


BIOL 3402.0u1/2u1.25U Syllabus

 Course Information	Course	BIOL 3402.0u1/2u1; Su'25
	Course Title	Eukaryotic Molecular Cell Biology
	Professor	Dr. Subha Sarcar, Ph.D., MS, M.Sc.
	Term	06/02/2025 to 08/13/2025
	Course Modality	<i>In-person (for both Lectures and workshops) (Mandatory graded attendance for the Lecture classes)</i>
	Class Location, Days & Time	SLC 2.202: MWF; 10.00 am- 11.15 am

Professor's Contact Information:

Office Phone	Dr. Subha N Sarcar: 972-883-4128		
Office Location	Dr. Subha N Sarcar (FO 3.210)		
Email Address	Subha.N.Sarcar@utdallas.edu		
Student/Office Hours	<p>Mon/Fri - 12.00 pm-1.30 pm (in-person in the office or online, via TEAM)</p> <p>Thu - 4.00 pm-5.00 pm (in-person in the office or online, via TEAM)</p> <ul style="list-style-type: none"> Appointments must be made by email ahead of time 		
Other Information	TA contact information:		
	Graduate TA	Names	Email id
		Yamauchi, Stephanie Akemi	stephanie.yamauchi@utdallas.edu
		Ning, Dun	dun.ning@utdallas.edu
Undergraduate TA	Boonath, Aishwarya	Aishwarya.Boonath@UTDallas.edu	

Workshop (BIOL 3402.0u1)/Co requisite details:

	Section	Day	Classroom	Time
Registration in lecture will require mandatory registration in BIOL 3402.2u1 workshop	3402.2u1	Wed	SCI 3.220	12.00 pm – 1.30 pm

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Course Modality and Expectations:

Instructional Mode	<i>In-person</i> (Mandatory graded Lecture Class attendance)
Course Platform	All the lecture materials will be posted on eLearning and/or, MS TEAMS. The random class quizzes and lecture exams will be delivered online through eLearning, in-person and in-class .
Modality:	(In-person) , The quizzes and exams will be on the designated/same day and within the time window, as mentioned in the syllabus/class
Course Expectations	<ul style="list-style-type: none">• Students are expected to go through the lecture material every week and attend the workshops on specific days, as per the syllabus.• Students are expected to actively participate during lectures and workshops and clarify any doubts during respective workshops.• Students are expected to attempt class quizzes, as mentioned in the syllabus, without exceptions (attempting the quiz/exams from outside the class will call for academic dishonesty/probation, unless approved by the faculty)• Students are expected to use the “specific Discussion Forum” (as per lecture recording), in their respective workshop section, every week and this will be monitored by the TAs.• Students are expected to arrange for their own electronic devices (laptops/iPads/Tablets) required to complete this course and related activities. (Attempting quizzes and exams through Smartphones are neither recommended nor encouraged)

Description:

Objectives: Critical Thinking (CT)–

Students will learn the molecular mechanisms that regulate cellular structure and function and apply this knowledge and critical thinking skill to understand how disease conditions arise from the mis-regulation of these processes.

Empirical and Quantitative Skills (EQS)– Students will be able to learn to analyze how the results of experimental manipulations and the observable facts gave rise to the accepted conclusions.

At the end of the semester, students will be able to implement their learning towards: how to analyze, question, and learn from deep thinking, how to apply concepts/information to be able to answer experimental questions (hypothetical models); and how to explain these concepts clearly.

