

The transition back to face-to-face classes and the reopening of campuses necessitates further changes to the master syllabus template. While many of the course-specific items will remain the same, there have been substantial modifications, especially in the College Policies sections, to reflect changes back to in-person services and instruction.

BITC2411 Biotechnology Laboratory Instrumentation FALL 2021 SYLLABUS

Section: XXXXX-XXX

Lecture: Room, day, time

Lab: Room, day, time

Instructor: Name, title, department

Office Phone: Adjunct faculty must provide a voice mail

Office Location:

Office Hours: day, time, or by appointment

E-mail: must provide and use your ACC email

Website: If you have one

Course Description:

- **Credit Hours: 4**
- **Classroom Contact Hours per week: 3**
- **Laboratory Contact Hours per week: 3**

Lecture will discuss theory, applications, and operation of various analytical instruments with an emphasis on chromatography purification strategies used in R&D laboratory and biomanufacturing facilities. Laboratory exercises will focus on quantitative and qualitative analyses by chromatography, centrifugation, fluorometry, spectrophotometry, and electrophoresis. An introduction to protein bioinformatics tools is included.

Course Prerequisites:

BIOL 1406, BIOL1414, BIOL1415 (may co-enroll with BIOL 1415, however, you cannot drop 1415 while co-enrolled). Passing grade (80% or better) on an ACC Biotechnology placement exam. Course Type: W

Course Objectives/Outcomes:

The competency outcomes for this course reflect skills necessary in the biotechnology workforce which emphasize communication skills, punctuality, a work ethic, and teamwork in addition to laboratory skills.

Instructional Methodology:

There is both a laboratory and lecture component to this course, which must be taken together. There will be required readings from the textbooks, as well as occasional additional reading assignments. Both the lecture and laboratory components will require the use of the Internet, and Blackboard which is made available to the student in the Austin Community College computer labs. An emphasis is placed on active learning strategies for content mastery.

Course Rationale:

This course is a rigorous course that develops problem-solving skills necessary for success doing science at the bench while exploring in depth the chemistry of biological molecules. Knowledge in this area is directly applicable to the biotechnology fields of pharmaceuticals, environmental processes and remediation, as well as bioinstrumentation. In support of Austin Community College's Mission Statement to support skills for "life-long learning", this course will challenge students to apply critical thinking skills to their readings, class activities, and classroom discussions about topics in biochemistry and in biotechnology. Although an emphasis is placed on each student's resourcefulness and personal responsibility for constructing their new knowledge, opportunities for working collaboratively with groups will also be provided.

Course Student Learning Outcomes:

The competency outcomes for this course reflect skills necessary in the biotechnology workforce which emphasize communication skills, punctuality, and teamwork in addition to molecular biology skills. The Texas State Skills Board (TSSB) recognized Skill Standards for this course can be found here:

<http://www.austincc.edu/biotech/skillstandards.php>.

A1 Maintain laboratory and equipment	A3 Operate equipment	A6 Prepare biological and/or chemical materials	B1 Assist in designing experiments	B2 Perform assays and experiments	B3 Troubleshoot experiments and equipment	B4 Perform data analysis
B5 Communicate results	B6 Investigate new technologies and methodologies	C1 Participate in employer-sponsored safety training	C3 Identify unsafe conditions and take corrective action	C4 Suggest continuous improvements	C5 Coordinate with work team	C6 Provide orientation and training for other employees
C7 Handle and dispose of hazardous materials	C8 Maintain security	D1 Maintain lab notebook	D2 Create documents			

Course Materials:**Required Textbooks:**

1. *Basic Laboratory Methods for Biotechnology: Textbook & Laboratory Reference*, 2nd edition. Seidman & Moore, 2009. Prentice Hall. ISBN: 0321570146
2. *(Optional) Principles and Practice of Bioanalysis*, (2nd Ed) Richard F. Venn, Ed., CRC Press (2008). ISBN 9780849338571.

Lab Manual: Available for download on Blackboard. BITC Laboratory Manual, Austin Community College. ISBN: BITC2411Su2012

Supplies: Laboratory Notebook, Scientific Calculator with statistics and linear regression capability, Sharpie labeling pens (fine tip).

Lab Safety: Safety glasses with a rating of Z87 and close-toed shoes. A disposable lab coat will be provided.

Email: You are **required** to communicate with your instructors using your ACCmail account ONLY. To obtain your email: <http://www.austincc.edu/accmail/> Instructions on forwarding your email to a more regularly monitored email address can be found there.

Blackboard: You are *required* to utilize Blackboard for this course. To access Blackboard you need an ACCeID. To activate your ACCeID: <http://www.austincc.edu/acceid>
To log on to Blackboard: <http://acconline.austincc.edu>

NOTE: If you are a **student worker**, or ACC staff member, your default email is your STAFF account, not your student account. Therefore, your email in Blackboard will be your STAFF email, and you will need to access that account to retrieve messages from your instructor.

