

GUIDELINES FOR GSBS COURSE DIRECTORS

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How to Create a New GSBS Course or Modify an Existing One?

The process for offering a new course or modify an existing one within the Graduate School of Biomedical Sciences (GSBS) is handled by submitting a Curriculum Update Form (CUF) to the GSBS Curriculum Committee *after the program's curriculum committee and director approve*. Deadline to forward those forms to the GSBS Curriculum Committee is two months prior to the desired offering term (e.g., October for Spring courses, February for Summer courses, and June for Fall courses). Detailed information and instructions about the CUF can be found on the GSBS website.

GSBS Contacts

Associate Dean for Student Affairs, GSBS	currently, Dr. Joan Nichols
Associate Dean for Academic Affairs, GSBS	currently, Dr. Jose Barral

Course Director

A course director *must* be appointed as a full or associate graduate faculty member of the GSBS. There must be someone in that capacity to serve as co-director should the course be primarily taught by a special member. Consult with program director if interested in applying to a particular graduate program. Individuals serving in this role hold important responsibilities and expectations, including:

1. Develop course content ensuring sufficient breadth as described in syllabus (vs. personal research) and prepare course calendar
2. Collaborate with other course director(s) and prevent overlap or redundancy of material covered in other graduate offerings
3. Attend all lectures of new instructors, and monitor effectiveness of all educational activities
4. Mentor junior faculty
5. Recruit new participants as necessary
6. Provide feedback to lecturers
7. Be accountable for course success
8. Meet regularly with all lecturers to evaluate efficacy of course
9. Maintain continuity in the course with periodic rotation of co-directorship (e.g., chosen by best teacher in the course)
10. Review questions prior to administering exams to ensure quality

11. Respond to student inquiries and comments in a timely manner
12. Post end-of-term grades in a timely manner in Campus Solutions
13. Verify number of hours for all faculty who taught/participated in the course for teaching effort reports
14. When in doubt, consult with any of the GSBS Associate Deans

Textbooks

There is a mandate from The Higher Education Opportunity Act regarding the posting of textbooks for higher education. It is required that any books used (required or optional) be made available to students for purchase at our UTMB Bookstore. This is known as the Institutional Requirements Related to Textbook Information Disclosure. This means that only the latest editions can be ordered. To get the most up-to-date and accurate information is the most current edition to use for the course to contact the publisher directly.

Effective Spring 2016, ordering textbooks for GSBS course offerings is done online via UTMB Bookstore at www.bookstore.edu. The Bookstore establishes notification deadlines for when programs are to submit a course list and to submit online book orders/adoptions. As reference only, since the bookstore will send coordinators an email, a general timeline for these two tasks for each term is early April for Summer courses, mid-May for Fall courses, and mid-September for Spring courses.

The manual with detailed instructions to adopt textbook each term is called “Advanced Faculty Adoptions Online Web Guide” and is provided by the UTMB Bookstore. Any textbook specific questions or disclosure statement should be directed to the UTMB Bookstore.

Copyright Information

Instructors must cite proper citation in their PowerPoints and/or handouts or risk possible penalty, personally and/or to the university. The UT System pays an annual license fee, which essentially allows instructors to use certain materials from textbook in their presentations and syllabi (including photocopying, PowerPoints, etc.). Another option is to upload the materials to Blackboard Learn and have the students download it from there. Course directors must give proper citation to figures.

The Copyright Clearance Center Annual License that the UT System gets on our behalf states that: “The License permits the reuse (that is, the copying and distribution) of text-based content at all UT institutions for purposes such as coursepacks, classroom

handouts, library reserves, e-mail, electronic course content, research collaboration and administrative communications.”

For more information or questions, contact the Head of Reference and Educational Services for the UTMB Moody Medical Library (currently, Julie Trumble).

Scheduling or Cancelling Classes

One month prior to open registration, GSBS course offerings are “built” within the Campus Solutions software. This task is normally handled by the program coordinator. For Fall term, scheduling occurs in July; for Spring, in November; and for Summer, in May.

The start and end dates used to build must be selected as one of three options **only**: (a) full-term dates, (b) 1st 8-week block dates, or (c) 2nd 8-week block dates. Choose the timeframe that best fits when the course will be taught since that triggers when a student can add or drop it, along with any refund for tuition and fees.

