

BIO 326 – Section 01- 202201
Parasitology
Syllabus, Fall 2022
College of Arts & Sciences Syllabus

COURSE INFORMATION

Lecture time and location: 0800-1045 MW

ZOOM CLASS ROOM:

<https://neu.edu.zoom.us/j/82575889447?pwd=QkUxczJ1UEtCRFdPZTY0R3g2UDA3dz09>

Meeting ID: 825 7588 9447

Passcode: 749903

Special Fees: \$25.00

First Day of Classes: We begin on Monday, Aug 22

Final Exam: Wednesday, Dec 7

Credit Hours: 4

Course Description: BIO-326. Animal Parasitology. 4 Hours. Taxonomy, anatomy, physiology and significance of parasitic and parasitoid organisms and their hosts are explored. The course examines host-parasite interactions, distribution of parasites across ecosystems, and effects of their presence and life cycles and on the surrounding environment. The class also explores the diversity of human parasitic infections, their impact on the economy, and our changing understanding of what constitutes a “parasite.” Lecture and laboratory.

Course Prerequisites: **Prerequisites** Prerequisite: BIO-201 with a minimum grade of C and BIO-202 with a minimum grade of C and (BIO-250 with a minimum grade of C or BIO-150 with a minimum grade of C).

FACULTY INFORMATION

Instructor: Dr. M. Readey.

Office Location: <https://neu.edu.zoom.us/j/3038240479> Meeting ID: 303 824 0479

Office Hours: Su: 10am-3:30pm ; M, W 11am-5pm; Tu 10am-2 pm.

Upon Request, review sessions can be scheduled before exams. There will be extended hours during peak insect-collecting periods. Other office times are also available by appointment.

Phone Extension: NA. I will be off campus most of the semester.

E-mail: mareadey@neu.edu

Other Important Dates for Our Class:

M Aug 22: NEIU Classes Begin

S Aug 28 Open registration ends

M Sept 5 Labor Day Holiday

T Nov 8 Election Day Observance

M Dec 5 Last day of regular classes

S Aug 27 Last drop day for full refund

F Sept 2 Last drop date without a W

F Oct 28 Last day to drop with a W

Nov 24-27 Thanksgiving Holiday

W Dec 7, Final Exam

Fall 2022 Calendar***Refund Calendar for full-term classes***

Time Period	-Sept2	Sept 3-19	Sept 20-Oct 3	Oct 4-
Credit /Refund Amount	100%	50%	25%	No Refund
Grade Issued	None	W	W	W

if you stop attending without dropping, all missed materials will receive a “zero” score. Typically, this results in a grade of F.

NB: Cited from the Schedule of classes, inside front cover: *"POLICY ON FIRST CLASS SESSION*

ATTENDANCE: Department instructors may reassign a student's seat in a class if the student does not attend the first class session and neglects to inform the instructor in advance of the intended absence. The student will be responsible for any financial consequence if the course is not dropped officially by the student before the appropriate refund deadline. Failure to officially withdraw from class will result in a grade of F."

Final Exam Schedule: We are scheduled for a final exam on Wed, Dec 7

Examination Periods	Tuesday, December 6, 2022	Wednesday, December 7, 2022	Thursday, December 8, 2022
	Class Time During the Term	Class Time During the Term	Class Time During the Term
8:00-9:50 a.m.	9:25-10:40 a.m. TR	8:30-9:20 a.m. MWF	8:00-9:15 a.m. TR
10:00-11:50 a.m.	12:15-1:30 p.m. TR	9:30-10:20 a.m. MWF	10:50-12:05 p.m. TR
12:00-1:50 p.m.	12:55-2:10 p.m. MW	10:30-11:20 a.m. MWF	8:00-9:15 a.m. MW
2:00-3:50 p.m.	1:40-2:55 p.m. TR	11:30-12:20 a.m. MWF 11:30-12:45 p.m. MW	2:20-3:35 p.m. MW
4:00-5:50 p.m.	4:15-5:30 p.m. TR 4:15-6:55 p.m. T	4:15-5:30 p.m. MW 4:15-6:55 p.m. M	4:15-6:55 p.m. R
6:00-7:50 p.m.	5:40-6:55 p.m. TR	5:40-6:55 p.m. MW 4:15-6:55 p.m. W	7:05-8:20 p.m. MW 7:05-9:45 p.m. W
8:00-9:50 p.m.	7:05-9:45 p.m. T 8:30-9:45 p.m. TR	8:30-9:45 p.m. MW 7:05-9:45 p.m. M	7:05-8:20 p.m. TR 7:05-9:45 p.m. R