Lecture and Lab Format

LECTURE: Lectures will be given during the scheduled lecture time for the most part, but may also be given during waiting periods during the laboratory periods. *If you arrive 30 minutes late to class, you will not be permitted to participate in class.* This is especially important on the days where we will be doing lab work. Lecture topics will closely follow the schedule. The reading assignments should be completed BEFORE lecture begins.

LAB: The lab meets twice per week as outlined on the class schedule for the most part, but some experiments may require some procedures to be started or performed during the lecture period. The lab exercises will follow the weekly schedule. No student may attend any lab session until they have completed the ACC Biology Department safety training and have signed a safety contract. If you arrive late to class, you will **not** be permitted to perform the lab! Most labs will consume the entire period and you will not have time to finish the lab if you arrive late.

Pre-lab exercises are due at the beginning of class. Remember we will start some labs during the lecture section, so be prepared! Lab reports are due one week after all the work on that lab exercise is completed in the laboratory. Pre-lab, post-lab and lab notebook format and detailed instructions is outlined in the lab manual.

Lab exercises will be performed in groups; however, each student is responsible for taking complete, accurate, and clear notes during the lab exercise directly in their lab notebook. All members of the group are expected to participate in the exercise and to work together. Student collaborations in the writing of lab reports are encouraged, but each student must produce their own tables and graphs, and write their own lab report. Photocopies or computer generated print-outs of others' works will not be accepted and will be considered plagiarism.

You will only be permitted to attend the lab if you arrive on time with the following:

1. Appropriate PPE. Remember, some labs are started on Monday, so **always** bring your PPE.
2. Your copy of the lab exercise and read prior coming to the lab.
3. A completed pre-lab exercise.
4. Your lab notebook and associated items (pen, sharpie, calculator...).

TECHNOLOGY SUPPORT SERVICES

1. STUDENT TECHNOLOGY SUPPORT

Austin Community College provides free, secure drive-up WiFi to students and employees in the parking lots of all campus locations. WiFi can be accessed seven days a week, 7 am to 11 pm. Additional details are available at [Student Technology Access](#). Students who do not have the necessary technology to complete their ACC courses can request to borrow devices from Student Technology Services. Available devices include iPads, webcams, headsets, calculators, etc. Students must be registered for a credit course, Adult Education, or Continuing Education course to be eligible. For more information, including how to request a device, visit [Student Technology Access](#). Student Technology Services offers phone, live-chat, and email-based technical support

for students and can provide support on topics such as password resets, accessing or using Blackboard, access to technology, etc. To view hours of operation and ways to request support, visit [Student Technology Access](#)

SECTION II: GRADING SCHEME AND MISSED EXAM POLICY:

The lecture and lab are worth 50% each toward your total course grade. All points earned will be divided by the total possible points to assess the final course grade as follows: 90-100% A, 80-89% B, 70-79% C, 60-69% D, and <60% F. ***Grades will not be curved.***

1. **Exams (300 points):** Exams will be given in class on the days listed in the course schedule. There are two exams, Midterm worth 100 points, and will cover topics and concepts covered by lecture, lab and assigned reading materials. Final comprehensive exam worth 200 points. At the end the exams will be averaged to 100 points. The format of these exams will be diverse, and may include short answer, definitions, matching, problems, discussions, and analysis, and multiple choice questions. Questions on these exams will emphasize higher-level critical thinking skills as mandated by the ACC Biotechnology Department and will challenge students to be able to use their factual knowledge in order to answer the questions. The final exam will be comprehensive, including all topics covered in lecture and laboratory exercises during the semester.
2. **Paper and Proposal (200 points):** 1) each student will read a scientific research paper (Paper should be approved by the instructor) and present the analysis of the paper to the class (100 Points). 2) Each student will write and submit a research proposal on a topic of interest. The guidelines for the proposal preparation and presentation will be available on the blackboard (100 Points).
3. **Class Participation (100 points)** Attendance is taken every class. You will be graded on preparing for class, participation in class, team work, lab etiquette, and safe behavior in the lab, and recorded in an ACC Biotechnology Program Performance Evaluation.
4. **Lab Notebook (100 points)** Students will maintain a laboratory notebook as instructed in the lab manual. This notebook will be submitted for grading at the end of the semester.
5. **Lab Reports (200 points)** Students will turn in written lab reports and will give an in-class report presentation as assigned. Lab reports are due one week after all the data has been collected for that exercise. Students may collaborate with their team on the writing of lab reports, but each student ***must produce their own tables and graphs, and write their own lab report in their own words.*** Photocopies or computer generated copies of others' works will NOT be accepted and will be considered plagiarism. In-class lab reports will be prepared collaboratively by teams and will be presented by one member of the team on a rotating basis, and all members of the team will share the same the grade. The lab reports will be averaged to 100 by the end of the course. Students will evaluate their colleagues presentation in the class. Average grade will be presented at the end of each presentation.
6. **Lab Practical (100 points)** There will be one lab practical given during the semester. Date is posted on the schedule. This lab practical will be independent work only and will cover material in the laboratory. The format of the lab practical will be both a laboratory hands-on exercise and written portion. The written portion format may include multiple choice and short answer questions, as well as problem solving calculations and graphing.

