

**Course Description:**

- This is the companion laboratory for the *first* portion of the two-semester general biology course sequence. These courses (General Biology I and II) are designed for non-biology majors enrolled in programs that have a specific natural science requirement.

**Purpose of this course:**

- In this laboratory we will be reinforcing the concepts set forth in lecture (cellular and molecular biology, as well as basic evolutionary mechanisms and species relatedness) through experimentation. We will explore the basics of experimental design using the scientific method. This will not only teach you how to conduct an experiment, but how to draw logical conclusions from your data set(s). By the end of the semester you should have obtained a variety of laboratory techniques and an understanding of proper use of various pieces of scientific equipment.

**Prerequisite:**

- None

**Corequisite:**

- You *must* be enrolled in or have already taken BIOL 101, General Biology I Lecture.

**Instructor Information:**

- **Specific Lab Section Instructor:**

- *Name: Richmond Asare-Bediako*
- *Email: ra2551@rit.edu*
- *Office Location:*
- *Office Hours:*

- **Lab Coordinator Name:**

- *Name: Michelle Weatherell*
- *Email: mlmsbi@rit.edu*
- *Office Location: GOS-1274*
- *Office Hours:*

Tuesdays 8:00 – 10:00 am (in-person – GOS-1274), Wednesdays 2:00 – 4:00 pm  
([Via Zoom](#)) and by appointment

- *Any issues/comments/concerns with the lab that cannot be addressed by your lab instructor should be directed to the course coordinator.*

**Contact Policy and Preferences:**

- **Email:**

- In the business environment, professionals are expected to check their email frequently throughout the day, every day. An academic environment functions under the same expectations. Your instructor may send you important class materials or time sensitive announcements, so you should regularly check your email (at least once a day) throughout the “work” week (Monday – Friday), especially before each class. Please note that your instructor will show you the same courtesy. Therefore, if you email your instructor and do not receive a response within 24 hours of sending the initial email, make the assumption the/she did not receive it and resend it.
- Please note that some emails may be filtered by the RIT email systems, so make sure that your email includes:
  - Subject of the email is appropriate for this course
  - Salutation - who is your email going to? *Make sure you address your instructor professional (Mr., Mrs., Instructor, Professor, etc.)*
  - Body - What specific course is your email about? - *include date/time and/or section if this is in regards to a multi section course.* Why you are email? - *specific questions or course concerns*
  - Signature - your name (preferred) - as your instructor may not know who you are just based on your email address. Not to mention that when responding your instructors would like to reply in a similar professional manner
- Please understand that due to the balance between personal and professional schedules of the instructors/GTAs of this course, responses over the weekend (after 5:00 on Friday and before 8:00 am on Monday) may be delayed.
- *Instructor will only send class wide emails if there is a emergency or major change to course logistics.*

- **Communication besides Email:**

- Instructor will communicate with students regularly via ***Announcements on MyCourses*** home page (once a week, 48 hours prior to their lab section at minimum). Announcements will include: Encourage to check MyCourses daily to ensure you are up to speed.
- If you have general course related questions that are not addressed within course documents, please post your question in the ***"Course Q & A" MyCourses Discussion Board***. After all, your concerns may be relevant to other students. If you know the answer to the question, prior to your instructor responding, feel free to reply to your peer's response. Instructors will check discussion boards daily Monday thru Friday.
- Instructors of this course will also communicate with their students through the ***RIT Starfish Academic Alert System***. At least once a semester, typically

midterm, instructors will reach out to students when there are concerns about their academic success (e.g. course averages below 70%, repeated lack of attendance/participation during required in-person laboratory sessions). These communications will be between an instructor, student and their academic advising team. The purposes of these alerts is to hopefully increase student success by keeping "everyone" informed about one's academic performance. Alerts in the form of a "kudos" may also be sent if a student is exceeding expectations. This acknowledge student performance and remind them to keep up the good work. If a student receives an academic alert at any point during the term, they should reach out to their instructor via email as soon as possible to set-up an appointment to discuss the aforementioned concerns and ways to improve their performance throughout the remainder of the term., it is your responsibility to contact us as soon as possible to discuss the issue, its potential impact on your success in the course, and identify people and resources to help you move forward. Additional information on the RIT Starfish Academic Alert System can be reviewed at <http://www.rit.edu/starfish>.

