

**BIOL 200 001 QUANTITATIVE BIOLOGY - Official Syllabus
Spring 2019- Online Course delivered via Blackboard (Bb)**

Note: there have been some policy improvements - if you're re-taking the course, please become familiar with the improved policies

You will have ONE of the following Course Instructors (check the section that you signed up for on eservices):

Joseph Battistelli, Ph.D. [Removed] - battistelij@vcu.edu
Jill Reid, M.S. [Removed] - jdreid@vcu.edu
Spencer Bissett, Ph.D. [Removed] - bissettsn@vcu.edu
Rachel Hill, M.S. [Removed] - komosinskira@vcu.edu
Kristina Reid Black, M.S. [Removed]- kblack2@vcu.edu

Office Hours: Please see Blackboard for more information for each instructor.

Table of Contents (you may use the hyperlinks to take you directly to topics):

[Removed. Use headings or bookmarks window instead.]

Course Description:

3 lecture hours (100% online). 3 credits. Prerequisites: BIOL 151 and BIOZ 151 with minimum grades of C; and MATH 151, MATH 200, MATH 201, STAT 210, or satisfactory score on the VCU Mathematics Placement Test within a one-year period immediately preceding the beginning of the course. Introduction to the application of the scientific method, experimental design and quantitative aspects of biology. This course focuses on quantitative skills that are relevant to the biological sciences by introducing basic scientific reasoning, quantitation and data analysis.

Course Goals:

By the end of the semester, you should be able to:

- Develop biological hypotheses and design experiments to test hypotheses.
- Implement inductive and deductive reasoning when interpreting data with regard to a scientific hypothesis.
- Interpret graphs based on biological data and derive biological explanations.
- Apply and evaluate basic statistics in an experimental framework.
- Calculate and explain basic statistics used for analysis when given an example.
- Calculate probabilities, binomial probabilities, and conditional probabilities
- Manipulate, manage, and interpret data in a spreadsheet (e.g., Google Sheets, Excel):
 - Copy and paste data into a spreadsheet
 - Create and interpret graphs in spreadsheets
 - Calculate statistics using spreadsheet formulae
 - Accurately report data according to instruction criteria
- Choose appropriate statistical tests for testing hypotheses based on experimental design.
- Distinguish the differences between the following statistical tests:
 - chi-squared
 - Z-test
 - T-tests
 - Sign test
 - Mann-Whitney U test

- ANOVA
- linear regression
- correlation
- Relate the concepts of logical thinking, probability, and statistics

Required Course Materials

you need immediate access to your course materials, so please select ebook options of the two texts or purchase locally so that you are not waiting on your books to be delivered and risk missing deadlines.

- Microsoft Excel ([VCU offers free Microsoft Office 365](#)) with the [Data Analysis Toolpak](#) (it's part of Office 365 but you may have to install it - here are instructions for [Mac users](#) and for [Windows users](#).)
- [The Analysis of Biological Data](#) by Whitlock & Schluter. If you prefer a hard copy, it is available from the VCU Bookstore. Additionally, a couple of copies are on reserve in the Cabell Library
- [The Lady Tasting Tea: How Statistics Revolutionized Science in the Twentieth Century](#) by David Salsburg - available from the VCU bookstore, or from Amazon.com. Additionally, a couple of copies are on reserve in the Cabell Library.

Documenting Your Work

- You will be required to keep a written and/or electronic documentation of all of your work, for which you may be asked at any time during the semester to provide access to your instructor. To facilitate this, you should keep any notes and practice work in a designated folder (either paper folder or electronic folder).
- You must create a folder on your VCU Google Drive that is designated for the coursework that involves data analysis in spreadsheets. Your folder should be labeled "Quant Bio - Your Name - Semester & Year." Any data analyses that you perform must be performed in Excel, and your work saved to the folder so that your instructor can access at any time (this helps with answering any questions you have or if your instructor is trying to troubleshoot reported answers.) You will share editing access to the [Removed] email (see this short, helpful video on how to do this: [Removed])

Course Topics:

This is an outline of the topics covered in this course and the general order in which they will be covered.

