

BIOL 2311.001 Introduction to Modern Biology I
BIOL 2111.501 Introduction to Modern Biology workshop
SPRING 2024 (JANUARY 16, 2024 – MAY 3, 2024)

Instructor – Uma Srikanth

Email: ukrish@utdallas.edu

CLASS HOURS, LOCATION: Monday, Wednesday, Friday, 12:00 – 12:50 PM Room # SCI 1.220

WORKSHOP HOURS, LOCATION: Mondays 6:00 – 6:50 PM Room # SCI 1.210

Office hours: These begin on January 22, 2024

MF 9:00 – 10:00 AM in my office (room # FN 3.108) or by appointment only

Course Modality and Expectations

Instructional Mode- Lectures, workshops, and problem sessions	<i>Traditional Classroom face-to-face</i>
EXAMS	<i>EXAMS will be available at the testing center (see table)</i> https://ets.utdallas.edu/testing-center
WORKSHOPS	<i>BIOL 2111.501 - Mondays 6:00 – 6:50 PM. Led by instructor and undergraduate teaching assistants. Please see table under workshops for topics covered.</i>
UGLEPs' (Undergraduate led problem sessions)	<i>These session times are listed in a table below. You may attend any one session every week. For topics covered, please check schedule of lectures table.</i>
QUIZZES	<i>Quizzes will be administered during lecture sessions. See schedule table for days and material covered.</i>
Online assignments	<i>MindTap is the name of the online assignment tool. Links to assignments/homeworks will be under assignments tab on eLEARNING. Online assignments are due on Saturdays by midnight and the assignments will become available after 12 AM the previous Sunday.</i>
GRADES	<i>Please see grading rubric table and notes below</i>

Note – Workshops, UGLEPs', and online assignments will cover material taught in lectures the previous week.

Course Description:

Biology 2311 – This course presents some of the basic concepts of modern Biology with an emphasis on the molecular and cellular basis of biological phenomena. Topics include metabolism of biological macromolecules, cell structure and function, cellular respiration, cell division, cell cycle, cell signaling, classical and molecular genetics, and DNA replication, transcription, and translation. Some landmark experiments that will help provide an in-depth understanding of the concepts will be discussed.

Student Learning Outcomes:

1. Students will be able to define the subcellular structures, macromolecules in a eukaryotic cell
2. Students will be able to explain and describe the basic functions of cells including energy production and utilization (in animal and plant cells), cell division, the basic mechanisms of genetic inheritance, structure of DNA, discovery of DNA, transcription and translation process, the regulation of gene expression, and selected aspects of the molecular basis of cancer.
3. Students will be able to understand basic cell signal transduction pathways and their final responses inside cells
4. Students will be able to develop hypotheses to interpret experimental observations and devise experiments to test these hypotheses.

Objectives:

Critical Thinking (CT)—to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information

Communication (COM)—to include effective development, interpretation, and expression of ideas through written, oral, and visual communication.

Empirical and Quantitative Skills (EQS)—to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

Teamwork (TW)—to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

Course Co-requisites, Pre-requisites, and/or Other Restrictions:

Co-requisite: concurrent enrollment in BIOL 2111.501

Prerequisites for this course are General Chemistry I and II.

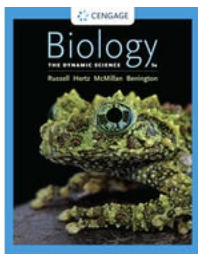
All students enrolled in BIOL 2311 must also enroll in the workshop (BIOL 2111.501). Questions relating to homework assignments and quizzes may be reviewed during workshops. Questions remaining about lecture material and extra problem-solving questions will be addressed during workshops and UGLEP sessions. The same grade will be assigned for both BIOL 2311 and BIOL 2111. If for any reason you decide to drop BIOL 2311, you must also drop BIOL 2111.501

Course Materials:

Power point lectures as pdfs'and grades will be posted on eLearning. Please look for the Cengage/MindTap links on eLearning under the assignments tab.

Required Textbook and online tool for the course:

Required: Biology by Russell, 5th edition and the online access tool, MindTap v2.0



Options to purchase course materials: When you try to register in MindTap using the link on the eLearning course page, you will see a page that offers several options and also Cengage Unlimited.

MindTap 1-semester: \$114

MindTap 2-semester: \$131

Cengage Unlimited 1-semester: \$129.99

Cengage Unlimited 2-semester (1 year): \$199.99

With a Cengage Unlimited subscription, you will have access to ALL Cengage eBooks and digital learning products. Cengage Unlimited has a 4-month subscription, a 12-month or a 24-month subscription (see above).

