

INTRODUCTION TO ORGANISMAL BIOLOGY

Instructor:	Dr. David M. Choate, Ph.D.
Lecture Time:	Tuesday & Thursday 1:00 PM to 2:15 PM
Lecture Location:	WHI 197
Office Hours:	Tuesday & Thursday 11:00 AM to 12:00 PM
Office Location:	WHA-1, Room 120
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COURSE INFORMATION

Course Description

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. Suggestions about how to improve the course are encouraged.

BIOL 191 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). The course explores organismic biology in an evolutionary context, covering basic principles including speciation, biodiversity, structure and function, reproduction, physiology, and ecology of major groups of eukaryotic and prokaryotic organisms, from bacteria to mammals. A laboratory section (BIOL 191L) is a co-requisite for the lecture section (BIOL 191A). 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 191A is a 3-credit course. Attendance is required for two 75-minute lecture sessions each week; graded assignments will regularly be given during class sessions.**

BIOL 191 is an intensive course; students will acquire a firm conceptual understanding of many fundamental biological principles. This course provides the necessary foundation for the majority 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 due to the breath of material covered, the pace is demanding. For that reason, **it is essential that students adequately prepare for this class and that they allot sufficient time for study.**

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.
- Explain relationships between the concepts of evolution, natural selection, speciation, and phylogeny and be able to accurately construct and interpret phylogenetic trees.
- Discuss the diversity of life, including major eukaryotic phyla and evolutionary trends in prokaryotes, plants, invertebrates, and vertebrates.
- Discuss the structure and function of plants, including the form of the plant body, plant behavioral responses, nutrient acquisition and transport, and reproduction and development.
- Discuss the structure and function of select animal organ systems (circulatory, respiratory, digestive, excretory) as well as the concept of homeostasis.
- Explain how organisms accomplish tasks necessary for life, including how they use genetic information, acquire nutrients, extract and transform energy, synthesize biological molecules, remove wastes, regulate the internal environment, communicate, and reproduce.
- Explain relationships between the ecological concepts of species interactions, population growth, community stability and change, climate, biomes, global warming & climate change, human influences on biogeochemical cycles, biodiversity, and conservation biology

Assessment of Course Learning Objectives:

Assessment of these learning objectives will be based on: lecture assignments, quizzes and participation activities, pre-lecture assignments, post-lecture assignments, formal lecture exams, and a comprehensive final exam.

KEYS for success:

- **Student-faculty contact in and out of class is an important factor in student motivation/ involvement/success. In**

other words, students are encouraged to **ask questions** in class and participate regularly during office hours.

- **Out of class time is critical for success.** According to education research, **students learn only about 50% of what they read, hear and see** (equivalent to reading the textbook and attending lecture). A full-time course-load is equivalent to a full-time job that requires 40 *or more* hours per week. **For a 3-credit science lecture, in addition to time spent in ‘lecture’, students should set aside about 8 to 10 hours “out of class” learning time each week.** Effective learning strategies involve completing practice problems and questions, talking to classmates about concepts from the lecture and the text, writing about topics, continually reviewing, relating information to past experiences, and applying it to daily life: basically, **PRACTICE and APPLY what you learn MANY TIMES before an exam.**

Therefore:

- Preview the concepts and terms pdfs, then download & print out **lecture outlines** prior to attending lectures – use these to write out notes during lectures. The lecture outlines are scaffolds for course content, **NOT** lecture replacements, they **will not already include** all material that will be covered in class. Prepare for lecture by writing notes/questions from text material on these outlines.
- Actively **participate in office hours or with your peer study groups.**
- Use assigned quizzes as a means to evaluate your understanding of the material, and to identify areas needing work.
- Find additional help from online tutoring services; check out **UNLV SI & Tutoring** options (see below).
- **To succeed:** *be able to answer questions on the study guides both verbally and in writing; be able to define verbally and in writing all technical words communicated in this course; form a study group & participate in office hours.*

It is important to remember that your instructor wants all students to be successful in this class, and students should use all available resources to learn the course material. **Any challenges/struggles 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 efforts and expectations for the class.

