

BIOL 1020, Introductory Biology I: Cells, Genetics, & Evolution Syllabus

Adapted from the BIOL 1020 class website; hyperlinks are not active. Details of this syllabus may vary from term to term; the most updated version is provided to students each term in the class website.

1. What Is a Syllabus?

The following pages constitute the syllabus for this class. You can consider the syllabus to be a contract which delineates responsibilities and expectations for both the students and the teaching team. We are bound by the terms of this contract as it pertains to this particular class, as well as by Dalhousie University's general Academic Regulations and University Regulations. You should review the syllabus at your earliest convenience, refer to it as necessary throughout the term, and contact the instructor with any questions or concerns you may have.

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2. Contacting the Instructor

Instructor (Fall and Winter Terms): Jennifer Van Dommelen

E-Mail: biol1020@dal.ca, BbLearn Messages

Phone: 902-494-1584

Office Location: LSC 2124

Office Hours: by appointment (in person and online)



The best way to reach me is via e-mail. Students who are NOT registered for the class can contact me at biol1020@dal.ca with inquiries; once the term has started and class is underway, registered students are asked to use the 'Messages' tool (BbLearn's internal e-mail) for all correspondence. During the regular work week (Monday-Friday), I try to respond to all e-mails within 24 hours. On weekends I will monitor e-mail as my schedule permits, but I cannot guarantee a response until Monday.

I am frequently out of my physical office; if you cannot reach me by phone, send me an e-mail to arrange a mutually convenient time for a call. In the case of long distance calls, I am happy to call you. Office hours are by appointment -- just send me an e-mail to make the arrangements. I can meet with you in person or online via web conferencing. And feel free to stop in if you see my office door open!

Summer Term Instructor

There may be a different instructor for the Summer term offering of BIOL 1020 - see the From the Instructor forum of the class Discussion Board for an introduction and contact details.

3. Content Overview and Prerequisites

BIOL 1020 introduces you to the language, concepts and practice of biology. This class deals with structures and processes that are common to all organisms, from ancient types of bacteria to humans and seed-bearing plants. Topics include cell structure and function, energy production, cell division, mitosis and meiosis, Mendelian genetics, chromosomes and heredity, DNA structure and replication, transcription and translation, DNA technology, evolution, systematics and phylogeny, and origins of prokaryotic and eukaryotic diversity. The class is appropriate for students planning to major in biology and marine biology, in which case BIOL 1021 (or BIOL 1011) should also be taken. It is also appropriate for non-majors wishing to gain an understanding of the science underlying topical issues such as cloning, genetic engineering, cancer, and AIDS.

BIOL 1020 is offered on the same schedule as on-campus classes (approximately 13 weeks, with fixed start and end dates each term). The course content is organized into **units**, which in turn contain **lessons** and other reference and support material. Each lesson (one per week) is

devoted to a different topic, and includes all of the readings and learning activities related to that topic. A typical week's activities include:

- textbook readings
- supplementary readings where applicable
- non-graded interactive learning activities
- an assignment (either a discussion assignment or a lab assignment)
- an online, graded test
- opportunities to participate in discussions with classmates, teaching assistants (TAs), and the instructor

Online and home lab activities that develop your observation, communication and problem solving skills and understanding and use of the scientific method are included; collaborative learning and regular feedback are emphasized. Midterm and final exams (one each) are conducted on-campus or elsewhere through a proctor arrangement (see **Distance Education and Proctored Exams** in this syllabus for further details).

The first lesson of the class is an Orientation lesson, which presents a detailed tour of the class structure and gives you the opportunity to try out and troubleshoot all of the tools and technologies you'll be using throughout the term.

Prerequisites. Although high school chemistry and biology are recommended, there are no prerequisites for this class, nor is this class a prerequisite for BIOL 1021 (online) or BIOL 1011 (face-to-face). For the technical requirements related to this class, please visit the Preparing for Class page at the BIOL 1020/21 public information site.

