<table>
<thead>
<tr>
<th>Course Information</th>
<th>Instructor Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology for Science Majors 2: Biology 1407 section 33266</td>
<td>William Simmons</td>
</tr>
<tr>
<td>Spring 2014</td>
<td><a href="mailto:simmw@chisd.com">simmw@chisd.com</a></td>
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<tr>
<td>Biol 1407</td>
<td>469-272-2000 x7240</td>
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<tr>
<td>MTWRF 2:26-3:15 pm</td>
<td>MTWRF 7:00-8:10 am</td>
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**Course Description**
This course is designed to assist students in gaining an understanding of the basic concepts of biology. Course topics include but are not limited to the scientific method, basic chemistry, biochemistry, the structure and function of cells, cellular respiration, photosynthesis, and molecular genetics.

**Required Text:** Biology  
Author - Campbell, Neil A, Reece, Jane B  
Edition – 6e  
ISBN: 0805366245

**Lab Manual:** AP Biology Investigative Labs  
Subtitle - : An Inquiry based approach  
Author – College Board  
ISBN: 1806014289

**Required materials:**  
Pens (blue or black ink), pencils; calculator (TI 83 or higher); metric ruler, Sharpie marker(s); index cards; gloves (optional)

**Note:** A minimum of 12 hours per week should be devoted to course material outside of class time

**Course Prerequisites**
One of the following must be met:

1. Developmental Reading 0093 AND Developmental Writing 0093;
2. have met Texas Success Initiative (TSI) Reading and Writing standards.
3. successfully completed Biol 1406

| Disclaimer – | The instructor reserves the right to amend this syllabus as necessary. |

**Texas Core Objectives for Student Learning**
Students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. In this course, the following skills are in focus.

1. **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. **Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

4. **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

**Student Learning Outcomes**

1. Students should be able to identify the competitive theories pertaining to evolution.

2. Students should be able to explain animal diversity throughout the Animal Kingdom.

3. Students should be able to demonstrate an ability to critically think and apply concepts addressed in the course to the everyday life situations of an individual not directly associated with education, science, or health/medically related fields.

**Evaluation Procedures**

There will be three regular lecture exams in Biology 1407 each at 100 points. The final is worth 200 points and consists of half new material and half review (comprehensive) material. At the end of the semester, if the comprehensive portion of the final is higher than one of the previous lecture exams, it may be used to replace the lower exam grade. The comprehensive portion of the final may also serve in place of a missed lecture exam. Lecture exams cannot be made up.

Daily lecture and lab attendance is required. Due to the nature of this course, laboratory work CANNOT be made up. The laboratory will consist of four lab exams each worth a total of 50 points. Lab exams CANNOT be made up under any circumstances. Please make every available effort to attend each lab exam. Laboratory assignments will be collected for each laboratory topic and may consist of a word root exam, pre/post quiz, post-lab questions, model quizzes, and any required handouts. Thirteen lab assignments will be collected, and the lowest lab assignment grade will be dropped provided that one of those grades is not on the first or final assignment. If so, then the next lowest lab assignment grade will be dropped. Each laboratory assignment will be worth a total of 15 points. Additional lab handouts/assignments will be valued at 5-15 points each. The total points for lab assignments will be 230 points. Laboratory assignments are due at the beginning of the lab period on the specified due date. Late work will not be accepted.

Each student in Biology 1407 will be required to write four Critical Thinking Statements (CTS) throughout the semester each worth 25 points. The CTS must be turned in prior to the lab exam over the selected topic discussed in the CTS. Please see the CTS section of this syllabus for further explanation.

Participation in Discussion Boards in eCampus is also required and may influence your final grade. Students whose grades fall within two percentage points of the next highest grade may be eligible for point adjustments if certain
criteria are met such as attendance, participation, exhaustion of extra credit opportunities, completion of all CTS’s, and completion of non-required discussion boards.

The total number of points possible for this course is 1199. The following scale will be used to determine the grade earned in the course.

