



HOUSTON COMMUNITY COLLEGE (Central Campus)

NATURAL SCIENCES AND HORTICULTURE DIVISION: BIOLOGY DEPARTMENT

GENERAL BIOLOGY I FOR SCIENCE MAJORS BIOL 1306/CRN # 19276 & 19278

Instruction Mode: (In Person)

INSTRUCTOR CONTACT INFORMATION

Instructor: Dr. Parker

Office Phone: N/A

Office: LHSB 401

Office Hours: By Appt. Only via email

E-Mail: Donald.Parker@hccs.edu

WELCOME TO

Course Title: GENERAL BIOLOGY I

Semester and Year: Fall 2018

Course Prefix: BIOL 1306

Course Number: 19276 & 19278

Class Days & Times, Room #.

19276: Tuesday – Thursday 11:30 –
12:20 p.m., Room 408

Credit Hours: 3

Lecture: Day, Time, Room #.

19278: Tuesday - Thursday, 12:30 –
2:00 p.m., Room 415

COURSE OVERVIEW

Program Student Learning Outcomes (PSLOs) for the Biology Discipline

1. Will display an understanding of biological systems and evolutionary processes spanning all ranges of biological complexity, including atoms, molecules, genes, cells, and organisms.
2. Will integrate factual and conceptual information into an understanding of scientific data by written, oral and/or visual communication. (This may include successful completion of a course-specific research project or a case study module).
3. Will demonstrate proficiency and safe practices in the use of laboratory equipment and basic laboratory techniques.

4. Will apply principles of the scientific method to problems in biology in the collection, recording, quantitative measurement, analysis and reporting of scientific data.

Course Description and Student Learning Outcomes (CSLOs)

Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included.

Completion of the specific Student Learning Outcomes listed below does NOT and will NOT guarantee the student any specific final course grade at the end of the semester!

1. Describe the characteristics of life.
2. Explain the methods of inquiry used by scientists.
3. Identify the basic requirements of life and the properties of the major molecules needed for life.
4. Compare and contrast the structures, reproduction, and characteristics of viruses, prokaryotic cells, and eukaryotic cells.
5. Describe the structure of cell membranes and the movement of molecules across a membrane.
6. Identify the substrates, products, and important chemical pathways in metabolism.
7. Identify the principles of inheritance and solve classical genetic problems.
8. Identify the chemical structures, synthesis, and regulation of nucleic acids and proteins.
9. Describe the unity and diversity of life and the evidence for evolution through natural selection.
10. Develop critical thinking skills and habits of active collaborative learning.

In our efforts to prepare students for a changing world, students may be expected to utilize computer technology while enrolled in classes, certificate, and/or degree programs. The specific requirements are listed below:

GETTING READY

Prerequisites:

Math 0106 or higher placement by testing, must be placed in college level reading.

Co-requisites: BIOL 1106 Biology for Science Majors Laboratory I (lab) recommended

Required Material:

Textbook: Valuepack

Title: "Campbell Biology in Focus, Volume I with Modified MasteringBiology Package for Houston Community College" **ISBN:** [1323751432 // 9781323751435](#)

Learning Web: Syllabus and other relevant course information may be posted on the Learning web found at the following link:

<http://learning.hccs.edu/faculty/donald.parker>

CANVAS: Assignments may be posted online on Eagle online CANVAS found at the following link: eagleonline.hccs.edu Your Username is same as your student ID number used for registration (For example: W0034567). Your default password is "distance". Once you log-in, you can change the password.

LockDown Browser Requirement

This course requires the use of LockDown Browser for online exams. Watch this video to get a basic understanding of LockDown Browser:

<https://www.respondus.com/products/lockdown-browser/student-movie.shtml>

Download Instructions

Download and install LockDown Browser from this link:

<https://download.respondus.com/lockdown/download.php?id=355612798>

Once Installed

- Start LockDown Browser
- Log into to Canvas
- Navigate to the quiz

Note: You won't be able to access a quiz that requires LockDown Browser with a standard web browser. If this is tried, an error message will indicate that the test requires the use of LockDown Browser. Simply start LockDown Browser and navigate back to the exam to continue.

