CSE Curriculum Committee
Friday, September 30, 3:00pm

CONSENT AGENDA

Department of Biology
BIOL 40110 – change description

Department of Chemistry & Biochemistry
Biochemistry BS – incorporate BIOL 10123

REGULAR AGENDA

Department of Biology
BIOL 40131 – new course

Department of Engineering
ENGR 40494 – change number to 40493

Department of Physics & Astronomy
PHYS 50703 – change number to 40703

Department of Psychology
CHDV BA/BS – change description and add electives

UNDERGRADUATE COUNCIL
Request for Change(s)

Originating unit requesting change

Type of Change requested:

☐ Course number(s)	☐ Course prerequisite(s)	
☐ Course title	☐ Drop course(s)	☐ Program description
☐ Course description	☐ Drop program(s)	☐ Program requirements

Semester and year change(s) take effect:

Appropriate computer abbreviation if
course title is more than 30 spaces:

Briefly summarize the change requested:

Programs Only
Program Name: _____

Current Code:_____Proposed New Code (list 2):_____or _____
(ex: INDE-BFA)

Can have second major:_____Yes_____No

Current 6-digit CIP Code:_____
Does the change require a new or change in CIP code?_____Yes_____No

If yes, what is the proposed 6-digit CIP code? _____
*for reference, please visit: https://nces.ed.gov/ipeds/cipcode/resources.aspx?y=56

Catalog copy

Present catalog copy (paste-up from   Proposed change(s). (Include exact catalog
catalog is acceptable.   copy as desired. Underline changes)

_____

_____

1. What is the justification for the change(s) requested?

2. If applicable, explain how the change(s) will affect the current program outcomes and
    assessment mechanisms.

3. **Faculty Resources:** How will the unit provide faculty support for this change and any
    other impact this change may have on other current departmental listings.

4. **Educational Resources:** Will this change require additional resources not currently available (e.g. space, equipment, library, other)? ☐ YES
    If yes, list additional resources needed. ☐ NO

5. If this change affects other units of the University, include a statement signed by the chairperson(s) of the affected unit(s).

6. If cross-listed, provide evidence of approval by all curriculum committees appropriate to both the originating and cross-listed units.

_____
Approval signature of chairperson of originating unit

UNDERGRADUATE COUNCIL
Request for Change(s)

Originating unit requesting change

Type of Change requested:

☐ Course number(s)	☐ Course prerequisite(s)	
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course title is more than 30 spaces:

Briefly summarize the change requested:

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Program Name: _____

Current Code: _____ Proposed New Code (list 2): _____ or _____
(ex: INDE-BFA)

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Current 6-digit CIP Code: _____
Does the change require a new or change in CIP code? _____Yes _____No

If yes, what is the proposed 6-digit CIP code? _____
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    available (e.g. space, equipment, library, other)?   ☐   YES
    If yes, list additional resources needed.   ☐   NO

5. If this change affects other units of the University, include a statement signed by the
    chairperson(s) of the affected unit(s).

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    both the originating and cross-listed units.

    _____
    Approval signature of chairperson of originating unit

Molecular Biotechnology Laboratory Techniques (BIOL 40900)
Syllabus
20XX

<u>Goals:</u> A one credit hour laboratory course (one laboratory period a week). The purpose of the laboratory is to familiarize the student with concepts and techniques currently in use in molecular biology and biotech research laboratories and to learn some basic bioinformatics tools.

<u>Credit Hours</u>: 1

<u>Pre-requisites</u>: BIOL 30603 (Cell Molecular and Developmental Biology)

<u>Location</u>: WIN 424

<u>Class Meeting Time</u>: Wednesday: 3:00-5:50pm

<u>Instructor</u>: Dr. Giri Akkaraju (Contact info: WIN 416, 817-257-6125, g.akkaraju@tcu.edu)

<u>Office Hours</u>: Mon 2-3:30pm, Thursday: 3-4:30pm, WIN416

<u>Biology Department office</u>: WIN 401, x7165

<u>Texts/ Materials:</u> Laboratory Manual will be provided

Exams: Exam 1- Week 7
Exam 2- Week 15

Attendance is mandatory

Date	Topic
Week 1	<u>Introduction</u> <u>Bioinformatics I:</u> Retrieval of DNA sequences from GENBANK, design of PCR primers
Week 2	<u>PCR amplification</u> of DNA, <u>Bioinformatics II</u>: Finding ORFs, translating sequences to protein, restriction maps and logic puzzles
Week 3	<u>Agarose gel electrophoresis</u>: separation and purification of PCR products, <u>Restriction mapping</u> of DNA sequences
Week 4	<u>Ligating DNA, transformation of bacteria</u> with plasmid DNA using electroporation and heat shock, Analysis of restriction fragments and creation of plasmid maps
Week 5	<u>Miniprep-1</u>, analysis of transformation results, <u>Genotyping</u> Using PCR of PV92 to determine Hardy-Weinberg Equilibrium

Week 6	Miniprep-2: <u>checking ligation products</u> for recombinant DNA, restriction digests to check for insert
Week 7	**Exam I**
Week 8	Analyzing restriction digests by agarose gel electrophoresis, expression of recombinant proteins from bacteria
Week 9	Expression and purification of recombinant proteins from bacteria (contd.) GMO: Detection of genetically modified plants using PCR
Week 10	<u>Gel electrophoresis of proteins, Western Blot,</u>
Week 11	<u>Mammalian Cell culture</u>, <u>Bioinformatics III</u>: using internet based DNA analysis tools (sequence analysis and comparison using BLAST software) <u>Genotyping</u> Using PCR of PV92 to determine Hardy-Weinberg Eq.
Week 12	<u>Genetic modification of mammalian cells</u>: Transfection of mammalian cells using liposomes, and calcium phosphate.
Week 13	<u>Regulated gene expression</u>: Induction of eGFP expression in transfected mammalian cells
Week 14	**Catch-up lab**
Week 15	**Exam II**

Grading:
Exam I 100 points (40% of lab grade)
Exam II 100 points (40% of lab grade)
Lab notebooks: 50 points (20% of lab grade)
Total: 250

The exams will test your understanding of the principles behind the techniques used in the laboratory as well as those discussed during in the laboratory. You will be asked to design experimental approaches to answer specific research questions.

Make-ups: If you miss any of the exams, and have an official excuse, the weight of the second exam will be increased to compensate for the lost points.

Any questions concerning an exam must be brought to my attention within **two weeks** of taking the exam.

Attendance: Attendance is mandatory. Missing labs without an official reason will lead to a reduction in grade. 12% of the total course grade will be deducted for each missed lab.

University Policies

Electronic Communication: We will regularly relay important information via email. We will ONLY use TCU email addresses, so please check your TCU email account regularly. In addition, essential power point presentations will be available on**) TCU online (access via myTCU.edu or through d2l.tcu.edu)**. Digital recordings will be posted on TCU online the same day of the lecture. Lecture recordings are provided as a courtesy for you. While we will attempt to record and post an audio recording of each lecture, you are responsible for the material discussed in class regardless *whether or not a recording is available*. The recordings are intended to complement and are **NOT** a substitute for class attendance.

