

HOUSTON COMMUNITY COLLEGE
BIOLOGY 1108 – INTRODUCTORY BIOLOGY I Online Lab Course
PROFESSOR: Dr. Jyoti R. Wagle
Fall Second Start Semester, 2018 (CRN: 10298)



Remember, this is a First 8 Weeks course.

It will begin on September 24th.

If you do not log-in Eagle Online for this course before the official date of record (4:00 pm, October 3rd), HCC business office will drop you from the course. You will not be re-instated.

*You are responsible for buying **MANDATORY** lab manual immediately. It is available at HCC Central College bookstore. Purchase it early. Buying online or at another campus may delay your start.*

This course requires you to know the scientific information taught in BIOL 1308.

Therefore, you should have previously taken BIOL 1308 lecture course or concurrently enrolled in Fall First 8 Weeks or Second Start BIOL 1308 course.

This is only a general syllabus. The detailed syllabus is provided on Eagle Online on the first day of the semester with updated policies and deadlines.

In order to access HCC Eagle Online Learning Management System (CANVAS), you must log in: <http://eagleonline.hccs.edu>

Use your HCC email address as your user ID and then your password. If this is your first time using Eagle Online, follow directions to create your password. Then select the course.

It is your responsibility to confirm your log-in access for Eagle Online website ahead of time so that you are able to start the course on the first day of the semester.

You are recommended to check Eagle Online on the first day and 2-3 times each week.

This is online BIOL 1108 lab course!

Access to a reliable computer with a reliable internet connection is the top requirement for this course. No accommodations will be made for breakdown of any of the above.

Use of a PC or a laptop is recommended.....iPad or telephone is not guaranteed to give you full accessibility to interactive eLabs or the exams.

You **MUST** purchase the lab manual but you do not need to purchase lab materials to perform experiments at home or come to the campus to attend the labs.

Instead, you must go through virtual eLabs posted in CANVAS for each lab exercise, record your observations in the lab manual, and answer questions to complete the lab reports.

You will be required to take online and on-campus exams (refer to details below).

Four most common mistakes made by online students:

1. Not logging into CANVAS on regular basis.
2. Under-estimating study time.
3. Waiting till the last minute to go through the eLabs and completing the lab reports.
4. Missing the exam deadlines.

Your activity is tracked in CANVAS and no accommodations will be made for missing the deadlines for any reason....personal, medical or technical.

Remember, online class is not easier....it just gives you more time flexibility.

But you still need to manage your time!

MANDATORY LAB MANUAL:	Introductory Biology I Lab Manual – A Science Experience By Dr. Jyoti R. Wagle, Fourth edition, 2015 Available only at HCC Central College Bookstore
TUTORING:	Free tutoring is offered by HCC at many of its campuses. Go to: http://ctle3.hccs.edu/alltutoring/

CONTACT INFORMATION:

Email: jyoti.wagle@hccs.edu

Telephone: 713 – 718 – 2541

Learning web site: <http://learning.hccs.edu/faculty/jyoti.wagle>

Office location and hours: My office is in LHSB 401, Central College, 1300 Holman. Tuesday/Thursday 12:30-1:45. Please email to arrange the meeting time.

If you have problem with your access to EO, go to

<http://www.hccs.edu/online/technical-support/>

Eagle Online Technical Support - **call 713.718.5275, option 3**

IT (Password reset) Customer Support - **call 713.718.8800, option 1**

COURSE OBJECTIVES AND DESCRIPTION:

The objective of this course is to give the students a lab experience and basic knowledge of life sciences.

Topics include basic biological chemistry, cellular morphology, metabolism, Mendelian and molecular genetics.

Reading & Exam Schedule

* The instructor reserves the right to make changes in this schedule to accommodate unusual circumstances and evolving departmental policies. You will be informed of these changes within reasonable time through email or announcements on the homepage banner. This is only a temporary schedule. Please confirm the details once you have access to Eagle Online course section.

