

# Introduction to Cell and Molecular Biology Syllabus

Instructor	Kathryn M. Rafferty, PhD
Semester	Spring 2022
Lecture Section	BIOL 190A-1001 or 1002
Lecture Time	Section 1001: Mon and Wed 8:30AM- 9:45AM Section 1002: Mon and Wed 11:30AM – 12:45AM
Lecture Location	Section 1001: BEH 241 Section 1002: TBE A-107
Office Hours	Thursdays from 1:00 PM until 3:00 PM in WHI 126 (the Biology Learning Center)
Office Location	WHI 126 (note this is NOT where office hours are held)
Office Phone	702-895-5834

## Course Information

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### Course Description/Purpose

**It is my intent that this course supports the learning success of all students. Diversity of student backgrounds and perspectives is welcome and respected in this course.**

**BIOL 190 is primarily intended for biological-sciences majors** (non-majors are strongly encouraged to take BIOL 100 or BIOL 189 to fulfill general education requirements for a laboratory science course). BIOL 190 covers basic principles in the following areas: biochemistry, cell structure and function, cell metabolism, and genetics. A laboratory section reinforces these themes with hands-on activities and individual and group learning exercises. The laboratory section (BIOL 190L) is a co-requisite for the lecture section (BIOL 190A). Although there are distinct lecture and lab sections, attention is given to creating a complementary and cohesive learning experience across the lab and lecture sections. **BIOL 190A is a 3-credit course so attendance is required for two 75-minute lecture sessions per week; graded assignments will regularly be given during class.**

**BIOL 190 is an intensive course**; students will acquire a firm conceptual understanding of many fundamental biological principles. This course must provide the necessary foundation for most of the upper division courses for biology majors and be on par with similar introductory courses at other major universities. The course material is straight forward but because of the breadth of material covered, the pace is demanding. For that reason, **it is essential that students be adequately prepared for this class and allot sufficient time for study.** When preparing for lectures/exams and allocating study time, consider the following:

- **Student-to-student and student-to-faculty contact in and out of class are important factors in student motivation, involvement, and success.** In other words, students are encouraged to ask questions and participate in discussions in class and during office hours.
- **Out of class time is critical for success.** For a 3-credit science lecture, plan about 8 to 10 hours of out of class learning time each week. **Effective learning strategies involve completing practice problems & questions, talking to classmates about concepts from the lecture and the text (explaining figures, describing the steps of a process), writing about topics, regularly reviewing, relating information to past experiences, and applying ideas to daily life:** basically, PRACTICE and APPLY what you learn MANY TIMES before an exam.

### Specific Course Learning Objectives

Upon completion of this course, students should:

- Explain the process of scientific inquiry and apply this knowledge when conducting experiments in the laboratory.
- Discuss chemical interactions that are meaningful in biological systems, including atomic structure, bond formation, polarity, pH, and molecular interactions.

- Explain the basic organization of a cell, including the structures and functions of organelles and the cell membrane.
- Explain how cells accomplish tasks necessary for life, including how they utilize genetic information, acquire nutrients, extract and transform energy, synthesize biological molecules, remove wastes, regulate the internal environment, communicate, and reproduce.
- Discuss the structure and function of enzymes as well as provide examples of mechanisms of enzyme regulation.
- Explain how mitosis and meiosis fit into the life cycle of a cell, and explain how these two processes differ.
- Apply their knowledge of chromosomes, genes and alleles to solve Mendelian genetics problems.
- Integrate their knowledge of DNA, RNA, and protein structure with the molecular processes of DNA replication, DNA repair, transcription, translation, mutation, regulation of gene expression, and processes of microevolution.
- Understand that evolution is the underlying principle for all biological disciplines.

### Assessment of Course Learning Objectives

Assessment of course learning objectives will utilize pre-lecture assignments, lecture participation activities, post-lecture assignments, formal lecture exams, and a comprehensive final exam.

### Instructor Availability

The most reliable means of communication is email via the WebCampus system. Office hours (Thursdays from 1:00 PM until 3:00 PM) is time I reserve each week for you! This time typically operates in a group study and discussion format where we take turns asking and answering questions. If confidential matters need to be discussed, private appointments can be scheduled. Appointments may also be arranged if academic conflicts are present during the regularly scheduled office hours; a printout of the MyUNLV class schedule is required to demonstrate such academic scheduling conflicts.