Academic Misconduct (Sec. 3.4 from the TCU Code of Student Conduct): Any act that violates the academic integrity of the institution is considered academic misconduct. The procedures used to resolve suspected acts of academic misconduct are available in the offices of Academic Deans and the Office of Campus Life and are listed in detail in the Undergraduate Catalog and the Graduate Catalog Specific examples include, but are not limited to:

- **Cheating**: Copying from another student's test paper, laboratory report, other report, or computer files and listings; using, during any academic exercise, material and/or devices not authorized by the person in charge of the test; collaborating with or seeking aid from another student during a test or laboratory without permission; knowingly using, buying, selling, stealing, transporting, or soliciting in its entirety or in part, the contents of a test or other assignment unauthorized for release; substituting for another student or permitting another student to substitute for oneself.
- **Plagiarism**: The appropriation, theft, purchase or obtaining by any means another's work, and the unacknowledged submission or incorporation of that work as one's own offered for credit. Appropriation includes the quoting or paraphrasing of another's work without giving credit therefore**.** *TurnItIn may be used for any essays to ensure originality of material.*
- **Collusion**: The unauthorized collaboration with another in preparing work offered for credit.
- **Abuse of resource materials**: Mutilating, destroying, concealing, or stealing such material.
- **Computer misuse**: Unauthorized or illegal use of computer software or hardware through the TCU Computer Center or through any programs, terminals, or freestanding computers owned, leased or operated by TCU or any of its academic units for the purpose of affecting the academic standing of a student.
- **Fabrication and falsification**: Unauthorized alteration or invention of any information or citation in an academic exercise. Falsification involves altering information for use in any academic exercise. Fabrication involves inventing or counterfeiting information for use in any academic exercise.
- **Multiple submission**: The submission by the same individual of substantial portions of the same academic work (including oral reports) for credit more than once in the same or another class without authorization.

- **Complicity in academic misconduct**: Helping another to commit an act of academic misconduct.
- **Bearing false witness**: Knowingly and falsely accusing another student of academic misconduct.

Miscellaneous Notes:

- Proper classroom etiquette is required. Guests are allowed only with the instructor's permission.
- No food or drink is allowed in the lecture hall. Cell phones and pagers must be turned off or set on "silent" mode.
- Tape recorders are allowed but are your responsibility. I will not be liable for recorders that are broken, stolen or lost.
- To protect your privacy, grades for exams or for the semester will NOT be given over the phone or via email.
- My YouTube channel is here: https://www.youtube.com/channel/UCkNvYHTKnn7I-Os0QHbrJUg, or search for Wallace's Anatomy and Physiology on YouTube.

Netiquette: Communication Courtesy Code

All members of the class are expected to follow rules of common courtesy in all email messages, discussions, and chats. If I deem any of them to be inappropriate or offensive, I will forward the message to the Chair of the department and appropriate action will be taken, not excluding expulsion from the course. The same rules apply online as they do in person. Be respectful of other students. Foul discourse will not be tolerated. Please take a moment and read the basic information about netiquette (http://www.albion.com/netiquette/).

Participating in the virtual realm, including social media sites and shared-access sites sometimes used for educational collaborations, should be done with honor and integrity. This site provides guidance on personal media accounts and sites: http://www.uh.edu/policies/social-media/#UH%20Students%20who%20maintain%20personal%20media%20sites

TCU Online: Our Learning Management System
Getting Started with TCU Online
Technical Requirements: Check your computer is ready by looking at the specifications list. (https://community.brightspace.com/s/article/Brightspace-Platform-Requirements)

Log In: (using your TCU Network Credentials)

1. Access via my.tcu.edu > Student Quick Links > TCU Online
2. Login at the following website (http://d2l.tcu.edu) my.tcu.edu

*For information about logging into TCU Online, view these [instructions](http://tcuonline.tcu.edu/kb/how-do-i-log-in/). (http://tcuonline.tcu.edu/kb/how-do-i-log-in/).
Student Orientation Tutorial for TCU Online: If you have not yet taken the TCU Online Student Orientation Tutorial, please do so now. To access it, click on the Orientations semester OR view all courses in your My Courses widget visible upon logging in to TCU Online. Click on the "Student Orientation Tutorial" to enter the orientation course. Follow the instructions in the course. You can return to this tutorial at any time.

How This Course Will Use TCU Online

TCU Online will be used extensively during this course. The following instructional items will be posted on TC Online where applicable: Lectures and power points, virtual laboratory manual. . Discussion thread will be utilized for students to ask additional questions and engage in discussion of the course material with the instructor and fellow students.

Getting Help with TCU Online

If you experience any technical problems while using TCU Online, please do not hesitate to contact the TCU Online (D2L) Help Desk. They can be reached by phone or chat 24 hours a day, 7 days a week, 365 days a year.
Phone: 1-877-325-7778
Chat: Chat is available within TCU Online in the Help menu on the navigation bar.
If you are working with the Help Desk to resolve a technical issue, make sure to keep me updated on the troubleshooting progress.
If you have a course-related issue (course content, assignment troubles, quiz difficulties) please contact me.

Personal Settings & Notifications for TCU Online

As a student, you should set up your account settings, profile, and notifications. To do this you will login to TCU Online and select your name on the top right of the screen. In the Profile area, you can upload a photo of yourself and add personal information. In the Notifications area, you can add your phone number to receive text messages when grades are given as well as reminder texts for upcoming assignments and quizzes.

Student Perception of Teaching (SPOT)
Towards the end of the term you will receive an email asking to complete your SPOT for this course. We appreciate your thoughtful and reflective feedback to help make this course successful for future students. You can fill out the SPOT by clicking on the link in the email or in TCU Online when SPOTs open.

Statement of Disability Services at TCU

Student Access and Accommodation

Texas Christian University complies with the Americans with Disabilities Act, as amended, and with Section 504 of the Rehabilitation Act of 1973 regarding postsecondary students with disabilities. No otherwise qualified individual shall be denied access to or participation in the services, programs and activities of TCU solely on the basis of a disability. The University will provide reasonable accommodations for each eligible student who has a physical or mental health diagnosis that substantially limits a major life activity, has a record or history of such diagnosis, or is regarded as having such diagnosis.

To apply for reasonable accommodations, all students must submit an online application for accommodation to the Student Access and Accommodation office. Students will use their TCU username and password to access the online application. Student Access and Accommodation will confirm by email to the student's official TCU email account when the application has been successfully submitted. Once the application has been submitted, students will be prompted to submit supporting documentation based on their disability type(s) from a qualified professional that meets the University's official documentation guidelines. Each eligible student is responsible for presenting relevant, verifiable, professional documentation and/or assessment reports to the Student Access and Accommodation office. Information concerning a student's disability is treated in a confidential manner in accordance with University policies as well as applicable federal and state laws. Further documentation may be required from the student to confirm the presence of a disability or to assist the University in determining appropriate accommodations.

All accommodation requests are reviewed by the Student Access and Accommodation Documentation Review Committee (DRC). A follow up appointment will be requested once the application and documentation have been reviewed. Students will be sent an email through their TCU email account to schedule a follow up appointment to discuss the outcome of the review and any accommodations that have been approved. For approved disabilities-related services/accommodations, the office will prepare eligibility notification for the student's faculty members concerning specific, reasonable academic accommodations. The student is responsible for requesting accommodation notification each semester they would like to use their accommodations. The Notification of Accommodation Request Form is available on the Student Access and Accommodation website. Notification of accommodations will be sent via TCU email to the student and faculty after requested by the student. It is the student's responsibility to confer with faculty members regarding their accommodations in order to determine a plan for implementation. An interactive process is absolutely essential and relies on the student's initiative. Accommodations take effect once the student and faculty members receive the accommodation notification and the student conferences with each faculty member(s). Accommodations are NOT retroactive. Student Access and

Accommodation staff are available to consult with the student and with University faculty and staff to ensure delivery of appropriate support services. The Student Access and Accommodation office serves as a liaison between the student and the faculty member as needed.

