

**PLEASE READ THIS SYLLABUS CAREFULLY AND PAY ATTENTION TO ALL INFORMATION THEREIN. THIS WOULD BE THE POLICY THAT WILL GUIDE THIS COURSE.**

**Course and Sec: BSC 1010 Sec 005, and BSC 1010E Sec 501 General Biology I**

**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)

**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](mailto:caroline.odewumi@famu.edu) *\*best mode of contact*

*Feel free to email at any time but allow between 24-48 hours excluding Saturdays, Sundays, and holidays 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, 12<sup>th</sup> 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 pasted in the announcement.**

To do a mastering biology assignment go to Canvas and click MASTERING BIOLOGY. To access these assignments, you must first register. All students are now on book vouchers, just go to the FAMU bookstore and get your class materials. For any more information on Pearson materials for the class, contact:

FAMU Pearson's representative is Mrs. Caitlyn Timineri

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](mailto: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 005 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>
<b>Office Hours:</b>	<b>Jones Hall Rm 203/Zoom</b>		<b>BSC 1005 2:30-4:30 pm</b>			<b>BSC 1010 2:30-4:30 pm</b>	
<b>Recitation for BSC 1005 by Dr. Aghemien</b>	<i>TBA</i>	<i>TBA</i>	<i>TBA</i>	<i>TBA</i>	<i>TBA</i>	<i>TBA</i>	<i>TBA</i>
<b>Recitation for BSC 1010 by Dr. Pope</b>	<i>TBA</i>	<i>TBA</i>	<i>TBA</i>	<i>TBA</i>	<i>TBA</i>	<i>TBA</i>	<i>TBA</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-6:00pm

**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 sometimes Chrome is not compatible with Canvas and you will not be able to take your exam on it)**
- Strong internet capability, exam/ quiz will not be reopened as a result of any internet issue

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- Textbook, **Required Text:** Campbell Biology, **12th Ed** by Reece. Urry. Cain. Wasserman. Minorsky and Jackson
- FAMU Student ID Card to be used in the Luck Down
- 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 lectures.

**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 download FAMU Lockdown. **Please contact EIT/OIT office located at the Coleman library basement to be sure you downloaded the correct FAMU Lockdown browser and located the area with strong internet connection. I WILL NOT REOPEN ANY EXAM OR QUIZ BASED ON ISSUES WITH LOCKDOWN BROWSER OR INTERNET CONNECTION**

**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 the lecture. My teaching philosophy stimulates learning by using useful applications to deliver lectures.

### **General Information about this Online 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**

## 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 classes. **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. **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 75 minutes and any seconds taken away are critical. For any reason you go out during the lecture, please do not come in until I dismiss the class**

## 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 or face-to-face. So, please remember to always:

- Be courteous and respect others' views and opinions.
- Be sensitive to general, cultural, and linguistic backgrounds.
  - **University Policy Statement on Non-Discrimination:** It is the policy of Florida Agricultural & Mechanical University to ensure 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.
- 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, watch the lecture video as you read each chapter; 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, adaptive assignment will pop up 24hours after the main quiz. All assignment goes toward your grade*)
4. Optional: Video lecture, PowerPoint Notes, Chapter Outline, and Chapter Review in PDF for each chapter for the course will be provided to help guide you through the chapter
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) may be assigned for extra credit. 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. Make use of the study area in the mastering biology. Practice with all form of questions for each chapter approximately 100 question per chapter, the earlier you start studying the better prepare you will be for my exam.
5. 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!!!
6. *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.*
7. Become familiar with all areas of the Canvas panel on the left-hand side.
8. Check your **CANVAS ANNOUNCEMENT; THIS WILL BE THE MEANS OF COMMUNICATION**. Be sure to read and check it often.
9. **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 IF YOU ARE ONLINE CLASS, ALL Exams will be taken using the Respondus Lockdown Browser, IF YOU ARE FACE TO FACE CLASS, YOUR EXAM MAY 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 the University. This may warrant a serious discipline and a stain of career record. All students are strongly encouraged to review the FAMU [Student Handbook 2021 - 2026](#) for more information.
- **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.**
- **MAKE-UP EXAMS CAN NOT REPLACE MORE THAN ONE 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 and understand the investigative processes of science
- Discuss and Understand the chemical processes of science
- Discuss and Understand the interaction of cell structure and function
- Obtain 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](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 – 89.0%	A
On-line Assignments (Canvas Worksheet & Quizzes)	10	88.0 – 79.0%	B
5 Exams (lowest exam dropped)	80	78.0 – 69.0%	C
Extra Credit (Intro to MB, Syllabus, and Practice device)	Variable	68.0 – 59.0%	D
		Below 58.0%	F