COURSE MATERIALS

This class is an introductory survey of parasitology and an overview of its applications and its integration with other infectious agents. A descent atlas of parasitology costs well over \$200 dollars. The following materials may help you through the semester. These resources are free and acceptable substitutes.

Web materials:

Atlases of Parasitology:

Primary Atlas:

https://medicallabtechno.weebly.com/uploads/7/5/1/5/7515789/atlas_of_parasitology.pdf

<http://clinical-laboratory.blogspot.com/2015/12/free-online-atlas-of-human-parasitology.html>

<http://atlas.sund.ku.dk/parasiteatlas/>

<https://diogoguerra.com/resources-veterinary-parasitology>

<http://atlas.or.kr/about/index.html>

<http://parasites-world.com/web-atlas-of-medical-parasitology/>

Online Resources

<https://www.k-state.edu/parasitology/links> (Journals and articles on parasitology)

REQUIRED BOOKS

Loker, ES & Hofkin, BV: *Parasitology: A Conceptual Approach*. Taylor & Francis Group. ISBN: 9780815344735

Quammen D: *Spillover: Animal Infections and The Next Human Pandemic* ISBN-13: 9780393346619

Simon, M: *Plight of the Living Dead*. ISBN: 9780143131410

Choices for Book Presentation

Winegard TC: *Mosquito: A Human History of Our Deadliest Predator*. ISBN: 9781524743420

Gray, FD: *The Tuskege Syphilis Study*. ISBN: 9781588380890

Nagami, P: *The Woman with a Worm in Her Head*. ISBN: 9780312306014

McAuliffe K: *This is Your Brain on Parasites*. ISBN: 9780544947252

Preston R: *The Demon in the Freezer*. ISBN: 9780345466631

Lockwood, JA: *Six Legged Soldiers* ISBN: 9780199733538

added options on D2L

Kline,-Cohn Jr., S. *Epidemics: Hate and Compassion from the Plague of Athens to AIDS*.

Oldstone, M. B. A. *Viruses, Plagues and History: Past, Present, and Future*.

Saracci, R. *Epidemiology: A Very Short Introduction*.

Recommended but not required (read after you've become hooked)

Fleischer, Paul: *Latching onto a Free Lunch*

Khan, A. & Patrick, W. *The Next Pandemic: On the Front Lines Against Humankind's Gravest Dangers*.

WARNINGS SPECIFIC TO THIS CLASS

Warning I: This class will discuss serious illnesses, their symptoms, causes, and downstream consequences. You will be exposed to some disturbing images and information.

COURSE OBJECTIVES / STUDENT LEARNING OUTCOMES

OBJECTIVES: Biology 326 is an introductory course focusing the taxonomy, anatomy, physiology, symptomology, and significance of parasitic animals; host-parasite interactions; distribution of parasites throughout the world; examination of their life cycles, and prophylaxis and therapy of parasitic infections

I. SYSTEMATICS AND TAXONOMY

→ Understand the most common classification systems used with parasitic animals, how to apply that information and how to use an atlas of parasitology effectively.