The Student Access and Accommodation office is located in The Harrison, Suite 1200, and can be reached at 817.257.6567.

Students who wish to appeal a decision regarding appropriate accommodations may do so in writing to the Chief Inclusion Officer/and or their designee, who shall decide the appeal. Contact information for the Chief Inclusion Officer/and or their designee is 817.257.4803 at TCU Box 298980, The Harrison 1807, Fort Worth, TX 76129.

How to: Student Access and Accommodation

To be eligible for disability-related academic accommodations, students are required to register with the TCU Office of Student Access and Accommodation and have their requested accommodations evaluated. Students are required to provide instructors an official TCU notification of accommodation approved through Student Access and Accommodation. More information on how to apply for accommodations can be found at https://www.tcu.edu/access-accommodation/ or by calling Student Access and Accommodation at (817) 257-6567. Accommodations are not retroactive and require advance notice to implement.

Anti-Discrimination and Title IX Information

Statement on TCU's Discrimination Policy

TCU prohibits discrimination and harassment based on age, race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, predisposing genetic information, covered veteran status, and any other basis protected by law, except as permitted by law. TCU also prohibits unlawful sexual and gender-based harassment and violence, sexual assault, incest, statutory rape, sexual exploitation, intimate partner violence, bullying, stalking, and retaliation. We understand that discrimination, harassment, and sexual violence can undermine students' academic success and we encourage students who have experienced any of these issues to talk to someone about their experience, so they can get the support they need.

- Review TCU's Policy on Prohibited Discrimination, Harassment and Related Conduct or to file a complaint: https://titleix.tcu.edu/title-ix/.
- Learn about the Campus Community Response Team and Report a Bias Incident: https://titleix.tcu.edu/campus-community-response-team/

Statement on Title IX at TCU

As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep any information your share private to the greatest extent possible. However, I have a mandatory reporting responsibility under TCU policy and federal law and I am required to share any information I receive regarding sexual harassment, discrimination, and related conduct with TCU's Title IX Coordinator. Students can receive confidential support and academic advocacy by contacting TCU's Confidential Advocate in the Campus Advocacy, Resources & Education office at https://care.tcu.edu/ or by calling (817) 257-5225 or the Counseling & Mental Health Center at https://counseling.tcu.edu/ or by calling (817) 257-7863. Alleged violations can be reported to the Title IX Office at https://titleix.tcu.edu/student-toolkit/ or by calling (817) 257-8228. Should you wish to make a confidential report, the Title IX Office will seek to maintain your privacy to the greatest extent possible, but cannot guarantee confidentiality. Reports to law enforcement can be made to the Fort Worth Police Department at 911 for an emergency and (817) 335-4222 for non-emergency or TCU Police at (817) 257-7777.

Obligations to Report Conduct Raising Title IX or VAWA Issues

Mandatory Reporters: All TCU employees, except Confidential Resources, are considered Mandatory Reporters for purposes of their obligations to report, to the Coordinator, conduct that raises Title IX and/or VAWA (Violence Against Women Act) issues.

Mandatory Reporters are required to immediately report to the Coordinator information about conduct that raises Title IX and/or VAWA issues, including any reports, complaints or allegations of sexual harassment, discrimination and those forms of prohibited conduct that relate to nonconsensual sexual intercourse or contact, sexual exploitation, intimate partner violence, stalking and retaliation involving any member of the TCU community, except as otherwise provided within the Policy on Prohibited Discrimination, Harassment and Related Conduct.

Mandatory Reporters may receive this information in a number of ways. For example, a complainant may report the information directly to a Mandatory Reporter, a witness or third-party may provide information to a Mandatory Reporter, or a Mandatory Reporter may personally witness such conduct. A Mandatory Reporter's obligation to report such information to the Coordinator does not depend on how he/she received the information. Mandatory Reporters must provide all known information about conduct that raises Title IX or VAWA issues to the Coordinator, including the identities of the parties, the date, time and location, and any other details. Failure of a Mandatory Reporters to provide such information to the Coordinator in a timely manner may

subject the employee to appropriate discipline, including removal from a position or termination of employment.

Mandatory Reporters cannot promise to refrain from forwarding the information to the Coordinator if it raises Title IX or VAWA issues or withhold information about such conduct from the Coordinator. Mandatory Reporters may provide support and assistance to a complainant, witness, or respondent, but they should not conduct any investigation or notify the respondent unless requested to do so by the Coordinator.

Mandatory Reporters are not required to report information disclosed (1) at public awareness events (e.g., "Take Back the Night," candlelight vigils, protests, "survivor speak-outs," or other public forums in which students may disclose such information (collectively, public awareness events); or (2) during an individual's participation as a subject in an Institutional Review Board approved human subjects research protocol (IRB Research). TCU may provide information about Title IX rights and available resources and support at public awareness events, however, and Institutional Review Boards may, in appropriate cases, require researchers to provide such information to all subjects of IRB Research.

Relevant reporting phone numbers are: 911 for an emergency and (817) 335-4222 for non-emergency or TCU Police at (817) 257-7777.

Emergency Response Information

Please review [TCU's L.E.S.S. is More public safety video](https://publicsafety.tcu.edu/less-is-more/) to learn about Lockdown, Evacuate, and Seek Shelter procedures. (https://publicsafety.tcu.edu/less-is-more/)

[TCU's Public Safety website](https://publicsafety.tcu.edu/) provides maps that show our building's rally point for evacuation and the seek shelter location. (https://publicsafety.tcu.edu/)
In the event of an emergency, call the TCU Police Department at **817-257-7777.**
Download the ***Frogshield* Campus Safety App** on your phone. (https://police.tcu.edu/frogshield/)

Student Success Tools for TCU Online

Pulse

[Pulse](#) is a phone app which gives you access to the course calendar, assignments, grades, and announcements. This app provides a graph that can help you manage your time. Based on the number of assignments and events on the course calendar for your classes, the graph will display busy times for class work in the upcoming week. You can use this app to manage your daily workload, and it includes the ability to view and access course materials offline. You can download Pulse from the Google Play or Apple

Store. You can learn more and download Pulse here: https://www.d2l.com/products/pulse/.

