HCC

Instructional Services · Life and Natural Sciences · Biology

Gen Biology I-15534

BIOL-1306

RT 2022   Section 33   3 Credits   08/23/2021 to 12/12/2021   Modified 08/23/2021

🕐 Course Meetings

Course Modality

(WW) - Online Anytime

Meeting Days

Online Anytime via Canvas

Meeting Times

Online Anytime via Canvas

Meeting Location

Online Anytime via Canvas

Instructional Mode

WW

The course modality of this class is *online Anytime*.

Faculty will instruct this class as a traditional online course utilizing Canvas Eagle Online.

Attendance will be taken through completion of Start Here & Attendance Requirement online assignments.

👤 Welcome and Instructor Information

Experiencing symptoms or concerned over possible exposure?

If you are a student and are experiencing symptoms or have concerns about being exposed, please:

1. **Stay home.**
2. **Contact your healthcare provider.**
3. **If you are supposed to be on campus for class,** complete the HCC COVID-19 Pre-Screening questionnaire which will start our follow-up process.

- **Pre screening form is emailed daily. Check your HCC email, sometimes it goes to spam or other.**

4. **After completing questionnaire, email a screenshot of the confirmation page to your professor so they are aware and can work with you to determine next steps for completing your assignments.**

Professor: Dr. D. Parker, M.D.

Email: Canvas Inbox
Office: San Jac Bldg. Suite 215 Cubicle 222.12
Phone: 713-718-6127 (VM not checked regularly)
Website: https://learning.hccs.edu/faculty_search_results.html?fullname=donald+parker (https://learning.hccs.edu/faculty_search_results.html?fullname=donald+parker)

What's Exciting About This Course

Biology is an endless adventure with constant new developments. Biology is the study of life. Perhaps, the first thing that comes to mind when you think about life on earth is humans and familiar animals. In this course, you will also learn about bacteria, fungi, plants, and other life forms on earth. This course introduces students to the nature of life, including the chemical foundation of life; plants, animal, humans and bacterial cell structure and function; DNA, genetics, and evolution. You will learn about the various techniques used to study biology, gene cloning, gene editing and the exciting field of genetic engineering.

My Personal Welcome

Welcome to General Biology I — I am delighted that you have chosen this course! One of my passions is to know as much as I can about the natural sciences, and I can hardly wait to pass that on to you. I will present the information in the most exciting way I know, so that you can grasp the concepts and apply them now and hopefully throughout your life.

As you read and wrestle with new ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is by my Canvas **Inbox** Email. The best way to really discuss issues is in person and I'm available during posted office hours to tackle the questions. My goal is for you to walk out of the course with a better understanding of yourself and of human behavior. So please visit me or contact me by email whenever you have a question.

Preferred Method of Contact

Canvas Inbox Email

Please use the "**Inbox**" feature in Canvas to send emails to me regarding anything related to your course. I **do not** respond to emails from personal accounts such as Gmail, Hotmail, AOL, etc. I will respond to emails within 24-48 hours Monday through Friday. I will reply to weekend messages during the following week.

Preferred Method of of Office Meeting

Virtual Meetings via Canvas Cisco WebEx Office Hours

Office Hours

Monday, Wednesday, 11:00 AM to 12:00 PM, Cisco Webex Virtual Office Hours

Tuesday - Thursday, 4:00 PM - 5:00 PM, Cisco Webex Virtual Office Hours

Please schedule the appointment at least the day before. If you schedule the day of or just prior to the meeting time, I may be out office at the scheduled time and not see the email.

Using Cisco WebEx Office Hours

1. Click on the **Cisco Webex** button.
2. Then, click the **Office Hours** tab. You will see a list of available time slots in 15 minute increments. If you need more than 15 mins, simply select more than one slot.
3. Scroll to the bottom of the page and click **Confirm Meeting.**
4. To join the scheduled Office Hour Meeting, check your school email and click on the **Join Meeting Link**.

Additional Troubleshooting and Support Links

- [View a Test Meeting](#)
- [Download Webex Desktop Application](#)
  Here's a quick overview of Webex Meetings App:

- Download Webex client for Mozilla Firefox or Google Chrome
  - To Manually Install Cisco Webex for Google Chrome, see: [Manually Install Cisco Webex for Google Chrome](#)
  - To Manually Install Cisco Webex for Mozilla Firefox, see: [Manually Install Cisco Webex for Mozilla Firefox](#)
- Download Webex Mobile App (The Webex Mobile App does not work with Webex Training Center.)
  - Installer for Apple iOS: https://itunes.apple.com/us/app/cisco-webex-meetings/id298844386?mt=8
  - Installer for Android: https://play.google.com/store/apps/details?id=com.cisco.webex.meetings&hl=en

Supplemental Instructor: Ms. Anna "Amy" Awan

Email: annamaria.awan@hccs.edu
Office: Virtual via WebEx or Teams
Phone: N/A

Amy will be holding Supplemental Instruction through out the semester. You can earn 1 point/per active participation and for being on time and staying the whole session. You can earn a maximum of 5 bonus point/exam by attending these sessions.

