

South Plains College
Common Course Syllabus: BIOL 1413-152, 1413-153
Revised 01/18/21 for Spring Semester 2021

Department: Biology
Discipline: General Biology
Course Number: 1413-152 and 1413-153
Course Title: General Zoology (lecture + lab)
Format: Completely Online

Instructor: Dr. Harriet L. Strickland
Campuses: Levelland Office
Office: Science Building S197
Office Telephone: 806-716-2306

Communicate with Instructor using SPC Email for questions & concerns:

E-mail: hstrickland@southplainscollege.edu

Instructor will respond to student emails throughout the day Monday-Friday, usually within a few hours, certainly within 24 hours or less.

Instructor may respond to student emails during evening, weekend or holiday hours, so please don't hesitate to attempt contact—response time may be quicker than you think.

You'll have the option to Join Instructor using Collaborate Ultra during Virtual Office Hours, but this will have no effect on your attendance—join only if you need assistance or you wish to visit (see Tool on left side menu of Course Blackboard:

Monday through Thursday: Virtual 12:00 - 1:00 pm

Levelland Campus Office Hours, Science Building, Room S197, knock-on-door:

In-person Office Hours: Friday: In office 9:00 am – 1:00 pm

Course Description: This is a survey course of the major phyla of the animal kingdom. General principles of animal cytology, physiology and anatomy, genetics, embryology, ecology and adaptations, and scientific reasoning are stressed. This is a single semester course and includes integrated laboratories that will allow investigation of lecture topics.

Prerequisite: None. Must be TSI Compliant in Reading- Must be completed prior to taking this course.

Credit: 4:3:3 (4 semester credit hours: 3 lecture contact hours/week: 3 lab contact hours/week)

This course partially satisfies a Core Curriculum Requirement:

Life and Physical Sciences Foundational Component Area (030)

Textbooks:

Required Lab Manual: *Van De Graaff's Photographic Atlas for the Zoology Laboratory*, Adams & Crawley, 8th ed., Morton Publishing. ISBN 978-1-617-31767-5. An electronic version will work fine for this online course, or a printed hard-copy, rent or purchase, student's choice.

Required Online Materials:

- All of the following are required: **regular access to:**
 - a laptop or desktop computer,
 - reliable high-speed Internet access,
 - Blackboard,
 - (continued on page 2)

(Required Online Materials, continued):

- SPC Email
- Microsoft Office (download from mySPC), Adobe Reader (download from Adobe.com),
- Audio and video capabilities (for watching and listening to course content and assigned videos),
- Web camera and microphone (if student wishes to video conference office hours using Collaborate in Blackboard) and/or a Smartphone (if student wishes to video conference office hours for using Collaborate via the SPC Blackboard app),
- **occasional access to**
 - a printer for worksheet assignments,
 - and occasional access to Smartphone or other digital camera (for taking photos of completed worksheets, which can then be emailed to student SPC email, then downloaded into student computer, then uploaded into the Assignment Function of Blackboard) or, if no digital camera is available then occasional access to a Document Scanner that can save completed hand-written worksheets as jpg or pdf files.
- Access to a Smartphone **cannot replace course requirement** for access to computer, reliable Internet, Blackboard and printer.
- **Smartphones or mobile devices cannot be used** for taking tests, taking quizzes, or for submission of assignments.

Core Curriculum Objectives addressed:

- **Communications skills-** to include effective written, oral and visual communication
- **Critical thinking skills-** to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Empirical and quantitative competency skills-** to manipulate and analyze numerical data or observable facts resulting in informed conclusions

Student Learning Outcomes:

Upon successful completion of this course, students will:

- 1) Describe the characteristics of life and the basic properties of substances needed for life.
- 2) Describe the reasoning processes applied to scientific investigations and thinking.
- 3) Apply scientific reasoning to investigate questions and utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data.
- 4) Use critical thinking and scientific problem-solving to make informed decisions in the laboratory.
- 5) Communicate effectively the results of scientific investigations.
- 6) Identify the substrates, products, and important chemical pathways in respiration.
- 7) Describe the structure of cell membranes and the movement of molecules across a membrane.
- 8) Identify the chemical structures, synthesis, and regulation of nucleic acids and proteins.
- 9) Identify the principles of inheritance and solve classical genetic problems.
- 10) Describe the unity and diversity of animals and the evidence for evolution through natural selection.
- 11) Describe modern evolutionary synthesis, natural selection, population genetics, micro and macroevolution, and speciation.
- 12) Describe phylogenetic relationships and classification schemes.