<i>Week of</i>	<i>Lab Exercises /Testing Schedule</i>
Sept 24	<i>Review Syllabus, CANVAS, How the course is set-up</i> <i>1. Lab Safety, Procedures & Scientific Method</i> <i>2. Measurements</i>
Oct 1	<i>3. Atomic Structure & Chemical Bonds</i> <i>4. Properties of Water</i> <i>5. pH & Buffers</i>
Oct 8	<i>Exam 1 (on Lab Ex. 1, 2, 3, 4 & 5): To be completed before 5:00 pm, Monday, Oct 8th</i> <i>Review your exam from 5:00 pm, Mon, Oct 8th till 8:00 am, Tues, Oct 9th</i> <i>6. Biological Macromolecules</i>

Oct 15	7. Microscopy 8. Cell Structure
Oct 22	Exam 2 (on Lab Ex. 6, 7 & 8): To be completed before 5:00 pm, Tuesday, Oct 23rd Review your exams from 5:00 pm, Tues, Oct 23rd till 8:00 am, Wed, Oct 24th
Oct 29	9. Diffusion & Osmosis 10. Enzymes
Nov 5	11. Photosynthesis Exam 3 (on Lab Ex. 9, 10 & 11): To be completed before 5:00 pm, Wednesday, Nov 7th Review your exams from 5:00 pm, Wed, Nov 7th till 8:00 am, Thurs, Nov 8th
Nov 12	<u>Last day to withdraw: 4:30 pm, Monday, November 12th, 2018</u> 12. Cellular Respiration 13. Somatic Cell Division - Mitosis
Nov 19	14. Gametic Cell Division - Meiosis Exam 4 (on Lab Ex. 12, 13 & 14): To be completed before 5:00 pm, Wednesday, Nov 21st Review your exams from 5:00 pm, Wed, Nov 21st till 8:00 am, Thurs, Nov 22nd
Nov 26	15. Principles of Inheritance 16. Human Heredity & Karyotyping
Dec 3	17. Protein Synthesis Exam 5 (on Lab Ex. 15, 16 & 17): To be completed before 5:00 pm, Wednesday, Dec 5th Review your exams from Dec 5th till 8:00 am, Dec 6th Mandatory Comprehensive Final Exam (Ex. 1-17): To be completed in-person at HCC Testing Centers, Dec 7th – 9th
Dec 10	Semester ends - Grades posted

COURSE EXPECTATIONS:

This is an online BIOL 1108 lab course.

You MUST purchase the mandatory lab manual.

You do not need to purchase lab materials to perform experiments at home or in a lab.

*Instead, you required to go through online “Virtual eLabs”, record your observations in the lab manual, answer questions to complete the lab reports, and take **online and on-campus** exams.*

A reliable computer with a reliable internet connection is the top requirement for this course. No accommodations will be made for breakdown of any of the above.

Use of a PC or a laptop is recommended.....iPad or telephone is not guaranteed to give you full accessibility to interactive eLabs or the exams.

It is also your responsibility to confirm your log-in access for Eagle Online website ahead of time so that you are able to start the course on the first day of the semester.

Eagle online for this course includes “Do the Labs” with eLabs, graphics and animations to help you follow lab exercises. It also provides a variety of tools to study the background information.

You are expected to know the scientific terminology that you learned in BIOL 1308 course.

Please set aside adequate time to study!

It is your responsibility to start the course in time, meet all the deadlines, and read the announcements posted on Eagle Online on daily basis .

No accommodations will be made for missing the deadlines for whatever reasons.

All exams must be taken independently. No sharing of information is allowed.
If sharing is suspected, a zero score will be given for the exam or F for the course.