THIS IS YOUR ONLY EXTRA CREDIT in this course!!!!

🖥️ Course Overview

Course Description

Credits: 3. Lecture only. Discussions focus on biological chemistry, biological processes, cellular morphology, metabolism, genetics and molecular biology. This course satisfies the Life and Physical Sciences or Component Area Option of the HCC core.

Requisites

Prerequisite: must be placed into college level reading and writing.

Department Website

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

🎯 Core Curriculum Objectives (CCOs)

BIOL 1306 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 explore the scientific research methods that are used in the study of biology. They will learn to interpret numerical data in charts, graphs, and tables that are in their textbooks and other resources. Students should be able to carry out basic mathematical operations including calculating percentages and frequencies. In addition, students will complete textbook reading assignments and answer questions on quizzes and exams that pertain to Course Student Learning Outcome #2
- **Social Responsibility:** Students will demonstrate the ability to engage effectively in class activities and discussions, complete textbook reading assignments, and answer questions on quizzes and exams that pertain to Course Student Learning Outcome #10 below.

📊 Student Learning Outcomes and Objectives

Program Student Learning Outcomes (PSLOs) for the Biology Discipline can be found at https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/

Course Student Learning Outcomes (CSLOs)
Upon completion of BIOL 1306, the student will be able to:
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.

Learning Objectives
Learning Objectives for each CSLO can be found at Learning Objectives for BIOL 1306

☰ Departmental Practices and Procedures

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

Student Success Information

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:

1. Reading the textbook
2. Attending class in person and/or online
3. Timely completion of assignments

4. Participating in class activities
5. 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.

📙 Instructional Materials and Resources

Instructional Materials

***TEXTBOOK** (DO NOT PURCHASE)

To enhance your learning experience and provide affordable access to the right course material, this course participates in the Houston Community College First Day Program. A discount has been applied to the required digital course materials. The discounted charge has been added to students' tuition and fee bills.

Students will access course materials through a single sign-on access with no codes link in Canvas. Instructions for opting out of the HCC First Day Program are also posted in Canvas. Students who opt out will still be responsible for obtaining required course materials and any missing work.

THE OPT OUT DATE (Census) for Fall 21 RT is: 9/7/21

Student opt out button is located within the First Day-Inclusive Access Course Materials link.

https://vimeo.com/304674616 (https://vimeo.com/304674616)

***LAPTOP**

You will need access to laptop with built-in webcam or external webcam every class. **Required on exam days.**

Other Instructional Resources

Mastering Biology (Pearson)

Mastering Biology helps you improve your results with online homework, tutorials, and assessments on the go.

How to Access

1. Click "First Day Inclusive Access" link
2. Click "Launch Courseware"
3. Click "Open MyLab and Mastering"

Campbell Biology (via Inclusive Access)

