COVID-19 Classroom Protocols

In order to continue to provide a high-standard of instruction at USU, and to limit the spread of COVID-19 during the pandemic, students are asked to follow certain classroom protocols during the fall 2020 semester. These protocols are in place not only for your safety but also the safety of the rest of the campus community. You will be asked to clean your desk area at the start of each class, sit in designated seats, wear face coverings and follow dismission instructions. There may be individual medical circumstances that prevent some students from using face coverings. These circumstances will be rare, but if they do exist, we ask that everyone be respectful. It is imperative that we each do our part so that on-campus instruction can continue.

Fall 2020

Contact Information

- Dr. Carla L Endres
- (435) 678-8209
- BLT 108
- carla.endres@usu.edu
- Office Hours: by appointment Zoom

Course Information

Tuesday, 9:30 AM-12:20PM TBA | HSL 208 | 1 credit

Biology Lab is designed to cover several major topics of Biology in a hands-on learning environment.

Course Objectives

In addition to the Institutional Objective a student should gain for this class:

1. An understanding of Life Sciences and their complexity.
2. An understanding and an application of the scientific method.
3. Ability to write literature reviews
4. Introduction to research and presentation of your research
Canvas will be used for the management of this class. All reserve materials, including my lectures, the syllabus, class schedule, current exam keys, and updated grade sheets, will be available through Canvas. The reserve materials will be provided to you as downloadable PDF files, which require AcrobatReader, a free program available for both PC and Mac platforms at the Adobe web site.

To access Canvas, go to [http://canvas.usu.edu](http://canvas.usu.edu). Your **username** is your A#, and your **password** is your global password (the same one you use for Banner or Aggiemail).

I recommend changing your password so no one can enter the class under your name. Privacy is your responsibility. You will be responsible for every email and quiz submitted under your name. You will also be held accountable for every email and announcement I send through Canvas. You will want to check it regularly (at least 5 times a week).

Canvas has many useful features (your assignment scores, a chat room, e-mail, etc.) and you should take the time to explore them from within our course page. I will provide more instructions on using Canvas in class.

- For Canvas, **Passwords**, or any other computer-related technical support contact the [IT Service Desk](http://it.usu.edu).
  - 435 797-4357 (797-HELP)
  - 877 878-8325
  - [http://it.usu.edu](http://it.usu.edu)
  - servicedesk@usu.edu

*Textbook and Reading Materials*

Canvas and your textbook

*Learning Activities*
*Research Design*
*Research*
*Research compilation*
*Research Presentation*
*Grading*
*Grades*

Grades will be available on Canvas.
A total of 400 points are possible and are distributed as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Project and design</td>
<td>100</td>
</tr>
<tr>
<td>Literature Review</td>
<td>100</td>
</tr>
<tr>
<td>Final Report and Presentation</td>
<td>300</td>
</tr>
</tbody>
</table>

**Integrity policy:**

*Exams, reports, assignments, and projects are timely and serious undertakings. As such, I take academic integrity very seriously. I understand that learning new concepts are sometimes both challenging and frustrating. However, before deciding to pursue other options (i.e. cheating, plagiarism); please reach out to me. I will do my best to help you identify resources in compliance with the USU code of conduct and help you achieve success.*

**Attendance**

Lab attendance is very important. Arrive on time, prepared. **IF YOU MISS THREE (3) OR MORE LABS YOU WILL FAIL LAB.**

**Letter Grades**

Letter grades will follow the typical percentages as outlined.

- A’s: 90 to 100%
- B’s: 80 to 89%
- C’s: 70 to 79%
- D’s: 60 to 69%
- E: Less than 50%

**Course Withdrawal**

Withdrawal from the course after September 16 will result in a “W” notation being on your transcript. No withdrawal is permitted after October 28.
Academic freedom is the right to teach, study, discuss, investigate, discover, create, and publish freely. Academic freedom protects the rights of faculty members in teaching and of students in learning. Freedom in research is fundamental to the advancement of truth. Faculty members are entitled to full freedom in teaching, research, and creative activities, subject to the limitations imposed by professional responsibility. Faculty Code Policy #403 further defines academic freedom and professional responsibilities.

Academic Integrity – “The Honor System”

Each student has the right and duty to pursue his or her academic experience free of dishonesty. The Honor System is designed to establish the higher level of conduct expected and required of all Utah State University students.

The Honor Pledge: To enhance the learning environment at Utah State University and to develop student academic integrity, each student agrees to the following Honor Pledge:

“I pledge, on my honor, to conduct myself with the foremost level of academic integrity.”

A student who lives by the Honor Pledge is a student who does more than not cheat, falsify, or plagiarize. A student who lives by the Honor Pledge:

- Espouses academic integrity as an underlying and essential principle of the Utah State University community;
- Understands that each act of academic dishonesty devalues every degree that is awarded by this institution; and
- Is a welcomed and valued member of Utah State University.