ReadSpeaker

ReadSpeaker includes a number of tools that can enhance your understanding and comprehension of course materials. ReadSpeaker can create an audio version of content that you can listen to while on a page within a course or that you can download to listen offline. ReadSpeaker can also read Microsoft Office files and PDFs. There are additional tools and features to assist you with reading and focusing in TCU Online, tools that provide support for writing and proofing text, and tools that can read non-TCU Online content aloud. You can learn more about how to use ReadSpeaker tools here: https://tcuonline.tcu.edu/how-to-hub/instructor-how-to-hub-for-tcu-online/integrations-and-mobile/readspeaker/

Support for TCU Students

Campus Offices

- Alcohol & Drug Education Center (817-257-7100, Samuelson Hall basement)
- Brown-Lupton Health Center (817-257-7938 or 817-257-7940)
- Campus Life (817-257-7926, Sadler Hall 2006)
- Center for Academic Services (817-257-7486, Sadler Hall 1022)
- Center for Digital Expression (CDeX) (cdex@tcu.edu, Scharbauer 2003)
- Counseling & Mental Health Center (817-257-7863, Samuelson Hall basement)
- Mary Couts Burnett Library (817-257-7117)
- Office of Religious & Spiritual Life (817-257-7830, Jarvis Hall 1st floor)
- Student Development Services (817-257-7855, BLUU 2003)
- Center for Writing (817-257-7221, Reed Hall 419)
- Transfer Student Center (817-257-7855, BLUU 2003)
- Veterans Services (817-257-5557, Jarvis Hall 219)

TCU Mission Statement

To educate individuals to think and act as ethical leaders and responsible citizens in the global community.

College of Science & Engineering Vision

Inspiring individuals to discover and apply science and technology for a better future.

UNDERGRADUATE COUNCIL

Request for New Course

Originating unit requesting course: _____

New course title: _____

New course number: _____

**Appropriate computer abbreviation if
title is more than 30 spaces:** _____

Prerequisites for new course:

Effective date for course (semester and year): _____

**Instructional methodology (Click in box to the left of the name to select a course type.)
(See departmental chairperson or deans for definition of type.):**

☐ activity ☐ clinical ☐ directed study ☐ internship

☐ laboratory ☐ lecture ☐ lecture w/integrated lab

☐ performance ☐ research ☐ seminar ☐ study abroad

Description of new course (as it will appear in catalog copy):

1. **Submit a representative course syllabus that includes the following:**

    a. A concise course description including the course purpose (e.g. fulfill part of university, college, or department mission, discipline requirement, program enrichment, etc.) and course instructional methodology (e.g. lecture, laboratory, lecture and laboratory, clinical, internship, etc.)
    b. the goals of the course;
    c. a clear statement of course expectations - essentially, what students shall be expected to do in order to satisfactorily complete the course at different performance levels (generally speaking, what does it take to get an A, B, C, etc.?);
    d. a statement of the faculty member's policies on attendance, make-up work, missed exams, etc;
    e. information concerning major projects or papers and when these assignments must be completed by the students;
    f. information about the number and dates of the exams;
    g. statements reflecting TCU policy regarding accommodations under Americans with Disabilities Act (ADA) (this disabilities statement MUST be included *verbatim*) and university policy regarding academic misconduct (this statement, while not required, may be used); and
    h. a statement indicating how the instructor can be reached and how office hour requirements will be met.

    A syllabus template, which includes these required elements and others, is available from the Koehler Center.

2. **Faculty Resources: How will the unit provide faculty support for this course? Describe how this course will impact other current departmental listings.**

3. **Educational Resources: Will this course require additional resources not currently available (e.g., space, equipment, library)?**   ☐ **Yes**   ☐ **No**

4. **If this course affects other units of the University, include a statement signed by chairperson of the affected unit(s).**

5. **If cross-listed, provide evidence of approval of all curriculum committees appropriate to both the originating and cross-listed units.**

6. **If this course is to be delivered online, include a letter from the Koehler Center stating that program administrators and identified faculty are working with the Koehler Center to fulfill TCU Distance Learning requirement.**

_____
Approval signature of chairperson of originating unit

<div align="center">

UNDERGRADUATE COUNCIL
Request for Change(s)

</div>

Originating unit requesting change

Type of Change requested:

☐	Course number(s)	☐	Course prerequisite(s)		
☐	Course title	☐	Drop course(s)	☐	Program description
☐	Course description	☐	Drop program(s)	☐	Program requirements

Semester and year change(s) take effect:

Appropriate computer abbreviation if
course title is more than 30 spaces:

Briefly summarize the change requested:

Programs Only
Program Name: _____

Current Code:_____Proposed New Code (list 2):_____or _____
(ex: INDE-BFA)

Can have second major:_____Yes_____No

Current 6-digit CIP Code:_____
Does the change require a new or change in CIP code?_____Yes_____No

If yes, what is the proposed 6-digit CIP code? _____
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    other impact this change may have on other current departmental listings.

4. **Educational Resources:** Will this change require additional resources not currently available (e.g. space, equipment, library, other)? ☐ YES
If yes, list additional resources needed. ☐ NO

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_____
Approval signature of chairperson of originating unit

Current:

The child development major and minor are administered by the Department of Psychology.

Child development is available as a major and a minor on both the BA and BS degrees.

The child development major is a multidisciplinary program drawing upon the strengths of four colleges and nine disciplines:

- Child Development
- Communication Sciences and Disorders
- Sociology
- Criminal Justice and Anthropology
- Education
- Nutritional Sciences
- Nursing
- Psychology
- Social Work

Its interdisciplinary focus is designed for students who wish to go into jobs or areas of study in child development, such as children's mental health, preschools or Head Start, as well as provide comprehensive insight into the issues of child development. The major will also work well for students who wish to double major in areas such as psychology, social work, criminal justice, communication sciences and others. This major provides students who want to work with children in these disciplines an edge in their chosen field of study.

Students who wish to major in child development must have either a minor OR a second major and must apply to the program. Program requirements include a sophomore standing, a minimum 2.5 GPA, a criminal background check and a completed application. Applications are available at www.child.tcu.edu or in the Department of Psychology, Winton-Scott Hall Room 240.

New:

The child development major and minor are administered by the Department of Psychology; students should contact the Karyn Purvis Institute of Child Development for information about these programs.
Child development is available as a major and a minor on both the BA and BS degrees.
The child development major is a multidisciplinary program drawing upon the strengths of nine disciplines:
- Child Development

- Communication Sciences and Disorders

- Sociology

- Criminal Justice

- Education

- Nutritional Sciences

- Nursing

- Psychology

- Social Work

Its interdisciplinary focus is designed for students who wish to go into jobs or areas of study in child development, such as children's mental health, child welfare, education, juvenile justice, and non-profit organizations that serve children. The major provides comprehensive insight into the issues of child development, as well as knowledge and skills in developmental trauma and intervention. The major also works well for students who double major in areas such as psychology, social work, criminal justice, communication sciences and others. This major provides students who want to work with children in these disciplines an advantage in their chosen field of study due to the global influence and impact of the Purvis Institute's Trust-Based Relational Intervention® (TBRI®).

Students who wish to major in child development should first declare a child development pre-major (CHDP) and then apply for the major after their first year. To apply to the major, students must have either a minor OR a second major. Major requirements include having a sophomore standing, a

minimum 2.5 GPA, a clear criminal background check (sent to students after the application is screened) and a completed application. Applications are emailed to child development pre-majors at the beginning of the fall and spring semesters.

