



**Division of Earth, Life & Natural Sciences  
Biology Department**

<https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/>

**BIOL 1308: Intro Biology for Non-Majors | Online Lecture | #15919**

Fall 2019 | 8 Weeks (8.26.2019-10.20.2019)

Online | 3 Credit Hours | 48 hours per semester

**Instructor Contact Information**

Instructor:	Dr. D. Grigsby, DC, JD, LLM	Office Phone:	713-718-7775
Office:	Stafford Campus, Scarcella S113	Office Hours:	By Appointment
HCC Email:	<a href="mailto:daejan.grigsby@hccs.edu">daejan.grigsby@hccs.edu</a>	Office Location:	Stafford – Scarcella

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

**Instructor's Preferred Method of Contact**

When you access the Canvas course, please **always check the Professor Announcements** forum link – the most up-to-date info will be posted there, and **you are responsible** for it.

We will communicate through the Professor Announcements on the Canvas course system, and by using the "Inbox" email feature found there. Email inquiries will be checked and answered once daily; however, I do not check email on Saturdays or Sundays – any emails generated on the weekend have no guarantee that they will be checked before Monday. It might be normal that I only answer emails once daily – please be patient. NOTE: In every email sent to me, please include your CRN number!!! Also keep in mind that I take/make appointments in my Stafford campus office as well for those of you who wish to discuss coursework face-to-face.

**What's Exciting About This Course**

Biology is the study of life. Learning and understanding Biology helps you know:

1. How and why things happen in the physical world
2. More about yourself and your daily experiences.
3. How to live a healthier life and improve the lives of others.
4. How different organisms interact with each other, as well as our impact on them.

## My Personal Welcome

"Biology for Non-Science Majors I" Lecture, also known as Intro Biol I, provides a survey of biological principles with an emphasis on humans. Topics will include basic chemistry, cellular morphology and physiology, photosynthesis and respiration, cell division, and the rudiments of classical and molecular genetics.

Since this is an online course, you must devote and budget adequate time for academic study over the short 5-weeks.

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## Prerequisites and/or Co-Requisites

Biology 1308 requires college-level reading and writing skills. Research indicates that you are most likely to succeed if you have already taken and passed ENGL 1301. The minimum requirements for enrollment in Biology 1308 include placement in college-level reading (or take INRW 0420 or ESOL 0360 as a co-requisite). If you have enrolled in this course having satisfied these prerequisites, you have a higher chance of success than students who have not done so.

There are no Biology prerequisites/co-requisites for this course, though the complementary Biol 1108 lab experience is suggested.

Please carefully read the repeater policy in the [HCCS Student Handbook](#).

## Canvas Learning Management System

All Biology sections utilize [Canvas \(https://eagleonline.hccs.edu\)](https://eagleonline.hccs.edu) to supplement in-class assignments, exams, and activities. Importantly, we will also use the "inbox" email feature therein.

## Open Computer Lab Locations

[HCCS Open Computer Lab locations](#) may be used to access the Internet and Canvas. **USE FIREFOX OR CHROME AS THE INTERNET BROWSER.**

## HCC Online Information and Policies

For online/hybrid students. As an online /hybrid student, you are responsible for all information/requirements provided by the online college. Here is the link to information about HCC Online classes <http://www.hccs.edu/online/>. This includes the mandatory online course prior to start of class.

The **Online Student Handbook** contains policies and procedures unique to the DE/Online student. **Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents.** The handbook contains valuable information, answers, and resources, such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars.

Refer to the **Online Student Handbook** by visiting this link:

<https://www.hccs.edu/resources-for/current-students/student-handbook/>

The Library has **Chromebooks available for check-out** for the entire term. Check with your campus library. *NOTE: Not all software programs or online HW portals are compatible. Be sure to download applicable browsers. Refer to Internet Outage policy, and course notice that tech problems do not excuse missing of deadlines.*

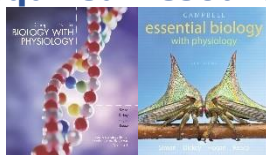
### **Scoring Rubrics, Sample Assignments, etc.**

When applicable, look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course.

<https://eagleonline.hccs.edu/login/ldap>

## Instructional Materials

### Required Resources



**TEXTBOOK:** **CAMPBELL ESSENTIAL BIOLOGY WITH PHYSIOLOGY with Modified MasteringBiology**, HCC Custom Edition, Vol. 1, By Simon, Reece, Dickey and Hogan, Pearson/Benjamin Cummings. **ISBN:** 1323751793 // 9781323751794.