Academic Dishonesty

The instructor of this course will take appropriate actions in response to Academic Dishonesty, as defined the University’s Student Code. Acts of academic dishonesty include but are not limited to:

- Cheating: using, attempting to use, or providing others with any unauthorized assistance in taking quizzes, tests, examinations, or in any other academic exercise or activity. Unauthorized assistance includes:
  - Working in a group when the instructor has designated that the quiz, test, examination, or any other academic exercise or activity be done “individually;”
  - Depending on the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
  - Substituting for another student, or permitting another student to substitute for oneself, in taking an examination or preparing academic work;
  - Acquiring tests or other academic material belonging to a faculty member, staff member, or another student without express permission;
Continuing to write after time has been called on a quiz, test, examination, or any other academic exercise or activity;

- Submitting substantially the same work for credit in more than one class, except with prior approval of the instructor; or engaging in any form of research fraud.

- **Falsification**: altering or fabricating any information or citation in an academic exercise or activity.

- **Plagiarism**: representing, by paraphrase or direct quotation, the published or unpublished work of another person as one's own in any academic exercise or activity without full and clear acknowledgment. It also includes using materials prepared by another person or by an agency engaged in the sale of term papers or other academic materials.

**Sexual Harassment**

Sexual harassment is defined by the Affirmative Action/Equal Employment Opportunity Commission as any "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature." If you feel you are a victim of sexual harassment, you may talk to or file a complaint with the Affirmative Action/Equal Employment Opportunity Office located in Old Main, Room 161, or call the AA/EEO Office at (435) 797-1266.

**Withdrawal Policy and "I" Grade Policy**

Students are required to complete all courses for which they are registered by the end of the semester. In some cases, a student may be unable to complete all of the coursework because of extenuating circumstances, but not due to poor performance or to retain financial aid. The term ‘extenuating’ circumstances includes: (1) incapacitating illness which prevents a student from attending classes for a minimum period of two weeks, (2) a death in the immediate family, (3) financial responsibilities requiring a student to alter a work schedule to secure employment, (4) change in work schedule as required by an employer, or (5) other emergencies deemed appropriate by the instructor.

**Students with Disabilities**

Students with ADA-documented physical, sensory, emotional or medical impairments may be eligible for reasonable accommodations. Veterans may also be eligible for services. All accommodations are coordinated through the Disability Resource Center (DRC). Please contact the DRC prior to or as early in the semester as possible. Alternate formats for course content are available with advanced notice.

Contacting the Disability Resource Center (DRC):

- On Campus: Room 101 of the University Inn
- Phone: 435-797-2444
- Website: [http://www.usu.edu/drc/](http://www.usu.edu/drc/)

Disability related resources for current students:
Diversity Statement

Regardless of intent, careless or ill-informed remarks can be offensive and hurtful to others and detract from the learning climate. If you feel uncomfortable in a classroom due to offensive language or actions by an instructor or student(s) regarding ethnicity, gender, or sexual orientation, contact:

- Student Services: [http://www.usu.edu/studentservices/](http://www.usu.edu/studentservices/), 435.797.1712, studentservices@usu.edu, TSC 220
- Student Advocates: [http://www.usu.edu/ususa/legal/](http://www.usu.edu/ususa/legal/), 435.797.2912, TSC 340,
- Access and Diversity: [http://www.usu.edu/accesscenter/](http://www.usu.edu/accesscenter/), 435.797.1728, mailto:access@usu.edu; TSC 315
- LGBTQA Programs: [http://www.usu.edu/accesscenter/lgbtqa/](http://www.usu.edu/accesscenter/lgbtqa/), 435-797-GAYS, TSC 314
- Provost’s Office Diversity Resources: [http://www.usu.edu/provost/faculty/diversity/](http://www.usu.edu/provost/faculty/diversity/), (435) 797-8176

You can learn about your student rights by visiting:

Grievance Process

Students who feel they have been unfairly treated may file a grievance through the channels and procedures described in the Student Code: Article VII. Grievances.

Full details for USU Academic Policies and Procedures can be found at:

- Student Conduct
- Student Code
- Academic Integrity
- USU Selected Academic Policies and Procedures
- USU Academic Policies and Procedures
- Academic Freedom and Professional Responsibility Policy
In the case of a drill or real emergency, classes will be notified to evacuate the building by the sound of the fire/emergency alarm system or by a building representative. In the event of a disaster that may interfere with either notification, evacuate as the situation dictates (i.e., in an earthquake when shaking ceases or immediately when a fire is discovered). Turn off computers and take any personal items with you. Elevators should not be used; instead, use the closest stairs.