It is also possible to prevent students from registering for the course by selecting “stop further enrollment” before the add/drop deadline. An example to use this feature is if the maximum number of students has been met. That option is located in the Enrollment Control tab within the navigation below.

Navigation: mySTAR portal (mystar.utmb.edu) > Campus Solutions > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes. Search for a class using the Academic Institution (UTMBG), Term, and Subject Area fields. Select a class. Click the Meetings tab to verify the Instructor, designate Coordinator, location and time for classes.

Room Reservations

Classroom and Technical Services gives priority to booking rooms for GSBS course offerings, up to one year in advance, by completing a form that is emailed to the program coordinator. After that point, any new or modifying existing reservations are requested online at <https://www.utmb.edu/ar/Academic%20Resources/classroom.asp>. Rooms with computers are locked after hours and on holidays.

Important Note: There are late processing fees that will be applied to all reservations and additional charges for “no shows” plus rental price of equipment ordered if not cancelled before 2 pm for the next business day. Departmental rooms are handled separately and confirmed with the staff that houses the room.

Blackboard

The portal supported by UTMB Health for posting materials, such as lecture notes, videos, or any other handouts related to the course is called Blackboard Learn. Course directors cannot use their own departmental domain or any other internet option as it must be secured behind UTMB Health's firewall. To request a course site on Blackboard, contact Academic Computing/Academic Resources.

Campus Solutions Access

Campus Solutions (CS) and mySTAR are portals which contain information about course offerings, rosters, photos, etc. All course directors, and coordinators, must have a users' account within CS. To get access to the CS link in mySTAR and access to the course rosters, their Trusted Requestor must submit a Tivoli request for the roles of 1) "CS PeopleSoft: Account and 2) SR_FACULTY_INSTRUCTOR_U" within the IS Access Management http://itim.utmb.edu/my_trs.aspx.

Class Roster

If the name of the Course Director is entered as a "primary instructor" (or "coordinator" for program coordinator) within Campus Solutions for the course, access to the names of the students enrolled will be allowed.

Navigation: mySTAR portal (mystar.utmb.edu) > Campus Solutions > Faculty Center > Class Roster > my schedule (to make sure the correct term is displayed) > click on the icon with three "headshots". Click the Class Roster icon to the left of the Class that you wish to view.

Note: If the Class Roster icon does not appear to the left of the Class, no one has enrolled for that class. For this reason, it is recommended that you select the Show Enrolled Classes Only display option.

Important Note: There is no auditing mechanism at UTMB Health and no documentation or credit is provided under this request. With one of the course director's approval, someone can be permitted to "listen" to lectures but cannot participate in any graded course activity (i.e., asking questions, taking exams, small-groups, lab sessions, etc.).

Photos of Enrolled Students

There are two ways to obtain pictures of students enrolled in the course. Again, the name of the course director must be entered as a "primary instructor" or "coordinator" for the course within Campus Solutions.

1. Use the Roster route described above, and change the select display option by clicking the radio button to “Include photos in list”.

or

2. Use the reporting dashboard and after making the filter selections, click “Apply”:
Navigation: mySTAR portal (mystar.utmb.edu) > Reporting > Student Photos > Class Roster with Student Photos
 - Once the report is generated, use the “Page Options” drop-down arrow to select “Print” and then “Printable HTML” (the PDF option does not work!)
 - Then click on “File” in the upper right-hand corner to print the report to PDF and then save it
 - Select a file name and location to save the PDF

Important Note: Once the composite is created, include the following footer: “Not for duplication, distribution, or publication. For course instructors use only.”

Course Syllabus

Students registered in the course must be given a syllabus on or before the first day of class. The syllabus will include a detailed calendar for each week, grading components for overall course grade along with percentage for each, and any other details like attendance, absences permitted, etc. Refer to the GSBS Academic Calendar for term and other dates, located on the GSBS website.

Absence policy must be included in course syllabus, described on the next page. A sample syllabus is provided within the Appendices at the end of this document.

Important Note: Classes and due dates for any graded assignment must not extend the designated block or term’s end date.

Student Disabilities Accommodations

UTMB Health complies with the American Disabilities Amendments (ADA)_Act of 2008 and Section 504 of the Rehabilitation Act of 1973, and state and local requirements regarding students with disabilities. Under these laws, no otherwise qualified and competitive individual with a disability shall be denied access to our participation in services, programs, and activities of UTMB Health solely on the basis of the disability.