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General Course Information:

Pre-requisites, Co-requisites, & other restrictions	Prerequisites: BIOL 3401 and (BIOL 3461 or CHEM 3461) or equivalent. Corequisite: BIOL 3402.2U1 (auto-enroll).
Course Description	The cell is the basic unit of life, and all organisms are highly organized assemblies of cells. Thus, to understand how an organism functions we have to understand how cells function. This course will teach you the structure and function of eukaryotic cells in terms of the underlying molecular mechanisms. In addition, you will learn the key experiments that gave rise to the discoveries.
Learning Outcomes	<p>Upon completing this course students will:</p> <p>Be able to explain concepts such as secretion and endocytosis, the targeting of proteins to cellular organelles, and the structure and function of the eukaryotic cytoskeleton.</p> <p>1st Half: (lecture exams 1 and 2)</p> <ol style="list-style-type: none">1. Be able to describe and explain the structural organization of eukaryotic cells.2. Be able to understand cell biology techniques.3. Be able to describe typical signal transduction pathways. <p>2nd Half: (lecture exams 3 and 4)</p> <ol style="list-style-type: none">1. Be able to differentiate between the process of protein movement/trafficking (including secretory/non-secretory pathways) in and out of different organelles in a cell and be able to implement the knowledge to solve experimental models/pathways.2. Be able to interpret the concepts/processes of vesicular traffic, protein secretion, endocytosis, and be able to predict potential outcomes in cases of malfunctioning in any of these processes.3. Be able to explain the concept/process of Cellular organization and be able to interpret the involvement of different cytoskeletal arrangements (including different motor proteins) in cellular movement with respect to diseases, involving cytoskeletal proteins.

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Required Texts & Materials	Molecular Cell Biology. Lodish et al., 9th edition
Suggested/Optional Texts, Readings, & Materials	Molecular Biology of the Cell, Albert et al., 7 th edition Essential Cell Biology, Albert et al., 5 th edition Becker's World of the Cell, 9 th edition

Technical Requirements

In addition to a confident level of computer and Internet literacy, certain minimum technical requirements must be met to enable a successful learning experience. Please review the important technical requirements on the [Getting Started with eLearning](#) webpage.

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 utilizes online tools for interaction and communication. Some external communication tools such as regular email and a web conferencing tool may also be used during the semester. For more details, please visit the [Student eLearning Tutorials](#) webpage for video demonstrations on eLearning tools.

Student emails and discussion board messages will be answered within 2 working days under normal circumstances. In case of difficulties please feel free to reach to oit@utdallas.edu.

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Diversity Statement

This class strives to be an inclusive community, learning from the many perspectives that come from having differing backgrounds and beliefs. As a community, we aim to be respectful to all. We reject all forms of prejudice and discrimination, including but not limited to those based on age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, socio-economic class, sexual orientation, and veteran status. Faculty and students are expected to commit to creating an environment that facilitates inquiry and self-expression, while also demonstrating diligence in understanding how others' viewpoints may be different from their own.

We are all expected to contribute to creating a respectful, welcoming, and inclusive environment. To this end, classroom discussions should always be conducted in a way that shows honor, respect, and dignity to all members of the class. Moreover, disagreements should be pursued without personal attack and aggression, and instead, should be handled with grace and care. This will allow for rigorous intellectual engagement and a deeper learning experience for all.

Distance Learning Student Resources

Online students have access to resources including the McDermott Library, Academic Advising, The Office of Student AccessAbility, and many others. Please see the [eLearning Current Students](#) webpage for more information.

Server Unavailability or Other Technical Difficulties

The University is committed to providing a reliable learning management system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and also contact the online [eLearning Help Desk](#). The instructor and the eLearning Help Desk will work with the student to resolve any issues at the earliest possible time.

Technical Support

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>.

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*,*

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<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,

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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>.

Class Attendance

Lecture attendances are mandatory and graded, and students are highly encouraged to attend the in-person lectures every week and clarify any doubts they may have. Class attendance also counts toward final grading. Students who fail to comply with the above-mentioned guidelines are inviting scholastic difficulty.

Students are requested to schedule their calendars to be there for lectures on time or 5 min before.

Coming late to class causes a disruption to the attention span of the students attending the class as well as disrupting the focus of the faculty and students alike. Late coming (10 min after the start of the class) is not recommended and in case of repeat activity the respective faculty can take steps that may adversely impact the overall grades.