Depending on the option you choose (shown in red), you will have access to the online tool. and the e-book for either spring 2024 only or for both spring and fall 2024. This will account for students planning to take 2311(Biology I) in spring and 2312(Biology II) in fall.

GENERAL SYLLABUS POLICIES:

Class Materials

The instructor may provide class materials that will be made available to all students registered for this class as they are intended to supplement the classroom experience. These materials may be downloaded during the course; however, these materials are for registered students' use only. Classroom materials may not be reproduced or shared with those not in class or uploaded to other online environments except to implement an approved ARC accommodation. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

Class Attendance

The University's attendance policy requirement is that individual faculty set their course attendance requirements. Regular and punctual class attendance is expected regardless of course modality. Students who fail to attend class regularly are inviting scholastic difficulty. In some courses, instructors may have special attendance requirements; these should be made known to students during the first week of classes.

Faculty have the discretion to set an attendance policy for their in-person meetings, but the absences due to COVID-19 cannot be counted against a quarantined student.

Class Participation

Regular class participation is expected regardless of course modality. Students who fail to participate in class regularly are inviting scholastic difficulty. A portion of the grade in the course is directly tied to class participation. It also includes students' engagement in group or other activities during class that solicit feedback on homework assignments, readings, and/or materials covered in the lectures and/or labs. Class participation is documented by faculty. Successful class participation is defined as consistently adhering to university requirements, as presented in the syllabus. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

Class Recordings

Students are expected to follow appropriate University policies and maintain the security of passwords used to access recorded lectures. Unless the AccessAbility resource Center (ARC) has approved the student to record the instruction, **students are expressly prohibited from recording any part of this course. Recordings may not be published, reproduced, or shared with those not in the class, or uploaded to other online environments except to implement an approved ARC accommodation.** Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

The instructor may record meetings of this course. Any recordings, if the instructor chooses, will be available to all students registered for this class as they are intended to supplement the classroom experience. If the instructor or a UTD school/department/office plans any other uses for the recordings, consent of the students identifiable in the recordings is required prior to such use unless an exception is allowed by law.

SCHEDULE OF LECTURES

The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Professor.

Olive green shading indicates Quiz dates

Blue shading indicates EXAM dates

WEEKS	Lecture #s'	DATES	Chapter Names	Chapter #'s	Quizzes
Week 1	1	Jan 17	Introduction and Biological Molecules	3	
	2	Jan 19	Biological Molecules	3	
		Assignments due Jan 20	Check Elearning		
Week 2	3	Jan 22	Biological Molecules	3	
	4	Jan 24	Biological Molecules	3	
	5	Jan 26	Biological Molecules & Cells	3 & 4	
		Assignments due Jan 27	Check Elearning		

Week 3	6	Jan 29	Cells	4	Quiz 1 Lectures 1-5
	7	Jan 31	Cells	4	
	8	Feb 2	Cells	4	
		Assignments due Feb 3	Check Elearning		
Week 4	9	Feb 5	Cells and Membranes and Transport	4 & 5	Quiz 2 Lectures 6-8
	10	Feb 7	Review EXAM I		
	11	Feb 9 – Feb 10 at the testing center	EXAM 1 Lectures 1 - 10		
		No Assignments due this weekend			
Week 5	12	Feb 12	Membranes and Transport	5	
	13	Feb 14	Membranes and Transport	5	
	14	Feb 16	Energy	6	
		Assignments due Feb 17	Check Elearning		
Week 6	15	Feb 19	Energy	6	Quiz 3 Lectures 12 - 14
	16	Feb 21	Energy	6	
	17	Feb 23	Harvesting Energy	7	
		Assignments due Feb 24	Check Elearning		
Week 7	18	Feb 26	Harvesting Energy	7	
	19	Feb 28	Harvesting Energy	7	
	20	Mar 1	Harvesting Energy	7	
		Assignments due Mar 2	Check Elearning		
Week 8	21	Mar 4	Harvesting Energy	7	Quiz 4 Lectures 16- 20
	22	Mar 6	Harvesting Energy Enzymatic activity/REVIEW for EXAM 2	7, 6	
	23	Mar 7 – Mar 8 (Testing center)	EXAM 2 Lectures 12 - 22		
		No Assignments due			
Week 9		March 11 -17	Spring Break Holiday		
		Assignments due Mar 16	Check Elearning		
Week 10	24	Mar 18	Mitosis	10	
	25	Mar 20	Mitosis	10	
	26	Mar 22	Mitosis/Meiosis	10/11	
		Assignments due March 23	Check Elearning		