Grading Scale

The total number of points possible for this course is 1070. The following scale will be used to determine the grade earned in the course.

Grading Scale:
A = 958 – 1070 points
B = 851 – 957 points
C = 744 – 850 points
D = 637 – 743 points
F = 636 & below

Syllabus Quiz 1X10 = 10 points
Discussion Boards 3 X 10 = 30 points
Lecture exams 3 X 100 = 300 points
Final exam 1 X 200 = 200 points
Critical Thinking Statements 4 X 25 = 100 points
Lab Practicals 4 X 50 = 200 points
Lab Assignments/Quizzes = 230 points
Total: 1,070 points

Exams and Assignments

All lecture tests will be administered in class and will require that the student brings a ScanTron to the exam as well as a #2 pencil. Each test may consist of multiple choice, matching, fill-in-the-blank, short answer, true/false, labeling, or essay type questions (any combination). Exams will cover the material presented in daily lectures and assigned textbook reading. Lab exams will be administered during the laboratory period and will be in the nature of a practical consisting of fill-in-the-blank and short-answer identification type questions. Word root exams will be administered at the beginning of the designated laboratory sessions. Pre/Post quizzes will be administered with the word root quizzes, and each will cover the previous day’s lab material and the present day’s material. Each will be comprehensive. All assignments are to be completed in ink (blue or black only) or pencil. Late work will not be accepted.

Laboratory:

The laboratory portion of this course will be devoted to the observation and study of various scientific theories and methodologies. The students will be required to identify all laboratory components including experiments conducted, results obtained, and materials utilized. Visual identification of model components, slides, and specimens will also be
required. The specimen observations will coincide with the laboratory manual and unit questions. Students will be required to complete and turn-in lab hand-ins following each laboratory topic. The hand-ins will typically be divided into the following sections:
1. Specified questions from the lab manual
2. Handouts or model quiz questions
3. Pre-Post lab quizzes

Lab Procedures:

1. Come in and sit down. Stay there unless directed to do otherwise
2. Nothing on lab table except lab manual and pen/pencil.
3. Turn in assigned work.
4. Listen completely for information and instructions on lab.
5. Do not talk while I am talking... won’t explain again later.
6. When instructions are complete, begin lab.
7. Listen for additional verbal instructions during the lab.
8. At end of lab, clean up all materials and trash, then wipe down area. Wash glassware and put everything back where you found it.
9. Do not bring any food/ drinks into the lab.
10. Mind your manners, be courteous to others and practice safety.
11. Misuse of equipment will lead to reduction in grade and possible replacement costs.
12. No late work. Missed labs cannot be made up. Extenuating circumstances – can make arrangements to attend lab on another day. It is students' responsibility to make arrangement with instructor.

Critical Thinking Statements (CTS):

The purpose of the CTS is to assist the student is thinking about the laboratory topic from a "non-classroom" perspective. CTS’s are to be written in 3rd person about a friend or family member who is a witness to the scientific phenomenon discussed in his/her everyday life. The CTS may be fictional or non-fictional. Creativity is welcomed and encouraged. The student may not write about a school situation at any level of education, a laboratory setting, health care setting or any profession directly related to science. The goal of the CTS is
to relate science to everyday, ordinary occurrences whereby the observer may not realize he/she is involved in science.

The CTS is NOT a research paper. Students are discouraged from researching material about the topic just to restate it in paragraph form as the body of the CTS. CTS's that read like research papers, textbooks, or websites will not receive any credit. Essentially, the CTS is a short story about using the topic in everyday life.

The CTS will be a **minimum of one and a half pages** in length (double spaced) and a **maximum of three pages** in length. One inch margins are to be adhered to on all sides. The body of the CTS must start within one inch of the top of the page. If the heading causes the body of the paper to begin below one inch from the top of the page, the paper must extend onto subsequent pages in order to meet the minimum length requirements. The font should be 10 or 12 point. Times New Roman, Ariel, or Calibre type must be utilized. Do not use wide or bolded types. Do not justify and/or center the text on the page – utilize the left align function.

