General Biology -1 (BIOL-1406)  
Spring 2016 CRN# 86551

| Course location and times | Central Campus  
Mondays 5:30 P.M - 8:30 P.M LHSB room 304  
Wednesdays 5:30 P.M - 8:30 P.M LHSB room 305 |
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<tbody>
<tr>
<td>Course semester credit hours</td>
<td>4 semester credit hours</td>
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<tr>
<td>Course contact hours</td>
<td>3 hours lectures/Laboratory</td>
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<tr>
<td>Course length</td>
<td>16 weeks</td>
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<tr>
<td>Instruction type</td>
<td>In-person, Lecture &amp; Lab</td>
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| Instructor | Dr. Judith Pachuau                           |
| Email address | Judith.pachuau@hccs.edu                   |
| Office location and hours | LHSB, Central Campus; After class otherwise by email |

**Course Description**

This course focuses on the biological chemistry of the cell and its organization in multicellular organisms. Discussions include biological processes, cellular morphology, metabolism, heredity and molecular genetics. The objective of this course is to give the students a basic understanding of life sciences, especially those entering nursing or other applied health sciences. Please set aside adequate time to grasp this course.

**Instructional Materials**

*Text Book*  _Campbell Biology_ 10th edition, volume I by Reece, Urry, Cain, Wasserman, Minorsky and Jackson. Benjamin/Cummins publishing Co. 2011. This edition is packaged and priced specifically for HCCS. Please buy the new textbook from the HCC bookstore that comes packaged with the mastering biology access code. We will be using this site for this course.

