

Biology Department, Central College, Central Campus
SPRING 2011
BIOLOGY 1309 - INTRODUCTORY BIOLOGY 2
16 Week Class, CRN 76753, Online

Instructor: Jane L. Johnson-Murray, Ph.D.

Instructor Contact Information:

Best way to reach me: Blackboard email within our course.

Cubicle telephone: 713 718 2538

HCC Email: jane.johnsonmurray@hccs.edu (to be used only if Blackboard is down)

DISTANCE EDUCATION PHONE #: 713-718-5275 (administrative matters only)

Cubicle Location and Hours: Rm. 401 LHSB; By appointment, Tuesday and Thursday 8:00 to 8:30 AM.

COURSE DESCRIPTION: The second half of the Introductory Biology duo. Topics include the principles of evolution, classification and ecological relationships, a survey of the domains of life and an introduction to animal behavior.

TEXTBOOK: *Biology Concepts and Applications*, 7th Ed. by Cecie Starr, Thompson Brooks/Cole 2009 Volume II HCCS Custom Edition. To buy the book online or to order the e-book, go to http://www.brookscole.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=9780495119814&discipline_number=22

TEXTBOOK COMPANION WEBSITE: http://www.brookscole.com/cgi-wadsworth/course_products_wp.pl?fid=M20b&product_isbn_issn=9780495119814&discipline_number=22

PREREQUISITES: BIOL 1308

COURSE GOALS: The objective of 1308 and 1309 is to give the students the basic knowledge of life sciences.

STUDENT LEARNING OUTCOMES:

1. Students will be able to understand evolution by natural selection, and the fundamental aspects of population genetics.
2. Students will be able to explain the current view of the origin of species, and the timeline of history of life on Earth.
3. Students will be able to learn the classification scheme and the morphology of prokaryotes, the protists, and the fungi.
4. Students will be able to explain the principles of animal and plant phylogeny and describe the structure and function of tissues and organ systems within these organisms.
5. Students will be able to explain the ecological relationships between organisms and their environment.
6. Students will utilize online interactive evaluation tools to gauge their understanding of key anatomical and physiological concepts prior to lecture/examinations/quizzes where applicable.

COURSE SCHEDULE:

| Date | Chapters | Topics: use the Instructor's Lecture Notes (Homepage) to study | Quiz #: Chapters. Closing Date (11:55 PM) | Assignment #: Due date (11:55 PM) |
|-----------------|----------|---|---|-----------------------------------|
| 1/17 | 16-18 | Section I: Principles of Evolution, selected parts of these chapters. Lecture notes Part 1 | | 1: 1/21 |
| 1/24 | 16-18 | Section II: Principles of Evolution, selected parts of these chapters. Lecture notes Part 2 | 1: Prin. Evol. Pt. 1. 1/24 | 2: 1/28 |
| 1/31 | 40-41 | Ecology | 2: Prin. Evol. Pt. 2 1/28 | 3: 2/2 |
| | | | 3: Ch 40-41. 2/2 | |
| 2/4- 2/6 | | Lecture Exam 1: Chapters 16, 17, 18, 40, 41 | | |

| | | | | |
|-----------------------|--------------|---|--------------------------------|----------|
| 2/7 | 19 | Prokaryotes and Viruses | | 4: 2/11 |
| 2/14 | 20, 22 | Protists and Fungi | | 5: 2/18 |
| 2/21 | 25 29 | Plants and Animals: Common Challenges Organ Systems page 477 | 4. Ch 19. 2/21 | 6: 2/25 |
| 2/28 | 21 | Plant Evolution | 5: Ch. 20, 22, 25, 29. 2/28 | 7: 3/4 |
| 3/4- 3/6 | | Lecture Exam 2: Chapters 19, 20, 22, 25, 29, 21 | | |
| 3/7 | 25 27, 43 | Plant Tissue Plant Nutrition and Transport | | 8: 3/11 |
| 3/14- 3/20 | | Spring Break | | |
| 3/21 | 28 | Plant Reproduction and Development | 6: Ch. 26, 27, 43. 3/21 | 9: 3/25 |
| 3/28 | 23, 24 | Animal Evolution- Invertebrates and Vertebrates | 7: Ch 28. 3/28 | |
| 4/1-4/3 | | Lecture Exam 3: Chapters 25, 26, 27, 22, 43, and 23. | | |
| 4/4 | 30 | Neural Control | | |
| 4/21 | | Last day to withdraw by 4:30 PM | | |
| 4/11 | 31, 32 | Sensory Perception; Endocrinology | 8: Ch 31, 32 4/18 | 10: 4/22 |
| 4/18 | 44 | Behavioral Ecology | 9: Ch 44. 4/25 | |
| 4/25 | 39 | Reproduction | 10: Ch 39. 5/2 | |
| 5/3-5/5 | | Make-up quiz period | | |
| 5/6- 5/8 | | Lecture Exam 4: Chapters 30, 31, 32, 44, 39 | | |