- **Office Hours & Private Appointments:**

- Office hours and/or private appointments maybe held in person or online (virtually via a Zoom Link) depending on instructor availability.
  - For Zoom Related Interaction: This is a reminder that the link that you will be provided for such sessions is password protected and will only allow access by RIT-approved computer users. This information should not be shared beyond our meeting(s) in any way. Doing so compromises the privacy, safety, and security of the students and staff in this course, and a breach of such will be treated as a violation of [RIT Computer Use Policy](#) and the [RIT Copyright Policy](#).
- If you request a private appointment, instructors will try to accommodate students within 48 hours (Monday thru Friday, typically between the hours of 8:00 am - 5:00 pm) of the request.

### **Course Modality:**

- **Fully in person** - Students will be meeting in person each week to complete hands on lab work (individually, in pairs or even in groups of 4) in the General Biology Laboratory (College of Science, Gosnell Hall, Room 1273).
  - While in the laboratory classroom, students will be expected to adhere to current COVID-19 guidelines and policies as stated by federal, state, and local guidelines.
    - *At this time, no social distancing regulations are being exercised and Face masks are optional indoors and outdoors, regardless of vaccination status except in certain locations (e.g. public transportation & healthcare facilities).*

- **Attendance and participation** during the weekly in-person lab activities is **mandatory** for this course and will be assessed as part of the final course grade.

### **General Weekly Schedule:**

- **Prelab Quizzes: 1 per (most) week as indicated on the provided schedule (refer below)**
  - Due at the start of each student's enrolled laboratory time.
    - *Thus, if a student has lab on Mondays 2:00 – 4:50 pm, then their quizzes will be available at 2:00 pm on Sundays and will be due by 1:59 pm on Mondays.*
    - No early or late administration will be permitted regardless of reason.
- **Laboratory Assignments: 1 per (most) 2-weeks as indicated on the provided schedule (refer below)**
  - Due by 11:59 pm the night prior to a student's lab day the week following their completion of the corresponding activities.
    - *Thus, if a student is has lab on Monday (2:00 – 4:50 pm), their assignments will be due by 11:59 pm on Sunday.)*
    - Late submissions will be accepted up to 7 days late, with a 10% deduction per day. No assignments will be accepted after this deadline.
- **Lab Practical Exams: 2 ("Midterm" & "Final") per semester**
  - Hands-on style examinations completed in-class during Week #6 (Week of September 25th) and Week #15 (Week of November 27th)
- **Attendance**
  - Assessed during weekly in-person laboratory sessions
- **Participation**
  - Assessed during weekly in-person laboratory sessions
- *For additional specifics on graded items, refer to the "Grades & Assessment" portion of the syllabus*

### **Course Meeting Times & Locations:**

- *All lab sections, regardless of day and time, will meet in GOS-1273*
- *Specific Lab Section & Instructor Assignments*
  - Monday, 2:00 - 4:50 PM --> Michelle Weatherell
  - Monday, 6:00 - 8:50 PM --> David Hamilton

- Tuesday, 9:30 AM - 12:20 PM --> Mukul Kandwal & Sanjana Logu
- Tuesday, 2:00 - 4:50 PM --> Lisa Danish
- Tuesday, 6:00 - 8:50 PM --> Zachary Ward
  
- Wednesday, 9:00 - 11:50 AM. --> Richmond Asare-Bediako
- Wednesday, 2:00 - 4:50 PM. --> Richmond Asare-Bediako
- Wednesday, 6:00 - 8:50 PM --> Lane Lasley
  
- Thursday, 9:30 AM – 12:20 PM --> Mukul Kandwal
- Thursday, 2:00 – 4:50 PM --> Lauren Saggese
- Thursday, 6:00 - 8:50 PM --> Lisa Danish
  
