



BIOL 3455.001 Anatomy & Physiology I
SPRING 2025 (JANUARY 21, 2025 – MAY 10, 2025)

The University of Texas at Dallas

TEXTBOOK: Fundamental of Anatomy & Physiology, Frederic H. Martini, Ph.D.
Judi L. Nath, Ph.D. & Edwin F. Bartholomew, M.S. 11th edition

CLASS HOURS, LOCATION: MONDAYS & FRIDAYS, 04:00 – 05:15 PM (SLC 1.102)

Professor's contact information

Ramesh Padmanabhan, PhD

Office: FN 3.202

E-mail: ramesh.padmanabhan@utdallas.edu

Office Hours: By appointment only. The students are encouraged to make appointments by e-mailing the professor ahead of time. MS Teams preferred.

Andy Cheshire, PhD

Office: Will be updated soon

E-mail: Will be updated soon

Office Hours: Will be updated soon

Course Modality and Expectations

Instructional Mode-Lectures and Labs: Traditional classroom face-to-face.

Exams: Exams will be administered at UT Dallas testing center. Please refer to the exam section for more details.

Quizzes: Quizzes will be given on e-learning.

Homework: Homework will be given on Mastering A & P

Course Policies

The instructor will provide class & lecture materials that will be made available to all students registered for this class on e-learning 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 Office of Student AccessAbility 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 **mandatory** for BIOL 3455.001. Students who fail to attend class regularly are inviting scholastic difficulty. For BIOL 3455.001, attendance will be taken in each class during the semester and each attendance is worth 2 points. (refer to grading policy).

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 attendance, activities such as workshop quizzes, homework assignments, readings or materials covered in the lectures. Class participation is documented by faculty. Successful 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 Audio/Video Recordings

Unless the Office of Student AccessAbility has approved the student to record the instruction, students are expressly prohibited from recording any part of this course. Those approved recordings may not be published, reproduced or shared with those in the class, or uploaded to other online environments except to implement an approved Office of Student AccessAbility accommodation. Failure to comply with these University requirements is a violation of the Student Code of Conduct.

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”.

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 visit <http://go.utdallas.edu/syllabus-policies> for more information.

Course Description

Biology 3455, Human Anatomy and Physiology I is the first of a two-part series designed as a comprehensive examination of the basic principles of human physiology in the context of a detailed examination of human anatomy. The course is designed to give the pre-professional health care student a detailed fundamental background to enable the student to excel in the anatomical and physiological sciences within the professional school curriculum. This first-half study of the structure-function relationship includes a survey of tissue types, osseous histology and structures, skeletal muscle physiology and anatomy, neurophysiology and anatomy and sensory systems. Emphasis will be placed on the anatomy, physiology, and the interrelationships of these systems as outlined in a model-based laboratory setting.

Student Learning Outcomes

1. Develop an anatomical vocabulary to effectively describe clinical findings from a physical examination.
2. Recognize the macroscopic and microscopic anatomical structures of the human body and explain their physiological roles.
3. Describe the principle of homeostasis and the feedback loops to control physiological systems in the human body.

4. Explain how physiological processes, mechanisms and pathways of the human body influence and maintain human homeostasis.
 5. Recognize and explain the interrelationships between organ systems, their anatomical structures, and their physiological functions in the human body.
 6. Recognize and explain the pathophysiological mechanisms for homeostatic imbalances.
 7. Demonstrate laboratory procedures to examine anatomical structures (in models, dissections, and microscopic slides) and determine their physiological functions.
- Analyze and interpret data from anatomical and physiological graphs.

Course Corequisites, Pre-requisites, and/or Other Restrictions

Pre-requisite: Introduction to Modern Biology II (BIOL2312) or equivalent.

Co-requisite: Human Anatomy & Physiology Lab: BIOL 3455. 301, 302, 303, 305, 306, 307, 801, & 802.

Contact Information of A & P Professors:

Lab Instructor	Meenakshi Maitra, Ph.D.
Office	FO 3.617
Email	Meenakshi.maitra@utdallas.edu
Office Hours	MS Teams (By Appointment)
Lab Instructor	Zhuoru (Ruth) Wu, Ph.D.
Office	SLC 2.408
Email	Zhuoru.wu@utdallas.edu
Office Hours	MS Teams (By Appointment)
Lab Instructor	Ramesh Padmanabhan, Ph.D.
Office	FN 3.202
Email	ramesh.padmanabhan@utdallas.edu
Office Hours	MS Teams (By Appointment)
Lab Instructor	Andy Chesire
Office	Will be updated soon
Email	Will be updated soon
Office Hours	Will be updated soon

Lab Sections:

Lab Section	Day	Time	Room	Professor
301	Tuesday	8:30am-11:15am	ML2 1.202	Meenakshi Maitra
302	Tuesday	11:30am-2:15pm	ML2 1.202	Meenakshi Maitra
303	Tuesday	2:30pm-5:15pm	ML2 1.202	Zhuoru Wu
305	Wednesday	11:30am-2:15pm	ML2 1.202	Ramesh Padmanabhan
306	Wednesday	2:30pm-5:15pm	ML2 1.202	Andy Cheshire
307	Thursday	11:30am-2:15pm	ML2 1.202	Andy Cheshire
801	Tuesday	5:30pm-8:15pm	ML2 1.202	Zhuoru Wu
802	Wednesday	5:30pm-8:15pm	ML2 1.202	Andy Cheshire

Course Materials

PowerPoint lectures and grades will be posted on eLearning.

Textbook and online tool for the course

LECTURE	LAB
<p>1. Fundamental of Anatomy & Physiology</p> <ul style="list-style-type: none">• Authors: Frederic H. Martini, Ph.D.; Judi L. Nath, Ph.D. & Edwin F. Bartholomew, M.S.• 12th edition• Electronic book (eText or eBook)• Modified Mastering A&P <p>* When you go into the Lecture course in eLearning, you will be directed to the links to connect with Pearson</p> <p>* Then you can register and purchase the access codes for Mastering</p> <p>* And purchase the eBook/eText of the lecture textbook</p>	<p>* Human Anatomy & Physiology Laboratory Manual</p> <ul style="list-style-type: none">○ Authors: Elaine N. Marieb, R.N., Ph.D. & Lori A. Smith, Ph.D.○ 12th edition, main version <p>* The eBook of the Lab Manual and Mastering of the Lab Manual are not required</p>

You can also purchase a hard copy of the lecture textbook. This is up to you. All we require is to have the lecture textbook (electronic or hard copy or both) plus access to Modified Mastering for the Lecture. Also, access codes can be purchased without eBook/eText.

