

BIOL 1407: Structure and Function of Organisms
Synonym: 35870 Section: 001
Lecture: Mon/Wed 2:00-3:50 pm, NRG 2226
Lab: Mon/Wed 4:00-5:50 pm, NRG 2226
Summer 2009

Instructor: Chad Cryer

Office Hours and Location: NRG Mon/Wed 1:00-2:00 pm, PB 4

Phone Number: (512) 226-3303 (voicemail/text)

e-mail: ccryer@austincc.edu

Course Description: General biology course designed for science majors and students with a strong science background who desire an in-depth approach to biological topics. An introduction to the diversity, anatomy, physiology, reproduction, development, behavior, and evolution of living organisms. Includes prokaryotes, protists, fungi, plants, and animals. BIOL 1407 and 1409 may not both be counted toward graduation. **Prerequisites:** BIOL 1406 with a minimum grade of C.

Proof of Prerequisite: You must document that you have successfully completed the prerequisite. Bring me a copy of a grade report or transcript by the end of the second week. BIOL 1406 is freshman-level cellular and molecular biology with a three-hour lab. Similar courses at other institutions will be acceptable. Be aware that your prerequisite course **must** have a lab component, or that you must have taken (and passed with a C or better) a freshman cellular molecular biology lecture course and have acceptable lab credits as well.

Transferability of BIOL 1407: BIOL 1407 will transfer to any Texas institution that follows the Texas common course numbering system. If you have specific concerns about transferability, you should get in touch with advisors at the institution to which you wish to transfer.

Course Rationale: This course serves students who plan to become biology and related science majors (e.g. biochemistry), as well as students who wish to enter the health professions (e.g. those in premedical and prepharmacy programs). To help prepare these students for future coursework and careers, BIOL 1407 will focus on: (1) evolutionary concepts, (2) evolutionary history of life on earth, (3) structure-function relationships, and (4) science process and critical thinking skills that will be invaluable to them in the future. This course is student-centered, with active learning through computer activities and inquiry-based labs.

Common Course Objectives: Common course objectives are agreed upon by the faculty teaching a particular course and approved by the department. They outline the minimal course content that all instructors must teach. To view the common course objectives, go to <http://www2.austincc.edu/biology/ccobjectives> then click on the BIOL 1407 link.

Instructional Methodology: This course is a lecture/lab course. Students must attend both lecture and lab to get credit for the course.

Labs in this class contain dissection components. Please see the biology department policy on dissection at: <http://www.austincc.edu/biology/>
Then click on the box on the left entitled "Official Biology Department Policy Concerning Student Use of Organisms in the Classroom and Laboratory".

Lecture Approach: Lectures will be taught in a computer classroom, with students working alone or in groups. There are lecture modules for each major topic covered in this class. Modules include PowerPoint presentations and assignments. Modules have been designed to accommodate different learning styles, including visual, auditory, and verbal. Lab activities will also accommodate the kinesthetic learning style.

Active learning is a major component of this class. Students are expected to work through the materials, find appropriate information, and work together to understand the concepts. Although instructors will discuss some topics in the classroom, most topics will be covered by students working independently. The instructor will provide guidance to help you find information.

Students will have opportunities to discuss assignments with other students in the classroom and online, using Blackboard discussion groups. This is how you will check your work to make sure that it is accurate. The instructor expects you to post questions to the class and give other people an opportunity to help you learn the material.

Another major goal for this class is information literacy. You will learn to find and use reliable information on biological topics. Biology is a huge field and it advances rapidly. No one person can ever be current on all topics, much less remember every little detail. Being able to find and understand information is critical to your future success in science. One key element of modern society and modern science is use of the Internet. Many activities in this class will use the Internet as a resource, in addition to your textbook. If you do not have access to a computer at home, you need to plan to use an ACC computer lab to complete your work for lecture and lab.

Lecture time may be used for computer-based lab work. Post-lab quizzes and lab practicals will be given during lecture time. Similarly, lecture material may be covered during lab time.

Lab Approach: Labs will be taught in a student-oriented inquiry-based approach. This means each lab will cover certain topics but students will determine how to meet the lab objectives. In some cases, the lab may have suggestions for methodology. In most cases, students in each lab group will have to plan their approach to the lab.