Arriving at class punctually and regularly is a part of your responsibility. Lateness or leaving the workshops early is not tolerated as it is disruptive to the orderly and efficient conduct of the class. Students who establish a trend of habitual lateness/chronic tardiness or leave the class early are reported to the Dean of Students Office.

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/indirectly

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Credit/No Credit and Pass/Fail Grading Options

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

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

Withdrawal from Class

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

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

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

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

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

Student Grievance Procedures

Procedures for student grievances are found in university policy UTDSP5005 (<https://policy.utdallas.edu/utdsp5005>). In attempting to resolve any student grievance regarding disputes over grades, application of degree plan, graduation/degree program requirements, and thesis/and dissertation committee, adviser actions and/or decisions, evaluations, and/or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originated.

Incomplete Grade Policy

As per university policy, incomplete grades may be given at the discretion of the instructor of record for a course, when a student has completed at least 70% of the required course material but cannot complete all requirements by the end of the semester. An incomplete course grade (grade of 'I') must be completed within the time period specified by the instructor, not to exceed eight (8) weeks from

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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>.

AccessAbility Resource Center (OSA/ODEI affiliation):

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. For additional information regarding the ADA Section 504 of the Rehabilitation Act or the Rehabilitation Act of 1973, you may refer to the following link: [Disability Discrimination: Overview of the Laws](#).

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 well in advance of the assignment (at the beginning of the semester).

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.

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This information is also included in the online UT Dallas Undergraduate

Catalog, <https://catalog.utdallas.edu/now/undergraduate/policies/religious-holy-days>, and the Graduate Catalog, <https://catalog.utdallas.edu/now/graduate/policies/religious-holy-days>.

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

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

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

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

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

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

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

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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.

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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 as 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>.

Graduation Help Desk

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

Student Success Center

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

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

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

Student Expectations:

- All lecture exams and class quizzes will be in-person. You must come to the classroom at scheduled times.
- Class quizzes (MCQs) will contain questions from previous lecture materials and may contain some of the present day's materials, which means students need to give full attention in class and clarify any doubts.
- Class quizzes may happen anytime during the class and would require 5-10 minutes of class time. Class quizzes can also be given after the class (on the same day) at the Professor's discretion and to be completed by the same day as instructed (without exception).
- Attempting any exams/class quizzes from outside the class is prohibited and will call for action related to academic dishonesty (at the discretion of the Professor).
- Students are encouraged to use the discussion board in eLearning (under a given topic) to discuss/clarify "specific" concepts/pointers/queries (usually TA's will monitor and respond with answers/clarifications).
- Students are highly encouraged to reach out (email) to TAs/faculty to discuss any issue regarding the subject/subject material/class; and while doing that, maintain professional email etiquette. Please remember that we are here to help students achieve the goal of learning, understanding, and appreciating the subject of Molecular Biology. And we will try our best to create an enjoyable learning experience. For that, we would require students' participation/consistent effort.
- Throughout the syllabus, "You" is referred to students in this course in general, and no student in particular.

Academic Calendar (Tentative)

(Focus will be on learning and understanding rather than finishing the syllabus)