SUMMARY GRADING SCHEME:

Grades will be assigned according to the following scale (*there will be no “curving” of grades*)

<i>Exams</i>	<i>Others</i>
Midterm exam 100 points	Class Participation 100 points
Final exam 200 points	Paper 100 points
<u>Lab Practical</u> 100 points	Proposal 100 Points
Total 400 points	Lab Notebook 100 points
	<u>Lab Reports</u> 200 points
	Total 600 points

End of semester Exam grades and others will be averaged to 100% and the grades will be given according to the following scale.

Grading Scale: 90-100% = A; 80-89% = B; 70-79% = C; 60-69% = D; < 60% = F

SECTION III - ACC & CLASS POLICIES

1. **Graded Assignments:** All assignments, including exams will be graded and returned in one week after they are submitted for grading. Grades will be posted to Blackboard. If you find a discrepancy in your graded assignment and the grade posted to Blackboard, please notify me by email immediately so that it can be addressed.
2. **Pass/No-Pass** ACC has temporarily implemented a Pass/No Pass option for grading. Students are permitted (but not required) to convert any course sections to Pass/No-Pass grading. The following procedures will apply. After receiving their grade for the semester, students will have until {insert date} to elect Pass/No-Pass grading. Only grades of C or better in a course may be converted to P (Pass). Grades of D and F may be converted to NP (No-Pass). All courses for which students receive passing (P) grades will count toward ACC degree requirements, which may override some departmental or college policies. A grade of Pass/No-pass will not count toward a student's grade point average (GPA); however a grade of Pass will count toward earned semester hours. Students should consider the possible implications of electing the Pass/No-Pass option (e.g., on course transfer, GPA calculations, financial aid, etc.). Academic transcripts will have a note added indicating the Pass/No Pass grading option is due to the Corona-virus pandemic.
3. **Use of ACC Email Communication:** All College e-mail communication to students will be sent solely to the student's ACCmail account, with the expectation that such communications will be read

in a timely fashion. ACC will send important information and will notify you of any college related emergencies using this account. Students should only expect to receive email communication from their instructor using this account. Likewise, students should use their ACCmail account when communicating with instructors and staff. Instructions for activating an ACCmail account can be found at <http://www.austincc.edu/accmail/index.php>.

4. **Instructor Communication:** You may only use your ACCmail account when communicating with your instructor. You should check your email daily for time-sensitive communication from your instructor. You are expected to return communication within 72hrs. Emails from your instructor will be returned within 24-48hours during normal business hours M-F. On weekends there may be a delay in communication until the following Monday.
5. **Lecture:** Lectures will be given as outlined on the schedule for the most part, but may also be given during waiting periods during the laboratory periods. Lecture topics will closely follow the schedule. ***The reading assignments should be completed BEFORE lecture begins.*** If you arrive more than 15 minutes late for the lecture you will be marked absent. Keep in mind that meeting time commitments counts towards your participation grade. If you are repeatedly 15min late for class you may be dropped from class.
6. **Lab:** The lab meets as outlined on the schedule for the most part, but some experiments may require some procedures to be done during the lecture period. The lab exercises will follow the schedule. No student may attend any lab session until they have completed the ACC Biotechnology Department safety training and have signed a safety contract. ***If you arrive late to class, and the lab has begun, you will not be permitted to participate in that lab.*** Most labs will consume the entire period and you will not have time to finish the lab if you arrive late.

Pre-lab exercises are due at the beginning of a laboratory Unit. Remember we will start some labs during the lecture, so be prepared! Lab reports are due one week after all the data is collected. Pre-lab, post-lab and lab notebook format detailed instructions are outlined in the lab manual.

Lab exercises will be performed in groups; however, each student is responsible for taking complete, accurate, and clear notes during the lab exercise directly in their lab notebook. All members of the group are expected to participate in the exercise and to work together. Student collaborations in the writing of lab reports are encouraged, but each student must produce their own tables and graphs, and write their own lab report. Photocopies or computer generated print-outs of others' works will not be accepted and will be considered plagiarism.