*\*\*Textbook may be obtained at [HCC Bookstores](#) under either cover. Also – you can purchase the e-book via the **MyLabandMastering** link inside our classroom on Canvas, where you will be directly accessing the HW portal for the book.*

**ONLINE HW SITE:** [www.PearsonMastering.com](http://www.PearsonMastering.com) Your personalized student access code for this site is stocked bundled with your text, or you can buy it separately from the Bookstore(s), or you can purchase it online directly from the website. **\*\*NOTE:** You will **access via embedded “MyLab & Mastering” link** in the Canvas course, and then input your student code!!!

**\*\*PLEASE attain the resources by the time class begins – this is an extremely short Online 8-week course, and leaving the gate late will put you at a serious disadvantage with respect to the information & the assessment schedule.**

### Suggested Resources



HCCS Biology Lab Study Pages  
[Click here to access Biology lab study pages online.](#)

### Other Instructional Resources

#### Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

#### Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries

maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

#### Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

## Course Overview

“Biology for Non-Science Majors I” Lecture, also known as Intro Biol I, provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction.

### Core Curriculum Objectives (CCOs)

BIOL 1308 satisfies the Natural Science requirement in the HCCS core curriculum. The HCCS Biology Discipline Committee has specified that the course address the following core objectives:

- **Critical Thinking:** Students will demonstrate the ability to engage in inquiry and analysis, evaluation and synthesis of information, and creative thinking by completing a written assignment such as a book report, research paper, or essay.
- **Communication Skills:** Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication by completing a written assignment such as a book report, research paper, or essay.
- **Quantitative and Empirical Literacy:** Students will demonstrate the ability to draw conclusions based on the systematic analysis of topics using observation, experiment, and/or numerical skills by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams that pertain to Course Student Learning Outcomes below.
- **Teamwork:** Students will demonstrate the ability to consider different points of view and to work effectively with others to support a shared purpose or goal by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams that pertain to Course Student Learning Outcomes below.

### Program Student Learning Outcomes (PSLOs)

Can be found at:

<https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/>

### Course Student Learning Outcomes (CSLOs)

Upon successful completion of this course, students will:

1. Distinguish between prokaryotic, eukaryotic, plant and animal cells, and identify major cell structures.
2. Identify stages of the cell cycle, mitosis (plant and animal), and meiosis.
3. Interpret results from cell physiology experiments involving movement across membranes, enzymes, photosynthesis, and cellular respiration.
4. Apply genetic principles to predict the outcome of genetic crosses and statistically analyze results.
5. Describe karyotyping, pedigrees, and biotechnology and provide an example of the uses of each.
6. Identify parts of a DNA molecule, and describe replication, transcription, and translation.
7. Analyze evidence for evolution and natural selection.

## Learning Objectives

1. Consistently demonstrates knowledge of scientific terminology, and its complete use in living organisms
2. Consistently able to demonstrate knowledge of principles of living organisms and complete knowledge of physical and chemical properties of life.
3. Able to explain function at the level of molecules and cells, to include biological macromolecules, cellular organization, communication, and cell division.
4. Able to explain and apply the knowledge of energy transformations.
5. Able to explain the metabolic reactions associated with cellular activities, such as the processes of glycolysis, fermentation, cellular respiration, and photosynthesis.
6. Consistently able to explain the molecular sequence of events involved in the flow and expression of genetic information in prokaryotic and eukaryotic cells.
7. Able to explain the process of DNA replication and RNA transcription, protein biosynthesis and mutation.
8. Consistently demonstrates knowledge of Mendelian genetics.
9. Proficiency in performing and interpreting genetic problems.
10. Able to describe advances made in the understanding of genes and chromosomes since Mendel.
11. Consistently differentiates between appropriate and inappropriate experimental design. Takes appropriate steps or explains appropriate steps independently and correctly.
12. Able to distinguish a theory from a hypothesis.

## **Student Success**

Academic standards require a minimum of 3 study hours for every contact hour; meaning for a class that meets 3 hours per week, you need to budget and set aside a minimum of 9 hours each week to study and prep for your course success. Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Timely completion of assignments
- Participating in class activities
- Successful exam performance, including the mandatory final

There is no short cut for success in this course; it requires reading and studying the material using the course objectives as a guide.