II. EVOLUTIONARY BIOLOGY AND ECOLOGY

→ Be able to explain how evolutionary histories and ecologies impact features of parasites, such as resistance, virulence, and host-parasite relationships

→ Be able to explain why the traditional concept of a “parasite” may be insufficient to explain host-parasite relationships.

→ Be able to explain the ways organisms interact and the concept of “amphibiotic” relationships.

III. ANATOMY AND PHYSIOLOGY

→ Be able to recognize major parasitic clades and species with a focus on human parasites. Understanding how an organism’s anatomy and physiology help it adapt to and limit it to specific hosts and niches within hosts.

IV. PRACTICAL and LAB SKILLS

→ Sight-recognition of major clades of parasites, hosts, and vectors

→ Understanding the relationship between life cycle and parasite-host ecology

→ Understanding how host-parasite relationships impact the environment.

GRADING: STUDENT TASKS / ASSIGNMENTS / REQUIREMENTS

● **Grading:** Your grade will be determined in the following manner

Lecture Exam:

Exam 1..... 100 points

Exam 2..... 100 points

Exam 3 100 points (Scheduled for our final exam period)

Lecture Total 300 points

Lecture & Lab Quizzes:.....50 (10-15 pts each; lecture and lab)

Spill Over Report20 (bonus points)

Mini-Projects.....60 (5 pts each bonus activities)

Quiz & Project Total 50 pts

Lab Exam:

Practical Exam 1a: “Protozoan” Parasites.....50 points each

Practical Exam 1b: “Protozoan” Parasites.....50 points each

Practical Exam 2a: Cestodes.....50 points each

Practical Exam 2b: Trematodes.....50 points each

Practical Exam 3a: Nematodes & others.....50 points each

Practical Exam 4a: Insect Vectors.....50 points each

Practical Exam 4b: Other Vectors & Hosts.....50 points each

Lab Total 350 points

Book Report and Presentation: 100 points

Total Points for the semester: 800

Final Percentage Grade:

90% + = A 80% + = B 70% + = C 60% + = D < 60% = F

I keep all tests and assignments. You are, however, welcome to come and review exams with me. This offer is particularly important if you are not doing well in the class.

● **Exam and Quiz Formats:**

Lecture exams: Lecture exams will consist of multiple-choice questions.

Lab exams: Laboratory exams will **not** be multiple choice. Each lab exam will be presented in the practical format, with images and questions. You will answer one or more questions about each image. All questions can be answered in one to three words. *Everything covered is potential fodder for these exams. Sight identification of parasites, anatomy, and vectors will be emphasized.*

Lecture quizzes will be multiple choice. Lab quizzes will be short answer like the practicals. The Quizzes should give you information about where you need to focus your efforts before the upcoming exams.

● **DUE DATES:** The syllabus gives the due date for exams. You may take the exam anytime between when it is posted and when it closes. To provide you with the greatest possible time to study, I will close examinations except the final at the end of the weekend” Sunday night at 11:59 pm.

● **MAKE UP POLICY** Due to our ongoing health crisis, you can opt to take one late exam during the semester without an excuse or penalty. Additional late submissions must have a good, verifiable excuse.

OTHER STUFF

1. If you are in the honours section, additional criteria will apply.

2. The only official attendance policy is that you be present at the beginning of the semester. I will take attendance regularly during the first three weeks, and randomly after the first three weeks. *It is unlikely that you will earn an acceptable grade if you do not attend class regularly, because my lectures are key components of the exams.* If you must miss a lecture or lab, make certain that you watch the recorded lecture later on the YouTube link.

3. It is important that you take complete and comprehensive notes of the lecture material. When working remotely, it is easy to pay attention to everything but the lecture. Please focus. It is also easy to ignore basic skills, such as note taking. There is a link between the hand and the brain. The more of the lecture you note, the better you will remember it.