- Unit 1: Intro to Statistics (from a biological perspective)
 - Statistics and samples
 - Displaying and describing data
 - Estimating with uncertainty
 - Probability
 - Hypothesis testing
- Unit 2: Proportions and Frequencies
 - Analyzing proportions
 - Fitting probability models to frequency data
 - Contingency analysis: associations between categorical variables
- Unit 3: Comparing Numerical Values
 - The normal distribution
 - Inference for a normal population
 - Comparing two means

- Unit 4: Handling Violation of Assumptions and Designing Experiments
 - Handling violation of assumptions
 - Designing experiments
 - Comparing means of more than two groups

- Unit 5: Regression and Correlation
 - Chemistry Review (online materials, not part of Whitlock and Schluter)
 - pH, Molarity, Solutions, Dilutions
 - Correlation between numerical variables
 - Regression

- Discussion Board Topics:
 - *The Lady Tasting Tea: How Statistics Revolutionized Science in the 20th Century* by David Salsburg (we refer to this book as TLTT)
 - Two other discussions to be determined later in the semester

Inclusiveness Statement:

Every member of the university community has a stake in VCU's achievement of [inclusive excellence](#). All students in this class should feel safe to express themselves candidly, to listen to and hear each other with understanding, and that issues and concerns will be dealt with directly and fairly. Additionally, the online course policies were developed with the concept of [Universal Design](#) as a primary goal. The universal design of the course policies means that most students find that the course already accommodates their specific needs; however, if you have a letter from [SAEO](#) please send it to your instructor for review so that I can ensure that all of your accommodations are indeed being fulfilled.

Tips for Success:

The course is designed as intuitively as possible using the Learning Management System currently available, which is Blackboard. Students can find everything they need under the "Main Menu/Start Here" navigation link. All other navigation links are shortcuts to frequently used areas of the course. Students who do the following will greatly enhance their success in the course:

- Have excellent time-management skills - work on assignments in advance of the due date rather than waiting until the last minute. Do not procrastinate on assignments.
- Thoroughly read the instructions/criteria and submit every part of the assignment.
- Read instructor emails - the weekly (and sometimes twice or thrice weekly) emails are helpful reminders for students to check the gradebook, etc to make sure all assignments have been submitted in time in order to avoid zeros. A copy of all course-wide emails are posted to the Announcements page.
- Study Tips for Exam: You have access to all the assignments, and you can review all of your quizzes by clicking on the assignment - it will give you the option to review it. If you're wanting to commit information to memory, you must do more than just read chapters/watch videos - you need to take written notes - handwritten note-taking is more effective than typing when you're trying to commit information to memory. Creating your own essay exams, calculation questions, etc. and then taking them, will help you figure out areas you may be weak in and then go back and study more in those weak areas. [Here is a link to some great study tips.](#)

Congratulations, you killed your patient (CYKYP):

This statement is in reference to the importance of attention to detail and accuracy when answering questions on quizzes case studies and the final exam. Many quiz/case study/exam questions not only ask

you for the calculated answer, but ask you to report it to either a certain decimal place or a certain number of significant figures (which may be different than decimals), it may state to include the units or it may say not to, it may state to use an Excel or Google Spreadsheet or use a table in the book for your answer. These directions must be followed explicitly to arrive at the correct answer. It is often helpful to write out and algebraically transform the equation on paper, but we do not recommend doing the actual calculations using a paper and calculator. Calculations should NEVER be rounded until the very last step, otherwise fatal errors can occur. Further, doing multi-step calculations on paper and in a calculator increase the likelihood of a transcription error. Cutting and pasting a dataset into a spreadsheet is far less likely to result in an error than manually typing it into a spreadsheet or calculator. It is important that you follow the instructions for reporting your answer - if you report an answer as 0.0531 but we asked you to report it to four significant figures so that the answer is supposed to be 0.05312, then your answer is wrong. There is no partial credit (there's no way to set it up for that). The same goes for spelling errors - you must report your answers exactly as they should be spelled, we do not give credit for misspellings. We understand that losing a few points due to these issues can be annoying, so we offer the opportunity to earn bonus points for each unit to help make up for the times that you might have lost point like this. See info on bonus points for more information about how to claim bonus points.

