



Biol for Non-Science Majors I-12960

BIOL-1108

S1 2022 Section 0001 1 Credits 06/06/2022 to 07/10/2022 Modified 06/04/2022

Course Meetings

Course Modality

WW

The course modality of this class is *online Anytime*.

Meeting Days

Traditional online course without scheduled meetings

Meeting Times

None

Meeting Location

None

Online Laboratory Course

WW

The course modality of this class is *online Anytime*.

Faculty will instruct this class as a traditional online course utilizing Canvas Eagle Online.

Attendance will be taken through completion of online assignments.

Welcome and Instructor Information

Biology Professor: Dr. Leena Sawant

Email: leena.sawant@hccs.edu

Office: N105

Phone: 713 718 2395

What's Exciting About This Course

Biology is the study of life. Learning and understanding Biology helps you know:

1. How and why things happen in the physical world
2. More about yourself and your daily experiences.
3. How to live a healthier life and improve the lives of others.
4. How different organisms interact with each other, as well as our impact on them.

My Personal Welcome

Welcome to Introductory Biology for non majors laboratory course – I'm delighted that you have chosen this course! One of my passions is to know as much as I can about Biology, and I can hardly wait to pass that on. I will present the information in the most exciting way I know, so that you can grasp the concepts and apply them now and hopefully throughout your life.

As you read and wrestle with new ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is by email. The best way to really discuss issues is in person and I'm available during posted office hours to tackle the questions. My goal is for you to walk out of the course with a better understanding of yourself and of human behavior. So please visit me or contact me by email whenever you have a question.

Preferred Method of Contact

Please use the "Inbox" feature in Canvas to send emails to me regarding anything related to your course. I cannot respond to emails from personal accounts such as gmail, hotmail, AOL, etc. I will respond to emails within 24-48 hours Monday through Friday. I will reply to weekend messages during the following week.

Office Hours

Monday, Wednesday, 2:00 PM to 3:00 PM, Virtual meeting on Cisco WebEx

Please email me to schedule an online meeting. You should use your Canvas inbox to email me.

Course Overview

Course Description

Credits: 1 (3 lab). This laboratory-based course accompanies BIOL 1308, Biology for Non-Science Majors I. Laboratory activities will reinforce a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction.

Requisites

Prerequisite/Corequisite: BIOL 1308

Department Website

<https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/>

Core Curriculum Objectives (CCOs)

BIOL 1108 satisfies the Natural Science requirement in the HCCS core curriculum. The HCCS Biology Discipline Committee has specified that the course address the following core objectives:

- **Critical Thinking:** Students will demonstrate the ability to engage in inquiry and analysis, evaluation and synthesis of information, and creative thinking by completing a written assignment such as a book report, research paper, or essay.
- **Communication Skills:** Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication by completing a written assignment such as a book report, research paper, or essay.
- **Quantitative and Empirical Literacy:** Students will demonstrate the ability to draw conclusions based on the systematic analysis of topics using observation, experiment, and/or numerical skills by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams that pertain to Course Student Learning Outcomes below
- **Teamwork:** Students will demonstrate the ability to consider different points of view and to work effectively with others to support a shared purpose or goal by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams that pertain to Course Student Learning Outcomes below.

Student Learning Outcomes and Objectives

Program Student Learning Outcomes (PSLOs) for the Biology Discipline can be found at <https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/>

Course Student Learning Outcomes (CSLOs)

Upon successful completion of this course, students will:

1. Apply scientific reasoning to investigate questions, and utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data.
2. Use critical thinking and scientific problem solving to make informed decisions in the laboratory.
3. Communicate effectively the results of scientific investigations.
4. Distinguish between prokaryotic, eukaryotic, plant and animal cells, and identify major cell structures.
5. Identify stages of the cell cycle, mitosis (plant and animal), and meiosis.
6. Interpret results from cell physiology experiments involving movement across membranes, enzymes, photosynthesis, and cellular respiration.
7. Apply genetic principles to predict the outcome of genetic crosses and statistically analyze results.
8. Identify the importance of karyotypes, pedigrees, and biotechnology.
9. Identify parts of a DNA molecule, and describe replication, transcription, and translation.
10. Analyze evidence for evolution and natural selection.