If a student has a documented disability or would like to obtain information regarding services for students with disabilities at UTMB, they are to contact the Student ADA Coordinator, 2.128 Jamail Student Center, (409) 747-4818.

Students approved to receive special accommodations are responsible for providing that approved documentation from the ADA office to the course directors. Conditions stated in that letter must be followed by the course directors.

FERPA

Students are protected by the Family Educational Rights and Privacy Act (FERPA). This is a federal law that protects the privacy of student education records. Student must be able to see all graded assignments, including any of those that are regraded. **Students have the right to access their education records.** This means faculty should assume that anything they put in writing regarding a student could be accessed by the student. This is true whether that writing be in paper, electronic file, or in an email. This includes students being provided with performance throughout the term on exams, any written materials submitted for grades, and any regraded or corrected materials that will be used to compute the overall course grade.

And relatively, discussing grades of students is permitted amongst only the course directors but not with any other faculty including course directors of another course. Documented permission from the student is required before any information is released.

WHEN IN DOUBT, err on the side of caution and do not release student education information.

Academic Performance Concerns

Graduate students sign an honor pledge and are to adhere to a Code of Conduct. The honor pledge states the following:

“On my honor, as a member of the UTMB community, I pledge to act with integrity, compassion and respect in all my academic and professional endeavors.”

For any concerns about a student’s conduct, professionalism, or discipline protocols in the course, please fill out a “Student Concern Note” (available at the GSBS website) and/or contact the GSBS Student Affairs Dean.

Excused Absences

The GSBS policy states that students taking a full-term graduate course offering are allowed up to three (3) excused absences from any *required activity* and is determined at the discretion of the course directors. If the course is offered as an 8-week course, only two (2) absences are permitted or a number proportional to the length of the course [for example, one (1) absence for a 4-week course]. If a student is absent during a session that contributes to the final grade (for example, during a quiz), it will be up to the Course Directors to determine if the student can perform a ‘make-up’ activity, provided that the reason for the absence is a legitimate one. Once a student exceeds and misses

more than allowed for the length of the course, the course directors must notify the GSBS Student Affairs Dean, who will then contact the appropriate Program Director. This information about absences is to be included in the course syllabus.

iThenticate and Plagiarism

Graduate School courses with take-home or open book exams, essays, or any other graded assignment where the student has access to outside sources and provides answers in the form of essays or long-answers, must be run through the plagiarism software called iThenticate, by a course director only. Program coordinators are not authorized to do this task. Students have to email their answers in a Word file (not pdf) and saved with their name included for it to run properly.

For access to iThenticate and instructions, contact the GSBS Student Affairs Dean with the course name and number that will utilize it. This software is not to be shared with staff or students. Any issues related to plagiarism are to be reported to the Graduate School before the assignment is returned to the student. Sample instructions that could be given to students for citation reference are within the Appendices at the end of this document. Another excellent, reliable resource on plagiarism and ethical writing is <https://ori.hhs.gov/avoiding-plagiarism-self-plagiarism-and-other-questionable-writing-practices-guide-ethical-writing>.

Examinations

If a student is permitted to take an exam early or later than the regular scheduled time for the rest of the class, they must sign an acknowledgement statement about the honor code. A template is provided within the Appendices at the end of this document.

Proctoring of exams is preferably done by faculty. If a staff member handles it, a faculty member must be available during testing time to properly answer any content-related questions, should any arise. Any inappropriate behavior should be reported to the GSBS Student Affairs Dean for students in non-BBSC programs. For first-year BBSC students, notify the director of that curriculum. Teaching credits are awarded to faculty for this activity.

Exam Grading and Student Appeals

The Graduate School encourages that exams be graded blindly. A sample cover page to accomplish this is within the Appendices at the end of this document.

In order to ensure that all students are treated equally and fairly, please follow the guidelines below when preparing exam questions, as well as grading answers and assessing student appeals. Give the “Exam Grading” section (provided below) to

instructors at the time they are asked to prepare questions so it is written to meet such criterion. And similarly, provide the “Student Appeals” part to them when they are asked to grade assignments.