4. Course Objectives

Our global, course-wide objectives for the course are to exemplify for you:

- the principles of scientific inquiry
- critical thinking and the evaluation of the credibility of scientific information from various sources
- data interpretation
- quantitative skills related to the discipline
- the impact of science on society
- connections between concepts across biology

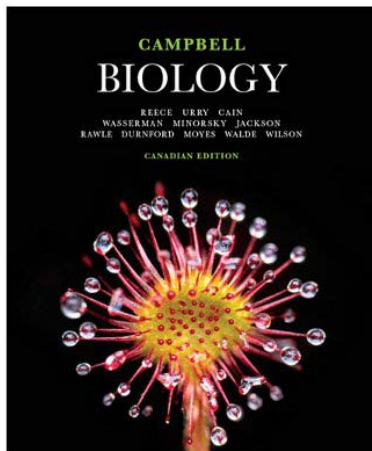
In addition, each lesson includes a set of learning objectives related to the specific topics of the lesson.

Upon the successful completion of this course¹, you will have had the opportunity to explore skills and concepts related to all of the course objectives, and you will have a solid foundation for pursuing upper-level studies in biology.

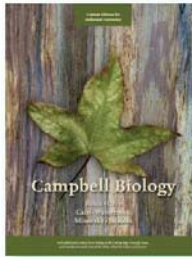
You may want to consider your own personal learning objectives, whether they are specific to this course or more general. What do you expect to learn in an introductory biology class? What would you *like* to learn in an introductory biology class? What do you expect from an online class? What are your general learning and academic goals?

5. Textbook and Readings

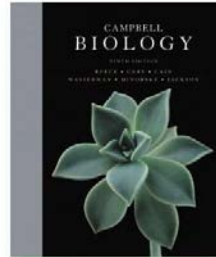
The textbook for the class is *Campbell Biology Canadian Edition (2014)*², available at the Dalhousie Bookstore. This is the same textbook that is used in BIOL 1010/11.



Canadian Edition



Dalhousie edition



9th edition

Depending on where you purchase the book and whether you buy a new or used³ copy, your purchase may also include supplements such as print study guides or access codes to electronic media such as an e-book or MasteringBiology® (or they may be available for purchase separately). These supplements are NOT required, but you are welcome to use them.

Previous editions of the textbook (including *Campbell Biology Dalhousie edition* and *Campbell Biology 9th edition*) are not directly supported in this class, but you may use them with the caveat that **you are responsible for meeting each lesson's learning objectives with your chosen book.**

¹ Plus either BIOL 1021 (online) or BIOL 1011 (face-to-face)

² Reece JB, Urry LA, Cain ML, Wasserman SA, Minorsky PV, Jackson RB, Rawle F, Durnford D, Moyes C, Walde S, Wilson K. 2014. *Campbell Biology*. Canadian Edition. Upper Saddle River, NJ: Pearson Education Inc.

³ Used copies of the Canadian Edition won't be available until Winter 2015 at the earliest; used copies of the Dalhousie edition and the 9th edition might be available on the secondary market.

For a list of readings for the entire course, click on the 'Readings Summary' link in the Course Menu. This takes you to a page on the BIOL 1020/21 public information site. You may also be supplied with or directed to additional material (blog posts, websites, etc.) here in the class site to support your learning throughout the course.

6. Schedule and Calendar

Lessons. Lessons typically run from Monday-Sunday. Unless otherwise indicated, all lesson content is available at all times and you are free to review it whenever you like. Assignments and tests, however, have fixed due dates and times, typically **11:30 pm Atlantic time** on their specified due dates (refer to the schedule). You are free to work ahead as far as you like on tasks and tests, but once the due date has passed, they cannot be submitted (refer to the **Absences and Late Work** section of the **Student and Teaching Team Responsibilities** page of this syllabus).

If you are not located in the Atlantic time zone, use this [Time Zone Converter](#) to determine due dates in your local time.

Exams. The midterm exam is generally scheduled for a weekday evening, within two weeks of the end of Lesson 5. In the Fall and Winter terms, the final exam is scheduled during the final exam period by the Registrar's Office. Final exam schedules are usually posted by the Registrar by the 5th or 6th week of term. In the Summer term⁴, the final exam is delivered during the last week or within 7 days of the last day of class (the exam date is set prior to the start of term and included in the schedule). Exam times and locations will be announced by the instructor as soon as the information is available.