So, make your choice. But make sure you have at least one textbook (in any format: either electronic or hard copy) with Modified Mastering.

Textbooks and Lab Manuals in Library Reserve Desk:

One copy of the lecture textbook (Martini's) is on the circulation desk in the UT Dallas library. Request this reserved book in Circulation Desk. It is set for a 2-hour check out.

Grading Policy:

1. Grades for the course will be calculated as follows:

BIOL 3455.001 SPRING 2025

Activity	Total Points Per Activity	Maximum Points Possible	Number of Drops	Total
Lecture Exams	125	500	0	500
Homework	13	130	1	120
Lecture Quiz	13	130	1	120
Lecture Attendance	2	50	2	46
Lab Practical Exams	102	204	0	204
In-lab quizzes	3	36	2	30
Post-Lab Quizzes (Bonus)	2	22	1	20
Course Total				1040

2. Grading Schema:

Grade	Score	Grade	Score	Grade	Score	Grade	Score
A+	100-96	B+	87-85	C+	77-75	D+	67-65
A	95-92	B	84-82	C	74-72	D	64-62
A-	91-88	B-	81-78	C-	71-68	D-	61-58
						F	57 and below

3. Only the Final Grade will be rounded. Final Grade will be rounded to the nearest integer. A final grade of ≥ 0.5 will be rounded up, while a final grade of < 0.5 will be rounded down. For example, a final grade of 87.5 will round up to 88, thus letter grade "A-"; while a final grade of 87.49 will round down to 87, thus letter grade "B+". No points or fraction of a point (regardless how small) will be awarded to increase to the next letter grade up (NO EXCEPTIONS).
4. Grades are determined based only on performance in course activities (Exams, quizzes, & Homework).
5. Grades are **not curved**. (do not ask, beg, cry or plead).

TENTATIVE SCHEDULE

Spring 2025

Anatomy & Physiology I Lecture Schedule

Unit	Week	Sections 001 & 002	Topic	Chapter Readings
1	1	1/24/2025	Introduction and Syllabus	1
	2	1/27/2025	Tissues: Epithelium	4
		1/31/2025	Tissues: Connective Tissue, Muscles, Nervous	4
	3	2/3/2025	The Integumentary System	5
		2/7/2025	Osseus Tissue & Bone Structure	6
		2/10/2025	Joints & Skeletal System	7 & 9
	4	2/11/2025-2/13/2025	Lecture Exam 1 (Unit 1)	
		2/14/2025	Excitable Cells & Action Potential	12
2	5	2/17/2025	Neural Tissue: How Neurons work	12
		2/21/2025	Skeletal Muscle Structure & Contraction	10
		2/24/2025	Graded Force Generation: Motor Unit	11
	6	2/28/2025	Graded Force Generation: Tetanus	10
		3/3/2025	Muscular System	11
		7	3/4/2025-3/6/2025	Lecture Exam 2 (Unit 2)
3		3/7/2025	The Brain: Cerebrum	14
	8	3/10/2025	The Brain: Diencephalon & Brain Stem	14
		3/14/2025	Autonomic Nervous System	16
	9	3/17/2025-3/23/2025	Spring Break	
	10	3/24/2025	Cranial Nerves	14
		3/28/2025	The Spinal Cord	13
4	11	3/31/2025	Spinal Nerves and reflexes	13
		4/1/2025-4/3/2025	Lecture Exam 3 (Unit 3)	
		4/4/2025	General Senses	15
	12	4/7/2025	Vision: Eye Structure and Function	17
		4/11/2025	Vision: Neural Circuit	17
	13	4/14/2025	Hearing	17
		4/18/2025	Equilibrium	17
	14	4/21/2025	Olfaction: Nose Structure and Function	17
4/25/2025		Gustation: Tongue Structure and Function	17	
	15	4/28/2025-5/1/2025	Lecture Exam 4 (Unit 4)	

NOTE: The professor holds the right to change the syllabus/schedule at any point during the semester

Lectures

1. Lectures will be in-person. [Refer to Tentative Schedule above. \(Pages 5\).](#)
2. Attending lectures punctually and regularly is a part of student responsibility.
3. A complete silence is required during the lecture. Students are expected to follow proper class etiquette with no disruption to learning or attention of other students in class.
4. All lecture slides will be provided and posted on eLearning under each unit. This will be discussed in detail at the beginning of the first class.
5. In case of university closures due to inclement weather, or if time is required to complete a chapter, a class recording will be posted on eLearning, the link for which can be found in the respective chapter folder within each unit folder.
6. These slides may be downloaded during the course and stored in personal computer for studying; however, these materials are for registered students only. Class materials **must not be reproduced or shared** in any form with those not in the class. Refer to [Course policies](#) above for details.
7. Attendance will be taken for each lecture and class attendance is **mandatory**. Lecture attendances are graded and counted towards the final grade as a bonus. Attendance rules are described in the attendance section [\(Pages 19 & 20\)](#).
8. Missing a lecture requires a student to notify the professor at least 24 hours prior to the missing class.
9. Missing a class due to extreme circumstances which may include personal health emergencies, hospitalizations, death in near family with proper documentation, university-related business/affairs such as participation in a basketball game or soccer game will not incur any loss of attendance credit. University sport participation requires the supervisor contact the professor well in advance describing the reason for the absence.
10. Absence due to medical reasons such as sickness must be accompanied by proof of medical treatment from a registered medical practitioner/nurse indicating the date of resumption of normal duties.
11. Any other reason, attendance credit for that class will not be awarded. Students must be present in the class for the entire duration. Leaving early after signing in will count as absent.
12. The students who are intentionally absent during the class are responsible for the missing information presented in the class by discussing with their peers and the professor is not responsible for a student missing a class or the information/instruction missed during the absence.
13. Students are encouraged to check course announcements/class emails regularly and stay up to date on course materials, and other important information.
14. Students are encouraged and requested to schedule their calendars to be in class on time or at least five minutes before. Coming late to the class makes a disruption to the attention span of the students attending the class as well as disrupts the focus of the faculty and students alike. Late coming (10 minutes and after) is not recommended and in case of repeat activity, the respective faculty can take steps that may adversely impact the overall grades.
15. Students are also encouraged to discuss any scholastic difficulty with the professor at the earliest opportunity without waiting until the end of the semester so the professor could help the student to succeed in the course.
16. Any academic issues related to this course must be first discussed with the professor and get them resolved without delay by either talking to the professor before or after the class or by emailing the professor with ample time to respond.