Exam Grading:

1. Define a clear rubric to award points for each answer.
For example: What are gravitational waves and how are they detected? [10 points]
 - *Ripples in the fabric of space-time (4 points)*
 - *Produced by massive accelerating or colliding objects, like black holes (4 points)*
 - *Can be detected by Michelson interferometers, such as LIGO (2 points)*
2. Clearly mark points awarded for each answer according to the rubric.
3. Apply rubric uniformly to all exams.
4. Grade in a blinded manner, if possible.
5. Use ink for grading (instead of pencil).
6. Clearly mark incorrect answers.
7. Clearly mark empty spaces or no answers.

Student Appeals:

1. Students must appeal within 5 business days after students are notified to pick up their exams.
2. If there was a factual error in the way a question was graded, an appeal may be granted. The correct answer must be re-graded for all students.
For example: the instructor mistakenly marked as wrong the correct answer for a multiple choice question in one of the exams.
3. **Do not** modify points for an answer if the student verbally mentions the correct answer during the appeal (demonstrating that he or she knows the answer after the exam).
4. **Do not** discuss points related to other instructors’ questions or the overall exam grade.

If you have any questions about re-grading answers and granting appeals, please contact the course director(s) and/or any of the GSBS Deans.

Modification of Grades (“Curving”)

Curving of grades during and/or at the end of the course is permissible at the discretion of the course directors, provided that there are sound reasons (e.g., statistical or otherwise) for the curving. Adding points to a graded activity is to be applied for all students in the course equally. There are several ways to determine a curve, with a few described hereafter. Identify the highest score and figure out how many points will make that score 100 and then add that amount to all of the scores. Another way is using the formula below, adding the “difference” amount to the entire class.

$$\text{Avg} = 80.11$$

StDev =	7.88596
Avg – 2*StDev=	64.33474
Difference (70 – row above results)	5.665261

Disclosing class averages on graded assignments can be done at the discretion of the course directors.

Important Note: Awarding points or curving only one or a sub-set of students is not allowed.

Course Evaluation

If the course is didactic, it is required that feedback be obtained from the enrolled students. Failure to complete the course evaluation by the student by its close date will result in an Incomplete (“I”) grade. This information is to be included in the course syllabus (sentence to use is within the sample syllabus within the Appendices of this document) and within the header of the course evaluation itself. It is suggested to launch the evaluation, after course director approval, to the students on the last date of class.

There are certain questions that must be asked, as defined by the GSBS Curriculum Committee. The software used is SelectSurvey <https://asapp.utmb.edu/ssurveys/>. It contains a template of those required questions, named “GSBS Course Evaluation Template”. For access to it, contact the Graduate School.

It is optional to do an end-of-term evaluation for didactic courses with enrollment of less than 5 students. If the course director chooses to do one, the comments are to be sent to the Program Director instead. The Program Director will provide a summary to the course directors. In the case where the Program Director is also the course director, the comments are forwarded to the GSBS Academic Affairs Dean. The individual in that position will handle providing the feedback to the course directors.

It is highly suggested that program coordinators provide the results and comments to the course directors only after grades are posted to avoid any biased opinions. In addition, faculty participants are interested in their individual ratings and comments for feedback and also for APT purposes. The latter can easily be done using the Custom Report feature of SelectSurvey.

GSBS Course Grades

The grade reported to Enrollment Services depends on the type of course and how it was approved by the GSBS Curriculum Committee. There are no plus (+), minus (-), or D grades in the Graduate School. The GSBS letter grading scale is as follows: 90-100 (A); 80-89 (B); 70-79 (C); 69 or below (F). For thesis (XXXX 6097) and dissertation

(XXXX 6099), the grade is either Satisfactory (S), Needs Improvement (N), or Unsatisfactory (U); for research (XXXX 6098), only S or U.

Incomplete (I) grades are **not** applicable to S/U or S/N/U courses.

For longitudinal courses, the grade is reported at the end of the last term; other term(s), it is "G" (in progress).

A student can elect to withdraw from the course after the drop/add date, and be assigned withdraw (W); withdraw passing (WP); or withdraw failing (WF) depending on requested date by the student.

At the conclusion of the course, program coordinators enter grades to Campus Solutions. Grades are normally due one week after the course ends, except in the Fall for full-term which falls on the following Wednesday. It is the responsibility of a course director to post grades so it appears on the students' transcript in a timely manner.

Justified normalization of scores is permissible at the discretion of the course directors if sound statistical processes are employed; however, the adjustment must be done equally for the entire class and not individual students (please see section above).

