

Introduction to Environmental Science (ENVR 1301, Section XXXX)

Time, Place: TTh, 2:50-4:05 pm, NRG, Rm. 4204.
Instructor: Dr. John Doe, (jdoe@austin.cc.tx.us), phone, 555-6046
Office Hours: TTH 12:30-1:30 pm NRG, Room 007 [and by appointment]
Text: Environmental Science by Wright & Nebel, no other materials required.

Course Objectives: The objectives of this course are to give students an understanding of how science and the scientific method address environmental problems. The student will become familiar with the Earth's major systems (ecosystems and biogeochemical cycles), how they function and how are affected by human activity (population growth, air, water and soil pollution, ozone depletion, global warming, solid waste disposal). Students will learn about the interaction of human society (urban sprawl, energy use and generation, resource consumption and economics) with the Earth's natural systems.

INSTRUCTIONAL METHODOLOGY

This course is taught in the classroom in a lecture/discussion format, although there will also be in-class exercises related to the class projects. A field trip may also be required.

COURSE RATIONALE

As the world's population grows and expands, humans are placing a greater demand on Earth resources, increasing the volume and extent of environmental pollution, and are causing a rapid change in the world's climate, chemical cycles and ecosystems. College-educated consumers, voters, and decision-makers need to understand the scope and impact of these changes and the limitations that science and technology have in reducing their negative effects. The solutions to these problems are often limited due to cultural beliefs, political systems, and resource availability; the student should become aware of these limitations and the interaction of science, society and technology.

Class schedule:

<u>Week</u>	<u>Topics</u>	<u>Reading Assignments</u>
1.	Introduction, Problems, History	Chapter 1
2.	Models & Science, Matter & Energy	Chapters 2, 3
3.	Ecosystem Function	Chapters 4, 5 (23-26)
	Test 1	
5.	Climate & Biodiversity	Chapters 6, 7, 8, 9
6.	Populations Dynamics/Human Pop.	Chapter 10, 11
7.	Food Resources & Pest Control	Chapter 12
	Test 2	
8.	Water Chapter 13	
9.	Minerals and Soil	Chapter 14
10.	Nonrenewable Energy	Chapter 15
11.	Renewable Energy	Chapter 16
	Test 3	
12.	Air Pollution.	Chapters 18, 16
13.	Global Warming & Ozone Depletion	Chapter 19

14.	Water Pollution	Chapter 20
15.	Solid Waste	Chapters 21 & 22
16.	Misc. & Final	

NOTE: This schedule is subject to change during the semester. Topics and tests may not correspond to the above dates. You will be notified a week in advance of each exam.

Grading Policy for Science & the Environment

Grades for the course will be based on the following:

1. Four examinations will make up the lecture grade. The exams may contain short answer, multiple-choice, true/false, matching and essay type questions. Up to 50% of the final exam will be comprehensive - don't clear your memory of material after each exam! Makeup tests will be allowed only for extreme reasons - death, traffic accident, serious illness/injury requiring a visit to a physician (documentation will be required). Invalid excuses will result in no makeup (details will be discussed in class). The final exam must be taken to pass the course - no makeup is possible. There will be no extra credit assignments.

There will be "Pop Quiz" tests over the reading assignments, lectures, or lab material. These tests will be given to "encourage" attendance and participation in both lecture and lab. Missing a significant number of these tests (more than 25%) will mean that you will not get the class curve points added to your average for calculating your final grade.

2. The course will be graded on a normal or bell curve with a standard grade scale (70-79% = "C"; 80-89% = "B", etc.). Each exam will be curved up (if needed) so that the average is in the mid 70s. There will be no large curve at the end of the course to drastically alter averages and "save the day". Regardless of how convincing the arguments or how much you feel you deserve it, I do not "give" grades not earned. I simply do the math at the end of the semester and what you earned is your final grade.

3. Students are responsible for all information given out in class whether they are there or not. If you miss class contact someone to learn what you missed and (changed exam dates, assignments, etc.), get copies of the notes and handouts.

Withdraw and Incomplete Policies:

1. Letting a student withdraw from class or receive an incomplete grade after the drop deadline is only done for extreme reasons - I have to follow ACC policies regarding extreme reasons (see above). An incomplete (grade of "I") will only be given if extenuating circumstances, such as illness or death of a loved one, keep a student from completing the final examination. Incompletes must be requested in writing with documentation of the extenuating circumstances. If a grade of "I" is given, the final examination must be taken by a date set by the student and professor. This date may not be later than two weeks prior to the end of the next semester.

