BIOLOGY 1406 SYLLABUS 2019*

* This Generic Syllabus used for all on-campus Biol 1406 courses. Your individual Syllabus Addendum will be supplemented by your instructor via ecampus once the course begins.

DISCLAIMER

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

This course includes a lecture and laboratory session. Both components are completed on CVC’s campus in the Science Building (M).

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.

COURSE PREREQUISITES

College level ready in Reading and Writing.

ISBN / TEXTBOOK / LAB MANUAL (ALL REQUIRED)


Required materials: Mead Composition Notebook (100 sheets, wide ruled 9 ¾ x 7 ½ in, highlighter, safety glasses/goggles, pens (blue or black ink), pencils, basic calculator, microscope slides and Sharpie ® marker
CERTIFICATION POLICY
You must attend and participate in your on-campus course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus course in order for you to receive financial aid.

COURSE OUTLINE
For maximum success in this course you should spend a minimum of 3 hours per day outside of class working on materials.

<table>
<thead>
<tr>
<th>Week</th>
<th>Lecture (Chapter/Topic)</th>
<th>Experiments (Ex#)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Orientation / Intro to Biology (1)</td>
<td>Orientation / Lab Safety</td>
</tr>
<tr>
<td></td>
<td>Orientation / Intro to Biology (1)</td>
<td>Metric System / Scientific Method</td>
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<tr>
<td></td>
<td>Life, Chemistry &amp; Water (2)</td>
<td>Measurement (2)</td>
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<tr>
<td></td>
<td>Life, Chemistry &amp; Water (2)</td>
<td>Measurement (2)/Microscope (3)</td>
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<tr>
<td></td>
<td>Life, Chemistry &amp; Water (2)</td>
<td>Microscope (3)</td>
</tr>
<tr>
<td></td>
<td>Life, Chemistry &amp; Water (2)</td>
<td>Microscope (3) -- cont'd</td>
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<tr>
<td></td>
<td>Carbon Compounds (3)</td>
<td>Chemical Aspects/Models</td>
</tr>
<tr>
<td></td>
<td>Carbon Compounds (3)</td>
<td>Inorganic Model Bldg.</td>
</tr>
<tr>
<td></td>
<td><strong>EXAM ONE</strong></td>
<td>Organic Model Bldg.</td>
</tr>
<tr>
<td></td>
<td>Energy, Enzymes, &amp; Reaction's (6)</td>
<td>Organic Model Bldg.</td>
</tr>
<tr>
<td>2</td>
<td>Energy, Enzymes, &amp; Reaction's</td>
<td>Macromolecules (5)/pH (4)</td>
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<tr>
<td></td>
<td>Energy (6) &amp; Cells (4)</td>
<td>Macromolecules (5)</td>
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<tr>
<td></td>
<td>Membranes and Transport (5)</td>
<td><strong>LAB EXAM ONE</strong></td>
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<tr>
<td></td>
<td>Membranes and Transport (5)</td>
<td>Cells (6)</td>
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<td></td>
<td><strong>EXAM TWO</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cellular Respiration (7)</td>
<td>Diffusion/Osmosis (7)</td>
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<tr>
<td></td>
<td>Cellular Respiration (7)</td>
<td><strong>LAB EXAM TWO</strong></td>
</tr>
<tr>
<td></td>
<td>Photosynthesis (8)</td>
<td>Respiration (10)</td>
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<tr>
<td></td>
<td>Photosynthesis (8)</td>
<td>Photosynthesis (9)/Chromatography</td>
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</table>
### Mitosis (11) & Meiosis (12)

<table>
<thead>
<tr>
<th>Lab Exam Number</th>
<th>Lab Exam Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Mitosis (10) &amp; Meiosis (11)</td>
</tr>
</tbody>
</table>

#### LAB EXAM THREE

- Electrophoresis Lab and Bacterial Transformation Lab
- DNA (14)
  - Nucleic Acids (14) / DNA Extraction Lab (Handout)

#### Last Day to Withdraw

- Nucleic Acids (14)
  - DNA (14)

#### DNA to Protein (15)

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<thead>
<tr>
<th>Lab Exam Number</th>
<th>Lab Exam Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>DNA to Protein (15)</td>
</tr>
</tbody>
</table>

**: Extra Credit Discussion Boards Due**

- Mendel and Genes (12)
  - Chi Squared
- Genetics (13)

#### LAB EXAM FOUR

### EVALUATION PROCEDURES:

The total number of points possible for this course is 969. The following scale will be used to determine the grade earned in the course.