Class Materials and WebCampus:

This course uses UNLV’s [WebCampus](#) system. Students who have problems using WebCampus should call the Office of Information Technology (702-895-0777) to immediately report problems. WebCampus provides a confidential means of communicating with your instructor, viewing grades and will be the location for all distributed course materials and administration of assignments. Office hours and live-meetings may also occur using [Webex](#) through Webcampus.

Required Materials:

1. A **networked computer** with a stable, high speed internet connection for accessing **WebCampus and McGraw Hill Connect** is required. Computer access is available in the library and numerous computer labs.
2. **Lecture text. Online access to the Text book: Principles of Biology, 3rd edition; Brooker et al.; McGraw Hill Education, and access to the Connect website** are required for completing course assignments.
 - 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**).
 - 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 complete assignments if they choose to opt out.
 - Additional details and guides are posted on the course WebCampus page
3. **One** of the following: either an **iClicker** remote device *or* the **iClicker REEF app** (polling software) loaded on a compatible device (e.g., smartphone, tablet, etc.). For **BOTH** options, you will need to create (or use an existing) iClicker account. Upon signing up with iClicker Reef, you will have a two-week free-trial period for using the app for polling in class. If you are using an iClicker remote only, you don’t need to buy access to iClicker Reef! Once your account is created, those students choosing to use the iClicker remote **must add their REMOTE ID number to the profile section of their iClicker account by January 25, 2022.** The registration number is located on the back of the remote. Those students choosing to use the iClicker app on their phone or device must purchase an iClicker Reef (now called iClicker Student) **subscription before the free trial ends.** For more details and options, refer to the **iClicker Registration and User Guide** in Webcampus. NOTE: students have had issues with REEF loaded on devices in certain classrooms where the remote worked well; it is your responsibility to be

certain the app is loaded and functioning properly on your chosen device. An opportunity to test run your device will occur on **January 25. Both options** include access to [study tools](#) in iClicker Reef that allow you to review your grades, performance on quizzes, and the ability to make practice tests or flashcards based on these questions.

4. **Webex**, an online meeting platform, and **Respondus Lockdown Browser with Monitor**. **These may be required if the course is mandated to move to remote learning, and are therefore included here as a requirement, even though they might not be used.** Details on how to download these programs (no fees required) and use Webex and Respondus are available on the course webpage. Exams may be administered using the Respondus program which requires a compatible device. While Mac and Windows devices are compatible, this program is **not** compatible for use on Chromebooks, or on mobile phones, such as iPhones or Android phones, so plan accordingly. Respondus Monitor also requires a **functioning webcam and microphone**, most laptops and tablets have built-in versions of these by default, these can be used if functional; otherwise external devices may be used. Additional details and tutorials appear in Webcampus. **NOTE:** If you are struggling with access to required technology, please communicate with me and I will work with you to find a solution.

COURSE POLICIES

Classroom Conduct:

Lectures will begin **promptly at 1:00 PM** and will conclude at **2:15 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 and UNLV. **Students may make 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 with others or distributed via the Internet or any other medium. **PHOTOGRAPHY AND VIDEO RECORDINGS OF LECTURES ARE NEVER ALLOWED.** Unauthorized use or distribution of course content will result in the loss of audio recording privileges for the entire course.

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** (not during group Office Hours sessions).
- **Email** is the most reliable means of communication; emails **must include 'BIOL191-1003'** in the subject line. Rebelmail & WebCampus Email are the **only** methods of email communication used for this course. The Instructor is unable to respond to messages sent from non-UNLV platforms (gmail, yahoo, etc.) - these will receive **no response**.
- Laboratory concerns should be directed first to your laboratory instructor, and then the lab coordinator.
- Contact **biology.help@unlv.edu** for **all** questions / concerns regarding registration for biology courses.
- Practice professional communication – the same will be expected of you as you advance in your careers. To assist in this practice, Dr. Choate will **only** respond to emails written in the following general format:
 Dear Dr. Choate,
 I am in Section 1003 of BIOL 191, and have a question concerning something, or would like clarification on etc.
 Thank you, *YOUR NAME*.
- **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 a Saturday, however, the response will likely come by the end of Tuesday.

Assignment Policies

Required 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 indicated in WebCampus. It is **your responsibility** to keep track of assignment deadlines. **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** on the day that a chapter is first scheduled to be 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 return to for more study.