2. If you drop the class you must do the paperwork and contact the administration. If you decide to drop this class, you must protect your academic record by withdrawing no later than the drop date for this semester. You must also verify that you have successfully withdrawn from the class before the Final Withdrawal Date. You are also strongly encouraged to hang onto any paperwork should there be a problem in the computer records.

3. Class conduct - ACC expects professional conduct from faculty and students. Conduct that interferes with the ability to teach or learn will result in removal from class pending review by the Dean of Student Affairs. Rude behavior includes disturbing class by entering to class late in an inconsiderate fashion (i.e. so quietly take the nearest seat) or interrupting lectures (disruptive talking, sharpening pencils, etc.). Read your student handbook, you agreed to everything in it by registering for class!

Advice:

1. If you are having trouble (more than one exam is below the grade level you are happy with) or have any questions, seek help from me immediately. Don't wait until the last weeks of the semester, or the last test, to become "concerned" - it will do no good.
2. Attend lectures! You are responsible for any information given out during class and the consequences of missing critical information (rescheduled tests).
3. Keep up with the reading. Read the chapters before they are covered in class. The notes cover some of the text information (with other material added); they are not a substitute for reading assignments. Some test questions will come from the text alone.
4. Studying for exams: You should review or rewrite your class notes weekly. To start studying for an exam: 1). reread the chapter and review your notes; 2). review the bold terms in the chapters as well as all figures; 3). answer the review questions at the end of each chapter. (Repeat as needed.)

Attendance/Class Participation:

Students are expected to attend lectures, labs and participate in class discussion.

Safety: Campus Police Dispatch-222 or 3-7999. Learn building evacuation routes.

Statement on 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."

Statement on Students with Disabilities:

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“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. Accommodations can only be made after the instructor receives the letter of accommodation from OSD.”

Statement on 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 judgment about debatable issues. Grades will not be affected by personal views. With this freedom comes the responsibility of civility and a respect for a diversity of ideas and opinions. This means that students must take turns speaking, listen to others speak without interruption, and refrain from name-calling or other personal attacks."

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Instructional Services:

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Issues in Environmental Science (ENVR 1302) Section xxxx

Time, Place: TTh 1:25-2:40 p.m., RGC Rm. 2240
Instructor: Dr. George M. Staff; gstaff@austincc.edu; phone 223-4875
Office Hours: MW 2-4 pm., TTh, 3-5:30 pm NRG 2152 and by appointment.
Text: Assigned Readings, handouts, and Collapse by Jared Diamond (Viking Press)
Course Format: Lecture, discussions, presentations, research papers.

Course Objectives: This course will make the student familiar with some of the major environmental problems facing the global society and examine how these issue impact humans/society/Earth's life support systems and generate conflict in their solutions or in the absence of solutions. The interaction of science, technology and society will be discussed as they apply to these issues. One objective will be to find solutions to these environmental problems.

Class schedule: *This schedule is subject to change.*

<u>Week</u>	<u>Topics</u>	<u>Reading Assignments</u>
1.	Introduction Society, Technology & Science Cultural Revolutions	Notes/handouts
2.	Human Population Explosion	Notes/handouts
3.	Evolutionary Theory	Notes/handouts
4.	Biodiversity Loss and National Debit	Notes/handouts
5.	Nanotechnology	Notes/handouts
6.	Exam 1	
7.	Impact Events	Notes/handouts
8.	Book Review Presentations Book Reviews Due	
9.	Spring Break	J. Diamond
10.	Modern Montana	Chapter 1-5
11.	Continued Examples of collapse Exam 2	
12.	Continued Examples of collapse	Chapters 9-12
13.	Modern Examples of Societies	
14.	Term Paper/Projects Presentations	
15.	What causes societies to fail or succeed?	Chapters 14-16
16.	Global Collapse?	
17.	Exam 3 (Final)	

NOTE: All exams are announced a week before they are given.