Lecture Exams

1. There will be 4 exams, each worth **125** points. Exams count for a total of **500** points towards your final grade. All four exams are counted towards your final grades. No exam grades will be dropped. 75 minutes will be allotted for each exam.
2. Exams contain primarily multiple choice, True/False, and matching questions although this may vary. The number of questions and the points per question may vary between exams.
3. Everything in the textbook is fair game for lecture exams, regardless of whether or not it is presented in class. The students are responsible for using the information contained in the entire chapters to prepare for exams.
4. The exams can be accessed from the “exams” folder on the course eLearning page only at the testing center.
5. Exams will be administered at the **University of Texas at Dallas testing center**. Students **MUST** reserve their seat for testing at least **48 hours** prior to the exam date. It is not the date you want to take the exam. For example, the first exam is scheduled to be held from 2/11/2025-2/13/2025. So, the final day to register for this exam will be Saturday, 2/8/2025. It is still recommended that you get registered for all exams well in advance.
6. The exam schedule can be found in the tentative schedule table. Information regarding the exams will also be announced in the class.
7. Prior appointment at the testing center is required. The students are expected to show up at the testing center at least 15 minutes prior to their registered time.
8. **The students are responsible for timely registration at the testing center for the exams and the students are advised to check and re-confirm their registration at least one week prior to the exam by visiting the testing center or by contacting the testing center by phone. No make up exams will be provided for not getting exam appointments at the testing center as per the testing center rules.**
9. It is mandatory to carry your **UTD comet card** to the testing center for identification purposes. Testing center will not allow any other forms of identification like a driver’s license. So, make sure you have a comet card. If you lost your comet card, you may obtain a replacement from the comet card center.
10. The professor is not responsible or held accountable for any missed appointments. There will be **no make-up** exams given except for the reasons mentioned in bullet point 14 below.
11. Proper testing center rules and regulations must be maintained during exams.
12. For exam purposes only, when there are conflicts between the information contained in textbook (or any other outside source) and the material presented in class, material presented by the professor in class will rule over what is written in textbook/outside source.
13. Do not miss exams! (If exams are missed, you must be able to verify your reason for missing).
14. **Make-up lecture exams are usually not given.** In extreme circumstances make-up exams will be given and will be different than those specified above. Legitimate Reasons to make-up missed lecture exams are as follows: death of an immediate family member and bonafide medical emergencies only, such as, lifesaving surgeries, hospitalizations, or admission into the emergency room due to a car accident with proper documentation from your healthcare provider/hospital/emergency department. Aforementioned reasons must be presented in written documentation prior to the exam start as is reasonably possible.
15. **It is the entire responsibility of the students to not to plan to travel/make flight reservations during the exam window and it is not the professor’s responsibility if the students miss exams.**
16. Any form of academic misconduct, cheating during exam, if detected, the student will be asked to leave the testing center, a case will be filed and forwarded to the professor, the biology

department chair and the dean of students for appropriate disciplinary action.

Makeup lecture exams:

DO NOT assume you are eligible to a makeup exam. It is up to the instructor to decide if a student is eligible for a makeup exam. Appropriate documentation must be supplied before any makeup exam is granted (please discuss with instructor what is considered appropriate documentation). In case of sickness-related absences, a Bonafide medical report/doctor's visit note must be submitted.

If there are circumstances that warrant a makeup exam, the instructor will determine the criteria for such an exam at the appropriate time. However, be aware that the structure of makeup exams will be different than the original exam administered at the testing center.

Makeup exams WILL NOT be granted for other reasons, such as trips to family reunions, weddings, graduation, vacations, visits, etc. Please, do not purchase tickets for trips that will be during exam dates. If you must go on this trip and/or if it costs an excessive amount of money to change trip tickets, reservations, etc., then consider dropping the course from the spring 2024 semester. Please, do not ask for "other ways."

Lecture Exam dates (At UT Dallas Testing Center; Location and Contact provided on Pages: 22 & 23)

Exam I: TUE, 2/11- THU 2/13, Testing Center open time – closing time (Chapters 1, 4, 5, 6, 7 & 9)

Exam II: TUE 3/4 – THU 3/6, Testing Center open time – closing time (Chapters 10, 11 & 12)

Exam III: TUE 4/01 – THU 4/3, Testing Center open time – closing time (Chapters 13, 14 & 16)

Exam IV: MON 4/28 – THU, 5/1, Testing Center open time – closing time (Chapters 15 & 17)

Checklist to complete before exams.

1. Figure out where the testing center is located. (Address and contact information, [Page 22](#))
2. Confirm your registration at the testing center.
3. Have your appointment email always ready as an evidence in case required.
4. Check for testing center timings.
5. Read over the testing center requirements including the dress code.
6. Check for your **UTD comet card**. It is mandatory to carry your comet card to the testing center. No other form of identification is acceptable. A driver's license will not work as that does not carry your UTD student ID.

Lecture Quizzes (eLearning)

1. Quizzes will be taken in [eLearning](#). These are **open-book assessments**.
2. There will be a **maximum of 13 quizzes** posted in [eLearning](#). **Quiz schedule, period to take the quiz, and the expiration dates are found in page of this syllabus (quizzes will **disappear** from [eLearning](#) after the **EXPIRATION DATE**).**
3. Quizzes will be posted **in eLearning** as per the quiz schedule in the "Lecture quizzes" folder. During this period, you can take the quiz (**due date/time** are shown in **page 10 (below)** of this syllabus and in [eLearning](#)). Thus, do not procrastinate, because there will be **no makeup quiz** for missing quizzes (**ABSOLUTELY NO EXCEPTIONS**). A missed quiz will receive a zero (0) score.