You will only be permitted to attend the lab if you arrive on time with the following:

- Appropriate PPE. Bring to every class!
- The entire lab exercise must be printed out and read prior coming to labs.
- A completed pre-lab exercise.
- Your lab notebook

7. **Expectations.** Students are expected to be prepared for each class and to participate in all class activities. Please note that this is a ***rigorous*** course that requires a solid background in basic chemistry, biology and mathematics, and a strong commitment to succeed. To successfully complete this course, regular class attendance is required in addition to study time outside of class. The 16 week course may require a minimum of 12 hours per week of study time outside of class and the 8 week accelerated course may require as much as 20 hours per week of study time outside of class. ***Missing one lecture and/or one laboratory exercise will have serious grade consequences.*** Note, based on in-class performance, you may be required to participate in Open Labs outside of class time.

8. **Attendance/Class Participation.** Regular and punctual class and laboratory attendance is expected of all students. If attendance or compliance with other course policies is unsatisfactory, the instructor may withdraw students from the class. It is of utmost importance that students miss no classes in order to perform well in this class. As with all math and science courses, topics build from each other such that a gap in knowledge will prevent the student from understanding concepts being covered. Also, class activities provide a significant component by which grades are assessed, and students must attend classes in order to earn these points.

Attendance will be taken at each class period, and students who are late or absent are responsible for obtaining information about all deadlines, lecture notes, class discussions, handout materials, class activities, homework assignments, or announcements given in class. Students who are more than 15 minutes late for lecture or lab will be marked as absent for that day. ***Students with unexcused excessive absences may be withdrawn from the course by the instructor.***

If the classes are cancelled because of weather, pandemic, or other emergencies:

“The student is responsible for communicating with their professor during the closure and completing any assignments or other activities designated by their professor.”

9. **Lecture & Lab Exams.** Exams will be given in class during the regularly scheduled class time. If you are late to an exam, no extra time will be given. While taking an exam, students may not leave the room until they have completed their exam and turned it in for grading. ***If you have a medical condition that would require you to leave the room during the exam, you are responsible for arranging with the office of student disabilities, to take the exam before the rest of the class takes it.***
10. **Missed Exam Policy.** Make-up exams will only be given for the lecture exams and to students who provide the instructor with a written request prior to or within 24 hours following the missed exam, along with ***documentation for an excused absence.*** Approval requires documentation of a medical emergency or death in the family. Makeup exams will be given in the Testing Center. Please familiarize yourself with their policies and hours of operation which are found at:
<http://www.austincc.edu/testctr/>
11. **Late Work Policy:** Lab reports are due one week after the data collection is complete. Late work is accepted at the discretion of the instructor. ***Please note: I rarely accept late work, unless there is documented extenuating circumstances.*** Meeting time commitments is an important part of being a technician and will be reflected in the employee evaluation as well as your lab report grade.
12. **Safety Policy:** Austin Community College is committed to providing a safe and healthy environment for study and work. You are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Additional information on these can be found at <http://www.austincc.edu/ehs>. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the Emergency Procedures poster and Campus Safety Plan map in each classroom. Additional information about emergency procedures and how to sign up for ACC Emergency Alerts to be notified in the event of a serious emergency can be found at <http://www.austincc.edu/emergency/>.

You are expected to conduct yourself professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual will be dismissed from the day's activity, may be withdrawn from the class, and/or barred from attending future activities.

Laboratory Safety: Health and safety are paramount values in science classrooms, laboratories, and field activities. Students are expected to learn, understand and comply with environmental, health

and safety (EHS) procedures and protocols, and must agree to abide by the ACC science safety policy. Specific safety information for each activity will be discussed at the beginning of the class activity. For those activities that require specific safety training, a student who is late and misses the safety training will not be able to participate in the activity. The comprehensive science safety policy can be found at: www.austincc.edu/sci_safe/.

Before students may attend the laboratory classes, they must complete all of the following:

1. Watch the ACC Science Safety video
2. Review the ACC Biology Lab Safety Policy and fill out the safety guide for your campus
3. Sign the ACC Biology Safety Contract.

The instructor will drop any student from the class if the student has not completed this safety training within the first week of class.

Student use of Organisms:

“Most ACC biology classes, particularly those with laboratory components, use actual organisms during instruction in addition to images and models. ACC students generally are preparing for real-world careers requiring workers with hands-on experience. These careers include health care, veterinary work, horticultural and agricultural work. Other students plan to transfer to four-year colleges and will be participating in biological research where hands-on experience is equally important.

Organisms used at ACC are fundamental in biology instruction and they are utilized to teach specific skills and knowledge. Their condition and usage varies from course to course. Students will be expected to actively participate in these activities. Students with particular concerns in this matter should consult with their instructor and/or departmental officials before enrolling in a laboratory course so that they can know what will be required of them.