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 presented; 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 3:00 PM on Thursday** evenings and will be **due by 11:59 PM the following Sunday** (some deadlines may be adjusted due to holiday observances). 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 these assignments and receive feedback on their responses after the deadline has passed.

If you experience a technical issue during an assignment, please contact the appropriate support personnel **and** maintain documentation of this communication. It is **your** responsibility to check for and respond to any errors or technical issues, and immediately report these to your instructor. Waiting to the end of the semester to report issues may result in loss of submissions.

Summary of Assignment Parameters:

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

In-class Assignments:

A variety of individual and group learning activities will occur during class; some assignments will be collected and graded. In addition, we will use the iClicker system that enables students to respond to quiz questions with an iClicker remote or software on a compatible device. **75%** of the quiz questions asked during lecture must be **attempted** to earn quiz credit for participation in lecture that day. iClicker quizzes and in class-assignments represent opportunities for in-class participation points awarded for good faith efforts. Systematic abuse of iClickers constitutes academic misconduct and may result in a failing course grade by the offending students. Students must create an account with the iClicker system to receive credit for quizzes, the first is scheduled for the **second lecture in Week 2**. Once the i-clicker participation points are posted on WebCampus for a given lecture, students will have **1 week** to notify the instructor of issues with the point total.

Missed Assignments:

The requirements to make up a missed assignment are the same as those detailed below to make up a missed exam (see below for the notification requirements for religious observances, military service, medical or legal emergencies). **Given that most assignments are accessible for many days** (or weeks in the case of the pre-class 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 (I forgot, I was on a family vacation, I lost my internet connection, I was out with friends, I waited until 2 minutes before the deadline to start the assignment, etc.) or for missing a lecture (I arrived late on campus due to car troubles/leaving my home late, etc.) – **the lowest score** from the pre-lecture assignments, the lowest score from the post-lecture assignments, and the lowest score from the in-class assignments will be excluded (dropped) from the final calculation of the course grade. No other accommodations should be expected.

Late Assignments:

Late work is not accepted in this class.

Exams and Attendance Policies

Exam Attendance:

Attendance is mandatory at ALL exams and all exams contribute to the course grade. Exams will be based primarily on the lecture material; key concepts from the textbook may also be included. Exams are generally cumulative; terminology and concepts from all previous lectures may appear in exam questions and questions might apply previously learned material to the current section's topics. **Three lecture exams** will consist of approximately 50 multiple choice, select all that apply, matching, or fill in the blank questions, and a few longer open response items. Written answers must contain specific details, accurate information and demonstrate mastery of the terminology. Scientific terms must be spelled correctly. Answers that contain extraneous, irrelevant and nonsensical statements will not receive any credit. **The instructor may excuse an absence from an exam if the absence was due to observance of a religious holiday, due to an official UNLV extracurricular activity (must be sanctioned by a college/school dean, and/or the Executive Vice President and Provost), due to military service, or a personal medical or legal **emergency**.** If the absence is due to religious observances, military service, or sanctioned university events, you must notify the lecture instructor by submitting the **Absence Notification Form** (on p 12) via Webcampus email within the first 14 calendar days of the course. 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 make-up exam may be administered. Make-up exams may consist entirely of essay questions. **An unexcused absence from an exam will result in a score of ZERO.** The **comprehensive final exam** will consist of approximately 75-85 multiple choice questions and 5 to 10 short answer questions. **All students MUST take the final exam.** The final exam time is different from the lecture time. Final exam times are posted by the Registrar and can be found at [here](#).

Detailed Exam Policies:

All Biol 191A students must comply with the following policies to provide an 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 1:15 PM**. Students must arrive on time and are encouraged to arrive early. Unless there is a documented emergency, students arriving later than 1:15 PM will receive a score of zero.
- All materials must be turned in **by 2:15 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.

Grading Policies

The final overall course percentage will be calculated as follow:

Assessment	Percentage
Unit Exams (1, 2 and 3)	48%
Final Exam (comprehensive)	22%
Pre-lecture Assignments	8%
In-class Assignments	8%
Post-lecture Assignments	14%
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%

Letter Grade	Percentage Range
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

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.

