

IMPORTANT:

Remember, this is only a 12 week course.

It begins on September 19th and that is when your attendance begins.

If you do not log-in before the official date of record (4:00 PM, September 29th), 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 or Second Start 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 Learning Management System, you must log in:

<http://eagleonline.hccs.edu>

Use your HCC email address as your user ID and follow directions to create your password to log in.

Then select the course.

You are recommended to check Eagle Online on the first day and then at least 2-3 times in a week.

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, interactive eLabs, record your observations in the lab manual, answer questions to complete the lab reports, and then take online exams.

Access to Eagle Online and 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.

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.

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

Study hard, get organized and do well.

HOUSTON COMMUNITY COLLEGE

BIOLOGY 1108 – INTRODUCTORY BIOLOGY I Online Lab Course

Fall Second Start Semester, 2016

PROFESSOR: Dr. Jyoti R. Wagle



CRN 11146

INSTRUCTIONAL MATERIAL:

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

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

TUTORING: Free tutoring is usually offered by HCC at many of its campuses.

Go to: <http://www.hccs.edu/district/students/tutoring/>

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. Please go to LHSB 402, the science office, and ask the assistant to call my extension. Tuesday 2:00-4:00 and Thursday 10:00-11:00. Please email to arrange the meeting time. If you have problem with your access to Eagleonline, make sure you call 713-718-5275 for technical support. Or email at desupport@hccs.edu, counseling services at 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.*

Days	Lab Exercises /Testing Schedule
Sept 19	1. Lab Safety, Procedures & Scientific Method 2. Measurements 3. Atomic Structure & Chemical Bonds 4. Properties of Water 5. pH & Buffers
	Exam 1 (on Lab Ex. 1, 2, 3, 4 & 5) To be completed before 5:00 PM, Monday, Oct 3rd Review your exam from 5:00 pm, Oct 3rd till 8:00 am, Oct 4th
Oct 4	6. Biological Macromolecules 7. Microscopy 8. Cell Structure
	Exam 2 (on Lab Ex. 6, 7 & 8)

	<i>To be completed before 5:00 PM, Tuesday, Oct 18th Review your exams from 5:00 pm, Oct 18th till 8:00 am, Oct 19th</i>
Oct 19	<i>9. Diffusion & Osmosis 10. Enzymes 11. Photosynthesis</i>
	<i>Exam 3 (on Lab Ex. 9, 10 & 11) To be completed before 5:00 PM, Wednesday, Nov 2nd Review your exams from 5:00 pm, Nov 2nd till 8:00 am, Nov 3rd</i>
Nov 3	<i>12. Cellular Respiration 13. Somatic Cell Division - Mitosis 14. Gametic Cell Division - Meiosis</i>
	<i><u>Deadline to withdraw: 4:30 PM, Monday, Nov 7th</u> Exam 4 (on Lab Ex. 12, 13 & 14) To be completed before 5:00 PM, Thursday, Nov 17th Review your exams from 5:00 pm, Nov 17th till 8:00 am, Nov 18th</i>
Nov 18	<i>15. Principles of Inheritance 16. Human Heredity & Karyotyping 17. Protein Synthesis</i>
	<i>Exam 5 (on Lab Ex. 15, 16 & 17) To be completed before 5:00 PM, Friday, Dec 2nd Review your exams from 5:00 pm, Dec 2nd till 8:00 am, Dec 3rd</i>
Dec 3	<i>Final Comprehensive Exam (Ex. 1-17) To be completed before 5:00 PM, Tuesday, Dec 6th</i>

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.

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.

Eagle Online 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 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.

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 information in introduction section, procedures, observations, interpretation of the experiments, 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.

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 and the grade is calculated out of 50....not 55. 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. 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. The deadline is for completing the exams, after which the exam will shut down and you will not be able to continue taking the exam.

Deadline to complete these exams is 5:00 pm on specific days that are posted in the semester schedule 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. 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 examfrom 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://eagleonline.hccs.edu>) on the first day of the semester- September 19, 2016. That is when your attendance begins. If you delay your access past 4:00 pm, September 29th, 2016, for whatever reasons, college will 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 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 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 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. If your personal computer has a history of technical or networking problems, it is highly recommended that you plan to use an HCCS Computer Lab to complete your exam. You are required to have access to a reliable computer and internet connection.

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

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 (September 19th) 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, November 7th, 2016. 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.