BS Current

Elective Courses (15 hours)

Choose 5 electives:

ARED 40970	Special Problems	1.00-21.00
CHDV 30223	Fundamentals of Play	3
CHDV 40223	Fundamentals of Child Life Practice	3
CHDV 40263	Child Development Internship	3
COSD 10303	Survey of Communication Disorders	3
COSD 30203	Language Development for Non-Majors	3
CRJU 30453	Juvenile Justice	3
EDEC 30073	Critical Literacy and Children's Literature	3
EDEC 30103	Introduction to Early Childhood Education	3
EDUC 30143	Child and Adolescent Development	3
EDUC 30603	Study of Exceptional Students	3
FNRT 20903	Children, Creativity and the Fine Arts	3
NTDT 30113	Infant and Child Nutrition	3
PSYC 30363	Abnormal Psychology	3
PSYC 30473	Comparative Psychology	3
PSYC 30483	Human Neuropsychology	3
PSYC 30633	Social and Emotional Development	3
PSYC 40403	Psychology of Counseling	3
PSYC 40443	Child Development in a Cultural Context	3
PSYC 40453	Behavior Disorders of Childhood	3
PSYC 40463	Applied Behavior Analysis	3
SOCI 30303	Marriage and the Family	3
SOWO 30433	Social Work Practice with Children	3
SOWO 30573	Child Welfare	3
SOWO 30843	Human Behavior and Social Environment I	3
SOWO 40413	Animal Assisted Therapy and Social Work	3
SOWO 40563	Grief and Loss	3
	Special Topics/Problems (CHDV, COSD, EDUC, PSYC, SOWO, SOCI or CRJU)	
	CHDV Study Abroad	

BS New

Elective Courses (15 hours)

Choose 5 electives:

ARED 40970	Special Problems	1.00-21.00
CHDV 30223	Fundamentals of Play	3
CHDV 40223	Fundamentals of Child Life Practice	3
CHDV 40263	Child Development Internship	3
COSD 10303	Survey of Communication Disorders	3
COSD 30203	Language Development for Non-Majors	3
CRJU 30453	Juvenile Justice	3
EDEC 30073	Critical Literacy and Children's Literature	3
EDEC 30103	Introduction to Early Childhood Education	3
EDUC 30143	Child and Adolescent Development	3
EDUC 30603	Study of Exceptional Students	3
FNRT 20903	Children, Creativity and the Fine Arts	3
NTDT 30113	Infant and Child Nutrition	3
NURS 10303	Human Development	3
PSYC 30313	Developmental Psychology	3
PSYC 30363	Abnormal Psychology	3
PSYC 30473	Comparative Psychology	3
PSYC 30483	Human Neuropsychology	3
PSYC 30633	Social and Emotional Development	3
PSYC 40403	Psychology of Counseling	3
PSYC 40433	Advanced Developmental Psychology	3
PSYC 40443	Child Development in a Cultural Context	3
PSYC 40453	Behavior Disorders of Childhood	3
PSYC 40463	Applied Behavior Analysis	3
SOCI 30303	Marriage and the Family	3
SOWO 30433	Social Work Practice with Children	3
SOWO 30573	Child Welfare	3
SOWO 30843	Human Behavior and Social Environment I	3
SOWO 40413	Animal Assisted Therapy and Social Work	3
SOWO 40563	Grief and Loss	3
	Special Topics/Problems (CHDV, COSD, EDUC, PSYC, SOWO, SOCI or CRJU)	
	CHDV Study Abroad	

BA current

Elective Courses (18 hours)

Choose 2 electives

ARED 40970	Special Problems	1.00-21.00
CHDV 30223	Fundamentals of Play	3
CHDV 40223	Fundamentals of Child Life Practice	3

CHDV 40263	Child Development Internship	3
COSD 10303	Survey of Communication Disorders	3
COSD 30203	Language Development for Non-Majors	3
CRJU 30453	Juvenile Justice	3
EDEC 30073	Critical Literacy and Children's Literature	3
EDEC 30103	Introduction to Early Childhood Education	3
EDUC 30143	Child and Adolescent Development	3
EDUC 30603	Study of Exceptional Students	3
FNRT 20903	Children, Creativity and the Fine Arts	3
NTDT 30113	Infant and Child Nutrition	3
PSYC 30363	Abnormal Psychology	3
PSYC 30473	Comparative Psychology	3
PSYC 30483	Human Neuropsychology	3
PSYC 30633	Social and Emotional Development	3
PSYC 40403	Psychology of Counseling	3
PSYC 40443	Child Development in a Cultural Context	3
PSYC 40453	Behavior Disorders of Childhood	3
PSYC 40463	Applied Behavioral Analysis	3
SOCI 30303	Marriage and the Family	3
SOWO 30433	Social Work Practice with Children	3
SOWO 30573	Child Welfare	3
SOWO 30843	Human Behavior and Social Environment I	3
SOWO 40413	Animal Assisted Therapy and Social Work	3
SOWO 40563	Grief and Loss	3
	Special Topics/Problems (CHDV, COSD, EDUC, PSYC, SOWO, SOCI or CRJU)	
	CHDV Study Abroad	

A maximum of six hours of independent study may count toward BA major requirements.

BA New

Elective Courses (18 hours)

Choose 2 electives

ARED 40970	Special Problems	1.00-21.00
CHDV 30223	Fundamentals of Play	3
CHDV 40223	Fundamentals of Child Life Practice	3
CHDV 40263	Child Development Internship	3
COSD 10303	Survey of Communication Disorders	3
COSD 30203	Language Development for Non-Majors	3
CRJU 30453	Juvenile Justice	3
EDEC 30073	Critical Literacy and Children's Literature	3
EDEC 30103	Introduction to Early Childhood Education	3
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FNRT 20903	Children, Creativity and the Fine Arts	3
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NURS 10303	Human Development	3
PSYC 30313	Developmental Psychology	3
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SOWO 30573	Child Welfare	3
SOWO 30843	Human Behavior and Social Environment I	3
SOWO 40413	Animal Assisted Therapy and Social Work	3
SOWO 40563	Grief and Loss	3
	Special Topics/Problems (CHDV, COSD, EDUC, PSYC, SOWO, SOCI or CRJU)	
	CHDV Study Abroad	

A maximum of six hours of independent study may count toward BA major requirements.

CSE Curriculum Committee Minutes
Friday, September 30, 3:00pm

Committee Members in attendance:
Dick Rinewalt, Tim Barth, Valerie Springer, Hana Dobrovolny, Mikaela Stewart,
DrewTomlin, Cheyenne Xie

Others in attendance:
Casey Call

The meeting was called to order at 3:00 pm by Dr. Rinewalt

CONSENT AGENDA – All Items approved

Department of Biology
BIOL 40110 – change description

Department of Chemistry & Biochemistry
Biochemistry BS – incorporate BIOL 10123

REGULAR AGENDA

Department of Biology
BIOL 40131 – new course
Conditionally approved with syllabus changes:
    'Catch-up lab' replaced with 'TBA'
     Exam II either changed to Final and moved to Finals week (Week 16) or Final
added to Week 16
     Add grading scale
     Clarify effects of grading on Make-ups and Attendance

Department of Engineering
ENGR 40494 – change number to 40493
Approved with syllabus changes:
    1d. Office Hours: Add preferred method of contact for making an appointment
    1f. Other books for Reference: Include edition numbers
    1g. Final Exam: Include date of
    3b. remove 'justified excuses' replace with 'official university absences'
    3d. Clarify specific allowable calculators or give choice from options
    4.   Remove 'TOTAL Points'

Department of Physics & Astronomy
PHYS 50703 – change number to 40703
Approved with syllabus changes
        Textbooks: All optional

