



<http://www.dmacc.edu>

Campus Name: Ankeny

Course Title: Introductory Biology w/lab

Course & Section: BIO-104 C

CRN: 32549

Instructor Information

| | |
|---------------------|---|
| Name | Julie González |
| E-mail Address | jegonzalez2@dmacc.edu |
| Phone Number | 964-6379 |
| Fax Number | 964-7083 |
| Office Location | Building 4 Room 11A |
| Office Hours | Tuesday & Thursday 12:00-1:00 (additional online hours will be established as needed throughout the semester using online software) |
| Instructor Web Page | http://www.dmacc.edu/Instructors/jegonzalez2/ |
| Blackboard | https://dmacc.blackboard.com/webapps/login/ |

Course Information

| | |
|--------------------------------------|--|
| Semester & Year | Summer 2011 |
| Date Syllabus Created and/or Revised | 5-20-11 |
| Days & Time & Location | Tuesday & Thursday 1:00pm – 4:00pm |
| Course Description & Credits | http://www.dmacc.edu/courses/crsrod.asp Introduction to basic concepts in biology. Topics include biochemistry, cell structure and function, metabolism and energetics, classical and molecular genetics and the diversity of life at the organismal level. Biology, as an experimental science, and biotechnology will be explored through laboratory experiences. (3 credits) |
| Prerequisites | None |
| Course Competencies | https://go.dmacc.edu/competencies |

| | |
|------------|---|
| Study Tips | To do well in this class, you must do your homework regularly (see schedule and dateline on the last pages). Study the assigned readings, which will help you follow the content of the lecture. Review your lecture notes. Ask questions, Students are expected to devote three hours of study time for each contact hour. This is a fast paced, hands-on course, it is realistic to expect to spend at least 6 hours per week studying for this class. If you miss any lecture it is your responsibility to obtain the notes from a classmate as soon as possible. Then review the missed notes and ask the instructor any questions on the missed material as soon as possible. The content of this course builds on itself throughout the semester. Consequently, it is important that students master early concepts, as they will become building blocks of concepts introduced later in the course. Students should seek extra help (tutoring, come in to office hours, etc) as soon as possible if they feel that they are getting behind on the course material. |
|------------|---|

| Textbooks & Materials | |
|----------------------------------|---|
| Required Textbooks & ISBN | <u>What is Life? A Guide to Biology.</u> by Jay Phelan. W.H. Freeman, 2010 Mean Genes by Terry Burnham & Jay Phelan. W.H. Freeman, 2000 |
| Required Materials | Sharpie marker, Basic Calculator (no cell phones) |
| Software Applications | Microsoft Word 2007 (available through DMACC bookstores for aprox. \$10), PDF reader |
| Software Notice | "All the software used in this class is copyrighted; therefore, it is not for distribution, copying, or personal use. This software is the property of Des Moines Area Community College." |
| Course Policies | |
| Attendance | <p>Regular attendance is essential for success in this course. Absence and tardiness interfere with the learning process, <i>even if for legitimate reasons.</i></p> <ul style="list-style-type: none"> • Daily Participation will help track attendance. • Repeated tardiness is not acceptable. • If you miss a class <ul style="list-style-type: none"> ○ You are responsible for any material covered and any assignments given. Call a friend, get the assignment, and be prepared for the next class. It is your responsibility to stay caught-up in this course. • Announced and unannounced quizzes and in-class assignments will be given at the instructor's discretion. • Missed quizzes and in-class assignments <u>cannot</u> be made up this includes missing a quiz due to tardiness. <p>Regular classroom participation is necessary to satisfactory progress, the lack of regular classroom participation due to absenteeism will affect the final grade for the course. No distinction will be made between lack of classroom participation due to approved absence and lack of classroom participation due to unapproved absence.</p> |
| Lecture | Attached is a general lecture outline for the course. You are responsible for taking notes and reading the assigned chapters in your textbook. If you miss a class, you will have to get the notes, handouts and find out about any announcements from someone in your class. Lecture exams and a comprehensive final will be administered according to the tentative dates on the outline. |
| Lab Safety | Laboratory safety is of paramount importance. It is essential that you follow proper procedures at all times. Some of the materials you will be handling are dangerous! No food, drink, tobacco or gum is permitted in the lab. Safety equipment such as a lab coat or smock, safety glasses or goggles and gloves will be required for certain activities. |
| Instructor Communication | All course information sent to students will be sent to your DMACC e-mail account. If you have not yet set up the account or are unable to access it contact the help desk at 515-965-7300 or 1-800-362-2127, ext. 7300. |
| Online Material | Supplements for this course will be posted online. It will be used by me to post notes, announcements, grades, discussion questions, etc. You will find it to be a very valuable resource to your success in this class. You can access the online material by going to https://dmacc.blackboard.com/webapps/login/ |