Week	Dates	Days	Chapters	Topics
1	02 June	M	Ch 1.2, 1.3, 4.2, 4.3, 4.4	Introduction, Cell Structure, Microscopy Techniques in cell biology
	04 June	W		
	06 June	F		
2	09 June	M	Ch 3.1, 3.2,	Protein structure and function, folding and regulation of protein function
	11 June	W	3.4, 3.5	
	13 June	F	Ch 6.5	Biochemical techniques in cell biology
3	16 June	M		EXAM - 1
	18 June	W	Ch 6.6	Molecular genetic techniques
	20 June	F	Ch 10	Bio-membrane structure
4	23 June	M	Ch.15.1-15.4	General Principles of signaling and GPCR signaling, Cell surface receptors
	25 June	W	Ch.15.1-15.4	General Principles of signaling and GPCR signaling, Cell surface receptors
	27 June	F	Ch 16	Signaling pathways that control gene expression
5	30 June	M	Ch 20.1-20.4	Integrating cells into tissues: Cell adhesion
	02 July	W		EXAM - 2
	04 July	F	Independence Day: National Holiday	
6	07 July	M	Ch 19.3, 22.4	Regulation of cell cycle; Programmed cell death
	09 July	W	Ch 13.1, 13.2	Moving proteins into membranes and organelles
	11 July	F		
7	14 July	M	Ch 13.1, 13.2	Moving proteins into membranes and organelles
	16 July	W		
	18 July	F	Ch 14.4, 14.5	Vesicular traffic, secretion, and endocytosis.
8	21 July	M		EXAM - 3
	23 July	W	Ch 17.1-17.3	Cell organization and movement I
	25 July	F	Ch 17.4-17.7	Cell organization and movement I
9	28 July	M	Ch 17.4-17.7	Cell organization and movement I
	30 July	W		
	01 Aug	F	Ch 17.4-17.7	Cell organization and movement II
10	04 Aug	M	Ch 18.1-18.4	Cell organization and movement II
	06 Aug	W		EXAM 4 (FINAL EXAM)
Final letter grades will be posted by 7th Aug and uploaded to Orion by 8th Aug.				

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All 4 exams will be out of 50 points (about 60 min each): Actual question format will be discussed before each lecture exam (tentatively we will use the following format: 40 MCQs (1 point each) and 20 T/F (0.5 points each), collectively 50 points in each exam). **Total 50x4 = 200 points.**

Random Class Quiz details:

There will be about 8 Random class quizzes (out of 5 points each: 8x5= 40 points). Since these quizzes are random, no specific dates will be declared. Mostly these quizzes will be multiple choice, in-class, any time during the regular lecture hours. **This means everyday Class attendance becomes mandatory. There won't be any makeup quiz (except for personal health emergencies with valid documents with Doctor's signature or otherwise decided by the Professor).** Please check the relevant sections.

Workshops and Quizzes:

Workshops 3102.0u1	Date (Wed)	Workshop Quiz	Materials covered between	Points Available
Workshop -1	06/04	1	06/02-06/04	10
Workshop -2	06/11	2	06/06-06/11	10
Lec. Exam-1		06/16	06/02 – 06/13	50
Workshop -3	06/18	No Quiz	Lecture Exam-1 Review and 06/18 materials	X
Workshop -4	06/25	3	06/20-06/25	10
Lec. Exam-2		07/02	06/18-06/30	50
Workshop -5	07/02	No Quiz	Lecture Exam-2 Review	X
Workshop -6	07/09	4	07/07-07/09	10
Workshop -7	07/16	5	07/11-07/16	10
Lec. Exam-3		07/21	07/07-07/18	50
Workshop -8	07/23	No Quiz	Lecture Exam-3 Review and 07/23 materials	X
Workshop -9	07/30	6	07/25-07/30	10
Lec. Exam-4		08/06	07/23-08/04	50
Workshop -10	08/06	No Quiz	Lecture Exam-4 Review	X

There will be a total of 6 workshop quizzes (out of 10 points each: 6x10= 60 points). Meetings of this workshop session (attendance) will be recorded, and attendance is encouraged but not mandatory. The large workshop sections are being offered in place of the historic small sections. As a reminder, these sections are still classified as traditional in-person courses and, as such, the sections must meet *This syllabus serves as a "contract" between students and teaching team (TAs/Faculties), for BIOL3402.0u1/2u1.25U; to ensure that the students will go through the syllabus carefully and will adhere to the syllabus guidelines.*

as scheduled. (Emergency shifts to online and/or single meeting cancellation due to instructor illness, campus closure, etc. are still permitted)

This means every week Workshop attendance becomes useful. There won't be any makeup Workshop quiz (except for personal health emergencies with valid documents with Doctor's signature or otherwise decided by the Professor). Please check the relevant sections.