Each student will be required to write four CTS’s for this course in his/her own words. **At least one must be submitted by each deadline.** Students may work ahead, but not make them up later. Each CTS must be run through Turnitin.com plagiarism detection device prior to submission. Each CTS must have a similarity percentage on the originality report of 20% or less.

CTS’s will be saved as a Word document (.doc or .docx) or a rich text format file (.rtf). CTS’s will be saved utilizing the following format for naming the file: CTS# (1, 2, 3 or 4) subject (metric, photosynthesis, etc) .rtf. Example: CTS#1ScientificMethod.rtf.

Each is due prior to **8:00 am** on the day of the scheduled lab exam over that particular CTS topic. The final CTS is due before the last lab exam. Please see the calendar or schedule below for the date. The originality report from turnitin.com must also be submitted by this deadline. Again, the CTS will **not** be accepted after the student has taken the lab exam over that topic. **At least one CTS must be submitted by each deadline.** Students may submit no more than one CTS by the last deadline. Spelling will count in the CTS. A student may write ahead in the schedule to cover any listed topic he/she pleases; however, once a deadline has passed, that topic is no longer permissible to write a regular required CTS over.

The total for CTS’s is 100 points. This is the equivalent of a test grade. Failure to successfully complete the CTS’s for this course will likely lower the student’s grade by one letter.

CTS topic selections:

- Evolution
- Ecology
- Biomes
- Taxonomy

**You may no longer write about the above topics after Feb 17th (MW) or Feb 18th (TR).** Your first CTS is due by this date. No late work accepted.
Bacteria
Viruses
Protista
Algae
Fungi
Lichens
You may no longer write about the above topics after Mar 19th (MW) or Mar 20th (TR). Your second CTS is due by this date. No late work accepted.

Bryophytes
Seedless plants
Gymnosperms
Angiosperms
You may no longer write about the above topics after Apr 7th (MW) or Apr 8th (TR). Your third CTS is due by this date. No late work accepted.

Sponges
Cnidarians
Worms
Mollusks
Echinoderms
Chordates
Vertebrates
Your last CTS is due by Apr 23rd (MW) or Apr 24th (TR). No CTS will be accepted after this date. Note: this is BEFORE your last lab final.

Please go to the CTS assignments listed under the Critical Thinking Button on eCampus to submit. Students will first compose and type the CTS. It will be saved as an doc, docx or RTF (rich text file) format. It will then be run through a plagiarism detection device (turnitin.com). Students will then submit it as an assignment under the individually numbered CTS section under the Critical Thinking button of this site.

Syllabus Quiz:
A quiz over syllabus material will be taken on eCampus by Monday, January 27th at 11:00 pm. The quiz is worth 10 points. It will be used to determine if students have read the syllabus material. You may use your syllabus on the quiz. You may take it as many times as you like until the deadline. I advise you to take it until you score a perfect 10 points. The quiz can be found on eCampus under the practice quiz section.

Discussion Boards
Discussion board submissions must be original. Students may not submit information on the same events or diseases. Students must adhere to the guidelines presented in the discussion board link.

Due dates:
Ecological Footprint – due Feb 7th by 11pm
Microbes and History – due Mar 28th by 11pm
Endangered Species – due Apr 18th by 11pm

Discussion boards are intended for instructional use only. Any information posted on the discussion board must adhere to the guidelines of the assignment given in the instructions of each discussion board. **All information posted on the discussion board must be supported** (by giving the MLA citation and/or source) by scientific fact in this course. This means the information must be derived from a peer-reviewed scientific journal (not a magazine or newspaper), scientific textbook, or scientific paper published by a legitimate scientific society and written by a member of the scientific community. Once again, be careful when searching internet sources. Many are not supported by the scientific community and/or are plagiarisms of other sites. Do NOT copy and paste material onto the discussion board that isn’t your original work.

***If you are using a program other than Microsoft Word or a PC, don’t wait until the last minute to complete your discussion board or other assignments. Sometimes, Mac’s and other programs aren’t compatible with eCampus. If this happens, you only have until the deadline to correct the problem. No extensions will be given.

