

# Master Syllabus

## BIOL 1407: Structure and Function of Organisms

Name:	Section #:
Phone #:	Synonym:
Email:	Course hours:
Web site:	Office location:
	Office hours:
	Appointments:

**Course Description:** General Biology course designed for science majors and students with a strong science background who desire an in-depth approach to biological topics. An introduction to the diversity, anatomy, physiology, reproduction, development, behavior, and evolution of living organisms. Includes viruses, prokaryotes, protists, fungi, plants, and animals. BIOL 1407 and 1409 may not both be counted toward graduation. **Prerequisites:** BIOL 1406 with a minimum grade of C.

**Course Rationale:** This course serves students who plan to become biology and related science majors (e.g. biochemistry), as well as students who wish to enter the health professions (e.g. those in premedical and prepharmacy programs). To help prepare these students for future coursework and careers, BIOL 1407 will (1) expose students to the amazing diversity of organisms in what may be the only chance for many of these students to study this material, and (2) emphasize basic biological principles as well as science process and critical thinking skills that will be invaluable to them in the future.

**Instructional Methodology:** This course is a lecture/lab course. Students must attend both lecture and lab to get credit for the course. Labs in this class contain dissection components. Please see the biology department policy on dissection at:

<http://www.austincc.edu/biology/>

Then click on the box on the left entitled "Official Biology Department Policy Concerning Student Use of Organisms in the Classroom and Laboratory".

**Proof of Prerequisite:** You must show me proof that you have successfully completed the prerequisite. Bring me a copy of a grade report or transcript by the end of the second week. BIOL 1406 is freshman-level cellular and molecular biology with a three-hour lab. Similar courses at other institutions will be acceptable. Be aware that your prerequisite course **must** have a lab component, or that you must have taken (and passed with a C or better) a freshman cellular molecular biology lecture course and have acceptable lab credits as well.

**Transferability of BIOL 1407:** BIOL 1407 will transfer readily to any Texas institution that follows the Texas common course numbering system. If you have specific concerns about transferability, you should get in touch with the advisors at the institution to which you wish to transfer.

**Required Course Materials:**

- (1) Textbook from the approved departmental list.
- (2) A good set of colored pencils for lab
- (3) Safety glasses or goggles (for people who wear contacts), **ANSI Z87**. Available at the ACC Bookstore or several places in town. You are required to bring these to labs involving dissection or chemicals or you will not be able to attend the lab on those days.
- (4) Lab manual from the approved departmental list.

**Common Course Objectives:** Common course objectives are agreed upon by the faculty teaching a particular course. They outline the minimal course content that all instructors must teach. To view the common course objectives for BIOL 1407, go to

<http://www2.austincc.edu/biology/ccobjectives> and click on the BIOL 1407 link.

**Grading Criteria** [Faculty: Insert your own as desired]

Your grade will be based on the following assessments:

(1) Lecture Exams: There will be five lecture exams, each worth **130 points**. The exams will be given in the Testing Center on this campus, except exam 5, which will be given in class on the last day. The exam format will be a combination of objective questions (such as multiple-choice, true-false, and matching questions) and written questions (such as short-answer, essay, flow-charting and drawing). The exams will be based on all material presented in the course: lecture objectives, material covered on lecture handouts (whether discussed in class or not), readings handed out by the instructor, enrichment activities in lecture outlines, labs and lab reports. Most exams also include additional multiple choice questions for extra credit.

(2) Lab reports: You will hand in 15 lab reports throughout the semester. The lab reports will differ each week. Each lab report will be worth **10 points**. The lab reports are due at the **beginning** of the following lab period. **Late lab reports will not be accepted for credit**. If you miss class, you can turn the previous week's lab report in at the mailroom, fax it to me, or scan it and send via e-mail. If you fax or scan, please bring the originals to the next class period. The time stamp must be before the beginning of the lab period to be accepted as timely.

Each student will turn in his/her own lab report for credit, even if you worked in groups during the lab. Do not copy from other students; this is plagiarism.

**If a student is not present for the lab, he/she cannot earn points for the lab report.** Please note there are no make-up labs in this course. If you miss the lab for any reason, your grade for the lab report will be 0.