- Friday, 9:00 – 11:50 AM --> Sanjana Logu

● **Specific Course Schedule For Fall 2023-24:**

<b>Wk #</b>	<b>Week of</b>	<b>Lab Topic</b>	<b>Prelab Quizzes</b>	<b>Lab Assignment Submission</b>
1	August 27	<b>Lab #1</b> - Biodiversity in Aquatic Ecosystems	Quiz #1	-----
2	Sept. 3	<i>No Lab All Week (due to Labor Holiday)</i>	-----	-----
3	Sept. 10	<b>Lab #2</b> - Evolution & Phylogenies	Quiz #2	Lab Safety Materials
4	Sept. 17	<b>Lab #3</b> -Intro. to Genetics & Phenotypes	Quiz #3	Lab Worksheet #1
5	Sept. 24	<b>Lab #4</b> - Observing Mendelian Genetics through Genetic Crosses	Quiz #4	-----
6	Oct. 1	<b>Lab Practical #1 (In-class Midterm)</b>	-----	Lab Worksheet #2

7	Oct. 8	<i>No Lab All Week (due to Columbus Day Holiday)</i>	-----	-----
8	Oct. 15	<b>Lab #5 - Biotechnology &amp; Genetically Modified Organisms</b>	Quiz #5	-----
9	Oct. 22	<b>Lab #6 - Microscopy &amp; Introduction to Cells</b>	Quiz #6	-----
10	Oct. 29	<b>Lab #7 - Cellular Division: Mitosis (asexual) &amp; Meiosis (sexual)</b>	Quiz #7	Lab Worksheet #3
11	Nov. 5	<b>Lab #8 - Macromolecules &amp; Their Movement Throughout the Cell</b>	Quiz #8	
12	Nov. 12	<b>Lab #9 - Enzymatic Reactions</b>	Quiz #9	Lab Worksheet #4
13	Nov. 19	<i>No Lab All Week (due to Thanksgiving Holiday)</i>	-----	-----
14	Nov. 26	<b>Lab #10 - Cellular Processes: Cell Respiration &amp; Photosynthesis</b>	Quiz #10	-----
15	Dec. 3	<b>Lab Practical #2 (In-class Final)</b>	-----	Lab Worksheet #5
16	Dec. 10	<i>No Lab All Week (due to Partial Week &amp; Finals)</i>	-----	-----

#### Required Access to Electronic Resources:

- Students are required to have regular (reliable and consistent) access to internet, as well as course website through myCourses. As course materials, various class activities, weekly announcement, etc. will only be made available through the course website.
  - All students and instructors are responsible for familiarizing themselves with the [RIT Computer Policy](#).
- Students should also have an RIT email account, as well as a Zoom account (<https://rit.zoom.us>) to allow for communication and collaboration with their instructors and/or classmates.

*If at any point a student has concerns about their RIT Computer Account, network, or technology-related issues. The ITS Service Desk troubleshoot technology issues and help create a [work request](#) ticket and connect them with ITS specialists: Phone Support: (585) 475-4357, Web Form: [help.rit.edu](http://help.rit.edu) or In Person: [Frank E. Gannett Hall, Room 1113](#)*

### **Required Textbook:**

- No textbook or lab manual required for this course. However, you will be required to access experimental laboratory handouts and worksheets for in-person lab sessions. Students should have these handouts with them at the start of their registered lab section.
  - These items may be accessed electronic or in hard copy depending on the preference of the student. *If students prefer to utilize hard copies of various course materials, they are responsible for printing them prior to class.*

### **Required Lab Safety Supplies:**

- Students are required to obtain their own personal protective equipment; a lab coat for this course.
  - Lab coat must be at least knee length with full length sleeves. Color and other styling preferences is up to the discretion of the student.
    - Lab coats are required for every in-person lab session throughout the semester.
  - *All of these supplies are available through RIT's online bookstore - <https://rit.textbookx.com/institutional/index.php>, but may be purchased from a local uniform store (e.g. Uniform Village on Jefferson Road, Henrietta, NY) or 3rd party vendor.*
- Closed-toed shoes with a back are required for EVERY lab. No exceptions!

*If students are not prepared with all of their required PPE and lab materials, they will be asked to leave the laboratory classroom and not to return until they've obtain these items (except during the 1st Week of Lab each semester). Inability to have these materials present for each in-person laboratory will directly affect the participation portion of a student's grade.*

### **Optional Lab Safety Supplies:**

- If you would like to obtain safety goggles to utilize when interacting with various chemical reagents or high speed equipment, you may also do so.
  - Safety goggles should contact the skin all the way around an individual's eyes ensuring that they are fully protected from the possibility of events such as chemical splashes. Thus, safety glasses are not appropriate.
  - When you will be utilizing any reagents or equipment, as mentioned above, during a particular week in class, your instructor will inform you of such via myCourses a

minimum of 24 hours before your specific laboratory section, so that you may be prepared.