Week 11	27	Mar 25	Meiosis	11	Quiz 5 Lectures 24- 26
	28	Mar 27	Meiosis	11	
	29	Mar 29	Cell Cycle	10	
		Assignments due Mar 30	Check Elearning		
Week 12	30	Apr 1	Cell Communication	9	Quiz 6 Lectures 27 - 29
	31	Apr 3	Cell Communication	9	
	32	Apr 5	Cell Communication	9	
		Assignments due Apr 6	Check Elearning		
Week 13	33	Apr 8	Review for EXAM 3		
	34	Apr 10 – Apr 11 (Testing Center)	EXAM 3 Lectures 24 - 32		
	35	Apr 12	Genes, Chromosomes, and Human Genetics	13	
		Assignments due April 13	Check Elearning		
Week 14	36	Apr 15	Genes, Chromosomes, and Human Genetics	13	
	37	Apr 17	DNA Discovery	14	
	38	Apr 19	DNA Replication	14	
		Assignments due Apr 20	Check Elearning		
Week 15	39	Apr 22	DNA Replication	14	Quiz 7 Lectures 36 - 38
	40	Apr 24	DNA Replication	14	
	41	Apr 26	From DNA to Protein	15	
		Assignments due Apr 27	Check Elearning		
Week 16	42	Apr 29	From DNA to Protein	15	Quiz 8 Lectures 39 - 41
	43	May 1	From DNA to Protein	15	
	44	May 3	Biotechniques/Development of Evolutionary thinking		
		Assignments due May 4	Check Elearning		
		May 8 – May 10 (Testing center)	EXAM 4 Lectures 35-44		

BIOL 2111.501 : WORKSHOPS - WORKSHOPS BEGIN THE WEEK OF JANUARY 22, 2024.

Workshops run every week on **Mondays at 6:00 PM at SCI 1.210** unless canceled by the instructor. Workshops will be run by the instructor and/or undergraduate teaching assistants. Topics that will be covered in workshops are listed in the table below. The topics will be covered in the form of interactive questions answer sessions and problem-solving activities in teams of two.

Dream Team TAs' – help the instructor in running the large workshop classes on Mondays.

Fareeha Faruk, Khadija Shariff, Shreyas Perumal, Rahael Javaid, Rahul Mandala, and Ashita Jain are our dream team teaching assistants this semester.

Only the first session will be recorded. No notes/problems/slides/recordings will be posted from these sessions on the course page. Every Friday, handouts of problems discussed during the previous Monday's session will be available during lecture for you to take home and practice.

There are no workshops on exam days.

	WORKSHOP SESSION DATES	Chapter Names	Chapter #'s
Week 1	Jan 15	MLK HOLIDAYS - No workshop	
Week 2	Jan 22	Biological Molecules	3
Week 3	Jan 29	Biological Molecules/Cells	3,4
Week 4	Feb 5	Cells and Membranes and Transport/ REVIEW for EXAM 1	4, 5
Week 5	Feb 12	Membranes and Transport	5
Week 6	Feb 19	Energy	6
Week 7	Feb 26	Cellular Respiration	7
Week 8	Mar 4	EXAM 2 REVIEW	
Week 9	Mar 18	Mitosis	10
Week 10	Mar 25	Cell Cycle/Meiosis	10,11
Week 11	Apr 1	Cell Communication	9
Week 12	Apr 8	EXAM 3 REVIEW	13

Week 13	Apr 15	DNA Discovery/DNA Replication	14
Week 14	Apr 22	From DNA to Protein	15
Week 15	Apr 29	EXAM 4 REVIEW	

UNDERGRADUATE LED PROBLEM SESSIONS (UGLEPs’): UGLEP SESSIONS WILL BEGIN THE WEEK OF JANUARY 22, 2024.

Our Undergraduate Teaching Assistants (UGTAs) (see names in the last column in the table below) will be leading these problem sessions under the guidance of the instructor. Help to complete case studies, practice quizzes, and critical thinking activities will be provided and some difficult concepts will be readdressed in the form of problems, and question-answer sessions. These sessions may last from 30 – 50 minutes. **No notes/slides/problems/recordings will be posted from these sessions.** **No UGLEPs’ on exam days.**

<u>PROBLEM SESSIONS</u> <u>(Days)</u>	<u>TIMES/Room #</u>	<u>UNDERGRADUATE TA</u>
Mondays	2:00 – 3:00 PM	Pranav Kumar
Tuesdays	10:30 – 11:30 AM	Jaza Malik
Wednesdays	3:00 – 4:00 PM	Faiez Qureshi
Thursdays	10:00 – 11:00 AM	Shwetha Iyer
Thursdays	2:00 – 3:00 PM	Abdallah Ali
Fridays	10:00 – 11:00 AM	Melaud Elahi
Fridays	3:00 – 4:00 PM	Nanditha Niranjan

Graduate student Teaching Assistants (GTAs'):

Dibyó Maiti, and Jessica Gomez.