Some organisms are observed alive while others are dead and preserved in various ways. These organisms are dead and incapable of feeling pain although some tissues remain viable for a short period of time. Student manipulation of organisms ranges from culturing living organisms to dissecting preserved ones. Some examples include, but are not limited to: bacterial culturing for microbiology courses; cat, pig or rat dissection for anatomy courses; skeleton and pelt examination for field biology; and use of frogs in physiology experiments.”

The web address for this policy is: <http://www.austincc.edu/biology/labanimalpolicy.html>

In the Biotechnology Program you may work with many different types of organisms, some of which may include human and animal cell culture, stem cells, bacteria, yeast, fungi and algae.

- 13. Student Insurance:** Students enrolled in lab and field courses are covered by student insurance if they are injured as a result of the lab or field activity. If you are injured during class, please notify your instructor immediately and fill out the designated injury forms.
- 14. Electronic Devices:** Although the use of electronic devices such as calculators, notepads, laptops and smart phone applications is highly encouraged, we ask students not use class time to talk on their cell phone, text message or check email. ***Unapproved electronic devices are not permitted on your person while writing exams. No exceptions, you will receive a zero grade for that exam if caught with a device.***
- 15. Withdrawals:**

It is the responsibility of each student to ensure that his or her name is removed from the rolls should they decide to withdraw from the class. The instructor does, however, reserve the right to drop a student should he or she feel it is necessary. If a student decides to withdraw, he or she should also verify that the withdrawal is recorded before the Final Withdrawal Date. The Final Withdrawal Date

for this semester is [insert date here]. The student is also strongly encouraged to keep any paperwork in case a problem arises.

Students are responsible for understanding the impact that withdrawal from a course may have on their financial aid, veterans' benefits, and international student status. Per state law, students enrolling for the first time in Fall 2007 or later at any public Texas college or university may not withdraw (receive a "W") from more than six courses during their undergraduate college education. Some exemptions for good cause could allow a student to withdraw from a course without having it count toward this limit. Students are strongly encouraged to meet with an advisor when making decisions about course selection, course loads, and course withdrawals.

Details regarding this policy can be found in the ACC college catalog.

It is your responsibility to determine your grade status in the course at all times and withdraw yourself if you decide to drop the course. Students who are not passing the course before the withdrawal deadline should talk with me about withdrawing themselves from the course. Students not completing all work by the end of the course, and who do not withdraw themselves will receive a letter grade unless they qualify for and have requested an incomplete grade. ***I may not automatically drop you from the course even if you quit coming to class.***

Withdraw Dates: Are posted on the ACC academic calendar:

<http://www.austincc.edu/support/admissions/academiccalendar.php>

16. **Incomplete Award Policy** An incomplete (grade of "I") will only be given for extenuating circumstances. What constitutes "extenuating circumstances" is left to the instructor's discretion. If a grade of I is given, the remaining course work must be completed by a date set by the student and professor. This date may not be later than two weeks prior to the end of the following semester. A grade of I also requires completion and submission of the Incomplete Grade form, to be signed by the faculty member (and student if possible) and submitted to the department chair.

Students may request an Incomplete from their faculty member if they believe circumstances warrant. The faculty member will determine whether the Incomplete is appropriate to award or not. The following processes must be followed when awarding a student an I grade.

1. Prior to the end of the semester in which the "I" is to be awarded, the student must meet with the instructor to determine the assignments and exams that must be completed prior to the deadline date. This meeting can occur virtually or in person. The instructor should complete the Report of Incomplete Grade form.
2. The faculty member will complete the form, including all requirements to complete the course and the due date, sign (by typing in name) and then email it to the student. The student will then complete his/her section, sign (by typing in name), and return the completed form to the faculty member to complete the agreement. A copy of the fully completed form can then be emailed by the faculty member to the student and the department chair for each grade of Incomplete that the faculty member submits at the end of the semester.
3. The student must complete all remaining work by the date specified on the form above. This date is determined by the instructor in collaboration with the student, but it may not be later than the final withdrawal deadline in the subsequent long semester.
4. Students will retain access to the course Blackboard page through the subsequent semester in order to submit work and complete the course. Students will be able to log on to Blackboard and have access to the course section materials, assignments, and grades from the course and semester in which the Incomplete was awarded.
5. When the student completes the required work by the Incomplete deadline, the instructor will submit an electronic Grade Change Form to change the student's performance grade from an "I" to the earned grade of A, B, C, D, or F.

If an Incomplete is not resolved by the deadline, the grade automatically converts to an “F.” Approval to carry an Incomplete for longer than the following semester or session deadline is not frequently granted.”

Reinstatement Procedures:

Reinstatement procedures will follow those outlined in the current ACC General catalog.