For more information about exams, see the **Distance Education and Proctored Exams** and **Make-Up Exams and Special Arrangements** pages of this syllabus.

You can download a complete class schedule containing all fixed due dates and deadlines from within the class BbLearn site. A combined schedule with dates relevant to both BIOL 1020 and BIOL 1021 is also available, for the convenience of students who are taking both classes concurrently. **PLEASE NOTE: Weekly tests and assignments are due at the same time in BIOL 1020 and BIOL 1021. If you are taking both classes concurrently, it is your responsibility to plan your work so that you make your submissions for both classes by the posted deadlines.**

Dates and times for web conferences (tutorials, office hours, etc.) are posted as they are scheduled in the Course Calendar, accessible from the Course Menu.

⁴ Unlike some other Dalhousie classes, the Summer session of BIOL 1020 is not compressed; i.e., it is delivered over approximately 13 weeks, as it is in the Fall and Winter terms.

7. Assessment

Your final mark in this class is based on several components, and there is considerable flexibility in the marking scheme. See below for full details.

Grading Scheme

Assessment Component	Marks	Details
Tests	5	-eleven tests at 0.5 marks each; lowest mark dropped -two attempts per test; higher score counts
Discussion Board Participation	8 (+2)	discussions graded five times per term at 2 marks each; at least four discussions will count toward your final mark
Lab Assignments	12	six lab assignments at 2 marks each
Midterm Exam	20	covers Lessons 2-5 inclusive; multiple choice format; 1.5 hours
Final Exam	55	covers lessons 6-12 inclusive (approximately 90%) and Lessons 2-5 inclusive (approximately 10%); multiple choice format; 3 hours
Total	100	

Tests

Each lesson includes an online test with 30 multiple-choice questions and a 45-minute time limit. The questions are randomly selected from a testbank; each test and each attempt is unique to each student. Tests are automatically graded, and you will see your score immediately upon submitting the test. You will get two attempts at each test, and the higher score will count toward your final grade. Each lesson test includes 5 questions from each of the previous lessons, reaching back to a maximum of three lessons, to help you recall material that

came previously. There are additional Lesson 5 and Unit III Extra Practice tests that do not count toward your final grade.

Discussion Board Participation

At regular intervals throughout the term your posts to the Discussion Board will be graded according to a rubric. For full details, see the Discussion Board Participation module on the home page of the class site.

Lab Assignments

Labs vary in style from problem solving to online investigations and activities that will take you away from the computer. Web-based tools are incorporated where appropriate. Detailed information about each lab is provided in the Labs module on the home page of the class site.

Exam Marking Scheme and Adjustments

The midterm and final exams consist of approximately 15% factual-recall questions, and 85% application/comprehension questions. The default weighting of marks for each question type is 20% and 80%, respectively. After writing the exam and before handing it in for grading, you may choose to change the weight of each component within specified parameters. If you choose a different weighting scheme for your exam, you will receive the higher of the default scheme and your alternate scheme. As a rule of thumb, if you do better on one component (factual-recall or application/comprehension) of the exam than the other, then increasing the weight of that component will result in a better overall exam score than the default scheme will.

If your mark on the final exam is better than your mark on the midterm exam (both expressed as a percent), then your midterm exam mark will be raised by the following formula:

$$\text{Adjusted midterm grade (\%)} = [\text{original midterm grade (\%)} + \text{final exam grade (\%)}]/2$$

In other words, the adjusted midterm exam mark is the average of the original midterm exam mark and the final exam mark. This adjusted midterm exam mark will replace your original midterm exam mark in the final grade calculation. Please note that your midterm exam mark will be adjusted ONLY IF you have written the midterm exam. If you have no valid and documented reason for missing the midterm exam, your midterm exam mark will remain at 0⁵.

⁵ Provided you remain enrolled in the course.

Final Grade Conversion

We use the Dalhousie Common Grade Scale; i.e.:

Final GradeFinal Mark (percent)

A+	90 to 100
A	85 to 89
A-	80 to 84
B+	77 to 79
B	73 to 76
B-	70 to 72
C+	65 to 69
C	60 to 64
C-	55 to 59
D	50 to 54
F	0 to 49

A final grade of C+ or better in this class is required to take upper level biology classes at Dalhousie.