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

1. If you miss an exam AND have a legitimate excuse for missing that exam, you need to submit the official excuse within a week of the exam; then you need to plan to do a comprehensive Makeup exam refer to the exam instruction above.
2. To avoid a zero on a missed exam, you must notify the instructor immediately, and your Deans office and provide a legitimate excuse, University-approved excuse for missing that exam **WITHIN A WEEK OF THE MISSED EXAM.**
3. If you are going to miss any exam as a result of your university obligation, you should plan to take your exam before you leave for the event. All university events have been scheduled way 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.
4. All exams that will be online will be monitored using Respondus Lockdown Browser-Monitor unless otherwise stated.
5. 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 too.
6. If you are taking a face-to-face class, your exam may be in class or online.

### LATE ASSIGNMENTS

I DO NOT TAKE LATE ASSIGNMENT, HOWEVER, IF UNDER ANY CIRCUMSTANCES I FEEL SYMPATHY TO TAKE LATE ASSIGNMENT, Late assignments will be assessed a point loss of 25% for each 24-hour period they are late unless a prior agreement has been made with the instructor for an alternate due date.

24-hrs after the due date	Penalty
	25% pt. loss

48-hrs after the due date	Penalty
	50% pt. loss

72-hrs after the due date	Penalty
	0% grade

Assignment grades will reflect the A-F grading scale (below) based on the student's percent score out of 100% at the end of the course. Incompletes (I) will only be given per the University regulation for this course.

**\*\*ATTENTION! ATTENTION!! ATTENTION !!!\*\***

- There are **NO Make-Up or Reopening of Assignments/Quizzes /Exams** in this course
- **Assignments/Quizzes/Exams** will be reopened immediately after due date for the proactive students to review for exam therefore it will be unfair to reopen any of the above to any other student with answer so plan ahead and have a good time management.
- There are **NO individual exam Make-Up; Only Make-Up Exam is the comprehensive Exam at the end of the semester before final exam** in this course.

### Lecture Notes, PowerPoint, Study Guides, and Videos/Animations

All of the above copy on FAMU CANVAS for your perusal and for copying.

