

## GRADUATE COUNCIL: NEW COURSE PROPOSAL

**Originating Unit:**

**Type of action:**      New course      Full online course\*\*

**Semester and year course will take effect:**

**New course title:**

**Appropriate computer abbreviation (30 spaces or less):**

**Course instructional methodology:**

course component types: [ugradcouncil.tcu.edu/forms/Course Component Types.pdf](http://ugradcouncil.tcu.edu/forms/Course%20Component%20Types.pdf)

**New course number:**

**Prerequisites for new course:** *include an attachment if additional space is needed*

**Description of new course (catalog copy):** *include an attachment if additional space is needed*

attached files can be seen and managed in Acrobat Pro by clicking on  
View > Show/Hide > Navigations Panes > Attachments

## **Fully Online Courses\*\***

All online courses, and /or distance learning offerings must meet State Compliance regulations as defined by specific state legislation. TCU Distance Learning is any for-credit instruction provided to a TCU student outside the State of Texas. This includes internships, clinical, video conferencing, online, or any other delivery format that crosses state lines. Contact the Koehler Center for Teaching Excellence for guidelines. Include a letter of support from the Koehler Center with this proposal.

**Supporting evidence or justification:** (For a new course, attach proposed syllabus, including course objectives, course outline, and representative bibliography.)

**Describe the intended outcomes of the course and how they will be assessed:** *include an attachment if additional space is needed*

attached files can be seen and managed in Acrobat Pro by clicking on  
View > Show/Hide > Navigations Panes > Attachments

**Additional resources required:**

**Faculty:**

**Space:**

**Equipment:**

**Library:**

**Financial Aid:**

**Other:**

**Change in teaching load:**

**Does this change affect any other units of the University?**      Yes      No

*If yes, submit supporting statement signed by chair of affected unit.*

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

**Chair of Originating Unit:**

**Name:**

**Unit:**

**Signature:**

Marlo Jeffries

Digitally signed by Marlo Jeffries  
Date: 2023.09.07 06:22:21 -05'00'

# Intro to Biological Communication (Spring 2024)

## BIOL 60133

### Instructors

Dr. Matt Hale  
Office: WIN 434 Phone: 257-8707  
Zoom: <https://tcu.zoom.us/j/189453859>  
[m.c.hale@tcu.edu](mailto:m.c.hale@tcu.edu)

Dr. Shauna McGillivray  
Office: WIN 414 Phone: 257-6178  
Zoom: <https://tcu.zoom.us/j/8172576178>  
[s.mcgillivray@tcu.edu](mailto:s.mcgillivray@tcu.edu)

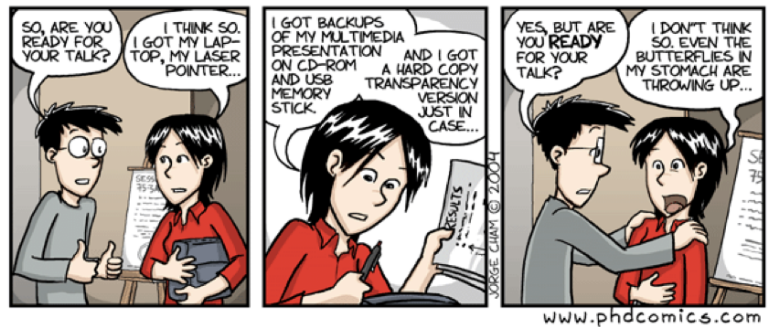
### Meeting Times & Office Hours

*Class Meetings:* Wednesday 8-10:50 in WIN 422

#### *Office Hours:*

Dr. Hale: Thursday 11-12pm

Dr. McGillivray: Wednesday 1-2 pm



### Course description & objectives

The goal of this course is to introduce students to the organization, preparation, and effective delivery of written and oral scientific communication in the form of an oral presentation and a written proposal. The courses will be taught using an active learning approach in which students obtain course content through outside readings, in-class discussions, and in-class activities. Students are expected to work closely with their major advisors during the entire semester as they prepare and practice their presentations.

This course will provide students with an opportunity to develop their oral and written scientific communication skills. Upon course completion, students will: 1) identify, acquire, and critically evaluate primary literature related to their chosen field of research; 2) produce graphs and tables that are clear and informative; 3) develop a written proposal that addresses the background, objectives, methods, and outcomes of their proposed research project; 4) write in a format and style expected for proposals submitted to scientific funding agencies; 5) have an understanding of the considerations that must be made when preparing and delivering a scientific presentation; and 6) have practiced preparing and delivering presentations slides appropriate for a general, yet scientifically-informed audience.

