



BSC 1010

Fall 2022

Lecture Instructor: Dr. Caroline Odewumi

Course and Sec: BSC 1010 Sec 005, and BSC 1010E Sec 501

Credit: Three (3) semester hours

Lecture Meeting Times and Location: PLEASE SEE TABLE BELOW FOR THE MEETING INFORMATION OF EACH SECTION: DAY, TIME, AND LOCATION

Instructor's Information:

Instructor: Dr. Caroline Odewumi

Instructor's Office Location: Jones Hall Room 203

Telephone: (850) 561- 2741(office)

Google number: 850-745-5619

Office Room: Jones Hall 203

Course Office Hours Schedule during current term: Fridays, 2:00 pm to 4:30 pm Office hours can be both virtual and in person

EMAIL: caroline.odewumi@famu.edu **best mode of contact*

Feel free to email at any time but allow between 24-48 hours. To get back to you

Other Important Information:

FAMU OPERATOR: 850-599-3000

Biology Main Office: Jones Hall, RM 211; **Telephones:** (850) 599-3907, 599-3908

Tutorial Room: Jones Hall Room 214 **Tutorial Room hours:** 8:00AM-6:00PM

Required Text: Modified Mastering Biology for Campbell Biology, 12th ed., Urry, et al

Buying the book or a subscription to the book is NOT OPTIONAL because you need to be able to have access to the online assignments (Textbook ISBN-13: 9780135855836)



You MUST purchase the textbook WITH Access Code or subscribe to the e-booking in order to have access to the online assignments and quizzes, which are part of your grade. The Mastering biology is now linked to Canvas for easy access, YOU DO NOT NEED ACCESS CODE TO REGISTER. To register without an access code, go through the canvas to register. To do a mastering biology assignment go to canvas and click MASTERING BIOLOGY. To access these assignments, you must first register. If you have a book voucher, you can purchase the access code at the FAMU bookstore. If you are paying out of pocket and/or the bookstore is out, you may purchase online from Pearson directly.

FAMU Pearson's representative is Mrs. Caitlyn Timineri

Phone (850)567-6444

Email: Caitlyn.timineri@pearson.com

She prefers email for faster response.

*****IF YOU HAVE ANY PROBLEM WITH MASTERING BIOLOGY CALL MASTERING BIOLOGY FIRST BEFORE CONTACTING ME.**

Need Help? Contact Pearson Tech Support 24/7

<https://support.pearson.com/getsupport/s/contactsupport>

If you are still having trouble after contacting support, please reach out to:

FAMU Pearson Campus Ambassador: Janay Pope

Email: janay.pope@pearson.com

WARNING: If you purchase any class materials on another website or buy the wrong edition or version, you will have wasted your money because Pearson will not exchange or refund you.

BSC 1010 secs 004,002,010 and 501(E-CLASS)

CLASS	SECTIONS	DAY	TIME	LOCATION AND ROOM
BSC 1010	005	M-W-F	1:25 -2:15 PM	COP PHASE I PHAR 0102
BSC 1010E	501	M-W	9:30-10:45AM	ONLINE

TUTORIAL

Activities	Location	Time	Mondays	Tuesdays	Wednesdays	Thursday	Friday
Announcements	<i>In class and/or canvas</i>	<i>In class and/or canvas</i>	<i>In class and/or canvas</i>	<i>In class and/or canvas</i>	<i>In class and/or canvas</i>	<i>In class and/or canvas</i>	<i>In class and/or canvas</i>
Office Hours:	Rm 203/Zoom					2:00-4:30 pm	
Recitation for BSC 1005 by Dr. Aghemien	TBA	TBA	TBA	TBA	TBA	TBA	TBA
Recitation for BSC 1010 by Dr. Pope	TBA	TBA	TBA	TBA	TBA	TBA	TBA
Undergraduate Student Success Center	Room 214	8:00am-8:00pm	8:00am-8:00pm	8:00am-8:00pm	8:00am-8:00pm	8:00am-8:00pm	8:00am-8:00pm

Zoom/Remote Class Instructions/Tips:

For our online instruction, we will be using Zoom. In the left-hand menu of Canvas, there is a “Zoom” link. Select this to access the classes. You can log into the session as early as 15 minutes prior to the beginning of the class. You may be prompted to download zoom on your computer or cell phone. If you cannot see the link, you can also use this address to **log in Join URL: insert link here**.