Author: Lisa A. Urry, Michael L. Cain, Steven A. Wasserman, Peter V. Minorsky, & Rebecca Orr
Publisher: Pearson
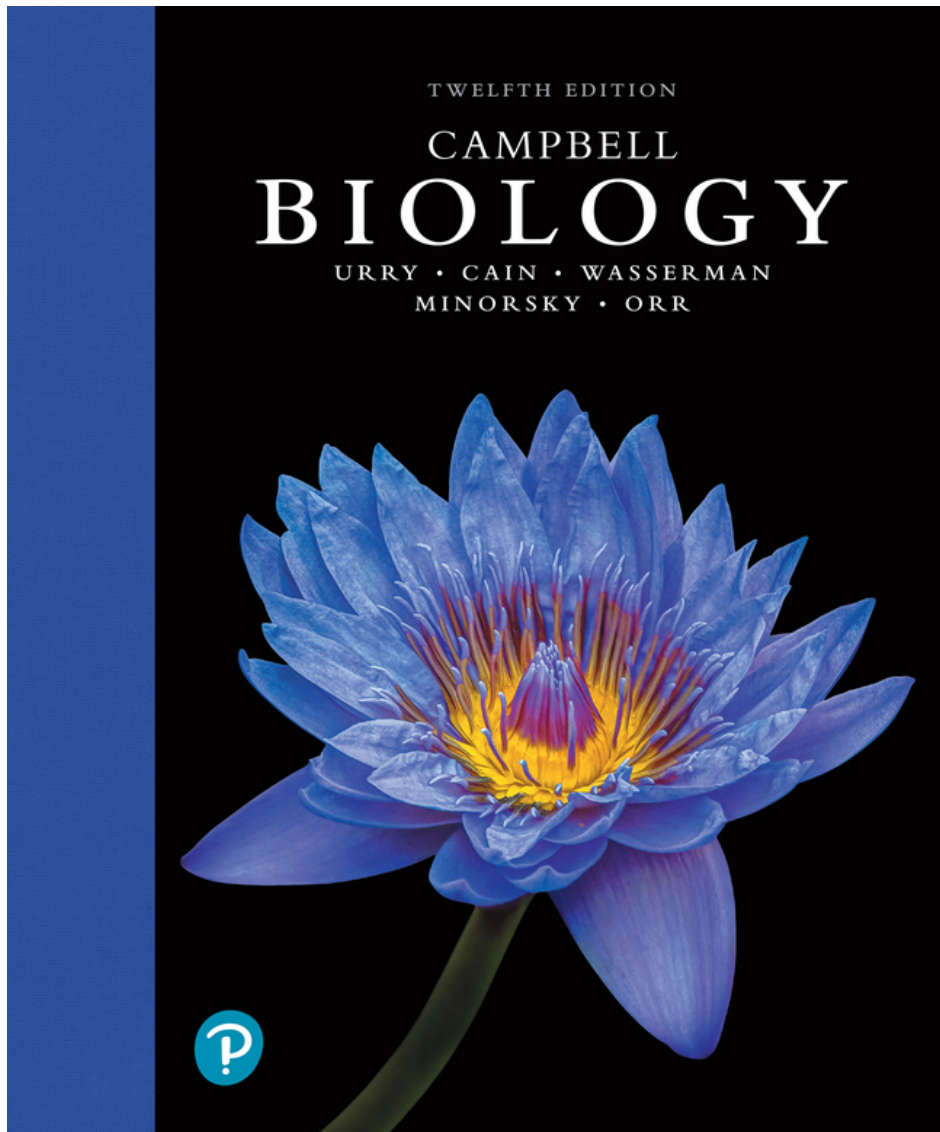**Edition:** 12th Edition
ISBN: 9780136920335
Availability: Canvas First Day Inclusive Access Link
Price: $86.60

Inclusive Access:

This course participates in the Houston Community College First Day Program. A discount has been applied to the required digital course materials. The discounted charge has been added to students' tuition and fee bills.

Students will access course materials through a link in Canvas. Instructions for opting out of the HCC First Day Program are also posted in Canvas. Students who opt out will still be responsible for obtaining required course materials.

Principles of Anatomy & Physiology (Optional Opted-In Loose Leaf)

Author: Lisa A. Urry, Michael L. Cain, Steven A. Wasserman, Peter V. Minorsky, & Rebecca Orr
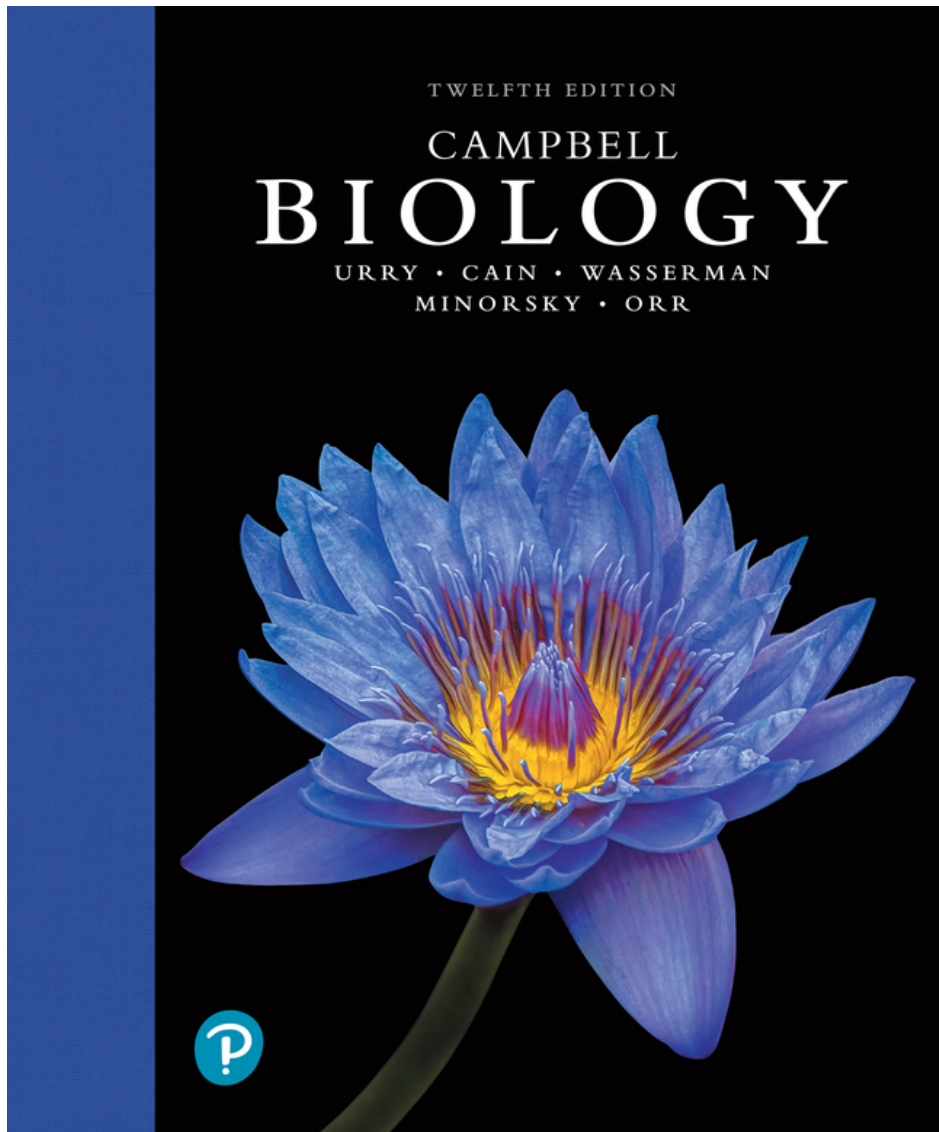**Publisher:** Pearson
Edition: 12th Edition
ISBN: 9780135856215
Optional
Availability: HCC Bookstore
Price: $54.99

