

IMPORTANT: Remember, this is only a 5 week course. It begins on June 8th and that is when your attendance begins. If you do not log-in before the official date of record (2:00 PM, June 11th), you will be dropped from the course by HCC business office.

This is only a general syllabus. The detail syllabus will be 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 1406 course!

You will need a textbook and a lab manual that you can buy from HCC Central College bookstore as recommended in the syllabus....purchase early.

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.

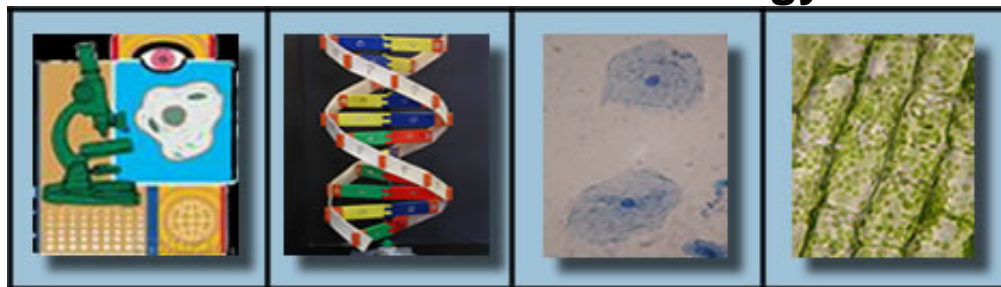
Three most common mistakes made by online students:

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.

Professor: Dr. Jyoti R. Wagle
Biology & Physical Science Department
Houston Community College - Central College
First Summer Semester 2015 (CRN 56004)

BIOL 1406 – General Biology I



Lecture/Lab Online

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. Please go to LHSB 402, the science office, and ask the assistant to call my extension. My office hours are Tuesday 2:30-3:30 and Thursday 11:30-12:30. Please feel free to contact me for alternative time.

Prerequisites: College reading level as determined by SAT, ACT, TASP, or successfully passing ENGL 0305 with a "C" or better

Instructional Materials

1. **Campbell Biology**
by Reece, Urray, Cain, Wasserman, Minorsky and Jackson,
10th edition full version OR Volume 1 HCC Custom Edition, 2014.
2. **General Biology I Lab Manual – A Hand-on Experience** edited by Dr. Jyoti R. Wagle & Ms. Marsha Turell, 2nd Edition
Link to the eLabs will be provided through Eagle Online
3. **BIOL 1406 Study Outline & Review** by Dr. Jyoti R. Wagle & Dr. Pramila Sen, **2014**
*Optional but highly recommended for this online course.
Available only at [HCC bookstore](#) located on Central Campus (1300 Holman)
You can pre-pay at another HCC bookstore and have the store manager send it to the campus closer to you.
4. **HCC Eagle Online section** (<http://eo2.hccs.edu>) will be available on the first day of the semester, March 23, 2015.
If you have problem with your access, make sure that you call 713-718-5275 for administrative matters and technical support.
Or email at desupport@hccs.edu, counseling services at de.counseling@hccs.edu

Instructional Methods and Course Expectations

This is an online course.

You must buy the correct text book and the lab manual.

Study guide is optional but it is an excellent outline of the chapters and a resource to understand the expectations of this course. Bring it to class on Tuesdays.

Eagle Online for this course also includes a variety of tools to study.

For the lecture component, you will use the textbook. Lecture guide is highly recommended and Eagle online will give you tools that will also help you study. All lecture exams will be online at the time detailed on the syllabus.

For the lab component, you will use the lab manual and “virtual” eLabs that have been created for each lab exercise. After going through certain number of exercises, you must take online lab exams at the scheduled time and date.

Please set aside adequate time each day to study!!!

Announcements and reminders will appear on the homepage banner of Eagle Online.

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

No accommodations will be made for missing the deadlines for whatever reasons...medical, personal or technical.

The objective of this course is to give you the basic knowledge of life sciences.

Topics include basic biological chemistry, microscopy, cell structure, 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.