Please note that up to 100% of the lab report grade may be deducted for any of the following reasons: 1) you are not present for the entire lab, 2) you do not fully participate in the lab activities (based on the instructor's evaluation), or 3) you did not assist in cleanup.

(3) Lab practicals: There will be two lab lab practicals during the semester over labs 2 through 9. See the schedule for the specific dates. Lab practicals focus on your ability to identify things, in this case, the kinds of organisms we will be observing and their structures. You will be expected to recognize and identify the organisms and structures by sight, including specimens,

models, diagrams, slides and equipment. You will be expected to know classification and scientific name (when appropriate) of organisms. You will be expected to spell all terms correctly in order to receive full credit. Each lab practical is worth **50 points**.

(4) Lab Quizzes. There will be five lab quizzes during the semester over labs 10 through 14. The material for lab 15 will be covered on your last lecture exam. The lab quizzes will cover material on the lab from the previous week. See the schedule for specific dates. Each lab quiz is worth **10 points**.

The lab quiz will be given at the beginning of each lab (or during the lab period at the discretion of the instructor.) Please be on time. Once a student has turned in a lab quiz, no other quizzes will be handed out to students who are late. If you are late, you will not be able to take the lab quiz and your score will be 0. **There are no makeup quizzes.**

(5) Field trips: You will be required to do **one** field activity this semester, for a maximum grade of **50 points**, depending upon participation. You can go with the members of the class on scheduled weekend field trips with the faculty or you can do self-guided field trips. If you choose to go on a self-guided field trip, you will have to provide documentation of your trip and turn in a written assignment that will be graded. Details about the self-guided field trips are available on my web site.

**Timely Return of Papers:** Graded exams will be returned within one week.

<b>Grading Scale:</b>	90-100%	A
	80-89%	B
	70-79%	C
	60-69%	D
	< 60%	F

Percentage grades will be rounded to the nearest whole number before assigning a letter grade. For example, if your final average is 89.5%, I will round this up to 90% and you will get an A. But if your final average is 89.4%, I will round this down to 89% and you will get a B. **In this class, there are NO CURVED SCORES and NO SEPARATE EXTRA CREDIT projects.** Your grade is based solely on the points that you earn in lecture and lab.

You can keep track of your grades using the following table:

<b>Record of Your Grades:</b>			
<b>Lecture Exam 1</b>	____/130	<b>Lab Practical 1</b>	____/50
<b>Lecture Exam 2</b>	____/130	<b>Lab Practical 2</b>	____/50
<b>Lecture Exam 3</b>	____/130		
<b>Lecture Exam 4</b>	____/130		
<b>Lecture Exam 5</b>	____/130		
<b>Field Trip</b>	____/50	<b>Lab Report 1</b>	____/10
		<b>Lab Report 2</b>	____/10
		<b>Lab Report 3</b>	____/10
		<b>Lab Report 4</b>	____/10

		<b>Lab Report 5</b>	_____/10
		<b>Lab Report 6</b>	_____/10
		<b>Lab Report 7</b>	_____/10
		<b>Lab Report 8</b>	_____/10
		<b>Lab Report 9</b>	_____/10
<b>Lab Quiz 10</b>	_____/10	<b>Lab Report 10</b>	_____/10
<b>Lab Quiz 11</b>	_____/10	<b>Lab Report 11</b>	_____/10
<b>Lab Quiz 12</b>	_____/10	<b>Lab Report 12</b>	_____/10
<b>Lab Quiz 13</b>	_____/10	<b>Lab Report 13</b>	_____/10
<b>Lab Quiz 14</b>	_____/10	<b>Lab Report 14</b>	_____/10
<b>Lab Quiz 15</b>	Covered on last exam	<b>Lab Report 15</b>	_____/10
		<b>Your Points</b>	
		<b>Maximum Points</b>	<b>1000</b>
		<b>Average</b>	<b>%</b>

**Makeup Exams:** You can miss one exam and make it up. Makeup exams will be given in the Testing Center at this campus. You must make up the exam within one week of the original test deadline. Makeup exams will be primarily written in nature.

