



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**ACADEMIC COOPERATIVE: Undergraduate Research – Honors College**

**BIOLOGY 2389.102**

**STEPHANIE RANDELL**

**NOTE: This is a 16-week course.**

**COVID 19 Notice:**

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

COURSE NAME  
COURSE NUMBER & SECTION NUMBER

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**Course Description:**

This course is a 3-hour credit course. Students in Honors College conduct a novel undergraduate research project. Students conduct a literature search, design research methods and materials, conduct their designed study, analyze results, and then report their results as either a poster or oral presentation that can be presented at Honors College, MCC Scholar Day, and scientific conferences. **The course is TBA** and will meet at least one day a week for 1 hour.

**All aspects of research development must be successfully and promptly met to conduct the field/laboratory research portion of the class.**

**Prerequisites and/or Corequisites:**

Successful completion of **Biology 1406 with a “B” or better** and **consent of the professor and Honors College.**

**Course Notes and Instructor Recommendations:**

Signed and notarized waivers are required for enrollment in this course.

Students will follow policies, protocol, and class regulations as stated in signed waivers and forms.

**Instructor Information:**

**Instructor Name:** Stephanie Randell

MCC E-mail: [srandell@mcclennan.edu](mailto:srandell@mcclennan.edu)

Office Phone Number: 254-299-8183

Office Location: S209

Office/Teacher Conference Hours: **Zoom meetings or scheduled meetings by appointment.**

**\*Other Instruction Information:** **Professor will check and** generally respond to your **emails** within 24 hours, except for Friday afternoon, Saturday and Sunday. As I am physically in class most of the day, these are the best times to contact me: **Monday through Thursday:** I will check emails the first thing in the morning. Then I will start checking regularly after 1:00pm.

**\*On Fridays:** I will stop checking emails at 2:00pm. Therefore, if you need to reach me before Monday, have your emails in my box before that time. If my response does not come within this stated timeline, please resend your email, as it may not have reached me. **I will not check emails on Saturday and Sunday.**

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**Required Text & Materials:**

Professional journal articles as dictated by research.

**Other Required Materials:**

Research material as determined by literature search and design methodology.

**MCC Bookstore Website:** <http://www.mclennan.edu/bookstore/>

**Required technology:**

Students must use a device with consistent, strong internet for research and meetings.

**Methods of Teaching and Learning:**

Weekly meeting for mentoring and research development. Students must meet weekly assignments by due date. Zoom mentoring sessions; class discussion, field and laboratory research, literature searches, research skills and competency testing, scientific research: experimental design, scientific writing, field techniques, data recording and entry, scientific analysis, and poster design; peer editing, peer evaluations, participation in the scientific community, reading assignments from professional journals and former student research, and poster sessions.

**Course Objectives and/or Competencies:**

1. The student will conduct original scientific research within the guidelines of the scientific method.
2. The student will conduct a literature search to develop a testable hypothesis and testing procedure prior to conducting research.
3. The student will conduct scientific experimentation/observation using current scientific methods and/or technologies.
4. The student will use scientific parameters to analyze data and form conclusions.
5. The student will communicate their research in a scientific poster or oral presentation.
6. The student will collaborate within the scientific community to develop, test, analyze, and communicate the results of their study.
7. The student will participate in scientific teamwork and exhibit scientific courtesy.
8. The student will work with the mentoring professor to make a timeline for research development.
9. The students will demonstrate mastery of research subject before conducting field/laboratory research.

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**Course Outline or Schedule:**

**Tentative schedule** – will be designed by the student's research requirements, requirements of the Honors College, and the mentoring professor during the first week of classes.

