

round up grades. Therefore, if you have an 82.6%, you have earned a letter grade of a B-, not a B. Grade assignments are final unless there is a calculation error. Also, 1% point is = 4.5 points.

Schedule: This class is a graduate level class. I assume all of you have had a Biology course that covered introductory genetics at some point in your career. Therefore, some introductory material will not be covered in depth, but is presented in the text. Some chapters will not be covered in their entirety and chapters may be combined for lectures. Only the portions of the chapters covered in lecture will be on quizzes or tests. Some lecture material is not covered in the book, therefore watching the tapes and taking notes will be helpful. The quizzes and exams are listed below. This schedule is subject to change.

Week	Lecture	Quiz/Test
#1 8/23-8/27	Chapters 1 & 2	No quiz or test! Introduce yourself
#2 8/30-9/3	Chapter 3	Timed quiz #1 over Chapters 1 & 2
#3 9/6-9/10	Chapter 4 & 6	Timed quiz #2 over Chapter 3
#4 9/13-9/17	Chapter 5	Timed quiz #3 over Chapters 4 & 6
#5 9/20-9/24		Timed Exam #1 (Ch. 1-6) Due 9/24 by 8:00 am CST
#6 9/27-10/1	Chapters 7 & 9	No quiz or test!
#7 10/4-10/8	Chapter 10 & 12	Timed quiz #4 over Chapters 7 & 9
#8 10/11-10/15	Chapter 11	Timed quiz #5 over Chapters 10 & 12
#9 10/18-10/22	Chapter 13 & 14	Timed quiz #6 over Chapter 11
#10 10/25-10/29	Chapters 15 & 16	Timed quiz #7 over Chapters 13 & 14
#11 11/1-11/5		Timed Exam #2 (Ch 7,9-16) Due 11/5 by 8:00 am CST
#12 11/8-11/12	Chapters 17 & 18	No quiz or test!
#13 11/15-11/19	Chapter 19	Timed quiz #8 over Chapters 17 & 18
#14 11/22-11/26	No new Chapters Thanksgiving Break	No quiz or test! Thanksgiving Break!!!
#15 11/29-12/3	Chapter 22	Timed quiz #9 over Chapter 19
#16 12/6-12/10	Chapter 23	Timed quiz #10 over Chapter 23
#17 12/13-12/15		Timed Exam #3 (Ch 17-19, 22-23) Due 12/15 by 8:00 am CST

Exams: Exams may be composed of multiple choice, true/false, application problems, case studies, and/or short essays. I believe that genetics and science exams in general should be an application of

the material learned, and not simply rote memorization. The exams are not comprehensive, in that, the questions asked will specifically address material covered since the last exam or in the case of the first exam, material since the first day of class. The material on the test will include **only** lecture material. These tests are a bit challenging and time consuming, which is why you have **an entire week** to complete them. If you have questions about the test, email me directly! Do not post questions on Canvas. If I feel it is something that needs to be shared with the entire class, I will post it on Canvas. The multiple choice/true or false portion of the exam will be taken as a timed online portion using the Respondus Lockdown Browser. The amount of time allotted will be announced at the time of the test. All of the questions will be given at once. If you run out of time while taking the test, you will not be given extra time. If you have a problem while taking your test, send me an email and I will deal with it as soon as possible. The computer displays a message to me that tells me what kind of problem you had, whether you took too much time or there was a computer problem. I will be available M-F from 9:00 am to 5:00 pm CST, but not constantly as I do have other teaching and research responsibilities. Everyone is expected to take all of the exams. **You must take all three exams to receive full credit. If you miss an exam, you will automatically fail and receive a letter grade of an "F".** The dates for the exams are listed on the schedule. For exams #1 & #2, both the online and take-home portions will be made available at 8:00 am CST on the Saturday before the Friday due date. For example, the first test will be put on Canvas at 8:00 am CST on Saturday, September 18th and you have until 8:00 am CST Friday, September 24th to take the online portion and email the take-home portion to me. For test #3, the test will be made available on Thursday, December 9th and is due on Wednesday, December 15th at 8 am CST. **THE DEADLINES ARE FINAL! THE ONLINE PORTION WILL BE REMOVED AT 8:01 AM CST ON THE DUE DATE. LATE PAPERS WILL NOT BE ACCEPTED. MAKEUP EXAMS WILL BE GIVEN ONLY UNDER EXTREME OR EXTENUATING CIRCUMSTANCES, WHICH CAN BE DOCUMENTED!** In any and all cases, the final validity and acceptability of any excuse for absence are at my sole discretion.

Quizzes: Throughout the semester, you will be given ten timed quizzes worth 10 points each, which will be taken using the Respondus Lockdown Browser. The quizzes will cover **only** the lecture material listed for that week. For all quizzes, you will be allotted 5 minutes to answer 5 multiple choice or true/false questions. All of the questions will be given at once. If we have done calculations in the lecture for a certain week, make sure to have a calculator with you at the time of the test. For quizzes with calculations, you will be allotted extra time. If you run out of time while taking the quiz, you will not be given extra time. If you have a problem while taking your quiz, send me an email and I will deal with it as soon as possible. The computer displays a message to me that tells me what kind of problem you had, whether you took too much time or there was a computer problem. I will be available M-F from 9:00 am to 5:00 pm CST, but not constantly as I do have other teaching and research responsibilities. Everyone is expected to take all of the quizzes. The dates for the quizzes are listed on the schedule and will be made available at 8:00 am CST on Saturday before the 8:00 am CST of Friday due date. For example, the first quiz will be put on Canvas at 8:00 am CST on Saturday, August 28th and you have until 8:00 am CST Friday, September 3rd to take the quiz. **THE DEADLINE IS FINAL! THE QUIZ WILL BE REMOVED AT 8:01 AM CST ON THE FRIDAY DUE DATE.** The purpose of these quizzes is to make sure that you are keeping up with the course material.

