for the class again.

**Withdraw Policy:** The student is responsible for officially withdrawing from the course. Students who simply stop "attending" (by failing to submit work on time, or failing to take exams at scheduled exam) will receive a grade based on the work attempted. CHECK FOR **LAST DAY TO WITHDRAW FROM THIS CLASS FROM REGISTRAR/ FINANCIAL AID OFFICE**

- **DO NOT wait until the last weeks of the semester to discuss your grade or issue with the course.** If you are having a problem, see me immediately, otherwise there will be little I can do to help you at the end of the semester. **Failing the first exam is a wakeup call.**
- **DO NOT request that you be allowed extra credit work to pull up your grade.** No special consideration will be given to individuals that have not been granted to the rest of the class.

**Academic Integrity:**

The very nature of higher education requires that students adhere to accepted standards of academic integrity. Florida A&M University is committed to academic honesty and its core values, which include scholarship, excellence, accountability, integrity, fairness, respect, and ethics. These core values are integrated into this academic honesty policy. Being unaware of the Academic Honesty Policy is not a defense for violations of academic honesty. Additional detail on FAMU Academic Honesty Violations are provided in University Policy 2.012 (10.)(s). If you have any questions, please see your Academic Advisor. This can be found in brief at the end of the syllabus and the following site:

[https://www.famu.edu/about-famu/leadership/division-of-legal-affairs/office-of-the-general-counsel/university\\_regulations/pdf/Regulation%202.012\\_Student%20Code%20of%20Conduct%20Final%2012082021.pdf](https://www.famu.edu/about-famu/leadership/division-of-legal-affairs/office-of-the-general-counsel/university_regulations/pdf/Regulation%202.012_Student%20Code%20of%20Conduct%20Final%2012082021.pdf)

**University Americans with Disabilities Act (ADA) Statement:**

The Florida A&M University Americans with Disabilities Act (ADA) Policy Statement states that “Individuals who need a reasonable accommodation must notify the Office of Equal Opportunity Programs at 599-3076.” It is the responsibility of the FAMU Equal Opportunity Programs (EOP) Office, through the ADA Coordinator, to ensure the Florida A&M University is in compliance with the Americans with Disabilities Act. If you have any questions, please contact your Academic Advisor or the University EOP Officer, Equal Opportunity Programs, 674 Gamble Street, Tallahassee, FL 32307, (850) 599-3076. For more information, see

- <https://www.famu.edu/about-famu/leadership/division-of-legal-affairs/equal-opportunity-programs-and-labor-relations/americans-with-disabilities-act.php> AND
- <https://www.famu.edu/students/student-resources/center-for-disability-access-and-resources/index.php>

**Policy Statement on Non-discrimination:**

It is the policy of Florida Agricultural and Mechanical University to assure that each member of the University community be permitted to work or attend classes in an environment free from any form of discrimination including race, religion, color, age, disability, sex, marital status, national origin, veteran status and sexual harassment as prohibited by state and federal statutes. This shall include applicants for admission to the University and employment. For further information, refer to <https://www.famu.edu/about-famu/leadership/division-of-legal-affairs/equal-opportunity-programs-and-labor-relations/policy-statement.php#:~:text=It%20is%20the%20policy%20of,gender%20identity%2C%20gender%20expression%2C%20marital>

**Privacy Rights:**

The college adheres to all federal and state laws and rules pertaining to the privacy rights of students. Grades will not be posted publicly, nor will a student’s grades be discussed with anyone other than the student, unless directed to do so by a college official or administrator or if given written permission by the student. Due to privacy laws, grade information will not be shared over the telephone or through email.

**Right to Change Syllabus:**

*Disclaimer: This syllabus is intended to provide student guidance on the type of content and activities that will be covered in this course throughout the semester. It will be followed to the extent possible. However, modifications may be made to supplement and/or enhance student learning. If necessary, some components of this syllabus (such as exam dates, chapters covered, etc.) may change. Any such changes will be announced to students in class and posted on Canvas announcements. The student is responsible for any such announced changes.*

**Critical Institution Dates:**

<https://www.famu.edu/academics/registrar-office/index.php>

Last day to add classes: August 26, 2022

Last day to drop w/no record & get refund: August 26, 2022

Last day to withdraw and get a “W”: November 4, 2022

Last day of classes: December 2, 2022

Final Examinations: December 5-9, 2022

Holidays: Labor Day – September 5, 2022 – No class

Veterans Day – November 11, 2022, No class

Thanksgiving Holiday- November 23-25, 2022- No class

## FLORIDA A&M ACADEMIC HONESTY POLICY

**Policy Statement and Purpose:** Florida A&M University is committed to academic honesty and its core values, which include scholarship, excellence, accountability, integrity, fairness, respect, and ethics. These core values are integrated into this academic honesty policy. **Being unaware of the Academic Honesty Policy is not a defense for violations of academic honesty.**