Learning Objectives - Biol 1108

1. Consistently demonstrates knowledge of scientific terminology, and its complete use in living organisms
2. Consistently able to demonstrate knowledge of principles of living organisms and complete knowledge of physical and chemical properties of life.
3. Able to explain function at the level of molecules and cells, to include biological macromolecules, cellular organization, communication, and cell division.
4. Able to explain and apply the knowledge of energy transformations.
5. Able to explain the metabolic reactions associated with cellular activities, such as the processes of glycolysis, fermentation, cellular respiration, and photosynthesis.
6. Consistently able to explain the molecular sequence of events involved in the flow and expression of genetic information in prokaryotic and eukaryotic cells.
7. Able to explain the process of DNA replication and RNA transcription, protein biosynthesis and mutation.
8. Consistently demonstrates knowledge of Mendelian genetics.
9. Proficiency in performing and interpreting genetic problems.
10. Able to describe advances made in the understanding of genes and chromosomes since Mendel.
11. Consistently differentiates between appropriate and inappropriate experimental design. Takes appropriate steps or explains appropriate steps independently and correctly.
12. Able to distinguish a theory from a hypothesis.

Instructional Materials and Resources

Instructional Materials

Biology Virtual Labs McGraw Hill, e-book with Connect (First Day Inclusive Access)

- Publisher: McGraw Hill

The [HCC Online Bookstore \(https://hccs.bncollege.com/shop/hccs-central/page/find-textbooks\)](https://hccs.bncollege.com/shop/hccs-central/page/find-textbooks) provides searchable information on textbooks for all courses. Check with your instructor before purchasing textbooks because the book might be included in your course fees.

This course participates in the Houston Community College First Day Program. A discount has been applied to the required digital course materials. The discounted charge has been added to students' tuition and fee bills.

Students will access course materials through a link in Canvas. Instructions for opting out of the HCC First Day Program are also posted in Canvas. Students who opt out will still be responsible for obtaining required course materials.

Biology Virtual Labs McGraw Hill, e-book with Connect (First Day Inclusive Access)

Publisher: McGraw Hill

Availability: Canvas course-McGraw Hill Connect

The Lab Manual listed above is required for this course. It is an e Lab Manual integrated in Canvas and the course does not require a printed version of the lab manual. **Do not purchase a book or access code for this course as you have already paid for your course materials in tuition fees through the registration process.** The cost of digital course materials for this class were included in your student bill and are guaranteed to be the lowest cost available to purchase your required materials.

If you already have the course materials, if you are repeating the course, if you have continuous access to the course materials already from a previous purchase, you can opt out of the Inclusive Access program before the **official day of record which is June 9, 2022 for Summer 1 2022.** Please read the instructions for "Course materials and Inclusive Access Program" under the start here module of your canvas course. You are responsible for any missed work and may pay a higher price for the lab manual if you have to purchase it on your own due to your decision to opt out of the Inclusive Access program,

Other Instructional Resources

Suggested Resources

You have access to the online lab manual on your Connect course if you need to read basic information for the labs.

HCCS Biology Lab Study Pages – Supplementary resource (Not Mandatory)

[Click here to access Biology lab study pages online.](#)

TEXTBOOK - Any of these two textbooks listed below can be used as a supplementary resource.

Textbook 1: CAMPBELL ESSENTIAL BIOLOGY WITH PHYSIOLOGY, 6th edition by Simon, Dickey, Hogan, & Reece, 6th Edition The book is included in a package that contains the text as well as an access code for Modified Mastering Biology and are found at the HCC Bookstore. **NOTE:** You do not need Mastering Biology access code as this is a lab course. You may use a hard copy of the book or rent the e-book from Pearson.

Textbook 2: OPENSTAX, CONCEPTS OF BIOLOGY (Apr 2013) A FREE OER textbook from Rice University -The PDF and eTextbook Openstax Concepts of Biology textbook links are posted in Canvas or Download it at this site:

<https://openstax.org/details/books/concepts-biology> -You can access the e-version (online) textbook at the same site by clicking at "View Online"

