Texas A&M University - Central Texas
BIO 103-110 Biology: Invertebrates

INSTRUCTOR CONTACT AND COMMUNICATION

Instructor: Robert Stein, PhD  
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Phone: 254.501.1234  
Email: stein@edu.edu

The majority of course-related correspondence will be conducted using the in-course message system or in-course forum:

• Questions about homework, and non-personal communication can be directed to the “Biology Brain Bash” forum.
• Questions involving more personal information should be sent using the Messages link on the left-hand menu.

Email and telephone are for emergency use only. A family emergency, personal illness or injury, sudden notice of deployment, or other major unplanned event qualifies as an emergency. A computer glitch while attempting to complete an exam or other assessment one hour before the item is due does NOT qualify as an emergency. It is always best practice to expect technology glitches and plan accordingly.

Office Hours:
Monday, Wednesday: 9:00-1030am (virtual, phone, or face to face)  
Tuesday, Thursday: 1:30-3:00pm (virtual, phone, or face to face)  
Outside of these hours: By appointment

The virtual office is available via the in-course web conference tool; the link is located on the Welcome page of your course.

Mode of instruction and course access:
This course is a 100% online course and uses TAMUCT Learning Management System (https://LMS.com). See the Technology Requirements and Support section for information about logging in to the LMS.

Student-instructor interaction:  
Include information on how often you will be checking and replying to student emails. Explain how the virtual office hours will work and what you will be using to be available during these hours (Blackboard Collaborate,
Blackboard Messages, email, Skype, etc.). If there are alternative ways you will make yourself available to the student, explain how (appointments, phone calls, etc.)

UNILERT
Emergency Warning System for Texas A&M University – Central Texas

UNILERT 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 UNILERT through their myCT email account. Connect at www.TAMUCT.edu/UNILERT to change where you receive your alerts or to opt out. By staying enrolled in UNILERT, university officials can quickly pass on safety-related information, regardless of your location.

COURSE INFORMATION

Course Overview and description:
Course Objective:
Student Learning Outcomes  Student learning outcomes must be made explicit at the course level, and by best practice, at the module/unit level, as well.
Competency Goals Statements (certification or standards)
Required Reading and Textbook(s):

COURSE REQUIREMENTS

Course Requirements: (include point values for each - not just a percentage)
• On papers to be graded, please be specific in your rubrics whether you will grade APA style, spelling, grammar, writing skills, content, etc.).
• Specify what student learning outcome is targeted by a particular assignment or assessment.
• Include explanation on how it will be evaluated and include a rubric when applicable.

Grading Criteria Rubric and Conversion
This should always match the course requirements.

Posting of Grades:
• All student grades should be posted on the Blackboard Grade book and students should monitor their grading status through this tool.
• Add some statement about turn-around time for grades to be posted.

TECHNOLOGY REQUIREMENTS AND SUPPORT

Technology Requirements
Include a statement on the technology requirements for the successful completion of the course and when applicable, information on how to access these resources (for example, how to obtain a certain software through University site license). This course will use the TAMUCT Learning Management System.

Logon to https://LMS.com to access the course.

Username: Your MyCT username
(xx123 or everything before the "@" in your MyCT e-mail address)

Password: Your MyCT password

Check browser and computer compatibility by using the “Test Your Browser” button, found in the “Check Your Browser” module on your Blackboard dashboard, once you have logged in.

Technology Support
For technology issues, 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

When calling for support please let your support technician know you are a TAMUCT student.
For issues related to course content and requirements, contact your instructor. Technology issues are not an excuse for missing a course requirement – make sure your computer is configured correctly and address issues well in advance of deadlines.

COURSE OUTLINE AND CALENDAR

Complete Course Calendar
• List each week/date.
• Include Week-by-week account of Topics, Readings, Quizzes, Exams, and Due Dates, and clear expectations.
• Include important university deadlines – for example, graduation application deadlines.
COURSE AND UNIVERSITY PROCEDURES AND POLICIES

Drop Policy
If you discover that you need to drop this class, you must go to the Records Office and ask for the necessary paperwork. Professors cannot drop students; this is always the responsibility of the student. The record’s office will provide a deadline for which the form must be returned, completed and signed. Once you return the signed form to the records office and wait 24 hours, you must go into Warrior Web and confirm that you are no longer enrolled. Should you still be enrolled, FOLLOW-UP with the records office immediately? You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the deadline or fail to follow the procedure, you will receive an F in the course.

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.

Disability Support and Access Services
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 an education that is barrier-free. The Office of Disability Support and Access is responsible for ensuring that students with a disability enjoy equal access to the University's programs, services and activities. Some aspects of this course or the way the course is taught may present barriers to learning due to a disability. If you feel this is the case, please contact Disability Support and Access at (254) 501-5831 in Warrior Hall, Ste. 212. For more information, please visit
their website at www.tamuct/disabilitysupport. Any information you provide is private and confidential and will be treated as such.

**Tutoring**
Tutoring is available to all TAMUCT students, both on-campus and online. Subjects tutored include Accounting, Finance, Statistics, Mathematics, and Writing (APA). Tutors are available at the Tutoring Center in Warrior Hall, Suite 111. Visit www.tamuct.edu/AcademicSupport and click "Tutoring Support" for tutor schedules and contact information. If you have questions, need to schedule a tutoring session, or if you are interested in becoming a tutor, contact Academic Support Programs at 254-501-5836 or by emailing c.garza@tamuct.edu

Chat live with a tutor 24/7 for almost any subject on your computer! Tutor.com is an online tutoring platform that enables TAMUCT students to log-in and receive FREE online tutoring and writing support. This tool provides tutoring in Mathematics, Writing, Career Writing, Chemistry, Physics, Biology, Spanish, Calculus, and Statistics. To access Tutor.com, click on http://www.tamuct.edu/departments/academicsupport/tutoring.php.

**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 72,000 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 TAMUCT 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 twenty-four 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 TAMUCT 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 homepage: http://www.tamuct.edu/departments/library/index.php