Week	Chapters/Lab Exercises and Testing Schedule
------	---

June 8	<p>Study Chapter 1. Introduction: Themes in the Study of Life (Pages 1-26)</p> <p>Study Chapter 2. The Chemical Context of Life (Pages 28-43)</p> <p>Study Chapter 3. Water and Life (Pages 44-55)</p> <p>Study Chapter 4. Carbon and the Molecular Diversity of Life (56-65)</p> <p>Study Chapter 5. The Structure and Function of Large Biological Molecules (66-91)</p> <p><u>Lab</u>: Finish working on Lab Exercises 1-5 using your lab manual and eLabs</p>
	<p>* Lecture Exam 1 (Chapters 1-5) – To be completed before 5:00 pm, Sunday, June 14th</p> <p>* Review Lecture Exam 1 from 5:00 pm, June 14th till 8:00 am, June 15th</p>
June 15	<p>Study Chapter 6. A Tour of the Cell (Pages 93-123)</p> <p>Study Chapter 7. Membrane Structure and Function (Pages 124-140)</p> <p>Study Chapter 8. An Introduction to Metabolism (Pages 141-161)</p> <p>Study Chapter 9. Cellular Respiration and Fermentation (162-184)</p> <p><u>Lab</u>: Finish working on Lab Exercises 6-10 using your lab manual and eLabs</p>
	<p>* Lecture Exam 2 (Chapters 6-9) - To be completed before 5:00 pm, Sunday, June 21st</p> <p>* Review Lecture Exam 2 from 5:00 pm, June 21st till 8:00 am, June 22nd</p>
June 22	<p>* Lab Exam 1 (on Lab Ex. 1-10) - To be completed before 5:00 pm, Monday, June 22nd</p> <p>Study Chapter 10. Photosynthesis (Pages 185-209)</p> <p>Study Chapter 12. The Cell Cycle (Pages 232-250)</p> <p>Study Chapter 13. Meiosis and Sexual Life (Pages 252-266)</p> <p>Study Chapter 14. Mendel and the Gene Idea (267-291)</p> <p>Study Chapter 15. The Chromosomal Basis of Inheritance (292-311)</p> <p><u>Lab</u>: Finish working on Lab Exercise 11-14 using your lab manual and eLabs</p>
	<p>* Lecture Exam 3 (Chapters 10, 12-15) – To be completed before 5:00 pm, Sunday, June 28th</p> <p>* Review Lecture Exam 3 from 5:00 pm, June 28th till 8:00 am, June 29th</p>
June 29	<p>Study Chapter 16. The Molecular Basis of Inheritance (Pages 312-332)</p> <p>Study Chapter 17. From Gene to Protein (Pages 333-359)</p> <p>Study Chapter 18. Regulation of Gene Expression (Pages 360-391)</p> <p>Study Chapter 19. Viruses (392-407)</p> <p>Study Chapter 20. Biotechnology (408-435)</p> <p><u>Lab</u>: Finish working on Lab Exercises 16-17, 19-20 using your lab manual and eLabs</p> <p>Deadline to withdraw from the course – 4:30 pm, June 29th</p>
	<p>* Lecture Exam 4 (Chapters 16-20) – To be completed before 5:00 pm, Monday, July 6th</p> <p>* Review Lecture Exam 4 from 5:00 pm, July 6th till 8:00 am, July 7th</p>
July 6	<p>* Lab Exam 2 (Lab Ex. 11-14, 16-17, 19-20)-To be completed before 5:00 pm, Tuesday, July 7th</p> <p>*Final Comprehensive Exam (on Chapters 1-20) to be completed before 5:00 pm, Wednesday, July 8th</p>

Grading

You will take Lecture and Lab Exams to determine how successful you are at achieving the

mastery of course content and skills.

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.