### Required Materials

1. A networked computer with high speed internet access for accessing WebCampus and McGraw Hill Connect is required. Computer access is available in the library and in campus computer labs.
2. Lecture text: **Principles of Biology, 3rd edition; Brooker et al.; McGraw Hill Education.**
  - a. First Day Inclusive Access Program - All students begin the course with discounted access to the e-text and all required online assignments via the course WebCampus page (the cost of these course materials was included during the registration process; [you already paid for your e-text and access to required assignments via an "Electronic Course Materials" fee that was included when you registered for the course](#)).
  - b. Students wishing to separately purchase the text (typically at a higher cost) may opt out of the Inclusive Access Program (via WebCampus). Please note that assignments are due every week of the course (including the first week), and it is the student's responsibility to purchase materials and complete assignments on time if they choose to opt out.
  - c. Additional details and guides are posted on the course WebCampus page.

### Class Materials and WebCampus

This course utilizes UNLV's WebCampus system. Students who have problems using WebCampus can call the Office of Information Technology (702-895-0777) to immediately report problems. **WebCampus will be used in this course to list the syllabus, lecture schedule, announcements, lecture materials, practice materials, and exam seating assignments. It will also be used to administer assignments, report grades, and for correspondence between students and the instructor.** WebCampus provides a confidential means of communicating with your instructor and for viewing grades. Please note that communication must occur through UNLV systems for the instructor to respond.

**I want all students to be successful in this class, and students should use all available resources to learn the course material.** Any struggle or challenge must be addressed immediately. When challenges are addressed early in the semester, the instructor can often help the student avoid receiving a grade that does not reflect his/her/their efforts and expectations for the class.

## Course Policies

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### Classroom Conduct

Lectures will begin promptly at 8:30AM/11:30 AM and will conclude at 9:45AM/12:45 PM. Students are encouraged to take notes and ask questions during lecture. **The University requires that all students behave in class and in libraries in ways that do not interfere with the right of other students to learn or of instructors to teach.** Students should be aware that they are not anonymous in this class and that inappropriate behavior will not be tolerated.

### Recording Lectures

The content of lecture is the intellectual property of the instructor. **Students may take audio recordings of lecture for their PERSONAL study use.** The instructor DOES NOT authorize the distribution of these recordings in any format; they may not be shared or distributed via the internet or any other medium. **PHOTOGRAPHY AND VIDEO RECORDINGS OF LECTURE ARE NEVER ALLOWED.** If course content and/or course material is used and/or distributed in an unauthorized manner, permission for audio recording will be revoked for the entire class.

### Communication

All communication between instructors and students is expected to be professional and courteous. Specific policies are detailed as follows:

- Students must directly communicate with the instructor. The instructor is not allowed to communicate with friends, family members, or anyone else about matters related to individual students within this course.
- Questions about the course material are the only topics that will be addressed before or after lecture. **Questions related to grades, absences, scheduling make up assignments, and any other personal matters will only be addressed during scheduled appointments.**
- Email through WebCampus is the best method of communication; communication through non-UNLV platforms (ex: aol, yahoo, hotmail) is NOT allowed and will NOT be responded to.
- Messages will typically be addressed within 2 to 3 business days (M through F, 9AM through 5PM). You are welcome to send an email at 10:30 PM on Saturday however the response will likely come on Tuesday or Wednesday.

## Exam and Attendance Policies

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### Exam Attendance

**Attendance is mandatory at all exams, and all exams contribute to the course grade.** Three lecture exams will consist of 50 to 60 multiple-choice questions and 1 to 2 short answer questions. These exams will be based primarily upon the lecture material presented in class; key concepts from the textbook may also be included. **The instructor may excuse absence from an exam if the absence was due to observance of a religious holiday, due to a UNLV extracurricular activity, due to military service, or due to a personal medical or legal emergency. If the absence is due to religious observances or sanctioned university events, you must notify the instructor by submitting the Absence Notification Form (located on p 12) via WebCampus email within the first 14 calendar days of the course for fall and spring courses. If the absence is due to a personal emergency, within 3 business days of the missed exam you must submit the Absence Notification Form AND provide original documentation (NOT A COPY) on official letterhead, signed by a physician or legal authority justifying the absence.** In the case of an appropriately documented excused absence, a makeup exam may be administered. Make up exams will consist entirely of essay questions and will be held the last Friday of the semester. **Unexcused absence from an exam will result in a score of zero.** A cumulative final exam, covering chapters 1 through 19, will be given during the assigned final exam time slot. The final exam will be composed of 100 multiple-choice questions. All students must take the final exam.

### Detailed Exam Policies

All Biol 190 students must comply with the following policies to provide a reasonable and unbiased testing environment.