### Assessment and Grading

- Your final grade in this course is calculated as outlined below - focusing on all aspects of the course.

### Grading Summary:

- Prelab Quizzes .....= 20%
- Lab Exercise Worksheets.....= 25%
- Lab Practical #1 (midterm).....= 20%
- Lab Practical #2 (final).....= 20%
- Attendance.....= 5%
- Participation.....= 10%

*Your laboratory grades should be entered regularly into the gradebook on MyCourses. Thus, you are encouraged to check your grades frequently to ensure that your grades have been recorded correctly.*

### Grading Scale:

- The final grade will be assigned based on the RIT grading scheme (which includes +/- s)

	A	B	C	D	F
(+)	n/a	87% – 89.9%	77% – 79.9%	n/a	n/a
(Letter only)	94% – 100%	84% - 86.9%	74% - 76.9%	60% - 69.9%	0 – 59.9%
(-)	90% – 93.9%	80 – 83.9%	70% – 73.9%	n/a	n/a

### Grading Policy Specifics:

- **Prelab Quizzes -**
  - You must be complete your online Prelab Quiz through myCourses prior to the start of most of your laboratory sessions (refer to the schedule provided).
    - Quizzes will be only be available the 24 hours prior to the start of a student's enrolled lab section (*e.g. If a student is enrolled in the Monday 2:30 pm - 5:20 pm lab section, their quiz will be available from Sunday at 2:30 pm until Monday at 2:29 pm*).



- The quizzes will be primarily based on the material being covered that week in lab (e.g. background information, objectives, experimental design, hypothesized/expected outcomes), as well as have the potential for some material covered during the previous week's "experimentation" (e.g. data analysis & interpretation). Thus, you are expected to have read the laboratory exercise for that week *prior to coming to class* as that is what the majority of your Prelab quiz will be based on.
- These quizzes will be 10-12 questions (e.g. Fill-in-the-blank, Matching, Multiple Choice, Short Answer - data analysis, True/False); 1 question will be assessed as a bonus on each quiz.
  - *Note: Specific format of each quiz may vary slightly each week and is at discretion of the lab coordinator.*
- Students will have 20 minutes and 1 single attempt to complete their quiz individually.
  - The use of any outside resources (e.g. lab materials, classmates, internet, etc.) is **NOT** permitted and if suspected will result in earning a 0%.
- **Late Policy:** NO late administration OR make-up quizzes will be permitted, regardless of the reason.
- **Your lowest single quiz score will be dropped.** *Dropping of the lowest score will occur at the end of the semester.*
- **Laboratory Exercise Worksheets -**
  - Most even weeks of his semester (refer to the provided schedule), your instructor will provide you with electronic copies of lab worksheets in the content portion of myCourses; typically available than 24 hours before the topic is being completed in lab. *(e.g. If a student is enrolled in the Monday 2:30 pm - 5:20 pm lab section, their lab materials will be available no later than 2:30 pm on Sundays.)*
    - These worksheets will typically cover two laboratory sessions worth of material [e.g. Lab Worksheet #1 will cover Lab #1 - Biodiversity (focus on Aquatic Ecosystems) & Lab #2 - Evolution & Phylogenies).
  - Students will be required to bring the corresponding worksheet *(preferably in hardcopy, as we are not responsible for any damage to a student's personal electronic devices that may result from being used in lab)* to each week of lab.
    - Instructors are not responsible for any lost student paperwork in between lab session.
  - Some of the content (typically 1/3 - 1/2) of the worksheet will be completed in class (e.g. background questions, data collection), while other portions will need to be completed outside of the scheduled laboratory time.