**Makeup Lab Practical:** A **comprehensive** makeup lab practical can be scheduled for the last lab period of the semester. If you miss a lab practical, this is your **only** option to make it up. You must notify the instructor at least one week before the last lab period. If you miss both lab practicals, this will substitute for one grade only and the other lab practical grade will be a zero.

**Attendance Policy:** It is important for you to attend class if you wish to succeed in BIOL 1407. If it looks like you're going to miss a lot of classes, you should consider dropping the course. If you miss a class, or are late, be sure to ask me if there were any announcements or handouts. You are responsible for all materials, activities, assignments, or announcements covered in class, regardless of your reason for being absent or late. If you do miss a class, get lecture notes from someone in the class and get handouts and assignments from me. Plan on spending extra time in the study lab to study the information that you missed in lab.

**Class Participation and Expectation:** Labs are generally group activities. It is important for each student to participate actively in lab activities to gain the most from them. So jump in and get your hands on the stuff, engage your mind, talk and discuss.

### **Passive behavior ≠ learning!**

If you are late and miss any safety instructions for the day's lab, you will not be able to participate in the lab and will have to leave. There are no make-ups for missed labs, so your grade for the day will be zero on all lab activities.

To pass the course (with a grade of 70% C), you should expect to spend *at least* 2-3 hours outside of class for every hour spent in class. For this class, that means a minimum of 12-18 hours of quality, undisturbed study time outside of class per week to complete lab reports, homework assignments, read the chapters, study the material and prepare for exams and practicals.

**Other Information About Labs:**

Labs are self-directed learning activities. All of the equipment and materials you need to complete the exercises will be supplied. I expect you to read the lab and prepare before coming to class. You are expected to work cooperatively with other students in a lab group to complete the assignment in the time allotted. You will need your lab notebook, textbook and lab handouts given by the instructor for each lab. I will act as a resource person and troubleshooter. If you do not fully participate in each lab and work cooperatively with your group members, your group can request that you be removed from the group. At that point, you may be assigned to another group or may be assigned to work alone, at the instructor's discretion.

Please be aware that we will not always follow the strict division between lecture time and lab time. On some days, we may do lab first and then lecture. On other days, we may lecture, do lab and then continue with lecture. Some of our labs are short and do not require the entire lab period. Other labs require the full time in order to complete the lab. We will vary our time accordingly.

**Withdrawal Policy:** You are responsible for monitoring your progress in the course and determining if you need to withdraw. You are responsible for the paperwork. You can do this at any ACC admissions and records office. My signature is not required. If you stop attending class and do not withdraw yourself from the course, you will end up with a course grade of F.

I do **NOT** withdraw students from the course unless:

- (1) I do not receive signed student information sheet by the end of the second week, or
  - (2) I do not receive a signed safety contract by the end of the second week after completing safety training (or if a student does not complete safety training by then), or
  - (3) safety policies are not followed, or
  - (4) I do not receive proof that students have completed the prerequisite by the deadline, or
  - (5) a student is disruptive in class, creating an environment that is not conducive for learning.
- If you are dropped for such reasons, you will not be reinstated into the course.

Retroactive withdrawals will not be given in this class. **The last day to withdraw for the semester is November 27, 2006.** If you do drop the class, please keep your paperwork until you have received your grade report at the end of the semester.

**Reinstatement Policy:** If I drop you for any reason, I will not reinstate you.

**Incomplete Grade Policy:** Incomplete grades are rarely given in this class. will be given solely at my discretion, and only if a major emergency comes up towards the end of the semester after the withdrawal deadline. An incomplete (I) will be assigned only if:

- 1) you have a valid reason and I agree to give an incomplete grade,
- 2) you request an incomplete, with written documentation,
- 3) you have completed more than 60% of the course work,
- 4) you have at least a C (70%) average on completed work, and
- 5) the reason for your request occurred after the official drop deadline for the semester,
- 6) you provide all documentation and sign the required form prior to the last day of class.

Be aware that incompletes that are not finished convert automatically to F grades, regardless of your class average when you request the incomplete. Once you receive an incomplete grade, it will not be converted into a withdrawal for any reason.