- Before you log in you should be in a distraction-free zone. If you cannot be in a separate room by yourself, I strongly suggest that you use earphones.
- Once you log in, be sure to mute your microphone. Your microphone should only be turned on when you are ready/prompted to speak.
- Plan to have your zoom camera on during the class. I would like to see your faces and communicate with you instead of a black screen.
- Clothing is REQUIRED! -even though you may be alone at home, your professor and classmates can SEE you
- **This is an interactive class. Your participation in this course is a part of your grade**

Materials Needed for the class:

- **Good working Computer (Desktop or laptop, NO CHROME because you will not be able to take your exam on it)**
- Strong internet capability
- Textbook, **Required Text:** Campbell Biology, **12th Ed** by Reece. Urry. Cain. Wasserman. Minorsky and Jackson
- FAMU Student ID Card to be used in the for Luck down Exam
- FAMU EMAIL Address for Official communication

Instructional Techniques: The instructional techniques for this class will be accomplished by a variety of teaching methods. Such methods will include online discussions and assignments, mastering biology assignments, supplemental reading, classroom weekly quizzes, online videos & tutorials, and any useful applications to deliver lecture.

IMPORTANT: Install the Respondus LockDown Browser on your laptop prior to taking the unit tests and final exam. Students who do not have this program downloaded on their laptops will NOT be able to take the unit tests and final exams. You MUST bring your laptop with the download.

Required Technology: **You must own or have access to a laptop or computer** with a **functioning camera** for this course. **NO EXCEPTIONS.** **Please be advised, that Chromebooks are not compatible with the technology required for this course.** You will need to download the **FAMU Respondus Lockdown Browser** (<http://www.famu.edu/index.cfm?online&Respondus>). *If you have downloaded Respondus from a previous institution it will not be compatible with the Exams administered in **this course.***

Students who do not have this program downloaded on their laptops will not be able to take the unit tests and final exam. You must bring your laptop with the download.

Teaching Strategies

The instructional techniques for this class will be accomplished by a variety of teaching methods. Such methods will include online discussions and assignments, (mastering biology assignments), other assignments, supplemental reading, classroom weekly quizzes, online videos & tutorials, and any useful applications to deliver the lecture. My teaching philosophy stimulates learning by using useful applications to deliver lectures.

General Information about this Online Course:

- This is a web-based, synchronous course and there are scheduled class meetings
- **For Financial Aid, you are required to register for Mastering Biology AND be in class to be removed from attendance hold.**
 - **You can register your access code OR activate the 14-day Free Trial. *You will not be marked present until I confirm you are on the Mastering Biology roster.***
- **It is important that you read this ENTIRE document so that you understand how to proceed in the course.**
- **To keep pace with the course, you are required to cover 1 chapter ahead of your instructor per week, as indicated in the course outline.**

Expectations/Attendance

Students are expected to keep up with assigned course material and are responsible for checking announcements and assignments each week. Attendance will be taken for each class period for students taking face-to-face class. **It is the responsibility of the student to inform the instructor if there is any cause for you to miss a class session or an exam, and follow up with an official excuse. These two jointly will be considered as excused absences.** You must arrive at class on time, remain the entire class period, and not be disruptive.

Netiquette

The following guidelines should be followed each time you interact in the course to ensure your interactions are respectful and professional. Remember, you will be interacting with students across disciplines whose perspectives and values may differ from your own.

Everyone in this course represents themselves and the university when they interact online. So, please remember to always:

- Be courteous and respect others' views and opinions.
- Be sensitive to general, cultural, and linguistic backgrounds.
- Allow others to clarify their expressed thoughts before taking offense.
- Avoid name-calling, stereotypes, and using all capital letters when composing responses. The latter is considered "shouting" on the Internet and can be regarded as impolite and aggressive.