- Worksheets are to be completed and submitted *individually* by students, not in pairs or groups. And should reflect data collected by that student or when appropriate, class data, as provided by the instructor. Use of any outside sources, when not approved by your instructor or formally cited, may be considered a violation of RIT's Academic Integrity Policy.
- Each worksheet will need to be completed and submitted as a *single* PDF or Word document; no other file formats (e.g. JPEG, Google Doc Links, Mac Pages) will be accepted. If they are, a student's grade may be subjected to a small penalty.
- Typed submissions are preferred, though handwritten (pencil or dark colored ink) are acceptable as long as they are legible.
- Assignments must be submitted to the corresponding "Assignment Folder" typically every two weeks. Refer to the schedule posted in the "Course Modality & Schedule" portion of the syllabus for specific details. Instructors will also continue to remind students of assignment dates on a weekly basis via the announcements on myCourses.
  - For example, *if a student is enrolled in the Monday 2:30 pm - 5:20 pm lab section, their worksheet will be due by 11:59 pm on Sunday after they've completed the lab work - Lab on Monday, September 18th, Worksheet #1 is due by 11:59 pm on Sunday, September 17th).*
  - Each submission should include a file name in the following format: Last name\_First name\_Lab Worksheet #. Make sure you include the specific number worksheet you are submitting.
- These worksheets will be assessed for successful completion and the accuracy (correctness) of the answers provided to certain questions.
  - Student responses on worksheets should adhere to Standard American English - spelling, grammar/organization and punctuation styles. And may result in point deductions if they do not.

- These worksheets will be assessed utilizing a specific rubric to ensure grading consistency between instructors/lab sections. Feedback on these worksheets should be visible via myCourses upon completion of assessment.
  - **Late Policy:** Any lab worksheets that is submitted after its due date will receive a 10% deduction for each day it is late, up to 3 days. Any worksheet received after 3 days from the original due date will earn a 0%.
- **Lab Practical Exams -**
  - The two lab practical exams will consist of station style questions administered during a student's registered lab sections.
    - The first practical (Week #6 – Week of October 1st, 2023) will cover  
  
the lab safety, basics of biodiversity, evolution & phylogenies and  
  
inheritance through genetics discussed during Weeks #1 and #3-#5.
    - The second lab practical (Week #15 – Week of December 3rd, 2023)  
  
will consist of introduction of cell biology (structure, division &  
  
processes - Enzymatic reactions, Cell Respiration & Photosynthesis)  
  
and molecular movement (macromolecules, plasma membranes and  
  
molecular movement)from Weeks #8-#12 and #14.
    - *Note: The second exam is not cumulative.*
  - For these exams, students will be required to *individually*: make experimental measurements, successfully execute various biological related mathematical equations, understand the basic premise of each experiment, display collected data when appropriate (i.e. correctly build and label graphs) and be able to interpret and draw scientific conclusions from the aforementioned data.

- Students will also be assessed on their ability to grasp the concepts

revolving around macroscopic and microscope living world as

discussed throughout this semester's course content.

- **Late Policy:** NO late administration OR make-up lab practical exams will be permitted, regardless of the reason.

- **Attendance -**

- Prompt, prepared attendance (with all required safety equipment and your lab manual) at every lab is **mandatory** and will be assessed weekly as a part of a student's final grade in this course.
  - According to the RIT policy on course attendance (see D04.0 of the university policy), “it is the responsibility of all students to attend their scheduled classes regularly and punctually in order to promote their progress and to maintain conditions conducive to effective learning.”
- Points for attendance will be awarded based on each student’s ability to arrive no later than their scheduled lab section time each week, as well as being prepared with all of the required course materials and ready to work.
  - Being ill-prepared and/or late to lab will result in a penalty toward this portion of a student's grade.
- Absences:
  - “Make-up” labs will be considered for pre-arranged absences (e.g. collegiate sanctioned events) **only**, and are subject to lab space availability and times.
    - Exceptions to the pre-arranged absences may be made in some extenuating circumstances, such as medical or family related emergencies. Documentation for these absences may be requested. If such a circumstance arises, the student needs to discuss it with the lab coordinator and/or their specific instructor within 24 hours of the occurrence.
    - Students will only be permitted to make-up a single lab per semester.
      - If you are given a make-up lab, it will NOT count as a “missed” lab period. The institute policy also reminds us,

that “absences, regardless of reason, do not relieve you (the student) of your responsibility for fulfilling normal requirements in any course.”