8. Student and Teaching Team Responsibilities

It's important to be clear about our expectations for the course; if you have any questions, as always, feel free to contact the instructor.

Participation

BIOL 1020 is a flexible but highly structured class. You are expected to check in frequently and submit work on a weekly basis. Taking a class online is not necessarily easier or faster than taking it in a regular classroom. It could take as much or more time than a face-to-face class; the convenience is that you don't have to come to campus to attend class/lab at a set time every week. We think of it as a "work at your own *place*" (rather than a "work at your own pace") class.

As a student, you are **EXPECTED** to:

- submit all assignments and tests by the posted deadlines
- log on several times per week to check for messages and announcements from the teaching team
- read and study the assigned readings for each lesson
- review the online content for each lesson. In some lessons, supplementary materials and instructions **for which you are responsible** are included in the online content for the lesson, but do not appear in the textbook

- contact the instructor with information about your proctor well in advance of the scheduled exam time (distance education students only; see **Distance Education and Proctored Exams** in this syllabus).

And you are **ENCOURAGED** to:

- contribute to the Discussion Board by posting questions, comments, ideas, and responses to other students questions, comments, and ideas
- provide feedback on your learning experience by way of internal BIOL 1020 surveys that will be offered during the term, and an external Student Rating of Instruction questionnaire that will be offered near the end of term

Each week you can expect to spend:

- 1-2 hours reading online content
- 3-5 hours on textbook readings
- 2-4 hours preparing assignments
- up to 1.5 hours on lesson tests (quiz submission, not preparation)
- time reading and responding to discussion posts (variable)

In other words, schedule 7-13 hours per week for this class. Some weeks you'll be at the lower end of the range, some weeks you may go over. It depends on your background experience, working style, and how well you take to the material.

Absences and Late Work

Assignments and tests ARE NOT ACCEPTED LATE FOR ANY REASON, including temporary illness, personal travel, and user-end technical difficulties (see The Computer Ate My Homework!, below). There are, however, 'buffers' in place to help you recover marks lost due to missed submissions. Firstly, your lowest test mark is dropped from the final grade calculation, so missing one of these will not affect your final grade. Of the five discussion board assignments, four count toward your final mark, and the fifth (your choice of the five) is optional. If you participate in a fifth discussion board assignment, you can earn up to two additional marks (essentially bonus marks) toward your final grade. Finally, you can take advantage of **Mulligan Day** (below) if you miss a lab assignment. Even if you miss a deadline, you are always welcome to submit assignments to your TA for feedback (but not marks).

IMPORTANT: All submissions are time stamped according to the BbLearn server's clock, which is set to Atlantic Time. If you are taking this class from another time zone, please factor in the time difference accordingly when submitting your work. We strongly recommend that you **DO NOT WAIT** until a few minutes before an assignment or quiz is due to attempt to submit it. If your watch or your computer's clock is even a few minutes out of sync with the BbLearn server, you risk missing the deadline.

If you are not located in the Atlantic time zone, you can use this Time Zone Converter to confirm the time difference between your time zone and Atlantic time.

You are expected to make every reasonable effort to submit your work on time, and accept the loss of marks in the event that you cannot.

Alternate arrangements for submitting class work may be considered in the following cases:

- You experience a chronic illness or injury that prevents you from completing your work over an extended period of time. In this case you **MUST** (1) contact the instructor at the time of your illness, and (2) provide a medical certificate that states that your illness/injury renders you unable to participate in class. Retroactive medical certificates will not be accepted if you did not notify the instructor at the time that you were ill. Grades for incomplete class work will stand at zero until a valid medical certificate is provided
- An anticipated extended absence (such as for medical treatments or professional/academic obligations), IF you notify the instructor **IN ADVANCE**. Normally, you will be expected to submit your work early whenever possible, but alternate arrangements may be considered depending on the circumstances.
- You have a physical or learning disability that affects your participation in the class. For more detailed information, see the **Academic Accommodations and Students With Disabilities** page of this syllabus.

In the (rare and unlikely) event that a BbLearn outage affects your access to the class, extensions on tests and assignments may be granted, depending on the timing and duration of the outage.