This means that you will have to read the lab in advance and discuss your plan of approach with your lab mates before attending lab. You will not have time during lab to make these decisions. You and your lab mates need to have a good idea of what you are going to do before you come to class.

You need to bring your lab printout, any written plan of attack, and your photographic atlas for each lab. You are expected to work cooperatively with other students in a lab group to complete the assignment in the time allotted.

During lab, you will have to document your activities. Documentation includes sketches, notes, photographs, data tables and graphs. If you document with photos taken with your cell phone, you must be able to convert them to an electronic file. If you want to bring your personal digital camera to lab, you are welcome to do so. You will need to scan your sketches into electronic files so they can be posted.

You will be expected to actively participate in all labs and follow all safety and cleanup protocols.

Required Course Materials to Purchase:

- (1) *Biology*, 8th edition, by Neil A. Campbell and Jane B. Reece. Benjamin Cummings, 2008.
- (2) A flash drive for lab (at least 2GB), 1.5 inch 3 ring binder, & 15 dividers
- (3) Safety glasses or goggles (for people who wear contacts), **ANSI Z87**. Available at the ACC Bookstore or several places in town. You are required to bring these to labs involving dissection or chemicals or you will not be able to attend the lab on those days.
- (4) *Photographic Atlas for Biology Laboratory*, 5th edition, by Kent M. Van de Graff. Morton Publishing, Englewood, CO.

Other Required Materials Available Online:

- (1) Lecture materials: available on Blackboard
- (2) Lab materials: available on Blackboard; must be printed out and brought to each lab

ACCeID:

You will need an ACCeID to use the Blackboard site and ACC Online. If you don't already have an ACCeID, go to the ACCeID Manager Login at:

<https://acceid.austincc.edu/idm/user/login.jsp>

Click on "First-Time Login" and follow the instructions. You must be able to access Blackboard immediately in this class. Do this today!

Blackboard Site:

A Blackboard site has been set up for this class. You will be using Blackboard every day to access course materials, assignments, discuss concepts with fellow students, take pre-lab quizzes, and take post-lab quizzes. Announcements and grades will be posted on Blackboard. I will also use Blackboard to send e-mails to the class.

For this reason, it is imperative that you keep your e-mail address current in the ACC system. Blackboard automatically uses the e-mail address in your personal information in ACC Online. During the first week of class, please go to ACC Online and check your personal information to make sure your e-mail address is correct. You can get to ACC Online from the ACC home page at: <http://www.austincc.edu>

Click on the "Student Login" link on the lower right-hand corner of the home page. Once you are in ACC Online, click on "E-mail Change" in the Academic Profile section.

To get started on Blackboard, go to the login site at: <http://acconline.austincc.edu/> and click on the "Student Guide – Getting Started with Blackboard" link. This will help you set up your Blackboard account and get you to the course site.

You are expected to check Blackboard regularly. You can also use Blackboard to keep in touch with other students who are enrolled in this course. I recommend using the e-mail system, which you can use to e-mail individual students or groups or the entire class. You can also use Blackboard to form real or virtual study groups, using the Virtual Classroom or Chat Room.

I will post lecture PowerPoint Presentations, lecture assignments, and lab materials to Blackboard. Hard copies will not be provided in class.

You can also use Blackboard to keep track of your grades. I will post results on exams, lab practicals, and lab reports in Blackboard as soon as I have graded them. Pre-lab quizzes and post-lab quizzes will be graded automatically by Blackboard. You should be able to see these results as soon as you have finished the quizzes. In addition to showing your grades, Blackboard will calculate your point total and current average.

Assessments

(1) Lecture Exams: There will be six lecture exams, each worth **100 points**. The exams will be given in the Testing Center on this campus, except exam 6, which will be given in class on the last Monday. The exam format will be a combination of objective questions (such as multiple-choice, true-false, and matching questions) and written questions (such as short-answer, essay, flow-charting and drawing). Exams will be based on all material presented in the course: lecture materials (PowerPoint presentations, assignments, etc.) and lab materials. Exams may or may not include extra credit.

(2) Optional Comprehensive Exam: There will be an Optional comprehensive final exam worth **100 points**. The final will be given in class on the last class day of the semester. The exam format will be 20 short answer/essay questions covering both lecture and lab materials. It will replace your lowest grade on a previous exam. You must have taken all exams to be eligible to take this exam.