**Grading Scale:**

- A = 867 – 969 points (90% or above)
- B = 770 – 866 points (80-89%)
- C = 673 – 769 points (70-79%)
- D = 576 – 672 points (60-69%)
- F = 575 & below (less than 60%)

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Syllabus quiz</td>
<td>1X 10</td>
<td>10 pts</td>
</tr>
<tr>
<td>Metric assignment</td>
<td>1 x 10</td>
<td>10 pts</td>
</tr>
<tr>
<td>Word roots quizzes</td>
<td>4 x 10</td>
<td>40 pts</td>
</tr>
<tr>
<td>Lecture exams</td>
<td>4 X 100</td>
<td>400 pts</td>
</tr>
<tr>
<td>Final exam</td>
<td>1 X 100</td>
<td>100 pts</td>
</tr>
<tr>
<td>Lab Practical’s</td>
<td>4 X 50</td>
<td>200 pts</td>
</tr>
</tbody>
</table>
EXAMS AND ASSIGNMENTS
The final grade for the course reflects evaluation of the student’s work on the following assignments that are calculated as follows:

All lecture tests will be administered in class and will require that the student brings a #2 pencil to the exam. The exam test sheet will be provided. 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 lecture sessions. 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 dedicated to the fundamental principles of biology and the molecular and cellular basis of life. A strong emphasis is placed on development and mastery of laboratory skills by conducting experiments related to topics such as photosynthesis, cellular respiration, and osmosis/diffusion. Other topics covered include cellular and chemical structure and function, mitosis and meiosis and genetics.

Laboratory materials are provided for the student on eCampus. There the student will find all handouts (to print and bring), additional notes, exam review sheets, quiz materials, digital photos and instructions. Students are expected to refer to eCampus often for these materials.

Students will be required to complete a laboratory notebook and turn-in lab hand-ins. Grades will be assessed from the following components:

1. Laboratory notebook write-ups
2. Quick Quizzes
3. Handouts
4. Quizzes
5. Lab Exams

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.

SYLLABUS QUIZ:

A quiz over syllabus material will be taken on eCampus by the date listed on ecampus by 11 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.

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:

- Complete 2 of the assigned discussion boards (see next section)

A student may complete one or both discussion boards for points. All extra credit work is due by 11pm on the due date listed in ecampus.
The remaining discussion boards should be completed as a safety net. If at the end of the semester, a student is within 2% of next highest grade, these additional discussion boards can be used to help boost a student’s grade.

**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.

**Bonus Topics:**
Scientific Current Event – see ecampus for due dates
Microorganisms and Disease – see ecampus for due dates

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 text book, 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. Two MLA citations must be written. One for the student’s original post and one for the researched material on another student’s post.

***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
Journal of Tropical Medicine
Clinical Microbiology Review
Centers for Disease Control website (must find articles that can be cited)

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 by the title he/she deems appropriate.

2. Always include your name, course, and section number in the email. The subject line of the email MUST include your course and section number.

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.

7. Emails which do not contain the name of student as listed in ecampus, course and section number will NOT be answered.

BIOLOGY 1406 STUDENT LEARNING OUTCOMES
1. Describe the characteristics of life.
2. Explain the reasoning used by scientists.
3. Identify the basic properties of substances needed for life.
4. Compare and contrast the structures, reproduction, and characteristics of viruses, prokaryotic cells, and eukaryotic cells.
5. Describe the structure of cell membranes and the movement of molecules across a membrane.
6. Identify the substrates, products, and important chemical pathways in metabolism.
7. Identify the principles of inheritance and solve classical genetic problem sets.
8. Identify the chemical structures, synthesis, and regulation of nucleic acids and proteins.

CVC’S LEARNING SIGNATURE
CVC’s Learning Signature is One College Transforming Lives. Cedar Valley College establishes clear expectations for students through engagement and empowerment leading to excellence. CVC Faculty and Staff expect students to:
• take responsibility for their own learning
• commit to achieving high academic performance
• be meaningfully engaged in the campus community
CVC Faculty and Staff expect to:
• provide students a clear pathway of instruction
• establish clear learning outcomes
• serve as role models and mentors for students
9. Describe the unity and diversity of life and the evidence for evolution through natural selection.
10. Demonstrate proficiency in performing basic measurements and metric conversions utilized in the sciences.
11. Apply scientific reasoning to investigate questions, and utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data.
12. Use critical thinking and scientific problem-solving to make informed decisions.
13. Communicate effectively the results of investigations.
14. Compare and contrast conflicting view-points concerning a highly controversial bioethical topic while discussing the biotechnology involved with the topic.