| Grading Criteria | Grades will be assigned according to the following scale: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|----------|----------|--|---|----|---------|----|----|-------|----|----|-------|---|----|-------|----|----|-------|----|----|-------|---|----|-------|----|----|-------|----|----|-------|---|----|-------|----|----|-------|---|---|----|---|------------------------|--|---------------|-----|------------|-----|---------------------------|----|-------------------|----|------------------------|----|---|-----|-----------------------|----|---|----|------------------------|------------|
| | <table border="1"> <thead> <tr> <th>Grade</th> <th colspan="2">Percents</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>94</td> <td>to 100+</td> </tr> <tr> <td>A-</td> <td>90</td> <td>to 93</td> </tr> <tr> <td>B+</td> <td>87</td> <td>to 89</td> </tr> <tr> <td>B</td> <td>84</td> <td>to 86</td> </tr> <tr> <td>B-</td> <td>80</td> <td>to 83</td> </tr> <tr> <td>C+</td> <td>77</td> <td>to 79</td> </tr> <tr> <td>C</td> <td>74</td> <td>to 76</td> </tr> <tr> <td>C-</td> <td>70</td> <td>to 73</td> </tr> <tr> <td>D+</td> <td>67</td> <td>to 69</td> </tr> <tr> <td>D</td> <td>64</td> <td>to 66</td> </tr> <tr> <td>D-</td> <td>60</td> <td>to 63</td> </tr> <tr> <td>F</td> <td>0</td> <td>59</td> </tr> </tbody> </table> | Grade | Percents | | A | 94 | to 100+ | A- | 90 | to 93 | B+ | 87 | to 89 | B | 84 | to 86 | B- | 80 | to 83 | C+ | 77 | to 79 | C | 74 | to 76 | C- | 70 | to 73 | D+ | 67 | to 69 | D | 64 | to 66 | D- | 60 | to 63 | F | 0 | 59 | <table border="1"> <thead> <tr> <th colspan="2">Tentative Point Totals</th> </tr> </thead> <tbody> <tr> <td>Lecture Exams</td> <td>280</td> </tr> <tr> <td>Final Exam</td> <td>100</td> </tr> <tr> <td>In-class Quizzes (aprox.)</td> <td>30</td> </tr> <tr> <td>Homework (aprox.)</td> <td>75</td> </tr> <tr> <td>In-Class Work (aprox.)</td> <td>20</td> </tr> <tr> <td>Laboratory Attendance, Reports, Quizzes & Handouts (aprox.)</td> <td>195</td> </tr> <tr> <td>Student Presentations</td> <td>25</td> </tr> <tr> <td>General attendance, attitude & participation (aprox.)</td> <td>60</td> </tr> <tr> <td style="text-align: right;">Tentative Total</td> <td>785</td> </tr> </tbody> </table> | Tentative Point Totals | | Lecture Exams | 280 | Final Exam | 100 | In-class Quizzes (aprox.) | 30 | Homework (aprox.) | 75 | In-Class Work (aprox.) | 20 | Laboratory Attendance, Reports, Quizzes & Handouts (aprox.) | 195 | Student Presentations | 25 | General attendance, attitude & participation (aprox.) | 60 | Tentative Total | 785 |
| | Grade | Percents | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | A | 94 | to 100+ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | A- | 90 | to 93 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | B+ | 87 | to 89 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | B | 84 | to 86 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | B- | 80 | to 83 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | C+ | 77 | to 79 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | C | 74 | to 76 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | C- | 70 | to 73 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | D+ | 67 | to 69 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | D | 64 | to 66 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D- | 60 | to 63 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| F | 0 | 59 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tentative Point Totals | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lecture Exams | 280 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Final Exam | 100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| In-class Quizzes (aprox.) | 30 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Homework (aprox.) | 75 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| In-Class Work (aprox.) | 20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Laboratory Attendance, Reports, Quizzes & Handouts (aprox.) | 195 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Student Presentations | 25 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| General attendance, attitude & participation (aprox.) | 60 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tentative Total | 785 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | <ul style="list-style-type: none"> Students can keep track of their own grades using returned assignments or they may use the following website, which will be updated as time allows. Grades may be viewed online at: http://www.eclassinfo.com This is a secure website which keeps track of grades, assignments and attendance. The information is private so that only you can view your grades online using an individual <u>Student ID</u> and <u>Password</u>. If you ever forget, misplace or wish to change your ID and Password contact me. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Assignments | <p>Homework will be assigned throughout the semester. These may include (but are not limited to) working problems, brief oral presentations, current literature searches, etc. Specific assignments will be made at appropriate times throughout the course.</p> <ul style="list-style-type: none"> All work handed in must be neatly and properly done. Assignments will not be accepted if they are messy. When writing answers, you must be certain that you have answered all parts of a question. <p>If you do not understand an assignment or a question, it is your responsibility to look for help. You may come to me, go to the tutoring center or ask a friend.</p> <ul style="list-style-type: none"> Not understanding something will not be accepted as an excuse for incomplete work. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Late Assignments | <p>Missed lab exercises, in class activities and quizzes cannot be made up this includes missing them due to tardiness. Most outside assignments will be accepted up to three calendar days after the due date, however the score will be reduced by 30%.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Exams | <p>Lecture examinations will cover the textbook; material presented in lecture, activities and related readings. Each student is responsible for the contents of the textbook and supplemental material unless the instructor specifically desires to omit a certain portion of material.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Missed Exams | <ul style="list-style-type: none"> If you know in advance you will miss an exam you may take <u>one</u> exam ahead of time with no penalty. <u>One and only one</u> missed lecture exam may be “made up” by duplicating the percent score of the final exam. Example: If exam one is missed, and a score of 85% is earned on the final exam then the exam one score will also be 85%. If additional exams are missed for any reason the scores will be recorded as a zero. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | |
|--|---|
| Classroom Conduct | <p>https://go.dmacc.edu/handbook</p> <p>Students must show consideration for your classmates and instructor through these courtesies:</p> <ul style="list-style-type: none"> • No Food, drink, tobacco or gum can be permitted in the classroom. This classroom also serves as a lab and OSHA and DMACC regulations stipulate that they are not to be allowed in the class. • Arrive on time • Be prepared for class • Participate actively and respectfully in class activities • Listen with care to the class discussion • Silence and put away cell phones and other electronic devices when you enter the classroom • Laptops are allowed in my class as facilitators of the class for you. That is, you may use a laptop computer to help take notes or look up class material. They are not to be used to play games, surf the internet or instant message others while in my class. • Any other behaviors that are disruptive to the class that are not listed above are still subject to being asked to leave the classroom |
| Cell Phone Policy | <p>Never use your phones in the classroom.</p> <ul style="list-style-type: none"> • This includes talking, sending text messages, playing games etc. <p>Always set your phone to manners mode when you enter classroom.</p> <ul style="list-style-type: none"> • If you need to speak or send a text during class time <ul style="list-style-type: none"> ◦ Step out into the hallway to take care of it and rejoin the class when you are done. <p>Failure to follow this policy will result in the loss of daily participation points.</p> |
| Study Expectations | <p>Class members are expected to</p> <ul style="list-style-type: none"> • Attend all class meetings • Complete assigned readings, discussion questions, exercises, and writing assignments prior to each class meeting • Ask meaningful questions and make substantive comments • Be responsible for all that is mentioned in class or in the required readings <p>Learning happens in the minds of individuals. It is not the doing that causes learning; it is the thinking about the doing, the thinking about the experience that causes learning. Therefore, each of you is responsible for your own learning. All experiences and assignments for this course have been designed to promote your acquisition of enduring understandings about the course content. You are not doing any of the assignments for me; you are doing them for yourself. And, you deserve to do high quality work for yourself.</p> |
| Alternate activities & class cancellations | <p>You will always receive notification of alternate activities and class cancellations. Notice may be given in advance via in-class announcements or e-mail and for unanticipated events a notice will be posted on the classroom door.</p> |