Graduate Student Teaching Assistants (GTAs) will be responsible for grading tests, if needed. Our GTAs will grade based on the rubric provided by the instructor. The final letter grades are ASSIGNED BY THE INSTRUCTOR.

GRADING POLICY:

There will be four tests given in BIOL 2311. The different tests and their weighted scores are listed below on this page. Scoring on the exams is done by the graduate Teaching Assistants, but the instructor determines in advance what key points must be included in each answer to get full credit. The instructor checks your scores after the TA has graded the exams and assigns letter grades.

If you have questions about the grading or your performance in an exam, please see the instructors as soon as possible. Dedicated office hours will be held, and these will be to address any questions or concerns regarding performance in exams. These hours will be sent in an eLearning announcement. **The final course grade will be based NOT on these individual letter grades, but on the total of the weighted numeric scores of all exams, homework/quizzes, assignments, team activities, attendance etc., Exact grade cutoffs will be determined based on grouping of total numerical grades. + and – will be assigned within each letter grade to further distinguish subgroups.**

Students are assessed based on: (see rubric below)

1. Exams
2. Online assignments – Pre- class - Learn it Assignments.
3. Online assignments – Post-class - Apply it (Homework, case studies, and practice quizzes)
4. Quizzes (in lecture)
5. Team activities and mandatory attendance during class lectures

GRADING RUBRIC:

Your numerical grade will be calculated as follows:

	<i>Total #</i>	<i>points for each</i>	<i>Dropped</i>	<i>Maximum possible points</i>	<i>% of final grade</i>
<i>Exams</i>	<i>4</i>	<i>70 or greater</i>	<i>0</i>	<i>280 or greater</i>	<i>76% (weighted)</i>
<i>Quizzes (in lecture)</i>	<i>8</i>	<i>10 or greater</i>	<i>1</i>	<i>70 or greater</i>	<i>8% (weighted)</i>
<i>Learn it assignments</i>	<i>10 or less</i>	<i>varied</i>	<i>1 (lowest)</i>	<i>Varied and graded</i>	<i>4% (weighted)</i>
<i>Apply it – homework)</i>	<i>10 or less</i>	<i>varied</i>	<i>1 (lowest)</i>	<i>Varied and graded</i>	<i>5% (weighted)</i>

Apply it – (Case studies, practice quizzes, and critical thinking activities) (help provided in UGLEP sessions)	14 or less	varied	1 (lowest) among all three types of activities	Varied and graded	3% (weighted)
Team activities and mandatory attendance	4 or less	varied	None	Varied	4% (weighted)
			TOTAL	Total points	100% (weighted)

Although letter grades may be provided after the midterm, these should be treated only as a reflection of your relative performance when compared to the rest of the class. **The final course grade will not be based on these letter grades, but on the weighted scores of exams, online assignments (learn its, apply its, practice quizzes, homework), quizzes, team activities, and mandatory attendance (see rubric above). Exact grade cutoffs will be determined based on grouping of total numerical grades. + and – will be assigned within each letter grade to further distinguish subgroups.**

The midterm and final grades assigned to the lecture section of the course (BIOL 2311.001) will be assigned to your workshop course (BIOL 2111.501) as well.

LETTER GRADES:

This will be determined by the instructor at the end of the course. The final grading scale may be different from the midterm grading scale.

MindTap ASSIGNMENTS:

All these assignments - pre (**Learn it**), post – (**Apply It**) and other (**homework etc.**)) will be posted on eLearning. Assessments will not be accepted past the due date. Due date extension will be given under extenuating circumstances, at the discretion of the instructor. Please keep checking the eLearning course page for links to take you to the date view for assessments for weekly assignments. Please note that the assessments will be released in blocks according to the syllabus.

LEARN IT:

1. These assignments may be assigned every week.
2. These assignments may be set up for grading.
3. These assignments may be timed and may be set up for multiple attempts. When multiple attempts are allowed, the best score will be used.
4. If you incur technical difficulties, please email me the day before the assessment is due.
5. These assessment links can be found on the eLearning course page – in the assignments tab.

USE THESE LINKS TO ACCESS AND COMPLETE YOUR LEARN IT ASSESSMENT.

