



**BIOL 2311-001 Introduction to Modern Biology I**  
**BIOL 2111-501 Introduction to Modern Biology workshop**

**FALL 2024 (AUGUST 19, 2024 – DECEMBER 5, 2024)**

**Instructor – Uma Srikanth**

**TEXTBOOK: Biology by Russell 5e**

**CLASS HOURS, LOCATION: Monday, Wednesday, Friday, 11:00 – 11:50 AM (SCI 1.220)**

**WORKSHOP LOCATION: Mondays 6:00 – 6:50 PM (SCI 1.220)**

**Dr. Uma Srikanth:** Email: [ukrish@utdallas.edu](mailto:ukrish@utdallas.edu)

**Office hours:**

Office hours on Mondays and Tuesdays from 1:00 – 2:00 PM at FN 3.108 or by appointment only.

Office hours will begin the week of August 26, 2024.

**Course Modality and Expectations**

<b>Instructional Mode- Lectures, workshops, and problem sessions</b>	<i>Traditional Classroom face-to-face</i>
<b>EXAMS</b>	<i>EXAMS will be available at the testing center (see table)</i> <a href="https://ets.utdallas.edu/testing-center">https://ets.utdallas.edu/testing-center</a>
<b>WORKSHOPS</b>	<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>
<b>UGLEPs' (Undergraduate led problem sessions)</b>	<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>
<b>QUIZZES</b>	<i>Quizzes will be administered during lecture sessions. See schedule table for days and material covered.</i>
<b>Online assignments</b>	<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>
<b>GRADES</b>	<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' 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**

*If you are taking more than one class using Cengage Unlimited would be a consideration. This is a subscription to all Cengage materials. See link below.*

<https://www.cengage.com/unlimited/>

*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 fall 2024 only or for both fall 2024 and spring 2025. This will account for students planning to take 2311(Biology I) in fall and 2312(Biology II) in spring.**

**WORKSHOPS:**

*Workshops run every week on **Mondays at 6:00 PM at SCI 1.220** 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. Review sessions will be conducted in workshops.*

**WORKSHOPS BEGIN THE WEEK OF AUGUST 26, 2024.**

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

**Jaza Malik, Shwetha Iyer, Jibran Muhammed, and Pranav Kumar** are our dream team teaching assistants this semester.

*Only the first session will be recorded. **There are no workshops on exam days.***

	<b>WORKSHOP SESSION DATES</b>	<b>Chapter Names</b>	<b>Chapter #'s</b>
<b>Week 1</b>	Aug 19	No workshop	
<b>Week 2</b>	Aug 26	Biological Molecules	3
<b>Week 3</b>	Sept 2	<b>Labor Day Holiday</b> No workshop	
<b>Week 4</b>	Sept 9	Cells and Membranes and Transport/ <b>REVIEW for EXAM 1</b>	4, 5
<b>Week 5</b>	Sept 16	Membranes and Transport	5
<b>Week 6</b>	Sept 23	Energy	6
<b>Week 7</b>	Sept 30	Cellular Respiration	7
<b>Week 8</b>	Oct 7	<b>EXAM 2 REVIEW</b>	
<b>Week 9</b>	Oct 14	Mitosis	10
<b>Week 10</b>	Oct 21	Cell Cycle/Meiosis	10,11
<b>Week 11</b>	Oct 28	Cell Communication	9
<b>Week 12</b>	Nov 4	<b>EXAM 3 REVIEW</b>	13
<b>Week 13</b>	Nov 11	DNA Discovery	14
<b>Week 14</b>	<b>Nov 18</b>	<b>DNA Replication</b>	<b>14</b>
<b>Week 15</b>	Nov 25	<b>Fall Break and Thanksgiving Holidays</b> No workshop	
<b>Week 16</b>	Dec 2	<b>EXAM 4 REVIEW</b>	

### UNDERGRADUATE LED PROBLEM SESSIONS (UGLEPs'):

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 and the dream team. These problem sessions will go over some difficult concepts discussed during lectures. These sessions will also address questions on Case studies and practice quizzes as demanded by student requests. These sessions may last from 30 – 50 minutes. **No notes/slides/problems/recordings will be posted from these sessions.** **No UGLEPs' on exam days.**