| | |
|---|--|
| Weather Policy | <p>“Individual circumstances such as health, childcare, rural roads, distance from the College, etc. can vary greatly among students and staff. It is always DMACC’s goal to provide safe learning conditions, as well as provide the opportunity for students to attend classes when the vast majority is able to safely attend. The final decision to come to College can only be made by the individual student based on their specific extenuating circumstances that may make it unsafe for them to travel. During adverse weather, DMACC faculty is considerate of students who are unable to attend classes due to unique extenuating circumstances. It is the responsibility of each faculty member to notify their students (in addition to their dean or provost) through some predetermined means if they are must postpone or cancel a specific class due to weather or illness.”</p> <ul style="list-style-type: none"> • If the campus is closed due to inclement weather, check your <u>DMACC email</u> for instructions and problems or assignments which will be due for the next class period which may include an online interactive or recorded lecture covering material. |
| Academic Dishonesty/ Plagiarism | <p>“Academic integrity, doing one’s own work in course assignments and in tests, is one of the most important values in higher education. Receiving credit for plagiarizing or cheating violates the value of all degrees conferred. It is unacceptable for students to submit another person’s work as their own. If students quote, summarize, paraphrase or use an author’s idea, they must acknowledge the source, otherwise they are plagiarizing. Allowing others to accept credit for work not their own in tests or in written assignments and reports is also cheating. Students who plagiarize or cheat will be held accountable by their instructor and are subject to the following sanctions.”</p> <ul style="list-style-type: none"> • Computer technology increases the capability for plagiarism. The instructor will be checking all student submissions for plagiarism. There are a number of software packages that facilitate such checking. • All incidences of academic dishonesty, based on my perception, will be reported to the college. During this course the first offence will result in a 0 for the work and the second offence will result in an F for the course. Severe offences may result in an immediate F for the course. <p>It is important for you to be familiar with and follow DMACC’s Academic Misconduct policy. Students are encouraged to review DMACC’s Academic Misconduct Policy on-line at https://go.dmacc.edu/handbook/polprocedures/pages/academicmisconduct.aspx or in the DMACC Student Handbook.</p> |
| DMACC Information | |
| Instructor Home Pages | http://www.dmacc.edu/instructors |
| Add/Drop Dates | https://go.dmacc.edu/registration/pages/add_drop.aspx |
| Refund Policy | https://go.dmacc.edu/registration/Pages/refund.aspx |
| Support Services | |
| Services for Students with Disabilities | <p>https://go.dmacc.edu/student_services/disabilities Any student with a documented disability who requires reasonable accommodation should contact the Disability Services Coordinator at 515-964-6850V or hlcoon@dmacc.edu or the counseling & advising office on any campus to apply for services.</p> |
| Course Syllabus | |