BSC 1010 TENTATIVE LECTURE /EXAM SCHEDULE						
WEEK	DATE	SUBJECT	BOOK CHAPTERS	YOUTUBE CHAPTER VIDEOS	Homework Due Dates	HOMEWORK Due Dates
					CANVAS	MASTERING BIOLOGY
1	08/28	Introduction: Themes in the Study of Life	1 AUG 27	CHAPTER 1 AUG 27	CHAPTER 1 SEPT 10 @11:59pm	CHAPTER 1 SEPT 06 @11:59pm
2	09/04	Themes in the Study of Life/ The Chemical Context of Life	2 SEPT 3	CHAPTER 2 SEPT 3	C01 AND C02 SEPT 22 @11:59pm	CHAPTER 1, CHAPTER 2, SEPT 10 @11:59pm
3	9/11	Water and the Fitness of the Environment	3 SEPT 10	CHAPTER 3 SEPT 10	C03 SEPT 22 @11:59pm	CHAPTER 3, SEPT 17 @11:59pm
4	9/18	<b>Carbon and the Molecular Diversity of Life</b>	4 SEPT 17	CHAPTER 4 SEPT 17	CO4 SEPT 22 @11:59pm	CHAPTER 4, SEPT 22 @11:59pm
	<b>09/24</b>	<b>EXAM 1-Chapters</b>	<b>1, 2, 3, 4</b>			
5	09/25-27	Structure and Function of Macromolecules	5 SEPT 24	CHAPTER 5, SEPT 24	C05 SEPT 28 @11:59pm	CHAPTER 5, SEPT 28 @11:59pm
6	09/29-10/02	A Tour of the Cell	6, SEPT 28	CHAPTER 6, SEPT 28	C06, C07AND C11 OCT 13 @11:59pm	CHAPTER 6, OCT 03 @11:59pm
7	10/04-06	Membrane Structure and Function	7 OCT. 03	CHAPTER 7 OCT. 03	OCT 13 @11:59pm	CHAPTER 7, OCT 07 @11:59pm
8	10/09-13	<b>Cell Communication</b>	11 OCT 08	CHAPTER 11, OCT 08	C06, C07AND C11 OCT 13 @11:59pm	CHAPTER 11, OCT 13 @11:59pm
	<b>10/15</b>	<b>Exam 2-Chapters</b>	<b>5, 6, 7, 11</b>			
9	10/16-18	Introduction to Metabolism	8 OCT 15	CHAPTER 8 OCT 15	C08 OCT 27 @11:59pm	CHAPTER 8, OCT 19 @11:59pm
10	10/20-23	Cellular Respiration	9 OCT 20	CHAPTER 9 OCT 20	C08 C09 AND C10 OCT 27 @11:59pm	CHAPTER 9, OCT 27 @11:59pm
11	10/25-27	Photosynthesis	10 OCT 24	CHAPTER 10 OCT 24	C08, C09 AND C10	CHAPTER 10, OCT 24



					OCT 27 @11:59pm	@11:59pm
	<u>10/29</u>	<u>EXAM 3- Chapters</u>	<u>8, 9, 10</u>			
12	<u>10/30-11/01</u>	The Cell Cycle	12 OCT 29	CHAPTER 12 OCT 29	C12 OCT 31 @11:59pm	CHAPTER 12, OCT 31 @11:59pm
14	11/03-08	Meiosis and the Sexual Life Cycle	13 NOV 02	CHAPTER 13 NOV 02	C13 NOV 09 @11:59pm	CHAPTER 13 NOV 09 @11:59pm
	<u>11/12</u>	<u>EXAM 4-Chapters</u>	<u>12, 13</u>			
15	<u>11/13-15</u>	Mendel and the Gene Idea	14 NOV 12	CHAPTER 14 NOV 12	C14 NOV 16 @11:59pm	CHAPTER 14, NOV 16 @11:59pm
16	11/17-20	The Chromosomal Basis for Inheritance	15 NOV 16	CHAPTER 15 NOV 16	C14 & C15 NOV 25 @11:59pm	CHAPTER 15, NOV 25 @11:59pm
17	<u>11/27</u>	<u>EXAM 5</u>	<u>14&amp;15</u>			
	<u>12/1</u>	<u>EXAM MAKE UP WEEK</u>	CUMULATIVE			
	<u>12/4-8</u>	<u>Review for final exam</u>				
20	<u>12/11-15</u>	FINAL EXAM TBA	CUMULATIVE			

THE LAST DAY TO WITHDRAW FROM THIS CLASS Nov. 09, 2023. CHECK WITH REGISTRAR'S OFFICE

*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.

### **Class Policies:**

1. I teach two sections for this course. Online section is BSC 1010E 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**
2. The face-to-face section is BSC 1010 Sec 005 and there are scheduled class meetings. **You must be in class to be removed from attendance hold**
3. **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 email or submit an exam/assignment to 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 instructions 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.**

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 this

course materials are available to you on Canvas and you can study at your own pace there will not be a reopening of assignments or exams after the due date. You can read ahead and do your assignments before the due date.