- * Quiz for chapter 01 will last two weeks to allow time for everyone to get all materials and for all those who enroll late.
 - All quizzes are **MANDATORY**. **THUS, MARK CORRECTLY YOUR CALENDARS!**
 - ALL expiration dates are hard deadlines and **WILL NOT** be extended. It is the student's responsibility to keep track of the due dates and times for all these assignments, i.e., quizzes and homework assignments.
4. Quizzes are **timed** for 20 minutes. Thus, you must finish each attempt in one sitting. There will be only **two attempts** to take quizzes (you will get the **highest score** out of the two attempts).
 5. Each quiz is worth 10 points. The number of questions and score per question can vary.
 6. **The lowest one (1) quiz out of 13 mandatory quizzes will be dropped. All quizzes are MANDATORY.** There are no optional quizzes (if you miss a quiz, you will get a zero – 0 – score). **SO, MARK YOUR CALENDARS!** (see clause #2d and its bullets above). **Make sure you have at least a backup calendar.**

Lecture Quiz in eLearning		
Chapter	Posted Period	Expiration
1	01/24, 7:00PM-02/09 11:59PM	02/02, 11:59PM
4 & 5	02/03, 7:00PM-02/16, 11:59PM	02/09, 11:59PM
6	02/07, 7:00PM-02/16, 11:59PM	02/16, 11:59PM
9	02/10, 7:00PM-02/23, 11:59PM	02/23, 11:59PM
12	02/14, 7:00PM-02/23, 11:59PM	02/23, 11:59PM
10	02/21, 7:00PM - 03/02, 11:59PM	03/02, 11:59PM
11	03/03, 7:00PM - 03/09, 11:59PM	03/09, 11:59PM
14	03/07, 7:00PM - 03/16, 11:59PM	03/16, 11:59PM
16	03/14, 7:00PM - 03/23, 11:59PM	03/23, 11:59PM
13	03/28, 7:00PM - 04/06, 11:59PM	04/06, 11:59PM
15	04/04, 7:00PM - 04/13, 11:59PM	04/13, 11:59PM
17	04/07, 7:00PM - 04/27, 11:59PM	04/27, 11:59PM

The descriptions and timelines in the schedule are subject to change at the discretion of the Professor.

Lecture Homework

1. Homework will be in [Mastering](#). There will be a link found in our eLearning course. And when you click on this link, it will take you to Mastering to take the homework assignment. These homework assignments are **open-book assessments**. You will find access to [Mastering](#) in [eLearning](#). You will first need to register in [Mastering](#) before you can get access to activities (including homework) in [Mastering](#). To do so, go to [eLearning](#), click on the lecture site for this course (Lecture), in the Course Menu (on the left hand side), click on "[Pearson Mastering A&P \(Homework\)](#)" link, and follow the instructions.
2. There will be a **maximum of 13 homework assignments**. Each homework is worth 10 points. **Homework schedule, periods to take the homework, and the expiration dates are found in page 12 of this syllabus (homework assignments will disappear from [Mastering](#) after the **EXPIRATION DATE**).**

3. Homework will be comprised of activities and reading questions from textbook or activities found in the **Study Area** of [Mastering](#) such as, PhysioEx 9.1, Interactive Physiology, A&P Flix, or Clinical Case Studies.
4. Always read the instructions prior to taking homework.
5. Homework will not be timed, but they will have a due date. Due date/time are shown on **page 12** of this syllabus (see below) and in Mastering. Thus, do not procrastinate, because there will be no makeup assignments or due date extensions for missing homework (ABSOLUTELY NO EXCEPTIONS). Missed homework will receive a zero (0) score. Late submission will not be accepted (REGARDLESS OF THE REASON).
6. There will be only one attempt to take homework. However, these homework assignments are like hard copy homework. That is, you don't need to finish in one sitting. You can save and continue working on the homework the following day, until the due date/time (expiration date/time). Once the due date/time has been reached, you won't be allowed to continue working on the homework assignment.
7. The lowest (1) homework out of 10 homework assignments will be dropped. All homework assignments are MANDATORY. There are no optional homework assignments (if you miss a homework assignment, you will get a zero – 0 – score). SO, MARK YOUR CALENDARS! Make sure you have at least a backup calendar.
 - **Homework for chapter 01 will last two weeks to allow time for everyone to get all materials and for all those who enroll late. All other homework deadlines are adjusted according to the lecture schedule and enough time window has been provided.**
 - **All homework assignments are MANDATORY. THUS, MARK CORRECTLY YOUR CALENDARS!**
 - **ALL expiration dates are hard deadlines and WILL NOT be extended. It is the student's responsibility to keep track of the due dates and times for all these assignments, i.e., quizzes and homework assignments.**

Lecture Homework in Mastering		
Chapter	Posted Period	Expiration
1	01/24, 7:00PM-02/09 11:59PM	02/09, 11:59PM
4 & 5	02/03, 7:00PM-02/16, 11:59PM	02/09, 11:59PM
6	02/07, 7:00PM-02/16, 11:59PM	02/16, 11:59PM
9	02/10, 7:00PM-02/23, 11:59PM	02/23, 11:59PM
12	02/14, 7:00PM-02/23, 11:59PM	02/23, 11:59PM
10	02/21, 7:00PM - 03/02, 11:59PM	03/02, 11:59PM
11	03/03, 7:00PM - 03/09, 11:59PM	03/09, 11:59PM
14	03/07, 7:00PM - 03/16, 11:59PM	03/16, 11:59PM
16	03/14, 7:00PM - 03/23, 11:59PM	03/23, 11:59PM
13	03/28, 7:00PM - 04/06, 11:59PM	04/06, 11:59PM
15	04/04, 7:00PM - 04/13, 11:59PM	04/13, 11:59PM
17	04/07, 7:00PM - 04/27, 11:59PM	04/27, 11:59PM

The descriptions and timelines in the schedule are subject to change at the discretion of the Professor.

Lab Schedule, Lab Practical Exams with Post-lab Quizzes

- Two (2) practical lab exams** will be given during the semester. **These two exams will be closed-book examinations.** Lab practical exam schedule can also be found in page 18 of this syllabus.