✓ Course Requirements

Assignments, Exams, and Activities

Type	Weight	Topic	Notes
Laboratory Exams on Canvas	50%		There will be 3 lab practical exams. Lab practical exams will consist of multiple-choice questions, true or false, fill in the blanks, short answer questions, figures, observation table. They will cover the experiments from your virtual labs, important concepts covered in the labs, figures and discussion from the labs. The average of the three lab exams will be included in your final grade. No resources allowed during the lab exam. Cell phone or any other electronic device used during examination is cheating and will result in course failure. Lab.Exams will be online on Canvas and proctored using Respondus Lockdown Browser and Webcam.
Quizzes on Canvas	10%		There will be mandatory online assignment including quizzes on Canvas. You will complete the syllabus and start here module quiz, lab safety quiz and 3 unit quizzes. Each student is responsible for completing the assignments on time. The due dates for quizzes will not be extended. If you miss any quiz it will be counted as zero. Please read the grading policy before you start taking the assignments and quizzes.

Type	Weight	Topic	Notes
Discussion on Canvas	10%		There will be weekly online class discussions related to the material you are studying. Student should post the discussion and respond to two other posts. Each discussion is worth 5-10 points and must be submitted by 11:59 PM on the due date. Missed discussions will not be reopened
Virtual Labs on McGraw Hill Connect	20%		Each student is responsible for completing the online virtual labs on McGraw Hill Connect platform. You can access the virtual labs by clicking on the McGraw Hill tab on the left navigation bar of your Canvas Course.
Pre Lab Assignments on McGraw Hill Connect	5%		Each student is responsible for completing the online pre-lab assignment for the labs on McGraw Hill Connect platform
Homework Assignment on McGraw Hill Connect	5%		Each student is responsible for completing the online homework assignment for the labs on McGraw Hill Connect platform

Grading Formula

Grade	Range	Notes
A	90-100	
B	80-89	
C	70-79	
D	60-69	
F	below 60	

* Instructor's Practices and Procedures

Incomplete Policy

Incomplete Policy:

In this course, the purposes of the "I" (incomplete) grade is for students who are caught up and passing at the student withdrawal deadline, and then have a medical or other problem that prevents them from completing the course. If you are not passing at the student withdrawal deadline, you should drop yourself from the course, or you will likely earn an "F." An incomplete "I" grade will be given only if all of the following conditions are met:

- In order to receive a grade of Incomplete ("I"), you must have completed at least 85% of the work in the course.
- You can provide documentation showing why you should earn an incomplete, such as a doctor's note,
- You must be passing with a grade of "C" or better.
- You must request the incomplete in writing before July 1st, 2022
- In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete

Missed Assignments/Make-Up Policy

There will be no make-up exams. If you miss the lab practical exam due to a medical or any other emergency, email me and provide a valid medical note within 24 hours. If you miss an assignment (prelab, lab reports, quiz or a group assignment) due to medical reasons, you will be allowed to turn in one late assignment.

1. If a student must miss a lab exam, he/she must notify the instructor personally through, Canvas' Inbox message or HCC email, PRIOR to the date & time of the lab exam. If the instructor is not notified prior to the exam date/time, the student will receive a zero (0) for the missed lab exam.
2. If the student has an emergency that prevents him/her from taking the lab exam on the scheduled week, the instructor will require that the student submit a written document that proves the emergency. Examples of written documentations but not limited to be a doctor's note, Court orders, death obituaries, etc.

Late Assignments 1. Assignments in BIOL 1108 consist of lab quizzes, weekly lab reports, some discussion questions, and lab exams.

2. All assignments have clear, specified and enforced due dates stated in the Course Calendar.
3. All assignments must be submitted by the deadlines listed on the Course Calendar in IN CANVAS under "Start Here Module". Do not send them to my email address.
4. Assignments that are submitted late will receive no credit.
5. Occasionally deadlines for assignments may be adjusted for the entire class based on outside factors (i.e. instructor's absence, etc.) These deadline adjustments will be notified using the College's e-mail system and/or Canvas' Inbox message.

