EXAMINATIONS:
4 Lecture Exams @ 100 400 pts
4 Lab Practicals @ 100 400 pts
5 Quizzes @  10  50 pts
2 Assignments @ 25  50 pts (Problem Based Learning Research Based Case Studies) 900 pts

LECTURE EXAMS: The first three lecture exams will be administered through the Student Assessment Services Center (SAS), on dates that will be posted to the blackboard. It is your responsibility to take each scheduled exam in the SAS outside of our lecture, laboratory and recitation times. Before taking each exam you will need to check the SAS hours of operation, and allow at least two hours (each test will not be timed). The last lecture exam will take place during final exam week, the day and time is TBA. All lecture exams contain multiple choice questions that focus on higher order critical thinking and attention to detail.

Please be advised, personal notes (in any form), removable storage devices and/or internet searching while taking any exam is not allowed. If a student is found (by staff or any faculty member) to have any of the above items in their possession during any of the above mentioned exams, I will consider it a form of cheating. That student will automatically receive a zero score on that exam, and receive an F letter grade in the course for a subsequent offense. There are no exceptions to this rule.

Make-up exams will be given only under extreme and dire circumstances (documentation required). The decision to arrange a make-up exam is at my discretion.

LAB EXAMS: The four scheduled laboratory practical exams will be held in the laboratory during regularly scheduled lab hours for each specific course reference section. There are no make-up laboratory exams. If you experience an emergency and miss a practical exam, you must contact me immediately, any possible make-up opportunities are at my discretion, and documentation is required. Furthermore, the rules regarding communication and notes as detailed for all course exams still pertain to laboratory practical exams. Spelling counts and misspelled answers will result in a half point deducted for each misspelled word. Students arriving late will not be given extra time, and all missed questions will be assigned a grade of zero.

Assignments: I will assign two projects during lecture, laboratory, recitation or through the Blackboard without prior warning or notice. There are absolutely no make-up assignments given, under any circumstances.

Problem Based Learning Project: Each student will be assigned one PBL during a recitation class. The PBL will be assigned in separate parts. Students are required to use the case history and internet based scholarly journal articles to research answers for presented questions. The answers to each of the assigned questions including the full citations of at least three sources will be submitted via the Turnitin.com link on the Blackboard for assessment. Grading is based on: level of detail in each answer, the correct response, the use of the citations within the text and overall presentation. Grammar is important and any submitted papers with poor grammar, spelling errors or improper sentence structure will have points removed. Students are encouraged to take their final papers to the Writing Center for help with grammar and sentence structure.

Service-Learning Project: each student may choose to complete one Service-Learning project for up to 25 bonus points (this will be the only extra credit opportunity offered). The details and deadlines for this project must be requested via email after the withdrawal date has passed.
Miscellaneous Items:

**Unannounced Quizzes:** There will be five unannounced quizzes during lecture, laboratory, recitation or through the Blackboard without prior warning or notice. There are **absolutely no make-up quizzes given**, under any circumstances and this policy will be strictly enforced. Consequently, any missed unannounced quizzes will be given a grade of '0'.

**Assignments:** Two Problem-Based Learning projects will be assigned this semester. The specific instructions, procedures, rubrics and guidelines will be discussed in recitation and posted to the blackboard. **There are absolutely no make-up assignments given**, under any circumstances.

**Participation:** You are expected to attend all lecture, laboratory and recitation sessions. Furthermore, attendance will be taken and a record of attendance kept throughout the semester, and attendance (greater than 90%) will be used to advance any borderline grade to the next highest letter grade. It is your responsibility to sign the attendance sheet presented in the laboratory during each session.

**Food in class:** Modest amounts of food and/or drink (a sandwich and a beverage for example) are allowed in the lecture classroom only. However, you are responsible for appropriately disposing of all trash and recyclables. I reserve the right to cancel this policy immediately if I feel that the privilege is being abused.

**Cell phones, mp3s, tablets, etc:** Please respect the learning environment in this classroom by keeping all electronic devices turned off or to silent. I reserve the right to take electronic devices found in use in the class when students are using them inappropriately. If I do take a cell phone or pager, I will turn it off and return it at the end of class. Furthermore, all electronic devices are prohibited during exams. Example of inappropriate use: when you are on Facebook or texting, I can see it and I know exactly what you are doing.

**CHEATING AND PLAGIARISM POLICY:**

The college is an institution of higher learning that holds academic integrity as its highest principle. In the pursuit of knowledge, the college community expects that all students, faculty, and staff will share responsibility for adhering to the values of honesty and unquestionable integrity. To support a community committed to academic achievement and scholarship, the Code of Academic Integrity advances the principle of honest representation in the work that is produced by students seeking to engage fully in the learning process. The complete text of the Code of Academic Integrity is in the 2006-2007 Student Handbook (pages 44-47) and posted on the college’s website.

Cheating, in any way, is not tolerated in this course. Cheating includes, but is not limited to, looking at another’s paper or exam, looking at (or having in your possession at the SAS ) any form of personal notes or books during an exam, using another person’s work as your own, using a proxy to take your exams for you. If you are found to be cheating on any assignment, paper, quiz or exam, you will receive a '0' for that assignment, exam or paper. In the event of an exam in the Student Assessment Center the first hand account of the exam proctor will serve as sufficient evidence and documentation of a cheating offense.

A first offense will result in a ‘0’ on that assignment or assessment and the filing of all appropriate paperwork within the Biology Department, STEM Division and Student Services Division. A subsequent offense will result in a final letter grade of ‘F’ in the course. There will be no exceptions to this rule. There are no exceptions to this rule, and this policy is non-negotiable.

Plagiarism, in any way, is not tolerated in this course. Plagiarism is defined as the “attempt to steal and pass off the ideas or words of another as one’s own: use (another’s production) without crediting the: to commit literary theft: present as new and original an idea or product derived from an existing source.” Any papers or exams assigned in this course will be submitted for evaluation to TurnItIn.com. If a paper or essay is found to have a significant amount (greater than 15%) of matched material (words and phrases matched to online resources and databases), a grade of zero will be assigned.

**Please see the Syllabus posted on the Blackboard for On Campus Resources, Office Numbers, Academic Programs and other information. A complete and updated syllabus will be distributed the first day of class.**