If there are postdoctoral fellows enrolled in a course which is letter graded (A, B, C, or F), the overall grade will be reported as either Satisfactory (S) or Unsatisfactory (U) for post-docs. The program coordinator must request Enrollment Services to change the grade basis for those postdocs only BEFORE entering any of the other grades. This can be determined by looking at the roster in the column labeled Program and Plan.

The Graduate School strongly advises NOT to email grades of any sort (small-group, exams, etc.) even if sent to the student's UTMB secured email account. If done in error and sent to the wrong individual, it could result in serious legal consequences for the institution and instructor/staff, including fines and termination of employment.


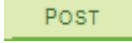

Entering Grades to the Grade Roster

Entering overall course grades is a two-step process. First by the course coordinator or staff, and next posted by the course director. If the Grade Roster icon does not appear to the left of the Class, the grade roster has not been created. A grade roster is usually created five business days prior to the last day of a class to ensure that it is complete and that late class updates are included.

Navigation: mySTAR Portal (mystar.utmb.edu) > Campus Solutions > Self Service > Faculty Center > my schedule (here make sure the correct term appears (i.e., Spring 2017 term); if not, click green button to change). Click the Grade Roster icon to the left of the Class that you wish to enter grades. The icon looks like an instructor at a blackboard (located on the left-hand side of the page, not the tab on the bar above).

Enter grades, verify accuracy, and “submit”. It must be in this status for a course director to post.

Posting Grades

Only the course director is to post GSBS grades, not staff. See steps above for navigation. After verifying that the grades entered are accurate, go to the box “Grade Roster Action: *Approval Status” on right-hand side and select the “Approved” from pull-down list, and click the  button. Next, scroll down to the bottom of the grade roster, and click the green button, . You want to see the words “Posted”. Let the coordinator know once done to make sure. It is not necessary to “Notify students”. **Note:** To change a grade, select the **Not Reviewed** list item from the **Grade Roster Action: Approval Status** drop-down list, and click the  button.

Grade Roster Action:

*Approval Status  

Reporting Teaching Credit Hours

Each course director and faculty who participate in graduate courses receive teaching credit for their efforts as part of their Compensation Plan. This is given when minimum enrollment is met.

Course directors provide and verify the data for the program coordinator to enter in POWER (Provost Operations Web Enterprise Resources) for both projections and actuals. This database resides online at <https://www.utmb.edu/provost/>.

Course Records Retention

Documents, written and electronic, are maintained by the program offering the course. Refer to the State of Texas Records Retention Schedule. Excerpt from the GSBS schedule approved January 09, 2015, the timeframe to retain course information is noted below.

Record Series Title	Retention Period		
	Agency	Storage	Total
Course Contents / Syllabi This records series contains faculty lecture notes, handouts, master copy of exams, and miscellaneous instructional materials	AC+1	6	AC+7
Course Evaluations	AC+7	0	AC+7

This record series consists of information/surveys done to evaluate the course and/or the instructor. May include correspondence, reports, etc.			
Grade Reports This series documents grades received by students for the term. The series includes but is not limited to: course numbers and titles, grades awarded, grade point average, student name, and social security number.	AC+1	0	AC+1

AC = after closed, terminated, completion, expiration, settled

APPENDICES

SAMPLE SYLLABUS

COURSE TITLE **XXXX 6 ___ - Spring 2017** **1/5/17 – 4/21/17**

- Class Times:** T/Th 10:00 AM – 11:30 AM
- Location:** 3.324 Levin Hall
- Textbook:** Required/Recommended: Title of Book, Author, Edition, Publisher, Year, ISBN Number (state “None” if applicable)
or other required material
- Course Director(s):** Names, office locations, email address, phone extensions
- Course Description:** [include, but cover the grade portion of it in more detail below]

Grades:

Overall course letter grade (A, B, C, or F) will be calculated based on the performance of the following:

[include the components -- number of in-class/take-home exams, percentage of assignments, etc...]

Exams (take-home 20% and in-class 20%)	40%
Leadership in assigned paper discussions	30%
Report on published paper	25%
Attendance	5%
*Evaluation Form	

For Post-Doctoral Fellows in the Certificate Training for Post-Doctoral Program:

[exclude this paragraph if no PostDocs are enrolled] Course performance will be determined by the Course Director(s) based on attendance and participation in group discussions. Overall grade will be reported as either Satisfactory (S) or Unsatisfactory (U).