Academic Integrity

1. All exams are proctored using Respondus Lockdown browser and monitor. You are expected to follow the guidelines stated in the start here module for the Respondus lockdown browser. Any student not following the guidelines is considered as violating academic integrity and will receive a zero for the exam.
2. All students in HCC Distance Education courses are required to adhere to all HCC Policies & Procedures, the Student Code of Conduct, and the Student Handbook, when interacting and communicating in a virtual and fellow students.
3. Any student violating these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related e-mail and/or discussions, being removed from the class, a grade of "0" or "F" in an assignment, academic probation or even dismissal from the College.
4. Lab reports or discussion questions will be original, not copied or plagiarized from the internet or textbook or from a friend or classmate. Otherwise, the student and the student that shared his/her assignment will both receive zero (0) points for the assignment. Scholastic Dishonesty will result in a referral to the Dean of Student Services.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>
(<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>)

Attendance Procedures

1. Students in online courses must log in to Canvas online class at least twice per week or they will be counted as absent. Your regular participation in the lab is required. You are required to login to the Course at least twice per week.
2. Online students who do not login and complete the assigned submissions by the day of record (see Course Calendar/Schedule) will be dropped for Non-Attendance. Completing the Online Orientation DOES NOT count as attendance.

Student Conduct

Online communication amongst the students and with the instructor must be in a respectful way.

Instructor's Course-Specific Information

Canvas: Eagle Online: <http://eagleonline.hccs.edu>

Your Username is the same as your student ID number used for registration. (For example: W0034567). Your default password is "distance". Once you login the first time, you should change the password.

McGraw Hill Connect Access:

- You need to login to McGraw Hill Connect from your canvas course.
- Please refer to more detailed instructions on Connect registration your canvas course

Instructional Methods: As this is a lab course, student initiative and complete participation in hands-on as well as online labs is required to keep up with the course. I will provide materials online in the form of class notes (Lab PowerPoints), in addition to laboratory exams there are quizzes, discussions, pre-labs and lab reports as part of your assignments for each Lab exercise.

- Please set aside enough time for study – you will probably need to spend at least 6 hours per week.
- Canvas assignments are mandatory and are due at 11:59 pm on the dates outlined in the syllabus. Please note: The due dates for the assignments will not be extended.
- Laboratory exams are proctored online on Canvas. You will be required to use Respondus Lockdown Browser and Webcam while taking exams and quizzes. I recommend that you do not wait until the last few hours. Exams are closed book-this is very important and I expect each student to act with honor and integrity
- You will be prompted to show identification and your surroundings at the start of the exam. You will not be able to leave your desk (or look around!) while taking these exams -more details on this can be found in the “Start here!” module in Canvas. Exams that are conducted online can be taken using your personal computer. Please allow adequate time to complete your exam and to resolve any unanticipated computer or networking problems. If you have any technical difficulties please contact Eagle online canvas technical support. 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. Personal computer or networking problems are unacceptable excuses for missed exams.
- As part of online course, it is your responsibility to go through the syllabus and adhere to all of the course deadlines. It is your responsibility to check Eagle online daily to check for any announcements and updates on the course information.
- You are responsible for taking care of any and all technical and personal problems in a timely manner. No excuses will be accepted for any delays in starting the course or completing the assignments.
- DE students 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 material. The Distance Education Student Handbook contains a complete list of policies and procedures
- **Email:** Students must use their HCC email for administrative or course correspondence. Please check the instructions on Email etiquettes for students on your Canvas course.

Devices

Electronic Devices

You will need access to a computer to access your canvas course online. In addition to that you will have to install Respondus Lockdown browser and webcam so you can complete your lab exams online on Canvas. Follow the instructions to download Respondus lockdown browser from the start here module of your canvas course. Chromebooks cannot be used for proctored exams as it does not allow the use of Respondus Lockdown Browser.

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

Please go to this website if you have technical problems with using Canvas. You will find a 24/7 phone number you can call, an opportunity for live chat with a technician, and a FAQ section for students. Submit an online ticket stating your problem and email me any correspondence you have with the technician. Contact: 713.718.5275, Option 3

Computer Virus Protection

Computer viruses are, unfortunately, a fact. Using removable devices on more than one computer creates the possibility of infecting computers and diskettes with a computer virus. This exposes the computers of the college, your personal computer, and any others Version 2.1.FY2020 15 you may be using to potentially damaging viruses. The college has aggressive anti-virus procedures in place to protect its computers, but cannot guarantee that a virus might not temporarily infect one of its machines. It

is your responsibility to protect all computers under control and use and ensure that each diskette you use, whenever or wherever you use it, has been scanned with anti-virus software. Since new viruses arise continually, your anti-virus software must be kept current. In addition, since no anti-virus software will find every virus, keeping backup copies is extremely important.