Grades:

1. Each week, you must go through the assigned lab exercises. While working on a lab exercise, you must go through the introduction section and procedures in your lab manual. You must also go through “Do the Lab” provided for each lab exercise in CANVAS. Go through the eLabs and record your observations from the eLabs in the lab reports in the lab manual and answer all the questions. **You will not be asked to submit your completed lab reports. However, exams will include questions on your lab reports and completing them will be in your best interest.**

2. There will be a total of 6 exams.

You will be tested on information in introduction section, procedures, observations, interpretation of the experiments, lab reports and background information learned in BIOL 1308 lecture course.

3. Exercises will be clustered as follows:

Exercise Exam 1 (on Ex. 1-5)	50 points
Exercise Exam 2 (on Ex. 6-8)	50 points
Exercise Exam 3 (on Ex. 9-11)	50 points
Exercise Exam 4 (on Ex. 12-14)	50 points
Exercise Exam 5 (on Ex. 15-17)	50 points
Drop one lowest score	<u>-50 points</u>
Total Exercise Exam score	200 points
Final Comprehensive On-campus Exam on Ex. 1-17 (info below)	<u>20 points</u>
Total Maximum Score	220 points

4. **Exercise Exams 1-5 will be online and are available for multiple days.**

However, you will get **only one attempt** to open and complete the exam. If you have started the exam and you decide to exit for any reason, **you will not be able to re-enter**. Plan ahead based on your work schedule and personal responsibilities. The deadline is for completing the exams. If you start too close to the deadline, it will shut down at 5:00 pm and you will not be able to continue taking the exam. **The deadline will not be extended for any reason.**

PLEASE NOTE: The deadline to complete these exams is **5:00 pm (Houston time)** on specific days that are posted in the semester schedule. Reminders will be posted on the homepage banner of CANVAS.

As a DE student, you are responsible for making sure that you have access to a reliable computer and internet connection. You are responsible for any technical or personal problems.....exam may shut down, computer may crash, internet may go down, family emergencies, etc. You have the option to go to HCC open labs to take the exam. In this case, you are responsible for keeping track of the open lab schedule.

Do not wait till the last minute to complete the exams. No accommodations will be made if the exam is taken last minute or missed due to whatever reason.....personal, medical or technical.

5. **PLEASE NOTE:** Exercise Exams 1-5 will have 55 questions that include 5 extra credit questions. But you can only get a maximum of 50 points on any exam and the grade is calculated out of 50....not 55. **If you score above 50 points on any exam, your score will be changed to 50 points.** Getting 50 points on any exam is like getting 100% on that exam. In order to calculate your percent grade on an exam, multiply your exam

score by two.

6. You will get **limited but generous time** to complete the Exercise Exams. You will be allowed **only one chance to open** the Exercise Exams. Attempt these exams only after going through the information in your manual, going through the eLabs thoroughly, and **completing the lab reports. You will not have time to surf the internet or read the lab manual while taking the exam.** Make sure you read all the instructions and policies in the "Assessment" unit on Eagle Online before attempting any exam.

7. Exercise exams will be available for you to review your answers, but **for only 17 hours..... after the posted deadline of each exam**from 5:00 pm deadline till 8:00 am next morning. **No additional review time will be available during the semester.**

8. If you have completed all 5 Exercise Exams, one lowest score will be dropped at the end of the semester.

If you miss one exam, for whatever reason, it will become automatic lowest drop score. If you miss another exam, for whatever reason, it will be included as a zero score for calculating your final grade. **No exceptions.**

Any missed Exercise Exam (for whatever reason) will be added as a zero score.

A missed exam will not be re-opened to give you additional attempt.

9. **You must take the Mandatory Comprehensive Final Exam (on Ex. 1-17) in-person, during the weekend of December 7th through 9th.**
Go through the introduction section, lab reports and “Do the Labs” in order to prepare for the exam.

Final exam must be taken at HCC Testing Center.

This exam cannot be used as a drop exam.

Make sure you bring a photo ID and a pencil.

Be there in time.

No lab manual, telephone, calculator, or reference tools will be allowed during the exam.