INSTRUCTIONAL METHODS

Your lecture notes are available on Blackboard. The material you need to study for exams is included within these online lecture notes. The notes give a review of the material you need to learn within a chapter and include questions that you need to answer using both the text and resources from the Internet. The lecture notes may be updated during the course; you will be notified if/when updates are made.

Logging into Blackboard:

BLACKBOARD STUDENT USER ID: Your Blackboard login user ID will be your HCC User ID (sometimes referred to as the "W" number). All HCC students have a unique User ID. If you do not know your User ID you can look it up by visiting the HCC home page:

- o From www.hccs.edu, under the column "CONNECT", click on the "Student System Sign In" link
- o Then click on "Retrieve User ID" and follow the instructions.

Or use the direct link: <https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG>

The default student password is "distance." Students will then be prompted to change their password after their first login. Please visit DE Technical Support website if you need additional assistance with your log in.

BLACKBOARD PROBLEMS CENTER: <http://d2.parature.com/ics/support/default.asp?deptID=8081> Please go to this website if you have technical problems with using Blackboard. You will find a 24/7 phone number you can call, an opportunity for live chat with a technician, and a FAQ section for students.

ASSESSMENTS: EARNING A GRADE

You will earn points in three ways: **lecture exams, assignments, and quizzes**. If you wish, you may earn **extra credit** (described below).

1. **Lecture exams:** all material for the exam will be found in my lecture notes, which are available from the Homepage "Lecture Material for Exams" or through the SCORM link on the Blackboard menu. Lecture exams will be available online at the specific times listed in the syllabus.
 - All lecture exams are **closed book** and must be taken using the Lockdown Browser. This Browser is available on all HCCS computer lab computers or you can download it to your computer from <http://www.respondus.com/lockdown/information.pl?ID=355612798>
 - You cannot use any sources during the exam except the material in your own brain!
 - Each exam is available for a specific time period. Once you begin the exam, you must finish it. You cannot re-enter the exam once the time is up. Since the lowest of your four lecture exams will be dropped, **NO MAKE-UP exams will be given** since one of the four exams will be dropped.
 - Students with disabilities who need special help taking tests as part of reasonable accommodation should contact the Office for Students with Disabilities for information regarding testing.

Four lecture exams, highest three count. Three times 150 pts: 450 pts.
2. **Assignments:** There will be more than five available, but **you must do five** to complete your course requirements.
 - All assignments are available from the beginning of the semester. Each closes at the specific time listed above in the course schedule.
 - Each assignment (accessed through the Assignments icon on the desktop) has individual instructions.
 - General instructions: all assignments must be accompanied by a list of references as citations. Plagiarism is NOT acceptable: any time you copy or paste anything from the Internet, you must put that information in quotation marks and give the URL as a reference. If text is copied and pasted from the Internet and is not cited, then you will receive a "0" for the assignment: No do-overs. I will be spot-checking assignment submissions for plagiarism.
 - You may NOT use Wikipedia as a source. It is not unusual, though, to find cited resources within Wikipedia articles, and these may help you find information on the topic.
 - The FIRST assignment that you do can be submitted for review **if you request it**. I will read it, make comments, and return it to you. This will give you a feeling for the amount and type of content that is expected in the assignments. Only the first assignment you do will be reviewed. The other four assignments will be graded without review when they are submitted.
 - **To submit your first assignment for review, send it to me as an attachment via Blackboard email. Make sure you mention in the subject line that you are submitting the assignment for review. You need to give me three days lead time if you want the assignment reviewed.**
 - All completed assignments should be submitted using the Assignment Tool.