(3) Pre-Lab Quizzes: Each lab has a pre-lab quiz that must be completed **before midnight on Tuesday before lab**. You have to take the pre-lab quiz before the deadline in order to participate in the lab. This is intended to make sure that all students are prepared for each lab.

You will **not** earn a grade for the pre-lab quizzes. You **will** earn the right to come to lab and participate. If you do not take the pre-lab quiz, you cannot come to lab, even as an observer.

If you take the pre-lab quiz and do not pass it, you are not prepared for the lab. This means you need to study the material more before coming to lab.

Pre-lab quizzes will cover basic information over the lab topic. For example, the pre-lab quiz for the rat lab might include a sketch that requires you to identify the stomach and small intestine. Another question might include a sketch that requires you to identify the uterus of a female rat.

The pre-lab quizzes will not cover your approach to doing the lab. You still need to get in touch with your lab mates prior to lab and make a plan.

(4) Post-lab Quizzes: Each week, a post-lab quiz will be given over the lab material from the previous week. Each post-lab quiz will be worth **10 points**. Most post-lab quizzes will be given during lecture on the Monday following lab. However, at the discretion of the instructor, the post-lab quiz may be given at another time.

(5) Lab practicals: There will be four lab practicals during the semester. See the schedule for specific dates. Lab practicals focus on your ability to identify things (organisms, structures, equipment) and to utilize skills learned in lab. You will be expected to recognize and identify organisms and structures by sight. You will be expected to know classification and scientific names of organisms. You may be given data to analyze.

There are no word banks for practicals and the questions will not be multiple choice. You will be expected to spell all terms correctly in order to receive full credit. You will also need to write scientific names properly. Each lab practical is worth **25 points**.

(6) Evolution Notebook: You will need a 3 ring binder of 1.5 inches & 15 dividers, I will provide

you with a list of articles/summaries and you are responsible for getting the Full-text version of the article. You must do this for all 15 articles. They are to be separated by a divider and each is to include a 1-2 page summary (hand-written or typed) over the Full-text version of the article. You will keep this binder once the class is over. It will be worth up to **100 points** & is due July 31!!!!!!!!!!!!

Summary of Grading

Your grade will be based on the following assessments. Grades will be posted on Blackboard.

Lecture Exams (6 x 100 pts each)	=	600 points
Post-lab Quizzes (15 x 10 pts each)	=	150 points
Evolution Notebook (100 pts)	=	100 points
Lab Practicals (4 x 25 pts each)	=	100 points
Total Points	=	950

Grading Scale:	950-855 =	A
	854-760 =	B
	759-665 =	C
	664-570 =	D
	< 570 =	F

I do give some extra credit questions, so I do not round grades. In this class, there are NO CURVED SCORES. Your grade is based solely on the points that you earn in lecture and lab.

Makeup Exams: You can miss one exam and make it up. Makeup exams will be given in the Testing Center at this campus. You must make up the exam within one week of the original test deadline. Makeup exams will be primarily written in nature.

Attendance Policy: It is important for you to attend class if you wish to succeed in BIOL 1407. You are responsible for all materials, activities, assignments, or announcements covered in class and on Blackboard. If you do miss a class, check with another student for any notes.

Class Participation and Expectation: Labs are generally group activities. It is important for each student to participate actively in lab activities to gain the most from them. So jump in and get your hands on the stuff, engage your mind, talk and discuss.

Passive behavior ≠ learning!

If you are late and miss any safety instructions for the day's lab, you will not be able to participate in the lab and will have to leave. There are no make-ups for missed labs, so you will not be able to earn credit for your electronic lab notebook for those labs.

To pass the course (with a grade of 70% C), you should expect to spend *at least* 3-4 hours outside of class for every hour spent in class. For this class, that means a minimum of 18-24 hours of quality, undisturbed study time outside of class per week to work through PowerPoint lectures, complete assignments, read the textbook, prepare for and complete lab activities, study the material and prepare for exams, quizzes and lab practicals.