Assignments: due in class on due date
Add: Makeup policy

Department of Psychology- Approved
CHDV BA/BS – change description and add electives

The meeting was adjourned at 3:19 pm by Dr. Rinewalt

Next meeting: October 28, 2022 | 3:00 pm | TUC 200 or ZOOM TBD

Originating unit requesting change   Department of Engineering

Type of Change requested:

☒ Course number(s)	☐ Course prerequisite(s)		
☐ Course title	☐ Drop course(s)	☐ Program description	
☒ Course description	☐ Drop program(s)	☐ Program requirements	

Semester and year change(s) take effect: Spring 2023

Appropriate computer abbreviation if
course title is more than 30 spaces:
Power Systems Analysis

Briefly summarize the change requested:
Drop lab portion of the course

Programs Only
Program Name: _____

Current Code: _____ Proposed New Code (list 2): _____ or _____
(ex: INDE-BFA)

Can have second major: ____Yes ____No

Current CIP Code:_____
Does the change require a new or change in CIP code? ____Yes ____No

If yes, what is the proposed CIP code? _____
*for reference, please visit: https://nces.ed.gov/ipeds/cipcode/resources.aspx?y=56

Catalog copy

Present catalog copy (paste-up from catalog is acceptable.	Proposed change(s). (Include exact catalog copy as desired. Underline changes)

ENGR 40494 Power Systems Analysis

Prerequisites: ENGR 20404, and corequisite: ENGR 40484. Phasors, three phase power, power transmission-line parameter, transformer modeling, power flow analysis, short circuit analysis, basic concepts of generation, transmission, distribution, smart grid and renewable energy in power systems will be covered. Laboratory exercises will emphasis measurement and modeling parameters in power system network. It will also include an introduction on electrical power system analysis and energy management software for electrical engineering design.

Credits
4

ENGR 40493 Power Systems Analysis

Prerequisites: ENGR 20404, and corequisite: ENGR 40484. Phasors, three phase power, power transmission-line parameters, transformer modeling, power flow analysis, short circuit analysis, basic concepts of generation, transmission, distribution, smart grids, and renewable energy in power systems will be covered. ~~Laboratory exercises will emphasis measurement and modeling parameters in power system network. It will also include an introduction on electrical power system analysis and energy management software for electrical engineering design.~~

Credits
3

Request for Changes   Page 2

1. What is the justification for the change(s) requested?
    Software simulation tools are too expensive.

2. If applicable, explain how the change(s) will affect the current program outcomes and assessment mechanisms.
    No effect

3. **Faculty Resources:** How will the unit provide faculty support for this change and any other impact this change may have on other current departmental listings.
    Faculty resources will not be affected.

4.   **Educational Resources:** Will this change require additional resources not currently
      available (e.g. space, equipment, library, other)?   ☐   YES
      If yes, list additional resources needed.   ☒   NO

5.   If this change affects other units of the University, include a statement signed by the
      chairperson(s) of the affected unit(s).

6.   If cross-listed, provide evidence of approval by all curriculum committees appropriate to
      both the originating and cross-listed units.

_R. Style_W._____

_____
                       Approval signature of chairperson of originating unit

UNDERGRADUATE COUNCIL
Request for Change(s)

Originating unit requesting change

Type of Change requested:

☐	Course number(s)	☐	Course prerequisite(s)		
☐	Course title	☐	Drop course(s)	☐	Program description
☐	Course description	☐	Drop program(s)	☐	Program requirements

Semester and year change(s) take effect:

Appropriate computer abbreviation if
course title is more than 30 spaces:

Briefly summarize the change requested:

Programs Only
Program Name: _____

Current Code: _____ Proposed New Code (list 2): _____ or _____
(ex: INDE-BFA)

Can have second major: _____ Yes _____ No

Current 6-digit CIP Code: _____
Does the change require a new or change in CIP code? _____ Yes _____ No

If yes, what is the proposed 6-digit CIP code? _____
*for reference, please visit: https://nces.ed.gov/ipeds/cipcode/resources.aspx?y=56

Catalog copy

Present catalog copy (paste-up from catalog is acceptable.

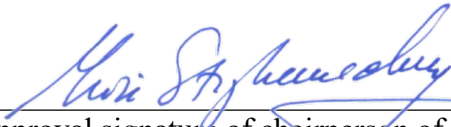Proposed change(s). (Include exact catalog copy as desired. Underline changes)

1. What is the justification for the change(s) requested?

2.   If applicable, explain how the change(s) will affect the current program outcomes and assessment mechanisms.

3.   **Faculty Resources:** How will the unit provide faculty support for this change and any other impact this change may have on other current departmental listings.

4. **Educational Resources:** Will this change require additional resources not currently available (e.g. space, equipment, library, other)? ☐ YES
    If yes, list additional resources needed. ☐ NO

5. If this change affects other units of the University, include a statement signed by the chairperson(s) of the affected unit(s).

6. If cross-listed, provide evidence of approval by all curriculum committees appropriate to both the originating and cross-listed units.

_____
Approval signature of chairperson of originating unit

Physics 40703: Nonlinear Dynamics

Important Info

Instructor name: Dr. Hana Dobrovolny
Semester/Year: TBA
Class location: TBA
Class meeting times: TBA
Office: SWR 142
Office hours: TBA
E-mail: h.dobrovolny@tcu.edu
Final Exam: TBA
Textbooks: "Mathematical Biology I & II" by J.D. Murray
"Nonlinear Dynamics And Chaos: With Applications To Physics, Biology, Chemistry, And Engineering" by Steven H. Strogatz
(optional) "Pattern Formation and Dynamics in Nonequilibrium Systems" by Michael Cross and Henry Greenside
(optional) "Chaos in Dynamical Systems" by Edward Ott

Course outline

Course description: Prerequisite: PHYS 20323, and PHYS 30313, and PHYS 30493, and MATH 30524, and all with a C- or better, or permission of instructor.Techniques for analyzing nonlinear and pattern-forming systems. Topics covered may include maps, bifurcations, strange attractors, fractals, linear stability methods, amplitude equations, defects, instabilities and traveling waves, Lyapunov spectra and correlation functions. Students will learn to build models of biological systems and to use analytical tools to develop intuition and make quantitative predictions about the system's behavior.

Objectives: In this course students will learn techniques for analytical analysis of maps, systems of differential equations and partial differential equations. By the end of the semester, students should be able to analyze differential equations and partial differential equations to determine stable equilibria and linear instabilities.

Grading

Course grades are assigned on a scale as follows:

- A: 90.0-100
- B: 80.0-89.9
- C: 70.0-79.9
- D: 60.0-69.9
- F: 0-59.9

The different components of the course are weighted as follows:

- Assignments – 30%
- Project – 30%
- Exams – 20%
- Final – 20%

Assignments: Assignments will be given bi-weekly and will be due by the end of class. Late assignments will be penalized with a deduction of 10% of the total grade per day. If you feel you need an extension, contact me before the assignment is due.

Project: Each student will submit a paper that extends a model discussed in class or a model published in the literature. The extension must be *novel*, i.e. not discussed in class or in the literature and must accurately reflect a process not included in the original model. The project will include a mathematical analysis of the model using the tools developed in the course, and will discuss the biological relevance of the analysis. Papers are due on the last day of class. Students will also give a 30 minute oral presentation on the topic of the paper. Presentations will take place on the final two days of class. Rubrics for the presentation and paper are available on TCU Online.

