COURSE DATES, MODALITY, AND LOCATION
This course meets face-to-face, with some supplemental readings made available online using the A&M-Central Texas Canvas Learning Management System [https://tamuct.instructure.com].

Time/Day: Lecture: TR 3:00 pm – 4:15 pm

Where: Warrior Hall 314

INSTRUCTOR AND CONTACT INFORMATION
Instructor: Dr. Linh Pham
Office: 302 F Heritage Hall
Phone: 254-519-8012
Email: All communication should be conducted through Canvas “Inbox”. No exceptions!

Office Hours:
Monday: 1:30 pm – 4:30 pm
Thursday: 10:00 am – 11:00 am or by appointment

Student-instructor interaction:
In this course, face to face interaction with the instructor is one of the most effective ways to learn. Therefore; I encourage my students to go to my office hours whenever you have questions. If students cannot make it to my office hours, don’t hesitate to contact me by email at Canvas “Inbox” for an appointment. I will reply within 24 hours, usually within couples of hours on weekdays. Response time may vary in weekends and holidays.

911 Cellular: Emergency Warning System for Texas A&M University-Central Texas
911Cellular is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in 911Cellular through their myCT email account.

In an effort to enhance personal safety on the Texas A&M University – Central Texas (TAMUCT) campus, the TAMUCT Police Department has introduced Warrior Shield by 911 Cellular. Warrior Shield [https://www.tamuct.edu/police/911cellular.html] can be downloaded and installed on your mobile device from Google Play or Apple Store.

Connect at 911Cellular [https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management] to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless of your location.
COURSE INFORMATION
Course Overview and description:
BIOL 3380 involves the study of the scientific methods, types of research, and research design as related to biology and biochemistry. In this course, students are required to review, analyze, and interpret research findings in their major field. In particular, students are expected to design and carry out a long-term project in which they will have to present oral reports and write a scientific paper with the assistance of their instructor.

This is a Writing Intensive course, which means writing will be an integral part of measuring your mastery of course content. Throughout the course you will have several opportunities to work on improving your writing skills. Since learning to revise your writing is fundamental to improving writing skills, I will give you detailed feedback that includes specific strategies for how to improve your writing.

BIOL 3380 is also a Service-Learning course in which students learn to relate theory to practice in Biology and Biochemistry by participating in an organized service activity that meets identified community needs. Students will have opportunities to visit the Greater Killeen Free Clinic and present posters on different selected topics. These activities are designed to meet instructional objectives, and gain a broader appreciation for Biology and Biochemistry and an enhanced sense of civic responsibility.

Prerequisite: Junior Status

Course Objective:
By the end of the course, students should be able to demonstrate knowledge and understanding in:

1. Research terminology
2. Ethical principles of research, ethical challenges and approval processes
3. Quantitative, qualitative, and mixed methods to approach research
4. Components of a literature review process
5. Critical analysis of published research articles
6. Communication of research result in oral form and writing form
7. Writing scientific papers

Student Learning Outcomes:
Students who successfully complete this course will be able to:

1. Exhibit integrative problem solving skills such as literature search, experimental design, data interpretation, and data evaluation.
2. Develop ability to think critically about biology and biochemistry
3. Communicate ideas in oral form using professional language
4. Develop and improve ability to write scientific critiques and papers using professional language
5. Apply scientific arguments in matters of social/community importance

Required Reading and Textbook(s):
• Required: A short guide to writing about Biology by Jan A. Pechenik, ninth edition
• Suggested: Experimental design for the life sciences by Graeme D. Ruxton and Nick Colegrave, third edition.

• I expect you to read the corresponding chapters in your textbook before coming to class.

COURSE REQUIREMENTS

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Percentage</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>25%</td>
<td>250</td>
</tr>
<tr>
<td>Oral Presentation</td>
<td>10%</td>
<td>100</td>
</tr>
<tr>
<td>Poster Presentation</td>
<td>10%</td>
<td>100</td>
</tr>
<tr>
<td>Term Paper</td>
<td>50%</td>
<td>500</td>
</tr>
<tr>
<td>Attendance and Participation</td>
<td>5%</td>
<td>50</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td>1000</td>
</tr>
</tbody>
</table>

1. Assignments: There are eight assignments. Four of them are writing intensive including three scientific paper critiques and one formal lab report.

2. Oral Presentation: There is one oral presentation. Detailed rubric of the oral presentation is attached to the end of this syllabus.