### **Instructor and Student Responsibilities**

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 50% on the departmental final exam
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](#)



## Assignments, Exams, and Activities

### LECTURE/TEXT EXAMS

Lecture Exams online during the term, as follows: There will be a total of four (4) lecture exams, and all are **MANDATORY**; the grades cannot be dropped and count as 50% of the grade. **The Exams are taken online through Canvas and require use of the Lockdown Browser (LDB) with Respondus Monitor.**

All 4 Lecture exams given during the semester will cover the material presented in the textbook and in the online materials. All material *assigned*, covered or not, is fair game for the exams. Each lecture exam will include various question-types, including multiple-choice, matching, true and false, fill in the blanks, labeling and/or short essay questions.

Students MUST take all four exam – **they are all mandatory**. If an exam is missed, the student will receive a zero that will be included in the average. **The average of these grades will constitute 50% of your final grade for the course.** Check the course Weekly Schedule above for the exam dates. The weekly schedule above outlines the *tentative* course schedule. It is your responsibility to check the calendar, review the online information/announcements and note any meeting or testing updates.

### LECTURE HW

You will also be assigned regular assignments to complete on the PearsonMastering.com website. You **may** also be assigned miscellaneous assignments throughout the term via the Canvas site. The average of any Lecture HW/assignments given during the term **will constitute 25% of the final lecture grade** for the course.

### Case Studies/“Scenarios”

Such scenarios will be posted in Canvas for you to complete in an assigned timeframe. Follow their instructions when posted, concerning submission and deadlines. The average of any such given during the term **will constitute 7.5% of the final lecture grade** for the course.

### Discussions

You are responsible for participation in 2 different graded discussions, according to the included instructions. The average of any such given during the term **will constitute 7.5% of the final lecture grade** for the course.

### Comprehensive Final Exam

The HCC Science Discipline requires a System-wide Comprehensive Final for each course. You are required to take it **in-person** during the last week of the term. It will be **worth 10% of your final course grade**.

**NOTE:** If you are out-of-town during the In-Person Test period, **you must** contact the HCC Online department and identify an acceptable proctor local to you. Access the HCC Online page via the website - <http://www.hccs.edu/online/student-support/>

## Potential for Extra credit

There may be an opportunity for bonus during the term, which can improve your earned course grade by up to a maximum of 5%. *Bonus opportunities in the past have included Library Resources material, visits to city museums for specifically identified exhibits, and participation in Science club and other campus organizations/presentations.* When/if such opportunities arise, I will post them under the Professor Announcements on Canvas with applicable instructions for completion.

Students have access to a set of Library **"BEGIN RESEARCH"** FAQ's and instructional modules designed to introduce our off-campus students to HCC's wide variety of library resources. The self-paced material and accompanying quizzes are estimated to take 2-5 hours to complete. Helpful tutorial links and tip sheets are included that address specific library resources.

In order to sign-up for the Library **"BEGIN RESEARCH"** material, students just need to go to::

<http://library.hccs.edu/brtutorial>

Once a student has completed the material successfully by passing an Exit Quiz with a score of 70% or above, they will receive email notification and the DE instructor noted on the student's sign-up will be notified as well.

**\*\*I DO ASSIGN BONUS CREDIT FOR COMPLETING THE LIBRARY "BEGIN RESEARCH" MATERIAL...**

## Grading Formula

Grades will be based on percentages of points earned by the student.

- 4 Exam Group grades will contribute 50% of students' grades.
- Comp Final will constitute 10% of students' grades.
- Lecture HW (PearsonMastering.com plus) will constitute 20% of students' grades.
- Quizzes will constitute 20% of students' grades.

	A = 90 - 100%
SCALE:	B = 80 - 89.5%
	C = 70 - 79.5%
	D = 60 - 69.5%
	F = Below 60%

\*\*A grade of **"FX"** is assigned to students who stop attending class but do not withdraw before the deadline; such grade is treated the exactly the same as a grade of "F" in terms of GPA, probation, suspension, academic progress, and Financial Aid

**Incomplete Policy:**

If you are not passing by the student withdrawal deadline, you should withdraw yourself from the course, or you will likely earn an "F" grade. An incomplete "I" grade will only be considered for completion of Final Course requirements (i.e., Final Exam, final assessments, etc.) for a student who is passing at the time of consideration and can provide documentation necessary to support such a request/consideration (i.e., medical documentation, etc.).

In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

If a student decides to withdraw from a class upon careful review of other options, **the student can withdraw online prior to the deadline through their [HCC Student Center](#).**

HCC **may still withdraw** students for excessive absences **without notification**.

**Students should check HCC's Academic Calendar by Term for withdrawal dates and deadlines.** Classes of different duration (flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar's Office at 713.718.8500 to determine mini-term class withdrawal deadlines.