Mulligan Day

In BIOL 1020 we have a “Mulligan Day” on or near the last day of class for the term (see the schedule for the exact date); Mulligan Day is your chance to submit any ONE lab that you have not already submitted for grading.

"The Computer Ate My Homework!"

In our experience, the majority of technical problems that students experience are user-end (rather than server-end) and can be prevented. To avoid having to say "the computer ate my homework", you are expected to take the following measures:

1. **Ensure that you have regular access to a stable, high-speed internet connection for the purposes of taking this class.**
2. **Upgrade your browser and plug-ins to the recommended versions.**
3. **Install anti-virus software.** Dalhousie provides McAfee virus protection to all students and staff free of charge.

4. **Back up your work at a remote location.** Possibilities include flash drives, cloud-based services such as Dropbox, and your personal space on the Dalhousie server.
5. **Arrange for access to an alternate computer in the case of emergencies.** Ensure in advance (if possible) that your alternate computer is configured with the required software for the class.

If you're having technical problems, let us know as soon as possible -- we can help!

Netiquette

Communication over discussion boards has its pros and cons. One of the big pros is that you can post questions and comments any time you like. One of the big cons is that the tone or intent of a message can be misinterpreted. To keep the lines of communication open and flowing nicely, all posts to the Discussion board should observe the following points of 'netiquette' (posts are NOT eligible for bonus marks unless they meet these criteria):

1. **Informative subject lines.** Detailed subject lines help everyone follow the threads that are of interest to them. Always include the lesson/assignment number if applicable and at least one or two relevant key words. For example:
 - o 'I have a question' -- poor subject line
 - o 'Lesson 3: question about mitochondria' -- much better!
2. **Avoid duplication.** Before posting your question, take a few moments to scan the subject lines of the posts that are already there. It's possible that your question has been asked already (another reason to use informative subject lines!).
3. **Correct grammar, spelling, and punctuation.** The BIOL 1020 Discussion Board is an academic forum; you are expected to write in complete sentences and express your thoughts as clearly as possible. Restrict your use of Caps Lock to EMPHASIZING individual words or creating titles or subheadings in your message. (THE USE OF ALL CAPITAL LETTERS IN A DISCUSSION POST IS THE EQUIVALENT OF SHOUTING!)
4. **References** (where appropriate). Give textbook page numbers, class site page references, etc., when you mention specific items from the pages in question. In more open-ended discussions, be prepared to cite sources in support of your arguments.
5. **Correct forum.** Take a few seconds to ensure that your post is in the right forum. If you repeatedly post in the wrong forum, your posts will be deleted and you'll be asked to re-post in the correct forum.

It should go without saying that anything you post to the Discussion board should be polite and free of profanity. If you follow the netiquette guidelines above, you should have nothing to worry about. Rude, aggressive, condescending, or otherwise inappropriate posts will not be tolerated.

Dropping the Class

If you want to drop the class, you must do so in person at the Registrar's Office, or via [Dal Online](#). See the current [Academic Dates](#) for the relevant deadlines. **Failure to participatedoes**

NOT constitute withdrawal from the class. If you discontinue participation in the class without dropping it formally, you will end up with a final grade of 'INC' (for 'incomplete'), which will affect your GPA.

Teaching Team Responsibilities

The teaching staff in this class are here to support your learning and help you in any way we can. You can expect us to respond to private messages within 24 hours during the week (Monday-Friday), and return your assignments to you within one week of submission. We may not necessarily respond to posts on the Discussion Board within 24 hours -- depending on the thread, we may wait a little longer to give as many students as possible a chance to respond and participate.

You can also expect regular general feedback and interaction from staff in the form of announcements, office hours, and web conferences, which can be scheduled on demand at mutually convenient times.

9. Distance Education and Proctored Exams

For most students, the midterm and final examinations are traditional pen-and-paper exams, delivered on campus. If you live within the Halifax Regional Municipality, you are expected to write your exams in person, on campus (extenuating circumstances excepted, see **Make-Up Exams and Special Arrangements** in this syllabus). We consider 'distance education' (DE) students to be those of you who are taking the class from a location at least 30 minutes' drive from the metro HRM area. If you are a DE student, you are eligible to write your exams off-campus, under the supervision of a proctor. (You may choose to travel to campus to write your exams if you wish.)