DISCLAIMER: “This syllabus is representative of materials that will be covered in this class; it is not a contract between the student and the institution. It is subject to change without notice. Any potential exceptions to stated policies and requirements will be addressed on an individual basis, and only for reasons that meet specific requirements. If you have any problems related to this class, please feel free to discuss them with me.”

NONDISCRIMINATION POLICY: Des Moines Area Community College shall not engage in or allow discrimination covered by law. This includes harassment based on race, color, national origin, creed, religion, gender, sexual orientation, age, and disability. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law. Individuals who believe they have been discriminated against may file a complaint through the College Discrimination Complaint Procedures. Complaint forms may be obtained from the DMACC Web site, the Ombudsperson, Judicial Officer, Human Resources Department, the campus Provost's Offices, and Academic Deans' Offices.

Students who wish additional information or assistance may contact the **Executive Dean, Student Services, Laurie Wolf**, Bldg. 1 on the Ankeny Campus, 515-964-6437 or the **Judicial Officer, Debbie McKittrick**, Bldg. 1 on the Ankeny Campus, 515-964-6574 or they may refer to Student Services procedure ES 4645 located at https://go.dmacc.edu/student_services/int. Click Policies & Procedures.

Employees and applicants who wish additional information or assistance may contact the **EEO/AA Officer, Dr. Sandy Tryon**, Human Resources, Bldg. 1 on Ankeny Campus, 515-964-6301 or refer to HR Procedures 3000, 3005, 3010, 3015, and 3020 at <http://www.dmacc.edu/hr/hrpp.asp>

Program Development/Academic Support Services Director, Sharon Bittner, is the official Student Accommodation Office/Section 504/ADA Coordinator for DMACC. The ADA Coordinator's office is located in Bldg. 6-10e on the Ankeny Campus and may be contacted by voice (515-964-6857) or sgbittner@dmacc.edu. The ADA Coordinator is responsible for ensuring that the college complies with federal regulations that guarantee qualified students with disabilities equal access to all programs and services. Any student, faculty, or staff member may contact the ADA Coordinator's office for clarification of federal regulations, appeal of a grievance, or resolution of a disability-related problem.

Syllabus Addendum

To access additional information related to DMACC policies and procedures that impact the classroom (i.e. use of technology, weather-related cancellations, classroom conduct, etc.), the DMACC student handbook, registration information (including add/drop dates and refund dates), student service information (including counseling and advising), the DMACC academic calendar, and campus-specific resources (i.e. Academic Achievement Center, library, computer, labs, etc), go to <https://go.dmacc.edu/handbook> and click “Syllabus Addendum” in the left navigation.