**Evaluation and grading:**

<b>Grade:</b>	90-100	A
	80-89	B
	70-79	C
	60-69	D
	<60	F

**Evaluation methods:**

**1). Scientific and professional behavior: - 40% of final grade**

Follows policies, procedures, and scientific protocol

**Meets deadlines/follows timeline/on time and participates in all activities, meetings, meals, departures, etc.**

**Attends classes, meetings, scheduled functions, peer edits and reviews**

Shows respect for different cultures, the environment, and people they encounter

Readily engages in scientific teamwork, collaboration, and displays scientific courtesy and respect

Exhibits an attitude which enhances the scientific, collaborative, explorative, and social aspects of the course

**\*\*Adapts to edits and mentor suggestions\*\***

**Follows research and scientific etiquette and guidelines**

**2). Research Project – 60%**

Literature search, adaptability, edits, field research, analysis, deadlines, guidelines, scientific writing, abstract, class and research notebook, poster design, peer edits, and **poster presentation (not optional!)**

**Class participation** is required and is included in the student's average.

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**Late Work, Attendance, and Make Up Work Policies:**

**Self-reporting:**

Any student missing class due to **any one COVID symptom** MUST self-report on the MCC homepage. Students may only return after receiving an MCC email telling them they may return to class. Your professor is copied on these emails and will know if you can attend class.

**If we are strictly online:** Attendance will be taken by roll-check at required Zoom meetings.

**When we are meeting in-person:** Absence from class is counted as an absence, unless prior arrangements are made due to COVID isolation, etc.

**Late Work and Missed Exams:**

All late work will be deducted 20 points if not received at the beginning of the class in which they are due. No late papers/assignments will be accepted after one day; **unless otherwise agreed upon in advance.**

\*Exceptions may be made to due to **documented** COVID-19 disease or hospitalization.

**Withdrawals:** Students will not be dropped after the drop date unless they are passing or can document extenuating circumstances, such as long hospitalization, etc.

**Student Behavioral Expectations or Conduct Policy:**

All correspondence and submissions must reflect boundaries and guidelines of science; be professionally and scientifically written and edited; and must be governed by rules of civility – follow etiquette accepted by polite society. **If we go online and have Zoom meetings**, students should **join with video on**, be **early**, and be fully **clothed!**

Any student engaging in any activity which interferes with the learning environment or professional decorum of the classroom or professional setting may be asked to leave the classroom, lab, office, Zoom meeting, or professor's presence. If a student is asked to leave, they must schedule an appointment with the instructor before returning to class or further Zoom meetings. If necessary, the student will be referred to the Student Discipline Department. If a student is asked to leave a second time they may be dropped from the course.

All cheating, plagiarism, and other forms of academic dishonesty will result in a grade of "0" and a report of the incident filed with appropriate campus authorities for record keeping and tracking.

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**Some examples of cheating/plagiarism:** using prohibited material for assignments (internet, etc.), copying work, not citing the work of others. All work is to be in the student's own words. If gathered from cited work, the work is in their own words, but cited appropriately.

\* **[Click Here for the MCC Academic Integrity Statement](#)**

([www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity))

The link above will provide you with information about academic integrity, dishonesty, and cheating.

\* **[Click Here for the MCC Attendance/Absences Policy](#)**

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

\* *You will need to access each link separately through your Web browser (for example: Mozilla Firefox, Chrome, Microsoft Edge or Safari) to print each link's information.*

# McLennan

C O M M U N I T Y

# COLLEGE

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## ACADEMIC RESOURCES/POLICIES

### **Accommodations/ADA Statement:**

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit [www.mclennan.edu/disability](http://www.mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu)

254-299-8122

Room 319, Student Services Center

### **Title IX:**

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at [www.mclennan.edu/titleix/](http://www.mclennan.edu/titleix/). It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

**Student Support/Resources:**

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

**MCC Foundation Emergency Grant Fund:**

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at [https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating.

**Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**Minimum Technical Skills:**

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

**Backup Plan for Technology:**

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.



**Email Policy:**

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

**Instructional Uses of Email:**

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

**Email on Mobile Devices:**

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email [Helpdesk@mclennan.edu](mailto:Helpdesk@mclennan.edu) for help.

**Forwarding Emails:**

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

**Disclaimer:**

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.