*Students will also be required to complete an evaluation form about the course as part of their overall course grade. Typically, your constructive comments are in exchange for your last graded assignment. An Incomplete (I) grade will be reported to the Office of

Enrollment Services if not submitted by the designated date. If the course requirements are not completed by the end of next term, the grade will convert to an “F” Failure [or Unsatisfactory (U)] grade for postdocs).

Examinations:

See lecture schedule for days of examinations. All in-class examinations are closed book and notes. There are no make-up examinations. For take-home exams, 5 points will be deducted for each day it is late, including weekends. [modify to suit course]

Any appeals for grading changes must be submitted to the instructors responsible for the writing and grading of the question within 5 business days after the student has been notified to pick up the graded assessment. The instructors must report any grade changes to the course directors. [this paragraph must be included]

Excused Absences:

Excused absences *must be obtained in advance*. Contact the course directors for absences from exams, small-group discussion sessions, or any other grading assignment. If absences are excused, appropriate make-up work will be provided for students at the discretion of the course directors. [this paragraph must be included]

Students missing more than three (3) days [or two (2) for courses offered as an 8-week offering] in any required graded activity of the course (e.g., exams, small-groups, presentations, etc.), the course directors must notify the Graduate School Student Affairs Dean. [this paragraph must be included]

Attendance sheets will be provided at each lecture and will be collected 10 minutes into the session. Arrival after that time will constitute an absence. You are allowed 1 unexcused absence. Two unexcused absences will result in loss of 5% of the final grade. [modify to suit course]

Important Dates [or Other Issues]:

[Include Drop/Add Deadlines and/or Holidays – Refer to the GSBS Academic Calendar]

Professional Etiquette: [modify to suit course or exclude paragraph if not applicable]

Courtesy should be extended to both the lecturers and students to ensure an optimal learning atmosphere. Please come to class prepared, ready to participate, and on time. To ensure an environment for constructive academic dialogue, the use of

electronic devices (e.g. laptops, cell phones, MP3 players, etc.) is not allowed during class time. Please acquire permission from each lecturer prior to electronic recording of lectures.

Lecture Schedule:

LECTURE	DATE	TOPICS	LECTURERS
1	Th 1/7	Introduction	John Smith

INSTRUCTIONS FOR WRITING TAKE-HOME ASSIGNMENT ANSWERS

Disclaimer:

These instructions are applicable to all BBSC courses.

Unless instructed otherwise, take-home assignments are to be your individual effort.

Answers must be typed, *single-spaced* (unless instructions on the exam indicate otherwise) with 1-inch margins on all sides (minimum of 11-pitch font) using the "Word" word processing program and electronically submitted. All take-home exams will be reviewed using plagiarism detection software.

Answers should usually be 1-2 pages long, unless instructions specify a different limit. Diagrams may be included in answers. Diagrams can be hand-drawn or drawn using Microsoft Word or PowerPoint.

A. Rules For Citations

Write your answers in the format of the Introduction section of a scientific article. Please abide by the following simple rules in providing appropriate citations in your answers:

1. If you copy word-for-word from another source, you must put the sentence(s) you copy in quotation marks ("-----") and provide the reference(s). Please be aware that direct quotations are rarely used in scientific writing. Only occasionally is a particularly eloquent definition or passage quoted directly. An exam answer with numerous direct quotations will not be acceptable even if the quotations are properly referenced because such an answer would not be an original work of the student.
2. If you paraphrase from another source, you should not put your paraphrase in quotation marks, but you still must provide a full citation. The rule of thumb about citations is that anytime you express an idea that you have taken from another person's work, you must give the proper citation.
3. If you copy a figure, or part of a figure, directly from another source, a citation must be provided in the figure legend.
4. If you modify a figure, or part of a figure, taken from another source, you must give proper credit by stating "Modified from -----" (citation) in the figure legend.

B. Styles For Referencing

There are many different styles of referencing and writing citations, but to have a consistent format for citations in this course, use the following style:

1. The citations are to be represented in the text of your answer by last name(s), date in parentheses that are placed immediately after the quotation, paraphrase, or figure legend.
2. The complete list of full references should be given at the end of your answer in numerical sequence. The full references should include: last name and first initial of all author(s), year of publication, title of publication, journal name, journal volume and inclusive page numbers.

Examples

For a Journal: Student, A., Student, B., Student, C. (2001) How to get an A in the Cell Biology Course. *BBSC Cell Biol. J.* 100, 190-201.