### **Scholastic Dishonesty:**

*Acts prohibited by the college for which discipline may be administered include scholastic dishonesty, including but not limited to, cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research or self-expression. Academic work is defined as, but not limited to, tests, quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentations; and homework.*

I treat acts of scholastic dishonesty following the policies outlined in the ACC Student Handbook. For information on those policies, see <http://www.austincc.edu/handbook/>

### **Academic Freedom**

*Institutions of higher education are conducted for the common good. The common good depends upon a search for truth and upon free expression. In this course the professor and students shall strive to protect free inquiry and the open exchange of facts, ideas, and opinions. Students are free to take exception to views offered in this course and to reserve judgement about debatable issues. Grades will not be affected by personal views. With this freedom comes the responsibility of civility and a respect for diversity of ideas and opinions. This means that students must take turns speaking, listen to other speak without interruption, and refrain from name-calling or other personal attacks.*

### **Students with Disabilities**

*Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office of Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to do this three weeks before the start of the semester.*

Students who are requesting accommodation must provide the instructor with a letter of accommodation from the Office of Students with Disabilities (OSD) at the beginning of the semester. I cannot provide you with accommodations for your disability until I receive the letter of accommodation. Please see the staff in the OSD for more information.

### **Lab Safety**

*Health and safety are paramount values in science classrooms, laboratories and field activities. Students are expected to learn, understand, and comply with environmental health and safety (EHS) procedures and protocols, and must agree to abide by the ACC science safety policy. Students are expected to conduct themselves with appropriate professional behavior and with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual will be immediately dismissed from the day's activity, may be withdrawn from the class, and/or barred from attending all activities. Specific safety information for each activity will be discussed at the beginning of the activity. For those activities that require*

*specific safety training, a student who is late and misses the safety training will not be able to participate in the activity. The comprehensive science safety policy can be found at:*

[http://www.austincc.edu/sci\\_safe](http://www.austincc.edu/sci_safe)

You will receive general safety training during the second week of class. **If you miss the general safety training, you will not be able to attend labs until you have completed the general safety training.** In this case, get in touch with me immediately. A limited number of general safety training sessions may be scheduled outside of regular class hours. It will then be your responsibility to make arrangements to attend any scheduled safety training. Any points that you miss in lab because you have not completed safety training cannot be made up.

Dissection labs and labs involving chemicals will require the use of safety glasses or goggles. **If you do not have your safety glasses or goggles with you and the lab requires them, you will not be able to attend the lab. You must wear closed toed shoes in order to attend the lab.** Otherwise, you will have to leave the lab and you will not earn any points for the lab. Also, you may be required by the instructor to wear a lab apron, depending upon your attire.

- ◆ If you violate a safety policy, I will withdraw you from the class as per department policy.
- ◆ If I do not have a safety contract from you by the end of the second week of class, you will be dropped from the class.
- ◆ If dropped for safety reasons, you will not be reinstated into the class.

#### **Cleanup:**

These are the things you need to do before leaving lab:

- 1) Put away all slides, microscopes, models, books, charts & specimens.
- 2) When putting away microscopes:
  - a. turn off the microscope before unplugging the cord,
  - b. fold the electrical cord loosely and fasten with velcro strip or wind around cord wrap, as appropriate.
  - c. put the lowest power objective in place,
  - d. remove any microscope slide and return it to its appropriate location,
  - e. put on the microscope cover,
  - f. return the microscope to its proper location in the cabinet.
- 3) Wash and dry dissecting equipment and put them away. Wash dissecting trays and pans and leave to dry on drying racks.
- 4) Discard dissected tissues in the designated biowaste container, not in the sink or in the regular trash can.
- 5) Discard preservative fluid in the designated container, not in the sink.
- 6) Wash off the lab bench if you have been dissecting.
- 7) Wash your hands before leaving lab.

If you do not clean up thoroughly, points will be deducted from your total lab grade.

**Student Insurance:** Students enrolled in lab and field courses are covered by student insurance if they are injured as a result of the lab or field activity. If you are injured, I will give you a student insurance form to take with you to the medical facility where you will be treated. There is a \$25 deductible.