- Thus, all students whom miss a lab (unexcused), should set-up an appointment with their instructor to review the missed material prior to their next scheduled lab session so that they do not continue to fall behind.
  - Missing (unexcused only) lab will deduct points from your attendance, participation, and quiz percentages. All other absences, excused or unexcused, will be considered a “missed” lab period.
- Missing two or more lab periods during the semester may result in failure of the course.
  - If a student misses multiple laboratory sessions (2+) without making up the required coursework, they may be advised to withdraw from the course. For more detailed information regarding the types of absences and what to do, email the lab coordinator, Mrs. Michelle Weatherell (mlmsbi@rit.edu).

• **Participation -**

- Just like attendance, participation during each scheduled laboratory session is **mandatory**.
- Points for participation will be awarded based on each student’s ability to be an active participant during their lab section.
  - This means, points may be lost due to actions in lab including, but not limited to:
    - not maintaining a collegiate atmosphere in your working within the laboratory classroom (e.g. use of your cell phone in or during lab, repeatedly leaving class, not adhering to social distancing and lab safety guidelines)
    - not cleaning up your lab space (includes following COVID-19 related decontamination related protocols as outline by instructor) before leaving lab for the day
    - not being prepared for lab (e.g. possessing copies of your lab handouts, PPE, etc. at the start of your lab session)
    - repeatedly being late for class
    - being disrespectful and/or unprofessional to your lab instructor, supporting staff and/or fellow lab mates.
- All of the aforementioned items are things that your laboratory instructor will be keeping track of throughout the semester.

- If a student is unable to attend a given lab session (based on the provided schedule for their course section & split identification) they must contact their instructor prior to the start of their lab section so that alternative accommodations maybe made. If a student is aware of a potential absence in advance (e.g. collegiate sanctioned events) they should reach out to their instructor as soon as possible to make arrangements.
  - With this said, students are responsible for making up work and having it completed by the start of their next scheduled lab section. *It is NOT accessible to just get the data from your lab partners.*
- **This course will not offer any opportunities for extra credit assignments.**

### **Feedback & Evaluation:**

- **Instructor Responsibilities -**
  - Assessment Goals:
    - Prelab Quizzes for this course should be graded within 1-2 weeks of the due date of the item.
    - Lab Exercise Worksheets for this course should be graded within 2-3 weeks of the due date of the item.
    - Lab Practical Exams for this course should be graded within 1-2 weeks of the due date of the item.
  - Please note that due to the potential for instructors to be teaching multiple sections, as well as the style of these assignments (e.g. multi-page laboratory worksheets) feedback could more than two weeks to receive.
    - Per RIT policy, the two-week posting requirement may be waived in the case of deadline extensions, late submission of work, any extraneous circumstances, or when explicitly stated in the evaluation criteria.  
<https://www.rit.edu/academicaffairs/policiesmanual/d050>
  - If you are missing a grade/feedback for an item OR you feel that that grade/feedback has been recorded incorrectly, please email your instructor and explain the issue and they will try my best to address your concerns.
- **Student Responsibilities -**
  - Actively communicate (in-person, email, office hours, etc) when concerns (e.g. grading concerns, absences, questions about laboratory activities & assigned work, etc.) arise so that they may be addressed in a timely fashion.
  - At the end of the semester, online course evaluations will be administered by RIT. All students are encouraged to complete these *anonymous* evaluations for each of their courses. After all, student feedback is extremely valuable for instructors, their department and the university