Guidelines

When taking an online quiz, follow these guidelines:

- Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it
- Turn off all mobile devices, phones, etc. and don't have them within reach
- Clear your area of all external materials - books, papers, other computers, or devices
- Remain at your desk or workstation for the duration of the test
- LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

Getting Help

Several resources are available if you encounter problems with LockDown Browser:

- The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area
- HCC help desk number is 713-718-8800 if you need assistance. Some help desks want students to run the "System & Network Check" and the "Webcam Check" before they are contacted - and even, to forward the results of these checks at the time of opening a ticket.
- Respondus has a Knowledge Base available from support.respondus.com. Select the "Knowledge Base" link and then select "Respondus LockDown Browser" as the product. If your problem is with a webcam, select "Respondus Monitor" as your product
- If you're still unable to resolve a technical issue with LockDown Browser, go to support.respondus.com and select "Submit a Ticket". Provide detailed information about your problem and what steps you took to resolve it.

LockDown Browser + Webcam Requirement (For exams taken at home)

This course requires the use of LockDown Browser and a webcam for online exams taken at home. The webcam can be the type that's built into your computer or one that plugs in with a USB cable.

Watch this brief video to get a basic understanding of LockDown Browser and the webcam feature.

<https://www.respondus.com/products/lockdown-browser/student-movie.shtml>

Download Instructions

Download and install LockDown Browser from this link:

<https://download.respondus.com/lockdown/download.php?id=355612798>

Once Installed

- Start LockDown Browser
- Log into to Canvas
- Navigate to the quiz

Note: You won't be able to access a quiz that requires LockDown Browser with a standard web browser. If this is tried, an error message will indicate that the test requires the use of LockDown Browser. Simply start LockDown Browser and navigate back to the exam to continue.

Guidelines

When taking an online quiz, follow these guidelines:

- Ensure you're in a location where you won't be interrupted
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach
- Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it
- Clear your desk or workspace of all external materials not permitted - books, papers, other devices
- Remain at your computer for the duration of the test
- If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run the checks again prior to the exam
- To produce a good webcam video, do the following:
 - Avoid wearing baseball caps or hats with brims
 - Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) are likely to move
 - If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete
 - Take the exam in a well-lit room, but avoid backlighting (such as sitting with your back to a window)
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

Getting Help

Several resources are available if you encounter problems with LockDown Browser:

- The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area
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- If you're still unable to resolve a technical issue with LockDown Browser, go to support.respondus.com and select "Submit a Ticket". Provide detailed information about your problem and what steps you took to resolve it.

Other Materials and resources:

Mastering Biology: www.pearsonmastering.com

Biology Lab Review Pages: <http://ctle.hccs.edu/biologylabs/index.html> You will get access to digital images, animations, and labeling exercises to review models, slides, and experiments that we cover in lab.

STEM Website for students: <http://www.hccs.edu/resources-for/current-students/stem--science-technology-engineering--mathematics/>

Great information on science clubs, seminars, symposium, research opportunities that are available to HCC students. Check back often- updated regularly.

Tutoring: <http://ctle3.hccs.edu/alltutoring/>

Get expert one-on-one help, Online or In Campus, specifically for HCC students.

Career Planning and Resources: Help with resume building and internships.
<http://www.hccs.edu/district/students/career-planning/>

Class Schedule for Biol 1306 Lecture Fall 2018 TTH 11:00 – 12:20 P.M. CRN 19276 & TTH 12:30 – 2:00 P.M. CRN 19278

TENTATIVE INSTRUCTIONAL OUTLINE: The Instructor reserves the right to change the instructional outline if needed. Students will be informed in a timely manner of any changes.