4. **RULE OF TUMB: Learn how to manage your time, No one will lend you their time.**
5. **During the EXAMINATION, there is no going out or coming in for the duration of the exam. 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 75 minutes and any seconds taken away are critical. For any reason you go out during the lecture, please do not come in until I dismiss the class**
6. **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 your score is not enough to cover the minus 90%, I will take the remaining points from the next exam score; WHEN YOU ARE CAUGHT WITH ANY ELECTRONIC DEVICE ON YOU DURING THE EXAM, I AM NOT USING IT WILL NOT BE ACCEPTABLE EXCUSE. HONESTY WILL REALLY PAY OFF.**
7. **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**
8. **Lecture for the next model begins immediately after you drop the exam. Immediately after you finished one exam, start studying for the next model.**
9. All students are required to take all exams **INCLUDING the MAKEUP EXAM ALL EXAMS and QUIZZES** at the scheduled time unless prior arrangements are made with the instructor. This will save you from **unforeseen** circumstances that may happen during ANY exam. The excuses **that will not be accepted are: I do not have internet where I am or the lockdown browser/canvas is not working or am on the road, or the time zone where I am is different or there is light out.** You are responsible for knowing when exams are scheduled and the examination date may change as long as it is within course meeting days. 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 all the course materials are online and you can go at your pace. 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 ONLY ONE MISSED EXAM.**
  - **No matter how many exams are missed, YOU CAN ONLY TAKE ONLY ONE Makeup exam AND ONE MAKEUP EXAM can only replace only one exam and all other missed exams will be recorded as zero.**

### **Official University Excuses:**

- **ONLY an OFFICIAL UNIVERSITY EXCUSE WILL BE ACCEPTED.**
  - Speak with your instructor if there is any cause for you to miss an **EXAM** and follow-up with an **OFFICIAL UNIVERSITY EXCUSE** within **ONE WEEK** of the absence.

- These **two jointly** will be considered as an **excused absence**.
  - **OFFICIAL UNIVERSITY EXCUSES WILL NOT BE ACCEPTED** for assignments that **DO NOT** require an **IN-PERSON (CLASS) ATTENDANCE**.
    - Post-Lecture Extra Credit Assignments/ Quizzes
  - **ALL STUDENTS ARE ALLOWED ONE OFFICIAL UNIVERSITY EXCUSE THAT WILL COVER ONE MISSED EXAM PER SEMESTER.**
  - **OFFICIAL UNIVERSITY EXCUSES WILL NOT BE ACCEPTED **AFTER THE LAST DAY OF CLASSES (DECEMBER 08<sup>TH</sup>, 2023)****
10. You are responsible for knowing when exams/quizzes are scheduled and the examination date may change as long as it is within course meeting days.
11. All students are required to take **ALL EXAMS and QUIZZES with no exceptions**. You are responsible for knowing when exams are scheduled and the examination date may change as long as it is within course meeting days.
12. 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.
13. 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**  
**➔ 11-09-23**
14. **DO NOT wait till the last weeks of the semester to discuss your grade.** If you are having a problem, then see me ASAP before then, otherwise there will be little I can do to help you. **Failing the first exam is a wake-up call.**
15. **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.  
 Assignments/Exams **will not be reopened** for any student under any circumstances. **All assignments will be online so cultivating a habit of not waiting until the last minute to do your assignment**
16. **Recitation is part of grading.** Attend recitation weekly. 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%; for 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%.
17. 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.**
18. **Cedar students must provide documents for the exam accommodation**
19. 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 REGISTRAR/ FINANCIAL AID OFFICE**

20. **Your cell phones should be put on airplane mode 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”.**
21. 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.**
22. **IMPORTANT!!! ALL electronic devices must 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!)**
23. 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.
24. **Taking an exam before the scheduled date is a privilege and not a right if the exam is in class. It depends on my time availability and I strongly discourage it.**
25. **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@fam.u.edu](mailto:oit@fam.u.edu)

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.fam.u.edu>

### **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.



### **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.