TEXAS CORE OBJECTIVES FOR STUDENT LEARNING
The College defines essential knowledge and skills that students need to develop during their college experience. These general education competencies parallel the Texas Core Objectives for Student Learning. 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

WITHDRAWAL POLICY - STOP BEFORE YOU DROP

Under a Texas law (TEC Section 51.907), if you drop too many classes without having an acceptable reason, your GPA could be affected. Be sure you understand how this law may affect you before you drop a class.

The law applies to students who enroll in a Texas public institution of higher education (including the colleges of DCCCD) for the first time in fall 2007 or later. Under this law, you may not drop more than six classes without an acceptable reason during your entire undergraduate career without penalty. For more information, please see our catalog or read Facts about Dropping Classes.

If you drop or withdraw before the official drop/withdrawal deadline, you will receive a grade of W (Withdraw) in each class dropped until the seventh unacceptable drop. You will earn a
grade of WF for the seventh unacceptable drop, and each unacceptable drop after that. A grade of WF will be calculated in your GPA as an F.

The deadline for receiving a W is indicated on the academic calendar and the current class schedule.

For more information, you may access: 
http://www.dcccd.edu/Why/Reg/Registration/Pages/DropWithdraw.aspx

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

ATTENDANCE POLICY
In general, daily class attendance enhances student achievement of an A, B or C in the course.

Students are expected to make posted deadlines and participate accordingly by attending lecture and lab every meeting. Late work is NOT accepted. Extensions are NOT given. Failure to purchase required materials is not an excuse for missing work. Technical issues are the student’s responsibility to work through. Waiting until the last minute to complete work then running into technical issues can cause a student irreparable damage in the course. Students are encouraged to work ahead in order to avoid such situations.

In the event of an emergency and/or life changing event occurs, the student should notify the instructor of the situation. Because life is unpredictable, students should do their best to work ahead on all assignments.

Failure to arrive on time to lab will prevent the students from being permitted to participate in the lab that day. Instructions and safety protocols are discussed at the beginning. If a student is not present during these instructions, he/she will not be permitted in the lab to perform the laboratory exercises for that day due to the safety hazards that would be created.

Students arriving late to lecture or lab will not be permitted to make up missed quizzes or turn in assignments that were due at the beginning of the class/lab period.

LATE WORK
Late work is not accepted in this course. If an emergency situation occurs, you must contact the instructor. Documentation will be required for any exception to this policy at the instructor’s discretion. Students are expected to work ahead in the course as much as possible to prevent the need for this consideration. Once labs are taken down, it is impossible to make them up for any reason.

FINANCIAL AID CERTIFICATION OF ATTENDANCE
You must attend and participate in your on-campus in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus course in order for you to receive financial aid. You must participate in an academic related activity pertaining to the course such as but not limited to the following examples: submitting an academic assignment; taking a quiz; completing the syllabus quiz; completing the lab safety document, or signing the honor code/etiquette policies.

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/cat1011/cattoc.cfm](https://www1.dcccd.edu/cat1011/cattoc.cfm)

CLASSROOM POLICIES

CELL PHONES AND ELECTRONIC DEVICES
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.

Students must seek the permission of the instructor before using any electronic or recording device. This includes the use of laptops, computers, tablets, phones, or tape/digital recorders. Use of these items during class/lab is the sole discretion of the instructor.

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.

Dispense 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.

TUTORING SERVICES
All tutoring is available on a "drop in" basis; however, if you would like to make an appointment for a specific time, please call 972-860-2974. We encourage you to make an appointment for all written assignments. During each visit to the center, you will use your student ID# to sign in and out on our computer at the front desk. More information is available at: http://www.cedarvalleycollege.edu/FutureStudents/StudentServices/TutoringServices/default.aspx

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.

We encourage you to meet with an advisor early during registration so you will have plenty of time to plan a schedule that works for you. Academic Advisors are located in building “L”, and can be reached at (972) 860-0806.
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

CVC WELCOME CENTER
The Cedar Valley College Welcome Center staff are available Monday-Thursday, 8:30am-7pm, Friday 8:30am-5pm to answer any general questions you may have. The main CVC telephone line for general information is (972) 860-0816.

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. See Also Student Code of Conduct. https://www1.dcccd.edu/catalog/ss/code.cfm?loc=CVC

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 (discussion boards, essays, papers, handouts, lab write-ups 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 lab write-ups require a Work’s Cited Page and/or proper MLA citations.

All written papers 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
• [www.cedarvalleycollege.edu/FutureStudents/StudentServices/HealthServices/default.aspx](http://www.cedarvalleycollege.edu/FutureStudents/StudentServices/HealthServices/default.aspx)
• 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.