

**Course:** BSC 1005E Sec 501 Biology for Non-Majors

**Credit:** Three (3) semester hours

**Lecture Meeting Times and Location:** online with office hours zoom

**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:** Wednesday 9:30 pm to 11:00 pm Office hours can be both virtual and in-person

**EMAIL:** [caroline.odewumi@famu.edu](mailto: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:**

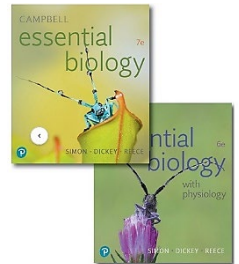
**FAMU OPERATOR:** 850-599-3000

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

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

**Required Text:** *Campbell Essential Biology, with Physiology Chapters, 6<sup>th</sup>/7<sup>th</sup> Edition*  
Simon, Dickey, Reece

Gaining access to the book is NOT OPTIONAL because you need to be able to have access to the online assignments → **recommended Textbook ISBN-13: 9780134812946**



**Buying the book or a subscription to the book is NOT OPTIONAL, you must purchase the book and the access code** because you need to be able to have access to the online assignments (Textbook ISBN-13: 9780134812946), **failure to purchase access will result to zero on the assignment NO REOPENING.**

**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 do a mastering biology assignment go to canvas and click MYLAB 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 Representative is:** Mrs. Caitlyn Tinier

Phone (850)567-6444

Email: [Caitlyn.timineri@pearson.com](mailto: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 1005 secs 004,002,010 and 501(E-CLASS)*

CLASS	SECTIONS	DAY	TIME	LOCATION AND ROOM
BSC 1005E	501	T,TH	9:30-10:45AM	ONLINE
BSC 1005	003	T,TH	11:25-2:15 PM	BENJAMIN L. BLPC 0210

## 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>
<b>Office Hours:</b>						<b>2:30-4:30 pm</b>	
<b>Recitation for BSC 1005 by Dr. Aghemien</b>	<i>TBA Please accept the invitation on iRattler</i>	<i>TBA Please accept the invitation on matter</i>	<i>TBA Please accept the invitation on iRattler</i>	<i>TBA Please accept the invitation on iRattler</i>	<i>TBA Please accept the invitation on iRattler</i>	<i>TBA Please accept the invitation on iRattler</i>	<i>TBA Please accept the invitation on iRattler</i>
<b>Recitation for BSC 1010 by Dr. Pope</b>	<i>TBA Please accept the invitation on iRattler</i>	<i>TBA Please accept the invitation to iRattler</i>	<i>TBA Please accept the invitation on iRattler</i>	<i>TBA Please accept the invitation on iRattler</i>	<i>TBA Please accept the invitation on iRattler</i>	<i>TBA Please accept the invitation on iRattler</i>	<i>TBA Please accept the invitation on iRattler</i>
<b>Undergraduate Student Success Center</b>	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 office hours 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. For security, I will not attend to you if you cannot identify your face not your picture**
- 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 I will not reopen quiz or exam because of internet unpredictability; therefore, plan to do your assignment way early than due date and time in a predictable internet access.**
- **Required Text: *Campbell Essential Biology, with Physiology Chapters*, 6<sup>th</sup>/7<sup>th</sup> Edition Simon, Dickey, Reece**
- FAMU Student ID Card to be used in the Luck down Exam
- FAMU EMAIL Address for Official communication

**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 exams. 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 lectures. My teaching philosophy stimulates learning by using any useful applications to deliver lectures.

### **General Information about this Course:**

- I teach two sections for this course. Online section is BSC 1005E sec 501. This is a web-based, Asynchronous online learning course that allows students to view instructional materials each week at any time they choose **and does not include a live video lecture component however, YouTube lecture**

videos for each chapter is provided to help the students with the comprehension of the chapter information. **You must complete your assignments for the first week to be removed from attendance hold**

- The face-to-face section is BSC 1005 sec 003 and there are scheduled class meetings. **You must be in class to be removed from attendance hold**
- **For Financial Aid your attendance is a must.**
- **There is no excuse for late assignments since all assignments are online and can be access before due date.**
  - **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 and have done the first week assignments.***
- **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.**
- **All assignment will be shut down two day before the exam so that students can use it to study for the exam. Therefore, there is no reopening of any assignments or exams**