Learning Resources & Tutoring:

Students are welcome and encouraged to attend office hours for any of the BIOL 191 Laboratory Instructors. The entire instructional team is available to support you. The schedule for the Laboratory Instructor office hours will be posted on WebCampus. In addition, the [Academic Success Center](#) (ASC) provides online tutoring, academic success coaching and other academic assistance for all UNLV undergraduate students. For information regarding tutoring and other programs and services, visit [Academic Success Center](https://www.unlv.edu/asc) at <https://www.unlv.edu/asc> or call 702-895-3177. Both Supplemental instruction where an “SI” conducts review sessions with BIOL 191 students, and free in-person tutoring in the library are also available (more details are provided on the WebCampus page).

Syllabus Certification (Academic Integrity) Forms:

All students must complete and submit the Syllabus Certification Quiz and the Student Responsibility Agreement online **by 11:59 pm on January 23, 2021. In ADDITION**, all students must submit a **signed** hard copy of the **Syllabus Certification Form** (the last page of this syllabus) to Dr. Choate **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 if these forms are not fully complete and received by the specified dates and points may be deducted.

University Policies

Please refer to the [current catalog](https://catalog.unlv.edu/index.php), <https://catalog.unlv.edu/index.php>, for additional information on University Policies.

Public Health Directives

Face coverings are 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), <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), <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:
- 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;
 - By a law enforcement agency pursuant to a criminal investigation;
 - By a peace officer pursuant to NRS 289.830;
 - By a uniformed peace officer of the Nevada Highway Patrol Division of the Department of Public Safety pursuant to NRS 480.365;
 - Which is necessary as part of a system of security used to protect and ensure the safety of persons on the campus; or
 - 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](#) 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](#) (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 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>.

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>.

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](https://catalog.unlv.edu/content.php?catoid=32&navoid=8271&hl=), 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 Tudu, 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.

Disclaimer

This syllabus represents the overall plans, objectives and actions currently envisioned for the course; however, the specific details herein including timing, schedules, requirements, and assignments may change throughout the semester at the discretion of the instructor. Any changes will be announced during lecture and via WebCampus. Regardless of cause, whether calamitous or serendipitous, such changes, communicated clearly, are not unusual and should be expected.

IMPORTANT DATES:

January 18: First day of Lecture

January 24: Last day to withdraw with 100% refund.

February 22: EXAM 1

March 14 - 18: Spring Break recess, no class

March 29: EXAM 2

April 1: **Final day to drop or change to audit**, zero refund.

April 28: EXAM 3

May 7: Instruction ends

May 10: FINAL EXAM Tuesday, 1:00 PM – 3:00 PM, TENTATIVE

May 17: Final grades submitted to Registrar by 4 p.m.

Absence Notification Form for BIOL 191A Section 1003

Verbal notification of an absence is not acceptable. Students must follow the Absence Notification policy outlined below (and in the syllabus) regarding notification of **ONLY** 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), military service, or a personal medical or legal emergency. Documentation must be provided (military orders, letter/schedule from coach etc.). If the absence is due to religious observances, military service, or university-sanctioned events, it is **the responsibility of the student** to submit a completed notification form to the instructor listed below via email, **within 14 calendar days** of the start of the course for fall and spring courses. If the absence is due to a personal medical/legal emergency, it is **the responsibility of the student** to submit a completed notification form and appropriate documentation to the instructor **within 3 business days of the emergency**.

The Absence Notification policy for **BIOL 191A** 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 send the completed Absence Notification Form and documentation to Dr. Choate using WebCampus/Rebelmail email or in-person (with ID). No other methods of Absence notification form submission will be accepted.
3. For email submissions, the subject line of the email should state “**Absence Notification for BIOL 191A**”
4. Once reviewed, the Instructor will send a course message acknowledging receipt of the notification form and communicate whether or not the requirements for an excused absence have been met.
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: **BIOL 191A Lecture** Section: **1003**

Lecture Instructor: **Dr. Choate**

Lecture Instructor’s Contact: david.choate@unlv.edu, or through WebCampus

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 191A Section 1003

Instructor Dr. David M. Choate, PhD
Semester Spring 2022
Lecture Section BIOL 191A-1003

Instructions: Carefully read the three statements below. Print this page, then fill in the required information. You may type your printed name, NSHE number, and the date, if you wish. **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 191A 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: _____