Grades for the course will be based on the following:

1. Three examinations will make up 66% of the lecture grade. The exams may contain short answer, multiple-choice, and essay type questions. There will be no make-up exams; missed exams if there is a valid documented excuse will be replaced by a ten-page research paper, spell and grammar checked in the correct style, with at least ten

formal references. (The subject will be selected after consultation with me. You really don't want to do this!) The remaining 33% of the grade will be made up two types of projects: book reviews (one or two) and one research project. (These projects will be discussed in more detail in class.) The book reviews will be approximately 6 pages in length (12 point font, double spaced, spell and grammar checked) and a 5-10 minute presentation about the book/review will be made in class if time allows. (A list of possible book choices will be given out in class but the student can select any book about an environmental issue.) The research project topics will be discussed in class in detail as well and will be approximately the same size as the book review.

Course Grading Distribution

Exams	66%
Book Review & Research Papers	33%
Final Grade	100%

2. The course will be graded on a normal or bell curve with a standard grade scale (70-79% = "C"; 80-89%= "B", etc.). Each exam will be curved up (if needed) so that the average is in the mid 70s. There will be no large curve at the end of the course to drastically alter averages and "save the day". Regardless of how convincing the arguments or how much you feel you deserve it, I do not "give" grades not earned. I simply do the math at the end of the semester and what you earned is your final grade.

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and opinions. This means that students must take turns speaking, listen to others speak without interruption, and refrain from name-calling or other personal attacks."

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Environmental Regulations Overview, EPCT 1205

Instructor: Dr. John Doe, (jdoeaustin.cc.tx.us), phone, 555-6046

Office Hours: TTH 12:30-1:30 pm NRG, Room 007 [and by appointment]

Time/Location: Rio Grande Campus, Room 334, Tuesday/Thursday 6:00-6:50 pm

COURSE DESCRIPTION

The course is an introduction to the history of the environmental movement, including basic requirements for compliance with the environmental regulations. Discussion of local, state, and national regulations, ordinances, laws and court decisions relating to environmental hazards, pollution, conservation, and environmental preservation. Descriptions of the process of permit application, compliance, and enforcement of environmental regulations will be made.

PREREQUISITES

Reading proficiency as proven by passing score on ACC assessment or TASP tests or by exemption through hours transferred from another college.

REQUIRED TEXTS/MATERIALS

Ostler, Neal K. and Neilsen, John T., Editors, 1996, Environmental Regulations Overview, Volume 2: Upper Saddle River, New Jersey, Prentice-Hall, 220 pp.

INSTRUCTIONAL METHODOLOGY

This course is taught in the classroom in a lecture/discussion, although there will also be in-class exercises as well.

COURSE RATIONALE

Compliance with environmental regulations is a significant business liability. College-educated consumers, voters, and decision-makers need to understand the development of these regulations to make decisions on proposed new regulations and compliance with current regulations. The skills learned in this course are commonly used by technicians and professionals in the environmental industry, by governmental employees working in environmental protection programs, and by legal professionals specializing in environmental laws. This course is a survey of environmental regulations in the United States. It is an introduction to the environmental science and technology program at ACC.

COMMON COURSE OBJECTIVES

<http://home.att.net/~instruct/1205syllabus.htm>

COURSE EVALUATION/GRADING SCHEME

Students are expected to attend class and participate in class activities. Students who do not attend class during the first two weeks of the semester may be administratively withdrawn. Student learning will be assessed with a term paper and informal presentation to the class, a written report from an environmental government meeting, and three in-class examinations. Any missed examinations will be made up at the instructor's discretion. Reports and term papers turned in late will be penalized four percentage points each calendar day. Late work placed in the professor's mailbox in the mailroom must have a date stamped by the administrative assistant on duty.

Term Paper

A 1500 word term paper and an informal presentation to the class must be completed before April 24. Guidance for the paper and a list of approved topics will be provided.

Report on an Environmental Government Meeting

Students must attend one governmental meeting and write a 300 to 500-word report on its purpose, scope and outcome.

Examinations

Exams will contain questions representative of lectures, handouts, and material from the text. A list of review concepts will be distributed one week before each examination. No examinations will be given early for any reason. If an exam is missed, the final exam score will be replace the score of for the missed exam. Approximately one quarter of the final examination will be comprehensive.

Final Grade

Your course grade will babe determined by your performance on the following:

- 20% - Term Paper Presentation
- 10% - Government Meeting Report
- 20% - Exam I
- 20% - Exam II
- 30% - Final Examination

The following scale will be used to determine your course grade:

- A - 90-100%
- B – 80-89%
- C – 70-79%
- D – 60-69%
- Below 60% - F

Students who score higher on the final examination compared with their previous exams will be granted up to two points on their final grade average.