APPLY IT - HOMEWORK, Practice quizzes, and CASE STUDIES:

These assessments are assigned after the Chapter is discussed in lecture:

1. These may be assigned every week and may be timed.
2. These are graded assignments only.
3. **Some of these assignments** may be set up for **more than one attempt** and the best score will be recorded.
4. Homework and practice quizzes that are included will follow the same rules as mentioned in 2 and 3.
5. The assessment links can be found on the eLearning course page under the assignments tab.
PLEASE ONLY USE THESE LINKS TO DO YOUR ASSESSMENTS.
6. If you incur technical difficulties, please email me the day before the assignment is due.

NOTE - Once you have completed these assignments, it will populate in your gradebook automatically. Please note that if you log into MindTap/Cengage and do your assessments there, your grade might not immediately transfer over to eLearning. **Only assignments with links on eLearning will be counted towards your final grade. So please complete these assignments using the links on eLearning. And the extra assignments available on MindTap may be used for practice.**

QUIZZES (in lecture):

1. There are 8 quizzes in this class. Your lowest quiz will be dropped.
2. Each QUIZ is worth 10 points or more with a bonus.
3. QUIZZES are a combination of multiple choice, T/F, fill-in the blank, short answers, and mix-and-match style questions.
4. You have **10 minutes** to complete the quiz.
5. Quizzes will be taken online during class time.
6. Quizzes will be available for a small window of time.
7. Quizzes are closed book – no resources are allowed.

EXAMS:

1. All four EXAMS are required, and EXAM DATES are shown in the syllabus.
2. The last exam, EXAM 4, is not cumulative.
3. All EXAMS will cover chapters taught in prior lectures.
4. EXAMS may be a mixture of multiple choice, T/F, Fill-in the blanks, mix and match, and a few free response questions.
5. EXAMS maybe anywhere from 65 - 75 minutes long.
6. EXAMS are available for a window of time at the testing center. Please be sure to register to take the exam. <https://ets.utdallas.edu/testing-center>. Please follow the testing center guidelines to take exams.
7. Alternate exam windows are not available unless it is a medical excuse with a doctor's note.
8. Details on exam windows, length of exam etc., will be posted as an announcement on eLearning before exams.
9. On the day of the EXAM, there are no face-to-face lectures.
10. EXAMS are closed book. No outside resources are allowed.

11. Once the exam is graded, you may approach the instructor during dedicated office hours only to go over your free-response portion of the exam. The MCQ portion of the exam will not be discussed during these hours.
12. **NO EXAM GRADE WILL BE DROPPED FROM THE FINAL GRADE CALCULATIONS.**

MAKE-UP EXAMS:

These exams will be scheduled on a need only basis. If you are unwell and unable to attend the exam, please email the instructor at the earliest available opportunity. You must request a make-up exam within a 2-day window of the original exam day. Also, please remember to provide a copy of the doctor's note, so that the make-up can be scheduled.

EXAM VIEWING OFFICE HOURS:

*Instructor will send announcements on eLearning about office hours for discussing exams after they have been graded. Please be sure to come and visit the instructor during these in-person office hours. FRQ questions and your performance will be discussed. MCQ questions will not be discussed during this office hour. No grade changes will be made **three weeks after the date of the exam.***

MIDTERM GRADES:

Students are issued mid-term grades to apprise them of their progress within the semester. Midterm grades are important for advising and retention purposes, therefore it is vital that the grades accurately reflect academic progress. These grades are not a part of the permanent record and will not appear on academic transcripts.

MANDATORY ATTENDANCE and TEAM ACTIVITIES:

These activities will be held during lectures. Announcements on eLearning will carry information on these team activities. Please understand that this activity carries points that will be used to calculate your final grade.

EXTRA CREDIT AND SPECIAL ASSIGNMENTS: *This course has no extra credit or special assignment options.*

A few sections of the syllabus policies from the handbook are below:

Student Conduct and Discipline

The University of Texas System ([Regents' Rule 50101](#)) and UT Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the Student Complaints Resources in the online UT Dallas Undergraduate Catalog, <https://catalog.utdallas.edu/now/undergraduate/resources/student-complaints> and the Graduate Catalog, <https://catalog.utdallas.edu/now/graduate/resources/student-complaints>. UT Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the Student Code of Conduct, UTDSP5003

(<https://policy.utdallas.edu/utdsp5003>). Copies of these rules and regulations are available to students in the Office of Community Standards and Conduct, where staff members are available to assist students in interpreting the rules and regulations (SSB 4.400, 972-883-6330) and online at <https://conduct.utdallas.edu>.