### **Lecture Notes, PowerPoint, and Chapter Study Guides**

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

### **Expectations/Attendance**

Students are expected to keep up with assigned course material and are responsible for checking announcements and assignments every day. Attendance will be taken for each class period for the face to-face section. **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 you must submit an official excuse for the absent period. 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. **15 minutes late to the class will be consider absent. If you are going to be absent in my class because of the University obligation, you must get an official excuse and this does not excuse you from meeting your responsibilities in my class such as assignment and exam due date and time. All my assignment will be online and will be opened weeks to the due date, therefore, you have time to do your assignment before due date. There will be no reopening of assignments/exams.**

### **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 assignments 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 them 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 or 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 and take the quiz
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.
8. **ALL EXAMS INCLUDING MAKEUP AND QUIZZES NO MATTER HOW SMALL OR BIG THE POINTS ARE PART OF YOUR GRADE IN THIS CLASS**

### Examination Instructions:

- Please note when your exams will be given.

- Please understand that all Exams will be taken using the Respondus Lockdown Browser, if you are face to face class, your exam may be in class due to unforeseen circumstances .
- Cell phones/electronics such as electronic watch, ear 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 dishonesty 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 problems with any exam. The comprehensive exam will cover all the chapters covered during the semester to replace the missed exam. Makeup exam can only replace one missed exam, other missed exam will be zero.**
- **MAKE-UP EXAMS CAN NOT REPLACE MORE THAN ONE EXAM.**

### **Course Description**

The first of a two-part series 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

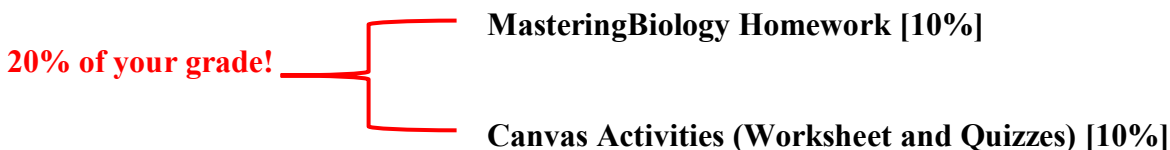
All of these skills will be assessed by tests and quizzes. These learning outcomes correspond to the “Academic Learning Compacts” of the Department of Biology at Florida A&M University. Please see the following web site for a complete explanation [http://www.famu.edu/assessment/assessment\\_ALC.php](http://www.famu.edu/assessment/assessment_ALC.php). 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 solve 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:**



**\*\*\*\*\*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 OF GRADE	GRADING SCALE	GRADE
Online Textbook Homework (Mastering Biology from Pearson)	10	88.0 – 100 %	A
On-line Assignments (Canvas Worksheets & Quizzes)	10	78 – 87%	B
5 Exams (lowest exam dropped)	80	68 – 77%	C
Extra Credit (Intro to MB, Syllabus, and Practice device)	Variable	58 – 67%	D
		Below 58%	F

**To avoid a zero on a missed exam, you MUST provide a legitimate excuse for missing that exam.**

- If you miss an exam AND have a legitimate excuse for missing that exam, you need to submit the official excuse with a week of the exam; then you need to plan to do comprehensive makeup exam refer to the exam instruction above.
- To avoid a zero on a missed exam, you must notify the instructor, and the Deans office and provide a legitimate excuse, University-approved excuse for missing that exam **WITHIN A WEEK OF THE MISSED EXAM.**
- Again, you will need a valid excuse for being allowed to make up this exam, and excuses such as time zone difference, I was traveling, the due date and time usually this time but was different with this quiz /exam; internet/canvas issues will not be accepted from any student. All students must be treated equally if your classmate can complete their assignments on time you are to manage your time to complete yours.
- If you are going to miss any exam as a result of university obligation, you should plan to take your exam before you leave for the event. All university events have been scheduled ahead of time so get the excuse from your head coach, band leader, and ROTC and plan your schedule to take the exam in advance. If not you will take a comprehensive makeup exam.
- All exams that will be online will be monitored using Respondus Lockdown Browser-Monitor unless otherwise stated.
- If you are taking a face-to-face class, your exam will be in class not online unless otherwise stated.