Withdrawal Policy: You are responsible for monitoring your progress in the course and determining if you need to withdraw. You are responsible for the paperwork. You can do this at any ACC admissions and records office. My signature is not required. If you stop attending class and do not withdraw yourself from the course, you will end up with a course grade of F.

I do **NOT** withdraw students from the course unless:

- (1) I do not receive your signed student information sheet by the end of the second week,
 - (2) I do not receive your signed safety contract by the end of the second week after completing safety training, or
 - (3) safety policies are not followed, or
 - (4) I do not receive proof that students have completed the prerequisite by the deadline, or
 - (5) a student is disruptive in class, creating an environment that is not conducive for learning.
- If you are dropped for such reasons, you will not be reinstated into the course.

Retroactive withdrawals will not be given in this class. **The last day to withdraw for the semester is July 30, 2009.** If you do drop the class, please keep your paperwork until you have received your grade report at the end of the semester.

Reinstatement Policy: If I drop you for any reason, I will not reinstate you.

Note from the ACC Catalog About Withdrawals: Per state law, students enrolling for the first time in fall 2007 or later at any Texas college or university may not withdraw (receive a W) from more than six courses during their undergraduate college career. Some exceptions for good cause could allow a student to withdraw from a course without having it count toward this limit. Students are encouraged to carefully select courses; contact an advisor or counselor for assistance.

Third Course Attempt and Tuition Notice: Per state law, effective spring 2006 any student taking a class for the third time or more may be charged an *additional* \$60 per credit hour unless exempted. This is the **Rule of Three or Third Course Attempt**. There is more information at <http://www.austincc.edu/support/admissions/thirdattempt/index.php>

Incomplete Grade Policy: Incomplete grades are rarely given in this class, will be given solely at my discretion, and only if a major emergency comes up towards the end of the semester after the withdrawal deadline. An incomplete (I) will be assigned only if:

- 1) You have a valid reason and I agree to give an incomplete grade,
- 2) You request an incomplete, with written documentation,
- 3) You have completed more than 60% of the course work,
- 4) You have at least a C (70%) average on completed work, and
- 5) The reason for your request occurred after the official drop deadline for the semester,
- 6) You provide all documentation and sign the required form prior to the last day of class.

Be aware that incompletes that are not finished convert automatically to F grades, regardless of your class average when you request the incomplete. Once you receive an incomplete grade, it will not be converted into a withdrawal for any reason.

Scholastic Dishonesty:

Acts prohibited by the college for which discipline may be administered include scholastic dishonesty, including but not limited to, cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research or self-expression. Academic work is defined as, but not limited to, tests, quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentations; and homework.

I treat acts of scholastic dishonesty following the policies outlined in the ACC Student Handbook. For information on those policies, see <http://www.austincc.edu/handbook/>

Academic Freedom

Institutions of higher education are conducted for the common good. The common good depends upon a search for truth and upon free expression. In this course the professor and students shall strive to protect free inquiry and the open exchange of facts, ideas, and opinions. Students are free to take exception to views offered in this course and to reserve judgement about debatable issues. Grades will not be affected by personal views. With this freedom comes the responsibility of civility and a respect for diversity of ideas and opinions. This means that students must take turns speaking, listen to other speak without interruption, and refrain from name-calling or other personal attacks.

Students with Disabilities

Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office of Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to do this three weeks before the start of the semester.

Students who are requesting accommodation must provide the instructor with a letter of accommodation from the Office of Students with Disabilities (OSD) at the beginning of the semester. I cannot provide you with accommodations for your disability until I receive the letter of accommodation. Please see the staff in the OSD for more information.

Lab 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. Students are expected to conduct themselves with appropriate professional behavior and 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, may be withdrawn from the class, and/or barred from attending all activities. Specific safety information for each activity will be discussed at the beginning of the activity. For those activities that require specific safety training, a student who is late and misses the safety training will not be able to participate in the activity. The comprehensive science safety policy can be found at:

http://www.austincc.edu/sci_safe

Safety training is mandatory for all students.