Week	Date	Lecture	Assignment due
1	8/28 8/30	Class Orientation Ch. 1 Evolution and the Foundation of Biology	Mastering Biology Ch. 1 due Sept 2
2	9/4 9/5	Ch. 2 The Chemical Context	Mastering Biology Ch.2 due Sept. 9
3	9/11 9/13	Ch. 3 Carbon and the Molecular diversity of Life	Mastering Biology Ch. 3 due Sept. 16
4	9/18 9/20	Ch. 4 Tour of the Cell Lecture Exam #1 (Ch. 1, 2, & 3)	Concept map for Macromolecules Sept. 17 Mastering Biology Ch. 4 due Sept. 23
5	9/25 9/27	Ch. 5 Membrane Transport & Cell Signaling	Concept map for Cells Sept 24 Mastering Biology Ch.5 due Sept. 30
6	10/2 10/4	Ch. 6 An Introduction to Metabolism	Mastering Biology Ch.6 due Oct 7
7	10/9 10/11	Ch. 7 Cellular Respiration	Mastering Biology Ch.7 due Oct 14
8	10/16 10/18	Ch. 8 Photosynthesis LECTURE EXAM #2 (Ch. 5, 6, 7)	Concept map for cellular respiration due Oct 15 Mastering Biology Ch.8 due Oct 21
9	10/23 10/25	Ch. 9 The Cell Cycle Ch. 10 Meiosis and Sexual Life Cycles	Mastering Biology Ch.9 due Oct 28
10	10/3 11/1	Ch. 10 continued Ch. 11 Mendel and the Gene Idea Last day to withdraw is Nov. 2nd at 4:30PM	Mastering Biology Ch.10 due Nov 4
11	11/6 11/8	Ch. 11 Mendel and the Gene Idea Ch. 12 The Chromosomal Basis of Inheritance	Concept map for cell division due Nov 5 Mastering Biology Ch.11 due Nov 11
12	11/13 11/15	Ch. 13 The Molecular Basis of Inheritance LECTURE EXAM #3 (Ch. 8, 9, 10)	Mastering Biology Ch.12 & 13 due Nov 18
13	11/20 11/22	Ch. 14 Gene Expression: From Gene to Protein HOLIDAY: Thanksgiving	Mastering Biology Ch.14 due Nov 25
14	11/27 11/29	Ch. 16 Development, Stem Cells and Cancer	Concept map for gene expression due Nov 28 Mastering Biology Ch.15, 16 due Dec 2
15	12/4 12/6	LECTURE EXAM 4 (Ch. 11, 12, 13, 14,15) Ch. 17 Viruses Ch. 18 Genomes and their Evolution	Mastering Biology Ch.17 due Dec. 9
16	12/11 12/13	CLASS AND DISTRICT Final Exam (Comprehensive)	CRN 19276 11 am sharp (No late entries) CRN 19278 12 pm sharp (No late entries)

INSTRUCTOR GUIDELINES AND POLICIES (Instructor reserves the right to make changes to the syllabus.)

Basic requirements

Students should be on time for class and be prepared with required materials including textbook. Full class attendance is required including lecture. Full attention during lecture. No use of any electronic devices during the class period unless approved by your instructor. Students are expected to conduct themselves as adults. This includes courteous and respectful behavior towards the instructor and classmates. Disruptive behavior or any behavior that interferes with any educational activity being performed by the instructor will not be allowed. Additionally, no student may interfere with his/her fellow students' right to pursue their academic goals to the fullest in an atmosphere appropriate to a community of scholars. Disruptive behavior may result in removal from the class.

Other Operating Guidelines

- (1) You are spending a good deal of time, energy and money on this course – please, make the most of your investment! There is a school-mandated attendance requirement for this course (please see the “Classroom Evaluation” section for a description). If you're still struggling with certain aspect of the course, please make an effort to see me and I will gladly make time to help you work through the material or assign you a tutor.
- (2) Assignments (e.g. critiques) will not be accepted for credit, but it is imperative that you complete the assignment for mastery of the information which will be reflected on your exam score. There will be NO makeup labs.
- (3) My purpose in this class is to act as your guide through this subject material. I also must make sure that your grade in this class indicates your mastery of the subject material required by this college. I am not here to spoon-feed you. It takes approximately 2-3 hours of study time for each hour of class time to master the material. This class will have over 96 contact hours (4 hr. credit) compared to 48 contact hours that comprise the normal class (3 hr. credit). The class and study time necessary to succeed in this class will be close to 300 hours (20 hours per week)!
- (4) Please do not talk during class. If you feel the need to discuss something with a classmate, please do so outside. I will not be offended if you need to take an important conversation outside briefly so as not to distract your classmates. No cell phones on in class. Please turn them off or on vibrate.