Exams		Grading Scale
Lecture Exam 1 (Chapters 1-5):	70 points	90 – 100% = A
Lecture Exam 2 (Chapters 6-9):	70 points	80 - 89% = B
Lecture Exam 3 (Chapters 10, 12-15):	70 points	70 - 79% = C
Lecture Exam 4 (Chapters 16-20):	70 points	60 - 69% = D
Lab Exam 1 (Lab Exercises 1-10):	70 points	Below 60% = F
Lab Exam 2 (Lab Exercises 11-14, 16-17, 19-20):	70 points	
Final Comprehensive Exam	70 points	
<u>1 Lowest drop from above exams:</u>	<u>-70 points</u>	
Total:	420 points	

You will take 4 online lecture exams, 2 online lab exams and 1 comprehensive lecture final exam - worth 70 maximum points each.

All the above mentioned exams will have 77 questions that include 7 extra credit questions. But you can only get a maximum of 70 points on any major grade. Getting 70 points on any exam is like getting 100% on that exam. In order to calculate your grade on an exam, take your score, divide by 70, and then multiply by 100.

All online exams are available for multiple days. Deadlines to **complete** these exams are posted in the syllabus and in Eagle Online. Reminders will be posted on the homepage banner.

You are responsible for any technical or personal problems.....exam may shut down, computer may crash, internet may go down, family emergencies, etc.

As a DE student, you must stay organized and you are responsible for making sure that you have access to a reliable computer and reliable internet connection.

Don't wait till the last minute to complete the exams. Plan your time correctly. After the 5:00 pm deadline, the exam will shut down and you will not be able to continue with the exam.

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

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

Attempt these exams only after going through the chapters in the textbook, your study guide, and going through the accompanied tools provided in EO 2.0.

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

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.

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 till 8:00 am next morning.**

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

If you have completed 4 lecture exams, 2 lab exams and final exam, one lowest score will be dropped at the end of the semester.

If you miss one of these exams, it will become automatic lowest drop score.

If you miss another one of these exams, it will be included as a zero score for calculating your final grade.

Extra credit questions on all lecture and lab exams, plus one lowest drop score are

opportunities provided to accommodate special situations during the semester. No additional opportunities will be given to improve the grade.
PLEASE DO NOT ASK FOR A MAKE-UP IF YOU MISSED OR MESSED UP AN EXAM.

Course Policies:

1. Once you are registered in the course, you are required to access your course on Eagle online (<http://eo2.hccs.edu>) on the first day of the semester- **June 8, 2015**. That is when your attendance begins. Official attendance record date is 2:00 pm, June 11th. If you delay your access, for whatever reasons, business office could drop you from the course. **If you stop accessing the course or do not participate in the assessment, you are still responsible for withdrawing from the course before the withdrawal deadline (4:30 PM, June 29th, 2015). Failing to do so can result into a "F or FX" grade for the course.**
2. You are responsible for taking care of all technical and personal problems in a timely manner. No excuses will be accepted for any delays in starting the course or completing the testing.
3. As part of online course, it is your responsibility to go through the syllabus posted on Eagle Online section and make a note of all the deadlines.
4. Announcements and reminders will be posted on the homepage banner. **It is your responsibility to check Eagle on-line (<http://eo2.hccs.edu>) daily to read these announcements and reminders.**
5. It is your responsibility to buy the correct textbook, lab manual and preferable the study guide from HCC Central College bookstore before the first day of the semester. Please set aside adequate daily time to study. Study guide is optional but it is an excellent outline of the lecture material that you are required to know. Therefore, it is highly recommended. You can buy it from bookstore at HCC Central Campus.

HCC 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.

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 on-line on the first day of the semester (June 8, 2015) and then on a regular 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, June 29th, 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. Before, you withdraw from your course; please take the time to meet with the instructor to discuss why you feel it is necessary to do so. The instructor may be able to provide you with suggestions that would enable you to complete the course. Your success is very important. 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** contact a HCC counselor or your professor prior to withdrawing (dropping) the class for approval and this must be done **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 professor and/or 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 grade that you are making in the class as your final grade.

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 on-line 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 achieve 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 and study tools
- 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 (provided on Eagle on-line)
- Ask for help when there is a question or problem

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