- ◆ **You will receive general safety training during the first week of class.**
- ◆ **If you miss the general safety training, you will not be able to attend labs until you have completed the general safety training.** In this case, get in touch with me immediately. A limited number of general safety training sessions may be scheduled outside of regular class hours. It will then be your responsibility to make arrangements to attend any scheduled safety training.
- ◆ Any points that you miss in lab because you have not completed safety training cannot be made up.
- ◆ **Dissection labs and labs involving chemicals will require the use of safety glasses or goggles.**
- ◆ **If you do not have your safety glasses or goggles with you and the lab requires them, you will not be able to attend the lab.**
- ◆ **You must wear closed toed shoes in order to attend the lab.** Otherwise, you will have to leave the lab and you will not earn any points for the lab. Also, you may be required by the instructor to wear a lab apron, depending upon your attire.
- ◆ **If you violate a safety policy, I will withdraw you from the class as per department policy.**
- ◆ **If I do not have a safety contract from you by the end of the second week of class, you will be withdrawn from the class.**
- ◆ **If dropped for safety reasons, you will not be reinstated into the class.**

Cleanup:

You are required to follow the clean-up protocols for each lab, as stated in the lab write-up.

In general, these are the things you need to do before leaving lab:

- 1) Put away all slides, microscopes, models, books, charts & specimens.
- 2) When putting away microscopes:
 - a. Turn off the microscope before unplugging the cord,
 - b. Fold the electrical cord loosely. Fasten with velcro strip or wind around cord wrap, as appropriate.
 - c. Put the lowest power objective in place,
 - d. Remove any microscope slide and return it to its appropriate location,
 - e. Put on the microscope cover,
 - f. Return the microscope to its proper location in the cabinet.
- 3) Wash and dry dissecting equipment and put them away. Wash dissecting trays and pans and leave to dry on drying racks.
- 4) Discard dissected tissues in the designated biowaste container, not in the sink or in the regular trash can.
- 5) Discard preservative fluid in the designated container, not in the sink.
- 6) Wash off the lab bench if you have been dissecting.
- 7) Wash your hands before leaving lab.

Student Insurance: Students enrolled in lab and field courses are covered by student insurance if they are injured as a result of the lab or field activity. If you are injured, I will give you a student insurance form to take with you to the medical facility where you will be treated. There is a \$25 deductible.

Testing Center Policy: You will be taking most of your lecture exams in the Testing Center at this campus only. I have included The Student Summary Guide to the Testing Center at the end of this syllabus. You can find more information about the testing centers at

<http://www2.austincc.edu/testctr/>

Student Services at ACC: To find out more about services for students at ACC, you can visit the Student Services web site at: http://www.austincc.edu/resources_students/services.php

Instructional Services: Other on-line sources you may find useful include:

- (1) Services for Students at: <http://www.austincc.edu/cataloghtml/services.php>
- (2) The ACC student handbook can be found at: <http://www.austincc.edu/handbook/>

BLOOM'S TAXONOMY

1.00 KNOWLEDGE (remembering previously learned material)

- 1.10 Knowledge of specifics
 - 1.11 Knowledge of terms
 - 1.12 Knowledge of specific facts

- 1.20 Knowledge of ways and means of dealing with specifics
 - 1.21 Knowledge of conventions
 - 1.22 Knowledge of trends and sequences
 - 1.23 Knowledge of classifications and categories
 - 1.24 Knowledge of criteria
 - 1.25 Knowledge of methodology

- 1.30 Knowledge of the universals and abstractions in a field of study
 - 1.31 Knowledge of principles and generalizations
 - 1.32 Knowledge of theories and structures

2.00 COMPREHENSION (grasping the meaning of material)

- 2.10 Translation (converting from one form to another)
- 2.11 Interpretation (explaining or summarizing material)
- 2.12 Extrapolation (extending the meaning beyond the data)

3.00 APPLICATION (using information in concrete situations)

4.00 ANALYSIS (breaking down material into its parts)

- 4.10 Analysis of elements (identifying the parts)
- 4.20 Analysis of relationships (identifying the relationships)
- 4.30 Analysis of organizational principles (identifying the way the parts are organized)

5.00 SYNTHESIS (putting parts together into a whole)

- 5.10 Production of a unique communication
- 5.20 Production of a plan or proposed set of operations
- 5.30 Derivation of a set of abstract relationships

6.00 EVALUATION (judging the value of a thing for a given purpose using definite criteria)

- 6.10 Judgments in terms of internal evidence
- 6.20 Judgments in terms of external criteria

What is Bloom's Taxonomy? This is a standard model that attempts to place cognitive skills (mental thinking skills) into categories. Bloom's Taxonomy has six levels of thinking, going from the simplest level of thinking (knowledge) to the most complex level (evaluation). Each level requires more of our thinking skills and incorporates the previous levels as well. When people use the terms "problem-solving" or "critical thinking", they are usually referring to these higher-level thinking skills.