Attendance: Attendance is mandated by the state. Attendance at lecture is importance since most exam material will come from the lecture notes. Students are expected to attend classes regularly and on time. Latecomers distract the class and are not appreciated. You are expected to attend the entirety of the scheduled lecture and lab classes. You are also responsible for materials covered during your absences. Instructors may be willing to consult with you for make-up assignments, but it is your responsibility to contact the instructor or your classmates. Class attendance is monitored daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences. You may be dropped from a course after accumulating absences in excess of 12.5 percent of the total hours of instruction (lecture and lab). For example:

- For a 3 credit-hour lecture class meeting 3 hours per week (48 hours of instruction), you can be dropped after 6 hours of absence.
- For a 4 credit-hour lecture/lab course meeting 6 hours per week (96 hours of instruction), you can be dropped after 12 hours of absence. Departments and programs governed by accreditation or certification standards may have different attendance policies. Administrative drops are at the discretion of the instructor. Failure to withdraw officially can result in a grade of "F" or "FX" in the course.

If circumstances significantly prevent you from attending classes, please inform me. It is the responsibility of each student to amend their professional/personal schedule to meet the class schedule. If you wish to drop the course, it is **your responsibility** to go online and do it. I usually will not drop students for non-attendance.

Assignments: *Mastering Biology*: This is an online mandatory requirement in which the students complete various modules to further understand and increase knowledge of the content being presented in class. These must be completed by the designated time and **WILL NOT BE ACCEPTED AFTER THE DUE DATE**. These assignments are 15% of your grade and will help you tremendously if you complete them as directed. The Mastering Biology site (www.masteringbiology.com). The course ID for your course is listed on my "Learning Web" or **CRN #19276: [parker86643](#) & CRN #19278 [parker76154](#)**. Each student is responsible for registering on the mastering biology website using an access code. The access code comes with the new book.

Exams/Quizzes: There will be 4 lecture exams, a departmental final exam and class final exam. Lecture exams will consist of multiple-choice questions, usually. They will cover material we cover in class, important concepts and discussion from the text book, as well as, figures from the text book. You will get a maximum of one hour or one and half-hour period to complete your lecture exam. The final exam will be comprehensive (it will cover all the chapters). There will be a departmental final that all students need to take. You will take 2 finals, one by the department 10% and one by your instructor 15%. The average of both final exams will be included in your final grade. The lecture exams will follow lectures. **No cell phones are allowed in use at any time in the classroom as it disturbs the class. Audible cell phone ringing may result in your removal from class that day. Cell phone or smart watch use during examination will be considered cheating and will result in course failure.**

All examinations will be based upon a 100% score. four examinations will be given during the course of the semester. The average of these exams will comprise 40% of the final grade. A comprehensive Departmental Exit Exam, to assess your achievement in the course of instruction, will be given at the scheduled Final Exam date and will account for the remaining 10% of your final grade along with the class final exam which will account for 15% of your final grade. The lecture exams are multiple choice, usually 50 questions each, and will be scored by laptop in Canvas or scantron when indicated by me. You must bring your own scantron answer card and a No.2 lead pencil with clean eraser to scheduled exams. There is **no** grading curve! However, there may be additional bonus questions on the lecture exams that could enhance your test score by 10 points, and ultimately nearly a letter grade for the semester. Be sure to arrive early for all scheduled exams as these have time limits. **Entering and exiting lecture room is not permitted once exams have begun and all personal items must be placed at the front of the room, including our phone off and in your bag.**

Make-up Exams/Quizzes: In general, there are no lecture make-up examinations. In some extreme instances (e.g., medically excused absence, death in immediate family with documented proof) a make-up lecture exam will be administered and may take either **oral or written essay format**. All make-up examinations will have a **maximum score of 90%** (reduced by 10%) regardless of whether there was a valid reason for missing the scheduled examination. Remember, typically, there will be no make-up lecture exams and final exams mandatory. Please note: All students are required to take the final exam. Failure to take the final exam will result in an "F" grade.