HCC Grading Scale can be found on this site under Academic Information:  
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

## Course Calendar

This FULLY ONLINE/DE course is an integration of 3 PARTS: 1) a standard Textbook, 2) online "Lecture" course materials and Exams through Canvas, and 3) online Homework assignments through PearsonMastering.com – accessed directly through embedded link in Canvas class portal. **NOTE:** You are also required to take 1 exam In-Person at the testing center during the term – an In-Person Comp Final. **NOTE:** If you are **out-of-town** during the In-Person Test period, **you must** contact the HCC Online department and identify an acceptable proctor local to you.

Access the HCC Online page via the website - <http://www.hccs.edu/online/student-support/> . The online classroom portion includes notes on material covered in the textbook. These notes are not designed to be a comprehensive review, but rather an overview of the material covered in the text with added insights provided by your instructor.

<b>DATES</b>	<b>Chapters &amp; HW, etc.</b>	<b>Lecture Exams</b>	<b>Exam DATES</b>
<b>` Open Aug 26 – Sept 9</b>	<b>Chapters 1 - 3</b> Unit 1 <i>** Unit closes at midnite Monday**</i>	<b>Exam 1</b> <i>On Canvas/Eagle Online</i>	<b>Online Exams</b> Via Canvas/Eagle Online <b>Fri. Sept 6 – Mon. Sept 9</b>
<b>` Open Sept 7 – Sept 23</b>	<b>Chapters 4 - 6</b> Unit 2	<b>Exam 2</b> <i>On Canvas/Eagle Online</i>	<b>Online Exams</b> Via Canvas/Eagle Online <b>Fri. Sept 20 – Mon. Sept 23</b>
<b>` Open Sept 21 – Oct 7</b>	<b>Chapters 7 - 10</b> Unit 3	<b>Exam 3</b> <i>On Canvas/Eagle Online.</i>	<b>Online Exams</b> Via Canvas/Eagle Online <b>Fri. Oct 4 – Mon. Oct 7</b>
<b>` Open Oct 5 – Oct 16</b>	<b>Chapters 11 - 13</b> Unit 4 <i>** Unit closes at midnite Thursday**</i>	<b>Exam 4</b> <i>On Canvas/Eagle Online</i>	<b>Online Exams</b> Via Canvas/Eagle Online <b>Fri. Oct 11 – Mon. Oct. 16</b>
<b>Oct 11 – 13 (Fri/ Sat/ Sun)</b>	<b>COMPREHENSIVE Chps. 1-13</b> <b>IN-PERSON</b>	<b>Comp Final</b>	<b>IN-PERSON – Oct 11 – 13</b> <b>At DE Testing Site – location(s) posted below</b>

**Fall 2019 In-Person Testing Locations are as follows:**

Friday, October 11, Central Campus, 4p-7pm

Saturday, October 12, Alief-Hayes Campus, 10a-12:50pm

Sunday, October 13, Eastside Campus, 10a-12:50pm

**TO REITERATE:** If you are out-of-town during an In-Person Test period, **you must** contact the HCC Online department and identify an acceptable proctor local to you. Access the HCC Online page via the website - <http://www.hccs.edu/online/student-support/> . Do this in week 1 to be safe.

**NOTE:** You will access your PearsonMastering.com site **via the link embedded** in your Canvas course. In order to access the required site – where your Lecture Exams and HW take place – you must purchase the Access Code along with your text. The resources are bundled at the College bookstores.

**IMPORTANT SEMESTER DATES:**

August 26, 2019	Fall Classes Begin
September 3, 2019	Official Date of Record
<b>September 30, 2019</b>	<b>Last Day to Withdraw</b>
September 2, 2019	Labor Day HOLIDAY – No classes
October 11-13, 2019	In-Person Comp Finals
October 20, 2019	Semester Ends

**Syllabus Modifications**

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

**Instructor's Practices and Procedures****Missed Assignments**

Please note that **poor planning, personal computer or networking problems are unacceptable excuses for missed online exams.** In fairness to other students, any missed exams will be counted as 0 points, meaning that when computing your final grade, missed exam points (0 out of 100 available points) will be averaged into your other grades. A grade of zero will greatly jeopardize your final grade and may cause you to get an undesirable grade or fail the entire course.

## Academic Integrity

Instances of Scholastic Dishonesty will be memorialized in a Maxient Report and will result in referrals to the Dean(s) of Student Services.