Discussion Board Etiquette

This science course is based on scientific fact alone, not personal opinions. Please refrain from using the discussion board to express political viewpoints, as a dating service, to advertise any and all types of solicitation, from expressing religious viewpoints or quoting Biblical passages, or giving personal opinions. Please refrain from using any inappropriate language in the discussion boards. Please do not “sign” discussion boards. The discussion board will automatically be posted with your name.

The examples below are examples of acceptable scientific publications:

- Journal of Clinical Microbiology
- Epidemiology Reviews
- American Society for Microbiology News (ASM News)
- Science
- Nature
- Morbidity and Mortality Weekly Report (MMWR)
- Journal of Virology
- Journal of Infectious Diseases
- New England Journal of Medicine
- Emerging Infectious Diseases (EID)
- Lancet
- Journal of Bacteriology
Examples of unacceptable sources for this course:

Wikipedia.com
Time
National Geographic
National Inquirer
Any newspaper (such as: Dallas Morning News, USA Today, New Yorker)
Reader’s Digest
Globe
Any other magazine: Men’s Health, Women’s Health, Good Housekeeping

***In no way are these lists all inclusive. These are meant to represent examples of what is and is not acceptable. When in doubt, please contact me prior to posting any information.

***The use of unacceptable sources or the avoidance of using a source will result in the loss of points for an assignment.

***Failure to adhere to discussion board etiquette may result in the student being blocked from using the discussion board and a loss of points.

**Email Etiquette**

When sending an email message to an instructor there are a few guidelines to follow:

1. Address the instructor as Mr., Ms., Mrs. or Professor

2. Always include your name, course, and section number in the email

3. Never use foul, vulgar, inappropriate, discriminatory, rude, or otherwise unprofessional language in the email.

4. Remember, the relationship between the student and the instructor is a professional relationship not a friendship; therefore, be sure not to include instructors in your forwarded emails to friends, chat rooms, or personal updates.

5. Email between the instructor and student is to relate to course, campus, or educational matters

6. Rude or otherwise disrespectful emails will NOT be answered. Do not spam the instructor. Doing so will result in an automatic zero for the subject matter and/or the email will be ignored.

**Extra credit activities:**
Extra credit opportunities exist for those students wishing to make-up for low scores. A **maximum of 20 points extra credit** can be earned in this course. Extra credit may be earned as follows:

- Write 2 additional CTS’s (10 points each)

A student may complete one or both assignments for points. All extra credit work is due by **Apr 28th (MW) or Apr 29th (TR) by 8am**.

The extra CTS’s may be written over any topic in Biol 1406 that the student has not already written about previously (including those no longer permitted due to lab exams). Students must first submit all required 4 CTS’s prior to completing the extra credit CTS’s. Extra credit CTS’s must be titled: Extra Credit CTS # 1 and Extra Credit CTS #2. The extra credit CTS’s must follow all guidelines as for all CTS’s. They will be submitted under the extra credit button on eCampus.

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**Stop Before you Drop**

For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop.

You may drop no more than six courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give your more information on the allowable exceptions.

Remember that once you have accumulated six non-exempt drops, you cannot drop any other courses with a “W”. Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: [http://www.dcccd.edu/Why/Reg/Registration/Pages/default.aspx](http://www.dcccd.edu/Why/Reg/Registration/Pages/default.aspx)

**Withdrawal Policy (April 17, 2014)**

If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by **(April 17, 2014)**. Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. See institutional policies for additional information on withdrawals.

**Attendance Policy**

Each student is expected to attend all lecture and laboratory sessions and to be on-time for each session. Being late to class is disruptive to the class. Excessive tardiness will not be tolerated. Information or announcements missed due to being tardy will not be repeated. Tardiness, absence, or disruptive behavior (i.e. eating, sleeping, leaving before dismissal, etc.) will affect your grade. Every two instances a student is tardy for class will count as an absence. After **six** absences, the instructor reserves the right to drop the student’s grade by **one letter grade**.
A daily sign-in sheet will be passed around the room at the beginning of every class. Students who arrive late will be seated in the row(s) closest to the door and will have to sign the sheet at the end of class.