Course Policies:

<p>UT Dallas Syllabus Policies and Procedures</p>	<p>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 UT Dallas Syllabus Policies webpage for these policies.</p>																																													
<p>Grading (credit) Criteria</p>	<p>Grades are distributed as follows:</p> <table border="1" data-bbox="459 835 1377 1255"> <thead> <tr> <th>Assignment</th> <th>Total No.</th> <th>Points for each</th> <th>Max. No.</th> <th>% of Final Grade</th> </tr> </thead> <tbody> <tr> <td>Class attendance (3 allowed absences)</td> <td>20/24</td> <td>5</td> <td>100</td> <td>25%</td> </tr> <tr> <td>Random Lecture Quiz</td> <td>8</td> <td>5</td> <td>40</td> <td>10%</td> </tr> <tr> <td>Workshop Quiz</td> <td>6</td> <td>10</td> <td>60</td> <td>15%</td> </tr> <tr> <td>Lecture Exams</td> <td>4</td> <td>50</td> <td>200</td> <td>50%</td> </tr> <tr> <td>TOTAL =</td> <td></td> <td></td> <td>400</td> <td>100%</td> </tr> </tbody> </table> <p>(any surprise quiz during class/workshop to be counted as extra credit, without any makeup option/exception)</p> <p>Tentative scoring/grading policy:</p> <table border="1" data-bbox="459 1453 1377 1726"> <tbody> <tr> <td>95-100% → A+</td> <td>90-94% → A</td> <td>86-89% → A-</td> </tr> <tr> <td>81-85% → B+</td> <td>77-80% → B</td> <td>73-76% → B-</td> </tr> <tr> <td>68-72% → C+</td> <td>63-67% → C</td> <td>60-62% → C-</td> </tr> <tr> <td>56-59% → D+</td> <td>52-55% → D</td> <td>48-51% → D-</td> </tr> <tr> <td colspan="3"><48 → F</td> </tr> </tbody> </table> <p>Any curve/extra credit is at the discretion of the Professor.</p>	Assignment	Total No.	Points for each	Max. No.	% of Final Grade	Class attendance (3 allowed absences)	20/24	5	100	25%	Random Lecture Quiz	8	5	40	10%	Workshop Quiz	6	10	60	15%	Lecture Exams	4	50	200	50%	TOTAL =			400	100%	95-100% → A+	90-94% → A	86-89% → A-	81-85% → B+	77-80% → B	73-76% → B-	68-72% → C+	63-67% → C	60-62% → C-	56-59% → D+	52-55% → D	48-51% → D-	<48 → F		
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	<p>Final letter grades will be posted in eLearning and Galaxy. You will receive the same letter grade in both BIOL 3402 (lecture) and BIOL 3402 (workshop) for both midterm and finals.</p> <ul style="list-style-type: none"> • Random Class “Quiz” Participation 10.0% of the total (total of 8 quizzes, 5 points each; a total of 80 points) You must attempt the weekly/random “Quiz” in-person/in class to receive the credit. • Workshop “Quiz” Participation 15.0% of the total (total 6 quizzes, 10 points each; a total of 60 points) You must attempt the weekly workshop “Quiz” in-person/in-class to receive the credit. • Exams 50.0% of total (total 4 exams, 50 points each; a total of 200 points) 2 exams in 1st Half (50 points for each exam) 2 exams in 2nd Half (50 points for each exam) <p>All Lecture exams will be online and of equal weightage and will consist of MCQ and T/F questions (unless mentioned otherwise)</p> <p>Normalization of Grades: Only Final scores will be normalized/curved (if any), based on the overall class performance throughout the semester, and at the sole discretion of the instructor. Any other consideration will be at the sole discretion of the Professor.</p>
<p>Make-up Exams</p>	<p>Make-up lecture exams are not routinely given. Only under extenuating circumstances (may include personal health emergencies/medical or dental school interviews/university-related affairs) and upon prior (at least a day or two) discussion with the instructor (along with relevant documentation) will a make-up test be considered, at the discretion of the Professor.</p> <p>Most "return to work" slips do not indicate that there was a sickness or emergency and they do not specify the date and reason for the visit and diagnosis by a doctor or clinic. Thus, you need to provide official documentation indicating specifically the date and reason for admission to a clinic, or documentation indicating attendance to a school interview or demonstrating an extraordinary or emergency situation.</p> <p>You must request a make-up exam within a 2-day window of the original exam day.</p> <p>Since religious holidays are known in advance, you must inform them at the beginning of the semester.</p> <p>The questions/format in the makeup exam will be completely different from the regular exam.</p> <p>In case a make-up test is approved, it will be all essay questions.</p>

