

**IMPORTANT:**

Remember, this is only an 8 week course.

It begins on August 24<sup>th</sup> and that is when your attendance begins.

If you do not log-in before the official date of record (4:00 PM, August 31st), you will be dropped from the course by HCC business office.

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

Therefore, you should have taken BIOL 1308 lecture course or concurrently enrolled in Fall First 8 Week Semester BIOL 1308 course.

This is only a general syllabus.

The detail syllabus is provided on Eagle Online on the first day of the semester.

In order to access HCC Eagle Online 2.0, you must use Mozilla Firefox.

<http://eo2.hccs.edu>

Type your user ID (W number) and password to log in.

Then select the course.

You are recommended to check Eagle Online on the first day and then at least once a day.

This is completely online BIOL 1108 lab course!

*You are responsible for buying your lab manual in a timely manner. It is available at HCC Central College bookstore. You will benefit if you purchase early, before the semester begins. Buying online or at another campus may delay your start.*

You do not need to purchase lab materials to perform experiments at home or come to the campus to attend the labs.

Instead, you will go through virtual eLabs, record your observations in the lab manual, answer questions to complete the lab reports, and then take online 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.

Three most common mistakes made by online students:

1. Under-estimating study time.
2. Waiting till the last minute.
3. Missing the deadlines.

Print the semester schedule and post it somewhere that you can check on daily basis.

**HOUSTON COMMUNITY COLLEGE**  
**BIOLOGY 1108 – INTRODUCTORY BIOLOGY I Online Lab Course**  
**Fall First 8 Weeks Semester, 2015**  
**PROFESSOR: Dr. Jyoti R. Wagle**



**LAB**                      Introductory Biology I Lab Manual - A Science Experience  
**MANUAL:**              By Dr. Jyoti R. Wagle, **Fourth edition, 2015**  
                                    Available only at HCC Central College Bookstore

**STUDY GUIDE:** **Optional – if you are taking BIOL 1308 and for background information on lecture material.**  
**BIOL 1308 Lecture Outline by Dr. J. R. Wagle, 2011**  
**Available at HCCS Central College Bookstore**

**CONTACT INFORMATION:**

**Email:** [jyoti.wagle@hccs.edu](mailto: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. Please go to LHSB 402, the science office, and ask the assistant to call my extension. Tuesday 2:30-4:00 and Thursday 10:00-11:00. Please email to arrange the meeting time. If you have problem with your access to EO, make sure you call 713-718-5275 for administrative matters and technical support.

Or email at [desupport@hccs.edu](mailto:desupport@hccs.edu), counseling services at [de.counseling@hccs.edu](mailto:de.counseling@hccs.edu)

**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 holidays and unforeseen circumstances. You will be informed of these changes within reasonable time period through email or announcements on the homepage banner.*

<b>Days</b>	<b>Lab Exercises /Testing Schedule</b>
Aug 24	1. Lab Safety, Procedures & Scientific Method 2. Measurements 3. Atomic Structure & Chemical Bonds 4. Properties of Water 5. pH & Buffers
	<b>Exam 1 (on Lab Ex. 1, 2, 3, 4 &amp; 5)</b> <b>To be completed before 5:00 PM, Tuesday, Sept 1<sup>st</sup></b> <b>Review your exam from 5:00 pm, Sept 1<sup>st</sup> till 8:00 am, Sept 2<sup>nd</sup></b>
Sept 2	6. Biological Macromolecules 7. Microscopy 8. Cell Structure
	<b>Exam 2 (on Lab Ex. 6, 7 &amp; 8)</b> <b>To be completed before 5:00 PM, Friday, Sept 11<sup>th</sup></b> <b>Review your exams from 5:00 pm, Sept 11<sup>th</sup> till 8:00 am, Sept 12<sup>th</sup></b>
Sept 12	9. Diffusion & Osmosis 10. Enzymes 11. Photosynthesis
	<b>Exam 3 (on Lab Ex. 9, 10 &amp; 11)</b> <b>To be completed before 5:00 PM, Monday, Sept 21<sup>st</sup></b> <b>Review your exams from 5:00 pm, Sept 21<sup>st</sup> till 8:00 am, Sept 22<sup>nd</sup></b>
Sept 22	12. Cellular Respiration

