INSTRUCTOR:  Dr. Dennis A. Gravatt  
Office: S-239  
Phone: (936) 468-2418  
E-mail: dgravatt@sfasu.edu

LECTURE TEXT:  

ABOUT THIS CLASS:  
This is a principles of cell biology required for all biology and pre-professional majors. The freshman designation for this course should not be construed as being easy. This course is the one of the first steps to your understanding of biological principles necessary for all upper division courses offered by the Biology Department. It is vital that you understand the terminology and concepts introduced in this class. If, at any point during the semester, you find yourself struggling with the material, please come see me. Please don't hesitate to ask a question in class if there is something you don't understand. Students are expected to acquire information from reading the textbook prior to attending the lecture. Additionally, since each topic in this class builds on the previous ones, don't wait to get help. If you get lost at the beginning of the course, it won't get any better in the later chapters. Help is always available!

EFFORT EXPECTED:  
This is a 3-credit-hour course. You should expect to work 2 to 3 hours per week for each credit hour. To be successful in this course you should expect to spend about 6 hours a week on readings, assignments, discussions, and other activities. I strongly suggested that you set aside time each day (Monday-Friday) to at least take a few minutes to log into the course, check your course email messages, read the latest Announcement postings, and check to see if any new assignments have been posted.

COURSE FORMAT AND PARTICIPATION REQUIREMENTS:  
The format for this course includes scheduled assignments and deadlines, reading assignments from the required textbook, discussion questions, and chat. The course includes scheduled online. All quizzes are online.

TESTING AND GRADING PROCEDURE:  
This course consists of twelve (12) modules. Questions from each of 12 modules will be assigned and graded for 25 points per set. At the conclusion of each module will be a fifty (50) point closed-book quiz. Your final grade will be determined by the 12 quizzes and 12 question scores.

<table>
<thead>
<tr>
<th></th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 closed-book quizzes at 50 points each</td>
<td>600</td>
</tr>
<tr>
<td>12 question sets at 50 points each</td>
<td>300</td>
</tr>
</tbody>
</table>

900 Points Total

Your total points received from all test will be divided by 900 (total points in lecture), thus providing a lecture average. I do not round-up grades at the end of the semester (an 89.97 is still a 'B'). The time to be concerned about points is each day of the semester. Extra credit is not available to improve your grade.

A = 100 - 90.0%; B = 89.9 - 80.0%; C = 79.9 - 70.0%; D = 69.9 - 60.0%; F = 59.9% or below
END-OF-SEMESTER COURSE EVALUATIONS:
In accordance with the College of Sciences and Mathematics, and adopted by the Department of Biology the completion of an end-of-semester on-line student evaluation is required by all students enrolled in this course.

NATURE OF ALL QUIZZES:
All quizzes are closed-book and generally include multiple choice and matching questions. At my discretion essay questions testing your reasoning skills may be included in the exams.

NATURE OF ASSIGNED QUESTIONS:
Two to three open-book, inquiry based questions will be asked for each module. These essay type questions will require you to analyze, synthesize or explain a topic within a new context. Submit your answers using MS Word (doc or docx) or Rich Text Format (rtf) format. When you are ready to turn in this assignment, place the file in the course Dropbox. Please use the following naming convention that will allow me to determine which assigned questions you are submitting. Use this naming convention for your filename: "LastName Module #.docx".

An example filename could be, “Smith Module 1.docx” or “Smith Module 1.rtf”.

STUDENTS WITH DISABILITIES
To obtain disability related accommodations and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, Room 325, (936) 468-3004/ 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided.

MAKE-UP EXAMS:
Make-ups for missed quizzes will only be allowed in the case of a University approved absence (illness with a doctor's note, a family crisis, or a religious holiday). It is your responsibility to inform me that you missed the exam and why as soon as possible. YOU MUST NOTIFY ME WITHIN 24 HOURS OF A MISSED EXAM TO BE ELIGIBLE FOR A MAKE UP EXAM. Written documentation must be submitted that thoroughly supports you missing an exam.

ACADEMIC HONESTY:
I expect everyone to do his or her own, original work. This includes all homework assignments, exams and quizzes. All quizzes and exams are closed-book! I will take appropriate disciplinary action, as described in the University Student Handbook, against anyone that does not comply with this policy.
(A-9.1; http://www.sfasu.edu/upp/pap/academic_affairs/academic_integrity.html).