Extra Credit: There are no special assignments for extra grade points.

IN CLASS TECHNOLOGY (Cell Phones, Laptops, etc.) Absolutely no phone or other personal electronic devices are to be used during class (lecture and lab). This includes making or taking a call, reviewing messages, texting, playing games, checking email, surfing the web, anything that involves a phone or other personal electronic device like your smart watch, etc. If your work or family situation requires that you be available via phone, your phone can be on vibrate mode and you can take the call during our regular scheduled breaks or you can exit the class to review the call. Notify your friends, family, employers, and anyone else who regularly contacts you that you will be in class and that you should be contacted only when necessary. The taking of calls during class is not only disruptive but it is also discourteous to classmates and the instructor. If you would like to record my lecture, you must ask prior to recording each lecture!!!

INSTRUCTORS'S ASSURANCE: Refer to the syllabus for the last date. I urge any student who is contemplating withdrawing from the class to see me first! You may be doing better than you think. Either way, I want to be accessible and supportive. I do not believe in "weed out" classes, and I consider you to be much more than just a name or number! Note my office hours, above; if you need assistance, I'm here to help. It is the student's responsibility to withdraw from the class before the last day of withdrawal. The instructor cannot give a "W" after the withdrawal date. Abandoning the course or failing to formally drop, will result in a grade being given based on the work completed for the entire course (including missed exams).

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor will "alert" you that you might fail a class because of excessive absences and/or poor academic performance. The counselors will work with you to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

BEHAVIOR AND ETIQUETTE: Students should be on time for class and be prepared with required materials including textbook and lab manual. Full class attendance is required including lecture and lab portions. Full attention during lecture and lab is required. No use of any electronic devices during the class period unless approved by your instructor. Students are expected to conduct themselves as adults. This includes courteous and respectful behavior towards the instructor and classmates. Disruptive behavior or any behavior that interferes with any educational activity being performed by the instructor will not be allowed. Additionally, no student may interfere with his/her fellow students' right to pursue their academic goals to the fullest in an atmosphere appropriate to a community of scholars. Disruptive behavior may result in removal from the class.

Student Services Policies: Access up-to-date Student Services Policies on their Web site:
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

QUESTIONS/PROBLEMS: Please make sure that if you have any questions or problems at any time, that you first contact me as soon as possible. The worst thing you can do is wait to contact me or to not take advantage of the resources available to you. By taking an active part in your education, you will make your academic experience much more rewarding and exciting!!

EGLS₃ (Evaluation for Greater Learning Student Survey System):

- At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. For more information, go to <http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/> .

GRADE DETERMINATION:

Grading Policy:

- Assessments: 40%
- Quizzes: 20%
- Mastering Biology/Lab Assignments: 15%
- Departmental Comprehensive Final: 10%
- Class Comprehensive Final: 15%

The HCC grading scale is:

A = 100 – 90:.....4 points per semester hour
B = 89 – 80:3 points per semester hour
C = 79 – 70:2 points per semester hour
D = 69 – 60:1 point per semester hour
59 and below = F.....0 points per semester hour
IP (In Progress)0 points per semester hour
W(Withdrawn).....0 points per semester hour
I (Incomplete).....0 points per semester hour
IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades “IP,” “COM” and “I” do not affect GPA

REPEATING COURSES (THREE-PEAT RULE)

As a result of recent Texas legislative changes, please be advised that HCC is charging additional tuition for students who enroll in the same class three or more times at HCC. While it is the hope of HCC that students will be successful in their first attempt at classes, we realize that life demands, academic struggles, and other issues may result in students needing to take the same class more than once. Speaking with an advisor will help you develop student success skills, improving your overall academic performance. If a student repeats a course in which a grade (A-F) has been received, the highest grade received at HCC is the permanent grade for the course and will be used in computing the GPA. All grades earned in a given course will be reflected on the transcript. Other colleges may compute the GPA differently than HCC.