Eligible Proctors. An eligible proctor must:

- be a teacher, administrator, librarian, or counselling/student services staff member at an academic institution (including elementary, secondary, and post-secondary schools), OR a public librarian,
- be currently employed at his/her institution, and
- have an active institutional e-mail address and telephone number

In addition, proctors cannot be related to you by law, blood, or marriage, nor can they be anyone with whom you have an ongoing personal or professional relationship, such as a friend, coworker, or your boss. A good way to find a proctor is to call the registrar or administrative office of a local academic institution. Some proctors may charge you a fee for the service (\$5-50); you are responsible for paying this fee.

If you're having trouble finding a proctor, contact the instructor as soon as possible.

Proctor Information Required. If you are eligible to write a proctored exam, it is YOUR RESPONSIBILITY to locate a suitable proctor and notify the instructor. To submit information about your proctor to the instructor, fill out and submit the Proctor Information Survey in the BbLearn class site. In addition to questions about you and your location, you will be asked to provide the following information in the survey:

- the proctor's full name, including an honourific (Mr., Ms. Dr., etc.) where applicable
- the proctor's professional affiliation, including his/her job title and institution where s/he is employed
- the proctor's INSTITUTIONAL e-mail address (i.e., NOT yahoo, hotmail, gmail, etc.)
- the proctor's INSTITUTIONAL telephone number, including the country code if outside of Canada and the United States
- the date you have arranged to write the exam (which may be on the scheduled exam date, or one day before or after)
- the time you have arranged to write the exam (give both the local time and the Atlantic Standard Time, if you are outside of the Halifax time zone)

This information is due in full at least two weeks prior to the scheduled exam date, and must be submitted for each exam that you take online, even if you use the same proctor for both exams.

It is critical that you communicate with the instructor in a timely manner regarding proctored exams. The following penalties apply if you submit incomplete or late proctor information:

- **A 20% deduction from your exam mark** if you do not submit your proctor information, IN FULL, at least two weeks prior to the scheduled exam date.
- **Forfeiture of the exam** if you fail to submit your proctor information before the scheduled exam date.

You have a 2-day window around the exam date (i.e., one day before and one day after) during which to schedule the proctored exam.

Respondus LockDown Browser. Students writing the exams under the supervision of a proctor will write their exams ONLINE, using the Respondus LockDown Browser (free from Dalhousie Software Download). The instructor will contact these students directly with information about how to download, install, and test the browser.

The Respondus LockDown Browser may be downloaded and installed at any time prior to the exam date. **It is strongly recommended that you attempt to download, install, and test the browser well in advance of your scheduled exam time.**

When you make your proctor arrangements, please ensure that your proctor is aware that you will be writing the exam online, and that software will have to be installed in advance on whichever computer you have agreed to use to write the exam. This may be your own computer, or one accessible to your proctor.

10. Make-up Exams and Special Arrangements

Per Section 16.8 of Dalhousie's [Academic Regulations](#) (see also University Regulations; Policy for the Scheduling of Classes/Examinations), arrangements for missed exams and other work are made at the instructor's discretion. In this class, except where noted, assignments and tests cannot be submitted late or made up for any reason, including short-term illness (see **Grading Scheme** and "**The Computer Ate My Homework!**" on the **Student and Teaching Team Responsibilities** page of this syllabus for full details). The proctor arrangement is for distance education students only, and is not offered or intended as an option for students who live in or within 30 minutes' driving distance of the metro Halifax area. Local students are expected to make every reasonable effort to attend the exams on campus at their scheduled times.

There are no automatically scheduled make-up exams for the midterm and final, but make-ups and alternate arrangements may be considered at the instructor's discretion in cases of sudden illness or injury, or anticipated absences for medical, professional, or academic commitments. Any request to write a make-up exam must be accompanied (or followed) by appropriate documentation and meet the conditions outlined below.

Sudden Illness or Injury. If you are ill or injured prior to the exam and your illness/injury prevents you from writing it at the scheduled time, you must: (1) contact the instructor (via BbLearn Messages or phone) on the day of the exam and (2) provide medical documentation within one week of the scheduled exam date. Your exam mark will not be released to you until documentation is received.