### Graded Course Activities & Assignments

Grades will be determined by the extent and quality of in-class participation and the quality of the written proposal and oral presentation prepared and delivered as part of the course.

- **Course participation (10%):** Participation is vital, and all students are expected to contribute to class discussions on a regular basis. In class, students are expected to discuss activities and assignments and routinely provide critical and constructive feedback for presentations or proposals prepared by their classmates. Failure to complete assignments before class will impair your ability to participate, which will adversely affect your participation score. Absence from class and tardiness

will negatively impact your grade as it will prevent you from participating in in-class activities. See TCU online for specific rubrics.

- **Assignments (10%):** There are multiple individual assignments/deadlines throughout the semester. To achieve full credit, students must complete assignments on-time and with a high-level of quality. More specific evaluation metrics/rubrics will be provided with each assignment and posted on TCU online.
- **Scientific Presentations – Round 1 (5 %).** Students will deliver their first “draft” of their presentation to their classmates. The round 1 presentation must include a title slide, introductory/background slide(s), and goal/objectives/hypotheses slide(s). See TCU online for specific rubric.
- **Scientific Presentations – Round 2 (5 %).** Students will deliver a complete “draft” of their presentation to their classmates. Round 2 presentations must include all round 1 components as well as approach slide(s), expected results and outcomes slide(s) and an acknowledgement slide. See TCU online for specific rubric.
- **Final Presentations (20%).** Students will deliver their final presentation to classmates and faculty. See TCU online for specific rubric.
- **Graded draft of goals statement and introduction (10%).** See TCU online for specific rubric.
- **Graded draft of goals, introduction, and experimental approach (15%).** See TCU online for specific rubric.
- **Faculty review (5%)** Draft of the proposal will be sent to two faculty reviewers in the department. Grades will be based on faculty reviews/comments. See TCU online for specific rubric.
- **Final project proposal (20%).** The full written proposal will be submitted to the instructors of the course for grading. Proposals will be assessed based on the persuasiveness of the proposal as well as the student’s demonstrated ability to incorporate peer feedback and self-editing into the final proposal. See TCU online for specific rubric.

Readings, grades, assignment-associated rubrics, and other materials will be posted on D2L.

### **Grade Scale**

---

A:  $\geq 90.0\%$

B:  $<90.0$  and  $\geq 80.0\%$

C:  $<80.0$  and  $\geq 70.0\%$

F  $< 70.0\%$ .

Scores will NOT be rounded; thus, only scores of 70.0% or above are passing.

## **Class attendance & late work**

---

Students must complete all assignments by the deadlines, or they will be unable to participate effectively. Students are assigned a participation grade every week. Failure to attend will result in an automatic 0 for the week. Arriving late or unprepared will result in a deduction from that week's participation grade. The lowest class participation score will automatically be dropped. Points missed for official university activities will be exempted when the professor is provided written notification in advance and will NOT count towards your dropped grade. Non-participation for any other reason (including illness) will count towards your dropped grade.

It is imperative that students submit assignments on-time as many in class activities are dependent on assignments turned in before class begins. Extending the deadline for any assignment for any reason including illness will be penalized with a 10% reduction in score per 24-hour period that it is late. If an official university absence will impact a student's ability to turn in assignments on-time, the student must communicate with the professors beforehand regarding the extensions of any deadlines. Failure to do so will result in a score reduction. If extenuating circumstances arise that are not self-manageable through the above policies, you should notify the Dean of Students office (formerly Campus Life) as well as your professor of the circumstances so that, if warranted, fair and reasonable solutions may be found.

## **Additional Course Policies & Disclosures**

---

See [TCU syllabus policies](#) by clicking the hyperlinked text or on TCU online for additional information on student support services, access and accommodation, Title IX, misconduct, holidays, inclement weather, SPOT and more.

**Student Access and Accommodation:** 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. If approved for accommodations, students are required to discuss their official TCU Notification of Accommodation with their instructors. Accommodations are not retroactive and require advance notice to implement. The Office of Student Access and Accommodation is located in The Harrison, Suite 1200. 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.



### **TCU Syllabus Policies & Resources**

Please use this [link](#) or scan the QR code with a mobile device camera to access policies and resources including support for TCU students, student access and accommodation, anti-discrimination and Title IX information, and other important information.