COURSE WITHDRAWALS (6-Drop Rule)

Students must withdraw by the withdrawal deadline in order to receive a “W” on a transcript. Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online Academic Calendar, any HCC Registration Office, or any HCC advisor to determine class withdrawal deadlines.

Be certain you understand HCC policies about dropping a course and consult with a counselor/advisor to determine if withdrawing is in your best interest. It is your responsibility to withdraw officially from a class and prevent an “F” from appearing on your transcript. Senate Bill 1231 limits the number of W’s a student can have to 6 classes over the course of their entire academic career. This policy is effective for students entering higher education for the first time in fall 2007 and subsequent terms. Withdrawals accumulated at any other Texas public higher education institution count toward the 6 course total. Withdrawals for certain circumstances beyond the students control may not be counted toward the 6-drop limit.

In addition, withdrawing from a course may impact your financial aid award or eligibility. Contact the Financial Aid Office or website to learn more about the impact of withdrawing on financial aid.

International Students: Receiving a W in a course may affect the status of your student Visa. Once a W is given for the course, it will not be changed to an F because of the visa consideration. Please contact the International Student Office at 713-718-8520 if you have any questions about your visa status and other transfer issues.

HCCS IS COMMITTED TO YOUR SUCCESS

Early Intervention Program and Services

Your success is our primary concern! If you are experiencing challenges achieving your academic goals, please contact your instructor or an early intervention coach. We can provide assistance with academic needs, ADA accommodations, classroom difficulties, financial concerns, and other issues.

Tutoring:

HCCS provides free online and on campus tutoring for all HCC students. Go to <http://ctle3.hccs.edu/alltutoring/>

Counseling Services:

Counseling services are available to students who are experiencing difficulty with academic issues, selection of college major, career planning, disability accommodations, or personal issues.

<http://learning.hccs.edu/programs/counseling>

AMERICANS WITH DISABILITIES ACT STATEMENT:

HCCS is dedicated to providing the least restrictive environment for all students. We promote equity in academic access through the implementation of reasonable accommodations as required by the Vocational Rehabilitation Act of 1973, Title V, Section 504 and the Americans with Disabilities Act of 1990 (ADA) which will enable students with disabilities to participate in and benefit from all post-secondary educational activities.

If you require reasonable accommodations because of a physical, mental, or learning disability, please contact the Counseling Office to obtain the necessary information to request accommodations

<http://www.hccs.edu/support-services/disability-services/>

Upon completion of this process, please notify your instructor as soon as possible and preferably before the end of the first two weeks of class to arrange for reasonable accommodations.

ADDITIONAL INSTRUCTOR AND INSTITUTIONAL POLICIES

ACADEMIC INTEGRITY:

This instructor is 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 students who violate the standards of academic integrity. Students are expected to comply with stated policies in HCCS student handbook concerning academic honesty. **Cheating will not be tolerated. There will be no talking, looking on other people's papers or in any way try to cheat on any examination. This can lead to expulsion from Houston Community College. This is your official warning! Your first offense will be your last in my class.**

STUDENT BEHAVIOR EXPECTATIONS

Students are expected to conduct themselves appropriately while on College property or in an online environment. The instructor would institute established HCCS disciplinary action. Students who pose a threat to the safety of others will be subject to immediate withdrawal from the classroom. Please refer to the HCC Student Handbook.