Be careful when using acronyms and initialisms. If you use an acronym, it is best to spell out its meaning first, then put the acronym in parenthesis afterward

Each week you must/will have:

1. Read the Weekly Announcement that will be posted outlining the plans for the week.
2. Read the Chapter assigned for the week. (*Tip: to succeed, take notes, make notecards, create tables, charts, and graphs of the information, and review several times*).
3. **Mastering Biology** HW Assignments with Adaptive follow-ups (*note the deadlines that are assigned to each chapter*)
4. Optional: PDF Lecture notes of the chapter materials will be provided that will help guide you through the chapter. (Again, this is an optional, but suggested, review of the material).
5. **Optional Extra Credit Opportunities:** Extra credit opportunities may be made to ALL students at any time during the semester. You **MUST** follow all directions to receive credit. Failure to do so will result in the assignment not being graded.
 - **Hand written assignment will not be graded**
 - An activity sheet/study guide reinforcing concepts of the chapter(s) will be made available. You can complete these for extra credit and submit as a PDF document on the assigned due date (PDF version only).

Any other extra credit assignments will be made via Canvas Announcement/Email.

If you need assistance or have questions with any part of the course after reading the above, please contact me ASAP via email and phone. All correspondence should include student name, student ID, class and section and come from a FAMU email address to ensure prompt delivery, as other emails are usually sent to junk mail or not received.)

You do not need to schedule an appointment to see me during office hours just enter via Zoom office hours,

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 AND KNOW HOW TO MANAGE YOUR TIME TO GET AN "A" IN THIS COURSE.**
3. Register for Mastering Biology (instructions will be provided on LMS)
4. Get a binder or notebook to **TAKE NOTES**. As you progress through the material and PowerPoint 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. **Make use of the academic success help provided through tutorial sections from the Undergraduate Student success center, Recitation from Dr. Pope for BSC 1010 and Dr. Aghimien for BSC 1005 in addition to my office hours. Failing the first exam is a wake-up call.**
6. Become familiar with all areas of the Canvas panel on the left-hand side.
7. Check your **CANVAS ANNOUNCEMENT; THIS WILL BE THE MEANS OF COMMUNICATION**. Be sure to read and check it often.

Examination Instructions:

- Please note when your exams will be given.
- **Please understand that IF YOU ARE ONLINE CLASS, ALL Exams will be taken using the Respondus Lockdown Browser, IF YOU ARE FACE TO FACE CLASS, YOUR EXAM WILL BE IN CLASS.**
- Cell phones/electronics **SUCH AS ELECTRONIC WATCH, AIR PHONE MUST NOT BE ON YOU OR NEAR YOU** when you are taking the exam. No text messaging or answering any call during the lecture/exam. You will receive a grade of zero for any cell phone use during the exam.
- Cheating of any kind is NOT tolerated. Violations of the FAMU Honor Code will warrant an automatic zero and will be reported.
- **To eradicate exam dishonest and fairness to all students, No reopening or makeup of INDIVIDUAL exam. However, at the end of the semester, a comprehensive exam will be available to all students that missed or have problem on any exam. The comprehensive exam will cover all the chapters covered during the semester TO REPLACE THE MISSED EXAM.**

Course Description

The first of a two-part series, which introduces the basic concepts and principles of biology, including basic chemistry, cellular organization, genetics, molecular biology, evolution, development, and introduction to biological diversity. General biological principles and cell function for biology and other health science majors. *Must earn a 'C' Grade to advance*

Course Objectives

The objective of this course is to provide the student with a 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 the 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:

- Discuss the investigative processes of science
- Understand the chemical processes of science
- Discuss the interaction of cell structure and function
- Knowledge of genetic principles, processes, and application


All of these skills will be assessed by tests and quizzes. These learning outcomes correspond to the “Academic Learning Compacts” of the Department of Biology at Florida A&M University. Please see the following website for a complete explanation http://www.famu.edu/assessment/assessment_ALC.php. The program outcomes that are part of Introductory Biology (BSC1010) are listed below:

- Demonstrate specific content knowledge, concepts, principles, and theories of biological sciences.
- Demonstrate the ability to use critical and creative thinking in designing and conducting experiments, analyzing results, and solving problems in the biological sciences.