Technical and/or Computer Skills Required:

This course requires that students use EXCEL with the DATA ANALYSIS TOOLPAK - instructional videos are posted in the General Course Information menu. You do not have to be an expert, and you'll find that the toolpak makes your life infinitely easier when doing statistical analyses - so it's worth the initial investment to download these free tools and watch the instructional videos for them. Other than that, this course does not require special technical skills - links are provided where applicable and there are no assignments that require any special computer skills beyond using Excel (tutorials are posted under the Main Menu on Blackboard). The course is designed as intuitively as possible, however, if ever you find yourself confused about where an assignment is located, etc, please feel free to email your instructor and they'll be happy to help.

Instructor Availability:

It is important that students are able to contact instructors in online classes and expect a response in a reasonable amount of time. If you don't hear back from your instructor within 24 hours (except weekends and holidays), please email them again.

Please note the following for all instructors:

- This is an online class, learning to clearly ask questions and/or express your concerns over email is part of the class.
- Please try to resolve issues over email before trying to set up an in-person appointment.

Weekly Time Commitment:

The amount of work students are expected to put forth in this class is based on Section 600.2 and 600.24(f) of the Higher Education Opportunity Act which states (in part) that a unit of credit is 1 hour of classroom plus 2 hours of out-of-class work each week for each credit for ~15 weeks. Which is a fancy way of saying a 3 credit course expects you to put in a **minimum** of 9 hours per week and some courses require more time commitment. Quant Bio requires the minimum time commitment in order for you to pass the class, more time if you want to earn an A or B.

Estimated Times for Completion of Assignments:

Keep in mind that this course requires a minimum of 9 hours per week of work - that should give you an idea of the amount of effort you are expected to put into the course. To prepare you for the assignments, readings and/or videos will be assigned, quizzes can therefore take a few hours to complete. They are not timed - you can open an assignment, work on it, close it out, and come back and work on it later. How much time it actually takes you personally, can depend on things such as how many times you were side-tracked while doing the assignment (answering texts, browsing facebook, etc.), how you felt that day (tired from not enough sleep the night before, etc). Please plan completion of your assignments accordingly - work on some each week so that you don't find yourself running out of time.

Attendance Policy:

Though this class does not meet in a classroom, students must demonstrate presence. Students are expected to submit assignments weekly, not wait until the unit deadlines to submit all assignments at once.

Attendance Violation: A student is in violation of the attendance policy if you fail to fully complete all quizzes in a unit by the unit deadline (full completion means there is a grade for each assignment in the respective unit and the score for the quiz is higher than 1 - in other words, a score of zero for a quiz does not count as completion, and will not prevent an attendance violation.) The total number of violations are recorded in the gradebook and updated within a few days after each unit deadline.

Consequences for violating the attendance policy in Preliminaries and Units 1-5 are as follows:

- The first two violations will result in a warning in the gradebook
- A total of 3 violations will prevent you from receiving a grade higher than a B, regardless of your total number of points.
- A total of 4 or more violations will prevent you from receiving a grade higher than a C, regardless of your total number of points.

Due Date Calendar:

All important dates, including due dates, discussion board opening dates, beginning and ending of class dates, withdrawal dates, etc. are posted on the [Removed]. You can add the calendar to your own Google Calendar by clicking the +Google Calendar button at the bottom of the calendar. All due dates follow VCU time (Eastern Time). Due dates are located on the Course Calendar which is posted to Blackboard. If you prefer to work on weekends or at night - that's easily accommodated - just work in advance of the due dates on the days/times that work best for you.