If you do not have access to a computer and need a printed version of any of the information described above, contact your instructor.

| Summer 2011 Tentative Schedule - Intro. Biology - Tuesday & Thursday | | | | |
|--|--------|-----|---|---------|
| Week | Date | Day | Topic | Chapter |
| 1 | May 24 | T | Course Intro / Scientific Thinking | 1 |
| | 26 | R | Cells Science as a Discipline / metric /experimental design | 3 |
| 2 | 31 | T | Chromosomes & Cell Division Microscope: Exploring Cells & Mitosis | 6 |
| | Jun 2 | R | Chromosomes & Cell Division Lab Activity: Meiosis Introduction to Micropipettes | 6 |
| 3 | 7 | T | Exam 1 | |
| | 9 | R | Mendelian Inheritance DNA Fingerprinting (PCR) Bacterial Transformation: pGLO | 7 |
| 4 | 14 | T | DNA & Gene Expression DNA Fingerprinting (Gel) Punnett Squares | 5 |
| | 16 | R | Biotechnology Analyze pGLO & DNA Results Pedigrees | 5 |
| 5 | 21 | T | Exam 2 | |
| | 23 | R | Evolution & Natural Selection Hardy-Weinberg in Action | 8 |
| 6 | 28 | T | Origin & Diversification of Life on Earth | 10 |
| | 30 | R | Evolution Activity | |
| 7 | Jul 5 | T | Exam 3 | |
| | 7 | R | Evolution & Diversity Among the Microbes Microbiology & AIDS | 13 |
| 8 | 12 | T | Plant & Fungi Diversification / Plant Characteristics Plant Characteristics | 12 |
| | 14 | R | Animal diversification Survey of Animals Frog Dissection | 11 |
| 9 | 19 | T | Exam 4 | |
| | 21 | R | Population Ecology Ecology Lab | 14 |
| 10 | 26 | T | Ecosystems & Communities Lab Activity: Owl pellets / Eagle Ecology | 15 |
| | 28 | R | Student Presentations Final Review | |
| 11 | Aug 2 | T | Comprehensive Final Exam | |
| This is the approximate schedule we will follow. The instructor reserves the right to alter this schedule as necessary during the course of the semester, including the dates and number of exams. | | | | |

Study Buddy Contact Info

As stated in this syllabus “You are responsible for any material covered and any assignments given. Call a friend, get the assignment, and be prepared for the next class. It is your responsibility to stay caught-up in this course.”

To assist you with this you must find at least three students in your class who you will contact if you miss a class. Your study buddy can give you notes explain any assignments and pick up handouts for you.

Study Buddy #1

Name _____

Email _____

Phone _____

Study Buddy #2

Name _____

Email _____

Phone _____

Study Buddy #3

Name _____

Email _____

Phone _____

Study Buddy #4 (optional)

Name _____

Email _____

Phone _____

Study Buddy Assignment (4 pts)

As you find at least three Study Buddies fill out this form:

1. Turn in this page for today's in-class assignment.
 - a. Fill out and sign the back side.
2. Keep the Study Buddy Contact info page at the back of your syllabus.

You're Name: _____

Additional commitments you have this semester which you would like to make me aware of (activities, clubs, organizations, work, family, etc.).

Study Buddy #1

Name _____

One thing you have in common with this classmate _____

Study Buddy #2

Name _____

One thing you have in common with this classmate _____

Study Buddy #3

Name _____

One thing you have in common with this classmate _____

Study Buddy #4 (optional)

Name _____

One thing you have in common with this classmate _____

Student Information Form

Please complete the following by printing or writing legibly.

Name: _____ Phone number(s): _____

Hometown/Country of Origin: _____

Describe your career plans:

Why are you taking this course?

Describe your science and math preparation. (What courses have you taken in high school and college?):

Please feel free to indicate any comments or questions you have for me regarding this course:

PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING!

I have received the syllabus for the course indicated above. I have or will read it. I am aware of the following course policies:

- ✓ Attendance
- ✓ Lecture
- ✓ Lab and lab safety
- ✓ Instructor communication
- ✓ Study expectations
- ✓ Assignments
- ✓ Late assignments
- ✓ Exams and late exam policies
- ✓ Alternate activities & class cancellations
- ✓ Classroom conduct
- ✓ Cell phone policy
- ✓ Grading criteria
- ✓ Weather policy
- ✓ Academic dishonesty and consequences
- ✓ Resources for additional information, accommodations and services

By signing and dating this form in the space below I am indicating understanding and agreement with the above statements.

Signed: _____ Date: _____