- **Any occurrence of plagiarism/cheating/academic misconduct will result in a failing grade for the entire course and an annotation of academic misconduct on the student's transcript.**
- All students will be assigned a specific exam seat. Randomized seating assignments will be available on WebCampus prior to each exam. Students who do not sit in their assigned seat will receive a score of zero.
- Exams will not be distributed after 8:45AM/11:45AM. Students must arrive on time and are encouraged to arrive early. Unless there is a documented emergency, students arriving later than 8:45AM/11:45AM will receive a score of zero.
- All materials must be turned in by 9:45AM/12:45 PM. Points will be deducted if material is turned in late.
- All students must present a valid photo ID when handing in their exam (NSHE student IDs are preferred).
- Cell phones and all other electronic devices (tablets, watches, Snapchat/Google glasses, dictionaries, translators, calculators, etc.) must be turned off and put away during all examinations.
- All course materials (notes, books, etc.) must be placed underneath the desk seat during the exam.
- Hats, dark glasses, and anything else that obscures a student's face must be removed during the exam.
- Students may not hum, speak, sing or eat during the exam.
- Students may not leave and return to the room during the exam without consent of the instructor.
- The instructor and proctors will not answer questions or have discussions during the exam. If students are concerned about a particular question, they may communicate their concern in an email to the instructor after the exam.
- Graduate and/or Teaching Assistants may proctor the exams. Proctors will inform the instructor if they suspect students are attempting to cheat. The UNLV Office of Student Conduct regards observations and statements from proctors as valid evidence.
- Students must notify either the instructor or a proctor during the exam period if an exam is missing questions or pages. No compensation will be given if the instructor is notified after the exam has ended.
- After the exams are graded, students will receive a copy of the graded scantron form. The instructor keeps all exam books and original scantron forms. **Exam books and original scantrons are not returned to students and are not available for viewing after the exam.**
- If a mathematical error occurred (ex: multiple choice + short answer points were added incorrectly), please notify the instructor immediately. Exam scores will not be adjusted for any other reason.

**Students must comply with the following guidelines for an exam to be graded:**

- The test book must be turned in with the Scantron answer sheet.
- The student must present a valid photo ID (preferably the NSHE student ID).
- The student must fill out and sign the exam policy certification portion of the exam.
- The student's NSHE ID number must be correctly entered on the Scantron form.
- The student's name and lab section must be clearly indicated on the Scantron form.

**Using a Scantron Form**

**The following guidelines must be followed to ensure the correct grading of a Scantron answer sheet. Failure to adhere to these guidelines will result in an inaccurate grade.**

- Pencil must be used to record answers.
- The correct KEY ID "bubble" for a particular version of the exam must be filled in.
- No stray marks may appear on the Scantron form.
- All erasures must be complete and clean.

**Under all circumstances, the following situations will result in an incorrect answer.**

- Filling in more than one answer "bubble" for a particular question.
- Erasure marks that obscure or make it difficult to determine the intended answer.
- Folding, tearing, or otherwise damaging the Scantron form in a manner that makes it difficult to determine the intended answer.

- Not answering a question.

## Assignment and Grading Policies

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### Required Assignments: Pre-lecture & Post-lecture Assignments

Both the Pre- and Post-lecture assignments are required and must be completed through the Connect Website (registration instructions are available on the course WebCampus page). Deadlines and point values for all assignments are also indicated in WebCampus. **Any discrepancies regarding assignment scores must be communicated to the instructor via email within one week of when scores are posted**; the instructor will not address inquiries made after this time has passed.

### Pre-lecture Assignment Policies

The pre-lecture assignments will involve reading selected portions of each chapter and answering questions on main ideas discussed in the text. A variety of question formats may be utilized (multiple-choice, select all that apply, true/false, fill in the blank, etc.). The pre-lecture assignments for the first 10 chapters are accessible on the first day of class (the later chapters will open mid-semester). Each assignment is due by 8:00 AM (section 1001) /11AM (section 1002) before a chapter is first covered in class. **Students are encouraged to complete these assignments well before the deadline.** Credit for the pre-lecture assignments is earned by mastering the content presented; students can not earn credit simply by “clicking through” an assignment. There is no time limit (other than the due date) so students can invest the necessary time to master the key concepts presented. On average, each pre-lecture assignment should take 45 to 75 minutes to complete, depending on familiarity with the material. Pre-lecture assignments can be paused and continued later (prior to the due date). A variety of reports are available for completed assignments; these allow students to receive feedback on their learning process and identify concepts to restudy.