(Student Learning Outcomes, continued):

Upon successful completion of this course, students will:

- 13) Identify the major phyla of life with an emphasis on animals, including the basis for classification, structural and physiological adaptations, evolutionary history, and ecological significance.
- 14) Compare and contrast the structures, reproduction, and characteristics of animals.
- 15) Describe basic animal physiology and homeostasis as maintained by organ systems.

Online Course Content:

Blackboard is the primary source for all course information. **Students need to access Blackboard daily.** Students should take Blackboard Quizzes and Unit Tests using a laptop or desktop computer, not using an application (app) on a Smartphone. Specific course materials available on Blackboard will include: messages and announcements from the instructor, official quizzes with deadlines, online tests and assignments, changes to the course schedule, study aids, slides and recordings from PowerPoint lectures and laboratory demonstrations, simulated laboratory exercises, absence records, grades on assignments and tests, etc.

Collaborate Ultra tool in Blackboard will be available in the Menu section (left side of screen) in the Blackboard course homepage. This tool will allow students to “collaborate” and discuss materials and assignments with each other within informal study groups. The tool will be locked (unavailable) during any quiz or testing time window.

SPC E-mail: Each student has an SPC E-mail account and should check it regularly. Instructors and the administration will use this SPC E-mail address to contact the student, not a student’s private, personal E-mail address.

Tutoring Resources:

Students may book an appointment, M-F, with an SPC tutor through Microsoft Bookings on the tutoring website (<http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php>). Tutor schedules, locations, and helpful videos on tutoring services can also be found on this website. SPC has tutors at each campus and several online. SPC tutors will also be providing online tutoring through a platform called GoBoard (www.goboard.com), rather than meeting spaces. This has been the only change made since last semester. Students will still book an appointment and be sent a link for their online session, as well as how to access the GoBoard to their Outlook email.

Should a student need tutoring in the evenings, through the early mornings, or on weekends, students have 3 free hours each week on **Tutor.com**. Their hours will be reset every Monday morning. They can access tutor.com by logging into Blackboard and clicking the tutor.com link under the tools tab.

Tutor.com hours:

- Monday – Thursday: 8pm-8am AND 6pm Friday – 8am Monday morning

*****The last day for a student to drop themselves from this course is Thursday, April 29, 2021.**

Course Evaluation/ Student Performance Assessment:

Student Performance Assessment using Examinations and Blackboard Quizzes:

- **Four major exams (Unit Exams or Tests) will be given during the semester (including the Final Exam = Test #4).** These exams will assess student knowledge of the covered material, and will be administered using Blackboard.
- Tests #1, 2, and 3 will be scheduled throughout the semester. Test #4 (the Final Exam) is scheduled according to the SPC Spring Semester Final Exam Schedule, and will be scheduled online with an assigned due date no later than Wednesday, May 12, 2021. Each test will be worth 100 points. **Students may NOT drop their lowest test score.**
- Each Unit Test will cover material from both lecture and lab. The exam format may include multiple-choice questions, true-false questions, definitions, matching, labeling, short answer questions, and essay questions.
- The final exam (Test #4) is not comprehensive—it only covers material presented since the end of Test #3 material. So, Test #4 is “just another” Unit Test.
- Students should NOT miss tests or quizzes—due dates will always be provided. Any student who misses a test or quiz will have a zero-score entered for that item (except for “excused-absence” criteria below, and correct notification of instructor within 24 hours of due date).
- To avoid technical issues during testing, students should take each test as early as possible and within normal business hours. If a student has problems at 2AM, there will be no services available for assistance.
- **In order to be considered for eligibility to make-up a missed test, the student must meet “excused-absence” criteria AND the student (or a representative) must contact the instructor within 24 hours of the exam due date.**
- **“Excused-absence” criteria** include: a serious illness, COVID-19 related Isolation with illness, a legitimate emergency, an official college trip, or the death of an immediate family member—in each case, **the appropriate confirmation information** must be provided to the instructor in order for accommodations to be made.
- Because this course will be delivered entirely Online, a student with COVID-19 related Quarantine **without accompanying illness** (exposure without illness, or quarantine during incubation period) **does not count as an automatic excuse** for missing a scheduled test, quiz, assignment or lab exercise.
- Students who believe they have been exposed or may be COVID-19 positive, must contact SPC Health Svcs, DeEtte Edens, BSN, RN at (806) 716-2376 dedens@southplainscollege.edu.
- Students who have been exposed or tested positive **even if they have already had COVID** should notify SPC Health Services, DeEtte Edens, BSN, RN at (806) 716-2376 or dedens@southplainscollege.edu. Students **must** contact SPC Health Services to verify dates before returning to campus.