COURSE POLICIES

Withdrawal Policy

It is the responsibility of each student to ensure that his or her name is removed from the roll should they decide to withdraw from the class. The instructor does, however, reserve the right to drop a student should he or she feel it is necessary. Departmental policy forbids the instructor from withdrawing you from the class after the withdrawal date listed in the course catalogue. If you decide to drop this class, you must protect your academic record by withdrawing no later than the semester drop date. You must also verify that you have successfully withdrawn from the class before the Final Withdrawal Date. You are also strongly encouraged to hang onto any paperwork should there be a problem in the computer records.

Incompletes

An incomplete (grade of "I") will only be given if extenuating circumstances, such as illness or death of a loved one, keep a student from completing the final examination.

Incompletes must be requested in writing with documentation of the extenuating circumstances. If a grade of I is given, the final examination must be taken by a date set by the student and professor. This date may not be later than two weeks prior to the end of the 2003 Summer Semester.

Statement on Scholastic Dishonesty

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Statement on 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 judgment about debatable issues. Grades will not be affected by personal views. With this freedom comes the responsibility of civility and a respect for a diversity of ideas and opinions. This means that students must take turns speaking, listen to others speak without interruption, and refrain from name-calling or other personal attacks."

COURSE OUTLINE/CALENDAR

Date	Lecture Topic	Chapter or pages
Jan 14	Overview of Environmental Movement	1,2
Jan 16	History of Environmental Laws/Regulations	1,2
Jan 21	Role of Government in Regulation	1,2
Jan 23	Legislative/Federal, State Regulatory Process	3
Jan 28	Compliance and Enforcement Mechanisms	3
Feb 4	Clean Water Act	4
Feb 6	Clean Water Act	p.102-105
Feb 11	Clean Water Act	
Feb 13	TBA	
Feb 18	Exam I	
Feb 20	Safe Drinking Water Act	
Feb 25	Safe Drinking Water Act	
Feb 27	Texas Source Water Protection Program	

Mar 4	Texas Rule on the Edwards Aquifer	
Mar 6	Austin SOS Ordinances, San Marcos Ordinance	
Mar 11	Spring Break	
Mar 13	Spring Break	
Mar 18	Resource Conservation Recovery Act	pp. 144-147
Mar 20	Resource Conservation Recovery Act	pp. 161-166
Mar 25	Hazardous and Solid Waste Amendment	
Mar 27	Texas Underground Storage Tank Program	
Apr 1	TBA	
Apr 3	Exam II	
Apr 8	Comprehensive Environmental Response & Liability Act	
Apr 10	Superfunds Amendments and Reauthorization Act	p. 149, 159-166
Apr 17	Endangered Species Act	p. 112-114
Apr 22	Endangered Species Act	
Apr 24	Term Paper Presentations	
Apr 29	Term Paper Presentations	
May 1	Local Jurisdiction of Environmental Regulations	
May 6	Emergency Planning and Community Right to Know Act	
May 8	Final Examination	

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Environmental Sampling and Analysis (EPCT 1444, Section xxxxx)

Time, Place: Lecture –M 2:50-5:15 pm; Lab -2:50-5:15 pm.

Instructor: Dr. G. Staff (gstaff@austincc.edu); Phone: 223-4875.

Office Hours: TTU 12:30-1:30 pm NRG, Room 2152 [and by appointment]

Texts/Materials: Limnology by, Wetzel, 1983 reserve; Lind 19XX, Handbook of Common Methods in Limnology reserved; other texts and handouts as required. (USFWS IFIM, TPWD Habitat Evaluation Methodology, River Watch Assessment Guide, USFWS Wetland Classification Guide, etc.) (laboratory exercises will be handed out before each lab). Class Materials: Field notebook, drafting materials, field clothes, calculator with statistical functions.

Course Description: Sampling protocol, procedures, quality control, preservation technology, and field analysis of surface and ground water. The emphasis is on analysis commonly performed by the field technician, especially on natural waters. Laboratory exercises will involve monitoring and sampling water wells and nearby lakes and creeks.

INSTRUCTIONAL METHODOLOGY

This course is taught in the classroom in a lecture/discussion format, although there will also be in-class laboratory exercises as well. Field trips may also be required.