**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 AND EXAM SCHEDULE	PRE-CHAPTER LECTURE VIDEO ASSIGNMENT	HOMEWORK Due Dates	HOMEWORK Due Dates

Week	Date	Subject & Chapters			CANVAS	Mastering Biology
1	Aug. 29-Sep 05	Introduction	1	Chapter 1, Aug. 28	<b>C01</b> Chapter 1 Sep 05, @11:59pm	Chapter 1, Sep 05, @11:59pm
	Aug. 31-Sep 05	<b>Chapters 1</b>		Chapter 1, Aug. 28	<b>C01</b> Chapter 1 Sep 05, @11:59pm	Chapter 1, Sep 05, @11:59pm
	Sept. 05-7	Essential Chemistry of Biology	2	Chapter 2, Sep 03	<b>C02</b> Chapter 2, Sept. 10, @11:59pm	Chapter 2, Sept. 10, @11:59pm
2	Sept 12-14	Molecules of Life	3	Chapter 3, Sep 10	<b>C03</b> Chapter 3, Sept. 14, @11:59pm	Chapter 3, Sept. 14, @11:59pm
3	Sept 17	<b>EXAM 1- Chapters 1, 2, 3</b>			<b>Sept 17, @ 11:59pm</b>	<b>Sept 17, @ 11:59pm</b>
4	Sept 19 Sept 21	Tour of the Cell	4	Chapter 4, Sep 17	<b>C04</b> Chapter 4, Sept. 23, @11:59pm	Chapter 4, Sept. 23, @11:59pm
5	Sept 26-28	The Working Cell	5	Chapter 5, Sep 24	<b>C05</b> Chapter 5, Sept. 28, @11:59pm	Chapter 5, Sept. 28, @11:59pm
	Oct 1	<b>EXAM 2- Chapters 4,5</b>			<b>Oct 01, @11:59pm</b>	<b>Oct 01, @11:59pm</b>
6	Oct.03-10	The Cellular Basis for Reproduction	8	Chapter 8, Oct 1	<b>C08</b> Chapter 8, Oct.08, @11:59pm	Chapter 8, Oct. 08, @11:59pm
7	<b>Oct. 12-19</b>	Patterns of Inheritance	9	Chapter 9, Oct 10	<b>C09</b> Chapter 9, Oct. 15@11:59pm	Chapter 9, Oct. 15@11:59pm
8	<b>Oct. 22</b>	<b>EXAM 3- Chapters 8, 9</b>			<b>Oct 22, @11:59pm</b>	<b>Oct 22, @11:59pm</b>
9	Oct 24-26	Nutrition and Digestion	22	Chapter 22, Oct 22	<b>C22</b> Chapter 22, Oct. 28, @11:59pm	Chapter 22, Oct. 28, @11:59pm
10	Oct 31- Nov 02	Circulation and Respiration	23	Chapter 29,	<b>C23</b> Chapter 23, Nov 03, @11:59pm	Chapter 23, Nov 03, @11:59pm
<b>11</b>	Nov 05	<b>EXAM 4- Chapters 22, 23</b>			<b>Nov 05, @11:59pm</b>	<b>Nov 05, @11:59pm</b>



12	Nov 07-09	<b>The Body's Defenses</b>	24	Chapter 24, Nov 05 ,@11;59pm	<b>C24</b> Chapter 24, Nov 11 @11;59pm	Chapter 24, Nov 12, @11;59pm
	Nov 14-21	<b>The Reproduction</b>	<b>26</b>	Chapter 24, Nov 12 ,@11;59pm	<b>C26</b> Chapter 26, Nov. 18, @11;59pm	Chapter 26, Nov 19, @11;59pm
13	Nov 26	<b><u>EXAM 5- Chapter 24 and 26</u></b>			Nov 26, @11;59pm	Nov 26, @11;59pm
14	Nov 30	<b>EXAM MAKE UP WEEK</b>	<b>Cumulative</b>	<b>Cumulative MEANS CHAPTERS 1 TO 26</b>	<b>Cumulative</b>	<b>Cumulative</b>
15	Dec. 11-15	Cumulative Final TBA	<b>Cumulative</b>	<b>Cumulative MEANS CHAPTERS 1 TO 26 Cumulative</b>	<b>Cumulative</b>	<b>Cumulative</b>

**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. *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 THE REGISTRAR'S OFFICE**