These three sites can help you take more effective notes:

3. [University of Washington](#) (note taking strategies)
4. [University of Cincinnati](#) (Cornell method of note taking)
5. [University of Minnesota](#) (The Four Styles of Note taking)

4. It is also essential that you study regularly and overstudy. The material in this class does not lend itself to cramming. Learning systematics, life cycles, and site recognitions are like learning the violin. It takes repeated sessions of practice. *One cannot learn to recognize organisms and their systems by site during crammed class periods. Expect to spend 3-5 hours per week studying the materials on your own. Use the uploaded slides, Wikimedia, and online parasitology sites to hone your skills!*

5. Doing the readings and visiting the websites beforehand will help you better understand the lecture material. I understand that it is not always possible, but it should be a goal.

6. Believe it or not, there are multiple taxonomies in use. ***The taxonomy that I will expect you to know is the one in the PowerPoint's.*** That taxonomy is based upon the systematics you are most likely to encounter in a medical or veterinary setting today. It is not necessarily the most up-to-date systematics and may differ from the phylogenetic approach of other classes. Alternative taxonomies will be marked wrong.

7. After each lecture, you should reread and/or rewrite your notes and read the material in the websites again to make sure that you correctly took the notes and fully understand the material that was covered. Rewriting the material longhand is a far more effective memory tool than typing into a computer. Try using two columns, the first listing broad concepts, and the second containing a list of facts and supportive evidence linked to that concept.

8. Look over the study guides prior to class whenever possible. Then use the study guide to organize your notes after class. The sooner you reinforce material, the more likely it is to stick. Prior to the exam, use the study guide to re-assess whether you have learned the material, but do not depend on this guide as quick way to cram.

9. Study Suggestions from other universities. If you're going to learn, learn from the best. Try some of the following links (available on line):

1. [Cornell University](#): study strategies
2. [Cult of Pedagogy](#) study strategy
3. [Oxford University](#) study strategies

10. Disruptive behaviour during lecture will not be tolerated, and you may be asked to leave.

11. Academic dishonesty includes giving, receiving, or using unauthorized aid on any academic work. This includes a person who has taken a test discussing what was on a test with a person who has not taken the test. Any student guilty of cheating—including-- plagiarism will receive a grade of F and their conduct may be reported to the dean of students for potential further action up to and including expulsion from NEIU.

1. [Oxford University's Plagiarism Page](#) (pay particular attention to the examples)

● **Logic of the schedule.**

There are many branches of parasitology today. This class will survey the major themes of the field, using your book as a guide. The traditional treatment of animal parasites separately from bacteria, fungi, and viruses is a relic of a by-gone age. Today, classes in parasitology increasingly integrate information from organisms from different kingdoms, focusing more on the niche and less on the specific organism. Our use of human parasites in lab is traditional, but we could as easily focus on wildlife or veterinary parasites, if we had the slides.

Our Meetings: It is difficult to focus on slides and anatomy for three hours. Therefore, each day will be a blend of lecture and laboratory time.

Practice! JUST ATTENDING CLASS IS INSUFFICIENT TO PASS. You must dedicate home time to study and come into the lab during additional hours to study the prepared slides and specimens. **This material is not cram-able!** To get a good grade you should expect to dedicate at least one to two hours a week to studying the slides outside of laboratory time. *(One of the best ways to learn the material is to draw the specimens and label them. The process seems to help wire the images into the brain!)*


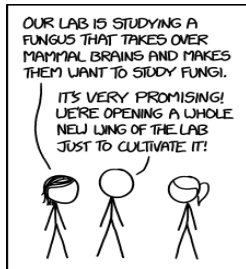
Tentative Schedule




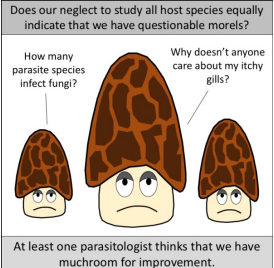
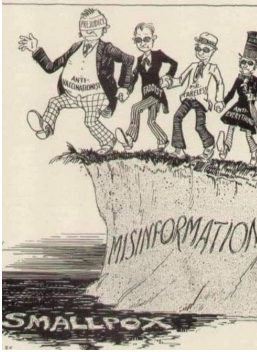
The following schedule is subject to revision to allow for more or less time on various topics as needed or because of potential school closures such as snow days. Some lab time will also be devoted to additional lecture material.