Course Objectives: The objective of this course are to give a student an overview of methods and protocols used in surface water, ground water, wetland and terrestrial environmental sampling. The student will become familiar with field methods for data collection, operation of standard sampling equipment and instruments, designing and conducting statistically valid sampling plans, recording of field and laboratory data, standard laboratory procedures for analysis of field data, guidance documents and sampling techniques used by environmental agencies.

Class Rationale: Students taking this course will either go on to other environmental science programs or into professional careers wherein they will need to be familiar with environmental sampling techniques and methods.

Prerequisites: Reading and math proficiency as proven by passing score on ACC assessment or TASP tests, or by exemption through hours from another college. One year of high school science is also required. [This is a field-oriented course and participation in the field exercises is mandatory. Field trips dates are in the class schedule below.]

Class schedule:

Week	Topics [Laboratory Topic]
1.	Introduction: Ecosystems & Productivity, Function: Productivity and Diversity Indicators [Field notes/notebook - stream/transect mapping project]
2.	Productivity and diversity continued: [Completing stream mapping and flow measurements. Data preservation/collection, decontamination procedures, qualitative lab work]
3.	Overview of field sampling methods/plans – statistical sampling, basic statistics

- [Riverine sampling equipment lab - seines, dip nets, electro shocking, flow meters, sampling plans, etc.]
4. Hydrologic cycle, geochemical cycles. Riverine systems, energy flow, hydrology, biota/indicator species, water chemistry (TDS, Nitrogen, Carbon).
Rapid bioassessment, River Watch Program Quantitative River studies - IFIM, USFWS riparian ecology, pollution control/water quality.
- FT River sampling field trip - water chemistry, flow measures, biological sampling devices**
5. Lake biota/indicator species, productivity types, seston, morphology, stratification
[Lake sampling protocols, lake field trip preparation; trophics/turbidity; BOD; properties of light in water/secchi disk, turbidity, oxygen pH meter]
 6. **Lecture Exam I**
Laboratory Exam I - Notebooks
 7. Surface Water Pollution Monitoring, Guidance documents, local, state, federal programs; watershed management and sampling; no point vs. point source pollution. Urban vs. rural water sheds hydrology/pollution [Surface water chemistry, bacteria, pH, organics, nutrients two labs]
- FT Lake field trip - BOD, pH, turbidity, plankton, seston, coring devices, nutrients, water quality.**
8. Wetlands - types, functions, importance, threats. Wetlands regulations, monitoring, protection - 401 regulations.
[Wetland plants, soils and animals - indicator species; Wetland classification and delineation - USFWS; collection techniques]
 9. Artificial vs. natural wetlands; Wetland soil classification/collection techniques.
- FT Wetland collection, classification trip**
10. Terrestrial systems; Plant community sampling/collecting/identification. Animal community surveys and indicator species. [Plant community sampling, transects, preservation lab]
 10. **Lecture Exam III**
[Terrestrial systems; Animal collecting, surveys and preservation]
 11. Aquifers, groundwater systems; ground water regulation and monitoring groups.
[Groundwater flow/hydrology. Ground water chemistry - bacteria, TDS, Organics, Hydrolab/multiprobe]
 12. Groundwater biota - endangered species act - Edwards Aquifer example; groundwater sampling and monitoring - automated and manual.
Laboratory Exam II
 13. Standard methods and statistics for well water monitoring.
[Well monitoring field trip - Edwards monitoring well]
- FT Ground water and geologic processes and biota - caverns**
14. GPS Systems and GIS systems
[GPS Lab, operation of GPS units and the use of maps]
 15. Course Summary & **Final Exam**
 16. **Lab Final exam - laboratory notebook review**

Grading Policy for Environmental Sampling & Analysis

Grades for the course will be based on the following:

1. Four examinations will make up 100% of the lecture grade (about 60% of the total course grade). The exams may contain short answer, multiple-choice, true/false, and matching and essay type questions. The final exam may contain one or two questions from previous test but will otherwise not be comprehensive. Missed exams must be rescheduled within a week of the original exam date (ahead of time if you know you will

miss an exam). Only valid excuses for missing an exam will be accepted for a makeup test to be given. Makeup exams may be more difficult than the originals and will be given in my office during office hours (or at a testing center at my discretion). Invalid excuses for missed exams will result in no grade/zero (details will be discussed in class). The final exam must be taken to pass the course - no makeup is possible. There will be no extra credit assignments. There may be "Pop Quiz" tests over the reading assignments or lecture material. These tests will be given to "encourage" attendance and participation. Missing a significant number of these tests (more than 25%) will mean that you will not get the class curve points added to your average for calculating your final grade. It is the expectation of the college and faculty that students attend lectures and participate in class!