Mini-Assignments: The material for this class is from the lectures I have taped. The textbook is a reference for you. If there is a discrepancy between the lectures and the book, you should defer to the lecture material. If there is a question, always make sure to ask. In order to make sure that you are understanding and keeping up with the lecture material, I have embedded questions into the taped lectures. You will need to watch the lectures to find the mini-assignment. These will be worth from 5-10 points each. Not every lecture will have a mini-assignment. These will be due by 8 am

CST on the Friday in the week they are assigned in the lecture. The first mini-assignment is your introduction that should be a video that includes you speaking. This is due Friday, August 27th by 8:00 am CST. These cannot be made up and late submissions will not be accepted. These should be emailed to me at carlsonka1@unk.edu and NOT posted on Canvas. Do NOT ask questions about these mini-assignments on Canvas.

Discussion Boards: For those of you who have taken an online class before, there is no graded discussion board for this class. There will be a discussion board available for you to discuss the lecture material. This is for your use to ask questions and discuss with your classmates, if you wish, but it will not count as part of your grade and is therefore not a mandatory part of this semester's class. **With the exception of your introductory post, which is your first mini-assignment.** I will regularly check the discussion board and participate in discussions. If you have a question that you want a quick answer to, email me directly and I will get back to you as soon as possible. **Do not post questions about quizzes, tests, or mini-assignments on Canvas!**

Students with Disabilities: It is the policy of the University of Nebraska at Kearney to provide flexible and individualized reasonable accommodation to students with documented disabilities. To receive accommodation services for a disability, students must be registered with the UNK Disabilities Services for Students (DSS) office, 175 Memorial Student Affairs Building, 308-865-8214 or by email unkdso@unk.edu

UNK Statement of Diversity & Inclusion: UNK stands in solidarity and unity with our students of color, our Latinx and international students, our LGBTQIA+ students and students from other marginalized groups in opposition to racism and prejudice in any form, wherever it may exist. It is the job of institutions of higher education, indeed their duty, to provide a haven for the safe and meaningful exchange of ideas and to support peaceful disagreement and discussion. In our classes, we strive to maintain a positive learning environment based upon open communication and mutual respect. UNK does not discriminate on the basis of race, color, national origin, age, religion, sex, gender, sexual orientation, disability or political affiliation. Respect for the diversity of our backgrounds and varied life experiences is essential to learning from our similarities as well as our differences. The following link provides resources and other information regarding D&I: <https://www.unk.edu/about/equity-access-diversity.php>

Students Who are Pregnant: It is the policy of the University of Nebraska at Kearney to provide flexible and individualized reasonable accommodation to students who are pregnant. To receive accommodation services due to pregnancy, students must contact Cindy Ference in Student Health, 308-865-8219. The following link provides information for students and faculty regarding pregnancy rights. <http://www.nwlc.org/resource/pregnant-and-parenting-students-rights-faqs-college-and-graduate-students>

Reporting Student Sexual Harassment, Sexual Violence or Sexual Assault

Reporting allegations of rape, domestic violence, dating violence, sexual assault, sexual harassment, and stalking enables the University to promptly provide support to the impacted student(s), and to take appropriate action to prevent a recurrence of such sexual misconduct and protect the campus community. Confidentiality will be respected to the greatest degree possible. Any student who believes she or he may be the victim of sexual misconduct is encouraged to report to one or more of the following resources: **Local Domestic Violence, Sexual Assault Advocacy Agency** 308-237-2599; **Campus Police (or Security)** 308-865-8911; **Title IX Coordinator** 308-865-8655

Retaliation against the student making the report, whether by students or University employees, will not be tolerated. If you have questions regarding the information in this email please contact **Mary Chinnock Petroski, Chief Compliance Officer** (petroskimj@unk.edu or phone 8400).

Plagiarism and cheating: Neither will be tolerated! Contrary to popular belief, *plagiarism does not require the intent to deceive*. Anyone caught plagiarizing any exercise or cheating on any exercise will receive a 0 for that exercise. If there are subsequent violations, this will result in referral to the Vice Chancellor for Academic Affairs for dismissal from the university.

Bonus Points or Extra Credit: I do not give Bonus Points or Extra Credit to Graduate Students, please don't ask.

Policies Related to COVID-19:

- Students will still be responsible for course content through alternative attendance or other options arranged with the instructor.
- If you suspect you have or you do have COVID-19 you must contact the UNK Public Health Center at 308-865-8279 or unkhealth@unk.edu. The UNK PHC will advise you on testing options.
- You must forward me the email from the UNK PHC that you have COVID-19 and that we need to work out a plan for you.
- Once your time, as assigned by the UNK PHC, is over, you will have to send me a return to class email.
- I will not accept emails about COVID-19 from your personal doctor or any other PHC. It MUST come from the UNK PHC.