### **Academic Accommodations:**

- If you believe that you need accommodations for a disability or any other reason, please contact the Disability Services Office (DSO), located at 28 Lomb Memorial Drive, Student Alumni Union, Room 1150 for an appointment to discuss your needs and the process for requesting accommodations.
  - The DSO is committed to providing equal access to programs, services and physical facilities to students with disabilities.
  - Students who would like to request academic accommodation due to a disability should submit a request and documentation of the disability. The Director will review the request and supporting documentation and recommend appropriate and reasonable accommodations as needed.
    - RIT does not provide or coordinate personal services.
    - Students need to make their own arrangements for mobility training, personal care assistants and personal adaptive equipment.
  - As accommodations may require early planning and generally are not provided retroactively, please contact DSO as soon as possible.
  - If you have specific physical or learning disabilities and require special accommodations, please notify your instructor within the first week of the semester, so that your needs may be appropriately met. For additional information view their website at <https://www.rit.edu/studentaffairs/disabilityservices/>
- If you have already have academic accommodations established and would like to utilized them, it is your responsibility to reach out to your instructor and discuss the specifics of accommodations and how they relate to this course.
  - Clear communication between students and faculty is key for the successful facilitation of accommodations. Your instructor will ensure that any discussions regarding your disability and/or accommodations are confidential and completed privately.
    - It is preferred that such discussions occur as soon as possible (e.g. within the first two weeks of classes) after receiving them to ensure that they are implemented in a timely manner. After all, regardless of the receipt from the DSO, accommodations will not be implemented by the instructor without a student's request.

### **Counseling and Psychological Services:**

- Many students at RIT face personal challenges or have psychological needs that may interfere with their academic progress, social development, or emotional well-being. The university offers a variety of confidential services to help you through difficult times, including individual and group counseling, crisis intervention, consultations, online chats, and mental health screenings. These services are provided by staff who welcome all students and embrace a philosophy respectful of clients' cultural and religious backgrounds, and sensitive to differences in race, ability, gender identity and sexual orientation.

- Located on the second floor of the August Center building (above the Student Health Center), [Counseling and Psychological Services](#) provides confidential and personalized services to meet the mental health needs of currently enrolled, undergraduate and graduate students on the Henrietta campus.
- Our mission is to enhance the RIT student potential for learning and success and to promote the emotional health and well-being of the campus community through:
  - Providing responsive, empirically-based, and culturally competent mental health services that include:
    - Short-term individual psychotherapy
    - Group counseling and psychotherapy
    - Urgent Care crisis intervention
    - Assessment and evaluation
    - Psychiatric services
  - Providing graduate clinical training in counseling, psychotherapy and college mental health
  - Providing campus-wide consultation and education
- **Availability:**
  - **Campus Location:** 2100 August Center, second floor (Currently, all appointments are conducted via phone or Zoom)
  - **Phone:**
    - During Business Hours: 585-475-2261
    - After Business Hours, Weekends/Holidays: 855-436-1245
  - **Fax:** 585-475-6548
  - **Email:** caps@rit.edu
    - DO NOT USE EMAIL IN AN EMERGENCY SITUATION, *since you cannot be assured that a counselor will open it at your time of need.*
  - For **urgent matters:**
    - during business hours - **585-475-2261.**
    - cannot wait for business hours, call 1-855-436-1245 to speak with a mental health provider or call Public Safety at **585-475-3333.**
  - Other off campus resources:
    - National Suicide Hotline: **1 800 273-8255**
    - Crisis Text Line: **Text HOME to 741741**
- **Academic Integrity Policy:**
  - The course has a zero-tolerance policy for academic dishonesty, including plagiarism and cheating. Instances of dishonesty will be punished by a zero on the assignment and consultation with the institute to determine if further action is required. **DO NOT CHEAT!** Avoid the *appearance* of cheating in this class. Do not allow others to cheat off of you. If you are caught cheating on a quiz, any homework assignment, or a practical, etc. appropriate disciplinary action will be taken as allowed by the institute. This also includes using materials (i.e. answer keys or graded materials) from



previous years of this course. Refer to the “Student Academic Integrity Policy” (link and excerpt provided below) for further guidance on the Academic Dishonesty policy at RIT. Plagiarism on any assignment (from published works, websites, or your lab partner) is cheating. ***Don’t do it.***

<https://www.rit.edu/academicaffairs/policiesmanual/d08>

- D08.0 STUDENT ACADEMIC INTEGRITY POLICY

- A breach of student academic integrity falls into three basic areas: cheating, duplicate submission and plagiarism
  - *Cheating*: Cheating is any form of fraudulent or deceptive academic act, including falsification of data, possessing, providing, or using unapproved materials, sources, or tools for a project, exam, or body of work submitted for faculty evaluation
  - *Duplicate Submission*: Duplicate submission is the submitting of the same or similar work for credit in more than one course without prior approval of the instructors for those same courses.
  - *Plagiarism*: Plagiarism is the representation of others’ ideas as one’s own without giving proper attribution to the original author or authors. Plagiarism occurs when a student copies direct phrases from a text (e.g. books, journals, and internet) and does not provide quotation marks or paraphrases or summarizes those ideas without giving credit to the author or authors. In all cases, if such information is not properly and accurately documented with appropriate credit given, then the student has committed plagiarism.

