

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.

## **BIOL 1414 Introduction to Biotechnology or BITC 1411 Introduction to Biotechnology Master Syllabus**

INSTRUCTIONS: FACULTY DELETE ALL RED PRINT– THESE ARE INSTRUCTIONS ☺

You must use the same grading scheme, policies and procedures. Any changes must have department chair approval.

### **SECTION I: COURSE INFORMATION**

**Section:** XXXXX-XXX

**Lecture:** Room, day, time, blackboard

**Lab:** Room, day, time

**Instructor:** Name, title, department

**Office Phone:** Adjunct faculty must provide an ACC voice mail

**Office Location:** You must provide a location you will meet for your office hours, you substitute web meetings

**Office Hours:** adjunct faculty \*must\* post 1 office hour per course, full-time faculty is 5 in-person office hours. Include day, time, \*and you must include the statement\* “or by appointment”

**E-mail:** must provide and use your ACC email

**Website:** If you have one

### ***Course Description:***

An introduction to the field of biotechnology including applications of biotechnology in molecular biology, biochemistry, research, bioethics, and laboratory safe practices in a regulated environment. The course is supplemented with exciting hands-on laboratory exercises, and real-world research and industry applications which enable the student to master basic skills in working in a regulated biotechnology lab, solution preparation, safe handling of hazardous material, nucleic acid isolation, recombinant DNA cloning, PCR, and ELISA. The course concludes with a bioscience career exploration including applied research, biomanufacturing, biomedical devices, and clinical trials.

### ***Prerequisites:***

**Skills:** O Prerequisites: One year of high school biology and one year of high school chemistry or co-requisite of BIOL 1406 or BIOL 1408. Course Type: T

### ***Instructional Methodology:***

This course is a combination of lectures and labs given in person. Both a laboratory and lecture component to this course must be taken together. There will be required readings from the lab manual, as well as occasional additional reading assignments from the literature. 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 or learning center. ***An emphasis is placed on active learning strategies for content mastery.***

### **Course Rationale**

This course is designed to provide a fun, practical, and hands-on exploration into the field of biotechnology. 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, laboratory exercises, and classroom discussions about current topics in biotechnology. Although there is an emphasis on personal responsibility for constructing their new knowledge, opportunities for working collaboratively with groups is provided. This course is the first course in the Biotechnology Program and a biology science elective.

### **Common Course Objectives**

The Common Course Objectives for this course can be found here:

<http://sites.austincc.edu/biology/common-course-objectives/>

### **Academic Student Learning Outcomes:**

1. Students will demonstrate verbally and in writing knowledge of the field of biotechnology (including the historical development of the field) and applications of genomics. (Interpersonal skills and Personal Responsibility)
2. Utilizing the S.I. system of units, students will use a variety of laboratory tools, and equipment to learn about and develop basic lab skills such as pipetting, preparing solutions, and weighing and measuring. (Empirical and Quantitative Skills)
3. Students will demonstrate verbally, and in writing, knowledge of DNA, RNA, and protein structures (Critical Thinking Skills).
4. Students will use technology to isolate, amplify, and detect DNA and proteins.
5. Students will demonstrate, both verbally and in writing, knowledge of scientific theory related to biotechnology techniques.
6. Students will be able to demonstrate their understanding of and to utilize proper laboratory procedures within a regulated environment.
7. Students will consider, discuss and debate current ethical and legal issues in biotechnology (Communication Skills).

### **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 biotechnology skills. The Biotechnology Program is accredited by The Texas Skill Standards System administered by the Texas Workforce Investment Council for Integrated Skill Standards into the curricula: [www.tssb.org/ctc/acc](http://www.tssb.org/ctc/acc). The Texas Skill Standards System is composed of skill standards and credentials for sub-baccalaureate occupations with strong employment and earnings opportunity. For more information, see the Texas Skill Standards here: [www.tssb.org/community-and-technical-colleges](http://www.tssb.org/community-and-technical-colleges).

### **R&D Skill Standards**

A3 Operate equipment	B2 Perform assays and experiments	B3 Troubleshoot experiments and equipment	B4 Perform data analysis	B5 Communicate results	C1 Participate in employer-sponsored safety training	C3 Identify unsafe conditions and take corrective action
C4 Suggest continuous improvements	C5 Coordinate with work team	C7 Handle and dispose of hazardous materials	C8 Maintain security	D1 Maintain lab notebook	D Create documents	

### Biomufacturing Skill Standards

1.1 Follow Standard Operating Procedures (SOPs)	1.3 Document and analyze data	2.1 Clean laboratory environment	2.2 Attend company safety and security training	2.3 Report unsafe conditions	2.4 Maintain laboratory security
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### Materials

**Textbooks:** *Students without advanced degrees or have not taken college-level chemistry, biology, and math should purchase the recommended textbooks.*

Recommended: Ellyn Daugherty, *Biotechnology: Science for the New Millennium*. 2012 or 2017 (*Either edition is okay*). EMC Paradigm Publications. ISBN: 978-0-76384-284-0 or 9780763875916.