Remember: you need to do only **FIVE** of these assignments: you choose which ones. Can you do them early? Yes. Can you do them late? No.

Five assignments each worth 20 pts: 100 pts

3. **Quizzes for Credit:** Ten quizzes will be posted on the website.
 - They will be available for specific time periods and you must take them within that timeframe. Each quiz will be timed. If you use more than the time provided, the submission will not be accepted.
 - You cannot use any sources during the quiz except the material in your own brain!
 - There will be a time period (see the class schedule) during which you can make up quizzes you missed. You may not retake quizzes that you have attempted previously.

Ten quizzes each worth 15 pts: 150 pts

4. **Extra credit:** you may submit two additional assignments for extra credit.

Point Accumulation and Grade in the Course

Four lecture exams, highest three count. Three times 150 pts: 450 pts.

Five assignments each worth 20 pts: 100 pts
Ten quizzes each worth 15 pts: 150 pts
Total possible for the course: 700 points

GRADING SCALE

| % | Points | Grade |
|--------|---------|-------|
| 90-100 | 630-700 | A |
| 80-89 | 560-629 | B |
| 70-79 | 490-559 | C |
| 60-69 | 420-489 | D |
| 0-59 | 0-419 | F |

INCOMPLETE POLICY: The only circumstances under which you can get an "I" (Incomplete) is if you are too ill to take the final. If you and I agree that an "I" is possible given your circumstances, then I will determine a time-frame (no longer than by the end of the next full semester) in which you must complete the final. If you do not, the "I" will convert to an F.

Academic Honesty

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the University's Policy on Academic Honesty, found in the catalog. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty. "Scholastic dishonesty": includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Cheating on a test includes:

- Using the text, notes, or any other written material during an exam or a quiz
- Copying from another students' test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

Plagiarism means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit. When you are using the Internet as a source of material for assignments, plagiarism includes copying and pasting material from a source on the Internet without giving citing the source of that information.

Collusion means the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook)

HCC Course Withdrawal Policy

Beginning Fall 2007, the State of Texas imposes penalties on students who drop courses excessively. Students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university.

To help you avoid having to drop/withdraw from any class, contact your DE professor regarding your academic performance. You may also want to contact your DE counselor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.).

HOW TO DROP

- **If a student decides to drop or withdraw from a class upon careful review of other options, the student can drop online prior to the deadline through their HCC Student Center.**
<https://hccsaweb.hccs.edu:8080/psp/csprd/?cmd=login&languageCd=ENG>
- **Students should check HCC's Academic Calendar by Term for drop/withdrawal dates and deadlines.**
Classes of other duration (mini-term, flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar's Office at 713.718.8500 to determine mini-term class withdrawal deadlines.

Repeat Course Fee

The State of Texas encourages students to complete college without having to repeat failed classes. To increase student success, students who repeat the same course more than twice, are required to pay extra tuition. The purpose of this extra tuition fee is to encourage students to pass their courses and to graduate. Effective fall 2006, HCC will charge a higher tuition rate to students registering the third or subsequent time for a course. If you are considering course withdrawal because you are not earning passing grades, confer with your instructor/counselor as early as possible about your study habits, reading and writing homework, test taking skills, attendance, course participation, and opportunities for tutoring or other assistance that might be available.

Online Classroom Behavior

As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. Your instructor takes this responsibility very seriously and will inform members of the class if their online behavior makes it difficult for him/her to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates.

COMMUNICATION

- Most course information will appear in the syllabus or will be sent to you by Blackboard email.
- Email me through Blackboard email only. If the Distance Ed server goes down, you can email me at jane.johnsonmurray@hccs.edu , but you may use this address ONLY if you cannot use Blackboard

STUDENT SERVICES

DISTANCE EDUCATION ADVISING AND COUNSELING SERVICES: Much DE student information can be found on the DE Student Services website: de.hccs.edu. Advising or counseling can be accomplished through our online request form [AskDECounseling](#). Counselors and Student Services Associates (SSA) can assist students with admissions, registration, entrance testing requirements, degree planning, transfer issues, and career counseling. In-person, confidential sessions, can also be scheduled to provide brief counseling and community referrals to address personal concerns impacting academic success.

EARLY ALERT: HCC has instituted an Early Alert process by which your professor may "alert" you and DE counselors that you might fail a class because of excessive absences and/or poor academic performance.