- If you are working from a different time zone and need to see what time you must submit your work in your local time zone to meet the VCU deadline, you can use this [Time Zone Converter](#) - use "Virginia" for VCU and it will tell you what time and what day is equivalent to your time zone. Note, it is your responsibility to understand the conversion - if you're not sure, email me and let me know where you are and I can tell you what time you need to submit your work by. For example, if you are in California, you would need to submit your work by 8:59pm your local time in order to meet the 11:59pm VCU deadline.
- You are expected to work on assignments weekly, not wait until the due date or you risk violating the attendance policy or accumulating late penalties on discussions.
- No assignments are timed - you can open and x-out of any assignment, and come back to it later until you are ready to submit it for a grade.

ABSOLUTE DEADLINE: The calendar will indicate the last day in the semester for which late assignments may be submitted. **Under NO circumstances can any work be submitted after that date - that is an absolute deadline.** If you wait until the last minute to try and get your work done, and

something happens - that's unfortunate because you will not be allowed to submit anything past that deadline no matter what the extenuating circumstances are - due dates are set throughout the semester and you are expected to meet those. Do not find yourself in a position where you jeopardize your grade because you waited until the last minute to try and submit work. We're not kidding about this - **WE DO NOT MAKE EXCEPTIONS** on this (or any other policy). ***The course policies are not only extremely flexible, they are some of the most generous that you will find in any class which have been established to help you be successful in the course.***

Assignment Types & Late Policies:

There are 5 main assignment types:

- Preliminary Quizzes & Vocab Reviews
- Practice Pools - these help test your understanding of the material
- Case Studies - these are harder and test your application of the material
- Discussions - these provide interactive peer engagement each week
- Final Exam - it's long and tests your cumulative understanding and application of the material

Students are expected to make satisfactory progress in their assignments over the course of the semester. The generous late policies have been established for one reason only - to allow you to get yourself caught back up with little to no effect on your grade in case of an unexpected event (illness, death in the family, childbirth, etc). The late policies are NOT intended for students to take advantage of and think that they do not have to meet due dates. Submission of too many late assignments will have a negative impact on your grade either by late penalties or your grade being capped by the attendance policy.

PRELIMINARY QUIZZES & VOCAB REVIEWS:

You will not see all assignments at once - each time you complete an assignment, it will release the next assignment, provided you meet the minimum criteria if applicable. You must score at least 80% on your syllabus quiz to progress to the next quiz. Likewise, you must score at least 80% on your Vocab Reviews to gain access to the subsequent Practice Pools. You will not be able to progress in the course until you finish previous assignments. Only preliminary and vocabulary quizzes require students to meet a score of 80% to progress. Assignments are based on content, reading and/or, video comprehension. For all assignments, you can see the questions in advance so that you can concentrate on the accompanying reading/video. It is suggested that you do not wait until the last day to try to complete all of the assignments in a unit. If you believe there's an error in the answer key, or you believe your answer should be considered as correct, you must send your instructor an email no later than the day that the assignment is due - this means if you submit an assignment late, you forfeit this opportunity. Reviewing work, figuring out what mistakes were made, and learning from them is critical for mastery of statistics. The above policy encourages students to carry out this step in the learning process and remain current with the course work.

- **PRELIMINARY QUIZZES & VOCAB REVIEWS LATE POLICY:** These assignments may be submitted late as follows - no penalty if submitted by the unit deadline, if any assignment in a unit is submitted after the unit deadline, you will receive an attendance violation. These assignments may be submitted through the absolute deadline noted on the course calendar; however, take care not to accumulate too many attendance violations which may negatively impact your grade. As an added incentive to submit these on time, you can claim bonus points if you submit them by the unit deadline **and** submit the bonus point claim form on time.