Biology Education Requirements

This course will cover Sunshine St. Standards of Process of Life (F.1) and Nature of Sci (H.1, H.3)

GRADING SCALE AND COMPONENTS

20% of your grade!  **Homework (10%)**
Canvas Worksheets and Quizzes (10%):

******Points and Assignments are subject to change. I reserve the right to use any of the following (Special assignments/Attendance/Participation/Discussion/Quizzes) to count toward the grade.*

GRADED COMPONENTS	PERCENT	GRADING SCALE	GRADE
On-line Textbook Homework (Mastering Biology from Pearson)	10	100.0 – 90.0%	A
On-line Assignments (Canvas Worksheet & Quizzes)	10	>89.0 – 80.0%	B
5 Exams (lowest exam dropped)	80	>79.0 – 70.0%	C
Extra Credit (Attendance/Other opportunities)	Variable	>69.0 – 60.0%	D
		Below 60.0%	F

1. To avoid a zero on a missed exam, you **MUST** provide a legitimate excuse, University-approved excuse for missing that exam.
2. If you miss an exam **AND** have a legitimate excuse for missing that exam, then you need to plan to **make up that exam within ONE WEEK after returning to class**
3. All exams that will be online will be monitored using Respondus Lockdown Browser-Monitor unless otherwise stated.
4. Again, you will need a valid excuse for being allowed to make up this exam, and junk like “I overslept” just isn’t good enough (this class begins as 2 PM and you were still asleep then?)
5. **If you are taking face-to-face class, your exam will be in class not online** unless otherwise stated.
- 6.

Lecture Notes, Powerpoints, Study Guides, and Videos/Animations

A copy of the lecture notes will be kept on reserve for your perusal and for copying on FAMU CANVAS.

TENTATIVE LECTURE /EXAM SCHEDULE				HOMework	HOMework
Week	Date	Subject	Chapters	MASTERING BIOLOGY	CANVAS
1	08/22	Introduction: Themes in the Study of Life	1		
2	08/29	Themes in the Study of Life/ The Chemical Context of Life	1, 2	CHAPTER 1, CHAPTER 2,	C01 AND C02
3	9/5	Water and the Fitness of the Environment	3	CHAPTER 3,	C03
4	9/12	Carbon and the Molecular Diversity of Life	4	CHAPTER 4,	CO4
	09/16	EXAM 1-Chapters	1, 2, 3, 4	SEPT 16	
5	09/19	Structure and Function of Macromolecules <u>A Tour of the Cell</u>	5 6	CHAPTER 5, CHAPTER 6,	C05
6	09/26	A Tour of the Cell/ Membrane Structure & Function <u>Membrane Structure and Function</u>	6, 7 7	CHAPTER 7,	
7	10/03	<u>Cell Communication</u>	11	CHAPTER 11,	C06, C07AND C11
8	10/07	Exam 2-Chapters	5, 6, 7, 11	SEPT 07	
9	10/10	Introduction to Metabolism	8	CHAPTER 8,	C08
10	10/17	Cellular Respiration	9	CHAPTER 9,	C08 AND C09
11	10/24	Photosynthesis	10	CHAPTER 10,	C10
12	10/28	EXAM 3- Chapters	8, 9, 10	OCT 28	
14	10/31	The Cell Cycle	12	CHAPTER 12,	C12
15	11/07	Meiosis and the Sexual Life Cycle	13	CHAPTER 13,	C13
18	11/11	EXAM 4-Chapters	12, 13		
16	11/14	Mendel and the Gene Idea	14	CHAPTER 14,	C14
17	01/21	The Chromosomal Basis for Inheritance	15	CHAPTER 15,	C15
19	11/28	EXAM 5	14.15		
	11/30	EXAM MAKE UP WEEK	CUMULATIVE		
20	012/05-	FINAL EXAM TBA	CUMULATIVE		

	09				

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

*The homework dates are suggested dates to “keep pace” with the course. All homework and any extra credit are due prior to the Exam week along with the extra credit assignments/study guides.