### Post-lecture Assignment Policies

**Students are required to work independently on post-lecture assignments** (working as a group or communicating assignment content constitutes academic misconduct). Students can access their own course materials (notes, text) however the assignments have a time limit so a limited number of topics can be “looked up”. A variety of question formats will be utilized; some questions will review key concepts and some questions will challenge students to apply knowledge in a new context. Post-lecture assignments will open at 1:00 PM on Thursdays and will be due by 11:59 PM the following Sunday (some deadlines may be adjusted due to holiday observances or exams). Typically, the time limit for an assignment will be about 1 hour. Post-lecture assignments must be completed continuously; they cannot be paused and resumed. Students can review post-lecture assignments and receive feedback on their responses after the deadline has passed.

### Summary of Pre- and Post-Lecture Assignment Parameters

Assignment	Credit for?	Time limit?	Pause and resume?	Feedback?
Pre-lecture	<b>Completion</b> (no points deducted for errors)	<b>No</b> , there is no time limit (other than the due date)	<b>Yes</b> , as many times as desired prior to due date	Available <b>after you submit</b> the assignment
Post-lecture	<b>Accuracy</b> (points are deducted for errors)	<b>Yes</b> , there is a time limit (typically about 1 hour)	<b>No</b> , once you begin the timer will start and can't be paused	Available <b>after the due date</b> has passed

### In-class Assignments

A variety of individual and group learning activities will occur during class; some assignments will be collected and graded.

### Missed Assignments

The requirements to make up a missed assignment are the same as those detailed previously to make up a missed exam (see pages 3 and 4 for the notification requirements for religious observances, military service, and medical or legal emergencies). **Given that most assignments are accessible for many days** (or weeks in the case of the pre-lecture assignments), **it is expected that students will**



**complete their work well in advance of the deadline.** To accommodate for circumstances that do not meet the requirements to make up an assignment (ex: I forgot, I was on vacation, my phone lost the internet connection, I was out with friends, I waited until 2 minutes before the deadline to start the assignment, etc.) – the lowest score from the pre-lecture assignments and the lowest score from the post-lecture assignments will be excluded (dropped) from the final calculation of the course grade.

### Late Assignments

Late work is not accepted in this course.

### Grading Policies

The final overall course percentage will be calculated as follows:

Assessment	Percentage
Unit Exams (1, 2 and 3)	50%
Final Exam (comprehensive)	25%
Pre-lecture Assignments	7.5%
In-class Assignments	7.5%
Post-lecture Assignments	10%
Total	100%

The course letter grade will be assigned based on the following guidelines:

Letter Grade	Percentage Range
A	100.0 to 90.0%
A-	89.9 to 88.5%
B+	88.4 to 87.0%
B	86.9 to 80.0%
B-	79.9 to 78.5%
C+	78.4 to 77.0%
C	76.9 to 70.0%
C-	69.9 to 68.5%
D	68.4 to 60.0%
F	< 60.0%

Letter grades will not be assigned to individual assignments or examinations. Note that the scale above is based on past performance of thousands of students in this course; students should not expect grades to be curved. Students are reminded that it is their responsibility to take necessary steps if they decide to withdraw from or audit this class. Failure to attend classes and/or exams does NOT result in an administrative withdrawal. Failure to withdraw from a class usually results in an “F” being recorded on the student’s transcript.

**Any occurrence of plagiarism, cheating, or any other form of academic misconduct will result in a failing grade for the entire course and an annotation of academic misconduct on the student’s transcript.**

## Additional Course Information

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### Optional Research Participation

This semester you will have the opportunity to participate in a research study that examines students' behaviors and performance in their Science courses. Participation is optional. After consenting to participate in the study and completing a brief set of assessments posted to the course site, you will not have to do anything differently than you normally would in this course. Your interactions with the learning technologies in the course will be automatically logged without any additional effort on your part. Your interactions will be connected to additional data from university systems, anonymized, and analyzed with the interactions of your classmates who participate in the study to develop prediction models for identifying and helping current and future students who need to succeed in STEM courses. Additional information will be available in the Optional Research Participation module on the course WebCampus page.

### Extra Credit Opportunity

**College students that link their classes directly to career goals have better graduation success rates!** UNLV Career Services (in the Student Services Complex - Building A, Room 201) provides critical guidance to help students plan and prepare for jobs and graduate programs. To incentivize a visit to Career Services, 3 points will be added to a lecture exam after completing items 1, 2, 3, & 4 by **Friday, May 6th, 2022**. Submit the deliverables (listed in Step 4) through the Career Services assignment link on our WebCampus page.

