Instructor’s Name | Dr. Bidisha Sengupta, Dr. Darrell Fry  
Department | Chemistry & Biochemistry  
Email | bidisha.sengupta@sfasu.edu  
Phone | 936-468-2485  
Office | Math 112  
Office Hours | Mon. - 4:00-5:00 pm; Tues: 10 am-12 noon, W = 11:00-12:00 am  
Class Time | W, 9 – 9:50 p.m.  
Classroom | Math 112 or Math 106

RECOMMENDED TEXTS AND OTHER MATERIALS:
- Students will be informed about other resources in class.
- Computer, Microsoft word, internet

COURSE REQUIREMENTS:

Practice presentations procedure and points:  
60 pt
- Submission of slides to advisor (at least 72 hrs. before 1st presentation) (8 pt)
- First practice presentation (12 pt)
- Summary of comments from audience (10 pt)
- Proof of incorporation of comments into second practice presentation (10 pt)
- Submission of slides to advisor (at least 72 hrs. before 2nd presentation) (8 pt)
- Second presentation (12 pt)

Professionalism:  
20 pt

Formal written report procedure and points  
100 pt
- Draft 1 (5 pt for timely submission to advisor and 5 pt for timely submission to instructor)
- Incorporation of Advisor’s comments (10 pt)
- Draft 2 (5 pt for timely submission to advisor and 5 pt for timely submission to instructor)
- Incorporation of Advisor’s comments (10 pt)
- Draft 3 (5 pt for timely submission to advisor and 5 pt for timely submission to instructor)
- Incorporation of Advisor’s comments (10 pt)
- Final draft (30 pt for timely submission on D2L)
- Incorporation of Advisor’s comments (10 pt)
- Formal oral presentation: (student will be graded by instructor, other faculties and invited alumni) 100 pt
- Exit Survey 20 pt
- Total points possible

This course meets educator preparation standards for one or more certification programs; a complete listing of all the educator preparation standards this course meets can be found at: https://sfasu.edu/docs/jacksteach/jacksteach-standards-alignment-chart.xlsx

300 pt

METHOD OF EVALUATION:
Grading scale - A ≥ 270; B ≥ 240; C ≥ 210; D ≥ 180; F = below 179

ATTENDANCE: Attendance is compulsory and will be taken in class. One unexcused absence will result in loss of points for professionalism. Two unexcused absences will result in a grade of F for the class.

FORMAL WRITTEN REPORT: A formal written report covering the students’ undergraduate research project is required. The report must be at least eight pages. The paper is to be typed in 12 point times new roman font, single-spaced with one inch margins all round. A title page that includes an abstract is required and does not count toward the minimum page requirement. Figures and tables should be used but do not count toward the minimum page requirement. Pages are to be numbered in the lower right-hand corner. A minimum of 15 peer-reviewed articles should be used. The cited literature should follow the Journal of Chemical Education referencing format.

SUBMISSION OF WRITTEN REPORT DRAFTS
Students are required to print out their draft manuscript, attach the appropriate cover form before submission to their advisor for comments. Students will ensure that their advisor sign the cover form to indicate the dates the draft manuscript was received and returned. Students will print out corrected manuscript after incorporating their advisor’s comments and submit along with the original manuscript containing the advisor’s comments to the instructor. All manuscripts must be submitted in a 1 inch 3-ring binder.

FORMAL ORAL PRESENTATION: A 20-min oral presentation is required. Information about a scientific oral presentation will be provided in class. Professional dress is required on the day of the presentation.

PRACTICE PRESENTATIONS
Students are required to give two practice presentations with their research advisors in attendance. It is the responsibility of the student to organize a suitable time with the instructor and their research advisor during the assigned week. During the second practice presentation, students are required to provide a summary of the comments from the audience about the first practice presentation and show how these comments have been incorporated into the current draft.

**PROFESSIONALISM:** This includes keeping deadlines, promptness to class, good class behavior, following instructions, keeping dress code etc.

**CLASSROOM BEHAVIOR POLICY:**
- Students can refer to the [Student Code of Conduct](#) for SFA.
- Professional behavior is expected at all times and includes coming to class prepared and on time.

**Learning biochemistry is NOT a spectator sport.** It takes involvement and participation in learning. Preparation for class should take 2-3 hours outside of class and includes:
  - reviewing material from previous class & reading material before coming to class
  - practicing active recall, understanding terms, making connection between concepts, quizzing yourself
  - completing assignment in Achieve (homework, learning catalytics, reading quizzes)
  - working problems at the end of the chapter in the textbook
  - studying for exams
  - working on writing assignment
- Contribute to class discussions and group assignments.
-Absences may be assigned to anyone who disrupts class. Read Attendance Policy Section for how this can affect grades.
- Bring a scientific calculator.
- Silence phones and put away unless we are using them as a part of class.
- Be courteous and respectful of other students and instructor.
- Students who violate these rules will be asked to leave. Repeat offenders will be subject to disciplinary action as described in the Code of Student Conduct.

**CODE OF STUDENT CONDUCT AND ACADEMIC INTEGRITY (10.4):**
The [Code of Student Conduct and Academic Integrity](#) outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.
Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.