*Lab Manual: General Biology 1 Lab Manual “A hands on experience”*

<table>
<thead>
<tr>
<th>Important Dates:</th>
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<tbody>
<tr>
<td>February 15th</td>
<td>President’s Day Holiday</td>
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<tr>
<td>March 14th to 18th</td>
<td>Spring Break</td>
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<tr>
<td>April 5th</td>
<td>Last Day for Administrative and Student Withdrawal</td>
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<tr>
<td>Date</td>
<td>Events</td>
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<tr>
<td>January 20&lt;sup&gt;th&lt;/sup&gt;</td>
<td>Orientation, Lecture: Chapter-1</td>
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<tr>
<td>January (25&lt;sup&gt;th&lt;/sup&gt; &amp; 27&lt;sup&gt;th&lt;/sup&gt;)</td>
<td>Lecture: Chapter 2 &amp; 3 Lab: 1,2,3</td>
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<tr>
<td>February (1&lt;sup&gt;st&lt;/sup&gt; &amp; 3&lt;sup&gt;rd&lt;/sup&gt;)</td>
<td>Lecture: Chapter 4 &amp; 5 Lab-4 Lecture exam-1 review</td>
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<tr>
<td>February (8&lt;sup&gt;th&lt;/sup&gt; &amp; 10&lt;sup&gt;th&lt;/sup&gt;)</td>
<td>LECTURE EXAM -1 (Ch.1-5) Lecture: Chapter-6 Mastering Biology (chapter 1-5) due-1pm Lab: 5, 6 [*Lab books will be collected for grading 1-4]</td>
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<td>February (15&lt;sup&gt;th&lt;/sup&gt; &amp; 17&lt;sup&gt;th&lt;/sup&gt;)</td>
<td>Lecture-7 &amp; 8 Lab: 7, 8</td>
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<td>February (22&lt;sup&gt;nd&lt;/sup&gt; &amp; 24&lt;sup&gt;th&lt;/sup&gt;)</td>
<td>Lab-9</td>
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<td>February (29&lt;sup&gt;th&lt;/sup&gt; &amp; March 2&lt;sup&gt;nd&lt;/sup&gt;)</td>
<td>Lecture: Chapter 11 Lecture exam-2 review LECTURE EXAM -2 (Ch.6-10) Mastering Biology (chapter 1-5) due-1pm Lab-10</td>
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<td>March (7&lt;sup&gt;th&lt;/sup&gt; &amp; 9&lt;sup&gt;th&lt;/sup&gt;)</td>
<td>Lecture: Chapter 12 Lab exam-1 review LAB EXAM-1 (1-10) [*Lab books will be collected for grading]</td>
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<td>March (14&lt;sup&gt;th&lt;/sup&gt; &amp; 16&lt;sup&gt;th&lt;/sup&gt;)</td>
<td>Spring Break Spring Break</td>
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<td>March (21&lt;sup&gt;st&lt;/sup&gt; &amp; 23&lt;sup&gt;rd&lt;/sup&gt;)</td>
<td>Lecture: Chapter 13, Intro to 14 Lab: 11, 12</td>
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<td>March (28&lt;sup&gt;th&lt;/sup&gt; &amp; 30&lt;sup&gt;th&lt;/sup&gt;)</td>
<td>Lecture: Chapter 14 Lab:13,14</td>
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<td>April (4&lt;sup&gt;th&lt;/sup&gt; &amp; 6&lt;sup&gt;th&lt;/sup&gt;)</td>
<td>Lecture: Chapter 15 Lab: 15, 16 Lecture exam-3 review [*Lab books will be collected for grading 11-14]</td>
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<td>April (11&lt;sup&gt;th&lt;/sup&gt; &amp; 13&lt;sup&gt;th&lt;/sup&gt;)</td>
<td>LECTURE EXAM -3 (Ch.11-15) Lecture: Chapter 16 Mastering Biology (chapter 11-15) due-1pm Lab: 17, 18</td>
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<td>April (18&lt;sup&gt;th&lt;/sup&gt; &amp; 20&lt;sup&gt;th&lt;/sup&gt;)</td>
<td>Lecture Chapter: 17 Lab: 19 Lecture: Chapter 18</td>
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<tr>
<td>April (25&lt;sup&gt;th&lt;/sup&gt; &amp; 27&lt;sup&gt;th&lt;/sup&gt;)</td>
<td>Lecture-19, 20 LAB EXAM-2 (11-19) [*Lab books will be collected for grading] Lecture-exam-4 review</td>
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<tr>
<td>May (2&lt;sup&gt;nd&lt;/sup&gt; &amp; 4&lt;sup&gt;th&lt;/sup&gt;)</td>
<td>LECTURE EXAM -4 (Ch.16-20) Course Review Mastering Biology (chapter 16-20) due-1pm Course review</td>
</tr>
<tr>
<td>May 9&lt;sup&gt;th&lt;/sup&gt; [MONDAY]</td>
<td>DEPARTMENTAL FINAL COMPREHENSIVE EXAM (chapter 1-20)</td>
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*The instructor has the right to modify the above schedule but students will be notified in a timely manner. Lecture sessions with 2 chapters, if not completed, will be continued in the next class.*
Exams and Grading

Lecture Exams: There will be a total of four lecture exams (not including the Comprehensive final exam). All multiple choice questions need to be answered on a Scranton. Lecture exams may be comprised of multiple choice, true or false, fill in the blanks, short/long essay questions. Scantrons will not be provided; it is the student’s responsibility to have a scantron and pencils the day of exams.

Lab Exams: There will be two Lab Practical Exams during the course and you have to take both exams. These will be explained in detail during our lab sessions. Stations will be setup for the various labs. Questions may be multiple choice, fill in the blanks, diagrams, problem solving, definitions, identification, and short essay type questions. Note: No scantrons are needed for Lab Practical Exams. There will be no makeup exam for labs.

Each lecture and lab exam accounts for 12% of your grade. Out of the four lecture exams and 2 lab exams, one lowest exam grade will be dropped. If you take all of these six exams, your lowest grade automatically becomes your drop grade. If you miss an exam (except lab exam) it automatically becomes your drop exam. If you miss a second exam, you will receive a grade of 0% for that exam. There will be no makeup lecture exam (exam 1-4) unless in exceptional circumstances. There must be a valid document reason for a makeup exam and it must be pre-approved by the instructor. There will be no makeup exam for the departmental comprehensive final.

