Instructor: Matthew K. Fujita

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Office Hours: Tuesdays 1-3 PM

Section Information: BIOL3315-001

Time and Place of Class Meetings: LS119 11:00 AM-12:20 PM

Description of Course Content: This course will cover the fundamentals of the structure and function of DNA, RNA, and the genome. Topics include DNA and RNA structure, gene structure and regulation, transcription, translation, recombination, genomics, mutation, and genotype-to-phenotype processes.

Student Learning Outcomes: At the end of the course, students should have a solid understanding of the foundations of genetics, including the topics mentioned above.


Descriptions of major assignments and examinations: This course will consist of three midterm exams each worth 20% of your grade. The final exam will be comprehensive and be worth 40% of your grade. The exams will be multiple choice.

Attendance: Attendance is strongly recommended.

Prerequisites: BIOL 1441 and 1442

Grading: There will be three midterm exams and a cumulative final exam. Your final grade will be determined as follows:

- Midterms (20% each) = 60%
- Final exam = 40%

Grading scale
- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F < 60

Exams: For the midterm and final exams, you will need Scantron Form 4521 (blue form that provides five possible responses). In order for your exam to be graded, you need to include your name (first and last) and your Student ID number in the sections provided. You must fill in your answers with a pencil or your exam will not be graded. If you fail to follow these instructions, you will receive a 0 on the exam with no possibility to re-take it.
**Expectations for Out-of-Class Study**: Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 3 hours per week of their own time in course-related activities, including reading required materials and preparing for exams.

**Make-up Exams**: There will be no make-up exams. Only if you have a note from a professional (e.g. doctor) or an official document proving your required absence (e.g. jury duty notice) will you have the opportunity to use the grade substitution procedure detailed below. Excuses including car trouble, inaccessible website, or other unofficial event is not a valid excuse. **This policy will be strictly followed and absolutely no exceptions will be made. This is necessary to be fair to all students taking the course. You need a note!**

**Grade substitution procedure**: If you have a valid excuse for missing a midterm (repeat: you need a note!), you have the opportunity to allow the final exam to substitute for your midterm grade. For example, if you miss one midterm, your final exam will count as 60% of your final grade. If you missed two exams, the final will count as 80%. If you miss all three exams (which requires three valid excuses and three notes!), your final will be 100% of your grade.

**Grade Grievances**: Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current undergraduate catalog.

**Drop Policy**: Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. Students will not be automatically dropped for non-attendance. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships ([http://wweb.uta.edu/aao/faq/](http://wweb.uta.edu/aao/faq/)).

**Americans with Disabilities Act**: The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the Americans with Disabilities Act (ADA). All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability) or by calling the Office for Students with Disabilities at (817) 272-3364.

**Academic Integrity**: Students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System Regents’ Rule 50101, §2.2, suspected violations of university’s standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.
**Student Support Services:** UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at www.uta.edu/resources.

**Electronic Communication:** UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at http://www.uta.edu/oit/cs/email/mavmail.php.

**Student Feedback Survey:** At the end of each term, students enrolled in classes categorized as “lecture,” “seminar,” or “laboratory” shall be directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit http://www.uta.edu/sfs.

**Final Review Week:** A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabus. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Emergency Exit Procedures:** Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit, which is located just east of the LS119 entrances (left as you exit the room). When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist handicapped individuals.

**Course Schedule.**
As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. –Matthew K. Fujita

*version 20 Dec 13*