COMPUTER VIRUS PROTECTION

Computer viruses are, unfortunately, a fact of life. Using removable devices on more than one computer creates the possibility of infecting computers and diskettes with a computer virus. This exposes the computers of the college, your personal computer, and any others you may be using to potentially damaging viruses. The college has aggressive anti-virus procedures in place to protect its computers, but cannot guarantee that a virus might not temporarily infect one of its machines. It is your responsibility to protect all computers under your control and use and ensure that each diskette you use, whenever or wherever you use it, has been scanned with anti-virus software. Since new viruses arise continually, your anti-virus software must be kept current. And, since no anti-virus software will find every virus, keeping backup copies is extremely important.

EQUAL OPPORTUNITY STATEMENT

It is the policy of the HCCS to provide equal employment, admission and educational opportunities without regard to race, color, creed, national origin, gender, age, veteran's status, sexual orientation, or disability.

FERPA

The academic, financial and non-directory information on your student account is confidential and protected by the Family Educational Rights & Privacy Act (FERPA). We cannot release certain information to another person without your written authorization. Further information regarding Student Records and FERPA can be found at; <http://www.hccs.edu/district/about-us/procedures/student-rights-policies--procedures/>

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, 20 U.S.C. A§ 1681 ET. SEQ.

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 Houston, TX 77266-7517 or Institutional.Equity@hccs.edu

HCC Campus Carry

At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/departments/police/campus-carry/>

FINAL EXAMINATIONS

A final evaluation activity will occur during the published final evaluation period. The appropriate dean, director, or department chair must approve any variation to this schedule.

HCC Online and/or Continuing Education Policies

All students are responsible for reading and understanding the HCC Online Student Handbook, which contains policies, information about conduct, and other important information. For the HCC Online Student Handbook click on the link below or go to the HCC Online page on the HCC website. The HCC Online Student Handbook contains policies and procedures unique to the 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 HCC Online 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 HCC Online Student Handbook by visiting this link:

<http://www.hccs.edu/media/houston-community-college/distance-education/student-services/HCC-Online-Student-Handbook.pdf>

Access CE Policies on their Web site:

<http://www.hccs.edu/online/student-services/course-orientations/>

IMPORTANT DATES: (Add important dates such as holidays, official date of record, last day for withdrawal, final exams, etc.)

- August 28, 2018 Classes Begin
- Sept. 3, 2018 Labor Day
- Sept. 10, 2018 Official Day of Record
- Nov 02, 2018 Last Day to Withdraw

- Dec. 11, 2018 Final Exams 11:00 a.m. sharp start time CRN 19276
- Dec. 11, 2018 Final Exams TBA sharp start time CRN 19278

DISCLAIMOR: It is your responsibility to read the syllabus in its entirety by the second class period and contact the Instructor if you have any questions and/or need clarifications.

**ASSESSMENT RUBRICS GENERAL BIOLOGY I
- BIOLOGY 1306**

Performance Factors	F	D	C	B	A
1] The student will be able to recognize the basic structure and describe the function of eukaryotic cellular organelles and cell systems.	Unable to demonstrate knowledge of shape, structure, or function of most eukaryotic cellular organelles. Unable to correlate organelles with their cell systems.	Occasionally able to demonstrate knowledge of shape and structure, or function of a few eukaryotic cellular organelles and cell systems.	Occasionally able to demonstrate knowledge of shape and structure, or function of most eukaryotic cellular organelles and cell systems.	Consistently able to demonstrate knowledge of shape, structure, and function of most eukaryotic cellular organelles and cell systems.	Consistently able to demonstrate knowledge of shape, structure, and function of all eukaryotic cellular organelles and cell systems
2] Given a DNA or RNA base sequence, the student will be able to deduce: a. the sequence of the complementary DNA strand b. the sequence of the complementary messenger RNA strand c. complementary codons and/or anticodons d. the proper amino acid sequence in a peptide by using a supplied table of genetic code.	Unable to demonstrate knowledge of base pairing rules. Unable to demonstrate the ability to perform replication and transcription and translation, by scenario.	Able to demonstrate knowledge of base pairing rules for DNA only. Able to demonstrate the ability to perform replication by scenario. Unable to demonstrate the ability to perform transcription or translation, by scenario.	Able to demonstrate knowledge of base pairing rules for both DNA and RNA. Able to demonstrate the ability to perform replication and transcription <u>OR</u> translation, by scenario.	Able to demonstrate knowledge of base pairing rules for both DNA and RNA. Able to demonstrate the ability to perform replication and transcription <u>AND</u> translation, by scenario.	Able to demonstrate knowledge of base pairing rules for both DNA and RNA. Able to demonstrate the ability to perform replication and transcription <u>AND</u> translation, by scenario without error.
3] The student will be able to explain the synthesis and properties of a. carbohydrates b. lipids c. proteins d. nucleic acids	Unable to explain both the synthesis of polymers and the properties of any class of biological macromolecule.	Able to explain the synthesis of polymers, and the properties of any one class of biological macromolecule .	Able to explain the synthesis of polymers, and the properties of any two classes of biological macromolecule.	Able to explain the synthesis of polymers, and the properties of any three classes of biological macromolecule.	Able to explain the synthesis of polymers, and the properties of all four classes of biological macromolecule.