There will be **Open Lab Sessions the weekend before each lab practical exam.**

- Open Lab Sessions are self-review sessions, not self-study sessions.**
 - The schedule for Open Lab Sessions is posted in **page 18** of this syllabus.
- The test classroom for all two **practical lab exams** will be in **ML2 1.202. No online lab exams will be administered.**
 - No practical lab exam will be dropped.
 - The structure of the practical lab exams will be **fill-in-the-blank and short-answers questions** (no essay questions). So, you will not need a Scantron for lab practical exams. An answer sheet will be provided.
 - Make sure you clearly write your answers and your official name in UTD. No credit will be given if answers and/or names cannot be figured out due to illegible handwriting (either printing or cursive styles), despite our best efforts to read your answers and/or student's names.
 - There will be between 60-100 regular (non-bonus) questions distributed in 36 Regular Stations (2-3 questions/station). These Stations will be labeled from "Station A" to "Station AJ."
 - Regular (non-bonus) questions in these 36 Regular Stations (2 questions/station) will be worth $(1/n \times 100)$ points each (where n = total number of regular questions in each practical test).
 - There will be NO Bonus questions in lab practical exams.
 - Thus, the maximum score in each of the Practical Lab Exams will be 100.00.

- During all practical exams, one (1) minute will be allowed per Station (not per question).
 - In addition, ten (10) minutes will be allowed at the end of each practical exam for you to go back to any Station and in any order to double-check your answers. During these 10-minute period, there are a few rules:
 - i. No talking will be allowed during these 10 minutes.
 - ii. Cover your answer-sheet always (students not covering their answer sheets will be penalized by 100% reduction of their practical score and their exam will be retain in the professor's office)
 - iii. Only one student per station will be permitted.
 - iv. Since other students need to see the stations too, please do not stay too long in a station. Be considerate to your classmates.
 - v. Lab Professors will explain other rules applying during this 10-minute period.
 - Because each professor conducts practical lab exams slightly differently, then each lab professor will give you additional specific instructions prior to entering the lab room to take a practical lab exam.
5. In addition, there will be **Post-Lab Quizzes** for **most lab weeks (not all weeks – see Post-Lab Quiz Schedule on page 18)**.
- There will be 11 Post-Lab Quizzes. **Post-Lab Quiz schedule, period to take the quiz, and the expiration dates are found in page 18 of this syllabus (post-lab quizzes will disappear from eLearning after the **EXPIRATION DATE**)**.
 - Each Post-Lab Quiz will be worth 2 points.
 - All points earned from Post-Lab Quizzes will be **added** to the pertaining Practical Lab Exam score.
 - A **maximum of 6 Post-Lab-Quiz points** per Lab Practical Exam will be awarded.
 - Post-Lab Quizzes will be taken in **eLearning**.
 - All Post-Lab Quizzes will be posted in eLearning **from Friday to Sunday**
 - Post-Lab Quizzes will consist of **10 questions** which will be worded the same as in the real Practical Lab Exams. So, you can take these Post-Lab Quizzes as practice for the real Practical Lab Exam
 - Post-Lab Quizzes will be **timed** = 5 minutes per 10 questions (just like in real Practical Lab Exams)
 - You will have **two (2) attempts** to do the Post-Lab Quizzes, and the **highest score** will be taken.
 - There will be **no makeup Post-Lab Quiz** regardless of the reasons (**NO EXCEPTIONS**)
6. In-lab quizzes will be administered at the end of each lab. This will be a 5-minute activity consisting of 4-6 questions. Each lab quiz is worth 3 points. The quizzes will be available on elearning and an announcement will be made in class when it opens.
7. Everything in the lab manual is fair game for practical lab exams, regardless of whether it is presented in class or not. Students are responsible to use **ALL** information provided in the

course and **ALL** the information contained throughout the entire chapters to prepare for lab practical exams (regardless of whether material from chapters is presented in class or not). Information presented in 1) activities of Mastering A&P, such as Histology Atlas and PAL 3.0, 2) activities in ADI, such as EEG, muscle physiology, and Reflex/Reaction Time, and 3) physiological activities, such as stretch reflexes, autonomic reflexes, two-point threshold test, blind spot test, visual acuity test, astigmatism test, depth perception, ophthalmoscopy examination, Weber test, Rinne test, Romberg test, otoscopic examination, etc. will also be fair game for practical lab exams. **So, it is highly recommended that you participate in all these lab activities.**

8. When there are conflicts between the information contained in the lab manual (or any other outside source) and the material presented in class, the material presented by the professor in class will rule over what is written in lab manual/outside source (for exam purposes).
9. No one will be allowed to take practical lab exams in a lab section in which the student is not enrolled (regardless of the reason) without prior authorization by me and the professor involved. Granting permission to take the practical lab exam in a different section will depend on whether there is space in the lab room for this student or not. If the lab section is full, no student will be authorized to take the practical lab exam and overload this lab section.
10. Do not miss practical lab exams! (If exams are missed you must be able to verify your reason for missing the practical lab exam). SO, MARK YOUR CALENDARS! Make sure you have at least a backup calendar.
11. Makeup practical lab exams are usually NOT given, due to the logistics involved in setting up a practical lab exam.
12. In addition, do not assume you are eligible to take a makeup practical lab exam. It is up to the instructor to decide if a student is eligible or not for a make-up exam. Appropriate documentation must be supplied before any makeup exam is granted (please discuss with instructor what is considered an appropriate documentation).

If there are circumstances that warrant a makeup practical lab exam, the instructor of your lab section will determine 1) whether or not a makeup practical lab exam is logistically possible; and 2) the criteria for such an exam at the appropriate time.

If the only option is to take a makeup practical lab exam in a different lab section, it could be allowed only if there is room for the student to take the makeup practical lab exam (students enrolled in the alternative lab section have priority, and no one can take their seats in practical lab exams or regular lab classes).

13. The only Legitimate Reasons to make up missed practical lab exams are as follows: death of an immediate family member, bona fide medical emergencies, and military orders. Proper documentation must be presented in writing before a makeup practical lab exam is granted. And due to the logistics to prepare a practical lab exam, request and documentation must be presented before the exam date – **no exceptions**

Makeup exams will not be granted for other reasons, such as, family reunions, trips to weddings, graduation, vacations, visits, personal vacation/leisure travel, international travel for personal reasons, etc. Please, do not purchase tickets for trips that will be during exam dates. If you must go on this trip or if it costs an excessive amount of money to change trip tickets, reservations, etc., then consider dropping the course from the spring 2025 semester. **Please, do not ask for "other ways."**

14. **Late to Practical Lab Exam:** Exams are scheduled to begin at the specified time set by the lab professor. This is usually at the same time as the lab section is scheduled to begin. However, sometimes extra time might be needed for several reasons, i.e., to set up the practical lab exam, to explain to students about the mechanics of the practical lab exam, to position the students in their start stations in the lab room, etc. Lab professors will indicate at what time all students

must be present outside of the lab room and ready to be called out for the exam. **So, no one must arrive after the professor has done all of the above and the practical lab exam has begun.** Yet, for those who might still arrive late, keep in mind that arriving after the exam has begun is very disruptive to your classmates (and to the mechanics of a lab practical exam). Be polite and considerate to your classmates and arrive on time.