A student at the University neither loses their rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating its standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

Social Media Use

The [Student Code of Conduct](#) includes behaviors conducted via any digital platform. Students may not use any digital platform to seek or provide unauthorized assistance for any assignment done for academic credit. Students may not use any digital platform to impersonate or represent any person other than themselves. Please consult with your instructor regarding authorized assistance.

Academic Integrity

The faculty expects from its students a high-level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrates a high standard of individual honor in his or her scholastic work. See <https://conduct.utdallas.edu/integrity>.

Academic Dishonesty: Academic dishonesty can occur in relation to any type of work submitted for academic credit or as a requirement for a class. It can include individual work or a group project. Academic dishonesty includes plagiarism, cheating, fabrication, and collaboration/collusion. In order to avoid academic dishonesty, it is important for students to fully understand the expectations of their professors. This is best accomplished through asking clarifying questions if an individual does not completely understand the requirements of an assignment.

Additional information related to academic dishonesty and tips on how to avoid dishonesty may be found here: <https://conduct.utdallas.edu/dishonesty>.

Copyright Notice

It is the policy of UT Dallas to adhere to the requirements of the United States Copyright Law of 1976, as amended, (Title 17, United States Code), including ensuring that the restrictions that apply to the reproduction of software are adhered to and that the bounds of copying permissible under the fair use doctrine are not exceeded. Copying, displaying, reproducing, or distributing copyrighted material may infringe upon the copyright owner's rights. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to appropriate disciplinary action as well as civil and criminal penalties. Usage of such material is only appropriate when that usage constitutes "fair use" under the Copyright Act. For more information about the fair use exemption, see <https://guides.lib.utexas.edu/fairuse/home>. As a UT Dallas student, you are required to follow UT Dallas' copyright policy (UTDPP1043 at <https://policy.utdallas.edu/utdpp1043>) and the UT System's policy, UTS107 at <https://www.utsystem.edu/board-of-regents/policy-library/policies/uts107-use-copyrighted-materials>.

Email Use

UT Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. All official student email correspondence will be sent only to a student's UT Dallas email address and UT Dallas will only consider email requests originating from an official UT Dallas student email account. This allows the University to maintain a high degree of confidence in the identity of each individual corresponding via email and the security of the transmitted information. UT Dallas furnishes each student with a free email account that is to be used in all communication with university personnel. The Office of Information Technology provides a method for students to have their UT Dallas mail forwarded to other email accounts. To activate a student UT Dallas computer account and forward email to another account, go to <https://oit.utdallas.edu/netid/self-service>.

Credit/No Credit and Pass/Fail Grading Options

Students are encouraged to review the online catalogs regarding Credit/No Credit or Pass/Fail courses. Students should consult their academic advisors to understand what it means for their academic careers before completing the form prior to Census Day.

Undergraduate students: please review the [Credit/No Credit Classes](#) section in the Undergraduate Catalog.

Graduate students: please review the [Pass/Fail Grading](#) section in the Graduate Catalog.

Withdrawal from Class

The administration at UT Dallas has established deadlines for withdrawal from any course. These dates and times are published in the Comet Calendar (<http://www.utdallas.edu/calendar>) and in the Academic Calendar (<http://www.utdallas.edu/academiccalendar>). It is the student's responsibility to handle withdrawal requirements from any class. In other words, a professor or another instructor cannot drop or withdraw any student unless there is an administrative drop such as the following:

- Not meeting the prerequisites for a specific course
- Not satisfying the academic probationary requirements, resulting in suspension
- An Office of Community Standards and Conduct request
- Not making appropriate tuition and fee payments
- Enrollment is in violation of academic policy
- Not admitted for the term in which they registered

It is the student's responsibility to complete and submit the appropriate forms to the Registrar's Office and ensure that he or she will not receive a final grade of "F" in a course if he or she chooses not to attend the class after being enrolled.

Undergraduate students: please review the [Dropping and Withdrawing](#) section in the catalog.

Graduate students: please review the [Schedule Changes: Dropping, Adding and Withdrawing](#) from Courses section in the catalog.

Student Grievance Procedures

Procedures for student grievances are found in university policy UTDSP5005 (<https://policy.utdallas.edu/utdsp5005>). In attempting to resolve any student grievance regarding disputes over grades, application of degree plan, graduation/degree program requirements, and thesis/and dissertation committee, adviser actions and/or decisions, evaluations, and/or other fulfillments

of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originated.

