Instructor: Prof Julie Mustard  
Office: LHSB 2.814A  
Email: julie.mustard@utrgv.edu  
Phone: 882-5869  
Office Hours: Mon 3:00 – 4:00 pm; Tues 3:30 – 5:30 pm; Thurs 1:30 – 3:30 pm or by appointment. You do not need to make an appointment to see me during my posted office hours, just show up and I will be happy to talk with you. If you need to meet at another time, please do not hesitate to contact me to determine another time to meet.

Communication via email: Due to privacy issues, you need to email me using your official UTRGV email account. I will not respond to emails from other accounts (gmail, yahoo, etc.). I will do my best to answer email promptly, but this may take up to two working days. (If you haven’t heard back in two days, please send a new message, call or come to office hours.) Remember to put “Bio 3412” or “Cell Bio” in the subject line to make sure the message doesn’t end up in the junk mail folder. Also, please use correct grammar (complete sentences, etc.) when communicating and not “txtese”. If you have lengthy and/or complicated questions, you are much better off coming to see me at office hours than trying to get an explanation via email.

Time commitment: The definition of a unit of credit requires 2 to 3 hours of work outside the classroom each week for every unit of credit. This is a four unit course, therefore you should expect to be spending 8 to 12 hours each week studying and working on assignments for the course in addition to the time spent in the classroom.

COURSE MATERIALS
The textbook is Essential Cell Biology by Bruce Alberts et al. 4th EDITION, ISBN: 9780815344544. We will be using this book extensively in this class, so you really need to buy, borrow or rent it. This is one of the classic texts on Cell Biology, so those of you going into health professions or graduate school may consider purchasing a hard copy to use as a reference. Much of the material on the MCAT exam is covered by this text.

Clickers or responseware – We will be using clickers in this course and you are required to get a clicker or responseware. They are available from the bookstore or you can get them used. I have provided a handout with the information on how to obtain responseware for use on your own device and how to register your clicker on the Blackboard page for the course. If you have any questions or need help, please contact the Center for Online Learning & Teaching Technology, located in Rusteberg 108 or the phone number is 956-882-4357.  
Blackboard – Information pertaining to this class will be listed on Blackboard. You can access information here, including the syllabus, lecture schedules, lecture notes, study materials, etc. Students are responsible for information made available through the Blackboard site.

All course materials, including PowerPoint slides, homework problems, exams, etc. are under copyright protection. Permission is needed to make audio recordings of any of the lectures or discussions. You may NOT distribute, post or sell PowerPoints, notes, additional course materials, homework questions, in class exercises, or exams without explicit written permission.
COURSE DESCRIPTION AND PREREQUISITES
A study of cell structure and function with emphasis on bioenergetics, genes and their regulation, the cell cycle and cellular differentiation. Prerequisites: BIOL 1406 (or BIOL 1487), BIOL 1407 (or BIOL 1487), CHEM 2123, and CHEM 2323.

STUDENT LEARNING OBJECTIVES
At the end of this course, students that successfully complete all course objectives will:
1) Be familiar with the terminology of the field, including names and chemical structures of important molecules, 2) Understand the properties of the different macromolecules and how they form different cellular structures, 3) Be able to describe different dynamic processes in the cell and their roles in cell function, 4) Read and understand synthetic scientific literature in the field, 5) Link concepts from the course to other disciplines within the biological sciences, 6) Be aware of principles of evolution and selective pressure that lead to changes in organisms, and 7) Communicate, understand and apply the information learned throughout the course.

CONDUCT
Students (and the instructor too) are expected to treat each other with respect. Students that are acting in a disruptive, disrespectful or aggressive manner will be asked to leave.

Using laptops, cell phones or other electronic devices for any reason not related to the course is prohibited. Students causing distractions during class will be asked to leave for the remainder of the class period, thereby forfeiting earning any points during that class period.

ASSESSMENT AND GRADES

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<thead>
<tr>
<th>Exam/Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Exam 1</td>
<td>100</td>
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<td>Exam 2</td>
<td>100</td>
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<td>Exam 3</td>
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<td>Cumulative final</td>
<td>100</td>
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<td>Clicker questions and in class activities</td>
<td>100</td>
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<tr>
<td>Points from Lab</td>
<td>100</td>
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Total points possible = 500 points**

**Your three best exams, plus credit for in class activities (including “clicker questions”) and the points from the laboratory component will comprise your final grade. If you are satisfied with your cumulative point total after Exam 3, you need not take the final.