Mandatory Comprehensive Final Lecture Exam (10%): The comprehensive final exam is mandatory and cannot be one of your dropped grades. This comprehensive final exam will cover chapter 1 through 20 from your textbook and will be administered in the final week.

Mastering Biology Homework Assignments: Mastering Homework Assignments are assignments that have to be done online. Mastering Biology home assignments are due on the day of each lecture exam, at 1pm, prior to each exam at 5:30 PM. Your new textbook will have the access code needed to register for Mastering Biology. This will account for 10% of the final grade. Please log into mastering using the website www.pearsonmastering.com and use the code central73405

Pre Lab reports, lab reports & performances, class participation, attendance:

10% of the final grade. Prelabs must be completed by the students prior to the corresponding lab session and must be placed on the instructor’s desk before lab session begins. Lab reports must be completed at the end of each lab session and students must show their completed work to the instructor before leaving. Each student is required to do his/her own lab work and individuality will be looked for in the lab reports. With the instructor’s approval, group effort will be allowed in the lab but every student must participate equally when working in groups. Each student must complete the lab work before leaving and must be in lab for the entire lab period. Attendance will be taken at any time during lab. Lab report submitted late will have 10% taken off from the total points. If a student misses two lab sessions during the semester, he/she will be allowed to complete the lab report and will graded. If a student is absent for more than two lab sessions, any lab reports during the missed class will not be graded for points. Pre-labs will not be checked for grading for any students who is absent for that lab. Overall Attendance and Participation in the Course will be evaluated.
**Lecture sessions, class participation, attendance**: 5% of the final grade. Students must attend all lecture sessions and actively participate in the class. Students will submit any classwork (if there are any) to be graded for class participation and this excludes absentees. Overall Attendance and Participation in the Course will be evaluated.

### Grade Computation

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>4 lecture exams + 2 lab exams</td>
<td>12% each</td>
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<tr>
<td>(lowest 1 to be dropped)</td>
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<tr>
<td>Comprehensive Lecture Final exam</td>
<td>10%</td>
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<tr>
<td>Mastering Biology Quizzes</td>
<td>10%</td>
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<tr>
<td>Lab participation/reports/prelab work</td>
<td>10%</td>
</tr>
<tr>
<td>Class participation/class work</td>
<td>5%</td>
</tr>
<tr>
<td>Home assignments</td>
<td>5%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>60%</strong></td>
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A = 90-100%
B = 80-89%
C = 70-79%
D = 60-69%
F = Below 60%

### Instructor’s Incomplete Policy

The only circumstances under which you can get an I (incomplete) is if you are too ill to take the final exam. Once you receive an I, in order to get a grade for the course, you will have to complete the material by the end of the next full semester. If you do not, then 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”: includes, but is not limited to, cheating on a test, plagiarism, and collusion.

**Cheating on a test includes:**

- 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.

**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)

**Class Attendance**

**It is important that you come to class.** Attendance will be taken at every class. Attending class regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. Simply put, going to class greatly increases your ability to succeed. You are expected to attend all lecture and labs regularly. You are responsible for materials covered during your absences. It is your responsibility to initiate a withdrawal from this course. As an adult making the decision not to attend, you do not have to notify the instructor prior to missing a class.

Poor attendance records tend to correlate with poor grades. If you miss any class, including the first week, you are responsible for all material missed. It is a good idea to find a friend or a buddy in class who would be willing to share class notes or discussion or be able to hand in paper if you unavoidably miss a class. 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).

**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, 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 division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

**Use of Camera and/or Recording Devices is prohibited**

As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices, and will not use these devices in the classroom unless you receive permission from the instructor.

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

**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. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office.

Students who are requesting special testing accommodations must first contact the appropriate (most convenient) DSS office for assistance:
**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 assigned to their professor.