Anticipated Absences. If you have a scheduled medical procedure, professional commitment, or academic commitment (including varsity sports) that conflicts with the exam, you must notify the instructor (privately; via BbLearn Messages) as soon as possible IN ADVANCE, and supply documentation from a doctor/your employer/coach within one week of the scheduled exam date. Your exam mark will not be released to you until documentation has been received.

Travel. **Personal travel plans are NOT considered a valid reason for requesting to write a make-up exam,** and you are asked not to make travel plans, particularly for the end of term, until the [final exam schedule](#) has been posted by the Registrar's Office (normally by the 4th-5th week of term). For more information, refer to the university's [Policy for the Scheduling of Classes/Examinations](#) (see 'Requests for An Alternative Final Examination Time').

11. Academic Accommodations and Students With Disabilities

Students may request accommodation as a result of barriers related to disability, religious obligation, or any characteristic under the Nova Scotia Human Rights Act. Students who require academic accommodation for either class participation or the writing of tests, quizzes, and

exams should contact the Advising and Access Services Centre prior to or at the outset of each academic term (with the exception of X/Y courses).

See also Dalhousie University's Accommodation Policy for Students.

12. Academic Integrity

Dalhousie Policies and Guidelines

The information in this section has been adapted from Dalhousie's Academic Integrity Sample Syllabus Statement (PDF).

At Dalhousie University, we are guided in all of our work by the values of academic integrity: honesty, trust, fairness, responsibility and respect. As a student, you are required to demonstrate these values in all of the work you do. The University provides policies and procedures that every member of the university community is required to follow to ensure academic integrity.

What does academic integrity mean? At university we advance knowledge by building on the work of other people. Academic integrity means that we are honest and accurate in creating and communicating all academic products. Acknowledgement of other people's work must be done in a way that does not leave the reader in any doubt as to whose work it is. Academic integrity means trustworthy conduct such as not cheating on examinations and not misrepresenting information. It is the student's responsibility to seek assistance to ensure that these standards are met.

How can you achieve academic integrity? We must all work together to prevent academic dishonesty because it is unfair to honest students. The following are some ways that you can achieve academic integrity; some may not be applicable in all circumstances.

- Make sure you understand Dalhousie's policies on academic integrity.
- Do not cheat in examinations or write an exam or test for someone else.
- Do not bring prohibited items (as defined by the instructor; may include calculators, notes, cell phones, etc.) to exams; possession of prohibited items during an exam is an academic offense whether or not you actually use them.
- Do not falsify data or lab results.
- Be sure not to **plagiarize**, intentionally or unintentionally. For example:
 - clearly indicate the sources used in your written or oral work, including computer codes/ programs, artistic or architectural works, scientific projects, performances, web page designs, graphical representations, diagrams, videos, and images
 - do not use the work of another from the Internet or any other source and submit it as your own
 - when you use the ideas of other people (paraphrasing), make sure to acknowledge the source

- do not submit work that has been completed through collaboration or previously submitted for another assignment without permission from your instructor or professor
- Do not share files (such as documents, spreadsheets, etc.), in electronic form or otherwise, unless instructor permission is obtained. If file sharing leads to plagiarism/copying, in part or in whole, in lab reports, assignments, essays, projects etc., then the student who sent the file will be held liable just as the student who received and misused the file. The penalties for both parties -- the one who plagiarized/copied as well as the one who sent the file (regardless of whether there was any intention to allow copying) -- will be quite severe.
- Do not write up assignments collaboratively unless explicitly permitted to do so by the instructor. While collaborative learning may be encouraged, the writing of assignment answers, lab reports, etc. should be done independently. Evidence of 'collaboration' in writing will be dealt with in a way similar to plagiarism / copying from one another and to file sharing and copying.

These examples should be considered only as a guide and not an exhaustive list.