PRACTICE POOLS:

You must complete the Vocab Reviews, scoring at least 80%, in order to gain access to the subsequent Practice Pools. There may be multiple Practice Pools in each unit. These assignments are based on content and reading and/or video comprehension. For these types of assignments, the questions are pulled from a large pool of questions. You may take these more than once (the number of times is stated on the assignment), and each time it will pull from the pool - giving you some new and possibly some repeat questions. Some questions look the same, but have a different dataset or ask a different question about the same scenario. Read all questions carefully: answering the wrong question results in a wrong answer. You should consider these assignments as practice for the Case Studies, with the Case Studies testing your knowledge of applying the concepts you learned from the readings/videos. It is suggested that you do not wait until the last day to try to complete all of the assignments in a unit.

- **PRACTICE POOLS LATE POLICY:** These assignments may be submitted late as follows - no penalty if submitted by the unit deadline, if any assignment in a unit is submitted after the unit deadline, you will receive an attendance violation. These assignments may be submitted through the absolute deadline noted on the course calendar; however, take care not to accumulate too many attendance violations which may negatively impact your grade. As an added incentive to submit these on time, you can claim bonus points if you submit them by the unit deadline **and** submit the bonus point claim form on time.

CASE STUDIES:

You must complete the Practice Pools assignments, in order to gain access to that unit's Case Study - see Adaptive Release Policy. Case Studies are designed to test your knowledge of applying the concepts you learned from the Vocab Reviews and Practice Pools. It is suggested that you do not wait until the last day to try to complete all of the assignments in a unit. You will have an opportunity at the end of the semester to re-take any case studies.

- **CASE STUDIES LATE POLICY:** These assignments may be submitted late as follows - no penalty if submitted by the unit deadline, if any assignment in a unit is submitted after the unit deadline, you will receive an attendance violation. These assignments may be submitted through the absolute deadline noted on the course calendar; however, take care not to accumulate too many attendance violations which may negatively impact your grade. As an added incentive to submit these on time, you can claim bonus points if you submit them by the unit deadline **and** submit the bonus point claim form on time.

DISCUSSIONS:

You must submit your Syllabus Quiz and Academic Integrity Quiz to access discussions. Except for the Icebreaker and two to-be-determined discussions at the end of the semester, discussion boards are based on your book, *The Lady Tasting Tea* (TLTT). All posts including the initial post and comments must be submitted on the discussion board in order to count for credit. Under no circumstances can initial posts or comments be emailed for credit - posts must be made on the corresponding discussion board. You must progress in discussion order - if you miss a week, you must first make up the discussion you missed before you can progress to the next discussion. Once you meet the minimum criteria (the initial posts plus the comments) AND submitted the appropriate honor report, the next discussion will become available to you. In theory, this allows you to work ahead, but keep in mind that you may have to wait for others to post before you can complete your comments in advance. Honor Reports must be submitted for each discussion board in order to receive a grade.

- **DISCUSSION LATE POLICY:** Discussions can be submitted late for partial credit - there is a penalty for a late initial post and an additional penalty if you have late comments. Due dates for the initial post and comments are posted on the course calendar. If you don't see a discussion, check to make sure that you completed the prior discussion AND the honor report - you must complete prior discussions before accessing current ones (see Adaptive Release Policy).

- **DISCUSSION HONOR REPORTS:** In order to receive a grade for the discussions, you must submit the corresponding honor report. This will also release the next discussion. Accuracy on honor reports is extremely important - your grade is based on your answers. Inaccurate reporting may result in a zero on the entire assignment and/or an honor violation charge.
 - **HONOR REPORT LATE POLICY:** There are no penalties for late honor reports. Honor Reports may take several minutes to an hour or so before they release once you complete the minimum posting criteria for a discussion. It will not release if you did not meet the minimum posting criteria - you'll need to make sure that you meet the minimum posting criteria. Do not submit blank posts in an attempt to meet minimum posting criteria - blank posts for this reason may be considered an honor violation. Honor Reports are due at the same time as the comment period deadline - see Blackboard for due dates. You cannot get a grade for your discussions nor gain access to the next discussion until you submit your honor report.