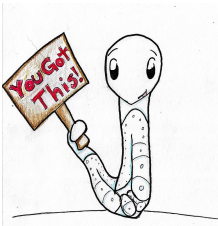
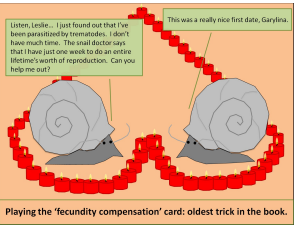
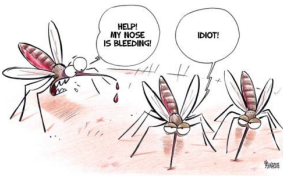
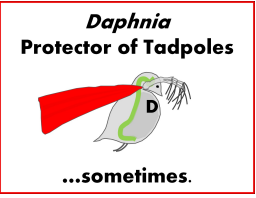

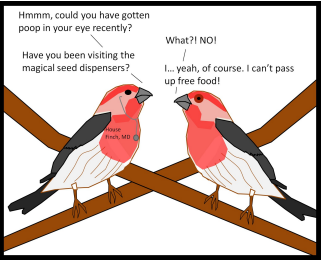
We may be ahead or behind during any given week. You need to work with me, letting me know when you are having trouble comprehending a section. *(One of the best ways to learn the material is to draw the specimens and label them. The process seems to help wire the images into the brain!)*

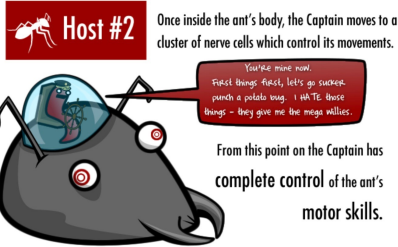
Study Tip:

As you learn the parasites, learn their life cycles! Malaria is the most complex one that we will cover. *Think of malaria this way: It has two hosts. It infects multiple tissues within each host. It spends most of its life as a haploid individual. It merges in the mosquito to form a diploid individual for only a brief period, then returns to its haploid state. It is mankind's greatest predator.* Sounds hard? Break it apart and learn the extraordinary about each species. The rest falls into place.

Week of:	Monday	Wednesday
Week 1 Aug 21	An Introduction to Parasitism and amphibious pp 1-19 Intro video: https://www.youtube.com/watch?v=ABeBqbBy2Lo	An Introduction to Parasitism and amphibious Overview of Parasite Diversity pp 21- 64 reading: https://www.ncbi.nlm.nih.gov/books/NBK57068/
Week 2 Aug 28	Overview of Parasite Diversity pp 21- 64 Parasitic Life Style/ Parasitic Niche pp 67-107 	Protozoan Parasites 1 Quiz 1 next week Tues (delayed due to holiday) Host Defense and Parasite Evasion pp 111- 153 reading on Giardia: https://pubmed.ncbi.nlm.nih.gov/31210116/
Week 3 Sept 4 Quiz 1 due Tu Sept 5.	Labor Day; No Class Enjoy: History 234 Yale: Lecture 15: Tropical Medicine as a Discipline https://oyc.yale.edu/history/hist-234/lecture-15	Protozoan Parasites 2 Bonus lab: Microscope construction due on Sept 11 
Week 4 Sept 11 Bonus microscope construction lab due Sept 11	Introduction to Epidemiology/ Immunology Bonus Report: NEIU and Covid-19: response to a pandemic due Sept 18 https://www.youtube.com/watch?v=INjAXGRda4 https://www.youtube.com/watch?v=hkUCrTfqaw8	Protozoan Parasites 3 Lecture Exam 1 is due Sept 18 reading: https://journalofethics.ama-assn.org/article/lesson-john-snow-and-broad-street-pump/2009-06 Optional: https://pll.harvard.edu/course/predictionx-john-snow-and-cholera-epidemic-1854?delta=0 Choose one for fun: https://oyc.yale.edu/NODE/156