Instructors and the Institution are committed to a high standard of academic integrity in the academic community. In becoming a part of the academic community, students are responsible for honesty and independent effort. Failure to uphold these standards includes, but is not limited to, the following: plagiarizing written work or projects, cheating on exams or assignments, collusion on an exam or project, and misrepresentation of credentials or prerequisites when registering for a course. Cheating includes looking at or copying from another student's exam, orally communicating or receiving answers during an exam, having another person take an exam or complete a project or assignment, using unauthorized notes, texts, or other materials for an exam, and obtaining or distributing an unauthorized copy of an exam or any part of an exam. Plagiarism means passing off as his/her own the ideas or writings of another (that is, without giving proper credit by documenting sources). Plagiarism includes submitting a paper, report, or project that someone else has prepared, in whole or in part. Collusion is inappropriately collaborating on assignments designed to be completed independently.

These definitions are not exhaustive. When there is clear evidence of cheating, plagiarism, collusion, or misrepresentation, disciplinary action may include but is not limited to requiring you to retake or resubmit an exam or assignment, assigning a grade of zero or "F" for an exam or assignment; or assigning a grade of "F" for the course. Additional sanctions including being withdrawn from the course, program or expelled from school may be imposed on a student who violates the standards of academic integrity.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

## Attendance Procedures

Students in DE/Online courses must log in to their Canvas class or they will be counted as absent. Just like in an on-campus class, your regular participation is required.

**DE STUDENTS/ONLINE WHO DO NOT LOG IN TO THEIR CANVAS CLASS BEFORE THE FIRST FRIDAY OF RECORD **MAY** BE AUTOMATICALLY DROPPED FOR NON-ATTENDANCE. COMPLETING THE DE ONLINE ORIENTATION DOES **NOT** COUNT AS ATTENDANCE. DE/ONLINE STUDENTS WHO DO NOT COMPLETE THE PROFESSOR'S ATTENDANCE ASSIGNMENT ON CANVAS **MAY** ALSO BE AUTOMATICALLY DROPPED FOR NON-ATTENDANCE.**

## Student Conduct

### EARLY ALERT

HCC has instituted an Early Alert process by which administration or your professor may “alert” you and Student Services counselors (your HCC Care Team members) that you might fail a class because of excessive absences, not having required resources, and/or poor academic performance, among other concerns. Students should follow-up with new or improved strategies for success.

### Adult behavior is expected online in the virtual classroom.

As with on-campus classes, all students in HCC Online courses are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with faculty and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or being removed from the class.

### Instructor’s Course-Specific Information (Reiterate, etc.)

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### **ONLINE EXAM POLICIES:**

***If you are unfamiliar with the workings of Canvas and/or PearsonMastering, please take the tutorials and PRACTICE with the system(s) before your 1<sup>st</sup> exam, at which point it will be too late.***

The course chapter exams are conducted on-line via personal computer or at any HCCS Computer Laboratory within a specified time frame. Please allow adequate time to complete your exams and to resolve any unanticipated personal computer or networking problems. Any chapter exam that is not completed on time will be considered a missed exam. Missed exams will be graded as zero, and there are no makeup exam opportunities for missed online exams.

Lecture exams will be available online at the specific days/times listed in the syllabus and on Canvas/Eagleonline (EO). Once you begin the exam, you must finish it - plan accordingly. You cannot re-enter the exam once the time is up. Students with disabilities who need special help taking tests as part of reasonable accommodation should contact the Office for Students with Disabilities for information regarding testing.

If your personal computer has a history of technical or networking problems, it is highly recommended that you plan to use an HCCS Computer Laboratory to complete your online exam. Online courses require students that are capable of budgeting time efficiently and managing the exam time limit wisely.

## **Biology Program Information**

The Biology area of study here at HCC covers the smallest and simplest organisms (microbiology) to the largest and most complex organisms (human anatomy and physiology, zoology, botany).

AWARD TYPES: Associate in Science

AREA OF STUDY: Science, Technology, Engineering & Math

Please visit link: <https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/>



## HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

## EGLS<sup>3</sup>

The EGLS<sup>3</sup> (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS<sup>3</sup> surveys are only available for the Fall and Spring semesters. *-EGLS3 surveys are not offered during the Summer semester due to logistical constraints.*

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

## Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<http://www.hccs.edu/departments/police/campus-carry/>

## HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

## Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their

college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

## **Office of Institutional Equity**

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

### **disAbility Services**

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

### **Title IX**

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross  
Director EEO/Compliance  
Office of Institutional Equity & Diversity  
3100 Main  
(713) 718-8271  
Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)  
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

### **Office of the Dean of Students**

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

## **Department Chair Contact Information**

Dr. D. Grigsby  
Email: [daejan.grigsby@hccs.edu](mailto:daejan.grigsby@hccs.edu)  
Phone: 713-718-7775