	<p>These exams will be scheduled at the convenience of the instructor and/or the availability of the TA (in case).</p> <p><i>There won't be any make up exam for the final exam (no exceptions allowed). Any queries related to the final exam, or any other score/grade related discrepancy must be addressed by 08/06. The grades will be finalized and posted by 08/07 and no discussions regarding course/grade, etc. can happen after 4.00 pm on 08/08.</i></p>
Exam Review	<ul style="list-style-type: none"> • Office hours can be used for discussing exams/post exam reviews, after they have been graded. • Please be sure to come and visit the instructor during these in-person office hours. • Only the missed questions and your performance will be discussed. • No online exam review is available (only in person review during assigned hours). • No grade changes will be made ONE week after the date of the exam (1-3). <u>(No such option is available for the Final exam)</u>
Extra Credit	No extra credit will be given. (Unless decided by the faculties, and will be at the discretion of the faculties)
Late Work	Late submission of Class/Workshop quizzes or any make-up reports/exams will not be entertained unless warranted by exceptional circumstances (may include personal health emergencies/medical or dental school interviews/university-related affairs).
<p>Random Class Quiz (RCQ)</p> <p>and</p> <p>Workshop Quiz (WSQ)</p>	<p>Random Class Quiz:</p> <p>There will be 5-10 MCQ/T-F-type questions, on random lecture days, at any time during the lecture (dates will not be disclosed beforehand) on eLearning. These will be in-person, in-class random lecture quizzes.</p> <p>Workshop Quiz:</p> <p>There will be 5-10 MCQ/T-F-type questions, on the assigned days (as per the syllabus) on eLearning. These will be in-person, in-class quizzes.</p> <p>Students are encouraged to think/analyze and answer them in the appropriate eLearning quiz section and submit them on time/before, as per the syllabus.</p> <p>Expectation: Through this process, students should be able to develop thinking/analyzing/researching/composing abilities and also learn about the positive aspects of being attentive in class/workshop. Also, due to the nature of the quizzes, students are requested to attend class and workshops on time.</p> <p>Missing a class/workshop quiz due to late coming will not be excused and make up quizzes may be provided based on prior documented email update and will be at the sole discretion of the Professor and may vary case to case basis.</p> <p>Students will not access/attempt the quiz (class/workshop) from outside the class/workshop unless discussed with the Professor (permitted by the</p>