<b><u>PROBLEM SESSIONS</u></b> <b><u>(Days)</u></b>	<b><u>TIMES/Room #</u></b>	<b><u>UNDERGRADUATE TA</u></b>
<b>Mondays</b>	<b>8:00 – 8:45 AM</b> <b>SLC 2.302</b>	<b>Dhyasa Kumar</b>
<b>Tuesdays</b>	<b>12 noon – 12:45 PM</b> <b>JSOM 2.115</b>	<b>Hiva Banakar</b>
<b>Wednesdays</b>	<b>12 Noon – 12:45 PM</b> <b>SLC 2.304</b>	<b>Stuti Patel</b>
<b>Thursdays</b>	<b>1:00 – 1:45PM</b> <b>FN 2.102</b>	<b>Esheeta Devang</b>

### **GRADUATE STUDENT TEACHING ASSISTANTS (GTAs'):**

**Sharon Kwende, Dibyo Maiti, Jessica Gomez, and Prarthana Suresh**

**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. They may occasionally assist with the large workshop on Monday evenings.**

### SCHEDULE OF LECTURES

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

	<b>Lectures</b>		<b>Chapter Names</b>	<b>Chapter #’s</b>	<b>Quizzes</b>
<b>Week 1</b>	1	Aug 19	Introduction		
	2	Aug 21	Biological Molecules	3	
	3	Aug 23	Biological Molecules	3	
		<i>Assignments due August 24</i>	<i>Check eLearning</i>		
<b>Week 2</b>	4	Aug 26	Biological Molecules	3	
	5	Aug 28	Biological Molecules	3	
	6	Aug 30	Cells	4	
		<i>Assignments due Aug 31</i>	<i>Check eLearning</i>		
<b>Week 3</b>		<b>Sept 2</b>	<b>Labor Day Holiday</b>		
	7	Sept 4	Cells	4	<b>Quiz 1 Lectures 1-5</b>
	8	Sept 6	Cells	4	
		<i>Assignments due Sept 7</i>	<i>Check eLearning</i>		
<b>Week 4</b>	9	Sept 9	Cells and Membranes and Transport and Review	4, 5	<b>Quiz 2 Lectures 6 - 8</b>
	<b>10, 11</b>	<b>Sept 11- Sept 13</b>	<b>EXAM 1 (Testing center) No lectures on Exam days</b>		<b>Lectures 1 - 9</b>
<b>Week 5</b>	12	Sept 16	Membranes and Transport	5	
	13	Sept 18	Membranes and Transport	5	
	14	Sept 20	Cellular Respiration	7	
		<i>Assignments due Sept 21</i>	<i>Check eLearning</i>		
<b>Week 6</b>	15	Sept 23	Cellular Respiration	7	<b>Quiz 3 Lectures 12 - 14</b>
	16	Sept 25	Cellular Respiration	7	
	17	Sept 27	Cellular Respiration	7	
		<i>Assignments due Sept 28</i>	<i>Check eLearning</i>		
<b>Week 7</b>	18	Sept 30	Cellular Respiration	7	
	19	Oct 2	Enzymes and Activities	6	<b>Quiz 4 Lectures 15 -18</b>
	20	Oct 4	Mitosis	10	
		<i>Assignments due Oct. 5</i>	<i>Check eLearning</i>		
<b>Week 8</b>	21	Oct 7	Review and TEAM ATIVITY	10	
	<b>22, 23</b>	<b>Oct 9 - 11</b>	<b>EXAM 2 (Testing center) No lectures on Exam days</b>		<b>Lectures 12 - 20</b>