ON THE LAST DAY TO WITHDRAW FROM THIS CLASS CHECK WITH REGISTRAR’S OFFICE

Class Policies:

- 1. The number one rule of my class is to learn how to follow the rule(s)/instruction. The ability to follow the rule(s) and take command of instructions is part of education. Therefore, every time you submit an exam/assignment or email me you must include the following information: your name, student ID, course and section, and Instructor’s name with correct spelling. In addition, **your submission must be typed with no handwriting.** Failure to follow instruction is 20 points off your submission score/or the assignment is not graded no matter how little the instruction may be; either failing to print and bubble your name, student ID, Instructor’s name (with correct spelling), class and exam information correctly on the scantron TEST. Also, circle your answer on the test unless you are told otherwise. Failure to provide this information cost me time and it should cost you points.**
- 2. RULE OF TUMB: IF YOU ARE NOT AUTHORIZED TO GIVE A FINAL GRADE DO THINGS THE WAY YOU ARE INSTRUCTED.**
- 3. During the EXAMINATION, there is no going out or coming in; the exam is only 50 minutes. **During my Lectures, there should not be any students going out or coming into the class. This distracts my attention and your classmate’s attention. The lecture time is only 50 to 1 hr. 15 minutes and any seconds taken away are critical. For any reason you go out during lecture, please do not come in until I dismiss the class.****
- 4. YOUR CELL PHONE OR ANY ELECTRONIC DEVICE MUST NOT BE ON YOU OR NEAR YOU WHILE YOU ARE TAKING AN EXAM. Using or holding a cell phone during the exam is cheating. You will not be allowed to finish the exam and it’s minus 90% of your score on that examination. If what you score is not enough to cover the minus 90%, I will take the remaining points from the next exam score; **I AM NOT USING IT WILL NOT BE ACCEPTABLE EXCUSE.** HONESTY WILL REALLY PAY OFF.**
- 5. Any student caught cheating on an exam cannot take makeup to offset the negative score. You are not eligible for any opportunity given to honest students in the class**
- 6. Lecture for the next model begins immediately after you drop the exam. So, do not leave. Immediately you finished one exam, start studying for the next model.**
- 7. All students are required to take all tests at the scheduled time unless prior arrangements are made with the instructor. **One excuse that will not be accepted is that one must leave early because of pre-arranged travel plans OR I do not have internet where I am.** In other words, do not schedule planes, buses, or car pools BEFORE scheduled exams. **You are responsible for knowing when exams are scheduled and the examination date may change as long as it is within course meeting days.****
- 8. The student is responsible for officially withdrawing from the course. Students who simply stop attending will receive a grade based on the work attempted. **LAST DAY TO WITHDRAW FROM THIS CLASS**
→ 03-25-22**

9. **DO NOT wait till the last weeks of the semester to discuss your grade.** If you are having a problem, then see me before then, otherwise there will be little I can do to help you. **Failing the first exam is a wakeup call.**
10. **DO NOT request that you be allowed to do 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.
11. Assignments/Exams **will not be reopened** for any student under any circumstances.
12. Recitation is part of grading. If you attend recitation and you have a 15-20 points increase on the next exam, you will be given additional 5 points ON THE IMMEDIATE EXAM FOR THE CLASS FOLLOWING the exam you improved on. Example: Exam 1, you got 60%; exam 2 you got 75% as a result of going to RECITATION, TUTORIAL, AND OFFICE HOURS your exam 2 performance is now improved, and your score will now be 80%.
13. The golden rule for success in this class is to read ONE CHAPTER ahead of the instructor. This will help you to **develop skills for listening, processing information, following instructions, and asking questions when you are not clear on the instruction.** These skills will determine your success in this class because I give extra credit for class participation.
- ***Students are responsible to keep up with class activities/lectures on the exam or quiz. Quizzes are **unannounced** and will be given on the lecture of the day, past lectures, or on the chapter currently teaching **at any time** during the class period. There will be **no makeup on any missed quiz.** **“I was not in class” will not be an acceptable excuse for not taking the quiz or exam**
14. For Cedar students you must take your exam on the same day and time your classmates are taking their exam in class at the Cedar Center. **There is a difference between extended time and extended Days.**
15. Cedar students must provide documents for the exam accommodation
16. The student is responsible for officially withdrawing from the course. Students who did not come to the class or simply stop attending will receive a grade of “WF” based on the general course policies. **CHECK FOR LAST DAY TO WITHDRAW FROM THIS CLASS FROM REGISTRAR/ FINANCIAL AID OFFICE**
17. **Your cell phones should be put on “buzz” during class time and you should not be texting to your buds. Unless you are using them for following the lecture, your laptops should be off. TO PUT IT MORE BLUNTLY!! →Lecture time is NOT for you to be yapping with your friends on FACEBOOK, TWITTER or wherever you like to “chat”, “browse” or “hang”.**
18. All students are required to take all tests at the scheduled time unless prior arrangements are made with the instructor. **One excuse that will not be accepted is that one must leave early because of pre-arranged travel plans.** In other words, do not schedule planes, buses, or carpools BEFORE scheduled exams. **You are responsible for knowing when exams are scheduled.**
19. **IMPORTANT!!! ALL electronic devices will be OFF during exam time! Go to the bathroom BEFORE the exam (once the exam begins no one will get permitted to leave the room!)**
20. A grade of “I” can only be issued only to a student who on the last day of class, has a passing grade in the class on work already attempted and has a legitimate excuse for missing the remaining work! **I can’t give an ‘I’ on failing work to save you from having to register again for this class.**
21. Taking an exam before the schedule date is a privilege and not a right. It depends on my time availability and I strongly discourage it