Incomplete Grade Policy

As per university policy, incomplete grades may be given at the discretion of the instructor of record for a course, when a student has completed at least 70% of the required course material but cannot complete all requirements by the end of the semester. An incomplete course grade (grade of 'I') must be completed within the time period specified by the instructor, not to exceed eight (8) weeks from the first day of the subsequent long semester. Upon completion of the required work, the grade of 'I' may be converted into a letter grade (A through F). If the grade of Incomplete is not removed by the end of the specified period, it will automatically be changed to a grade of F. The incomplete grade policy is included in the online UT Dallas Undergraduate catalog -

<https://catalog.utdallas.edu/now/undergraduate/policies/academic#incomplete-grades> and the Graduate Catalog, <https://catalog.utdallas.edu/now/graduate/policies/grades#grade-of-i-incomplete>.

Accommodations for Students with Disabilities

The University of Texas at Dallas is committed to providing reasonable accommodations for all persons with disabilities. The syllabus is available in alternate formats upon request. If you are seeking classroom accommodations under the Americans with Disabilities Act (2008), you are required to register with the [AccessAbility Resource Center \(ARC\)](#), located in the Administration Building, Suite 2.224. Their phone number is 972-883-2098, email: studentaccess@utdallas.edu and the website is <https://accessability.utdallas.edu/>. To receive academic accommodations for this class, please [register and request services](#) by completing the Request for Services form with the proper documentation and meet with the Director of ARC at the beginning of the semester.

Religious Holy Days

UT Dallas will excuse a student from class or other required activities, including examinations and travel time for the observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, of the Texas Tax Code.

Students are encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment.

Excused students will be allowed to take missed exams or complete assignments within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a

reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the President of UT Dallas or from the President's designee. The chief executive officer or designee must take into account the legislative intent of Texas Education Code 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

This information is also included in the online UT Dallas Undergraduate Catalog, <https://catalog.utdallas.edu/now/undergraduate/policies/religious-holy-days>, and the Graduate Catalog, <https://catalog.utdallas.edu/now/graduate/policies/religious-holy-days>.

Making a False Alarm or Report Involving a Public or Private Institution of a Higher Education

Making a false threat at any Texas higher education institution is considered a **State Jail Felony**, not a Class A misdemeanor, according to a law passed by the Texas Legislature.

This legislation was enacted in response to several threats in past years at several universities across the U.S. that disrupted classes and prompted evacuation of campus property, even though the reports turned out to be a hoax.

This law relates to the offense of making or causing a false alarm or report involving a public or private institution of higher education. A person commits an offense under Section 42.06, Texas Penal Code, if he or she knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or another emergency that he or she knows is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies.
2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.

An individual adjudged guilty of a state jail felony shall be punished by confinement in a state jail for any term of not more than two years or less than 180 days and, in addition to confinement, may be punished by a fine not to exceed \$10,000.

UT Dallas students should be aware that the State of Texas takes these threats seriously, and the legal consequences, which are severe, go beyond anything that the University's disciplinary committee can address.

This information is also included in the online UT Dallas Undergraduate Catalog, <https://catalog.utdallas.edu/now/undergraduate/policies/false-alarms> and in the Graduate Catalog, <https://catalog.utdallas.edu/now/graduate/policies/false-alarms>.

Interactive Campus Map – Locate Severe Weather Shelters, Elevators, and Bathrooms

The interactive campus map (<https://map.utdallas.edu>) allows users to search for severe weather shelter areas in each building. On the map, click on a building and select "Storm Shelters" from the "Find" drop-down menu. Remember, a severe weather shelter area is usually any interior room without windows, such as a restroom, hallway, conference room, or office. Try to find shelter on the lowest floor of the building and stay away from large auditoriums or gyms. Users can also use the same map to locate elevators and bathrooms.

Academic Support Resources <https://go.utdallas.edu/academic-support-resources>

For help with a research assignment, such as finding journal articles or using a database, try CHAT at **McDermott Library**.

The **Comet Cupboard** is a UT Dallas food pantry initiative dedicated to helping students in need. The Comet Cupboard is located in MC 1.604, on the first floor of the McDermott Library, and can be contacted by calling 972-883-2709.

Comet Cents provides financial literacy to students with the peer-to-peer model. This money management center provides one-on-one appointments and workshops throughout the semester. Comet Cents works to help students improve their financial situation with topics such budgeting, credit card debit, investing and other personal finance areas.

Intercultural Programs provides a host of transition programs for international students and intercultural competency trainings for all students. They are located in SSB 3.6, on the third floor of the Student Services Building. Their phone number is 972-883-4528.

The **Student Counseling Center** offers confidential services to students either for individual appointments or as part of groups. Initial appointments must be made in person in the Student Counseling Center, which is located in SSB 4.600, on the fourth floor of the Student Services Building. Their main number is 972-883-2575 and the 24/7 Crisis Hotline is 972-883-8255 (972-UTD-TALK).