Recommended: Lisa A. Seidman. *Basic Laboratory Calculations for Biotechnology*. Pearson.

**Lab Workbook:** *"BIOL1414 Intro to Biotech Laboratory Manual & Exercise Workbook"*.

*\*One copy of the lab manual will be supplied free as well as provided electronically\**

**Supplies:** 3-ring binder, fine tip black Sharpie, earphones and (optional) scientific calculator.

**Lab Safety:** Safety glasses with a rating of Z87, long pants, and comfortable shoes that cover the entire foot area. A disposable lab coat will be provided. Students are welcome to bring their own clean lab coat.

**Email:** Students are **required** to communicate with instructors using their ACCmail account ONLY. To obtain an ACC email: <http://www.austincc.edu/accmail/>

**Blackboard:** Students are **required** to utilize Blackboard for this course. To access Blackboard, students need an ACCeID. To activate your ACCeID: <http://www.austincc.edu/accid>  
To log onto Blackboard: <https://acconline.austincc.edu/webapps/portal/frameset.jsp>

### SECTION II: GRADING SCHEME AND MISSED EXAM POLICY:

#### 1. Orientation Quiz (5 points)

There will be a mandatory orientation Quiz and the beginning of the semester survey to be taken by the end of the first week via the blackboard. You can find them on the blackboard at: **"START HERE"**

#### 2. Mandatory Beginning and End of the Semester Survey (10 points)

There will be a mandatory beginning and end of the semester survey to be taken by the end of the first week via the blackboard and at the end of the semester. You can find them on the blackboard at: **"START HERE"**

3. **Lecture & Lab Exams.** (400 points) The course is set up in three modules; module 1 & 2 exams will be worth 100 points each, and the final module is comprehensive and worth 200 pts. Each exam will cover topics and concepts covered in lecture, lab, and other assigned reading materials. The format of these exams will be diverse and may include short answers, definitions, problems, discussions,

and analysis, graphing and multiple-choice questions. The hands-on portion format may require the student to identify or use equipment or interpret results.

4. **UNIT Quizzes** (140 points) Each Unit will contain an online quiz covering the unit presentation material. Your score will be the average of TWO attempts. You may ALWAYS use your Guided Learning Materials on class quizzes. The format includes multiple choice, fill-in-the-blank, match-up, calculations, and draw/label figure. These will be graded for on-time completion only.
5. **Biotechnology Product Project (Group Project)** (110 points). This research project consists of written assignments as well as oral presentations and will focus on choosing a biotechnology product, describing how it is made, and explain the impact that product has on people daily lives.
6. **Presentation.** (50 pts) The class will participate in a team projects relating to DNA barcoding in plants. This project will have short written and laboratory assignments throughout the semester. Project capstone is a short presentation on the barcoding results.
7. **Soft Skills Evaluation.** (20 points). Students are graded on preparing for class, participation in class, teamwork, attendance, and safe behavior in the lab. This evaluation will cover areas such as technical skills, resourcefulness, prioritization, organization, problem-solving, and quality of work. There will be an evaluation after each module to allow an opportunity to respond to feedback.
8. **Speed Networking & Career Assignment:** (20points): Student will have to prepare their Resume and cover letter at the end of the semester. Students will have to attend a speed network event to build connections with ACC biotech alumni that are currently working in industry. This is a 1h30 event held via zoom during class session. More information will be given prior to the event date.
9. **Lab Workbook Exercises.** (350 points) Students will turn in lab workbook assignments each week. Format and assignments differ based on the exercise but may include creating lab protocols, internet research, data analysis, creating figures and diagrams from lab experiments and filling in forms. Lab workbook exercises are due one week after all the data has been collected for that lab.
10. **Lab Notebook.** (50 points) Students will maintain a laboratory notebook binder as instructed in the lab manual. This notebook will be submitted for grading (dates posted on the schedule).
11. **Bonus Assignments.** (20 points). There will be opportunities for bonus points offered throughout the semester. They will total no more than 2% of your final grade. Instructions for bonus points will be given in class and posted to Blackboard.

#### **SUMMARY GRADING SCHEME:**

- |                                |     |
|--------------------------------|-----|
| 1. <u>Content Knowledge:</u>   |     |
| Orientation Quiz               | 5   |
| Survey (beginning & End )      | 10  |
| Exams                          | 400 |
| Assignments (1-12)             | 140 |
| Class Project                  | 110 |
| 2. <u>Employability Skills</u> |     |
| Employee Skills Evaluation     | 30  |
| Speed networking event         | 20  |

Presentation	50
3. <u>Lab Skills</u>	
Lab Notebook	50
Lab Reports	<u>350</u>
<b>Total Lecture Points</b>	<b>1165</b>