Technical/Learning Assistance

The FAMU Office of Instructional Technology (OIT) offers multimedia, distance learning, audiovisual, and video conferencing support to faculty, students, and staff at Florida A&M University. For more information about these services, contact:

Office of Instructional Technology
525 Orr Drive
Coleman Library
Tallahassee, Florida 32307
(850) 599-3460
oit@famuedu

The FAMU Office of Information Technology Services (ITS) provides support for student services, including username and password creation/reset, email troubleshooting, iRattler, and mobile device configuration. For more information about these services, contact:

Office of Information Technology Services
1610 S. Martin Luther King Jr. Blvd.
University Commons, Room G126
Tallahassee, FL 32307
(850) 599-3560
<http://www.its.famuedu>

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.
- T. An academic honesty violation shall include a student who gives or takes information or material and wrongfully uses it to aid himself/herself or another student in academic endeavors.
 - U. It shall further include receiving unauthorized written or oral information from a fellow student. Additionally, it shall include stealing, buying, selling, or referring to a copy of an examination before it is administered.
 - V. In the instance of papers written outside of the class, academic honesty violations shall include plagiarism.
 - a. Plagiarism may be specifically defined for the purposes of any course by the instructor involved. Unless otherwise defined, plagiarism shall include failure to use quotation marks or other conventional markings around material quoted from any source.
 - b. Plagiarism shall also include paraphrasing a specific passage from a specific source without indicating accurately what that source is.
 - c. Plagiarism shall further include letting another person compose or rewrite a written assignment.
 - d. ALL students involved in any incident of plagiarism will automatically receive a ZERO for that assignment!
- A student who assists in any of the academic honesty violations mentioned above shall be considered equally as responsible as the student.

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 Moto 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.

COVID 19 STATEMENTS

COVID 19 Compliance Requirement: In accordance with guidance from the Centers for Disease Control and Prevention (CDC) and the Florida Department of Health, Florida A&M University has determined that everyone will be required to wear a face covering in university buildings, including classrooms. You **MUST** wear a face covering appropriately (i.e., covering both your mouth and nose) in the building if you are attending class in person.

Anyone attending class in person without a face covering or whose face covering does not provide appropriate coverage (for mouth and nose) will be asked to put one on, adjust the position of/replace their covering, or the leave. Students are also required to observe at least six feet away from their fellow students, faculty, and staff.

CONSEQUENCE FOR VIOLATION: Students who refuse to wear face coverings appropriately or adhere to other stated requirements may face disciplinary action for Student Code of Conduct violations and this disregard for the University's standards may result in disciplinary probation, suspension, or expulsion from the University.