Exams: Two 24-hour take-home exams will be given. Each exam is worth 10% of the final grade.

Exams: A final exam will be given during the final exam period. The final exam is worth 20% of the final grade.

Other important stuff

Campus Life and the Student Experience: The health and safety of students, faculty, and staff is Texas Christian University's highest priority. Safety protocols may change during the semester and may result in modifications or changes to the teaching format, delivery method, or the course schedule (e.g., altering meeting times or frequency; changing beginning or ending dates for a term; or partially or completely moving from a face-to-face classroom teaching to an online teaching or remote learning format). Any changes in teaching format, delivery method, or course schedule will not impact the credit hours for the course.

Health and Wellness: If you are exhibiting symptoms that may be related to COVID-19 (fever or chills, dry cough, shortness of breath, etc.) or are concerned that you may have been exposed to COVID-19, you must self-quarantine and consult with the Brown Lupton Health Center at 817-257-7949 for further guidance.

In addition, you must notify the Dean of Students immediately at 817-257-7926 or use the TCU COVID-19 Self-Report Hotline, 817-257-2684 (817-257-COVI). The Dean of Students will inform your professors that you are unable to attend class and provide any assistance and support needed. Review further information concerning COVID-19 symptoms: https://www.cdc.gov/coronavirus). If you are unwell but are not exhibiting potential COVID-19-related symptoms, please notify your instructor as soon as possible that you are ill and will not be attending class.

Face masks are currently required in TCU classrooms, per the TCU Campus Readiness Task Force: Face Mask Policy. Students not complying with classroom face mask requirements will be asked to leave the classroom until they comply; students will not be allowed to make up any work missed for this reason. Additionally, students not complying with the face mask policy may be referred to the Dean of Students. **Face masks are not required for this course at the moment, but I reserve the right to change the policy at any time during the semester.**

Class Norms & Netiquette: All members of the class are expected to follow rules of common courtesy in all email messages, discussions, and chats. If I deem any of them to be inappropriate or offensive, I will

forward the message to the Chair of the department and appropriate action will be taken, not excluding expulsion from the course. The same rules apply online as they do in person. Be respectful of other students. Foul discourse will not be tolerated. Please take a moment and read the basic information about netiquette (http://www.albion.com/netiquette/). Participating in the virtual realm, including social media sites and shared-access sites sometimes used for educational collaborations, should be done with honor and integrity. Please review TCU's guidelines on electronic communications (email, text messages, social networks, etc.) from the Student Handbook. (https://tcu.codes/policies/network-and-computing-policy/e-mail-electronic-communications-social-networks/).

Email: Only the official TCU student email address will be used for all course notification. It is your responsibility to check your TCU email on a regular basis.

Course Materials: TCU students are prohibited from sharing any portion of course materials (including videos, PowerPoint slides, assignments, or notes) with others, including on social media, without written permission by the course instructor. Accessing, copying, transporting (to another person or location), modifying, or destroying programs, records, or data belonging to TCU or another user without authorization, whether such data is in transit or storage, is prohibited. The full policy can be found at: https://security.tcu.edu/polproc/usage-policy/. Violating this policy is considered a violation of Section 3.2.15 of the Student Code of Conduct (this policy may be found in the Student Handbook at https://tcu.codes/code/index/), and may also constitute Academic Misconduct or Disruptive Classroom Behavior (these policies may be found in the undergraduate catalog at https://tcu.smartcatalogiq.com/current/Undergraduate-Catalog/Student-Policies/Academic-Conduct-Policy-Details). TCU encourages student debate and discourse; accordingly, TCU generally interprets and applies its policies, including the policies referenced above, consistent with the values of free expression and First Amendment principles.

Disabilities Statement: Texas Christian University affords students with disabilities reasonable accommodations in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. To be eligible for disability-related academic accommodations, students are required to register with the TCU Office of Student Access and Accommodation and have their requested accommodations evaluated. Students are required to provide instructors an official TCU notification of accommodation approved through Student Access and Accommodation. More information on how to apply for accommodations can be found at https://www.tcu.edu/access-accommodation/ or by calling Student Access and Accommodation at (817) 257-6567. Accommodations are not retroactive and require advance notice to implement.

Academic Misconduct: Academic Misconduct (Sec. 3.4 from the TCU Code of Student Conduct): Any act that violates the academic integrity of the institution is considered academic misconduct. The procedures used to resolve suspected acts of academic misconduct are available in the offices of Academic Deans and the Office of Campus Life and are listed in detail in the Undergraduate Catalog. Specific examples include, but are not limited to:

- **Cheating**: Copying from another student's test paper, laboratory report, other report, or computer files and listings; using, during any academic exercise, material and/or devices not authorized by the person in charge of the test; collaborating with or seeking aid from another student during a test or laboratory without permission; knowingly using, buying, selling, stealing, transporting, or soliciting in its entirety or in part, the contents of a test or other assignment unauthorized for release; substituting for another student or permitting another student to substitute for oneself.

- **Plagiarism**: The appropriation, theft, purchase or obtaining by any means another's work, and the unacknowledged submission or incorporation of that work as one's own offered for credit. Appropriation includes the quoting or paraphrasing of another's work without giving credit therefore. [If you are using Turnitin, place information about your course ID/password or TCU Online integration. If you want to use Turnitin as a spot check please indicate that you may use Turnitin for plagiarism detection.]

- **Collusion**: The unauthorized collaboration with another in preparing work offered for credit.

- **Abuse of Resource Materials**: Mutilating, destroying, concealing, or stealing such material.

- **Computer misuse**: Unauthorized or illegal use of computer software or hardware through the TCU Computer Center or through any programs, terminals, or freestanding computers owned, leased or operated by TCU or any of its academic units for the purpose of affecting the academic standing of a student.

- **Fabrication and falsification**: Unauthorized alteration or invention of any information or citation in an academic exercise. Falsification involves altering information for use in any academic exercise. Fabrication involves inventing or counterfeiting information for use in any academic exercise.

- **Multiple submission**: The submission by the same individual of substantial portions of the same academic work (including oral reports) for credit more than once in the same or another class without authorization.

- **Complicity in academic misconduct**: Helping another to commit an act of academic misconduct.

- **Bearing False Witness**: Knowingly and falsely accusing another student of academic misconduct.

TCU Online: Technical Requirements: Check your computer is ready by looking at the specifications list. (https://community.brightspace.com/s/article/Brightspace-Platform-Requirements) Log In: (using your TCU Network Credentials)

1. Access via my.tcu.edu [http://my.tcu.edu/] ¿ Student Quick Links ¿ TCU Online

2. Login at the following website (http://d2l.tcu.edu) my.tcu.edu

For information about logging into TCU Online, view these instructions. (http://tcuonline.tcu.edu/kb/how-do-i-log-in/).

Student Orientation Tutorial for TCU Online: If you have not yet taken the TCU Online Student Orientation Tutorial, please do so now. To access it, click on the Orientations semester OR view all courses in your My Courses widget visible upon logging in to TCU Online. Click on the "Student Orientation Tutorial" to enter the orientation course. Follow the instructions in the course. You can return to this tutorial at any time.