15. **For those who arrive after the exam has begun:** It is the student's responsibility to allow plenty of time to arrive at the testing center to take exams, in case some awkward event/incident happens, i.e., traffic jams, car accidents, etc. Therefore, neither one of these events will justify a student arriving late for an exam. For those who still arrive late to an exam, the following penalties will apply:

- **1) No one will be allowed to take the practical lab exam, once the lab door is closed and the practical lab exam has begun (please, do not knock the lab door as this is disruptive to the flow of the practical lab exam).**
- **2) The student that arrives after the door has been closed and the practical lab exam has begun will get a zero (0) on the practical lab exam. There will be no makeup practical lab exam (No Exceptions).**

16. Graded practical lab exams will not be reviewed in class. Practical lab exams will be kept on file in the instructor's office and will be available for review for 1 week (if student wants to review after this period of time, contact professor within this week to make appointment), starting the next day after the exam grades are posted in [eLearning](#). The student is responsible for scheduling time to review. All issues regarding exam questions and grades must be resolved within this week. After this week, grades will be considered final.

You will need a UTD photo-ID (UTD Comet Card) to get into both lecture and lab exams. If presently you do not have an UTD photo ID, please get one before the first exam (photo-ID on Driver Licenses/Cards/Badges are not considered substitute of UTD photo-ID – we need your UTD number next to your official name (registered in UTD) and photo in the same document, not just your photo). No exam or grade will be given to students without UTD photo-ID (no exceptions). We are aware of the expense to attend college but having a UTD Comet Card is a requirement set by the university and the official Campus ID card for all UTD students, faculty, and staff. In addition, the first Comet Card is issued at no cost. However, there is a \$20.00 fee for a replacement (so, take good care of your Comet Card).

Attendance is MANDATORY in both Lecture and Lab. So, attendance will be taken in both Lecture Class and Lab Class. Attendance will be taken during each lab. Depending on the professor's discretion, lab attendance may be used for awarding bonus points towards lab practical exam. Follow each professor's policy for bonus points.

Spring 2025			TENTATIVE LAB SCHEDULE		
Tue	Wed	Thu	Topic	Required Reading	Lab Assignments
1/28/2025	1/29/2025	1/30/2025	Language of anatomy, Histology (epithelial tissue)	Ex. 1-2 & 6	Post-Lab Quiz 1& 2
2/4/2025	2/5/2025	2/6/2025	Histology (Connective tissue)	Ex. 6	Post-Lab Quiz 6
2/11/2025	2/12/2025	2/13/2025	Histology (Muscle Tissue & Nervous Tissue) & Integumentary System	Ex. 6 & 7	Post-Lab Quiz 6 & 7
2/18/2025	2/19/2025	2/20/2025	Overview of Skeleton & Axial Skeleton (Skull)	Ex. 8 & 9	
2/25/2025	2/26/2025	2/27/2025	Axial Skeleton (Vertebral Column/Thoracic Cage & Appendicular Skeleton (Upper Limb)	Ex. 9 & 10	Post-Lab Quiz 8 & 9
3/4/2025	3/5/2025	3/6/2025	Appendicular skeleton (Lower Limb) & Articulations	Ex. 10 & 11	Post -Lab Quiz 10 & Post-Lab Quiz 10 & 11
3/11/2025	3/12/2025	3/13/2025	Lab Practical I	Ex. 1-2 & Ex. 6-11	
3/18/2025	3/19/2025	3/20/2025	Spring Break		
3/25/2025	3/26/2025	3/27/2026	Skeletal Muscle Fiber & Axial Muscles	Ex. 12-13	
4/1/2025	4/2/2025	4/3/2025	Appendicular Muscles	Ex. 13	Post-Lab Quiz 12 & 13
4/8/2025	4/9/2025	4/10/2025	Nervous Tissue, Brain & Cranial Nerves	Ex. 15 & 17	Post-Lab Quiz 15 & 17
4/15/2025	4/16/2025	4/17/2025	Spinal Cord & Spinal Nerves	Ex. 18 & 19	Post-Lab Quiz 17 & 19
4/22/2025	4/23/2025	4/24/2025	Reflexes, General Sensation, ANS and Special Senses (Vision)	Ex. 20-24	Post-Lab Quiz 20-24
4/29/2025	4/30/2025	5/1/2025	Special Senses (Hearing, Equilibrium, Olfaction & Gustation)	Ex. 25 & 26	Post-Lab Quiz 25 & 26
5/6/2025	5/7/2025	5/8/2025	Lab Practical II	Ex. 12-13, 15, 17-26	

Tuesday column is for sections 301, 302, 303, & 801; Wednesday column is for sections 305, 306 & 802; and Thursday column is for section 307.

The professor has the right to change these dates/times/covered experiments of these assignments at any point during the semester and at the discretion of the Professor. If any major changes are made, we will update promptly in Announcements in eLearning.

NOTE: The professor holds the right to change the syllabus/schedule at any point during the semester

Tentative BIOL3455 Lab Practical Exams

Lab Practical Exams	Day	Date	Class Time Frame	Lab Section	Room
Practical I	Tuesday	3/11/2025	8:30am - 11:15am	301	ML2 1.202
			11:30am - 2:15pm	302	
			2:30pm - 5:15pm	303	
			5:30pm - 8:15pm	801	
	Wednesday	3/12/2025	11:30am - 2:15pm	305	
			2:30pm - 5:15pm	306	
			5:30pm - 8:15pm	802	
	Thursday	3/13/2024	11:30am - 2:15pm	307	
Practical II	Tuesday	5/6/2024	8:30am - 11:15am	301	ML2 1.202
			11:30am - 2:15pm	302	
			2:30pm - 5:15pm	303	
			5:30pm - 8:15pm	801	
	Wednesday	5/7/2025	11:30am - 2:15pm	305	
			2:30pm - 5:15pm	306	
			5:30pm - 8:15pm	802	
	Thursday	5/8/2025	11:30am - 2:15pm	307	

- The **actual start time** for Practical Lab Exams will be determined and announced by your Lab Professor.
- All Lab Practical Exams will have the same type of questions as determined in clause #4 above.