THIS IS THE OPTIONAL BLACK & WHITE LOOSE-LEAF THAT YOU CAN PURCHASE AFTER THE OPT-OUT/CENSUS DATE FROM THE HCC BOOKSTORE.

Other Instructional Resources

Courseware:

Pearson's MyLab & Mastering Biology Study Area, Adaptive Learning via MyLab & Mastering

Helpful Video Links:

Bozeman Science: http://www.bozemanscience.com/biology-main-page

Amoeba Sister: https://www.youtube.com/playlist?list=PLwL0Myd7Dk1F0iQPGrjehze3eDpco1eVz

Khan Academy: https://www.khanacademy.org/science/biology

Crash Course: https://thecrashcourse.com/courses/biology?page=2

Laptop/Desktop

Browser with Webcam for all exams. You need a desktop or a Laptop with webcam for your exams. ChromeBook Laptops, Smartphones and tablets **will not** work.

If you do not have the capabilities for LDB with webcam, you are advised to withdraw from this course and re-enroll in another course that does not require LDB and webcam monitoring.

*** If you have technical problems, you are still responsible for submitting assignments by the due date. ***

LockDown Browser + Webcam Requirement (For exams and quizzes 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
- HCC help desk number is 713-718-8800. The help desks may 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

Adobe Creative Suite Download to acquire Adobe Acrobat to edit PDF's

Some of the files in this course are PDF files and require Adobe Reader. If you don't have Adobe Acrobat or Adobe Reader on your computer, follow the steps below. Make sure to use your HCC username and password as needed:

- STEP 1: Students to Request Adobe Creative Cloud: https://hccprod.service-now.com/sp?id=kb_article&sys_id=130f0266db62dc10f214467239961962 (Links to an external site.) (https://hccprod.service-now.com/sp?id=kb_article&sys_id=130f0266db62dc10f214467239961962)

- STEP 2: Student Access for Adobe Creative Cloud. Follow the Student Access for Adobe Creative Cloud step. https://hccprod.service-now.com/sp?id=kb_article_view&sys_kb_id=f28cc5d8db7b44d073041230399619db(Links to an external site.) (https://hccprod.service-now.com/sp?id=kb_article_view&sys_kb_id=f28cc5d8db7b44d073041230399619db)

If you have any issues check you entitlement and expiration date for at:

1. How to verify current entitlement "Granted Request".
2. Login to pm.hccs.edu. Follow the instructions below.
3. Login to pm.hccs.edu.
4. Top menu. Select the People menu and drop the selection menu -->select Requests.
5. Verify your entitlement and expiration date.