1. Navigate to the [UNLV Career Services](#) website and follow the instructions to create your free "[UNLV x Handshake](#)" account. *Handshake is the largest database for employers looking to hire college students. More than 500 positions are posted to the site every week representing part-time jobs, full-time employment, internships, and more from a wide variety of industries, disciplines, and fields.*
2. Navigate to **and** Bookmark the [UNLV Career Toolkit](#).
  - a. Examine the resources available and use what you need to design your professional presence, choose a major, and plan your career.
  - b. Navigate to the top of the page to [complete the Focus 2! interactive career & education planning system](#).
  - c. Bring your Focus2 assessment with you for Step 3 below.
3. Within the [Handshake online employment portal](#):
  - a. Make an in-person OR virtual appointment with a UNLV Career Coach at the Career Studio for a discussion about your Focus 2 assessment, resume/cover letter, job/internship search, mock interviews, or general career development questions.
  - b. Make sure you inform your Coach that you are there for a BIOL 190A assignment to ensure you receive credit for the assignment.
4. **By Friday, May 6th, 2022** upload to the "Career Services Extra Credit Assignment" link on our course Canvas page a brief summary including all of the following:
  - a. Screenshot or email confirmation that you completed the meeting with a Career Coach.
  - b. Paragraph 1: a few sentences describing what you learned about career development through your participation.
  - c. Paragraph 2: a few sentences on how you will continue to use Career Services throughout your college career.

**\*\*You must notify your BIOL 190A instructor by March 4th, 2022 if you think you will have challenges participating in a Career Service event by the May 6th, 2022 deadline. \*\***

### Learning Resources & Tutoring

**Students are welcome and encouraged to attend office hours for any of the BIOL 190 Laboratory Instructors.** The entire instructional team is available to support you! The schedule for Laboratory Instructor office hours will be posted on WebCampus. Additional instruction specific to this course is available and provided through the Academic Success Center (more details are provided on the WebCampus page).

## Syllabus Certification Form

All students must submit a signed hard copy of the Syllabus Certification Form to Dr. Rafferty by **Friday, February 11, 2022**. Forms can be handed in before or immediately after lecture as well as during office hours. Exams will not be graded and points may be deducted if the form is not submitted on time.

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## University Policies

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### Public Health Directives

[Face coverings are currently mandatory for all faculty and students in the classroom](#). Students must follow all active UNLV public health directives while enrolled in this class. UNLV public health directives are found at [Health Requirements for Returning to Campus](#), <https://www.unlv.edu/coronavirus/health-requirements>. Students who do not comply with these directives may be asked to leave the classroom. Refusal to follow the guidelines may result in further disciplinary action according to the [UNLV Student Conduct Code](#), [https://www.unlv.edu/sites/default/files/page\\_files/27/StudentConduct-Code.pdf](https://www.unlv.edu/sites/default/files/page_files/27/StudentConduct-Code.pdf), including being administratively withdrawn from the course.

### Academic Misconduct

Academic integrity is a legitimate concern for every member of the University community. We all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility, and professionalism. **By choosing to join the UNLV community, students accept the expectations of the Student Academic Misconduct Policy, and are encouraged to always take the ethical path whenever faced with choices. Students enrolling at UNLV assume the obligation to conduct themselves in a manner compatible with UNLV's educational mission.** An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another person, from the Internet or any other source without proper citation of the source(s). See the [Student Conduct Code](#), <https://www.unlv.edu/studentconduct/student-conduct>.

**Any occurrence of plagiarism, cheating, or any other form of academic misconduct will result in a failing grade for the entire course and an annotation of academic misconduct on the student's transcript.** In addition to other examples listed in the Student Academic Misconduct policy, obtaining/viewing/use of/distribution of Publisher's materials designed for instructor use (quiz questions, exam questions, assignments, activities, etc.) is prohibited and constitutes academic misconduct.

### Auditing a Course

Auditing a course allows a student to continue attending the lectures and/or laboratories and discussion sessions associated with the course, but the student will not earn a grade for any component of the course. Students who audit a course receive the same educational experience as students taking the course for a grade, but will be excused from exams, assessments, and other evaluative measures that serve the primary purpose of assigning a grade.

### Classroom Conduct

**Students have a responsibility to conduct themselves in class and in the libraries in ways that do not interfere with the rights of other students to learn, or of instructors to teach.** Use of devices such as cellular phones and pagers, or other potentially disruptive activities are only permitted with the prior explicit consent of the instructor. **Students are specifically prohibited to record classes without instructor authorization**, including online/remote classes (either audio only, or video and audio). The instructor may rescind permission at any time during the class. If a student does not comply with established requirements or obstructs the functioning of the class, the instructor may initiate an administrative withdrawal of the student from the course.