## Course Schedule

Week	Class session	In-class activity	Weekly assignments* and graded deliverables.
1	Jan 17	Course introduction  Group presentation activity	<ul style="list-style-type: none"> <li>Read introduction of assigned journal article before coming to class</li> </ul>
2	Jan 24	Small group work: presentations & slide revisions  Constructing and critiquing figures	Due by 7:50 a.m. on Wed Jan 24th: <ul style="list-style-type: none"> <li>First draft of presentation slides (title slide, overall goal/knowledge gap and specific aims)</li> <li>Research goals worksheet due.</li> </ul>
3	Jan 31	Persuasive/informative writing activity  In-class feedback and revisions	Due by 7:50 a.m. on Wed Jan 31 <ul style="list-style-type: none"> <li>Submit revised slides with explanation of changes</li> <li>First draft goal statement</li> <li>First draft of figure and legend</li> </ul> <b>Due by 5 pm on Friday Feb. 2nd:</b> <ul style="list-style-type: none"> <li>Review slides, figure, goal statement, and committee composition with major professor</li> <li>Major advisor assessment form</li> </ul>
4	Feb 7	Intro to oral presentations activity Feedback and revisions on goals statement	Due by 7:50 a.m. on Wed Feb. 7th <ul style="list-style-type: none"> <li>Draft of presentation slides (through intro)</li> <li>Revised figure/legend</li> </ul>
5	Feb 14	Small group work: slide revisions  Self-editing writing exercise	Due by 7:50 a.m. on Wed. Feb 14 <sup>th</sup> <ul style="list-style-type: none"> <li>Submit revised slides</li> <li>First draft of introduction</li> </ul>
6	Feb 21	Peer editing exercise	Due by 7:50 a.m. on Wed. Feb 21st <ul style="list-style-type: none"> <li>Revised draft of introduction</li> <li>First draft of experimental methods.</li> </ul> <b>Due by 5 pm on Friday Feb. 23rd</b> <ul style="list-style-type: none"> <li>Meet with advisor for proposal review (intro/methods) and review of presentation slides</li> <li>Major advisor assessment form</li> </ul>
7	Feb 28	In class presentations of MS round 1 presentations & critiques	Due by 7:50 a.m. on Wed Feb. 28th <ul style="list-style-type: none"> <li>Draft of slides (presenters only)</li> </ul> <b>Graded deliverable: Draft of goals statement &amp; introduction due by 11:59 pm on Wednesday Feb. 28th</b>
8	Mar 6	PhD presentations & critiques - round 1  Writing activity	Due by 7:50 a.m. on Wed Mar 6th <ul style="list-style-type: none"> <li>Draft of slides (presenters only)</li> <li>Revised draft of experimental approach and first draft of anticipated outcomes</li> </ul>
<b>Spring break</b>			
9	Mar 20	Writing/revising exercises	Due by 7:50 am on Wed March 20th <ul style="list-style-type: none"> <li>Draft of full proposal</li> </ul>



			<p>Due by 5 pm on Friday March 22nd</p> <ul style="list-style-type: none"> <li>• Meet with advisor for proposal review (intro/methods/outcomes) and review of final presentation slides</li> <li>• Major advisor assessment form</li> </ul>
10	Mar 27	MS presentations & critiques round 2	<p>Due by 7:50 am on Wed March 27th</p> <ul style="list-style-type: none"> <li>• Draft of slides (presenters only)</li> </ul> <p><b>Graded deliverable: Draft of goals statement, introduction, and experimental design due by 11:59 pm on Wed March 29<sup>th</sup></b></p>
11	Apr 3	<b>MS presentations—Biology department invited</b>	<p>Due by 7:50 am on Wed April 5th</p> <ul style="list-style-type: none"> <li>• Final presentation slides (presenters only)</li> </ul>
12	Apr 10	Writing/revising PhD presentations round 2	<p>Due by 7:50 a.m. on Wed April 12<sup>th</sup></p> <ul style="list-style-type: none"> <li>• Draft of full proposal</li> </ul> <p><b>Graded deliverable: Full proposal draft for faculty review due by 11:59 pm on Thursday April 11<sup>th</sup></b></p>
13	Apr 17	<b>PhD presentations—Biology department invited</b>	<p>Due by 7:50 am on Wed April 17<sup>th</sup></p> <ul style="list-style-type: none"> <li>• Draft of slides (presenters only)</li> </ul>
14	Apr 24	Final revisions: incorporating faculty feedback	<p><b>Graded deliverable: Final proposal due by 11:59 pm on Sunday April 28th</b></p>
15	May 1	Course reflections	

*\*The assignment schedule is subject to change. Assignments may be added, removed, or altered depending on the pace of class and class activities yet to be determined. The instructors will make every effort to not change the dates of major activities such as presentations or graded deliverables.*