(Examinations and Blackboard Quizzes, continued)

- If a student is notified by a public health, school or medical official (or nurse or doctor, etc) to undergo quarantine, then that student should immediately contact the instructor (contact by email: hstrickland@southplainscollege.edu), before a test or quiz or assignment/lab exercise is scheduled to be due. If adjustments to the testing date are required, then they will be discussed ahead of time.
- All quizzes in this class (called Blackboard Quizzes or BB Quizzes) will be on Blackboard.
- Blackboard Quizzes will be administered throughout the semester, and due dates will be provided within the corresponding Weekly Learning Modules. Some quizzes will be related to pre-assigned readings from the Photographic Atlas. Other quizzes will cover lecture material and lab material from the assigned Learning Module.
- All Unit Tests (Tests #1 through #4) and all Blackboard Quizzes are “open-books” and “open-notes” and “open-web searches”, BUT there is a time limit for completing each exam or quiz, and test questions and answers (if multiple choice) are randomized, so students are advised to have studied before taking the exam or quiz.
- Also, please note that not all “web searches” provide reliable information, nor do all “web searches” match evidence-based scientific knowledge. Students should study materials provided in lecture, reading assignments, laboratory exercises, and any study-aids or additional resources provided within this course when preparing for graded quizzes & tests. Internet searches for answers to test questions may not provide the student with correct answers. Some test questions specifically ask student to use material as presented in lecture or lab in order to correctly answer a question.
- Although students are authorized to use their textbooks, notes, lab books & notes, and web searches while taking a Blackboard Quiz or Unit Test, each student must personally take each quiz/test by themselves without the aid of another student, or a former student, or any human or virtual assistant, or a tutor, and this includes without the aid of text-messaging or instant-messaging or using Blackboard Collaborate Ultra, unless a student has received approval for specific Special Accommodations (see Policy below).
- Using the aid of another person or virtual assistant when taking a Blackboard Quiz or Unit Test is considered Cheating (see Policy above), unless a student has received approval for specific Special Accommodations through the SPC Disability Services Office (see Policy below).
- **In order to be considered for eligibility to make-up a Blackboard Quiz, the student must meet “excused-absence” criteria AND the student (or a representative) must contact the instructor within 24 hours of the Quiz due date.**
- **The lowest (1) Blackboard Quiz grade will be dropped before the final course average is calculated at the end of the semester.** If a student misses a Blackboard Quiz and does not meet “excused absence” criteria for make-up opportunity, and does not notify the instructor within 24 hours of the quiz due date, then that grade of zero will become that student’s dropped quiz grade for the semester. No student can drop more than one Blackboard Quiz.

(Examinations and Blackboard Quizzes, continued)

- Please make sure to use a reliable computer on a reliable Internet connection to take Blackboard Quizzes and Unit Tests. Only on rare occurrences will the Instructor reset a student’s quiz or test attempt. If the Instructor resets a student’s testing, that will be “One-Time Only” for the semester.

Student Performance Assessment using Worksheets and Laboratory Exercises:

- Homework assignments, Worksheets and Laboratory Exercises will be assigned throughout the semester (approximately 20 graded assessments) related to both laboratory and lecture materials, and may include completing worksheets, performing reading assignments, completing simulated laboratory exercises, working genetics problems, writing and typing short reports, watching specific video clips, etc. and will be worth anywhere from 5 to 25 points each (total for semester approximately 280 to 360 points). These assignments will be posted within each corresponding Learning Module on Blackboard, along with instructions.
- Late assignments and lab exercises will be accepted for up to one week after the due date (except those assignments and exercises scheduled due beginning the week of testing when worksheet answers may be posted), if the student receives permission from the Instructor AND notifies Instructor within 24 hours of due date; however, late work will lose 25% of its potential value.
- When completing any handwritten assignment, the writing needs to be legible and organized.
- When photographs of handwritten assignments are submitted as uploads to Blackboard, they must be formatted in the correct file type in order to be viewed and graded by the instructor (jpg or jpeg file or pdf types, as given in each assignment instructions).