Since the COVID-19 pandemic forced some instruction to be delivered remotely starting in Spring 2020, numerous students have asked instructors to record their synchronous classes, so that they can access them at their convenience. Instructors who agree to record their classes (audio only, or video and audio) should inform students in advance. Recorded lectures may not be broadly released to anyone, but made available exclusively to those students enrolled in the class during the particular academic term. Recorded lectures must be stored securely, and are subject to the Nevada System of Higher Education's Records Retention Policy, meaning that the recordings can only be deleted 120 days after the end of class (i.e., after grades are posted). Once this requirement is met, the recordings should be



deleted. Class recordings are protected from disclosure, as they are deemed part of an educational record under the Family Educational Rights and Privacy Act (FERPA).

### **Classroom Surveillance**

Nevada Revised Statutes (State Law) 396.970 Surreptitious electronic surveillance on campus; exceptions. [Effective January 1, 2017.]

1. Except as otherwise provided in subsection 2, it is unlawful for a person to engage in any kind of surreptitious electronic surveillance on a campus of the System without the knowledge of the person being observed.
2. Subsection 1 does not apply to any electronic surveillance:
  - a. Authorized by a court order issued to a public officer, based upon a showing of probable cause to believe that criminal activity is occurring on the property under surveillance;
  - b. By a law enforcement agency pursuant to a criminal investigation;
  - c. By a peace officer pursuant to NRS 289.830;
  - d. By a uniformed peace officer of the Nevada Highway Patrol Division of the Department of Public Safety pursuant to NRS 480.365;
  - e. Which is necessary as part of a system of security used to protect and ensure the safety of persons on the campus; or
  - f. Of a class or laboratory when authorized by the teacher of the class or laboratory.

(Added to NRS by 1993, 2138; A 2015, 575, 3668, effective January 1, 2017)

### **Copyright**

The University requires all members of the University Community to familiarize themselves with, and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The University will neither protect nor defend you, nor assume any responsibility for student or employee violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional [copyright policy information](https://www.unlv.edu/provost/copyright) is available at <https://www.unlv.edu/provost/copyright>.

### **Dangerous Weapons**

Dangerous weapons are not permitted on campus without the express written approval of the Director of the Office of Public Safety. This policy applies to all persons on the UNLV campus, except law enforcement officers in pursuit of their duties. Facsimile weapons are also banned.

### **Disability Resource Center (DRC)**

The [UNLV Disability Resource Center](https://www.unlv.edu/drc) (Student Services Complex, SSC-A, Room 143, <https://www.unlv.edu/drc>, telephone 702-895-0866) provides resources for students with disabilities. Students who believe that they may need academic accommodations due to a permanent disability, temporary or permanent medical need, or academic support due to pregnancy are encouraged to contact the DRC as early as possible in the academic term. A Disabilities Specialist will discuss what options may be available to you. **Students who are already registered with the DRC should request their accommodations online each semester, and may make an appointment to discuss their accommodations with their instructors.**

### **Diversity Statement**

As an institution of higher learning, UNLV represents a rich diversity of human beings among its faculty, staff, and students, and is committed to aspiring to maintain a Campus environment that values that diversity. Accordingly, the University supports understanding and appreciation of all members of its community, regardless of race, sex, age, color, national origin, ethnicity, creed, religion, disability, sexual orientation, gender, gender identity, marital status, pregnancy, genetic information, veteran status, or political affiliation. Please see [University Statements and Compliance](https://www.unlv.edu/about/statements-compliance), <https://www.unlv.edu/about/statements-compliance>.

A successful learning experience requires mutual respect and trust between the students and the instructor. Accordingly, the instructor asks that students be willing to listen to one another's points of

view, acknowledging that there may be disagreements, keep discussion and comments on topic, and use first person, positive language when expressing their perspectives.

### **Final Examinations**

The University requires that final exams given at the end of a course occur on the date and at the time specified in the Final Exam schedule. The Final Exam schedule is typically available at the start of the semester, and the classroom locations are available approximately one month before the end of the semester. See the [Final Exam Schedule](https://www.unlv.edu/registrar/calendars), <https://www.unlv.edu/registrar/calendars>.

### **Identity Verification in Online Courses**

All UNLV students must use their Campus-issued ACE ID and password to log in to WebCampus-Canvas.

UNLV students enrolled in online or hybrid courses are expected to read and adhere to the [Student Academic Misconduct Policy](https://www.unlv.edu/studentconduct/misconduct/policy), <https://www.unlv.edu/studentconduct/misconduct/policy> which states that “acting or attempting to act as a substitute for another, or using or attempting to use a substitute, in any academic evaluation or assignment” is a form of academic misconduct. Intentionally sharing ACE login credentials with another person may be considered an attempt to use a substitute, and could result in investigation and sanctions, as outlined in the Student Academic Misconduct Policy.