<p>Week 5 Sep 18 Lecture Exam 1 Due Sept 18</p> <p>NEIU Pandemic Response Due Sep 18</p>	<p>Parasite Versus Host: Pathology and Disease I pp 159- 179</p> 	<p>Flatworms 1: Cestodes</p> <p>Practical 1a, b: The Protozoa is due on Sept 25</p> 
<p>Week 6 Sept 25</p> <p>Practical 1a, b: due Sept 25</p>	<p>Parasite Versus Host: Pathology and Disease II pp 180- 190 and Book Discussion: <i>Plight of the Living Dead</i></p>	<p>Flatworms 2: Cestodes & Trematodes</p> <p>bonus demographics lab due on Oct 2</p> 
<p>Week 7 Oct 2</p> <p>Bonus Demographi cs lab due Oct 2</p>	<p>Ecology of Parasitism pp 193- 253</p> 	<p>Flatworms III: Trematodes</p> <p>Quiz 2 is due on Oct 9</p> <p>Spillover Bonus Report Due</p>
<p>Week 8 Oct 9</p> <p>Quiz 2 Due Oct 9</p> <p>Spill over Report due Oct 9</p>	<p>Malaria I videos on malaria: https://www.youtube.com/watch?v=gwYlyjwYluc https://www.youtube.com/watch?v=nFcvDVf1XRI</p>	<p>Flatworms III: Schistosoma</p> <p>Homemade Centrifuge construction due Oct 16</p>
<p>Week 9 Oct 16</p> <p>Book Report Papers Due Oct 16</p> <p>Homemade Centrifuge bonus lab due Oct 16</p>	<p>Malaria II Book Reports</p> <p>videos for fun: https://www.youtube.com/watch?v=IMLN-p62hU https://www.youtube.com/watch?v=RkxWlUzIVe&t=52s</p> 	<p>Nematodes 1</p> <p>Practical 2 a, b is due Oct 23.</p> <p>videos for fun: https://www.youtube.com/watch?v=y68F8YwLWdg https://www.youtube.com/watch?v=s2GMvZntFe8 https://www.youtube.com/watch?v=oCB1A2gFvuU</p>

<p>Week 10 Oct 23</p> <p>Practical 2 a,b due Oct 23.</p>	<p>Nematodes 2</p> <p>Book Reports 2</p> 	<p>Nematodes 3</p> <p>Lecture exam 2 is due next week</p> <p><i>Come dressed as your favourite parasite on Oct 26 for ten bonus points. (you must share it!)</i></p>
<p>Week 11 Oct 30</p> <p>Lecture Exam 2 due Oct 30</p>	<p>Evolutionary Biology of Parasitism pp 259-274</p> 	<p>Other Multicellular Parasites</p> <p>Quiz 3 Due on Nov 6</p>
<p>Week 12 Nov 6</p> <p>Quiz 3 due Nov 6</p>	<p>Evolutionary Biology of Parasitism pp 274- 313</p> 	<p>Vectors I: Mosquitoes</p> <p>Practical 3 A is due on Nov 13 (Nematodes and others)</p> <p>reading (abstract): https://pubmed.ncbi.nlm.nih.gov/22100545/</p>
<p>Week 13 Nov 13</p> <p>Practical 3A due Nov 13</p>	<p>Parasitology and Conservation Biology pp 301-351</p> 	<p>Vectors 2: Other Insects</p> <p>reading on Testie amphibiosis with the T. brucei https://pubmed.ncbi.nlm.nih.gov/30602581/ Quiz 4 is due on Nov 20</p>
<p>Week 14 Nov 20</p> <p>Quiz 4 Nov 20</p>	<p>The Challenge of Parasite Control pp 355-401</p> <p><i>Homemade lab equipment bonus projects due no later than Mon, Nov 28</i></p>	<p>Vectors 3: Acari</p> <p>video: https://www.youtube.com/watch?v=YYJpNLWlp8U&t=17s</p> 
<p>Week 15 Nov 27</p> <p>Home made spectrograph due Nov 28</p>	<p>The Future of Parasitology/ The Challenge of Parasites pp 405-426</p> 	<p>Vectors 4: Mammals and Rabies (case study)</p> <p>Practicals 4a and 4B due Dec 4 (Vectors)</p> <p>Lecture Exam 3 (final) is due Dec 7</p>

