

**BIOL 3149, 3249 and 3349**  
**Biology Co-op**  
**Spring 2016**

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*Office hours:* Tuesday and Thursday 9am – 12 pm, LS 337. OR by appointment.

*Course Description:* This course is designed to allow college students to receive credit for their relevant work experiences in the field. Students can receive 1, 2, or 3 hours of course credit for their paid or volunteer hands-on work in an area of Biology, or Health-related sciences. Please note that you will be charged tuition for the number of credit hours received, just as you would for any other class. *Three hours of co-op may be used toward majors credit, and an additional three hours may be used for general elective credit (see advisor for details).*

*Student Learning Outcomes:* As the instructor I will strive to ensure that students:

- Exhibit professionalism in clinical settings
- Introduce students to the work places in the sciences, research or medical fields.
- Understand the operating procedures for sciences, research or medical fields.
- Gain hands-on experience in allied health or medical fields.
- Communicate effectively to varying types of audiences
- Improve critical thinking skills
- Explain how concepts learned prior to this course apply to the material presented here

*Required Textbook:* None.

*Blackboard:* Please check Blackboard regularly (elearn.uta.edu) as pertinent information will be provided there and often the answers to your questions may be found there.

*Email Policy:* Please check your UT Arlington email address regularly. If I need to communicate with you I will do so using this email address. Use email exchanges with faculty as an opportunity to practice professionalism. Please use a greeting and a closing and write in complete sentences. This is your chance to practice the way you should communicate with future employers. If you want to be taken seriously then please present yourself in such a manner. Be detailed and appropriate. Excellent communication skills can contribute to your success in academic and professional endeavors.

*Descriptions of major assignments and examinations:*

1. Letter of intent from employer - Letter from employer, on company letterhead, stating the employer knows you are working for Co-op credit, the nature of your work and the time per week spent on task. The letter must have the signature of the student's immediate supervisor, the employer's address, and must be received by January 26<sup>th</sup> 2016, 1 week after the start of the semester.
2. Mid-term Employer evaluation form – see blackboard for form. Due by March 4<sup>th</sup> 2016.
3. Case study report – student will write a report about a specific case or situation at their job. See blackboard for details. Due by April 22<sup>nd</sup> 2016.
4. End of Semester Employer evaluation form – see blackboard for form. Due by May 2<sup>nd</sup> 2016.
5. Student evaluation form - see blackboard for form. Due by May 2<sup>nd</sup> 2016.

ALL FORMS are on blackboard and must be submitted on blackboard. No hard copies will be accepted. Full points will be given ONLY to those who submit the forms and assignment on time. Those marked late by Blackboard will not be graded. Please plan accordingly.

*Regular class days:* There are no regular class meetings.

*Expectations for Out-of-Class Study:*

Number of Hours Worked Per Week from 1/19/16 to 5/2/16	Number of Credit Hours Earned
2-6	BIOL 3149 - 1
7-12	BIOL 3249 - 2
≥ 13	BIOL 3349 - 3

*Grading:*

This course is P/NP. You will pass if you complete all the work associated with the course and submit all the forms by their deadlines.

Students are expected to keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels.

*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. –Dr. Laura Mydlarz*

*Important dates:*

1/19/16	First day of semester
1/26/16	Letter of intent from employer due
3/4/16	Mid-term Employer evaluation form
3/14/16 – 3/19/16	Spring break
4/1/16	Last day to drop
4/22/16	Case study report due
5/2/16	Final Employer evaluation form and student evaluation forms due
5/6/16	Last day of classes

*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 ([http://wweb.uta.edu/catalog/content/general/academic\\_regulations.aspx#19](http://wweb.uta.edu/catalog/content/general/academic_regulations.aspx#19)).

*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/ao/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](http://www.uta.edu/disability) or by calling the Office for Students with Disabilities at (817) 272-3364.

Don't hesitate to schedule a meeting with me as early as possible when the semester begins if you require an accommodation based on disability. I will do what I am able to accommodate you appropriately. It is your responsibility to communicate your needs to me.

*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](http://www.uta.edu/titleIX).

*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](mailto:resources@uta.edu), or view the information at [www.uta.edu/resources](http://www.uta.edu/resources).

*Writing Center:* The Writing Center, 411 Central Library, offers individual 40 minute sessions to review assignments, *Quick Hits* (5-10 minute quick answers to questions), and workshops on grammar and specific writing projects. Visit <https://uta.mywconline.com/> to register and make

appointments. For hours, information about the writing workshops we offer, scheduling a classroom visit, and descriptions of the services we offer undergraduates, graduate students, and faculty members, please visit our website at [www.uta.edu/owl/](http://www.uta.edu/owl/).

*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. 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.

<p><i>Emergency Phone Numbers:</i> 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.</p>
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