For further issues call the HCC HelpDesk at 713-718-8800

✔ Course Requirements

Assignments, Exams, and Activities

Type	Weight	Topic	Notes
Exams	60%	Unit Summative Assessment	Approximately 6 - 7 Lecture Exams via Lockdown Browser. This is to evaluate your mastery of the unit's chapters. Please review items missed so you can recover the knowledge for the final exam or the subsequent chapters.
Mastering Biology Dynamic Studies	15%	Adaptive Learning Computer Program	This homework will assess what you now and weakness. From you area of weakness the program will individualize recovery of knowledge to help you master areas that you are lacking mastery to help you improve you chances of doing well in the course. Please take you time a take this part seriously to improve your scores in this class.
Processed Oriented Guided Inquiry Learning (POGIL)/In-Class Activities	15%	Chapter Active Learning Group Work Activities	This are active learning activities done in class instead of lectures to help you to master the content. You are expect to have already read the chapter materials and taken notes prior to class to participate effectively and to ask question about any misunderstandings that you have about the chapter topics.
Final Exam	10%	Comprehensive Summative Assessment	This is a comprehensive district departmental examination given via LockDown Browser.

Grading Formula

Grade	Range	Notes
A	90-100%	4 points per semester hour
B	80-89%	3 points per semester hour
C	70-79%	2 points per semester hour

Grade	Range	Notes
D	60-69%	1 point per semester hour
F	0-59%	0 points per semester hour
FX	None completion of course	Earned by excessive absences or failing to withdraw and not completing the course all the way through the final exam. (Students who receive financial aid but fail to attend class, as shown by FX grade, will be reported to the Department of Education and may have to pay back their financial aid and international students may be reported as not maintaining F-1 immigration status. FX grades cannot be changed by law, so do not ask your instructor to do so.
W or I		Withdrawals and incompletes earn 0 points per semester hour

✳ Instructor's Practices and Procedures

Incomplete Policy

In this course, the purpose of the "I" (incomplete) grade is for students who are caught up and passing at the student withdrawal deadline, and then have a medical or other problem that prevents them from completing the course. If you are not passing at the student withdrawal deadline, you should drop yourself from the course, or you will likely earn an "F." An incomplete "I" grade will be given only if all the following conditions are met:

- You have earned at least 85% of the available points by the date that the "I" grade is requested.
- You can provide documentation showing why you should earn an incomplete, such as a doctor's note, etc.
- You must be passing with a grade of "C" or better.
- You must request the incomplete in writing by **October 29, 2021**

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

Missed Assignments/Make-Up Policy

No Make-up on Lecture Exams

No Make-up on graded assessments

It takes discipline and diligence to succeed in an intensive course such as Biology. DO NOT wait until last minute before you do your assignments. Procrastination is a thief of progress. Do not allow it to steal your grades.

It is your responsibility to contact me if you are ill, having technical difficulty etc. Same day notices when the assignment is due, will not be accepted.

**In some extreme instances (e.g., medically excused absence, death in immediate family with documented proof) a make-up lab 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 exams.

Doctors note will not be accepted after 48 hours of the missed assignment/exam.

Academic Integrity

Academic dishonesty: Academic dishonesty will result in disciplinary action, including dismissal. If cheating is discovered during assessments an "F" with zero points will be administered for the exam/quiz/homework/lab grade. If this should become a persistent problem, the student will receive an "F" for the course. Please be aware that it is VERY difficult to pass the course with a zero-point exam score. Please see page 78 of the Student Handbook for more details.

https://www.hccs.edu/resources-for/current-students/student-handbook/#d.en.293830

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

https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/ (https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/)

Attendance Procedures

Attendance is mandated by the state. It is important that you log on daily to class! Attending class regularly is the best way to succeed in this class. Although it is your responsibility to drop a course for non-attendance, **a student who misses four or more classes is subject to administrative withdrawal.**

Attendance will be recorded at the beginning of each class period or in the case of online class, on the official day of record. For the online course attendance, the Start Here Module Assignments and Attendance Requirement Module must be completed. If the Start Here Module Assignments and Attendance Requirement Module assignments are not complete and you are marked absent, the registrar office may drop you from the course and you will not be added back in to the course. Absence from class does not excuse a student from class work or exams missed. Students are responsible for information missed due to absence.

Get the contact information of at least two students, preferably three, in class. If you are absent, it is your responsibility to contact one these students to inform you about what was covered in lecture. I will not supply missed notes.

If you stop attending class for whatever reason, **it is your responsibility to officially drop the course by August 2, 2021. Otherwise you will receive an "FX" for the course. If you stop coming to class after the last day to withdraw, you will also receive an "FX".**

Absences are excused in cases of illness verified by a physician, the death of an immediate family member or a problem verified by a police report or court order.