3. Poster Presentation: There is one poster presentation; you will have multiple submissions throughout the semester but the final version will be submitted at the last week of the semester. Detailed rubric of the poster presentation will be provided later.

4. Term Paper: There is one term paper; you will have multiple submissions throughout the semester but the final version will be submitted at the last week of the semester. Detailed rubric of the term paper is attached to the end of this syllabus.

5. Attendance and Participation: Class attendance and participation are important for student’s success in this course. If you miss more than three classes you will lose 50 points. No make-up of missed class is available.

Grading Criteria Rubric and Conversion

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Course Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>90% or higher</td>
<td>A</td>
</tr>
<tr>
<td>80-80.99%</td>
<td>B</td>
</tr>
<tr>
<td>70-79.99%</td>
<td>C</td>
</tr>
<tr>
<td>60-69.99%</td>
<td>D</td>
</tr>
<tr>
<td>59.99% or lower</td>
<td>F</td>
</tr>
</tbody>
</table>

A 4.00 Achievement that is outstanding relative to the level necessary to meet course requirements.

B 3.00 Achievement that is significantly above the level necessary to meet course requirements.

C 2.00 Achievement that meets the course requirements in every respect.

D 1.00 Achievement that is worthy of credit even though it fails to meet fully course
requirements.

**F 0.00** Represents failure and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an “I” (incomplete).

**I (Incomplete)** The “I” shall be assigned at the discretion of the instructor when, due to extraordinary circumstances, the student was prevented from completing the work of the course on time. The assignment of an “I” requires a written agreement between the instructor and student specifying the time and manner in which the student will complete the course requirements. In no event may any such written agreement allow a period of longer than one year to complete the course requirements. For graduate and professional students, an “I” is to remain on the transcript until changed by the instructor or department. For all other students, work to make up an I must be submitted within one year of the last day of final examinations of the term in which the “I” was given; if not submitted by that time, then the “I” will automatically change to an F. To obtain an incomplete you must have been doing passing work in the course.

**Posting of Grades**
- Student grades will be posted on the Canvas Grade book.
- The turn-around time for grades is as follows:
  - For short assignments such as discussions, paper critiques and homework: 5-7 days.
  - For exams, technical and term papers: 7-14 days.

**COURSE OUTLINE AND CALENDAR**

**Complete Course Calendar**
The following schedule gives the chapters, exams and laboratories covered. Modification and corrections may be made during the course of the semester.

<table>
<thead>
<tr>
<th>Week</th>
<th>Lecture Topics</th>
<th>Chapters/Deadlines</th>
</tr>
</thead>
</table>
| **Week 1** (Jan 14-20) | - Introduction to Research in Biology and Chemistry  
- Term paper topics | Chapter 1 |
| **Week 2** (Jan 21-27) | - Locating Useful Sources and Literature Research  
- Assignment 1: References | Chapter 2  
- January 24: Topic Approval |
| **Week 3** (Jan 28 – Feb 3) | - Paper Outlines  
- Exercise on paper outlines | -Reading assignment provided by instructor |
| Week 4  (Feb 4-10)   | - Citing Sources and Listing References  
|                     | - Practice: Refworks Citation  
|                     | - Assignment 2: Citation  
|                     | - Chapter 2 + reading assignment |
| Week 5  (Feb 11-17) | - Reading and Writing about Statistical Analyses  
|                     | - Assignment 3: Application of Statistics in Biology and Chemistry  
|                     | Chapter 4  
|                     | -February 12:Term paper outline |
| Week 6  (Feb 18-24) | - Annotated Outline  
|                     | - Exercise on annotated outlines  
|                     | Reading assignment provided by instructor |
| Week 7  (Feb 25-Mar 3) | - Annotated Outline  
|                     | - Exercise on annotated outlines  
|                     | - Reading a Scientific Paper and Note Taking  
|                     | - Assignment 4: Writing critiques on reading assignment 1.  
|                     | Reading assignment provided by instructor  
|                     | -Chapter 3  
|                     | -Reading assignment provided by instructor |
| Week 8  (Mar 4-10)  | - Writing a Lab Report  
|                     | - Assignment 5: Write a formal Lab Report on the hypothetical set of data from a biochemistry lab.  
|                     | -Chapter 9  
|                     | -Reading assignment provided by instructor  
|                     | -March 5: Term paper annotated outline |
| Week 9  (Mar 11-17) | Spring Break – No class |
| Week 10 (Mar 18-24) | - Presenting Research Findings: Preparing Talks and Poster Presentation  
|                     | - Assignment 6: Writing critiques on reading assignment 2.  
|                     | -Chapter 11 |
### Week 11
(Mar 25 – Mar 31)
- Tables and Figures
  - **Assignment 7**: Writing critiques on reading assignment 3.
- Reading assignment provided by instructor