Any student found cheating will be subject to the penalties as stated in the Student Code of Conduct handbook; including but not limited to a score of zero on exam, expulsion from the class or expulsion from the University.

**WITHHELD GRADES SEMESTER GRADES POLICY (5.5):**
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average. For additional information, go to [https://www.sfasu.edu/policies/course-grades-5.5.pdf](https://www.sfasu.edu/policies/course-grades-5.5.pdf).

The circumstances precipitating the request must have occurred after the last day in which a student could withdraw from a course. Students requesting a WH must be passing the course with a minimum projected grade of C.

**STUDENTS WITH DISABILITIES:**
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 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. Failure to request services in a timely manner may delay your accommodations. For additional information, go to [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/).

**STUDENT WELLNESS AND WELL-BEING:**
SFA values students’ overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.

If you are experiencing concerns, seeking help, SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

**ON-CAMPUS RESOURCES:**
**The Dean of Students Office** (Rusk Building, 3rd floor lobby)
[www.sfasu.edu/deanofstudents](http://www.sfasu.edu/deanofstudents)
936.468.7249
dos@sfasu.edu

**SFA Human Services Counseling Clinic** Human Services, Room 202
[www.sfasu.edu/humanservices/139.asp](http://www.sfasu.edu/humanservices/139.asp)
936.468.1041

**The Health and Wellness Hub** “The Hub”
Location: corner of E. College and Raguet St.
To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:

- Health Services
- Counseling Services
- Student Outreach and Support
- Food Pantry
- Wellness Coaching
- Alcohol and Other Drug Education

www.sfasu.edu/thehub
936.468.4008
thehub@sfasu.edu

**CRISIS RESOURCES:**

- Burke 24-hour crisis line: 1.800.392.8343
- National Suicide Crisis Prevention: 9-8-8
- Suicide Prevention Lifeline: 1.800.273.TALK (8255)
- johCrisis Text Line: Text HELLO to 741-741

**TENTATIVE COURSE CALENDAR**

<table>
<thead>
<tr>
<th>DATE</th>
<th>Class activity</th>
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| Aug 23 | Discuss syllabus – presentation schedule, draft submission (print), referencing guide (posted on D2L)  
- Watch Practical aspects of giving a PowerPoint presentation ([https://www.youtube.com/watch?v=gF3FWu56dc8](https://www.youtube.com/watch?v=gF3FWu56dc8)) |
| Aug. 30| -Peer review/Practice presentations                                              |
| Sep. 6 | -Peer review/Practice presentations                                             |
| Sep. 13| -Peer review/Practice presentations                                             |
| Sep. 20| -Peer review/Practice presentations                                             |
| Sep. 27| -Peer review/Practice presentations                                             |
| Oct. 11| -First Practice Talk Peer review/Practice                                       |
| Nov. 8 | -2nd Practice Talk Peer review/Practice                                        |
| Nov. 15| -Submit final draft of power point presentation in Dropbox on D2L.              |
| Nov. 29| - FINAL PRESENTATION (Recording)                                                |
| Dec 6  | -Submit final draft of written report and Exit Survey in Dropboxes on D2L.      |

**SCHEDULE FOR MANUSCRIPT DRAFT SUBMISSION**

<table>
<thead>
<tr>
<th>Dates</th>
<th>Activity</th>
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<tbody>
<tr>
<td>8/30</td>
<td>Submit 1st draft containing cover page, literature, materials and methods, and 15 references to research advisor</td>
</tr>
<tr>
<td>9/6</td>
<td>Collect draft from research advisor and make corrections</td>
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<tr>
<td>9/13</td>
<td>Submit corrected draft along with the original manuscript containing the advisor’s comments to the instructor</td>
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<tr>
<td>9/20</td>
<td>Instructor returns draft with comments</td>
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<tr>
<td>9/27</td>
<td>Submit 2nd draft containing corrected 1st draft, results, discussion and conclusions to research advisor</td>
</tr>
<tr>
<td>10/4</td>
<td>Collect draft from research advisor and make corrections</td>
</tr>
<tr>
<td>10/11</td>
<td>Submit corrected draft along with the original manuscript containing the advisor’s comments to the instructor</td>
</tr>
<tr>
<td>10/18</td>
<td>Instructor returns draft with comments</td>
</tr>
<tr>
<td>10/25</td>
<td>Submit 3rd draft containing corrected 2nd draft and abstract to research advisor</td>
</tr>
<tr>
<td>11/1</td>
<td>Collect draft from research advisor and make corrections</td>
</tr>
<tr>
<td>11/8</td>
<td>Submit corrected draft along with the original manuscript containing the advisor’s comments to the instructor</td>
</tr>
<tr>
<td>11/15</td>
<td>Instructor returns draft with comments</td>
</tr>
<tr>
<td>Dec 6</td>
<td>Submit final draft of written report and Exit Survey in Dropbox on D2L.</td>
</tr>
</tbody>
</table>

Note: This syllabus is subject to changes at the discretion of the instructor. Students will be duly informed of any changes.

Dr. Bidisha Sengupta, August 28 2023