For details on testing locations, dates and timings, please go to:

<http://www.hccs.edu/online/testing--tutoring/>

HCC Testing Center Information

Make sure you bring a photo ID and a pencil.

Be there in time.

No telephone, calculator, and reference tools such as lab manual or notes will be allowed during the exam.

Friday December 7th:

Central Campus - San Jacinto Building. - 1300 Holman - 1st Floor

Begin your exams between 4:00pm - 9:00pm . Last Admit 7:00 pm

Saturday December 8th:

Spring Branch Campus - 1010 W. Sam Houston Pkwy N (600 area)

Begin your exams between 10:00am - 3:00pm. Last Admit 1:00 pm

Sunday December 9th:

Eastside Campus - 6815 Rustic (Workforce Building)

Begin your exams between 10:00am - 3:00pm . Last Admit 1:00 pm

***If you live outside the HCC service area, you are responsible for completing the Proctor Approval Form in the beginning of the semester, arranging a proctor at a local college or university and making sure that the proctor is approved by HCC DE office at least two weeks before the exam date (For details, please [CLICK HERE](#)).**

10. IF YOU MISS OR MESS UP AN EXAM FOR WHATEVER REASON, PLEASE DO NOT ASK FOR A MAKE-UP OR EXTENSION OF THE DEADLINE.

Course Policies:

1. Once you are registered in BIOL 1108, you are required to access your course on CANVAS (<http://eagleonline.hccs.edu>) on the first day of the semester, **September 24, 2018**. That is when your attendance begins. If you delay your first access past 4:00 pm, October 3rd, for whatever reasons, HCC business office will drop you from the course for non-attendance. You will not be reinstated.

2. You are responsible for taking care of any/all technical and personal problems in a timely manner and informing me of the same immediately. **No excuses will be accepted for any delays in starting the course or completing the exams.**

3. It is very important that you buy the **MANDATORY lab manual from Central College bookstore** before the semester begins, read the introduction section of each exercise, follow the experimental procedure in the lab manual, go through the eLabs, make observations on the material provided online, go through the animations and answer all the questions in the lab report.

4. VERY IMPORTANT QUIZ/EXAMS POLICY:

Exams that are conducted online can be taken using your personal computer or at any HCCS Computer Lab. Even though they are available for multiple days, they do have a firm deadline. Please allow adequate time to complete your exam and to resolve any unanticipated computer or networking problems.

Eagle Online tracking records are used to track your activity in the course. Any exam that is not attempted or not completed in time will be considered as a missed exam. Missed exams will be graded as zero score and there are no makeup exam opportunities. You are required to have access to a reliable computer and internet connection. If your personal computer has a history of technical or networking problems, it is recommended that you plan to use an HCCS Computer Lab to complete your exam.

Online courses require students to plan their time efficiently and manage the exam time limit wisely. Please note that poor planning, personal computer or networking problems are unacceptable excuses for missed exams. In fairness to other students, these missed exams will be counted as 0 scores. When computing your final grade, missed exam zero score will be averaged into the calculation for the final grade. Even though one lowest score is dropped at the end of the semester, more than one missed exam can greatly jeopardize your final grade and may cause you to get an undesirable grade or fail the entire course.

PLEASE BE ADVISED THAT ALL STUDENTS WILL RECEIVE A GRADE OF ZERO FOR MISSED EXAMS. NO ACCOMMODATION IS MADE FOR MISSING OR MESSING AN EXAM FOR WHATEVER REASON.....PERSONAL, WORK RELATED OR TECHNICAL ISSUES. NO MAKE UP EXAM OR EXTRA CREDIT ASSIGNMENTS ARE AVAILABLE.

DE Student Services

The Distance Education Student Handbook contains policies and procedures unique to the DE student. It is the student's responsibility to be familiar with the handbook's contents and part of the mandatory orientation. 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>

HCC Policy Statement - ADA

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

Houston Community College is dedicated to providing an inclusive learning environment by removing barriers and opening access for qualified students with documented disabilities in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. Ability Services is the designated office responsible for approving and coordinating reasonable accommodations and services in order to assist students with disabilities in reaching their full academic potential. In order to receive reasonable accommodations or evacuation assistance in an emergency, the student must be registered with Ability Services.