Clicker questions and in class activities: At the beginning of each lecture period, there will be clicker questions over the assigned reading material and/or material previously discussed in class. Points will be given for correct answers to the questions. Other clicker questions will be given during the class period and points may also be earned during class activities. Using another student’s “clicker” or device to earn another student points is cheating, and will be treated as such. See the scholastic integrity section below.

Grading Scale
UTRGV has adopted a grading scale without plus and minus grades
A = 450 – 500 points       B = 400 - 449 points       C = 350 – 399 points
D = 300 - 349 points       F = 299 or fewer points
MAKE-UP WORK - There will be NO make-up of exams or points for in class activities. Your lowest exam score will be dropped. You are welcome to miss an exam for any reason, just be aware that you will receive a score of zero for that exam.

TESTING POLICY
• No Material of any kind is permitted out at your desk during testing. All book bags and purses must be stored under the desk. If you do not have a bag, loose books and notes must be stored at the back of the room.
• NO CELL PHONES or any other electronics are permitted for any reason during testing!
• No student will be permitted to start an exam more than 10 min after the beginning of the exam period. It is imperative that you be on time for exams, lest you end up with a zero. If you know that you may be late because you have another class at a distant location, please let me know beforehand.
• No student will be allowed to leave the room and then return during an exam
• You must bring your student ID to all exams
• For each examination you need to bring a SCANTRON form no. 882-E, pencils, pen and eraser.

ATTENDANCE
Attendance at lectures is highly recommended, but up to the student. There is no make up work for points missed during the class period. Attendance is MANDATORY for laboratory sessions; more than one unexcused absence will result in failure of the lab portion of the course. This will most likely lead to failure of the entire course.

SCHOLASTIC INTEGRITY: As members of a community dedicated to Honesty, Integrity and Respect, students are reminded that those who engage in scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and expulsion from the University. Scholastic dishonesty includes but is not limited to: cheating, plagiarism (including self-plagiarism), and collusion; submission for credit of any work or materials that are attributable in whole or in part to another person; taking an examination for another person; any act designed to give unfair advantage to a student; or the attempt to commit such acts. Since scholastic dishonesty harms the individual, all students and the integrity of the University, policies on scholastic dishonesty will be strictly enforced (Board of Regents Rules and Regulations and UTRGV Academic Integrity Guidelines). All scholastic dishonesty incidents will be reported to the Dean of Students.

STUDENTS WITH DISABILITIES: Students with a documented disability (physical, psychological, learning, or other disability which affects academic performance) who would like to receive academic accommodations should contact Student Accessibility Services (SAS) as soon as possible to schedule an appointment to initiate services. Accommodations can be arranged through SAS at any time, but are not retroactive. Students who suffer a broken bone, severe injury or undergo surgery during the semester are eligible for temporary services. Brownsville Campus: Student Accessibility Services is located in Cortez Hall Room 129 and can be contacted by phone at (956) 882-7374 (Voice) or via email at ability@utrgv.edu. Edinburg Campus: Student Accessibility Services is located in 108 University Center and can be contacted by phone at (956) 665-7005 (Voice), (956) 665-3840 (Fax), or via email at ability@utrgv.edu.
COURSE DROPS: According to UTRGV policy, students may drop any class without penalty earning a grade of DR until the official drop date. Following that date, students must be assigned a letter grade and can no longer drop the class. Students considering dropping the class should be aware of the “3-peat rule” and the “6-drop” rule so they can recognize how dropped classes may affect their academic success. The 6-drop rule refers to Texas law that dictates that undergraduate students may not drop more than six courses during their undergraduate career. Courses dropped at other Texas public higher education institutions will count toward the six-course drop limit. The 3-peat rule refers to additional fees charged to students who take the same class for the third time.

SEXUAL HARASSMENT, DISCRIMINATION, and VIOLENCE: In accordance with UT System regulations, your instructor is a “Responsible Employee” for reporting purposes under Title IX regulations and so must report any instance, occurring during a student’s time in college, of sexual assault, stalking, dating violence, domestic violence, or sexual harassment about which she/he becomes aware during this course through writing, discussion, or personal disclosure. More information can be found at www.utrgv.edu/equity, including confidential resources available on campus. The faculty and staff of UTRGV actively strive to provide a learning, working, and living environment that promotes personal integrity, civility, and mutual respect that is free from sexual misconduct and discrimination.

MANDATORY COURSE EVALUATION PERIOD: Students are required to complete an ONLINE evaluation of this course, accessed through your UTRGV account (http://my.utrgv.edu); you will be contacted through email with further instructions. Students who complete their evaluations will have priority access to their grades. Online evaluations will be available Nov. 15 – Dec. 6