Students will have 5 minutes to arrive to class. After 5 minutes, the classroom/lab door will be locked. No student will be permitted to enter the room without instructor permission. This likely will be if or when a break occurs and/or class is over.

Students may NOT leave the classroom/lab while in session. If a medical problem develops/exists, students must discuss this with the instructor. Documentation from a medical professional will likely be required if the condition continues. No student may allow another student back into the classroom/lab without the instructor’s permission. If this occurs, both students will be dismissed from class.

Attendance also includes participation. Students are expected to arrive on-time, stay the entire length of class until dismissed, come prepared, and participate in class activities and/or discussions. Failure to participate may result in an absence.

Emergency Closings

In the event of an emergency or weather related closing, the student should check for email from the instructor regarding how to address the missing day(s). Students are expected to keep up with deadlines on eCampus even in the event of a campus closing. Students should check email and eCampus daily.

Classroom Policies

Cell phones and pagers
Please adjust all cell phones and pagers to silent mode or turn them off! The ringing of a cell phone or the beeping of a pager is a disruption to the class. An accidental ringing or page will be tolerated once. After a second offense, the student may be asked to leave class and/or lab for the day. If asked to leave, the student’s assignments and work for the day will be given a grade of zero. Please also refrain from text messaging while in class/lab.

All electronic devices will be put away during class/lab. No blue tooth or ear bud devices will be worn during the class/lab. In the event of a family/personal emergency, the student must inform the instructor of the potential problem “before” class starts.

Any student found to be using an electronic device during class may be asked to leave. The device will also be confiscated.

Classroom etiquette

1. Students will participate in class discussions.
2. Students will NOT carry on individual conversations in the class/lab
3. All members of a lab group will work together.
4. Any student who puts his/her head on the desk in an attempt will be asked once to participate. The next time, the student will be told to leave for the day.

5. Students who put away their books/supplies before the class/lab is over will be counted absent for the day.

6. During an exam, all electronic devices will be removed from the student’s person. They will be placed in purses, backpacks, or under the desk. Any violation of this policy WILL result in a zero for the quiz/exam.

**NO FOOD OR DRINKS ARE ALLOWED IN THE CLASSROOM/LABORATORY. ABSOLUTELY NO CHILDREN ARE TO ENTER THE CLASSROOM/LABORATORY.**

**Laboratory Safety:**

*The safety rules listed below are not meant to be a complete list of do’s and don’ts for lab work. They are meant to be representative of the types of items which would concern you when working in the laboratory.*

i. Do not bring food or drinks into the laboratory.

ii. Shoes worn in lab must completely cover the top of your feet. No sandals.

iii. Students are expected to behave as adults and in a professional manner. Inappropriate and/or immature behavior will NOT be tolerated. Students acting inappropriately **WILL** be removed from the lab. All grades earned that day will result in a zero.

iv. Do not begin lab exercise until instructor is present and gives directions.

v. Know the location and proper use of safety equipment: fire extinguisher, first aid kit, fire blanket, eye wash station and safety shower. Be prepared. Have a plan of action.

vi. Know location and purpose of Material Safety Data Sheets (MSDS).

vii. Personal protection equipment (goggles, gloves, etc.) should be worn when required, especially people with contacts.

viii. Read all labels carefully before using contents. Make sure the material used is exactly the one required for the exercise. Have partner double check label.

ix. Never mix, taste or inhale chemicals unless directed to by instructor.

x. Chemical spills or broken glass should be cleaned up immediately and completely. Dispose of materials in proper place.

xi. Report all injuries to instructor regardless of how minor.
xii. Keep workspace orderly and clean up all apparatus and area upon
completion of lab.

xiii. Wash hands thoroughly after each lab.