FINAL EXAM:

the final is comprehensive. You may use your notes. You may take it twice, the highest score will be recorded. You will only see your score, you will not see answers.

- **FINAL EXAM LATE POLICY:** The final becomes available once all quizzes are submitted. See calendar for when the final is due. There is no late penalty for submission of final exam, but it must be submitted by the absolute deadline.

Grading Scale & Bonus Points:

There are a total of 1,000 possible points to earn in the course. Your grade will be automatically assigned as follows (unless you have violated the attendance policy):

You will need between 895 - 1000 points (equivalent to 90-100%) in order to earn an A in the course.
You will need between 795 - 894 points (equivalent to 80-89%) in order to earn a B in the course.
You will need between 695 - 794 points (equivalent to 70-79%) in order to earn a C in the course.
You will need between 595 - 694 points (equivalent to (60-69%)) in order to earn a D in the course.
Scores below 595 points (equivalent to below 60%) will earn an F in the course.

Grades within $\frac{1}{2}$ of a point will be rounded up to next whole number for grade calculation purposes.
Grades under $\frac{1}{2}$ of a point will not be.

- **Grades are non-negotiable.** Anyone who requests, for any reason whatsoever, that I make an exception to any of the course policies will receive a zero on the syllabus quiz and will lose any bonus points that they accumulated.

Bonus Points: We provide the opportunity to earn bonus points as encouragement to get your work done in advance/on time. They also help make up for points you may lose to spelling or rounding errors. Everyone will have the opportunity to earn up to 20 bonus points over the course of the semester. It is the student's responsibility to claim the bonus points for themselves.

- For completing all of the preliminary quizzes by the due date **and** the bonus points claim form by the due date on the Course Calendar, you can claim 2 bonus points.
- For each unit that you submit all of your assignments, including the Vocab Reviews, Practice Pools, Case Study **and** the bonus points claim form by the due date on the Course Calendar you can claim 2 bonus points (2 bonus points x 5 units = 10 points possible).
- For completion of the Final Exam **and** the bonus points claim by the due date on the Course Calendar you can claim 4 bonus points.

- For completion of the VCU Course Evaluation at the end of the semester, you can claim 4 points once you submit the course eval and the bonus point claim form by the due date.

Gradebook: It is the student's responsibility to check the gradebook after submitting each assignment and/or honor report to make sure that it was submitted properly – if you don't see a grade, you did not submit properly. If you see a dash “—“ or a blue “in progress icon” that means you have not submitted the assignment. Occasionally there's an error on the answer key to a assignment. Once it's discovered, the answer key will be corrected and everyone's assignment will be regraded. This means your score could go up (if the corrected key is the answer you chose), or down (if you picked the wrong answer but was initially received credit for it.) Therefore, if you notice an answer key issue, it's in your best interest to notify your instructor right away.

Adaptive Release Policy:

The course deploys in a modular fashion, each assignment building upon the previous assignment. You must complete assignments in the appropriate order - you may not skip any assignments in a unit. As you complete assignments in their appropriate order, the next assignment will become available to you. You are expected have made a genuine, good-faith attempt at all questions for each assignment. Scores that are too low (less than 1 point/%) will not release the next assignment/bonus points - do not attempt to “throw away” a quiz/assignment (even ones with multiple attempts) in an effort to get the next assignment or bonus points claim form open..

Syllabus as Binding Contract:

Instructors are bound by the Rules & Procedures of the University to follow the policies in the syllabus. Likewise, by taking the course, you are agreeing to be bound by the policies in the syllabus as well. Because the syllabus is a binding contract, there are no exceptions to any of the policies on the syllabus.

- **Grades are non-negotiable, exceptions are not made to course policies.** Anyone who requests, for any reason whatsoever, that I make an exception to any of the course policies may receive a zero on the syllabus quiz and may lose any bonus points that they accumulated.