UNLV students enrolled in online courses are also expected to read and adhere to the [Acceptable Use of Computing and Information Technology Resources Policy](https://www.it.unlv.edu/policies/acceptable-use-computing-and-information-technology-resources-policy), <https://www.it.unlv.edu/policies/acceptable-use-computing-and-information-technology-resources-policy> which prohibits sharing university accounts with other persons without authorization.

To the greatest extent possible, all graded assignments and assessments in UNLV online courses should be hosted in WebCampus-Canvas or another UNLV-managed platform that requires ACE login credentials for access.

### **Incomplete Grades**

The grade of “I” (Incomplete) may be granted when a student has satisfactorily completed three-fourths of course work for that semester/session, but cannot complete the last part of the course for reason(s) beyond the student’s control and acceptable to the instructor, and the instructor believes that the student can finish the course without repeating it. For undergraduate courses, the incomplete work must be made up before the end of the following regular semester. Graduate students receiving “I” grades in 500-, 600-, or 700-level courses have up to one calendar year to complete the work, at the discretion of the instructor. If course requirements are not completed within the period indicated, a grade of “F” will be recorded, and the student’s GPA will be adjusted accordingly. Students who are fulfilling an Incomplete grade do not register for the course, but make individual arrangements with the instructor who assigned the “I” grade.

### **Library Resources**

Librarians are available to consult with students on research needs, including developing research topics, finding information, and evaluating sources. To make an appointment with a subject expert for this class, please visit the [Libraries’ Research Consultation website](https://guides.library.unlv.edu/appointments/librarian), <https://guides.library.unlv.edu/appointments/librarian>. You can also [ask the library staff](https://ask.library.unlv.edu/) questions via chat and text message at <https://ask.library.unlv.edu/>.

### **Missed Classwork**

Any student missing class, quizzes, examinations, or any other class or laboratory work because of observance of religious holidays will be given an opportunity during that semester to make up the missed work. The make-up opportunity will apply to the religious holiday absence only. It is the responsibility of the student to notify the instructor within the first 14 calendar days of the course for Fall and Spring courses (except for modular courses), or within the first 7 calendar days of the course for Summer and modular courses, of their intention to participate in religious holidays which do not fall on state holidays or periods of class recess. For additional information, please visit the [Missed Classwork policy](#), under Registration Policies, on the [Academic Policies](#) webpage, <https://catalog.unlv.edu/content.php?catoid=32&navoid=8271&hl=>

In accordance with the policy approved by the Faculty Senate regarding missed class time and assignments, students who represent UNLV in any official extracurricular activity will also have the opportunity to make up assignments, provided that the student submits official written notification to the instructor no less than one week prior to the missed class(es).

The spirit and intent of the policy for missed classwork is to offer fair and equitable assessment opportunities to all students, including those representing the University in extracurricular activities. Instructors should consider, for example, that in courses which offer a “Drop one” option for the lowest assignment, quiz, or exam, assigning the student a grade of zero for an excused absence for extracurricular activity is both contrary to the intent of the Faculty Senate’s policy, and an infringement on the student’s right to complete all work for the course.

This policy will not apply in the event that completing the assignment or administering the examination at an alternate time would impose an undue hardship on the instructor or the University that could be reasonably avoided. There should be a good faith effort by both the instructor and the student to agree to a reasonable resolution. When disagreements regarding this policy arise, decisions can be appealed to the Department Chair/School Director, College/School Dean, and/or the Faculty Senate Academic Standards Committee.

For purposes of definition, extracurricular activities may include, but are not limited to academic recruitment activities, competitive intercollegiate athletics, fine arts activities, liberal arts competitions, science and engineering competitions, and any other event or activity sanctioned by a College/School Dean, and/or by the Executive Vice President and Provost.

### **Personal Violence**

If you (or someone you know) experiences stalking, domestic/dating violence, or sexual assault, please know, you are not alone. There are resources that can help. The UNLV CARE Line is a 24-hour confidential and anonymous hotline that can guide you to those resources: 702-895-0602.

### **Rebelmail**

Rebelmail is UNLV’s official email system for students and by University policy, instructors and staff should only send emails to students’ Rebelmail accounts. Rebelmail is one of the primary ways in which students receive official University communications, information about deadlines, major Campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the University. Sending emails within WebCampus-Canvas is also acceptable.