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	<p>Professor) prior. This will be against classroom citizenship and will be considered academic dishonesty and be reported accordingly.</p>
<p>Make-up Quiz (Class/workshop quiz)</p>	<p>Make-up quizzes are not routinely given. Only under extenuating circumstances (may include personal health emergencies/medical or dental school interviews/university-related affairs) and upon prior (at least a day or two) discussion with the instructor (along with relevant documentation and signature) will a make-up quiz/make-up report on an assigned topic be considered, at the discretion of the Professor.</p> <p>In the case of a make-up quiz, the questions/format will be completely different from the regular quiz; and if a make-up report is considered, the topic will be assigned by the faculty upon request, on which the student will have to write an original report (3-5 pages long) with proper references (without using any form of AI help). Details can be discussed in specific cases.</p> <p>As a faculty, it is impossible to take account of all other valid reasons for absence (other than mentioned above) and therefore, it is expected that students will not put the faculty in a position which is beyond Professor's expertise, or matters involving outside university/personal/family related affairs.</p>
<p>Lecture and workshop Class Attendance</p>	<p>Lecture classes are mandatory and are graded, workshops are not. It has been realized that regular lecture/workshop attendance does impact the grades in a positive way.</p> <p>Also, if necessary, attendance credits from workshop (decided later) can be counted towards extra credit/final grade calculation, as deemed fit by the Professor.</p>
<p>Class Absence</p>	<p>All the lectures are mandatory and in-person. In case someone is going to miss any class (lecture/workshops) needs to inform the respective faculties and TAs at least 1-2 days prior, with a valid reason (reasons may include personal health emergencies/medical or dental school interviews/university-related affairs) and provide relevant documents along with the email. In such a situation, it is the responsibility of the student to access and go over the materials discussed during the missed lectures/workshops and get help from the TAs to build a complete understanding of the materials discussed in the class/workshops.</p> <p>(Class absence with a valid reason doesn't count for any exemption on quizzes/exams. Details about missing quizzes/Exams are mentioned in the section titled: "make-up exams" and "make-up quiz")</p> <p>In case of a missing class/workshop (with or without a valid reason), online access will not be provided for the lecture class/workshops/quizzes/exams, unless permitted by the department and/or, ODEI/OSA in specific cases.</p>
<p>Classroom Citizenship</p>	<p>Students are highly encouraged to attend the exam review sessions and workshops, clarify any doubts related to the class materials, and participate actively; which will help students achieve the course expectations.</p>

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Comet Creed	<i>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."</i>
Academic Support Resources	<i>The information contained in the following link lists the University's academic support resources for all students. Please go to http://go.utdallas.edu/academic-support-resources.</i>

Additional pointers (Classroom citizenship), to have the best class experience:

Please read these very carefully:

1. All lectures, workshops, and any form of assignment submissions (except online MindTap assignments) will be **in-person** unless mentioned otherwise. Attendance will be taken in class during every lecture and workshop and attendance credits will be counted toward the final grade.
2. Late coming to class (later than the first 10 min) is not recommended, and **repeated similar activity will result in null scores for attendance (for those days)**.
3. Students are expected to arrange for their own electronic devices (laptops/iPads/Tablets) required to complete this course and related activities, as needed.
4. If you are approved by the Office of Student Access Ability (OSA)/ODEI/ARC, please sign and/or scan the approved letter and send it to Dr. Sarcar as soon as possible (**at the beginning of the semester**).
5. Please avoid having Food in class (during lectures/workshops). If anyone is feeling hungry, they can go outside the classroom, have food, and come back to resume the lecture/workshop.
6. Extended stay outside the classroom or frequent leaves during the lecture/workshop/exam will not be tolerated, unless approved by the ARC (with documentation), since these are disruptive to the flow of the class and can distract student's concentration.
7. All the class related assignments (class quiz, workshop quiz, exams) are in-class assignments. Attempting any assignment from outside the class will be considered as "Academic Dishonesty" and will be reported accordingly.
8. Every student must have "**Respondus Lockdown browser**" installed on their devices (laptop/tablet) at the beginning of the semester. If there's any difficulty installing the lockdown browser, please reach out to [OIT Helpdesk](#) or [Educational Technology Services \(ETS\)](#).
9. It is the individual student's responsibility to keep track of their scores/grades and in case of any discrepancies inform and follow up with the respective faculty and TAs until it gets resolved and not wait until the end of the semester.