17. **Scholastic Dishonesty:** A student attending ACC assumes responsibility for conduct compatible with the mission of the college as an educational institution. Students have the responsibility to submit coursework that is the result of their own thought, research, or self-expression. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, and falsifying documents. Penalties for scholastic dishonesty will depend upon the nature of the violation and may range from lowering a grade on one assignment to an “F” in the course and/or expulsion from the college. See the Student Standards of Conduct and Disciplinary Process and other policies at <http://www.austincc.edu/current/needtoknow>

Biotechnology students who are not meeting course objectives and/or not conducting themselves in a professional and ethical manner (this includes academic dishonesty) will be apprised of their performance status using the progressive discipline process. This procedure progresses throughout the program, not in each individual course. Any warnings and/or conferences will be kept in the student’s file. The full policy can be found here: <http://www.austincc.edu/biotech/>

COLLEGE POLICIES

Health & Safety Protocols

Operational areas of ACC campuses and centers are fully open and accessible through all public entrances. The college encourages its staff, faculty, and students to be mindful of the well-being of all individuals on campus. If you feel sick, feverish, or unwell, please do not come to campus.

Some important things to remember:

- If you have not done so, ACC encourages all students, faculty, and staff to get vaccinated. COVID-19 vaccines are now widely available throughout the community. Visit [Vaccines.gov](https://www.vaccines.gov) to find a vaccine location near you.
- Campuses are open to faculty, staff, and students: The college and its departments and offices may invite internal *and* external guests to their events and activities, though access is still restricted for external parties seeking to host activities at ACC. The college’s [Appian Health Screening App](#) remains available to everyone who visits campus. This continues to be a good way to check your own health before coming to class or work.

- If you are experiencing COVID-19-related symptoms, please get a COVID-19 test as soon as possible before returning to an ACC facility. Testing is now widely available. To find [testing locations near you, click this link](#).
- If you test positive, please report it on the [ACC self-reporting tool located here](#).
- ACC continues to welcome face masks on campus. Per CDC guidelines, face masks remain a good way to protect yourself from COVID-19.
- The college asks that we all continue to respect the personal space of others. We are encouraging 3 feet of social distancing.
- Please be sure to carry your student, faculty, or staff ID badge at all times while on campus.

Because of the everchanging situation, please go to [ACC's Covid website](#) at for the latest updates and guidance.

Statement on Academic Integrity

Austin Community College values academic integrity in the educational process. Acts of academic dishonesty/misconduct undermine the learning process, present a disadvantage to students who earn credit honestly, and subvert the academic mission of the institution. The potential consequences of fraudulent credentials raise additional concerns for individuals and communities beyond campus who rely on institutions of higher learning to certify students' academic achievements and expect to benefit from the claimed knowledge and skills of their graduates. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, falsifying documents, or the inappropriate use of the college's information technology resources. Further information is available at the [Academic Integrity website](#).

Any course specific policies, expectations, or procedures could be included here.

Student Rights & Responsibilities

Students at ACC have the same rights and protections under the Constitution of the United States. These rights include freedom of speech, peaceful assembly, petition and association. As members of the community, students have the right to express their own views, but must also take responsibility for according the same rights to others and not interfere or disrupt the learning environment. Students are entitled to fair treatment, are expected to act consistently with the values of the college, and obey local, state, and federal laws. [Student Rights & Responsibilities](#)

As a student of Austin Community College you are expected to abide by the [Student Standards of Conduct](#).

Senate Bill 212 and Title IX Reporting Requirements

Under Senate Bill 212 (SB 212), the faculty and all College employees are required to report any information concerning incidents of **sexual harassment, sexual assault, dating violence, and stalking** committed by or against an ACC student or employee. Federal Title IX law and College policy also require reporting incidents of **sex- and gender-based discrimination and sexual misconduct**. **This means faculty and non-clinical counseling staff cannot keep confidential information about any such incidents that you share with them.**

If you would like to talk with someone confidentiality, please contact the District Clinical Counseling Team who can connect you with a clinical counselor on any ACC campus: (512) 223-2616, or to schedule online, go to the [Counseling website](#).

While students are not required to report, they are encouraged to contact the Compliance Office for resources and options: Charlene Buckley, District Title IX Officer, (512) 223-7964; compliance@austincc.edu.

If a student makes a report to a faculty member, the faculty member will contact the District Title IX Officer for follow-up.

Student Complaints

A defined process applies to complaints about an instructor or other college employee. You are encouraged to discuss concerns and complaints with college personnel and should expect a timely and appropriate response. When possible, students should first address their concerns through informal conferences with those immediately involved; formal due process is available when informal resolution cannot be achieved.

Student complaints may include (but are not limited to) issues regarding classroom instruction, college services and offices on the basis of actual or perceived race, color, national origin, religion, age, gender, gender identity, sexual orientation, political affiliation, or disability.