If you have a documented disability (e.g. learning, hearing, vision, physical, mental health, or a chronic health condition), that may require accommodations, please contact the appropriate Ability Services Office below. Please note that classroom accommodations cannot be provided prior to your Instructor's receipt of an accommodation letter and accommodations are not retroactive. Accommodations can be requested at any time during the semester, however if an accommodation letter is provided to the Instructor after the first day of class, sufficient time (1 week) must be allotted for the Instructor to implement the accommodations.

Ability Service Contact Information

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

Central College 713.718.6164

Coleman College 713-718-7376

Northeast College 713-718-8322

Northwest College 713-718-5422 713-718-5408

Southeast College 713-718-7144

Southwest College 713-718-5910

Adaptive Equipment/Assistive Technology 713-718-6629 713-718-5604

Interpreting and CART services 713-718-6333

HCC Policy Statement: Academic Honesty

All exams must be taken independently. No sharing of information is allowed. If sharing is suspected, a zero score will be given for the exam or F for the course.

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 professor 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 professor has teaching, grading, and enforcement roles. You are expected to be familiar with the College'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:

- 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 mean 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 Policy Statements

Class Attendance – This being online course, it is important that you log into Eagle online on September 24th and then 2-3 times each week to stay organized and finish lab exercises in time! Your activity will be tracked in CANVAS. Participating regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. Class attendance is checked, tracked, and reported to the business office. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences.

HCC Course Withdrawal Policy

Last day to withdraw is 4:30 PM, November 12, 2018. If you feel that you cannot complete this course, you will need to withdraw from the course prior to the final date of withdrawal. Beginning in Fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than **SIX** total course withdrawals **throughout** their educational career in obtaining a certificate and/or degree.

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

If you plan on withdrawing from your class, you **MUST** complete an online form **PRIOR** to the withdrawal deadline to receive a "W" on your transcript. **Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online registration calendars, HCC schedule of classes and catalog, any HCC Registration Office,

or any HCC counselor to determine class withdrawal deadlines. ***Remember to allow a 24-hour response time when communicating via email and/or telephone with a counselor. Do not submit a request to discuss withdrawal options less than a day before the deadline.*** If you do not withdraw before the deadline, you will receive the final grade based on your scores that you are making in the class.

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.

Classroom Behavior

As your professor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone....even in this online course. Your professor takes this responsibility very seriously and will inform members of the class if their 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 and assist your professor achieve this critical goal.

Campus Carry Law

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

Title IX and Sex Discrimination (US Department of Education)

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. **Title IX** prohibits discrimination on the basis of sex-including pregnancy and parental status-in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the **Title IX** Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as **Title VI**, **Title IX**, and Section 504), and complaints may be directed to: David Cross, Director EEO/Compliance, Office of Institutional Equity & Diversity, 3100 Main, (713) 718-8271, Houston, TX 77266-7517 or Houston, TX 77266-7517 or Institutional.Equity@hccs.edu

Use of Course Contents

As a student active in the learning community of this course, it is your responsibility to be

respectful of the learning tools provided to you by your professor. To show respect, you will not copy or share the contents with others unless you receive permission from the professor.

Instructor Requirements

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 activities, study tools, and assignments
- Inform students of policies such as attendance, withdrawal, and assessments
- Provide the course outline and calendar which will include all the deadlines for the assignments
- Arrange to meet with individual students before and after class as required

To be successful in this class, it is the student's responsibility to:

- Participate in course activities
- Read and comprehend the instructional materials (lab tools provided on Eagle online)
- Complete the required assessments
- Ask for help when there is a question or problem

Have a GREAT SEMESTER and please contact me if you have any questions.