Student Conduct

Appropriate student conduct is always expected. Disruptive behavior will result in Security. Please see page 78 of the Student Handbook for more details.

https://www.hccs.edu/resources-for/current-students/student-handbook/#d.en.293830

Instructor's Course-Specific Information

If you are struggling in this course and considering dropping, please schedule a Cisco WebEx Office Hours conference to discuss your class standing and have a counseling session with me first and also schedule a meeting with your academic advisor.

Devices

Electronic devices not to be used during class without my permission. Please excuse yourself from the classroom if you must answer a call so your will not disturb your peers learning. (If this is a Virtual - Online course, use of computer device is understood.)

NO ELECTRONIC DEVICE ARE ALLOWED DURING EXAMINATIONS!!!

Faculty Statement about Student Success

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!!

- **Withdrawing:** 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! If you need assistance, I am 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 with work with you to learn about what, if any, HCC interventions might be available to assist you – online tutoring, childcare, financial aid, job placement, etc. – to stay in class and improve your academic performance.

- **Studying:** How should you study for this course?

- Go over your lecture notes after each lecture/lab, while the material is still fresh on your mind.

- Although some memorization is invariably necessary when learning a new "language", the goal of learning is to understand the information, not to simply memorize a bunch of disconnected "facts". A major purpose of studying is to discover what you do not understand so that you can do something about it.

- Do not just passively read the notes, think about them and ask yourself questions about them. Do you understand what was said? Does it make sense and why? Compare and contrast the new information with things that you have already learned.

- Form study groups, these are very helpful for the learning process.

- Keep up regularly. You cannot cram all the information into your brain the night before an exam, and we may not be available to answer your questions at the last minute. For this upper division lecture and laboratory course – you should plan to **spend at least 6 hours per week OUTSIDE of class studying for this course.**

- **Taking notes:**

- Attending class regularly and keeping good notes is essential for success in this course. Good notetaking is an acquired skill. Do not try to write full sentences – you will be so busy writing that you may miss the next point and your notes will be harder to study.

- Instead of writing down every word during lecture, write down key phrases and use short abbreviations.

Cornell Notes are a valuable proven to take notes and learn from your notes. Please see the following video on how to correctly take Cornell Notes: https://www.teachertube.com/video/cornell-notes-for-students-avid-302936

Faculty-Specific Information Regarding Canvas

This course section will use Canvas (https://eagleonline.hccs.edu (https://eagleonline.hccs.edu)) to supplement in-class assignments, exams, and activities.

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

Technical Support for Students

It is your responsibility to possess the necessary skills to manage the hardware and software systems for this course. In addition, if your normal computer becomes unavailable for any reason, you are responsible for locating and operating other adequate computer facilities to meet the course deadlines.

If you have any technical problems, please contact the Canvas Helpdesk or the Wiley Support, and get a service ticket and email me the Service Ticket number that they email you when you contact me with details of the problem. Please do not contact me first as I am not an IT technician.

Alternative Methods of Turning in Assignments

Even if your computer crashes, you are still responsible for meeting the course deadlines. Each campus has computer labs available for students. Houston Community College is comprised of 6 regions with several campus locations per region. Each campus provides computer labs for education support. Computer labs are generally located at each campus library.

If necessary, you can request permission from me to turn in an assignment in an alternative method. Email or Inbox me to request special permission.

Eagle Online Help Center and Canvas Help

HCC Online publishes the Eagle Online (Canvas) Technical Requirements for HCC Students. Links to an external site.

You can find the answers to many of your questions about how to use Canvas by clicking the **Help** link in the bottom left corner of the Canvas window and then clicking **Search the Canvas Guides**.

If you have technical issues with Canvas, click the **Help** link and then click **HCC Online Help.**

Eagle Online Help Center: https://www.hccs.edu/online/technical-support/Links to an external site.

Eagle Online Technical Support   713-718-5275, option 3

IT Help Desk   713-718-8800, option 1(**Password reset**)

Social Justice Statement

Houston Community College is committed to furthering the cause of social justice in our community and beyond. HCC does not discriminate on the basis of race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation, or veteran status. I fully support that commitment and, as such, will work to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. In this course, we share in the creation and maintenance of a positive and safe learning environment. Part of this process includes acknowledging and embracing the differences among us in order to establish and reinforce that each one of us matters. I appreciate your suggestions about how to best maintain this environment of respect. If you experience any type of discrimination, please contact me and/or the Office of Institutional Equity at 713-718-8271.

🏛 HCC Policies and Information

HCC Grading System

HCC uses the following standard grading system:

Grade	Grade Interpretation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Fair (70-79)	2
D	Passing (60-69), except in developmental courses.	1
F	Failing (59 and below)	0
FX	Failing due to non-attendance	0
W	Withdrawn	0
I	Incomplete	0
AUD	Audit	0
IP	In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit.	0
COM	Completed. Given in non-credit and continuing education courses.	0

Link to Policies in Student Handbook

Here's the link to the HCC Student Handbook https://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

Link to HCC Academic Integrity Statement

https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/ (https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/)

Campus Carry Link

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

https://www.hccs.edu/departments/police/campus-carry/ (https://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 (https://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/) and activate it now. You may also use Canvas Inbox to communicate.

