SYLLABUS

Semester: S2024

Course Name: BIOL195.002. Advanced Graduate Studies
Prerequisite: Permission of Instructor
Meeting time and place: TBA, @S238
Office Hours: T 1230-1600, W 1000-1130, or by appointment @S236
Instructor: Dr. Alexandra Martynova-Van Kley, Professor, Biology department
📞 936 468 2569, 🏷️ avankley@sfasu.edu

COURSE DESCRIPTION: Individual laboratory and/or field-based research conducted under the supervision of a biology faculty member. May be repeated for a maximum of three credit hours towards a degree plan.

ATTENDANCE: Students are expected to follow the schedule prepared at the beginning of course with instructor.

COURSE CREDIT HOUR JUSTIFICATION: This is a 1-3 credit hours course, and for passing grade it is expected from students to dedicate 3 contact hours per credit hour per week.

MATERIALS: Not required.

GRADING CRITERIA: Students will be required to fulfill the agreed upon objectives plan to pass the course:

- F Did not make progress on objectives plan,
- D Did not make satisfactory progress on objectives plan,
- C Satisfactory progress was achieved for only some portion of objectives plan,
- B Achieved satisfactory progress on all parts of objectives plan,
- A Demonstrated excellence in completing all components of objectives plan

COURSE GOAL AND STUDENT LEARNING OUTCOMES: This course will provide a project-based opportunity to graduate students to perform research in the field associated with their master thesis. Students will work on experimental design and experiment execution, analysis of obtained data, and preparation of data for publication. Students who successfully complete this course should be able to:

1. Explain the background and define the purpose of their research project;
2. Describe all experiments performed in the research project;
3. Analyze and present data obtained in performed experiments;
4. Prepare scientific publication with obtained results.

Each of the student learning outcomes listed above address the Biology Department Program Learning Outcomes #1, #2, and #3:

1. Exhibit a depth of scientific knowledge in their chosen field and will be able to use that knowledge to plan research, synthesize information, and support and defend their conclusions;
2. Clearly communicate scientific information. Provide clear structure and transitions, incorporating substantial primary literature-based supporting evidence, and demonstrate audience appropriate purpose, agenda, language, and style;
3. Apply critical thinking skills and principles of good scientific methodology in designing original scientific research.

ATTENDANCE: You are expected to attend all the meetings with the adviser. Missing such a meeting without university approved absences will result in points subtraction from your final grade. Stay focused: turn off your cellphone and pack it away, be respectful to your classmates and the professor. Using a phone during the class without permission will be equal to an absence. If the meeting was missed without prior arrangement as an after the fact make-up will be allowed only by Faculty Notification Requests. The information is located on the Dean of Student’s website: https://www.sfasu.edu/theshub/sos/notification-request
COMUNICATION: over an e-mail avankley@sfasu.edu (please don't email through D2L). When emailing use your OFFICIAL SFA E-MAIL ADDRESS

E-mail rules:

1. Check your e-mail REGULARLY and, if you have your SFA account forwarded to some secondary account, to be certain this is not full and can receive messages.
2. Always indicate BOTH class & section # and your CID in a subject line.
3. When ATTACHING a file, filename should be “First_LastName.ext”, it must also include your name in the document itself.
4. Emails lacking any of the information listed above WILL BE IGNORED.
5. Be courteous: Begin your email with a greeting that addresses your instructor respectfully and professionally, such as "Dear Dr. Smith" or "Hi Dr. Jones."
6. E-mail should be considered a professional form of communication – you should use proper grammar and spelling.
7. CLOSE with your full name: after your message, end with a closing and signature, such as “Sincerely, Jane Doe” or “Thanks, John Doe.”
8. A RESPONSE may take time: I will try to get back quickly, but don’t expect a response within a few minutes. It can take up to 24 hours for an instructor to respond. If you need a response ON THE SAME DAY, your best option is to attend the office hours.
9. NO emails will be answered after 5 p.m. and/or during weekends or holidays.
10. NO GRADE DISCUSSION over an e-mail, only during one-on-one meetings. Grades cannot be discussed via e-mail at any time due to federal law. I will speak to you in person instead during my office hours. DO NOT involve a third-party who is not affiliated in an official capacity with SFASU (e.g., friend, roommate) in any matters pertaining to your enrollment in this course. Your instructor is legally prohibited from discussing most course/grade-related issues with third parties according to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99).

MENTAL HEALTH: SFASU values students’ mental health and the role it plays in academic and overall student success. 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.

FACULTY NOTIFICATION REQUESTS: Please read at https://www.sfasu.edu/thehub/sos/notification-request.

ACADEMIC INTEGRITY: Please read the complete policy at https://www.sfasu.edu/docs/policies/10.4.pdf.

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/.

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.

On-campus Resources:
SFA Counseling Services https://www.sfasu.edu/humanservices/clinics-labs/counseling-clinic

Rusk Building, 3rd Floor 936.468.2401
SFA Human Services Counseling Clinic
www.sfasu.edu/humanservices/139.asp
Human Services, Room 202 936.468.1041
Crisis Resources: Burke 24-hour crisis line: 1.800.392.8343
Suicide Prevention Lifeline: 1.800.273.TALK (8255) Crisis Text Line: Text HELLO to 741-741