Online Conduct & Netiquette:

Students are expected to conduct themselves with professional courtesy toward their fellow students and instructor at all times, and should expect the same in return. VCU policy prohibits any member of the VCU community from sending unlawful emails (unlawful includes email deemed harassing, or worse.) The 3-C's of Netiquette must be followed when posting in the discussion board. Violation of any of these rules will have consequences that negatively affect your grade (including zeros and possible termination of your privilege to participate in any group discussions.)

3-C's of Netiquette

- **Clarity:** your post title must be descriptive and relevant to the topic you chose so that anyone who is browsing posts should be able to tell what the post is about just by your title. Be creative so that your peers want to read your post (though make sure the title still reflects your topic); alternatively you can write a short sentence for your title that adequately reflects your topic.
- **Confidentiality:** treat all information shared as confidential (though I'm not suggesting that you post confidential information).
- **Courtesy:** be courteous to one another - even if you disagree with what someone has posted, do so in a courteous and respectful manner.

Academic Integrity Statement:

Regardless of whether or not an assignment has an honor pledge statement, all students are expected to submit their own work. Though you may certainly engage in conversation about the course content to enhance your learning, the assumption is that quiz answers and discussion posts are uniquely your own (derived from the course resources) and not someone else's nor a combined effort. Honor violations are taken very seriously in this class. It is extremely important in all classes, but also in online classes, to maintain academic integrity or the course becomes worthless. For Honor Reports and the like, it is extremely important that you are honest and accurate with your reporting because any error could be construed as an honor violation. Do NOT fudge on your reports - claiming you did 3 comments when you only did 2 may not seem like a big deal to you, but in certain circumstances, could result in an F in the class and a mark on your transcript. If you make an error on your honor report that results in more points than you deserve, your grade will be manually adjusted to include losing all points (it's at my discretion how many points are deducted), and I will also submit honor violation charges if the honor report has the appearance of academic integrity issues.

On periodic assignments throughout the semester you will be asked to acknowledge an Honor Statement stating that you understand the honor policies for the course, including the fact that you are not allowed to share anything about the course with anyone else (including posting notes or quiz questions to websites, etc). Even if an assignment does not have an honor statement, you are bound by these policies.

Copyright Statement: Except for non-copyrighted YouTube videos, all other course materials, including quiz questions, etc, whether noted or not, are protected under copyright law. Copyright violations are serious infringements of the law and can involve not only monetary penalties but imprisonment.

For first time offenders found guilty of an honor violation, the recommended punishment is an F in the class with a mark on the transcript - and yes, that includes just fudging on your honor report. If you have been dishonest on more than one honor report, you could face suspension from the university. Additionally, instructors have 2 years to report an honor violation - just because a violation was not caught right away, does not mean you are "home-free." If you commit an honor violation, you may self-report under the "self-referral policy" to the Office of Student Conduct and Academic Integrity; however, this option is not available after academic integrity violations are reported by the instructor.

One last thought on this - more and more students are having others do their work in online classes (either by paying someone or some other arrangement) - please note that this is **grounds for expulsion** from the university along with degree revocation if discovered after you have graduated - you don't want to go this route, and if you know anyone who is doing this you are required by university policy to report them.

Question Types:

- **Multiple Choice:** if more than one answer appears to be correct, choose the BEST answer that most thoroughly addresses the question.
- **Multiple Answer:** choose all that apply. There will always be at least one correct answer.
- **True/False | Yes/No:** If choosing true or yes, make sure the entire question is true or correct.
- **Fill-in-the-Blank:** do not use all caps unless appropriate for acronyms (ie, DNA). Spelling counts! No credit for misspellings. Correctly spelled synonyms and alternate tenses/variations will be considered - email your instructor if you think your answer should be included in the answer key.
- **Calculated Formula/Numeric:** input numbers only - do not spell out.
- **Jumbled Sentence:** if more than one answer appears to be correct, choose the BEST answer that most thoroughly addresses the question.