		<i>Assignments due Oct. 12</i>	<i>Check eLearning</i>		
<b>Week 9</b>	24	Oct 14	Mitosis/Meiosis	10/11	
	25	Oct 16	Meiosis	11	
	26	Oct 18	Cell Cycle	10	
		<i>Assignments due Oct. 19</i>	<i>Check eLearning</i>		
<b>Week 10</b>	27	Oct 21	Cell Cycle	10	<b>Quiz 5 Lectures 24-26</b>
	28	Oct 23	Cell Communication	9	
	29	Oct 25	Cell Communication	9	
		<i>Assignments due Oct. 26</i>	<i>Check eLearning</i>		
<b>Week 11</b>	30	Oct 28	Cell Communication	9	<b>Quiz 6 Lectures 27 - 29</b>
	31	Oct 30	Genes, Human Chromosomes, and Human Genetics	13	
	32	Nov 1	Genes, Human Chromosomes, and Human Genetics	13	
		<i>Assignments due Nov. 2</i>	<i>Check eLearning</i>		
<b>Week 12</b>	33	Nov 4	Review and TEAM ACTIVITY		
	<b>34, 35</b>	<b>Nov 6 – Nov 8</b>	<b>EXAM 3 (Testing center) No lectures on exam days</b>		<b>Lectures 21, 24-33</b>
<b>Week 13</b>	36	Nov 11	DNA Discovery	14	
	37	Nov 13	DNA Discovery	14	
	38	Nov 15	DNA Replication	14	
		<i>Assignments due Nov 16</i>	<i>Check eLearning</i>		
<b>Week 14</b>	39	Nov 18	DNA Replication	14	<b>Quiz 7 Lectures 36-38</b>
	40	Nov 20	From DNA to Protein	15	
	41	<b>Nov 22</b>	From DNA to Protein	15	
<b>Week 15</b>		<b>Nov 25- Nov 29</b>	<b>Fall break and Thanksgiving Holidays</b>		
		<i>Assignments due Nov 30</i>	<i>Check eLearning</i>		
<b>Week 16</b>	42	Dec 2	Regulation of Gene expression	16	<b>Quiz 8 Lectures 36 - 41</b>
	43	Dec 4	Biotechnology and Review and TEAM ACTIVITY	18	
		<i>Assignments due Dec 7</i>	<i>Check eLearning</i>		
		<b>Dec 9 - 11</b>	<b>EXAM 4 (testing center)</b>		<b>Lectures 36 - 43</b>

### **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 - Learn it Assignments.
3. Online assignments - Apply it, practice quizzes, and Homework.
4. Quizzes
5. Team activities
6. Mandatory attendance

### **GRADING RUBRIC:**

Your numerical grade will be calculated as follows:

**All grades will be posted on eLearning.**

	<b>Total #</b>	<b>points for each</b>	<b>Dropped</b>	<b>Maximum possible points</b>	<b>% of final grade</b>
<b>Exams</b>	<b>4</b>	<b>70 or greater</b>	<b>0</b>	<b>280 or greater</b>	<b>76% (weighted)</b>
<b>Quizzes</b>	<b>8</b>	<b>10 or greater</b>	<b>1</b>	<b>70 or greater</b>	<b>8% (weighted)</b>
<b>Learn it assignments</b>	<b>10 or less</b>	<b>varied</b>	<b>1 (lowest)</b>	<b>Varied and graded</b>	<b>5% (weighted)</b>
<b>Apply it, homework, and practice quizzes</b>	<b>10 or less</b>	<b>varied</b>	<b>1 (lowest)</b>	<b>Varied and graded</b>	<b>8% (weighted)</b>
<b>Team activities</b>	<b>4 or less</b>	<b>varied</b>	<b>None</b>	<b>Varied</b>	<b>3% (weighted)</b>
			<b>TOTAL</b>	<b>Total points</b>	<b>100% (weighted)</b>



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.**

### **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 are 70 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 number and type of questions 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.

### **QUIZZES:**

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. So, please bring a laptop or a mobile device to take your quizzes. Quizzes usually do not show up well on mobile phones.**
6. Quizzes will be available for a small window of time.
7. Quizzes are closed book – no resources are allowed.

### **MindTap ASSIGNMENTS:**

All these assignments (pre (**Learn it**), post – (**Apply It**) and other (**homework, practice quizzes 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, and PRACTICE QUIZZES:**

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. You may use the UGLEP sessions to ask questions on practice quizzes and Apply it assignments.
6. The assessment links can be found on the eLearning course page under the assignments tab.