Your lab grade will be composed of two lab exams making up 25% of the course grade. Field trips/exercises and the field notebook will make up about 15% of the total course grade. (The field trip dates will be finalized in about two weeks at the most.) The notebook will contain all of the notes, drawings and exercises done in the field and the lab (in order, labeled and well organized).

Course Grading Percentages:

Lecture Exams - 60%
Laboratory Exams - 25%
Field Exercises - 15%

2. The course will be graded on a normal or bell curve with a standard grade scale (70-79% = "C"; 80-89%= "B", etc.). Each exam will be curved up (if needed) so that the average is in the mid 70s. There will be no large curve at the end of the course to drastically alter averages and "save the day". Regardless of how convincing the arguments or how much you feel you deserve it, I do not "give" grades not earned. I simply do the math at the end of the semester and what you earned is your final grade.

3. Students are responsible for all information given out in class whether they are there or not. If you miss class contact someone to learn what you missed and (changed exam dates, assignments, etc.), get copies of the notes and handouts.

Withdraw and Incomplete Policies:

1. Letting a student withdraw from class or receive an incomplete grade after the drop deadline is only done for extreme reasons - I have to follow ACC policies regarding extreme reasons (see above). An incomplete (grade of "I") will only be given if extenuating circumstances, such as illness or death of a loved one, keep a student from completing the final examination. Incompletes must be requested in writing with documentation of the extenuating circumstances. If a grade of "I" is given, the final examination must be taken by a date set by the student and professor. This date may not be later than two weeks prior to the end of the next semester.

2. If you drop the class you must do the paperwork and contact the administration. If you decide to drop this class, you must protect your academic record by withdrawing no later than the drop date for this semester. You must also verify that you have successfully withdrawn from the class before the Final Withdraw Date. You are also strongly encouraged to hang onto any paperwork should there be a problem in the computer records.

3. Class conduct - ACC expects professional conduct from faculty and students. Conduct that interferes with the ability to teach or learn will result in removal from class pending

review by the Dean of Student Affairs. Rude behavior includes disturbing class by entering to class late in an inconsiderate fashion (i.e. so quietly take the nearest seat) or interrupting lectures (disruptive talking, sharpening pencils, etc.). Read your student handbook, you agreed to everything in it by registering for class!

Advice:

1. If you are having trouble (more than one exam is below the grade level you are happy with) or have any questions, seek help from me immediately. Don't wait until the last weeks of the semester, or the last test, to become "concerned" - it will do no good.
2. Attend lectures! You are responsible for any information given out during class and the consequences of missing critical information (rescheduled tests).
3. Keep up with the reading. Read the chapters before they are covered in class. The notes cover some of the text information (with other material added); they are not a substitute for reading assignments. Some test questions will come from the text alone.
4. Studying for exams: You should review or rewrite your class notes weekly. To start studying for an exam: 1). reread the chapter and review your notes; 2). review the bold terms in the chapters as well as all figures; 3). answer the review questions at the end of each chapter. (Repeat as needed.)

Attendance/Class Participation:

Students are expected to attend lectures, labs and participate in class discussion.

Safety: Campus Police Dispatch-222 or 3-7999. Learn the building evacuation routes.

Statement on 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."

Statement on 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 these 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. Accommodations can only be made after the instructor receives the letter of accommodation from OSD."

Statement on 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 judgment about debatable issues. Grades will not be affected by personal views. With this freedom comes the responsibility of civility and a respect for a diversity of ideas and opinions. This means that students must take turns speaking, listen to others speak without interruption, and refrain from name-calling or other personal attacks."

Testing Center Policy:

ACC Testing Center policies can be found at: <http://www2.austincc.edu/testctr/>

Student Services:

Web address: http://www2.austincc.edu/resources_students/services.php

Instructional Services:

Web address: <http://www3.austincc.edu/evpcss/memos/reference.htm>, then click "Campus Based Student Support Overview".