### Week 12
(Apr 1-7)
- Drafting and Revising a Review Paper
  - **Assignment 8**: Idea maps
- Chapter 6
  - Reading assignment provided by instructor
  - **April 2**: First submission of the term paper

### Week 13
(Apr 8-14)
- Preparing the Final Submission
- Reading assignment provided by instructor

### Week 14
(Apr 15-21)
- Writing Letter of Application
- Prepare Oral Presentations
- Chapter 12
  - Guess lecture on C.Vs.

### Week 15
(Apr 22-28)
- Student Oral Presentations

### Week 16
(Apr 29- May 5)
- Final Review of the Term Paper
  - **Monday April 29**: Final submission of the term paper

### Important University Dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2, 2019</td>
<td>Priority Deadline for Spring Admissions applications</td>
</tr>
<tr>
<td>January 10, 2019</td>
<td>Convocation</td>
</tr>
<tr>
<td>January 11, 2019</td>
<td>Deadline for Tuition and Fee Payments (16- &amp; First 8-Week Classes)</td>
</tr>
<tr>
<td>January 14, 2019</td>
<td>Add, Drop, and Late Registration Begins for 16- and First 8-Week. $25 fee assessed for late registrants.</td>
</tr>
<tr>
<td>January 21, 2019</td>
<td>Martin L. King Jr. Day (<em>University Closed</em>)</td>
</tr>
<tr>
<td>January 22, 2019</td>
<td>Deadline to Drop First 8-Week Classes with No Record</td>
</tr>
<tr>
<td>January 30, 2019</td>
<td>Deadline to Drop 16-Week Classes with No Record</td>
</tr>
<tr>
<td>February 22, 2019</td>
<td>Student End of Course Survey Opens (First 8-Week Classes)</td>
</tr>
</tbody>
</table>
February 22, 2019  Deadline to Drop First 8-Week Classes with a Quit (Q) or Withdraw (W)
March 1, 2019   Deadline for Graduation Application for Spring Ceremony Participation
March 1, 2019   Deadline for Teacher Education and Professional Certification Applications (i.e. Principal, Reading Specialist, etc.)
March 8, 2019   Classes End for First 8-Week Session
March 8, 2019   Deadline for Spring Admissions Applications
March 10, 2019  Student End of Course Survey Closes (First 8-Week Classes)
March 11, 2019  Spring Break – No Class (University Open)
March 11, 2019  Deadline for Faculty Submission of First 8-Week Final Class Grades (due by 3pm)
March 13, 2019  Spring Break – No Class (University Open)
March 14, 2019  Spring Break – No Class (University Open)
March 15, 2019  Deadline for Tuition and Fee Payments (Second 8-Week Classes)
March 15, 2019  Deadline for Clinical Teaching Applications
March 15, 2019  Spring Break – No Class (University Open)
March 18, 2019  Add, Drop, and Late Registration Begins for Second 8-Week Classes. $25 fee assessed for late registrants.
March 18, 2019  Classes Begin for Second 8-Week Session
March 20, 2019  Deadline for Add, Drop, and Late Registration for Second 8-Week Classes
March 25, 2019  Deadline to Drop Second 8-Week Classes with No Record
April 1, 2019   Deadline for GRE/GMAT Scores to Office of Graduate Studies
April 5, 2019   Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)
April 12, 2019  Deadline for Final Committee-Edited Theses with Committee Approval Signatures to Office of Graduate Studies for Spring Semester
April 26, 2019  Student End of Course Survey Opens (16- and Second 8-Week Classes)
April 26, 2019  Deadline to Drop Second 8-Week Classes with a Quit (Q) or Withdraw (W)
May 10, 2019    Deadline for Applications for $1,000 Tuition Rebate for Spring Graduation (5pm)
May 10, 2019    Deadline for Degree Conferral Applications to the Registrar’s Office. $20 Late Application Fee.
May 10, 2019    Deadline to Withdraw from the University for 16- and Second 8-Week Classes
May 10, 2019  Spring Semester Ends
May 11, 2019  Commencement Ceremony Bell County Expo Center 7:00 p.m.
May 12, 2019  Student End of Course Survey Closes (16- and Second 8-Week Classes)
May 14, 2019  Deadline for Faculty Submission of 16-Week and Second 8-Week Final Class Grades (due by 3pm)
May 14, 2019  Deadline for Thesis to Clear Thesis Office for Spring Semester

TECHNOLOGY REQUIREMENTS AND SUPPORT
Technology Requirements
This course will use the A&M-Central Texas Instructure Canvas learning management system. Logon to A&M-Central Texas Canvas [https://tamuct.instructure.com/] or access Canvas through the TAMUCT Online link in myCT [https://tamuct.onecampus.com/]. You will log in through our Microsoft portal.