The **Testing Center**, run by the Education Technology Services, offers a 300-seat computer lab, providing UT Dallas students access to a comfortable and secure test environment for online/paper exams, quizzes, instructional testing, and assessments. The Testing Center is located in Room 11.175, the first floor of the Synergy Park North 2 (SP2) building and can be contacted by calling 972-883-2460. See <https://ets.utdallas.edu/testing-center>.

If you experience issues taking an exam in eLearning, please contact the UTD eLearning Helpdesk: <https://ets.utdallas.edu/elearning/helpdesk>.

Undergraduate Students

Graduation Help Desk

The **Graduation Help Desk** is a one-stop resource within the Office of Undergraduate Education designed to help undergraduate students overcome obstacles to a timely graduation. The Graduation Help Desk supports undergraduate students, faculty and staff to develop solutions to complex academic and non-academic issues. This resource is equipped to promote all undergraduate students' success by helping them at any point during their academic careers from their arrival at UT Dallas until their graduation. Contact the Graduation Help Desk at graduationhelpdesk@utdallas.edu.

Student Success Center

The **Student Success Center (SSC)** offers assistance to students in the areas of writing, mathematics, communication, multiple science fields, study skills, and other academic disciplines. These services are available through individual appointments, small group appointments, drop-in labs, workshops, and weekly reviews. All undergraduate students enrolled at UT Dallas are eligible to participate in these services. Not all courses will be supported by all services. Please check the website at the beginning of each semester to find out which courses are supported by which services.

The SSC is divided into six units and undergraduate students are able to use as fits their course needs each semester. All services are free of charge.

In **Academic Success Coaching (ASC)**, students can receive help with time management, goal setting, test preparation, and various other study techniques and strategies. Student coaches offer one-on-one appointments and workshops throughout the semester.

The **Communication Lab (CommLab)** offers one-on-one and group appointments where students can gain practical feedback for improving oral and group presentations.

The **Peer-Led Team Learning (PLTL)** program provides an active, engaged learning experience for students enrolled in potentially difficult gateway courses. Students who register with PLTL will meet in small groups once a week and are expected to attend every session. Students who regularly attend sessions typically earn a half to a whole letter grade higher than students who do not participate in the PLTL program.

Peer Tutoring (PT) offers math and science tutoring assistance for many of the historically challenging undergraduate courses at UT Dallas. The sessions are designed to address students' individual questions and needs; however, the tutors do not provide answers for homework, quizzes, or exams. Peer Tutoring services include drop-in tutoring for most 1000 and 2000 level courses, one-on-one appointments for a limited number of 3000 and 4000 level courses, and weekly reviews the timings of which vary by semester.

Supplemental Instruction (SI) provides peer-facilitated weekly study sessions for students taking historically difficult courses. SI sessions encourage active, collaborative learning based on critical thinking and transferable study skills. SI Leaders attend lectures and take notes, just like the enrolled students. Students should check the SSC website for supported subjects and session times.

The **Writing Center (WC)** is a collaborative learning environment for students interested in developing stronger writing skills. One-on-one appointments are offered, as are weekly workshops. Scheduling an appointment is strongly recommended, but drop-in hours are also available.

The Student Success Center's main office is located in the McDermott Library Building on the first floor, MC 1.302, and can be contacted by calling 972-883-6707 or by sending an email to ssc@utdallas.edu.

Additional university resources, "Resources for Study and Campus Life" are listed in the online Undergraduate Catalog, <https://catalog.utdallas.edu/now/undergraduate/resources/index>.

Supplemental Instruction (SI) is offered for this course. SI sessions are free group study opportunities, scheduled twice every week. These sessions are facilitated by an SI Leader, who has taken the course recently and has achieved a high final grade. Our SI leader for this semester is **RIDDHI PAREEK**. Attendance is voluntary. For information about the days, times, and locations for SI sessions, refer to <http://www.utdallas.edu/studentsuccess/help-with-courses/supplemental-instruction/>

The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Professors.

STUDENT RESOURCES

WELCOME BACK!

Comet Cupboard

Provides food and personal care items to all UTD student. Visit website for hours, or contact: cupboard@utdallas.edu

Student Counseling Center

Provides mental health counseling (anything from testing anxiety to self-care) and psychiatric services to all UTD students. All students eligible for 6 free sessions. Visit website for hours, or contact: counselingcenter@utdallas.edu

Or contact UTD crisis hotline for all non-emergency situations: 972-883-8255 (972-UTD-TALK)

OIT

Provides laptops and AV equipment to all UTD centers. Visit website for hours, or contact: assist@utdallas.edu