**Education advising and Counseling Services**

HCC Counselors are essential to all students’ success. They create relevant opportunities and facilitate the development of desirable student outcomes. Ultimately, our counselors seek to foster academic and personal success within the context of a global and diverse community

**Tutoring services**

Learning Emporium:
San Jac- 384
7 am - 6 pm M--TH
8 am - 4 pm F

Phone: 46356

**Course Repeater Policy**

Beginning fall 2006, students who repeat a course for a third or more times will face significant tuition/fee increases at HCC and other Texas public colleges and universities. Please ask your instructor and/or counselor about opportunities for tutoring/other assistance prior to considering course withdrawal or if you are not receiving passing grades.

**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.
• HCC and/or instructors may drop students for excessive absences without notification (see Class Attendance below).
• 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.

**Early Alert Notification**

HCC utilizes an Early Alert system managed by the counselors to provide outreach and intervention to students who may be at risk of withdrawal or failure. Referrals to this system are typically made by a faculty member. If a professor is concerned about a student’s performance in class, that student may be referred to Early Alert for counseling intervention.

**Classroom Conduct**

All students in HCC 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.

**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. Since January 1, 2003, International Students are restricted in the number of distance education courses that they may take during each semester. ONLY ONE online/distance education class may be counted towards the enrollment requirement for International Students per semester. Please contact the International Student Office at 713-718-8520 if you have any questions about your visa status and other transfer issues.

**Library Resources**

The library system, which is made up of libraries and electronic resource centers (ERCs) provides you with an extensive, up-to-date collection of resources, including books, magazines and newspapers—in both paper and electronic formats—as well as Videos. Online resources can be accessed at http://library.hccs.edu

**Rules and Regulations**

• Textbook and lab manual are required.
• Full class attendance is required. Students with more than four unexcused absences may result in an administrative withdrawal. Students are responsible for everything covered during their absence.
• To avoid disruption in the class room, all cell phones must be set on the silence mode. Use of headphones is not permitted during class.
• Children or anyone who is not officially enrolled in the course will not be allowed in the classroom or laboratory.
• Eating, drinking or smoking is strictly prohibited in the laboratory.
• You must read the laboratory safety rules before doing any of the lab exercises.
• The lab safety release form must be signed during the first lab session.
• Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, testing centers, and other locations where testing is taking place. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations. Violations of this policy will result in discipline, up to and including termination or expulsion.

**EXAM POLICIES:** The following guidelines will govern all exams:
  o The students will not be allowed to leave the classroom before completing an exam.
  o Anyone arriving late will not be allowed to take an exam if any student has completed the exam and left the classroom.
  o All lecture and lab exams will be timed. Students arriving late will not be given extra time to complete an exam.
  o Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, testing centers, and other locations where testing is taking place. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations. Violations of this policy will result in discipline, up to and including termination or expulsion.
  o Students may not use dictionaries or other aids during the exam.
  o Make-up exams will be given only in the event of an emergency. No student may take more than one make-up exam without special permission. Students must e-mail or call the instructor immediately (if possible, on or before the day of the scheduled exam), explain his/her reason for missing the exam, and request a make-up. The instructor will decide if the request is valid.
  o Cheating is not permitted. If it occurs, the students may receive a zero for the exam, or a grade of “F” in the course.

• Grades will not be posted at any time during the semester. You may receive your final grades at the end of the semester from the Biology Department via the Internet by logging on to www.getgrades.com or www.hccs.edu or by calling toll free at 1-887-341-4300. Proper identification is required to receive the final grade. The transcripts will be mailed by the HCCS office only if requested by the student.

**TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, 20 U.S.C. A§ 1681 ET. SEQ.**
Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students’ rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance. It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations. Log in to: www.edurisksolutions.org. Sign in using your HCC student e-mail account, then go to the button at the top right that says Login and enter your student number.
Have a GREAT SEMESTER and please let me know if you have any questions.