Username: Your MyCT email address. Password: Your MyCT password

Canvas Support
Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select “Chat with Canvas Support,” submit a support request through “Report a Problem,” or call the Canvas support line: 1-844-757-0953.
For issues related to course content and requirements, contact your instructor.

Other Technology Support
For log-in problems, students should contact Help Desk Central.
24 hours a day, 7 days a week:
   Email: helpdesk@tamu.edu
   Phone: (254) 519-5466
   Web Chat: [http://hdc.tamu.edu]
Please let the support technician know you are an A&M-Central Texas student.

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

Drop Policy.
If you discover that you need to drop this class, you must complete a Drop Request Form [https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar’s Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar’s Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar’s Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the
procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

**Academic Integrity.**
Texas A&M University-Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student’s academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student’s work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university’s Office of Student Conduct. Ignorance of the university’s standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more information regarding the Student Conduct process, [https://tamuct.campuslabs.com/engage/organization/tamuct-student-conduct-panel]. If you know of potential honor violations by other students, you may submit a report, [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

**Academic Accommodations.**
At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university’s programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information please visit our Access & Inclusion web page [https://www.tamuct.edu/student-affairs/access-inclusion.html].

**Important information for Pregnant and/or Parenting Students.**
Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education’s Office of Civil Rights, the Dean of Student Affairs’ Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit the Student Affairs web page [https://www.tamuct.edu/student-affairs/index.html]. Students may also contact the institution’s Title IX Coordinator. If you
would like to read more about these requirements and guidelines online, please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University’s Title IX Coordinator.

**Tutoring.**
Tutoring is available to all A&M-Central Texas students, both on-campus and online. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or have any other question, contact Academic Support Programs at (254) 519-5796, or by emailing Dr. DeEadra Albert-Green at deeadra.albertgreen@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive FREE online tutoring and writing support. This tool provides tutoring in over 40 subject areas. Access Tutor.com through Canvas.

**University Writing Center.**
Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free workspace open to all TAMUCT students from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours in the University Library Monday thru Thursday from 6:00-9:00 p.m. This semester, the UWC is also offering online only hours from 12:00-3:00 p.m. on Saturdays.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students’ ideas and writing, our tutors highlight the ways in which they read and interpret students’ texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!
Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via WCOnline. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC and/or need any assistance with scheduling.

**University Library.**
The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 85,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our Library website [http://tamuct.libguides.com/index].

**OPTIONAL POLICY STATEMENTS:**

**A Note about Sexual Violence at A&M-Central Texas**
Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don’t agree with their behaviors and tell survivors we will support them. Your actions matter. Don’t be a bystander; be an agent of change. For additional information on campus policy and resources visit the Title IX webpage [https://www.tamuct.edu/departments/compliance/titleix.php].
SCIENCE POLICIES

Lecture courses
1. There will be no bathroom breaks allowed during any exam. Be sure that you address this issue before beginning an exam.
2. Any student needing to take an exam at a different time as rest of students due to sickness or other accommodations will receive a different version of exam. This includes sickness, special accommodations, etc....
3. All students needing special accommodations must submit an accommodation form from the Office of Access and Inclusion listing the specific accommodations needed. Students are responsible for scheduling their own exam times with the TAMUCT Testing Center.
4. Any student missing an exam in class for any other reason (i.e. illness, death in family, etc....) must provide documentation for missing the exam (e.g. doctor’s note, obituary notice, etc....). Exams must be made up within one week of original scheduled date, no exceptions.

Laboratory courses
1. Attendance policy: A maximum of 3 absences will be allowed; additional absences in lab will result in an “F” for the entire course, regardless of excuse.
2. Laboratory Safety training: All students are required to take the mandatory Laboratory Safety Training Module - found on in your Modules tab in CANVAS. You must take the training and bring the signed "Safety Agreement Form" to your instructor before you are allowed in lab!!! This is YOUR RESPONSIBILITY - any lab absences because you have not taken the training will be considered unexcused!
3. Laboratory Coats: Students who have laboratories in Warrior Hall (rms. 407, 410, 413) are required to purchase a laboratory coat from the TAMUCT Hanik Bookstore in Founder’s Hall. Due to the nature of chemicals used in Heritage Hall, lab coats will be provided for these laboratories.