There are several other models for cognitive skills but Bloom's Taxonomy is widely used. In college, students are expected to work beyond the knowledge level (lowest category) and use higher-level thinking skills. See Blackboard for specific examples of how questions over the same material can be written at different levels.

BIOL 1407 Schedule MW at NRG

Date	Lecture Topic	Outside Assignment	Lab Topics	Postlab Quiz
June 1	Syllabus and Introduction; Taxonomy	Taxonomy Evolution 1	Evolution 1 Lecture	
June 3	Evolution 2	Evolution 2	1: Safety Training and Equipment Orientation	
June 8	Species & Speciation Systematics	Species & Speciation; Systematics	2: Making Scientific Observations	Quiz 1
June 10	Species Interactions Lab 3: Molecular-Based Trees	Species Interactions	3: Concepts of Relatedness	Quiz 2
June 11 - June 15 Lecture Exam 1 in Testing Center				
June 15	Origin of Life & Prokaryotes	Prokaryotes	4: Prokaryotes	Quiz 3
June 17	Evolution of Protists Protist Diversity	Protists 1 Protists 2	5: Protists	Quiz 4
June 22	Eukaryotic Life Cycles	Life Cycle	6: <i>Euglena</i> Lab	Quiz 5
June 24	Plant Introduction: Evolution, Characteristics and Life Cycle	Plant Evolution	Lab Practical 1	
June 25 - June 29 Lecture Exam 2 in Testing Center				
June 29	Mosses, Ferns & Lycopods; Conifers	Non-Seed Plants; Conifers	7: Mosses, Ferns & Lycopods	
July 1	Flowering Plants	Flowering Plants	8: Conifers & Flowering Plants	Quiz 7
July 6	Plant Structures & Growth	Plant Structures	9: Flowering Plant Anatomy	Quiz 8
July 8	Vascular Tissue, Gas Exchange & Transport	Plant Functions	Lab Practical 2	
July 9 - July 13 Lecture Exam 3 in Testing Center				
July 13	Fungi Introduction Fungi Diversity	Fungal Evolution &; Diversity	10: Fungi	
July 15	Animal Introduction Animal Evolution	Intro to Animals & Evolution	11: Sponges, Cnidarians and Platyhelminthes	Quiz 10
July 16 – July 20 Lecture Exam 4 in Testing Center				
July 20	Sponges, Cnidarians & Platyhelminthes; Mollusks	Invertebrates 1 & 2	12: Mollusks & Annelids	
July 22	Annelids & Arthropods	Arthropods	13: Lobster lab	Quiz 12
July 27	Chordates	Chordates	14: Rat lab	Quiz 13
July 29 – August 3 Lecture Exam 5 in Testing Center				
July 29	Homeostasis Chemical Signaling 1	Homeostasis	Lab Practical 3	
Aug 3	Chemical Signaling 1 & 2	Chemical Signaling	15: Chemical Signals	
Aug 5	Electrical Signaling 1 & 2	Electrical Signaling	16: Electrical Signals & Nervous Systems	Quiz 14

Aug 10	Lecture Exam 6			Quiz 15
Aug 12	Final		Lab Practical 4	

This schedule may change. If so, you will be notified in class or on Blackboard.
Readings for Each Topic are located in Blackboard, in PowerPoints folder.

STUDENT GUIDE FOR USE OF ACC TESTING CENTERS

Austin Community College is pleased to provide testing services to ACC faculty and students. In order to ensure test integrity and adequate space for testing, ACC has established the following guidelines:

A. I.D. REQUIREMENT. Students are required to show an [ACC photo ID](#) in order to test.

B. WRITTEN PERMISSION FROM INSTRUCTOR

1. Some tests also require written permission from your instructor *in addition to* your photo ID and student ID.
2. If the test deadline has passed, you *must* bring written permission from the instructor.