Special Considerations: Students may consult with the Center for Disability Access and Resources (CeDAR) on a case-by-case basis for accommodations if they cannot wear a face covering.

COVID 19 Policy Adherence: A portion of the grade for this course is directly tied to your participation in this class. Successful participation is defined as consistently adhering to University requirements, as presented in this syllabus, including the University's response to the COVID-19 pandemic

Academic

Honesty Violations: (From [The FAMU Student Code of Conduct - Regulation 2.012](#))

- An academic honesty violation shall include a student who gives or takes information or material and wrongfully uses it to aid himself/herself or another student in academic endeavors.
- It shall further include receiving unauthorized written or oral information from a fellow student. Additionally, it shall include stealing, buying, selling, or referring to a copy of an examination before it is administered.
- In the instance of papers written outside of the class, academic honesty violations shall include plagiarism.
 - Plagiarism may be specifically defined for the purposes of any course by the instructor involved. Unless otherwise defined, plagiarism shall include failure to use quotation marks or other conventional markings around material quoted from any source.
 - Plagiarism shall also include paraphrasing a specific passage from a specific source without indicating accurately what that source is.
 - Plagiarism shall further include letting another person compose or rewrite a written assignment.
 - **ALL students involved in any incident of plagiarism will automatically receive a ZERO for that assignment!**
- A student who assists in any of the academic honesty violations mentioned above shall be considered equally as responsible as the student.

Special Needs

If you have special needs as addressed by the Americans with Disabilities Act (ADA) and need assistance please do not hesitate to contact me. Additionally, if you have special needs regarding exams and other accommodations, you may contact:

Center for Disability Access and Resources (CeDAR):

<http://www.famu.edu/index.cfm?cedar&THECeDARTEAM>

Address: 640 Gamble Street, Tallahassee, FL 32307

Email: cedar@famu.edu Phone: 850.599-3180 Fax: 850.561-2513

Lecture Notes, Powerpoints, and Chapter Study Guides

A copy of all of the above electronic materials will be kept on FAMU CANVAS.



When can a student record?

A student may record a class lecture for three specified purposes as outlined in House Bill 233/section 1004.097, Florida Statutes:

1. For the student's own personal educational use;
2. In connection with a complaint to the University where the recording is made; or
3. As evidence in, or in preparation for, a criminal or civil proceeding.

What can students record?

Students may audio or video record a class lecture for a class in which the student is enrolled. A class lecture is defined as an [educational presentation delivered by faculty or guest lecturer] OR [faculty-delivered educational presentation], as part of a Florida A&M University course, intended to inform or teach enrolled students about a particular subject. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or lecturer during a class session.

When are students allowed to record?

Students may record at any time during a class lecture, so long as the recording is made for one of the above listed specific purposes.

Do students need permission to record?

No. Students do not need to seek permission from the lecturer prior to recording a class lecture. However, the recording must be made in accordance with the three specified purposes.

Can a student share a recording with another student?

No. A recording of a class lecture may not be published without the [written] consent of the lecturer. Publish means share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of the recording, is considered to be published if it is posted on or uploaded to, in whole or part, any media platform, including but not limited to social media, magazine, newspaper or leaflet.

Are students required to inform faculty that they are recording a class lecture?

No. Students may record a class lecture under the specified purposes listed above without informing the lecturer or receiving consent from the lecturer.

What happens if a student publishes a recording without getting written consent first?

If a student publishes a recording of a class lecture without the lecturer's written consent, and it is not in connection with a University complaint or as evidence in a criminal or civil legal proceeding, the student could face severe legal and/or disciplinary consequences. Per HB 233/section 1004.097, Florida Statutes, the unauthorized publishing of the recording allows the lecturer to take the student to court for damages, including attorney's fees, totaling as much as \$200,000. Additionally, the student may be referred to the Office of Student Conduct and Conflict Resolution for a potential violation of the Student Code of Conduct.

Does HB 233/section 1004.097, Florida Statutes, affect a student's accommodations granted through the Center for Disability Access and Resources (CEDAR)?

No. If a student has an accommodation through CEDAR to record class activities, the accommodation is for the student's own personal educational use. Accordingly, the student may not share the recordings without the lecturer's written consent.