What will happen if an allegation of an academic offence is made against you? Your instructor is required to report every suspected offence. To be clear: **The instructor has NO discretionary power when it comes to cases of suspected plagiarism; s/he MUST report any suspected infraction, regardless of how much (or little) the assessment in question is worth.** In this class, we have reported cases that involved assignment answers copied from other students (including students from previous terms), allowing assignment answers to be copied and submitted by others, copying phrases from source material without paraphrasing and/or correct citation, submitting images copied from the Internet without attribution, and possession of prohibited items during exams. Penalties have included a mark of zero that cannot be dropped from the final grade, an official transcript notation, and a letter grade reduction in the final grade.

The full process is outlined in the Academic Discipline Process Flow Chart (PDF) and includes the following:

- Each Faculty has an Academic Integrity Officer (AIO) who receives allegations from instructors.
- Based on the evidence provided, the AIO decides if there is evidence to proceed with the allegation, and you will be notified of the process.
- If the case proceeds, you will receive a PENDING grade until the matter is resolved.

If you are found guilty of an offence, a penalty will be assigned ranging from a warning, to failure of the assignment or failure of the class, to expulsion from the University. Penalties may also include a notation on your transcript that indicates that you have committed an academic offence. Such a notation is not to be taken lightly -- it is a serious liability should you decide to

pursue graduate studies, professional school (such as medicine, law, or dentistry), or any program or job that requires a copy of your transcript as part of the application process.

Where can you go for help? If you are ever unsure about any aspect of your academic work, contact your instructor, professor, or TA for advice. You can also consult the following resources:

- Dalhousie's Academic Integrity website: links to policies, definitions, online tutorials, tips on citing and paraphrasing
- Writing Centre: assistance with learning to write academic documents, reviewing papers for discipline-specific writing standards, organization, argument, transitions, writing styles and citations
- Dalhousie Libraries: workshops , online tutorials, citation guides, Assignment Calculator, RefWorks
- Student Advocacy Service: assists students with academic appeals and student discipline procedures
- Senate: the senior academic governing body of the university

Academic Integrity Online Module

All students enrolled in 1000-level Faculty of Science classes (including this one) are required to complete a mandatory online Academic Integrity Module, offered through the Writing Centre. Your final grade(s) in your Faculty of Science class(es) may be withheld until you complete the module. The Academic Integrity Module is a separate "course" on your BbLearn Courses and Communities list; students in Faculty of Science classes are automatically enrolled. You are expected to complete the module early in the term, and notices and reminders will be generated through BbLearn.

Editorial comment from the instructor: If you are ever tempted to cheat on your work for the sake of making a deadline or achieving a higher grade, please just walk away from the assignment. You are far better off not submitting it and taking the loss of marks than taking the penalty that will apply if you are caught. **It is simply not worth the risk.** If you need help with managing your studies, Dalhousie offers programs in Study Skills, including discipline-specific coaching, tutoring, and other resources.

13. Dalhousie University Administration Information and Links

<u>Site</u>	<u>Contents in Brief</u>
Registrar's Office	prospective students, money matters, dates & deadlines, selecting classes, transfer credits, calendars, timetable, exams, convocation, transcripts, forms
Selecting / Registering for Classes	a guide to choosing and registering for classes
Dal Online	including Web for Students portal, which provides access to online registration, account information, T2202A tax receipts, final grades, and personal information
Dalhousie Libraries	main library page for all students
Dalhousie Libraries Distance Services	DalCard/NetIS/ASIN cards (what they are and how to get one), delivery of materials, technical information and support, research support, live online help, tutorials
Student Services	getting oriented, navigating your degree, finances, career connections, computing, food & transportation, residence & off-campus housing, safety, health & wellness, student life & interests, student rights & responsibilities, graduation and beyond

14. Help With BbLearn

You can avoid many technical problems by installing all recommended browsers and software and by turning off pop-up blockers. Specific programs within BbLearn (such as Blackboard Collaborate, our web conferencing software) also have setup wizards that will check your computer for required software.

Dalhousie Tech Support. BbLearn information and assistance is available from staff at Dalhousie's [Killam Help Desk](#), located in the Killam Library. (Staff at the Help Desk can also help you with technical issues not directly related to BbLearn, such as software problems, NetID problems, etc.)

For help using BbLearn tools from within the class site itself, click on the Help link near the top right corner of your screen (a circle with a '?' mark in it) to open up a connection to Blackboard Help for Students. See also the Blackboard On Demand Learning Center for Students.