Office of Institutional Equity

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

Ability 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 https://www.hccs.edu/support-services/ability-services/ (https://www.hccs.edu/support-services/ability-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/ (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.

Student 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
- Completing assignments
- Participating in class activities

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

Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

https://eagleonline.hccs.edu (https://eagleonline.hccs.edu)

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

HCC Online Information and Policies

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: https://www.hccs.edu/online/ (https://www.hccs.edu/online/)

Scoring Rubrics, Sample Assignments, etc.

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 (https://eagleonline.hccs.edu/login/ldap)

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 during office hours, and 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

- Be aware of and comply with academic honesty policies in the HCCS Student Handbook (https://www.hccs.edu/resources-for/current-students/student-handbook/)

EGLS3

The EGLS[3] (Evaluation for Greater Learning Student Survey System (https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)) 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[3] surveys are only available for the Fall and Spring semesters. EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/ (https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)

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.

Student 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 (https://www.hccs.edu/resources-for/current-students/tutoring/) 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 https://library.hccs.edu (https://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 https://www.hccs.edu/resources-for/current-students/supplemental-instruction/ (https://www.hccs.edu/resources-for/current-students/supplemental-instruction/).

Resources for Students:

https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/ (https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/)

Basic Needs Resources:

https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/ (https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/)

Student Basic Needs Application:

https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH (https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH)

COVID-19

Here's the link to the HCC information about COVID-19:

https://www.hccs.edu/resources-for-current-students/communicable-diseases/ (https://www.hccs.edu/resources-for-current-students/communicable-diseases/)

Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

Instructional Modalities

In-Person (P)

Safe, face-to-face course with scheduled dates and times

Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

Online Anytime (WW)

Traditional online course without scheduled meetings

Hybrid (H)

Course that meets safely 50% face-to-face and 50% virtually

Hybrid Lab (HL)

Lab class that meets safely 50% face-to-face and 50% virtually

📅 Course Calendar

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.

WEEK	Online Anytime Schedule of Study	ASSIGNMENTS (due by 11:59 unless stated otherwise): POGILs & Mastering Biology: Dynamic Studies
1 Aug 23 - 29	M -	
	T - Ch. 1: Evolution, the Themes of Biology, & Scientific Inquiry	**DUE:** Into. MB, Intro: Meet & Greet, Mandatory Practice Test
	W -	
	TH - Ch. 2 Chemical Context of Life	
	F -	
	Sat -	
	Sun -	
2 Aug 30 -Sept 05	M -	
	T - Ch. 2 Chemical Context of Life	

	W -	
	TH - Ch. 3 Water & Life	
	F -	
	Sat -	**DUE:** POGIL: Biochemistry, Chapters 1-3 Dynamic Studies
	Sun -	**DUE:** Exam #1: Chapters 1 -3
3 Sept 06 - 12	M - **HOLIDAY (LABOR DAY)**	**DUE by noon:** Syllabus Quiz
	T - Ch. 4 Carbon & the Molecular Diversity of Life	
	W -	
	TH - Ch. 5 Structure & Function of Large Biological Molecules	**Due:** Biomolecule Chart before class (online anytime class by 11:59 pm)
	F -	
	Sat -	
	Sun -	
4 Sept 13 - 19	M -	
	T - Ch. 6 Tour of the Cell	**Due:** Cell Structure & Function Organizer (online anytime class by 11:59 pm)
	W -	
	TH - Ch. 7 Membrane Structure & Function	
	F -	
	Sat -	**DUE:** POGILs, Chapters 4 -7 Dynamic Studies
	Sun -	**DUE:** Exam #2: Chapters 4-7
5 Sept 20 - 26	M -	
	T - Ch. 8 Introduction to Metabolism	
	W -	
	TH - Ch. 9: Cellular Respiration & Fermentation	
	F -	
	Sat	
	Sun -	
6 Sept 27 - Oct 03	M -	
	T - Ch. 9: Cellular Respiration & Fermentation	