For a Book Chapter: Student, A., Student, B., Student, C. (2001) How to get A's in the core courses. In: *The Basic Biomedical Science Curriculum Revealed*. Watson, CS, Chan, LL, and Smith, EM, editors. Fantastic Scholar Press, Hoboken NJ, pp. 1-50.

For a Web Source: Author (or organization if not known), title, url, date retrieved.

3. Make sure the style is consistent throughout your list of references.

C. Lecture Citations

If a direct quote is used from a lecture or handout, it should be generally cited ("As Dr. Smith said in class, ..."). If it is just using the information from the handout/lecture, then it is generally known information in the context of that class, given to and discussed for the whole class, and thus it does not need citation.

D. Sample Citation for MEHU coursework

Students in the Medical Humanities Graduate Program should follow standard humanities citation, using footnote and bibliography formats given in the *Chicago Manual of Style*, 16th edition:

1. Footnotes are to be represented in the text by small superscript numbers placed at the end of the sentence in which a quotation, paraphrase, or other information requiring citation appears.

Examples

For a book:

¹ Tom L. Beauchamp and James F. Childress, *Principles of Biomedical Ethics*, 7th ed. (New York: Oxford University Press, 2012), 22-23.

For a chapter in a book:

² Sayantani Dasgupta, "Listening as Freedom: Narrative Health and Social Justice," in *Health Humanities Reader*, ed. Therese Jones, Delese Wear, and Lester R. Friedman (New Brunswick, NJ: Rutgers University Press, 2014), 258-259.

For a journal article:

³ William Pearce Coues, "Early Teaching of Medical History in the United States,"

New England Journal of Medicine 200, no. 6 (February 7, 1929): 287,
doi:10.1056/NEJM192902072000607.

2. A complete bibliography of all citations in the footnotes should be given at the end of the text arranged in alphabetical order by last name of the first author.

Examples

For a book:

Beauchamp, Tom L., and James F. Childress. *Principles of Biomedical Ethics*. 7th ed. New York: Oxford University Press, 2012.

For a chapter in a book:

Dasgupta, Sayantani. "Listening as Freedom: Narrative Health and Social

IMPORTANT:

Proper attribution of sources is required by our Honor Code and is essential aspect of scientific writing. If there is any doubt about how to refer to the work of others, please discuss this with the course director or Dr. Joan E. Nichols before handing in the assignment.

ACKNOWLEDGEMENT STATEMENT

If a student takes an exam or other graded assignment earlier (or later) than other students, a template to use is provided below but should be modified accordingly.

I, **STUDENT'S FIRST AND LAST NAME**, will (have) not discuss with anyone about the 1ST Biochemistry exam (BBSC 6401) nor will release (received) any information about it. It is originally scheduled for Wednesday 1-3pm, October 12, 2016.

Student Signature: _____ Date: _____

Honor pledge

On my honor, as a member of the UTMB community, I pledge to act with integrity, compassion and respect in all my academic and professional endeavors.

EXAM COVER PAGE EXAMPLE

You will need to write the test number on each, and then the student's will write it on the other pages. For separation purposes, be sure to start each faculty's question on a new page. Keep the cover page to match up after it's graded.

BBSC 6401 In-Class Exam #1; Fall 2016

Test Number _____

**PRINT YOUR NAME ONLY ON THIS PAGE AND WRITE
TEST NUMBER ON ALL REMAINING PAGES**

Name _____

In-Class Examination #1 Biochemistry (BBSC 6401) September 23, 2016

→Write the test number that appears at the top of this page on the remaining pages of the exam.

- This test will be monitored.
- Seating is dispersed—every other seat, every other row.
- All book bags, books, papers, electronics, coats, etc. must be left at the front of the room.
- No talking of any kind.
- No leaving the room for any reason.

READ the Questions CAREFULLY and be sure to answer all of the parts for each question!

Do not include any other information (i.e. your name or social security number) on any other pages but this one.

This is an in-class, closed book examination. Check to make sure that you have a total of **11 pages** (which includes this cover page).

Answer the questions in the space provided (one page – do not write on the back). Please restrict your answers to information that is required to answer the question.

I have read these instructions and by my signature, given below, pledge upon my honor to abide by these instructions.

Signature _____

Honor pledge

On my honor, as a member of the UTMB community, I pledge to act with integrity, compassion and respect in all my academic and professional endeavors.

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