	13. Somatic Cell Division - Mitosis 14. Gametic Cell Division - Meiosis
	<b>Exam 4 (on Lab Ex. 12, 13 &amp; 14)</b> <b>To be completed before 5:00 PM, Friday, Oct 2<sup>nd</sup></b> <b>Review your exams from 5:00 pm, Oct 2<sup>nd</sup> till 8:00 am, Oct 3<sup>rd</sup></b> <b><u>Deadline to withdraw: 4:30 PM, Monday, Sept 28<sup>th</sup></u></b>
Oct 3	15. Principles of Inheritance 16. Human Heredity & Karyotyping 17. Protein Synthesis
	<b>Exam 5 (on Lab Ex. 15, 16 &amp; 17)</b> <b>To be completed before 5:00 PM, Sunday, Oct 11<sup>th</sup></b> <b>Review your exams from 5:00 pm, Oct 11<sup>th</sup> till 8:00 am, Oct 12<sup>th</sup></b>
Oct 12	<b>Final Comprehensive Exam (Ex. 1-17)</b> <b>To be completed before 5:00 PM, Wednesday, Oct 14<sup>th</sup></b>

### **COURSE EXPECTATIONS:**

*This is completely online BIOL 1108 lab course!*

***You do not need to purchase lab materials to perform experiments at home.***

***You do not need to come to the campus to attend the lab.***

*Instead, you will go through online “virtual eLabs”, record your observations in the lab manual, answer questions to complete the lab reports, and take online exams.*

*You must buy and follow the correct lab manual.*

*The study guide is optional but an excellent outline of the lecture material if you are concurrently taking BIOL 1308.*

*Eagle online for this course includes eLabs, graphics and animations to help you follow lab exercises.*

*It also provides a variety of tools to study the background information.*

*Most of you will find the material is new to you, especially scientific terminology.*

*Please set aside adequate time for 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. While working on a lab exercise, you must make observations from “Do the Lab” sections provided for each lab exercise. Record your observations in the lab report provided 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 the background information that you learned in BIOL 1308 lecture course and information in each lab exercise (introduction section, procedures, observations, interpretation of the experiments, and lab reports that you are required to complete).**

Exercises will be clustered as follows:

Exam 1 on Exercises 1-5

Exam 2 on Exercises 6-8

Exam 3 on Exercises 9-11

Exam 4 on Exercises 12-14

Exam 5 on Exercises 15-17

Exam 6: Final Comprehensive Exam on Ex 1-17

**All exercise exams will have 55 questions that include 5 extra credit questions. But you can only get a maximum of 50 points on any exam. Getting 50 points on any exam is like getting 100% on that exam. In order to calculate your grade on an exam, multiply your score by two.**

**Total maximum score for the course will be 250 points.**

3. All exams will be available for multiple days. Plan ahead based on your work schedule and family responsibilities. Deadline to complete these exams is 5:00 pm on specific days that are posted in this syllabus and in Eagle Online. Reminders will be posted on the homepage banner of Eagle Online.

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.

**Don't wait till the last minute to complete the exams.** The deadline is for completing the exams, after which the exam will shut down. You will not be able to continue taking the exam after 5:00 pm deadline.

No accommodations will be made if the exam is taken last minute or missed due to whatever reason.....personal, medical or technical.

4. You will get **limited, but very generous time** to complete the exams.

You will be allowed **only one chance to open** the exam.

Attempt these exams only after going through the lab exercises, completing the lab reports, and going through the accompanied tools thoroughly.

Make sure you read all the instructions in the "Assessment" Unit on Eagle Online before attempting any exam.

**5. 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 other review time is allowed during the semester.**

**6. Any missed exam (for whatever reason) will be added as a zero score.**

If you have completed all 6 exams, one lowest score will be dropped at the end of the semester.

If you missed one exam, it will become automatic lowest drop score.

If you missed a second exam, it will be included as a zero score for calculating your final grade.

**7. IF YOU MISS OR MESS UP AN EXAM FOR WHATEVER REASON, PLEASE DO NOT ASK FOR A MAKE-UP.**

### **Course Policies:**

1. Once you are registered in BIOL 1108, you are required to access your course on Eagle online (<http://eo2.hccs.edu>) on the first day of the semester- August 24th, 2015. That is when your attendance begins. If you delay your access past 4:00 pm, August 31<sup>st</sup>, 2015, for whatever reasons, college could drop you from the course for non-attendance.

2. You are responsible for taking care of any/all technical and personal problems in a timely manner. 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 correct 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 on-line, go through the animations and answer all the questions in the lab report.

4. You will be tested on lab reports, lab experiments, observations and background lecture information. You will **not** be mailing your lab reports but it is mandatory to complete them. There will be questions in the exams referring to some of the observations and questions from your lab reports.

### **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**

Services to Students with Disabilities

Students who require reasonable accommodations for disabilities are encouraged to report to Dr. Becky Hauri at 713-718-7910 to make necessary arrangements. Faculty is only authorized to provide accommodations by the Disability Support Service Office

### **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 on-line course, it is important that you log into Eagle online on the first day of the semester (August 24th) and then on a daily basis!*

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, September 28th, 2015.** 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 and assist your professor in achieving this critical goal.

### **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.**