INSTRUCTOR POLICIES

Read these carefully as I am strict with my policies.

Grading Policy and Point Breakdown. Grades in this course will be criteria-based on a number of activities including exams, assignments, lab reports, and attendance. This means that grades will not be curved and anyone achieving a 90% or above will receive an A in this course.

Grade Dispute Policy. Grading disputes must be put in writing (with justification such as supporting statements from the text or another credible source) and given to me no earlier than 24 hours after the assignment has been returned. I will consider your request carefully, but reserve the right to adjust your grade up or down.

Late Assignments. I expect all assignments to be turned in on time. Late assignments interfere with my ability to provide timely, detailed feedback, as well as with your ability to learn and process new material. Accordingly, any unauthorized late assignment will receive a 5% reduction in grade for each day it is late. No assignments will be accepted after it has been graded and returned.

Exams. The exams will be a mixture of multiple choices and short answers, designed to provoke reflection, critical thought, and application of knowledge. You will receive a list of several samples or real exam questions ahead of time. You are encouraged to prepare for the
exam by reviewing reading materials, outlining a draft of a response, and discussing these thoughts with your peers. You will then demonstrate your individual, integrated thoughts on the topic in a closed-book exam during the class period.

**Missed exams.** If you know you will miss an exam, please contact me BEFORE the exam. I will gladly give make-up exams if the student has an unavoidable reason for missing the exam (i.e. death in the family, severe illness). Keep in mind that I will expect documentation of your reason for missing the exam (e.g. doctor’s note, obituary notice). Exams must be made up within a week of the original scheduled date, no exceptions regardless of excuse.

**What I expect of you.** To get the most out of this class, you are expected to conduct yourself in a professional manner, which includes contributing to class discussions, being punctual, and notifying me of absences in advance.

**Class Attendance.** I expect that you attend each class session and arrive on time. If an unavoidable situation arises that prevents you from attending class, I expect that you also promptly contact me to discuss the missed material and get the notes from a classmate. I will not distribute my notes to students as they are often abbreviated and do not contain the detail needed to sufficiently understand the material.

**What you can expect of me.** You can expect me to start and end class on time, be available through office hours, e-mail, and by appointment, be responsive to student suggestions for course improvement, answer questions to the fullest extent possible and/or direct you to appropriate resources, return graded assignments and exams within a reasonable time frame, and treat you with respect as future colleagues.

**Discussion.** The topics in this class encompass a diversity of issues that merit in-depth thought and discussion. Since individuals will be expressing their opinions, I expect that will you respect others’ contributions, as you would want them to do for you.

**Credits and Workload expectations.** For undergraduate courses, one credit is defined as equivalent to an average of two hours of learning effort per week (over a full semester) necessary for an average student to receive an average grade for the course. A student taking a four-credit class that meets for four hours a week should expect to spend an additional eight hours a week outside the classroom in order to earn an average grade.

**Class Structure.** Classes will involve a balance of active lecture and engaging learning activities. I believe that students learn the theories and concepts much better when they have an active role. I know that this may be new to some of you, but please keep an open mind and I know that you will get more out of this class because of it.

**Copyright Notice.**

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas’ Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

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### Term Paper Rubric

<table>
<thead>
<tr>
<th>Category</th>
<th>Exceeds expectations</th>
<th>Meets expectations</th>
<th>Below expectations</th>
<th>Does not meet expectations</th>
<th>Score</th>
</tr>
</thead>
<tbody>
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<td>10%</td>
</tr>
<tr>
<td>Quality of Graphics/Slides</td>
<td>Consistent use of formatting: (fonts, sizes, color, punctuation...). Correct use of grammar with rich and varied sentence structures. Transition/animation/sound used effectively and smoothly.</td>
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CHEM 3380—Research Methods

Syllabus Contract

Directions:

• First, read the syllabus.
• Second, read the statement below to confirm your personal reading and understanding of the contents of the syllabus.
• Third, provide confirmation by printing the document and providing your signature and date of completion in the space provided below.
• Last, submit this contract to me. Note that your grade for the first assignment will not be calculated until this contract is received.

I have received a copy of the syllabus. I have read and understand the policies of this course as stated in the syllabus.

Print Name________________________________________

Signature__________________________________________

Date______________________________________________