**Testing Center Policy:** You will be taking most of your lecture exams in the Testing Center at this campus only. I have included The Student Summary Guide to the Testing Center at the end of this syllabus. You can find more information about the testing centers at <http://www2.austincc.edu/testctr/>

**Student Services at ACC:** To find out more about services for students at ACC, you can visit the Student Services web site at [http://www.austincc.edu/resources\\_students/services.php](http://www.austincc.edu/resources_students/services.php)

**Instructional Services:** Other on-line sources you may find useful include:

(1) Services for Students:

<http://www3.austincc.edu/evpcss/newsemester/pdfs2/studsvcs.pdf>

(2) Campus-based Student Support Services Overview:

<http://www3.austincc.edu/evpcss/newsemester/pdfs2/sssover.pdf>

## BLOOM'S TAXONOMY

- 1.00 KNOWLEDGE** (remembering previously learned material)
  - 1.10 Knowledge of specifics
    - 1.11 Knowledge of terms
    - 1.12 Knowledge of specific facts
  - 1.20 Knowledge of ways and means of dealing with specifics
    - 1.21 Knowledge of conventions
    - 1.22 Knowledge of trends and sequences
    - 1.23 Knowledge of classifications and categories
    - 1.24 Knowledge of criteria
    - 1.25 Knowledge of methodology
  - 1.30 Knowledge of the universals and abstractions in a field of study
    - 1.31 Knowledge of principles and generalizations
    - 1.32 Knowledge of theories and structures
- 2.00 COMPREHENSION** (grasping the meaning of material)
  - 2.10 Translation (converting from one form to another)
  - 2.11 Interpretation (explaining or summarizing material)
  - 2.12 Extrapolation (extending the meaning beyond the data)
- 3.00 APPLICATION** (using information in concrete situations)
- 4.00 ANALYSIS** (breaking down material into its parts)
  - 4.10 Analysis of elements (identifying the parts)
  - 4.20 Analysis of relationships (identifying the relationships)
  - 4.30 Analysis of organizational principles (identifying the way the parts are organized)
- 5.00 SYNTHESIS** (putting parts together into a whole)
  - 5.10 Production of a unique communication
  - 5.20 Production of a plan or proposed set of operations
  - 5.30 Derivation of a set of abstract relationships
- 6.00 EVALUATION** (judging the value of a thing for a given purpose using definite criteria)
  - 6.10 Judgments in terms of internal evidence
  - 6.20 Judgments in terms of external criteria

What is Bloom's Taxonomy? This is a standard model that attempts to place cognitive skills (mental thinking skills) into categories. Bloom's Taxonomy has six levels of thinking, going from the simplest level of thinking (knowledge) to the most complex level (evaluation). Each level requires more of our thinking skills **and** incorporates the previous levels as well. When people use the terms "problem-solving" or "critical thinking", they are usually referring to these higher-level thinking skills.

There are several other models for cognitive skills but Bloom's Taxonomy is widely used. In college, students are expected to work beyond the knowledge level (lowest category) and use higher-level thinking skills.