NOTE: The professor holds the right to change the syllabus/schedule at any point during the semester

Post-Lab Quizzes in eLearning			
Lab Module	Exercises	Posted Period	Expiration
1	1 & 2	1/31, 7:00PM - 2/2, 11:59PM	2/2, 11:59PM
2	6	2/7, 7:00PM - 2/9, 11:59PM	2/9, 11:59PM
3	6 & 7	2/14, 7:00PM - 2/16, 11:59PM	2/14, 11:59PM
5	8 & 9	2/21, 7:00PM - 2/23, 11:59PM	2/23, 11:59PM
6	10	2/28, 7:00PM - 3/2, 11:59PM	3/2, 11:59PM
6	10 & 11	2/28, 7:00PM - 3/2, 11:59PM	3/2, 11:59PM
8	12 & 13	3/28, 7:00PM - 3/30, 11:59PM	3/30, 11:59PM
10	15 & 17	4/4, 7:00PM - 4/6, 11:59PM	4/6, 11:59PM
11	17 & 19	4/11, 7:00PM - 4/13, 11:59PM	4/13, 11:59PM
12	20-24	4/18, 7:00PM - 4/20, 11:59PM	4/20, 11:59PM
12	25 & 26	4/25, 7:00PM - 4/27, 11:59PM	4/29, 11:59PM

Open Lab Sessions for BIOL3455 Lab Practical Exams					
Open Lab Sessions	Day	Date	Time	Room	Lab Section
Open Lab for Practical I	Saturday	3/8/2024	1:00pm - 5:00pm	ML2 1.202	All
	Sunday	3/9/2024	11:00am - 3:00pm		
Open Lab for Practical II	Saturday	5/3/2024	1:00pm - 5:00pm	ML2 1.202	All
	Sunday	5/4/2024	11:00am - 3:00pm		

Use of electronic devices

Students are expected and required to adhere to the University of Texas at Dallas student conduct and discipline policies (policy.utdallas.edu/utdsp5003) established in accordance with The University of Texas System. Each student is charged with notice and knowledge of and compliance with the contents and provisions thereof.

Intellectual Property and copyrighted materials

It is the policy of The University of Texas at Dallas to adhere to the requirements of the United States Copyright and Intellectual Property Laws. Content of the course, including, but not limited to, course outlines, class notes, PowerPoint slides or lecture recordings, exams, and assignments may contain copyright-protected material and/or intellectual property, and therefore, they should not be distributed, shared in any public domain, posted on a third-party website, or sold. Intellectual property and copyright infringements are treated as civil – intellectual property disputes.

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 AccessAbility has approved the student

to record the instruction, **students are expressly prohibited from recording any part of this course. Recordings must not be published, reproduced, or shared with those, not in the class, or uploaded to other online environments except to implement an approved Office of Student AccessAbility accommodation.** Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

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>.

E-mail 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 each individual 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 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.

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.

AccessAbility Resource Center

Students who have registered and are eligible to receive accommodations will provide an accommodation letter on official letterhead to their course instructor. Only students who provide such a letter should be accommodated. As of September 1, 2022, The Office of Student AccessAbility will be changing its name to the AccessAbility Resource Center to better serve the UT Dallas community and will be under the Office of Diversity, Equity and Inclusion (ODEI). Students who seek accommodation must furnish "signed OSA document, to each of the faculties, as early in the semester as possible"; accordingly, the relevant accommodations will be provided.

The center is located in the Administration Building (AD 2.224), and its personnel can be reached at (972) 883-2098 or via email at studentaccess@utdallas.edu.

Social media use

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

Copyright notice

Materials presented and distributed in the class or outside (towards class/course material) are copyright materials of the Faculty and the University and not to be shared in any online or offline platform (for example course hero, Chegg, etc.) without an explicit approval of the faculty in charge of this course.

Technical Requirements

If you experience any issues with your UT Dallas account, contact the UT Dallas [Office of Information Technology Help Desk](#) via e-mail at assist@utdallas.edu or via telephone at 972-883-2911.

UT Dallas provides eLearning technical support 24 hours a day, 7 days a week. The services include a toll-free telephone number for immediate assistance (1-866-588-3192), email request service at elearning@utdallas.edu, and an online chat service. Please use this link to access the UTD eLearning.

Helpdesk: <https://ets.utdallas.edu/elearning/helpdesk>

Due to the nature of this course, every student is required to arrange for their own electronic devices (laptop/computer, etc.) in the class and a hi- speed/stable internet connection (for the outside activity); to be able to complete the course.

Course access and navigation

This course can be accessed using your UT Dallas NetID account on the [eLearning](#) website.

Please see the course access and navigation section of the [Getting Started with eLearning](#) webpage for more information.

To become familiar with the eLearning tool, please see the [Student eLearning Tutorials](#) webpage. UT Dallas provides eLearning technical support 24 hours a day, 7 days a week. The [eLearning Support Center](#) includes a toll-free telephone number for immediate assistance (1-866-588-3192), an email request service, and an online chat service.

Communication

This course can be accessed using your UT Dallas NetID account on the [eLearning](#) website.

Please see the course access and navigation section of the [Getting Started with eLearning](#) webpage for more information.

To become familiar with the eLearning tool, please see the [Student eLearning Tutorials](#) webpage.

The student's email will be addressed within 24-48 hours (in normal circumstances, there could be delays during weekends and holidays), and the same is expected from the students as well.

Academic support resources

Please visit the academic support resources website at the email address given below.