<p>Week 16 Dec 4</p> <p>Practical 4 due by Dec 4.</p> <p>Final Lecture Exam due by Dec 7</p>	<p>Review and straggling topics</p> 	<p><u>FINAL Lecture Exam</u> <u>Due by midnight, Dec 7.</u></p>
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COURSE POLICIES AND STATEMENTS

Attendance and Absence Policies:

■ **ATTENDANCE:** *Per university policy, department instructors may reassign a student's seat in a class if the student does not attend the first class session and neglects to inform the instructor in advance of the intended absence. The student will be responsible for any financial consequence if the course is not dropped officially by the student before the appropriate refund deadline. Failure to officially withdraw from class will result in a grade of F.* (Cited from the Schedule of classes, inside front cover: "POLICY ON FIRST CLASS SESSION")

Beyond the dates of initial attendance, the university has not set attendance criterion. However, if you are not present, you cannot earn potential bonus points or take examinations or quizzes. Active attendance remains a strong indicator of success!

Because the tests are based upon lecture materials, it is unlikely that you will earn an acceptable grade if you do not attend class regularly. Because my lectures are key components of the exams, an absence means that you will miss any important changes or verbal additions to the presented material. Attendance will be considered in the final grade, especially in borderline cases. In addition to the quizzes, I will take a pop-attendance several times during the semester. If present, you will receive a few points. Attendance alone does not guarantee a passing grade.

Academic Integrity Policy:

By enrolling in this course, you are bound by the NEIU Student Code of Conduct:

<http://www.neiu.edu/university-life/student-rights-and-responsibilities/student-code-conduct>. You will be informed by your instructor of any additional policy specific to your course regarding plagiarism, class disruptions, etc.

ADA Statement:

Northeastern Illinois University (NEIU) complies with the Americans with Disabilities Act (ADA) in making reasonable accommodations for qualified students with disabilities. To request accommodations, students with special needs should make arrangements with the Student Disability Services (SDS) office, located on the main campus in room D104. Contact SDS via (773) 442-4595 or <http://www.neiu.edu/university-life/student-disability-services>.

If you have need of special accommodations because of a disability, you must let me know and present HELP-centre documentation ASAP. In most cases, accommodations can be made, but I need to know about them to arrange for the accommodation.

Campus Safety:

It is recognized that a safe university environment is a shared responsibility of faculty, staff, and students, all of whom are expected to familiarize themselves with and cooperate with emergency procedures. Web links to Campus Safety: Emergency

Web links to Campus Safety: Emergency Procedures and Safety Information can be found on NEIUport on the MyNEIU tab or as follows:

http://homepages.neiu.edu/~neutemp/Emergency_Procedures/MainCampus/.

ADDITIONAL COURSE INFORMATION

Late assignments:

Assignments late by one day will receive a 10% grade reduction. Any assignment that is more than one day late will not be graded and will be recorded as a zero.

Missed Examinations:

Typically, there will be no make-ups on examinations without a serious, acceptable, and verifiable reason.