Further information about the complaints process, including the form used to submit complaints, is available at the [Student Complaint Procedures website](#).

Statement on Privacy

The Family Educational Rights and Privacy Act (FERPA) protects confidentiality of students' educational records. Grades cannot be provided by faculty over the phone, by e-mail, or to a fellow student.

Class grades should be posted in Blackboard, and this could be mentioned here.

Recording Policy

To ensure compliance with the Family Education Rights and Privacy Act (FERPA), student recording of class lectures or other activities is generally prohibited without the explicit written permission of the instructor and notification of other students enrolled in the class section. Exceptions are made for approved accommodations under the Americans with Disabilities Act.

Recording of lectures and other class activities may be made by faculty to facilitate instruction, especially for classes taught remotely through BlackBoard Collaborate or another platform. Participation in such activities implies consent for the student to be recorded during the instructional activity. Such recordings are intended for educational and academic purposes only.

Safety Statement

Health and safety are of paramount importance in classrooms, laboratories, and field activities. Students are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Emergency Procedures posters and Campus Safety Plans are posted in each classroom and should be reviewed at the beginning of each semester. All incidents (injuries/illness/fire/property damage/near miss) should be immediately reported to the course instructor. Additional information about safety procedures and how to sign up to be notified in case of an emergency can be found at [the Emergency Management website](#).

Everyone is expected to conduct themselves professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual may be immediately dismissed from the day's activity and will be referred to the Dean of Student Services for disciplinary action.

In the event of disruption of normal classroom activities due to an emergency situation or an outbreak of illness, the format for this course may be modified to enable completion of the course. In that event, students will be provided an addendum to the class syllabus that will supersede the original version.

Campus Carry

The Austin Community College District concealed handgun policy ensures compliance with Section 411.2031 of the Texas Government Code (also known as the Campus Carry Law), while maintaining ACC's commitment to provide a safe environment for its students, faculty, staff, and visitors. Beginning August 1, 2017, individuals who are licensed to carry (LTC) may do so on campus premises except in locations and at activities prohibited by state or federal law, or the college's concealed handgun policy.

It is the responsibility of license holders to conceal their handguns at all times. Persons who see a handgun on campus are asked to contact the ACC Police Department by dialing 512-223-1231. Please refer to the concealed handgun policy online at the [Campus Carry website](#).

Discrimination Prohibited

The College seeks to maintain an educational environment free from any form of discrimination or harassment including but not limited to discrimination or harassment on the basis of race, color, national origin, religion, age, sex, gender, sexual orientation, gender identity, or disability.

Faculty at the College are required to report concerns regarding sexual misconduct (including all forms of sexual harassment and sex and gender-based discrimination) to the Manager of Title IX/Title VI/ADA Compliance. Licensed clinical counselors are available across the District and serve as confidential resources for students. Additional information about Title VI, Title IX, and ADA compliance can be found in the [ACC Compliance Resource Guide](#).

Use of ACC email

All College e-mail communication to students will be sent solely to the student's ACCmail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify students of any college-related emergencies using this account. Students should only expect to receive email communication from their instructor using this account. Likewise, students should use their ACCmail account when communicating with instructors and staff. Information about ACC email accounts, including instructions for accessing it, are available at the [ACC Email Q&A website](#).

Use of the Testing Center

The Testing Centers will allow only limited in person testing and testing time will be limited to the standard class time, typically one and one-half hours. Specifically, only the following will be allowed in the Testing Centers:

- Student Accessibility Services (SAS) Testing: All approved SAS testing
- Assessments Tests: Institutionally approved assessment tests (e.g., TSIA or TABE)
- Placement Tests: Placement tests (e.g., ALEKS)
- Make-Up Exams (for students who missed the original test): Make-up testing is available for all lecture courses but will be limited to no more than 25% of students enrolled in each section for each of four tests
- Programs incorporating industry certification exams: Such programs (e.g., Microsoft, Adobe, etc.) may utilize the ACC Business Assessment Center for the industry certification exams (BACT) at HLC or RRC

The instructor should provide additional information about how they will conduct examinations and other assessments here.

STUDENT SUPPORT SERVICES

The success of our students is paramount, and ACC offers a variety of support services to help, as well as providing numerous opportunities for community engagement and personal growth.

Student Support

ACC strives to provide exemplary support to its students and offers a broad variety of opportunities and services. Information on these campus services and resources is available at the [Student Resources website](#). A comprehensive array of student support services is available online at the [Student Support website](#).

Student Accessibility Services

Austin Community College (ACC) is committed to providing a supportive, accessible, and inclusive learning environment for all students. Each campus offers support services for students with documented disabilities. Students with disabilities who need classroom, academic or other accommodations must request them through Student Accessibility Services (SAS).