- **Matching:** if more than one answer appears to be correct, choose the BEST answer that most thoroughly addresses the question.
- **Ordering:** chronological order means from the earliest date to the most recent. Not all are chronological order - some may state from the most recent to the oldest, so pay attention to the question being asked - credit will not be given for answers put in the reverse order of what the question asked.
- **Short Answer:** provide a brief answer that addresses all parts of the question

Computer / Internet Access Policy & Submission of Assignments:

You must have an appropriate computer ([click here to see VCU's student computer policy](#)) to use for completing assignments in this course. Do NOT use the Blackboard App, Smartphones, tablets, iPads, etc as there is a problem with posting and quizzes, etc. This is an online course and thus it is your responsibility to make sure you complete assignments on time. It is your responsibility to have access to high-speed internet to complete your assignments – even in unexpected events such as power outages. You can always work on assignments in advance – so waiting until the last minute and then having unexpected problems is not an excuse for being unable to submit an assignment. It is required that you have several back-up plans in place in case there is an unexpected problem so that you have access to another computer (if your computer crashes), access to the internet (if a storm knocks out power), etc. – more information about this can be found on Bb under Tech Support.

All work must be submitted online via the appropriate Bb assignment link. Assignments hand-delivered, sent via email or posted under the wrong assignment link are not appropriate submissions and will most likely result in zeros. Keep in mind your instructor availability - whether or not they are available during the day, evenings or weekends (some are, some aren't) when working on assignments close to the due date. If you run into technical issues, there is helpful Tech Support info under one of the main navigation buttons.

Requesting corrections to grades/honor reports:

Students are responsible for accurately reporting/submitted their work. If you discover an inaccuracy on any of your honor reports, please resubmit it. Inaccuracies on honor reports that give you more points than you earned will result in your grade adjusted with penalties applied (the amount of penalty is at discretion of the instructor, including a zero for the entire assignment), and may result in honor violation charges

In most cases, quizzes will not be reset or "corrected" - you must use the appropriate device/system requirements to submit your quizzes (do not use smartphones, do not use apps - not even the Bb app, etc.) If your computer "freezes" do NOT hit the enter key as this may submit your quiz before you're done - in some cases I can reset a quiz if my pools are deep enough and you have submitted a blank quiz by accident, but in some cases I will not do it because you will have had the opportunity to see the answers. Do not submit quizzes until you double-check all of the questions and make sure the answers you want are actually selected (and the ones you don't want are not selected.) Credit is not given for spelling mistakes on fill-in-the blank questions. Including a verbiage from the sentence is considered a spelling mistake. For example, if you are tasked with filling in the blank in the sentence, "Muriel Bristol likes ___ added to her milk, not milk added to her tea," an answer of "likes tea" would be marked incorrect. The entered answer does not make sense in that sentence. We want students to read carefully and follow directions. The word "tea" is the correct answer. If you are having an issue - contact your instructor BEFORE you submit so that they can help you figure out what the problem is (unless you are nearing the due date period - in which case better to lose points on a question or two than risk a zero.) Blackboard NEVER changes your answers or makes mistakes on your quizzes if you are using the appropriate

university-approved computer - which is a requirement of this class, therefore, grades to quizzes are never adjusted (unless there is a mistake on the answer key.)

If you believe there's an error on the answer key, or you wish to have your answer considered as correct, you should send your instructor an email no later than the day that the quiz is due. Requests for points at the end of the semester for any reason, including answer key issues, will not be honored.

Financial Responsibility:

Any student enrolled in the course must be financially responsible for all costs associated with the course including tuition, fees, textbooks, video rental or purchase, etc. The costs of the course materials have been researched and selected for the best options for the price – including legitimate free options when available. If you are unable to purchase required materials for the course, you should consider dropping the course as instructors cannot provide exceptions to assignment due dates.

Students should visit <http://go.vcu.edu/syllabus> and review all syllabus statement information. The full university syllabus statement includes information on safety, registration, the VCU Honor Code, student conduct, withdrawal and more.