

BIOL 4388: Instructional Techniques in Biology
Spring 2015

Instructor(s): Dr. Jorge H. Pinzón C.

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Office Hours: *Mondays and Wednesdays from 10:30 am to 12:00pm or by appointment*

Description of Course Content: Students will participate in laboratory instruction and student recitation sessions under the supervision of a faculty member. A maximum of 3 hours can be applied to the major for biology or microbiology credit. **Enrollment requires departmental permission.** A maximum of 6 hours credit from this class will be used to calculate a student's grade point average. Students on probation or who have not qualified for major status may not enroll in this course.

Student Learning Outcomes: During the course the student should

- **develop teaching materials relevant to student research experience**
- **gather knowledge as to how to develop and continually improve a course in science**
- **reflect upon and discuss the principles and practice of mentorship in research**
- **practice and improve skills within the art of professionalism**
- **strive to uphold the University Honor Code at all times:**

“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 that I 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.”***

Required Textbooks and Other Course Materials: No text book is required

Descriptions of major assignments and examinations:

You are responsible for the assignments/activities described in the URA contract. These assignments include: preparatory work, grading tasks, mentoring an assigned team of ASSURE students, laboratory activities, etc., as assigned to you by the instructor.

There will be no examinations.

Attendance: At The University of Texas at Arlington, taking attendance is not required. Attendance policies are written at the discretion of the instructor. You are expected to participate in the activities related to the course during the semester. We will adopt the following rules:

- **Attendance is required at the weekly URA meetings that are called by the instructor.**
- **You are expected to attend the work hours assigned to you as discussed with the instructor.**
- **Your grade can and will be dropped if you miss mandatory sessions.**
- **You must fill out the time sheets provided by the instructor or utilize the card swipe system to track your attendance.**
- **You must provide advance notice if you have to miss a mandatory session. University policy addressing absences says the following:**

“The instructor must be notified in writing at least one week in advance of the absence and the student must arrange with the instructor to make up missed work or examinations. The instructor is under no obligation to accommodate students who are absent or miss work without prior notification and make-up arrangements. Students who have properly notified the instructor will not be penalized for the absence. However, the instructor may respond appropriately if the student fails to complete the assignment or examination satisfactorily within the time limit following the absence set by prior arrangement.”

Therefore, please make every attempt to provide advance notice if you do have to miss a mandatory session. Emergencies such as family death, illness, accident, etc. will be determined as excused at the discretion of the instructor and with proper documentation provided.

Grading: This course is graded on a letter basis: A-F. Your grade will be given based on your improvement during the class as assessed by the URA evaluation form (which addresses your ongoing responsibilities), your attendance and your overall performance of the duties assigned to you. Grades will be assigned as follows:

Attendance	40%
Evaluation	20%
Other assignments/activities	20%

Expectations:

- 1) You are expected to complete any preparatory work, grading tasks, etc. that are assigned to you by the instructor in a timely manner.
- 2) You are expected to come to weekly lab meetings prepared to share feedback with the instructor about the course and the ASSURE program. Your opinion is very important to the instructor and those administering the program.
- 3) You are expected to be responsible with the lab key and adhere to the policy of logging the key in and out if you do need to check it out from LS 206.
- 4) You are expected to assist in maintaining a safe lab environment for yourself and other students.
- 5) You are expected to assist in maintaining a clean and organized lab environment.

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://www.uta.edu/aao/fao/>).

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 or by calling the Office for Students with Disabilities at (817) 272-3364.

Title IX: The University of Texas at Arlington is committed to upholding U.S. Federal Law "Title IX" such that no member of the UT Arlington community shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. For more information, visit www.uta.edu/titleIX.

Academic Integrity: Students enrolled all UT Arlington courses 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.

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 [insert a description of the nearest exit/emergency exit]. 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 individuals with disabilities.

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.

Course Schedule

You will be expected to participate in this course a maximum of 8 hours per week. The course meets MW 1-4:50 PM and Th 3-4:50 PM.

Emergency Phone Numbers: In case of an on-campus emergency, call the UT Arlington Police Department at 817-272-3003 (non-campus phone), 2-3003 (campus phone). You may also dial 911.

As the instructor for this course, I reserve the right to adjust this syllabus to fit the needs of the students enrolled. –Dr. Pinzón