Students are encouraged to request accommodations prior to the beginning of the semester, otherwise the provision of accommodations may be delayed. Students who have received accommodations from SAS for this course will provide the instructor with the legal document titled “Faculty Notification Letter” (FNL) through the Accessible Information Management (AIM) portal.

Until the instructor receives the FNL, accommodations should not be provided. Once the FNL is received, accommodations must be provided. Accommodations are not retroactive, so it is in the student’s best interest to request their accommodations as soon as possible prior to the beginning of the semester.

Please contact SAS@austincc.edu for more information.

Academic Support

ACC offers academic support services on all of its campuses. These services, which include online tutoring, academic coaching, and supplemental instruction, are free to enrolled ACC students. Tutors are available in a variety of subjects ranging from accounting to pharmacology. Students may receive these services on both a drop-in and referral basis.

An online tutor request can be made here: [Online Tutoring Request](#)

Additional tutoring information can be found here: [Online Tutoring](#)

Library Services

ACC Library Services offers both in-person and extensive online services, with research and assignment assistance available in-person during limited hours of service. Although all college services are subject to change, plans include ACC students signing up for study space and use of computers at open libraries, extensive online instruction in classes, online reference assistance 24/7 and reference with ACC faculty librarians. In addition, currently enrolled students, faculty and staff can access Library Services online (also 24/7) via the ACC Library website and by using their ACCeID to access all online materials (ebooks, articles from library databases, and streaming videos). ACC Libraries offer these services in numerous ways such as: "Get Help from a Faculty Librarian: the 24/7 Ask a Librarian chat service," an online form for in-depth research Q and A sessions, one-on-one video appointments, email, and phone (voicemail is monitored regularly).

- [Library Website](#)
- [Library Information & Services during COVID-19](#)
- [Ask a Librarian](#) 24/7 chat and form
- [Library Hours of Operation by Location](#)
- Email: library@austincc.edu

Parent and Family Engagement Services

ACC understands how important parent and family support is to every student's college journey. From parents and siblings to step-parents, grandparents, partners, and loved ones, the Parent and Family Engagement Office at ACC is committed to empowering families to support student success. The office provides a family orientation to ACC, free [workshops](#) explaining the world of higher education (financial aid, student resources, career and transfer services, etc.), a monthly [newsletter](#) full of student success tips, and a website designed to answer family members' frequently asked questions. All students, especially first-generation students, are encouraged to share these resources with their families and invite them to be part of the Riverbat experience. Contact familyengagement@austincc.edu or visit the [Parent & Family Engagement website](#) for more information.

Student Organizations

ACC has over seventy student organizations, offering a variety of cultural, academic, vocational, and social opportunities. They provide a chance to meet with other students who have the same interests, engage in service-learning, participate in intramural sports, gain valuable field experience related to career goals, and much else. Student Life coordinates many of these activities, and additional information is available at the [Student Life website](#).

Personal Support

Resources to support students are available at every campus. To learn more, ask your professor or visit the campus Support Center. All resources and services are free and confidential. Some examples include, among others:

- Food resources including community pantries and bank drives can be found here at the [Central Texas Food Bank website](#).
- Assistance with childcare or utility bills is available at any campus [Support Center](#)
- The [Student Emergency Fund](#) can help with unexpected expenses that may cause you to withdraw from one or more classes
- Help with budgeting for college and family life is available through the [Student Money Management Office](#).
- A full listing of services for student parents is available at the [Child Care website](#).

Mental health counseling services are available throughout the ACC Student Services District to address personal and or mental health concerns at the [Counseling website](#).

If you are struggling with a mental health or personal crisis, call one of the following numbers to connect with resources for help. However, if you are afraid that you might hurt yourself or someone else, call 911 immediately.

Free Crisis Hotline Numbers:

- Austin / Travis County 24-hour Crisis & Suicide hotline: **512-472-HELP (4357)**
- The Williamson County 24-hour Crisis hotline: **1-800-841-1255**
- Bastrop County Family Crisis Center hotline: **1-888-311-7755**
- Hays County 24 Hour Crisis Hotline: **1-877-466-0660**
- National Suicide Prevention Lifeline: **988** or **1-800-273-TALK (8255)**
- Crisis Text Line: **Text “home” to 741741**
- Substance Abuse and Mental Health Services Administration (SAMHSA) National Helpline: **1-800-662-HELP (4357)**
- National Alliance on Mental Illness (NAMI) Helpline: **1-800-950-NAMI (6264)**

Some faculty may consider adding a student sign-off page at the end of the syllabus to be removed and handed back to the instructor providing evidence that the student received a copy of the syllabus and had an opportunity to ask questions, but such a page is optional.