## BIOL 1407 Schedule: MW at RGC

Date	Lecture Topic	Lab Topic	Readings
Aug 28	Syllabus & Introduction		
Aug 30	Evolution & Taxonomy	Origin of Life lecture; Systematics Lab	Chapters 24-26
Sep 4	<b>Labor Day Holiday</b>	<b>College is Closed</b>	
Sep 6	Prokaryotes	Safety Training; Prokaryotes	Chapter 27
Sep 11	Protists		Chapter 28
Sep 13	Protists	Protists	Chapter 28
<b>Sep 14-Sep 19 Lecture Exam 1 in Testing Center</b>			
Sep 18	Plants I		Chapter 29
Sep 20	Plants II	Plant Diversity	Chapter 30
Sep 25	Plant Structure I		Chapter 35
Sep 27	Plant Structure II	Plant Structure	Chapter 35
Oct 2	Plant Structure III & Plant Reproductive Strategies		Chapter 38
Oct 4	Fungi	<b>Lab Practical I</b> Fungi Lab	Chapter 31
<b>Oct 5-Oct 10 Lecture Exam 2 in Testing Center</b>			
Oct 9	Animals I		Chapter 32
Oct 11	Animals II	Animals 1	Chapter 33
Oct 16	Animals III		Chapter 33
Oct 18	Animals IV	Animals 2	Chapter 34
Oct 23	Animals V		Chapter 34
Oct 25	Animals VI	Animals 3	Chapter 46
Oct 30	Animals VII		Chapter 46
<b>Nov 1-Nov 7 Lecture Exam 3 in Testing Center</b>			
Nov 1	Nutrition	<b>Lab Practical 2</b> Nutrition Lab	Chapters 37 & 41
Nov 6	Transport		Chapter 36 & 42
Nov 8	Transport & Gas Exchange	Transport & Gas Exchange	Chapter 42
Nov 13	Gas Exchange		Chapters 42
Nov 15	Water Balance	Thermoregulation & Water Balance	Chapters 40 & 44
Nov 20	Water Balance & Thermoregulation		Chapters 40 & 44
<b>Nov 22-Nov 28 Lecture Exam 4 in Testing Center</b>			
Nov 22	Chemical Signals – Plants	Chemical Signals	Chapter 39
Nov 27	Chemical Signals - Animals		Chapter 45
Nov 29	Electrical Signals	Electrical Signals & Nervous Systems	Chapter 48
Dec 4	Electrical Signals		Chapters 48
Dec 6	Nervous System & Senses	Movement	Chapters 48 & 49
Dec 11	Senses & Movement		Chapter 49
Dec 13	<b>Lecture Exam 5</b>	<b>Makeup Lab Practical</b> (if scheduled in advance)	

This schedule may change. If so, you will be notified in class or on Blackboard.

## STUDENT SUMMARY GUIDE FOR USE OF ACC TESTING CENTERS

In order to ensure test integrity and adequate space for testing, the following *summary* guidelines have been established; the *entire* guidelines are available in any Testing Center and will be issued by your instructor via course syllabi or other verbal or written information – which you are expected to follow.

1. You are required to have a current ACC student I.D. **and** an acceptable photo I.D. in order to test. An official fee receipt may be substituted temporarily until your ACC student I.D. is obtained. An acceptable photo I.D. includes:
  - A. Drivers License, Department of Public Safety I.D., or Department of Defense I.D.;
  - B. Current Resident Alien Card or Passport;
  - C. Digitally-produced photo from a recognized company (i.e. Sam's Club), bearing your name or photo identification from another educational institution;
  - D. A temporary ACC Academic Testing Center photo I.D. (\$5.00 fee); or
  - E. Accompanied by an instructor for personal I.D. (student must take test at that time).
2. You are required to complete the *Test Request Form*. For **re-testing**, you must provide the **yellow student copy** from the original test. Initial and re-testing on the same day is not allowed. If the test deadline has passed, you must also bring *written permission* from your instructor.
3. Any student suspected of and/or caught cheating (including the use of unauthorized materials during testing) is considered **scholastic dishonesty**. You will be referred to the appropriate administrator. Disciplinary actions for scholastic dishonesty range from exclusion from Academic Testing Centers to expulsion from ACC. You may refer to the ACC Student Handbook for disciplinary policies and procedures. You may also be subjected to disciplinary action for behavior that significantly interferes with or disrupts Academic Testing Center operations.
4. Bring *only* the materials allowed by your instructor for the given test. Approved items such as English dictionaries, Scantron answer sheets, and all types of paper are provided by the Academic Testing Centers. All other items (pagers, cell phones, laptops, purses/wallets, calculator/pencil cases, food/tobacco items, etc.) must be stored elsewhere, in a locker, or shelved in the Academic Testing Center at your own risk. **Children are not allowed in the Academic Testing Centers.**
5. You are responsible for the return of your locker key to Testing Center staff. Your property will not be surrendered in the case of a lost key until a report is filed with Campus Police. The incident will be reported to Student Services and a hold will be placed on your record until the key is returned or replaced.
6. You may be assigned seating in the Academic Testing Center. When the Academic Testing Center is full, you will be placed on a waiting list, issued a ticket, or be asked to line up outside the Academic Testing Center. Only *one test* is allowed per sitting.

You **may not** leave the Academic Testing Center for breaks while testing (except for a medically verified reason), otherwise, your test must be turned in to be graded.