Course Outline

For maximum success in this course you should spend a *minimum* of 12 hours per week working on course material.

Please see more detailed calendars on ecampus for lecture and lab.

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<thead>
<tr>
<th>Week</th>
<th>Lecture (Chapter/Topic)</th>
<th>Experiments (Ex#)</th>
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<tr>
<td>1</td>
<td>Orientation (19)</td>
<td>Orientation / Lab Safety</td>
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<tr>
<td>2</td>
<td>Orientation (19) &amp; Evolution (21)</td>
<td>Adaptation/Skulls Handout</td>
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<tr>
<td></td>
<td>Evolution (21) &amp; Ecology (49)</td>
<td>Biome Handouts</td>
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<tr>
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<td>Syllabus Quiz due</td>
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<tr>
<td>3</td>
<td>Ecology (52)</td>
<td>Owl Pellets Handout</td>
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<td>Ecology (52,54)</td>
<td>Owl Pellets Handout</td>
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<tr>
<td></td>
<td>Ecological Footprint DB due</td>
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<td>4</td>
<td>Ecology and Taxonomy (54)</td>
<td>Taxonomy(18) / Handout</td>
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<td>Taxonomy(18) / Handout</td>
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<td>5</td>
<td>Origin, Virus and Prokaryote (24-25)</td>
<td><strong>LAB EXAM ONE (CTS #1)</strong></td>
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<td>Origin, Virus and Prokaryote (24-25)</td>
<td>Eubacteria / Protista (19)</td>
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<td>6</td>
<td>Origin, Virus and Prokaryote (24-25)</td>
<td>Protista (19)</td>
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<td>Protista (26)</td>
<td>Protista II (19) / Algae (20)</td>
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<td>Algae (20)</td>
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<td></td>
<td>Fungi (28)</td>
<td>Algae (20)</td>
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<td><strong>Spring</strong> Break</td>
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<td>8</td>
<td>EXAM TWO</td>
<td>Fungi / Lichens (21)</td>
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<td>Plants (27)</td>
<td><strong>LAB EXAM TWO (CTS #2 due)</strong></td>
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<td>9</td>
<td>Plants (27)</td>
<td>Bryophytes (22)</td>
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<td>Plants (31)</td>
<td>Seedless Plants (23)</td>
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<td>Microbes &amp; History DB due</td>
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<td>10</td>
<td>Plants (31,33)</td>
<td>Gymnosperms (24)</td>
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<td>Plants (34)</td>
<td>Angios (25) / Plant Organ. (32)</td>
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<td>11</td>
<td>Plants (34)</td>
<td><strong>LAB EXAM THREE (CTS #3)</strong></td>
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<td>EXAM THREE</td>
<td>Sponges / Cniderians (26)</td>
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<td>12</td>
<td>Protostome Animals (29)</td>
<td>Flat Worms / Rotifers (27)</td>
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<td>Protostome Animals (29)</td>
<td>Segmented Worms / Mollusks (28)</td>
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<td><strong>Last Day to Withdraw</strong></td>
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<tr>
<td>13</td>
<td>Deuterostome Animals (30)</td>
<td>Round Worms / Jointed (29)</td>
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<td></td>
<td>Deuterostome Animals (30)</td>
<td>Echinoderm / Chordates (30)</td>
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<td>Endangered Species DB due</td>
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QUALITY ENHANCEMENT PLAN
Cedar Valley College's Quality Enhancement Plan is designed to improve student learning in mathematics. Read more about our QEP at:
http://www.cedarvalleycollege.edu/QEP/default.aspx

INSTITUTIONAL POLICIES

Academic Advising
Academic Advising is a collaborative educational process whereby students and their advisors are partners in meeting the students' academic, personal, and career goals. This partnership is a process that is built over the student’s entire educational career at Cedar Valley College.