Grade Summary: **Four major Exams: ≈ 50% of Final grade**
 Official Blackboard Quizzes: ≈ 15% of Final grade
 Worksheets/ Lab Exercises: ≈ 35% of Final grade

Category	Approx. Available Points	Approximate % of Final Grade
Unit Exams (5)	4 @ 100 points = 400	≈ 45% of Final Grade
Official Blackboard Quizzes	Best 7 out of 8 @ 20 points = 140	≈ 15% of Final Grade
Worksheets/Assignments/ Labs	Approx. 15 - 20 @ about 20 points = 360	≈ 40% of Final Grade
		100%

Final Letter Grade Policy:

*Course Average: Each point earned is valued equally, meaning that “one point is one point is one point”, no matter which category. **Final Grade is calculated taking total points earned, and dividing by total available points (approx. 850 to 900 points will be available), and converting that number into percent.** Example:

850 points earned, divided by 920 points available, equals 0.9239, which converts into 92.39%. If a student’s final course grade is less than one half a percentage point away from the next higher letter grade, the instructor may consider giving the higher letter grade, related to bonus points/extra credit that may be available on unit exams.

Final Letter Grade	Course Average*
A	90 – 100%
B	80 – 90%
C	70 – 80%
D	60 – 70%
F	0 – 59%

Policies, Procedures, and Rules:

1) Class Attendance Policy:

- Attendance will be measured by a student’s ability to consistently log on to Blackboard each week and COMPLETE the assigned work as scheduled. Failure to turn in assignments by due dates will be recorded as an “absence”, unless and until “excused absence” criteria are met (see below).
- **“Excused-absence” criteria** include: a serious illness, COVID-19 related Isolation with illness, a legitimate emergency, an official college trip, or the death of an immediate family member—in each case, **the appropriate confirmation information** must be provided to the instructor in order for accommodations to be made.
- Because this course will be delivered entirely Online, a student with COVID-19 related Quarantine **without accompanying illness** (exposure without illness, or quarantine during incubation period) **does not count as an automatic excuse** for missing a scheduled test, quiz, assignment or lab exercise.
- When absences (defined by failure of regular login to Blackboard or failure to complete assigned work as scheduled or failure to respond to SPC email from the Instructor related to absences or missed assignments or failing grades) become excessive and, in the instructor’s opinion, the minimum course objectives cannot be met, the student may be withdrawn (dropped) from the course.
- Any student who:
 - does not submit assignments/ lab exercises/ blackboard quizzes or tests on schedule, AND
 - who “goes Radio-silent”, meaning that there is no communication from that student which can be verified with acknowledgement receipt from the Instructor during any three-week period (equivalent to 6 traditional class-meeting absences in a row, regardless of the reason), AND
 - who has reached a point where they no longer have a chance for a grade of “D” or better,

THEN such a student **will be considered excessively absent, and will be urged to drop the class with a “W”.**

If that student still does not withdraw from the course voluntarily, the instructor reserves the right to administratively withdraw (drop) that student from the course (with an “X” or an “F”).

- It is the student’s responsibility to verify administrative drops for excessive absences using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

2) Student Code of Conduct Policy:

- Any successful learning experience requires mutual respect on the part of the student and instructor. Neither instructor nor student should be subject to others’ behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from the virtual classroom or meeting, or administratively withdrawn from the course.
- As future professionals, students are to communicate with each other in a professional & civil manner. At all times we will treat each other with dignity and respect. That means **no profanity or conversations that the instructor believes are inappropriate**. The instructor has the final say for what may be considered “inappropriate”. If there are problems in this area, a student may be asked to leave the virtual classroom or meeting.

3) Plagiarism and Cheating:

Students are expected to do their own work on all projects, quizzes, assignments, examinations, & papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

- **Plagiarism violations** include, but are not limited to, the following:
 1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
 2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
 3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
 4. Missing in-text citations.
- **Cheating violations** include, but are not limited to, the following:
 1. Obtaining an examination by stealing or collusion;
 2. Discovering the content of an examination before it is given;
 3. Using an unauthorized source of information during an examination, quiz, or homework assignment;
 4. Entering an office or building to obtain unfair advantage;

(Cheating violations, continued)

5. Taking an examination for another;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

4) Technical Difficulties:

- If you experience technical difficulties, please refer to the Help List (will be provided under Course Information within Blackboard menu for this course) of offices/personnel to call for help with your unique issue(s).
- All SPC campuses are expected to have internet and computer access for students throughout the semester. This link <http://www.southplainscollege.edu/emergency/wifi-resources.php> is also listed in the Help List (under Course Information), indicates where WiFi access is available on SPC Campuses.
- Please notify the instructor immediately of these difficulties. Only on rare occurrences will the Instructor reset a student's quiz or test attempt. If the Instructor resets a student's testing, that will be "One-Time Only" for the semester.
- Should issues arise that are out of your control (i.e., SPC's Blackboard shuts down during a Quiz or Unit Test, or shuts down indefinitely), then the instructor will adjust availability and due dates as appropriate.