7. Testing for a grade of Incomplete requires an *Incomplete Grade Form* or grade slip verification from Admissions and Records and instructor signature.
8. If an answer key is available, your test will be graded and you will be given your raw score. Once the test has been scored, it cannot be reviewed or examined again in the Academic Testing Center; contact your instructor for feedback. Keep the yellow copy of the *Test Request Form* for the remainder of the semester for proof you took the exam and that the grade was posted.
9. All exams must be turned in no later than thirty (30) minutes after closing – **NO EXCEPTIONS**. No students will be admitted and no distribution of new test materials will be allowed *after closing time*. Hours of operation for the Academic Testing Centers are located at: <http://www.austincc.edu/testctr/>

January 2005

Taken from: [http://www.austincc.edu/testctr/pdf/Student\\_Guide.pdf](http://www.austincc.edu/testctr/pdf/Student_Guide.pdf)  
(Policies and Procedures: Students)

### **Clarification from Your Instructor:**

**Admission to the Academic Testing Center is on a first-come, first-serve basis. There are times when the Academic Testing Center is very busy and you may have to wait several hours to take your exams. Plan your time wisely and do not wait until the last minute to try to take your exams.**

**If you wait until the last minute to take your exam and you cannot get into the Academic Testing Center, you will not be given additional time by the instructor to take the exam. Your only option at that point is to take a makeup exam. Please remember that only ONE make-up exam per student is allowed.**

**STUDENT INFORMATION SHEET**  
**BIOL 1407 – STRUCTURE & FUNCTION**

Date \_\_\_\_\_  
Fall 2006, Section 004 (39779)

By completing this form, I acknowledge that I have received a course syllabus and that I understand the course policies, requirements and procedures as presented in the syllabus.

**Student Signature** \_\_\_\_\_

name:
student ID (not SSN):
street address:
city, state, ZIP:
home phone:
If I can call you at work, work phone:
other phone:
e-Mail: (please <b>PRINT</b> )

**(Please PRINT carefully!)** If you provide an e-mail address on this form, you are giving the instructor permission to send information to you by e-mail. Please understand that you are voluntarily giving up your right to privacy since no e-mail can be guaranteed to remain entirely private. If you do not provide an e-mail address on this form, the instructor cannot communicate with you by e-mail. If you send an e-mail to your instructor from a different address, you will be replied to at that address and are giving permission for your instructor to use the new e-mail address in the future.

Why are you taking this class?

What other science courses have you taken?

<b>Student Name:</b> _____			
<b>Lecture Exam 1</b>	_____/130	<b>Lab Practical 1</b>	_____/50
<b>Lecture Exam 2</b>	_____/130	<b>Lab Practical 2</b>	_____/50
<b>Lecture Exam 3</b>	_____/130		
<b>Lecture Exam 4</b>	_____/130		
<b>Lecture Exam 5</b>	_____/130		
<b>Field Trip</b>	_____/50	<b>Lab Report 1</b>	_____/10
		<b>Lab Report 2</b>	_____/10
		<b>Lab Report 3</b>	_____/10
		<b>Lab Report 4</b>	_____/10
		<b>Lab Report 5</b>	_____/10
		<b>Lab Report 6</b>	_____/10
		<b>Lab Report 7</b>	_____/10
		<b>Lab Report 8</b>	_____/10
		<b>Lab Report 9</b>	_____/10
<b>Lab Quiz 10</b>	_____/10	<b>Lab Report 10</b>	_____/10
<b>Lab Quiz 11</b>	_____/10	<b>Lab Report 11</b>	_____/10
<b>Lab Quiz 12</b>	_____/10	<b>Lab Report 12</b>	_____/10
<b>Lab Quiz 13</b>	_____/10	<b>Lab Report 13</b>	_____/10
<b>Lab Quiz 14</b>	_____/10	<b>Lab Report 14</b>	_____/10
<b>Lab Quiz 15</b>	Covered on last exam	<b>Lab Report 15</b>	_____/10
		<b>Your Points</b>	
		<b>Maximum Points</b>	<b>1000</b>
		<b>Average</b>	<b>%</b>