II. **Academic Honesty Violations** include, *but are not limited to*, committing the following:

- A. Giving or taking information or material wrongfully to aid yourself or another student in academic work;
- B. Plagiarism to include copying work created or published by others, paraphrasing, or using ideas from a source without proper attribution;
- C. Looking at or copying another student's work, or allowing another student to look at or copy your work;
- D. Talking or otherwise communicating with another student during quizzes, tests or writing assignments, unless instructed to do so;
- E. Removing test materials or attempting to remove them from an examination room or office or elsewhere [to include copiers and printers], stealing, buying, selling, or referring to a copy of an examination before it is administered;
- F. Having others edit or rewrite your assignments, except with instructor approval;
- G. Using work from other classes without prior approval from the proper instructor;
- H. Using copyrighted stories, pictures, graphics, logos and other content without proper permission, including from the Internet, even if these works have been modified by the student;
- I. Using electronic devices for plagiarism, cheating, deception or collusion (a secret agreement between two or more persons for a deceitful purpose);
- J. Falsifying records or giving misleading information, oral or written;
- K. Assisting in any academic honesty violation;
- L. Receiving any materials or information from a fellow student or another unauthorized source during examinations;
- M. Obtaining, distributing, or referring to a copy of an examination, which the instructor or Department has not authorized to be made available;
- N. Any act which impedes the ability of other students to have fair access to materials assigned or suggested by the instructor, i.e. removing or destroying library or other source materials;
- O. Tampering with another student's work;
- P. Altering grades or any other records related to the academic performance of students;
- Q. Submitting false records or information in order to gain admission to the University;
- R. Falsifying or inventing information, data, or citations; and/or
- S. Any other form of academic cheating, plagiarism, or dishonesty.

### DEPARTMENT OF BIOLOGICAL SCIENCES PROCEDURE FOR RESOLVING STUDENT-FACULTY CONFLICT

The Department of Biological Sciences has the following procedure in place with aim to resolve student-faculty conflicts. Application of these procedures is part of the department's commitment to be in line with University's Motto of "Excellence with Caring".

- It is suggested that the student who has a specific conflict first discuss his/her concern with the instructor in question during office hours.
- In an event where the student cannot resolve the concern with the instructor, the student should submit a detailed written statement of the problem to the department Chairperson.
- The Chairperson will discuss the student's complaint with the instructor.
- The instructor shall provide a written response to the Chairperson.
- If deemed necessary, the Chairperson will arrange a meeting with both the instructor and student. If either party feels the conflict is still unresolved, the Chairperson will forward response/recommendation to the Dean's office.

## GUIDELINES FOR COVID-19

Wearing a face covering in public can help prevent the spread of COVID-19 in the community. In accordance with guidance from the Centers for Disease Control and Prevention (CDC) and the Florida Department of Health, it is recommended that everyone wear a face covering in university buildings, including classrooms. You are advised to wear a face covering appropriately (i.e., covering both your mouth and nose) in the building, attending class in person. Everyone is expected to wear one while inside any university building or public space in which social/physical distancing cannot be observed. Face coverings other than those provided by the University are acceptable so long as they provide appropriate coverage (mouth and nose).

All members of the University community must commit to doing their part to "Protect the FAMUly," by observing protective measures, including **self-screening**. Members of the University community are expected to use the self-screening assessment in the FAMU Mobile App once each day, prior to going to campus or class.

If you have not already, download the FAMU Mobile App (available in App Store or Google Play). Click the hamburger menu. Then click on self-assessment. You will have to log in with your iRattler credentials. Take the assessment and your answers will determine if you are able to proceed to class or campus.

Please direct related questions to Tanya Tatum, Director of Student Health Services, at [tanya.tatum@famu.edu](mailto:tanya.tatum@famu.edu)

Remember that we have a personal, as well as shared responsibility to mitigate the spread of COVID-19.

Please take the self -assessment daily to reduce the chances of community transmission of COVID-19.

### **What to do if you feel sick or have signs of Covid-19:**

- Do not come to class.
- Send your instructor an email or Canvas message to notify of your symptoms and contact Student Health. They will advise you and may suggest you go immediately to the FAMU testing site to be tested for Covid19.
- Follow up with instructor to keep informed, and provide a written excuse from Student Health.
- Remember, it is your responsibility to follow up with your instructor concerning in missing work/assignments for any time missed from class.