**PLEASE ONLY USE THESE LINKS TO DO YOUR ASSESSMENTS.**

7. 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.**

### **EXAM VIEWING OFFICE HOURS:**

*Instructor will send announcements on eLearning about dedicated 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. 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.*

### **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.*

### **MANDATORY ATTENDANCE:**

*Mandatory attendance during lectures will be announced on eLearning and these points will be added to upcoming exams.*

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

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

### **COURSE 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. 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.*

#### ***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 for this course is directly tied to*

*your participation in this class. It also includes engaging in groups or other activities during class that solicit your feedback on homework assignments, readings, or materials covered in the lectures (and/or labs). Class participation is documented by faculty. Successful participation is defined as consistently adhering to university requirements, as presented in this 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 Office of Student Accessibility – 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. These recordings will be made available to all students registered for this class if the intent is 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.*

*Class recordings that are made will be distributed to individual students only under extenuating or emergency circumstances with doctor's notes or paper proof of their situation.*

### ***Email use***

*The University of Texas at 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 everyone in an email exchange. The university encourages all official student email correspondence to be sent only to a student's U.T. Dallas email address and that faculty and staff consider email from students official only if it originates from a UTD student account. This allows the university to maintain a high degree of confidence in the identity of all individuals corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at U.T. Dallas provides a method for students to have their U.T. Dallas mail forwarded to other accounts.*

### ***WITHDRAWAL FROM CLASS***

*The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, I am unable to drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.*

### ***DISABILITY SERVICES***

*The goal of Disability Services is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is in room 1.610 in the Student Union. Office hours are Monday and Thursday, 8:30 a.m. to 6:30 p.m.; Tuesday and Wednesday, 8:30 a.m. to 7:30 p.m.; and Friday, 8:30 a.m. to 5:30 p.m.*

*The contact information for the Office of Disability Services is:  
The University of Texas at Dallas, SU 22*

PO Box 830688  
Richardson, Texas 75083-0688  
(972) 883-2098 (voice or TTY)

*Essentially, the law requires that colleges and universities make those reasonable adjustments necessary to eliminate discrimination based on disability. For example, it may be necessary to remove classroom prohibitions against tape recorders or animals (in the case of dog guides) for students who are blind. Occasionally an assignment requirement may be substituted (for example, a research paper versus an oral presentation for a student who is hearing impaired). Classes enrolled students with mobility impairments may have to be rescheduled in accessible facilities. The college or university may need to provide special services such as registration, note-taking, or mobility assistance.*

*It is the student's responsibility to notify his or her professors of the need for such an accommodation. Disability Services provides students with letters to present to faculty members to verify that the student has a disability and needs accommodation. Individuals requiring special accommodation should contact the professor after class or during office hours.*

#### **OFF-CAMPUS INSTRUCTION AND COURSE ACTIVITIES**

Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Information regarding these rules and regulations may be found at [http://www.utdallas.edu/BusinessAffairs/Travel\\_Risk\\_Activities.htm](http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm). Additional information is available from the office of the school dean.

#### **CLASSROOM CITIZENSHIP:**

##### **Comet Creed**

*This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same:*

*"As a Comet, I pledge honesty, integrity, and service in all that I do."*

##### **Academic Support Resources**

The information contained in the following link lists the University's academic support resources for all students.

Please see <http://go.utdallas.edu/academic-support-resources>.

##### **UT Dallas Syllabus Policies and Procedures**

The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus. Please review the catalog sections regarding the [credit/no credit](#) or [pass/fail](#) grading option and withdrawal from class. Please go to <http://go.utdallas.edu/syllabus-policies> for these policies.

**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, **Heer Shah** will be introduced during the lecture.

Attendance is voluntary. For information about the days, times, and locations for SI sessions, use the link below

<https://studentsuccess.utdallas.edu/supplemental-instruction/>

**Wellness initiative here at UTD:**

<https://campus-wellness.utdallas.edu/>

**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>.*

### **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](mailto: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>.

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](mailto: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](mailto: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>.

# 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](mailto: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 are eligible for 6 free sessions. Visit website for hours, or contact: [counselingcenter@utdallas.edu](mailto: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](mailto:assist@utdallas.edu)