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10. In the lecture section starting from the 1st lecture (06/02/2025), the roster will be taken daily. In the workshop section starting from the first workshop (4th June), the roster will be taken weekly. Absence in lecture and/or workshop, without prior, formal notification will prevent students from completing a makeup assignment.
11. All the 8 Lecture/Class quizzes (5 points each, 5-10 questions) will be closed book, within a fixed time (5 min), and in-class. Students need to study and clarify the necessary materials for the lecture quizzes prior to attempting the lecture quizzes. The quiz format can be between T/F, fill in the blanks, MCQs, etc., and can begin at any point during the lecture, as informed by the faculty during the day of the quiz.
12. 4 lecture exams (each 50 points worth) will be in-class (during the lecture time as mentioned in the syllabus) and may contain questions ranging from MCQs/T-F/Fill in the blank/one-line answer/free response, etc.
13. Makeup lecture exams/make-up quizzes are not preferred and only based on prior email notification under extenuating circumstances, and at the discretion of the Professor make-up exam/ class quizzes can be arranged, where the format and level of the questions may vary and may contain descriptive questions. Extenuating circumstances include personal documented Medical absence, MCAT/DAT exam (with documented evidence), and any UTD sponsored events (with documentation). Since there can be “n” no. of possible circumstances, the syllabus only considers the above 3 circumstances as extenuating circumstances. However, students can discuss with faculty regarding any potential absences/makeups, and upon consideration, flexibilities may be extended at the discretion of the Professor.
14. As a faculty, it is impossible to take account of all other valid reasons for absence (other than mentioned above) and therefore, it is expected that students will not put the faculty in a position which is beyond Professor’s expertise, or matters involving outside university/personal/family related affairs.
15. Reviews of all the post-lecture exam reviews will be conducted during the workshop days as mentioned in the syllabus. If a student would like to review independently, can email the Professor and schedule a time during the office hours (within next week). Online review options are NOT available.
16. Final grade calculation will be completed by 8th Aug, and letter grades will be submitted to Orion. Thereafter, there won’t be any further possibility of any kind of modification afterward.
17. The opportunity to complete make up quizzes or make exams are based on extenuating circumstances and this opportunity should be used wisely based on common sense while remaining fair to our fellow classmates. Thus, to exercise this option, one needs to think before availing oneself of this opportunity. Each individual case will be assessed after discussion with the student and will be treated as such at the discretion of the faculty. No exceptions/make up quizzes/workshop quiz/exam will be allowed on the final week and the week before the finals.
13. It is a student’s responsibility to have a clear understanding of the syllabus/relevant dates/materials to be examined/clarify any materials at least 24 hrs before the exam. (No exam related queries will be addressed 24 hrs to exam)

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14. **"Cold calling"** (link added) is a standard practice, adopted to create a better teaching/learning experience in the classroom (approved by American Council on Education, and The Association of College and University Educators), and as such random students can be asked random class related questions during lecture/workshops, to gain insight about class/student's understanding level.
15. The professor will respond to student's emails preferably within 24-48 hrs or as deemed appropriate (based on emergency). The same is expected from a student (an email reply to the Professor's/TAs email within the same day/within 24 hrs is highly recommended).
16. An email without *proper format* (link added), (concise subject line with Course no., proper email greeting, possible logical solutions/formal email closing) may not be acknowledged. (Faculty doesn't respond to emails in eLearning)
17. It is expected from students, TAs, and faculty to have a respectful communication (verbal or otherwise) among, at all times.
18. Students are expected to have a clear understanding of all the pre-requisites.
19. Throughout the syllabus, "You" has been used to indicate students in general and no one in particular.
20. The Professor has the right to change/update the syllabus at any point during the semester.

To be successful in this course, "every week":

Students are recommended to:

- A. Go over the lecture materials/presentation, understand/analyze the concepts, and take notes. Write down questions/topics to discuss with the TA during the workshop
- B. Attend the workshops regularly/as scheduled, to clarify/discuss any doubts
- C. Refer to the textbook/recommended/suggested material to get more details about specific topics
- D. Attempt in-person random class quizzes, and exams on scheduled days/time
- E. Use the discussion board to interact with classmates and TAs
- F. Reach out to the faculty to discuss any issue/concern related to the class or course materials as needed
- G. Be present physically and mentally during the class/workshops and actively participate in class-related activities.
- H. Follow basic class etiquette including being on time, not having food inside the class during the lecture, being respectful to classmates/TAs/faculties, following up regarding any issue (including missing grades, class absences, etc.) as soon as possible, clarifying any doubts with TAs/Professor on time, have a respectful verbal/non-verbal communication (including emails), and actively participate in the class discussion.

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