- **Consequences of Academic Dishonesty:**

- Any act of Academic Dishonesty will incur the following possible consequences. After notifying and presenting the student with evidence of such misconduct, the instructor has the full prerogative to assign an "F" for the offense, or to assign an "F" for the entire course. The instructor will inform and, if possible, meet with the student concerning the decision reached on the "F" for the offense, or the "F" for the entire course. A student may be brought before the Academic Conduct Committee of the College in which the alleged offense occurred, and may face academic suspension or dismissal from the Institute. (See D08.0 Academic Integrity Policy for procedures for handling breaches in academic integrity and the appeals process.)

- **Copyright:**

- “RIT and Copyright Law require that members of the RIT community respect the proprietary rights of owners of copyrights and refrain from actions that constitute an

infringement of copyright or other proprietary rights.” These regulations apply to much of the material utilized in this course, hard and electronic. Thus, it is imperative that you familiar yourself with these policies prior to printing, copying or sharing these materials in anyway. For additional information, review: <http://www.rit.edu/academicaffairs/policiesmanual/c032>

- **Title IX:**

- "RIT will not discriminate in terms and conditions of employment, admission, and participation in programs or residential life. The policy prohibits discrimination and harassment on campus, or at any RIT activities off campus, by its administrators, faculty, staff, students and student organizations, and external organizations and individuals in their operations with RIT." Title IX violations are taken very seriously at RIT. RIT is committed to investigate complaints of sexual discrimination, sexual harassment, sexual assault and other sexual misconduct to ensure that appropriate action is taken to stop the behavior, prevent its recurrence, and remedy its effects. For additional information, please check out: [Title IX Rights and Resources at RIT](#).

- **Diversity, Inclusion, and Respect:**

- RIT has put forth [Policy P05.0 Diversity Statement](#) for all community member. RIT through its policies and practices is responsible for building an inclusive environment where membership in the community allows for faculty, staff and students to reach their fullest potential, both professionally and personally. RIT is committed to the development, administration and interpretation of policies and procedures in a way that is consistent with our commitment to diversity and is in compliance with federal, state and local laws. RIT's policies and procedures are administered in a way that supports fair treatment for all faculty, staff, students, and the RIT community at large.

### **RIT COVID-19 Safety Plan:**

- RIT is committed to the safety of the RIT community and beyond. Because the situation is still in a rapid state of change, checking the RIT Ready website, and specifically the RIT Safety Plan for the most up to date information is recommended: <https://www.rit.edu/ready/rit-safety-plan>

### **Continuity of Learning (Course-level):**

- In the event that there is a disruption in our learning, your instructor will communicate all changes to you as quickly as possible. Thus, students should be checking their email and the Announcements on myCourses on a daily basis. This is especially important for those courses, such as this, that possess an in person component as instructors want to keep you informed of any potential change in the course structure and delivery.

- Due to the potential for change in this dynamic situation, any modifications (e.g. modality, scheduling, assignment due dates, grade distribution) help ensure that course objectives are maintained throughout the duration of the academic term. Such modifications will immediately be communicated and reflected as soon as possible within the course syllabus.

### **Continuity of Learning (Student-level):**

- The RIT Safety Plan includes a section specifically for students, including accommodations, travel, health, etc.  
<https://www.rit.edu/ready/rit-safety-plan#for-students>. This site will be updated as needed to provide important information regarding your requirements for being on campus and staying healthy.
- In the event that there is a disruption in your ability to learn with us, communication is key. The faster you can communicate these disruptions with me, the easier it is to keep you on a successful path in this course.
  - If your absence from class is due to personal illness, please contact the Disability Services Office (<https://www.rit.edu/disabilityservices/>) as soon as possible. You may also reach out to your Academic Advisor who can assist you in making all of the necessary contacts with DSO, your instructors, etc.