<p>4] The student will be able to devise an experiment containing the proper experimental test points along with proper positive and negative controls.</p>	<p>Consistently cannot differentiate between appropriate and inappropriate experimental design, in practice or by scenario.</p>	<p>Occasionally differentiates between appropriate and inappropriate experimental design, but needs direction to proceed to next step.</p>	<p>Consistently differentiates between appropriate and inappropriate experimental design, but needs direction to proceed to next step.</p>	<p>Consistently differentiates between appropriate and inappropriate experimental design. Attempts to perform some appropriate corrective action or explain some appropriate action; needs some assistance from instructor.</p>	<p>Consistently differentiates between appropriate and inappropriate experimental design. Takes appropriate steps or explains appropriate steps independently and correctly.</p>
<p>5] The student will exhibit competence with bringing the bright-field microscope into focus.</p>	<p>Consistently unable to find the specimen on the microscope slide, and consistently unable to focus a microscope without the instructor's help.</p>	<p>Occasionally able to find the specimen on the microscope slide, but consistently unable to focus without the instructor's help.</p>	<p>Occasionally able to find the specimen on the microscope slide, and occasionally able to focus without the instructor's help.</p>	<p>Consistently able to find the specimen on the microscope slide, and occasionally able to focus without the instructor's help.</p>	<p>Consistently able to find the specimen on the microscope slide, and consistently able to focus without the instructor's help.</p>
<p>6] The student will develop the habit of reliable attendance by being absent from class no more than four times per semester.</p>	<p>Is absent frequently enough to interfere with instruction and the completion of the course objectives, and/or is frequently not where he/she is expected to be. Infractions the HCC attendance policies.</p>	<p>When absent, is never aware of the schedule for the day upon return, and must be reminded or encouraged to complete objectives missed during the absence. Is occasionally not where he/she is expected to be.</p>	<p>When absent, is only occasionally unaware of the schedule for the day upon return. Completes objectives missed during the absence only with the help of the instructor and/or classmates, and is where he/she is expected to be at all times.</p>	<p>When absent, independently or with little help completes objectives missed during the absence. Always aware of the schedule for the day, and is where he/she is expected to be at all times.</p>	<p>Is never absent, always aware of the schedule for the day, and is where he/she is expected to be at all times. Consistently and willingly follows HCC attendance policies without being reminded.</p>

<p>7] The student will demonstrate punctuality in the submission of class assignments on their due date.</p>	<p>Is tardy at turn-in frequently enough to interfere with class instruction. Submits assignments two or more weeks late, or ignores assignments.</p>	<p>Is tardy at turn-in frequently enough to interfere with class instruction or submits assignments no more than one week late.</p>	<p>Is occasionally a few minutes late for assignment turn-in. submits assignments no more than one day late.</p>	<p>Is rarely late for assignment turn-in. Submits assignments late, but on the due date.</p>	<p>Is consistently on time for assignment turn-in. Always submits assignments on the due date.</p>