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

UT Dallas Testing center hours and location

The table below provides the testing center hours for Spring 2025. **Please make sure you check the testing center website on a regular basis at the link given below for any changes or updated hours.**

<https://ets.utdallas.edu/testing-center>

UT Dallas Testing Center Hours Spring 2025	
January 21,2025 - February 15, 2025	
Day	Time
Monday	8:30AM-5:30PM
Tuesday	8:30AM-5:30PM
Wednesday	1:00PM-5:30PM
Thursday	8:30AM-5:30PM
Friday	8:30AM-5:30PM
Saturday	Closed January 25, February 1 & February 8
Sunday	Closed

UT Dallas Testing Center Hours Spring 2025	
February 17,2025 - May 16,2025	
Day	Time
Monday	8:30AM-9:00PM
Tuesday	8:30AM-9:00PM
Wednesday	3:00PM-9:00PM
Thursday	8:30AM-9:00PM
Friday	8:30AM-9:00PM
Saturday	9:00AM-1:00PM
Sunday	Closed

EXTENDED HOURS

FINAL EXAM HOURS of the testing center: Monday, May 12 – Friday, May 16, 2025

Wednesday, March 5 2025: 8:30AM – 9:00PM

Saturday, March 8, 2025: 9:00AM – 5:00PM

Wednesday, May 7, 2024: 8:30AM – 9:00PM

Wednesday, May 12, 2024: 8:30AM– 9:00PM

Wednesday, May 14: 8:30AM-9:00PM

Testing center location

Address: 3020 Waterview Parkway
SP2 First Floor, Suite 11.175
Richardson, TX 75080.

Testing center contact

Phone: (972) 883-2460

Fax: (972) 883 – 3910

Email: infotestingcenter@utdallas.edu

Additional pointers

***** Spring Break 3/17/2024-3/23/2024 - No Classes*****

Some chapters may need more time to finish so the dates and times mentioned are subject to change, which will be announced. If required, a class recording for the required part will be posted on eLearning and an announcement will be posted. A class recording will also be made in case of university closures due to inclement weather and a course announcement will be posted on eLearning and a class email will also be sent. The students are requested to stay up to date with course announcements.

The students shall not compare or comment on the style of presentation of course material/lecture the materials presented in a different section to this course section.

Proper class etiquette must be maintained by remaining silent throughout the lecture without disrupting the class in any manner.

For sickness absences, proper documentation from a registered health practitioner should be submitted with prognosis and the date on which normal routine can be resumed. No pictures such as a thermometer reading will be accepted for absences.

Make sure you register for your exams well in advance and call/visit the testing center to verify your registration well in advance.

Check the testing center schedule and open timings.

Confirm your testing center registration **at least one week** before the exam by calling the center or by visiting in person. Please keep the appointment confirmation email from the testing center with you as a proof of registration.

All exams will be open the whole testing center open times.

The professor is not responsible for confirming your registration. It is the responsibility of students to check it with the exam center as mentioned in the tentative academic calendar above. A make-up exam will not be provided if the student missed the registration window, and the professor may not be held accountable for this matter.

Any kind of academic dishonesty/exam malpractices during exams would be reported to the dean of students and the department chair directly with an incidence report filed. It is therefore very imperative to follow the testing center rules and guidelines and not to resort for any kind of cheating.

For weather related emergencies, please follow University notifications and emergency procedures.

It is the student's responsibility to check their internet connection at home/ on campus residence location. Any delay in submission of assignments due to internet issues will not get extensions on submission date and time. It is therefore important to mark your calendars and finish your assignments well ahead of the due date and time. This means, do not procrastinate until the final moment. Any emails received near the time a homework/quiz is due will be answered only the following business day,

which will lead to missing that activity. Thus, make sure not to procrastinate any activity until the final moment.

All assignments (Homework, Quizzes, Post-Lab Quizzes) are due as indicated in the syllabus in the respective tables. They are strict deadlines. No late assignments will be accepted, or assignments be reopened for any reason other than the reasons mentioned elsewhere such as emergency hospitalizations, death in near family etc. (clause 14., Under exams heading). Students are responsible for any course conflicts. Reasons such as exams in other courses, will not be entertained to get extensions for assignments in this course.

It is the individual student's responsibility to keep track of their scores/grades and in case of any discrepancies follow up with the respective faculty and graduate TAs until it gets resolved and not wait until the end of the semester.

Make-up lecture exams/make-up quizzes or homework are not given. Students with only valid reasons and documentation may seek Professor's approval. At the discretion of the Professor make-up exam/lecture quiz or homework can be arranged, where the format and level of the questions may vary and may contain descriptive questions.

Students who plan for a family trip, vacation, or personal travel, are responsible for completing the required weekly assignments before they leave for such purposes and no extensions will be granted for such reasons. It is those students' responsibility to check for any missing information the professor discussed during the class.

To have the best outcome in this course, the following steps/guidelines are recommended:

1. Read the syllabus completely and with full attention. Ask your professor if you have any questions on the syllabus.
2. Regularly attend the lectures on time and pay full attention during the lectures. Ask and clarify any immediate questions/concerns during the lectures (by raising a hand and asking specific questions).
3. Regularly attend the workshops on time and pay full attention during the workshops. Ask and clarify any questions during the workshops (by raising a hand and asking specific questions).
4. Study the lecture materials and have a clear understanding of the study materials before attempting the lecture exams and the lecture quizzes.
5. If necessary, refer to the recommended textbook, other relevant study materials, scientific articles, etc. If still a topic or concept is lacking clarity, please clarify during the workshop.
6. In addition, students can reach out to the respective TAs via email, with specific questions.
7. Grade issues should only be discussed with Graduate TAs or the Professor.
8. If students have any questions or concerns after following through with previous steps, can schedule a meeting with the Professor at the end of the class or request office hours and get clarification on the specific topic.

9. Follow basic class etiquette including being on time, not having food inside the class during the lecture, being respectful to classmates/TAs/faculty, following up regarding any issue (including missing grades, class absences, etc.) as soon as possible, clarifying any questions with TAs/Professor on time, have a respectful verbal/non-verbal communication (including emails), and actively participate in the class discussion. **Complete silence is required during the class.** If students have anything to discuss, they may step out of the class, finish discussion, and then return to class, without disrupting the class. It is those students' responsibility to sign in the roster if they missed during the time they stepped out of the class. Attendance will not be updated once the roster is out of the class.

The descriptions and timelines indicated in this syllabus (Pages 1-26) are subject to change at the discretion of the Professor.

It is mandatory that the students read the syllabus entirely and carefully from the beginning to the end. This syllabus serves as a “contract” between students and the teaching team (TAs/Faculty), for BIOL 3455.001/BIOL 3455.002; to ensure that the students will go through the syllabus carefully and will adhere to the syllabus guidelines. The professor may not be held responsible for students not going over the syllabus or understanding every clause in the syllabus. Students are expected to talk to the professor should any clarity is needed with the schedules prescribed for assignments and exams.