### **Tutoring and Coaching**

The Academic Success Center (ASC), at the Claude I. Howard Building, provides tutoring, academic success coaching, and other academic assistance for all UNLV undergraduate students. For information regarding tutoring subjects, tutoring times, and other ASC programs and services, please visit the [ASC website](https://www.unlv.edu/asc), <https://www.unlv.edu/asc> or call 702-895-3177. The ASC is located across from the Student Services Complex (SSC). Academic success coaching is located on the second floor of SSC A, Room 254. Drop-in tutoring is located on the second floor of the Lied Library, and on the second floor of the College of Engineering building (TBE A 207).

### **UNLV Land Acknowledgement**

UNLV is situated on the traditional homelands of Indigenous groups, including the Nuwu or Nuwuvi, Southern Paiute People, descendants of the Tudinu, or Desert People. We honor and offer gratitude for those who have stewarded the land; for the land itself; and for the opportunity to cultivate a thriving, diverse, inclusive, and just scholarly community here today that works for a better tomorrow for all.

### **UNLV Writing Center**

One-on-one or small group assistance with writing is available free of charge to UNLV students at the [Writing Center](https://writingcenter.unlv.edu/), <https://writingcenter.unlv.edu/> located in the Central Desert Complex, Building 3, Room 301 (CDC 3–301). Walk-in consultations are sometimes available, but students with appointments receive priority assistance. Students may make appointments in person or by calling the Center, telephone 702-895-3908. Students are requested to bring to their appointments their Rebel ID Card, a copy of the instructions for their assignment, and two copies of any writing they have completed on their assignment.

**This syllabus is subject to change at the discretion of the instructor.  
Any changes will be announced during lecture and via WebCampus.**

## **Absence Notification Form for BIOL 190A Section 1001/2**

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**Verbal notification of an absence is not acceptable.** Students must follow the Absence Notification policy outlined below (and in the syllabus) regarding notification of approved/excused absences.

**The instructor may excuse an absence from a class if the absence was due to the following: observance of a religious holiday, an official UNLV extracurricular activity (must be sanctioned by a college/school dean, and/or the Executive Vice President and Provost), or military service.** Documentation should be provided (military orders, letter/schedule from coach etc.). If the absence is due to religious observances, military service, or university-sanctioned events, it shall be the responsibility of the student to submit a completed notification form to the instructor listed below via email, within 14 calendar days of the course for fall and spring courses (except modular courses).

The Absence Notification policy for BIOL 190A is as follows:

1. The student must complete the Absence Notification Form (lower half of this document) and include ALL relevant documentation.
2. The student must submit the completed Absence Notification Form and documentation to Dr. Rafferty using the WebCampus Inbox or in-person (with ID). No other methods of submission will be accepted.
3. For email messages, the subject line should state "Absence Notification for BIOL 190".
4. Once reviewed, the Instructor will send a message of acknowledgement.
5. The submitted form ONLY applies to the course & section listed below. If a student will also be absent for another lecture, laboratory or recitation class, proper documentation must also be submitted to that specific lecture, laboratory or recitation instructor. This form is not transferable to any other lecture/section/lab.

### **FORM TO BE COMPLETED BY THE STUDENT**

Last day to submit form for absence due to religious holiday or university event: February 1, 2022

Course: BIOL190A Lecture Section: 1001 or 1002

Lecture Instructor(s): Dr. Rafferty

Lecture Instructor's Contact: WebCampus Inbox

Date(s) of absence: \_\_\_\_\_

Reason for absence(s): \_\_\_\_\_

Student's first and last name: \_\_\_\_\_

Student's NSHE number: \_\_\_\_\_

Student's Rebel mail address: \_\_\_\_\_

Description of documentation provided: \_\_\_\_\_



## Syllabus Certification Form for BIOL 190A Section 1001/2

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Instructor                    Kathryn M. Rafferty, PhD  
Semester                     Spring 2022  
Lecture Section            BIOL 190A-1001/2

**Instructions:** Carefully read the three statements below. Print this page, then fill in the required information. Your signature must be completed by hand. (Note: If you are unable to complete this form by hand, please communicate with your instructor)

- 1. My signature below indicates that I have read, I understand, and I agree to uphold all policies contained within the Biology 190A Syllabus for the 2022 Spring Semester.**
- 2. I understand that it is my responsibility to become familiar with and uphold all university policies and all policies contained within the [UNLV Student Conduct Code](http://studentconduct.unlv.edu/conduct/) , <http://studentconduct.unlv.edu/conduct/>**
- 3. I understand that my exams will not be graded if this form is not fully complete and received by Friday, February 11, 2022 and points may be deducted.**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

NSHE Number: \_\_\_\_\_

Date: \_\_\_\_\_