Educational planning is available to all students. First time in college students must meet with academic advisors prior to enrolling in classes; however, continuing students may choose to see faculty advisors, faculty counselors, and/or program coordinators after classes begin. All parties have clear responsibilities for ensuring a successful partnership. For more information, you may access:
https://www.cedarvalleycollege.edu/FutureStudents/StudentServices/AcademicAdvising/Pictures/AdvisingSyllabus.pdf

Academic Honesty
Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Academic Dishonesty Course Contract:
Academic dishonesty as defined in the District Catalog includes, but is not limited to, cheating on a test, quiz, or assignment; plagiarism (including the internet); copying another student’s lab or lecture work; or allowing another student (even lab partners)
to copy all or any portion of an assignment. Any materials left in sight of the instructor or other students during a test or quiz will be considered an act of cheating. Cell phones may not be used in the classroom/lab. This includes text messaging.

All written assignments (CTS’s, essays, papers, etc.) are to be in the students’ own words. Written assignments are to be completed solely by the student, not in collaboration with other students unless otherwise noted in the assignment. Written assignments other than CTS’s require a Work’s Cited Page following proper MLA documentation. All written assignments will be run through turnitin.com plagiarism detection device. A maximum of five sentences may be quoted in any paper turned into this course. Assignments that exceed the five quoted sentence maximum are considered to be plagiarized. Please be aware that many internet sites are actually plagiarisms of other sites. When documenting an internet site, the student must be sure that he/she is using the “original” source of the information. All work must be the student’s original words, not just a manipulation of word or sentence order.

Academic dishonesty will not be tolerated. Any student found to be violating any portion of the academic dishonesty policy will automatically receive a zero (without exception or discussion) for that material being tested over or that assignment being evaluated. Further action for the violation may include expulsion from the course and/or college. This means that each student should guard against another student acquiring information from his or her paper. Students repeating the course are not permitted to use any old assignments or graded materials. All written assignments must be new, not just modifications of old assignments. When working in partners or groups, each student is expected to turn in his or her original work in their own words. Exact (or overwhelmingly similar as per the instructors discretion) duplication of an assignment (in any form), from any group or partner set, will not be accepted, and a grade of zero will be given. If further clarification of this policy or explanation of actions that will be taken for any and all violations is necessary, please see the instructor.

ADA Statement
If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at 972-860-8119.

Emergency Alert
Sign up for DCCCD Emergency Alerts to receive a text-message, e-mail and/or phone call when there is an unscheduled evacuation
or closure of a DCCCD campus or office because of weather closures, utility outages, police or other emergencies. Subscribing is free, but standard text message charges from your cell phone provider will apply. Please refer to: http://www.dcccd.edu/SS/OnlineSvs/EmergAlerts/Pages/default.aspx

Financial Aid
Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

Health Center Services
Basic first aid for minor cuts, scrapes, insect stings, and heat, etc.

- Over-the-counter medications for headaches, fever, seasonal allergies, and colds
- Over-the-counter medications for mild allergic reactions
- Emergency sanitary pads
- Blood Pressure check
- Coordination with outside health agencies such as Carter Blood Care; Dallas County Health Dept. (HIV/STD testing--free, twice a semester); UT Southwestern mobile mammography; Immunizations once a month for children <19 y.o. from the DCDHHS; Agape Massage; and Employee Wellness Screening
- Rest area for stress relief, migraine headaches, post seizure activity
- AED (Automatic External Defibrillator) for CPR
- Confidential "talks"
- Assists with health related club activities when asked and time permits

Religious Holidays
Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to take a make-up examination or complete an assignment within a reasonable time after the absence.

Students must notify the instructor of any religious holiday that will impact his/her time in this course by no later than the certification date.

Repeating this Course
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. This class may not be repeated for the third or subsequent time without paying the
additional tuition. Third attempts include courses taken at any of the Dallas County Community Colleges since the fall 2002 semester. More information is available at: 
http://www.dcccd.edu/PC/Cost/3rdCrseAttmpt/Pages/default.aspx

Student Code of Conduct

As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog. More information is available at:
https://www1.dcccd.edu/catalog/ss/code.cfm?loc=CVC

Tutoring Services

Students will be given hours and location once this information is available.