How this course will use TCU Online: All lecture notes, problems worked on in class, solutions, and recordings of class will be available on TCU Online after class. Assignments and tests will be posted on TCU Online and may be submitted through TCU Online (you can also turn in paper copies). Grades will be available on TCU Online.

Getting help with TCU Online: If you experience any technical problems while using TCU Online, please do not hesitate to contact the TCU Online (D2L) Help Desk. They can be reached by phone or chat 24 hours a day, 7 days a week, 365 days a year (1-877-325-7778). Chat is available within TCU Online in the Help menu on the navigation bar. *If you are working with the Help Desk to resolve a technical issue, make sure to keep me updated on the troubleshooting progress.* If you have a course-related issue (course content, assignment troubles, quiz difficulties) please contact me.

Personal settings & notifications for TCU Online: As a student, you should set up your account settings, profile, and notifications. To do this you will login to TCU Online and select your name on the top right of the screen. In the Profile area, you can upload a photo of yourself and add personal information. In the Notifications area, you can add your phone number to receive text messages when grades are given as

well as reminder texts for upcoming assignments and quizzes.

Student success tools for TCU Online:

- Pulse [https://www.d2l.com/products/pulse/] is a phone app which gives you access to the course calendar, assignments, grades, and announcements. This app provides a graph that can help you manage your time. Based on the number of assignments and events on the course calendar for your classes, the graph will display busy times for class work in the upcoming week. You can use this app to manage your daily workload, and it includes the ability to view and access course materials offline. You can download Pulse from the Google Play or Apple Store. You can learn more and download Pulse here: https://www.d2l.com/products/pulse/.

- ReadSpeaker [https://tcuonline.tcu.edu/how-to-hub/instructor-how-to-hub-for-tcu-online/integrations-and-mobile/readspeaker/] includes a number of tools that can enhance your understanding and comprehension of course materials. ReadSpeaker can create an audio version of content that you can listen to while on a page within a course or that you can download to listen offline. ReadSpeaker can also read Microsoft Office files and PDFs. There are additional tools and features to assist you with reading and focusing in TCU Online, tools that provide support for writing and proofing text, and tools that can read non-TCU Online content aloud. You can learn more about how to use ReadSpeaker tools here: https://tcuonline.tcu.edu/how-to-hub/instructor-how-to-hub-for-tcu-online/integrations-and-mobile/readspeaker/

Support for TCU students: Campus Offices:

- Alcohol & Drug Education Center (817-257-7100, Samuelson Hall basement)
- Brown-Lupton Health Center (817-257-7863)
- Campus Life (817-257-7926, Sadler Hall 2006)
- Center for Academic Services (817-257-7486, Sadler Hall 1022)
- Center for Digital Expression (CDeX) (817-257-7350, Scharbauer 2003)
- Counseling & Mental Health Center (817-257-7863, Samuelson Hall basement)
- Mary Couts Burnett Library (817-257-7117)
- Office of Religious & Spiritual Life (817-257-7830, Jarvis Hall 1st floor)
- Student Development Services (817-257-7855, BLUU 2003)
- TCU Center for Writing (817-257-7221, Reed Hall 419)
- Transfer Student Center (817-257-7855, BLUU 2003)
- Veterans Services (817-257-5557, Jarvis Hall 219)

Anti-Discrimination and Title IX Information: TCU prohibits discrimination and harassment based on age, race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, predisposing genetic information, covered veteran status, and any other basis protected by law, except as permitted by law. TCU also prohibits unlawful sexual and gender-based harassment and violence, sexual assault, incest, statutory rape, sexual exploitation, intimate partner violence, bullying, stalking, and retaliation. We understand that discrimination, harassment, and sexual violence can undermine students' academic success and we encourage students who have experienced any of these issues to talk to someone about their experience, so they can get the support they need. Review TCU's Policy on Prohibited Discrimination, Harassment and Related Conduct or to file a complaint:

https://titleix.tcu.edu/title-ix/. Learn about the Campus Community Response Team and Report a Bias Incident: https://titleix.tcu.edu/campus-community-response-team/

Statement on Title IX at TCU: As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in our one-on-one meetings. I will seek to keep any information your share private to the greatest extent possible. However, I have a mandatory reporting responsibility under TCU policy and federal law and I am required to share any information I receive regarding sexual harassment, discrimination, and related conduct with TCU's Title IX Coordinator. Students can receive confidential support and academic advocacy by contacting TCU's Confidential Advocate in the Campus Advocacy, Resources & Education office at https://care.tcu.edu/ or by calling (817) 257-5225 or the Counseling & Mental Health Center at https://counseling.tcu.edu/ or by calling (817) 257-7863. Alleged violations can be reported to the Title IX Office at https://titleix.tcu.edu/student-toolkit/ or by calling (817) 257-8228. Should you wish to make a confidential report, the Title IX Office will seek to maintain your privacy to the greatest extent possible, but cannot guarantee confidentiality. Reports to law enforcement can be made to the Fort Worth Police Department at 911 for an emergency and (817) 335-4222 for non-emergency or TCU Police at (817) 257-7777.

Obligations to report conduct raising Title IX or VAWA issues: All TCU employees, except Confidential Resources, are considered Mandatory Reporters for purposes of their obligations to report, to the Coordinator, conduct that raises Title IX and/or VAWA (Violence Against Women Act) issues. Mandatory Reporters are required to immediately report to the Coordinator information about conduct that raises Title IX and/or VAWA issues, including any reports, complaints or allegations of sexual harassment, discrimination and those forms of prohibited conduct that relate to nonconsensual sexual intercourse or contact, sexual exploitation, intimate partner violence, stalking and retaliation involving any member of the TCU community, except as otherwise provided within the Policy on Prohibited Discrimination, Harassment and Related Conduct. Mandatory Reporters may receive this information in a number of ways. For example, a complainant may report the information directly to a Mandatory Reporter, a witness or third-party may provide information to a Mandatory Reporter, or a Mandatory Reporter may personally witness such conduct. A Mandatory Reporter's obligation to report such information to the Coordinator does not depend on how he/she received the information. Mandatory Reporters must provide all known information about conduct that raises Title IX or VAWA issues to the Coordinator, including the identities of the parties, the date, time and location, and any other details. Failure of a Mandatory Reporters to provide such information to the Coordinator in a timely manner may subject the employee to appropriate discipline, including removal from a position or termination of employment. Mandatory Reporters cannot promise to refrain from forwarding the information to the Coordinator if it raises Title IX or VAWA issues or withhold information about such conduct from the Coordinator. Mandatory Reporters may provide support and assistance to a complainant, witness, or respondent, but they should not conduct any investigation or notify the respondent unless requested to do so by the Coordinator. Mandatory Reporters are not required to report information disclosed (1) at public awareness events (e.g., "Take Back the Night," candlelight vigils, protests, "survivor speak-outs,") or other public forums in which students may disclose such information (collectively, public awareness events); or (2) during an individual's participation as a subject in an Institutional Review Board approved human subjects research protocol (IRB Research). TCU may provide information about Title IX rights and available resources and support at public awareness events, however, and Institutional Review Boards may, in appropriate cases, require researchers to provide such information to all subjects of IRB Research. Relevant reporting phone numbers are: 911 for an emergency and (817) 335-4222 for non-emergency or TCU Police at (817) 257-7777.