On-Time Policy for Practical Examinations One should strive to be on time for all examinations. Being late for a practical exam disrupts your fellow students. Come early for practical exams! Late entry for a practical exam will not be compensated with additional time to complete the materials. You simply will miss whatever questions have been asked to that point.

The 2-day Lock-Out Period

To discourage cramming, I will not answer any questions about examination material starting the day before an examination.

Course Communication

All pertinent electronic communications between the instructor and students is conducted exclusively through NEIU e-mail and our D2L site. Thus it is the responsibility of students to check their NEIU e-mail account and the D2L site for all significant information, including updates on class cancellations in the event of threatening weather conditions. Communication between the instructor and students via personal e-mail accounts (e.g., @gmail.com or @yahoo.com) will not occur.

Incompletes

An "I" (incomplete) may be given if a student is absent from the final examination or fails to complete a special research or individual study project **because of some unavoidable circumstance such as illness. Not showing for the exam without a verifiable and acceptable reason will result in a grade of zero, not an I.** Students will have one semester after the incomplete grade has been assigned to remove the incomplete. Incompletes that have not been finished in that time, will be changed to an "F" grade.

Late Work

Late work is strongly discouraged. Turning in work late can impair your chances of success in the course. This late work policy applies to all graded assessments (including the final examination) in the course, with the exception of the discussion threads. Because class discussions require us all to participate during the week when they are active, no make-up or late credit will be allowed for discussion participation. I understand that unexpected things can come up, so the late-work policy for our course is outlined below.

Serious Emergencies: For serious emergencies, your instructor will decide whether your late work may be accepted for full or reduced credit. Serious emergencies include things like serious illness, accidents, natural disasters, and university server outages. E-mail your instructor the information about your emergency and request approval to make up the assignment, lab, quiz, or exam. If you receive approval, make up the work according to the plan set by you and your instructor.

All Other Unexcused Late Work: Unexcused late work includes course work that is turned in late because of things like job-related, technical, or other personal issues. Your instructor will decide whether your late work may be accepted. A per-day late penalty of 10% of the assignment for an assignment that is one day late (including weekend days). Assignments more than one day late will receive an automatic zero. Due to the requirements involved in grading the project, **Insect collections must be submitted on time.**

Submission of Assignments: Students are expected to complete all assignments. Failure to submit any assignment will result in ***a zero on that assignment and an additional deduction of 10 points per missing assignment.*** *If homework solutions are shared with the class, your instructor reserves the right to decline to accept late work after the sharing of the solutions, or to require that an alternative assignment be completed, if one is available. Only one unexcused, non-emergency late submission will be allowed per student per course.*

Submission of Materials

Written assignments will be submitted electronically *and* as a typed copy. Any student file submitted electronically that does not meet the requirements listed will not be graded. Please ensure that files are

- appropriately named (last name-Document title), (Do not simply label your paper "Parasitology Paper". I may get up to 24 papers with that same title!)
- submitted in Microsoft-Office format (e.g., .doc, .xls., .ppt),* and
- submitted to the corresponding Dropbox folder.

While you are not required to use Microsoft Office products, please ensure your productivity applications are able to import/export into the compatible file formats.

Hours	Sunday	Monday	Tuesday	Wed
8		Parasitology		Parasitology
9		Parasitology		Parasitology

10	Office Hours	Parasitology	Office Hours (Priority for 104 students)	Parasitology
11	Office Hours	Office Hour (Priority to Parasitology Students)	Office Hours (Priority for 104 students)	Office Hours (Priority to Parasitology Students)
12	Office Hours	Office Hours	Office Hours	Office Hours
1	Office Hours	Office Hours	Office Hours	Office Hours
2	Office Hours	Office Hours		Office Hours
3	Office Hours to 3:30	Office Hours		Office Hours
4		Office Hours		Office Hours
Additional hours by appointment only.				