C. STUDENT TEST REQUEST FORM

1. Students are required to complete the Student Test Request Form which contains the following student information:
 - a. Synonym Number & Section Number
 - b. Course Abbreviation & Course Number
 - c. Test Number
 - d. Instructor's Name

D. RETESTING

1. The yellow student copy of the Test Request Form is **required** for retesting.
2. Retests may not be available in all courses.
3. Students may not retest more than once on the same exam version.

E. TESTING MATERIALS.

Students should bring *only* the materials that an instructor has allowed for a given test.

1. The Testing Centers provide the following approved items:
 - a. English dictionaries (non-electronic)
 - b. Scantron answer sheet
 - c. All types of paper
2. If authorized by instructor, Foreign Language Dictionaries, must be provided by the student and must be word to word only and non-electronic.
3. Having unauthorized materials (food, drinks and tobacco items, cell phones, pagers, and other electronic devices, etc.) with you while testing is considered scholastic dishonesty and may subject you to disciplinary action. Unauthorized items must be stored elsewhere, in a locker, or shelved in the Testing Center at your own risk.

F. LOCKERS

1. You are responsible for the return of your locker key to Testing Center staff.
2. Your property will not be surrendered in the case of a lost key until a report is filed with Campus Police.
3. The incident will be reported to Admissions Director and a hold will be placed on your record until the key is returned or replaced.

G. CHILDREN ARE NOT ALLOWED IN TESTING CENTERS AND ARE NOT TO BE LEFT UNATTENDED ON ANY ACC CAMPUS.

H. SEATING POLICY

1. The Testing Center may assign seating.
2. When the Testing Center is full, you may be asked to sign a waiting list, take a ticket or line up outside the Center.
3. Students are required to wait again in line, if one exists, if they desire to take more than one test at a time.

I. BREAKS DURING TESTING

1. Students may not leave the Testing Center for breaks, to drink water, or go to the restroom.
2. Only with a medical statement from a doctor may a student be allowed to leave the Testing Center for a break during the test.

J. SCORING OF TESTS

1. If an answer key is available, the test will be graded and you will be given your raw score. Keep the yellow copy of the Student Test Request Form for the remainder of the semester to ensure that grades have been posted. This is proof you took the exam.
2. Once the test has been scored, it cannot be reviewed or examined again in the Testing Center. Contact your instructor for feedback information on the test items.

K. GRADES OF INCOMPLETE

Testing for grades of Incomplete require an Incomplete Grade Form or verification from Admissions and Records and signature of instructor.

L. HOURS OF OPERATION

1. Hours of operation for all the Testing Centers are located on the web at <http://www.austincc.edu/testctr>
2. Hours for testing vary from Center to Center and are subject to change without notice due to emergencies or unforeseen circumstances.
3. Students will not be admitted and new test materials will not be distributed after the stated closing time.
4. All test materials are collected from students thirty (30) minutes after closing time.

M. SCHOLASTIC DISHONESTY

1. The testing area is monitored as students are taking tests. Any student suspected of/or caught cheating (including using unauthorized materials during testing) will be referred to the appropriate administrator.
2. Disciplinary actions for scholastic dishonesty range from exclusion from Testing Centers to expulsion from ACC. Refer to the ACC Student Handbook for ACC's disciplinary policies and procedures.
3. Any information included on your test is not to be taken from the Testing Center or shared with others.

N. STUDENT CONDUCT

1. You may be removed from the Testing Center for behavior that significantly interferes with or disrupts Testing Center operations. In accordance with College procedure, the Campus Dean of Students will have primary authority and responsibility for the administration of student discipline.
2. Discipline may also be administered for other prohibited acts that constitute offenses, as outlined in the ACC Student Handbook.

August 2006

Clarification from Your Instructor:

Admission to the Academic Testing Center is on a first-come, first-serve basis. There are times when the Academic Testing Center is very busy and you may have to wait several hours to take your exams. Plan your time wisely and do not wait until the last minute to try to take your exams. If you wait until the last minute to take your exam and you cannot get into the Academic Testing Center, the deadline will not be extended. Your only option at that point is to take a makeup exam. Please remember that only ONE make-up exam per student is allowed. Contact your instructor if a testing center is unexpectedly closed due to an emergency.