5) Online Course Netiquette, for emails, group discussions/chats, Collaborate Sessions, etc.:

- Remember that you are addressing a professor and/or a group, though you may not see them.
- Don't say things that you wouldn't say publicly in a traditional class setting.
- Don't address comments to individuals unless you want all to know what you are telling that person.
- Don't share confidential information.
- Read any messages or comments before sending; once it is out there, you can't change it.
- Because electronic communication does not show smiles or frowns (other than the graphic kind), or employ intonation, any humor or sarcasm might be misunderstood. Use these carefully and employ good word choice so that your meaning comes through clearly.
- Avoid sending unkind messages. Besides angering others and reflecting poorly on you, they may have the effect of shutting down discussion.
- Aim for clarity and readability in any text usage. Paragraph often, avoid using only capital letters, and stay away from character symbols and conventions that get in the way of visual comfort.

(Online Course Netiquette, continued)

- Although electronic communication can be very informal, try for good language usage so that your message comes through rather than your mistakes (many mail programs have spell checkers). Avoid correcting another person's language, however. Try to be clear, indicating what you are talking about fully instead of presuming that others know which message you are responding to, what chapter or assignment you are referencing, etc.
- Use of inappropriate or disrespectful language, cyber bullying, etc. will result in a zero for that assignment and will require that the student attend a meeting with the Instructor and/or any other appropriate faculty to address this issue.

6) COVID-19 Statement:

- It is the policy of South Plains College for the Spring 2021 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community.
- Such safe behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms.
- Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation.
- Students must wear CDC-compliant face coverings if meeting with the instructor at any office door, and both students and instructor will move to an open classroom for office-hour session.
- Students who believe they have been exposed or may be COVID-19 positive, must contact Health Services, DeEtte Edens, BSN, RN at (806) 716-2376 or dedens@southplainscollege.edu.
- Students who have been exposed or tested positive **even if they have already had COVID** should notify SPC Health Services, DeEtte Edens, BSN, RN at (806) 716-2376 or dedens@southplainscollege.edu. Students **must** contact SPC Health Services to verify dates before returning to campus.
- If a student is notified by a public health, school or medical official (or nurse or doctor, etc.) to undergo quarantine, then that student must immediately contact SPC Health Services, DeEtte Edens, BSN, RN (806) 716-2376 or dedens@southplainscollege.edu.

(COVID-19 Statement, continued)

- All students, faculty, and staff should monitor their health and notify appropriate personnel and their health provider if they experience any symptoms related to COVID-19.
- Everyone should be diligent in social distancing, hand washing, and covering coughs/sneezes.

7) Diversity Statement:

In this class, the instructor will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate everyone to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, society will be modeled as it can be.

8) Privacy Statement:

The federal law guaranteeing student privacy is the policy of this professor as well as that of SPC. This means that the instructor will not discuss a student's grade with anyone other than that student (which means that the instructor will NOT discuss a student's grade with parents, guardians, friends, etc.)

9) Disability Statement:

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

10) Special Accommodations:

Any student with disabilities or special needs should **identify themselves within the first enrollment week in the class.** The instructor will do everything in her power to accommodate any special needs.

11) Nondiscrimination Policy:

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

12) Title IX Pregnancy Accommodations Statement (revisions are pending from SPC):

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To [activate](#) accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Director of Health and Wellness at 806-716-2362 or [email cgilster@southplainscollege.edu](mailto:cgilster@southplainscollege.edu) for assistance.

13) Campus Concealed Carry:

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php> Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

ALiCE Active Shooter Response Training Sessions are made available to students each semester.

14) Copyright Notice:

All material presented by the instructor in this course is copyright protected. The material presented by the instructor may not be modified or altered in any way. You have permission to print out one copy of any material presented by the instructor for this course (ex. course information sheet, contact information, and learning module checklists). The one copy must only be used for your personal educational use during this semester. The material may not be altered or modified in any way. The material may not be distributed in any way. You have permission to download the same material to your computer hard drive or other medium in order to print out the material needed. Any material downloaded may not be altered or modified in any way. The downloaded material may not be distributed in any way. If any course material is found on other websites, this becomes an act of academic misconduct and will be dealt with appropriately following the guidelines of the college concerning academic integrity.

Note: The instructor reserves the right to modify the course syllabus and policies, the lecture and laboratory schedules, and the test and quiz dates, as well as notify students of any changes, at any point during the semester.