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

**The final grade can be seen under the TOTAL WEIGHT COLUMN**

### **SECTION III - ACC & CLASS POLICIES**

1. **Graded Assignments:** All assignments, including exams, will be graded and returned one week after they have been submitted for grading. Grades are posted on Blackboard. If you find a discrepancy in your graded assignment and the grade posted to Blackboard, please notify me by email immediately.
2. **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 are read in a timely fashion. ACC will send important information and will notify students of college 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 are found at <http://www.austincc.edu/accmail>
3. **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](#)
4. **Instructor Communication:** Per ACC policy, students must use only their ACCmail account when communicating with the instructor. Students should check their email daily for time-sensitive communication from their instructor. Students are expected to return communication within 72hrs. Emails from the instructor are returned within 24-48hours during regular business hours M-F. On weekends there may be a delay until the following Monday.
5. **Lecture Online Component:** The lecture portion of this course will be online located in Blackboard. Each UNIT contains a presentation and a Learning Guide to help you focus on key topics. Learning Guides are completed using unit presentations and can be used on all unit quiz attempts both in and outside of class. Some Units may also contain online activities that require completion submission detailed in assignment instructions. Unit topics are outlined on the schedule.

6. **Lab:** The lab exercises are performed in most classes as outlined in the schedule and the Lab Manual. Lab exercises are carried out in groups; however, each student must take complete, accurate, and precise notes into their lab notebook during the lab, as they will be handing in their own lab report. All members of the group are expected to participate in the exercise and to work together. Most lab exercises require a pre-lab exercise to be completed before class. See lab manual instructions!
7. **Expectations:** The purpose of this class is to learn how to work in a regulated biosciences lab. Skill mastery is essential to success in this course, future biotech classes, and future career in biotechnology. It is important students understand that science courses require active participation and attendance in every class, specially to master lab techniques and feel comfortable navigating in a regulated lab environment. Class attendance, active participation, and an additional 10 hrs of study time are essential to succeeding in this course.
8. **Attendance/Class Participation:** Regular and punctual class attendance is required of all students. As with all math and science courses, topics build from each other, and a missed class may result in a gap in knowledge that will prevent the student from understanding concepts being covered. Class activities provide a significant component of grades. Therefore, students must attend classes to earn these points. Attendance is taken at each class. Students who are more than 15 minutes late for class are marked absent and may be asked to leave if they have missed substantial lab safety information. ***Students with three or more absences may be withdrawn from the course.***
9. **Lecture & Lab Exams:** Exams are approximately 2 hours long and are given in class during the regularly scheduled class time. If you are late for an exam, no extra time is provided. While taking an exam, students may not leave the room until they have completed their exam and turned it in for grading. ***Please notify the instructor if you have a medical condition that would require you to leave the room during the exam.***
10. **Missed Exam Policy:** Make-up exams may be offered to students who provide the instructor with a written request along with documentation of an emergency and is up to the discretion of the instructor.
11. **Late Work Policy:** Lab reports are due one week after the exercise is complete, homework is due before the unit exam is taken. ***Late work is rarely accepted.*** Because course material builds throughout the semester, it is critical all assignments be completed and submitted on time. There will be one lab report amnesty allowed, where a student may submit one lab report for grading for any reason at the end of the semester. There is a comprehensive homework assignment that can be used to replace missed homework.
12. **Safety Statement:** Austin Community College is committed to providing a safe and healthy environment for study and work. Students are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Additional information on safety policy can be found here: <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: <http://www.austincc.edu/emergency-notifications> Please note, students are expected to conduct themselves professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual will be immediately dismissed from the day's activity and may be withdrawn from the class and barred from attending future activities.

**12 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 activities requiring 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: [www.austincc.edu/sci\\_safe/](http://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.

## 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](mailto: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](mailto: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](mailto: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](mailto: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.*

## **SECTION IV. ORIENTATION HOMEWORK ASSIGNMENT**

If you cannot complete any of the items below, email me immediately. Your success in this class is dependent on the following essential orientation items. If there are any problems, we need to clear them up quickly!

- **Obtain an ACCeID and ACCmail Account**

ACCeID: <http://www.austincc.edu/aceid/>, ACCmail: <http://www.austincc.edu/accmail/>

- **Orientation Quiz & Discussion Board**

Log onto Blackboard and complete the following:

<https://acconline.austincc.edu/webapps/portal/frameset.jsp>

a. Under “my courses” click on BIOL 1414. On the left-hand side, you will see a series of buttons. Click on each to see where they take you!

b. **Take the orientation quiz.** Click on “Start here Syllabus” tab, read all materials and then take the “Orientation and Syllabus Quiz.” You may open and save it as you complete it. You MUST remember to press “Submit” at the bottom for it to be graded.

c. **Post an introduction on the orientation discussion board found under “Start here” tab**

Make a post to introduce yourself to the class by pressing the “+Thread” button at the top left-hand side of the screen. Include your name with your interest in taking this class. If you would like to meet with other classmates to study and join a study group, indicate that in your post with your email address so your classmates can contact you!