### Class Policies:

1. The number one rule of my class is to learn how to follow the rule(s)/instructions. 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 FOR EACH INFORMATION ON 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 lecture and examination, there is no going out or coming in for the duration of the lecture and exam. 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. When I review the Respondus Lockdown Browser and you violate any of the dishonest rule, 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 play away your time after the exam/quiz. Immediately after you finished one exam, start studying for the next model.
7. All students are required to take all tests **INCLUDING the MAKEUP EXAM** at the scheduled time. This will save you from unforeseen circumstances that may happen during the exam. The Excuse **that will not be accepted is that I do not have internet where I am or the lockdown browser/canvas is not working.** In other words, do not wait till the last minute to start and complete your exams and quizzes.
  - All exams are due before the due date and time. Remember you are an online student and you can go at your paste. I will not reopen any exam or quiz as long as some students have taken and completed the exam or quiz. **To eradicate exam dishonesty and fairness to all students, No reopening or makeup of the INDIVIDUAL exam. However, at the end of the semester, a comprehensive exam will be available to all students that missed or have problems with any exam. The comprehensive exam will cover all the chapters covered during the semester TO REPLACE THE MISSED EXAM.**
  - No matter how many exams are missed, makeup exam can only replace only one exam and all other missed exams will be recorded as zero.
8. You are responsible for knowing when exams are scheduled and the examination date may change as long as it is within course meeting days.
9. A grade of "I" can only be issued to a student who on the last day he/she attends 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.
10. The student is responsible for officially withdrawing from the course. Students who simply stop attending will receive a grade based on the work attempted. **THE LAST DAY TO WITHDRAW FROM THIS CLASS**  
→ Please check with the Registrar's office
11. **DO NOT wait till the last weeks of the semester to discuss your grade.** The Canvas grade is an estimate not your actual 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 wake-up call.**
12. **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.
13. Assignments/Exams **will not be reopened** for any student under any circumstance's **IT IS ONLINE DO IT AT YOUR CONVINCENCE BEFORE DUE DATE.**
14. Recitation is part of grading. If you attend recitation, tutorial, or office hour for learning assistance, 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: For exam 1, you got 60%; in

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%.

15. The golden rule for success in this class is time management and reading 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.**
16. For Cedar students you must take your exam on the same day and time your classmate is taking their exam in class at the Cedar Center. **There is a difference between extended time and extended Days.**
17. **Cedar students must provide the document for the exam accommodation**
18. 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 THE **LAST DAY TO WITHDRAW FROM THIS CLASS FROM REGISTRA/ FINANCIAL AID OFFICE**
19. **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 vapping with your friends on FACEBOOK, TWITTER, or wherever you like to “chat”, “browse” or “hang”.**
20. **Taking an exam before the scheduled date is a privilege and not a right. It depends on my time availability and I strongly discourage it**

If you have any issues with Canvas or the lockdown browser do not contact me first get help immediately from the EIT/OIT. Remember most university employees have Saturday and Sunday off. Therefore, do your assignment before closing time and on weekends.

### **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](mailto: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



### **In-Class Recording FAQs and Protocols**

#### 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.

**2022 – 2023 Academic Year**

**Suggested Language for Faculty Syllabi**

**House Bill 7 (HB7) Conformity:** Fundamental to the institution's mission is support for an environment where divergent ideas, theories, and philosophies can be openly exchanged and critically evaluated. Consistent with these principles, this course may involve discussion of ideas that you find uncomfortable, disagreeable, or even offensive. These ideas are intended to be presented in an objective manner and not as an endorsement of what you should personally believe. Objective means that the idea presented can be tested by critical peer review and rigorous debate, and that the idea is supported by credible research. Not all ideas can be supported by objective methods or criteria. Regardless, you may decide that certain ideas are worthy of your personal belief. In this course, however, you may be asked to engage with complex ideas and to demonstrate an understanding of the

ideas. Understanding an idea does not mean that you are required to believe it or agree with it. (*Note: Adapted from suggested language from UCF.*)

### **Mental Health Statement for Faculty Syllabi**

Being successful in this course is dependent on many factors, including your personal well-being. As a student you may experience a range of stressors that can cause barriers to learning and impact your overall health. They may include anxiety, high levels of stress, depression, trauma, grief and strained relationships. You are a priority and there are a number of people at FAMU waiting to assist you in your academic journey. Please reach out to me if you are experiencing any type of difficulty that may impact your success in this course. In addition, the Office of Counseling Services (OCS) offers FREE, confidential virtual and in-person counseling for enrolled students. To learn more, [visit the OCS' website](#) or call (850) 599-3145.