	W -	
	TH - Ch. 10: Photosynthesis	
	F -	
	Sat -	
	Sun -	
7 Oct 04 - 10	M -	
	T - Ch. 10: Photosynthesis	
	W -	
	TH - Ch. 11: Cell Communication	
	F -	
	Sat -	**DUE:** POGILs, Chapters 8-10 Dynamic Studies
	Sun -	**DUE:** Exam #3: Chapters 8-10
8 OCT. 11 - 17	M -	
	T - Ch. 12 Cell Cycle	
	W -	
	TH - Ch. 12 Cell Cycle	
	F -	
	Sat -	
	Sun -	
9 OCT. 18 - 24	M -	
	T - Ch. 13 Meiosis & Sexual Life Cycles	
	W -	
	TH - Ch. 14 Mendel & the Gene Idea	
	F -	
	Sat -	**DUE:** POGIL, Chapters 11-13 Dynamic Studies
	Sun -	**DUE:** Exam # 4: Chapters 11 - 13
10 OCT. 25 - 31	M -	
	T - Ch. 15 Chromosomal Basis of Inheritance	
	W -	

	TH - Ch. 15 Chromosomal Basis of Inheritance		
	F -		
	Sat -		
	Sun -		
11 NOV. 01 - 07	M -		
	T - Ch. 16 Molecular Basis of Inheritance		
	W -		
	TH - Ch. 16 Molecular Basis of Inheritance		
	F -		
	Sat	**DUE:** Chapters 14-16 Dynamic Studies	
	Sun -	**Due:** Exam # 5: Chapters 14 - 16	
12 NOV. 08 - 14	M -		
	T - Ch. 17 Gene Expression: From Gene to Protein		
	W -		
	TH - Ch. 17 Gene Expression: From Gene to Protein		
	F -		
	Sat -		
	Sun -		
13 NOV. 15 - 21	M -		
	T - Ch. 18 Regulation of Gene Expression		
	W -		
	TH - Ch 19 Viruses		
	F -		
	Sat -	**DUE:** POGILs, Chapters 17-19 Dynamic Studies	
	Sun -	**DUE:** Exam # 6: Chapters 17 - 19	
14 NOV. 22 - 28	M -		
	T - Ch. 20 DNA Tools & Biotechnology		
	W -		
	TH - HOLIDAY (THANKSGIVING)		

	F - HOLIDAY (THANKSGIVING)	
	Sat - HOLIDAY (THANKSGIVING)	
	Sun - HOLIDAY (THANKSGIVING)	
15 NOV. 29 - DEC. 05	M -	
	T - Ch. 21 Genome & Their Evolution	
	W -	
	TH - Review for Final Exam	
	F -	
	Sat -	**DUE:** POGILs, Chapters 20-21 Dynamic Studies
	Sun -	
16 DEC. 06 - 12	M -	
	T - Dec. 7, 2021: Final Exam	District Comprehensive Final: Chapters 1 - 21
	W -	
	TH -	
	F -	
	Sat -	
	Sun -	

▤ Additional Information

Biology Departmental/Program Information

Visit the **Biology Program Page (https://learning.hccs.edu/programs/biology)** on the HCC Learning Web for information about our faculty and courses. You will also find information about majoring in Biology.

The **Field of Study (FOS) Curriculum for Biology (https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/)** here at HCC covers the smallest and simplest organisms (microbiology) to the largest and most complex organisms (human anatomy and physiology, zoology, botany).

The **Associate of Science in Biology - Biology Majors & Premedical Programs (https://www.hccs.edu/finder/programs/associate-of-science-in-biology---biology-majors--premedical-programs---field-of-study-curriculum/)** FOS is intended primarily for students planning on transferring to a senior college or university to receive a baccalaureate degree in the following areas: computer science, engineering, health and natural sciences, or mathematics.

The **Associate of Science in Biology - Health Sciences Professions (https://www.hccs.edu/finder/programs/associate-of-science-in-biology---health-sciences-professions---field-of-study-curriculum/)** FOS is intended primarily for students planning on transferring to a senior college or university to receive a baccalaureate degree in the following areas: computer science, engineering, health and natural sciences, or mathematics. (Pre-Nursing, Pre-Radiologic Sciences, Pre-Clinical Laboratory Services)

Visit the [STEM Resources Page at HCC (https://www.hccs.edu/resources-for/current-students/stem--science-technology-engineering--mathematics/)](https://www.hccs.edu/resources-for/current-students/stem--science-technology-engineering--mathematics/): HCC has developed this site to provide information on STEM related programs and resources at HCC and other institution – to include scholarship information.

Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. You can always request a meeting (virtual/ in person) to go over your concerns. If your instructor is not able to assist you, then you may wish to contact the Biology Department using this form.

[Biology Department Reporting Form (https://forms.office.com/r/8BwrMbqCYB)](https://forms.office.com/r/8BwrMbqCYB)

Email: hcc.biology@hccs.edu

If your instructor is not able to assist you, then you may also wish to contact the Department Chair:

Dr. Shadi Kilani

shadi.kilani@hccs.edu; 713.718.7035