INTERNATIONAL STUDENTS: Contact the International Student Office at 713-718-8520 if you have questions about your visa status.

STUDENTS WITH DISABILITIES: Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc) who needs to arrange reasonable accommodations must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester. **Instructors are authorized to provide only the HCC DSSO approved accommodations but must do so in a timely manner.** Students who are requesting special testing accommodations must first contact the appropriate (most convenient) DSS office for assistance each semester:

DISABILITY SUPPORT SERVICES OFFICES:

System: 713.718.5165

Central: 713.718.6164 – *also for Deaf and Hard of Hearing Services and Students Outside of the HCC District service areas.*

Northwest: 713.718.5422

Northeast: 713.718.8420

Southeast: 713.718.7218

Southwest: 713.718.7909

After student accommodation letters have been approved by the DSS office and submitted to DE Counseling for processing, students will receive an email confirmation informing them of the Instructional Support Specialist (ISS) assigned to their professor.

PROCTORING NOTICE FOR STUDENTS OUTSIDE OF HCC SERVICE AREA: Students who live or work outside the HCC service area and cannot take paper exams at one of our HCC testing locations **MUST** make arrangements for a proctor. For more information and to complete the required Proctor Approval Form, please visit de.hccs.edu.

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

ONLINE TUTORING: HCC provides free online tutoring in writing, math, science, and other subjects. How to access AskOnline: Click on the Ask Online button in the upper right corner of the Blackboard course listings page. This directs students to the HCC AskOnline Tutoring site: <http://hccs.askonline.net/>. Use your student ID or HCC e-mail address to create an account. Instructions, including a 5-minute video, are provided to make you familiar with the capabilities of this service.

SOCIAL NETWORKING: DE students are encouraged to become a fan of [DE on Facebook](http://www.facebook.com/HCCDistanceEd) <http://www.facebook.com/HCCDistanceEd> and to follow [DE on Twitter](http://twitter.com/HCCDistanceEd): <http://twitter.com/HCCDistanceEd>. These social networking sites help DE foster student engagement and provide a sense of community for the online learner. Students will also stay informed about important information and announcements.

LIBRARY RESOURCES: As a DE student you have the same access to first-rate information resources that the HCC Libraries make available to all HCC students. A special website pulls together all the tools DE students will need to get their research rolling. [Library Resources](http://library.hccs.edu/library_services/distance.php) link is specifically for DE students: http://library.hccs.edu/library_services/distance.php

Success in this course depends on YOU! The following strategies are strongly recommended:

- Read and understand all elements of the Syllabus, Distance Education and Student handbooks. Give your instructor both day and evening phone numbers and your e-mail address.
- Make sure you know when all quizzes and assignments must be finished. Make sure you are available for the Exams on the appropriate dates
- Read and learn the lecture notes for the required chapters; use the textbook to answer questions in the lecture notes prior to the exams and quizzes.
- Please email me if you have any questions regarding any element of the course you do not understand.
- The student CD-Rom accompanying the textbook and the publisher's web site are excellent sources to review course content. The Website is a wonderful resource for reviews, self-tests, vocabulary, links and other resources

The Distance Education Student Handbook contains policies and procedures unique to the DE student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as DE contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course information, testing procedures, technical support, and academic calendars. Refer to the DE Student Handbook by visiting this link: <http://de.hccs.edu/de/de-student-handbook>

Work hard from the beginning of the semester rather than playing "catch-up" during the second half of the semester.

TIPS FOR NAVIGATING THROUGH THE INTERNET COURSE:

From the HOMEPAGE

Syllabus: Electronic copy of this document.

Star Student Companion Site. A series of links provided by the publisher. You might find some of these activities helpful.

Lecture Material for Exams. Provided by me. These are the notes from which you will study for quizzes and lecture exams. The notes are incomplete in that they contain questions that you need to answer using the text and the Internet.

Assignments. Ten series of questions available to you now, but each is timed to become unavailable at particular times. You are required to do five of these assignments and may do two additional for extra credit. Each worth 20 pts.

Exams and Quizzes for Credit.

Exams: Available only at certain times. Be sure to check the schedule.

Quizzes: Ten. Available at various times during the semester, each worth 15 points.

Practice Quizzes.

Have a GREAT SEMESTER and please remember to contact me if any questions arise.