Faculty Statement about Student Success

Academic standards require a minimum of 3 study hours for every contact hour; meaning for a class that meets 3 hours per week, you need to budget and set aside a minimum of 9 hours each week to study and prep for your course success. Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook/lab manual
- Attending class in person and/or online
- Timely completion of assignments
- Participating in class activities
- Successful exam performance, including the mandatory final

There is no short cut for success in this course; it requires reading and studying the material using the course objectives as a guide.

Faculty-Specific Information Regarding Canvas

This course section will use Canvas (<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)) to supplement in-class assignments, exams, and activities.

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

Social Justice Statement

Houston Community College is committed to furthering the cause of social justice in our community and beyond. HCC does not discriminate on the basis of race, color, religion, sex, gender identity and expression, national origin, age, disability, sexual orientation, or veteran status. I fully support that commitment and, as such, will work to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. In this course, we share in the creation and maintenance of a positive and safe learning environment. Part of this process includes acknowledging and embracing the differences among us in order to establish and reinforce that each one of us matters. I appreciate your suggestions about how to best maintain this environment of respect. If you experience any type of discrimination, please contact me and/or the Office of Institutional Equity at 713-718-8271.

HCC Policies and Information

HCC Grading System

HCC uses the following standard grading system:

Grade	Grade Interpretation	Grade Points
A	Excellent (90-100)	4

Grade	Grade Interpretation	Grade Points
B	Good (80-89)	3
C	Fair (70-79)	2
D	Passing (60-69), except in developmental courses.	1
F	Failing (59 and below)	0
FX	Failing due to non-attendance	0
W	Withdrawn	0
I	Incomplete	0
AUD	Audit	0
IP	In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit.	0
COM	Completed. Given in non-credit and continuing education courses.	0

Link to Policies in Catalog and Student Handbook

Here's the link to the HCC Catalog and Student Handbook: <https://catalog.hccs.edu/> (<https://catalog.hccs.edu/>)

In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

Link to HCC Academic Integrity Statement

<https://www.hccs.edu/student-conduct> (<https://www.hccs.edu/student-conduct>) (scroll down to subsections)

Campus Carry Link

Here's the link to the HCC information about Campus Carry:

<https://www.hccs.edu/campuscarry> (<https://www.hccs.edu/campuscarry>)

HCC Email Policy

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go to [HCC Eagle ID \(https://www.hccs.edu/email\)](https://www.hccs.edu/email) and activate it now. You may also use Canvas Inbox to communicate.

Office of Institutional Equity

Use the following link to access the HCC Office of Institutional Equity, Inclusion, and Engagement: <https://www.hccs.edu/eoo> (<https://www.hccs.edu/eoo>)

Ability Services

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <https://www.hccs.edu/accessibility> (<https://www.hccs.edu/accessibility>)

Title IX

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 Institutional.Equity@hccs.edu (<mailto:Institutional.Equity@hccs.edu>)

<https://www.hccs.edu/titleix> (<https://www.hccs.edu/titleix>)

Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/> (<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>)

Student Success

Expect to spend at least twice as many hours per week outside of class as you do in class studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class in person and/or online
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

HCC Online Information and Policies

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: <https://www.hccs.edu/online/> (<https://www.hccs.edu/online/>)

Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/> (<https://eagleonline.hccs.edu/>)

Instructor and Student Responsibilities

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 learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students during office hours, and before and after class as required

As a student, it is your responsibility to:

- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](https://www.hccs.edu/studenthandbook) (<https://www.hccs.edu/studenthandbook>)

EGLS3

The EGLS³ ([Evaluation for Greater Learning Student Survey System \(https://www.hccs.edu/egls3\)](https://www.hccs.edu/egls3)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS³ surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<https://www.hccs.edu/egls3> (<https://www.hccs.edu/egls3>)

Housing and Food Assistance for Students

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

Student Resources

Tutoring

HCC provides free and convenient academic support, in a large variety of subjects, to HCC students in both an online environment and in-person on campus. Tutoring is provided by HCC personnel in order to ensure that it is appropriate. Visit the HCC Tutoring Services website for more information at <https://hccs.edu/tutoring> (<https://hccs.edu/tutoring>).

Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <https://library.hccs.edu> (<https://library.hccs.edu/>).

Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <https://www.hccs.edu/supplemental-instruction> (<https://www.hccs.edu/supplemental-instruction>)

Resources for Students:

<https://www.hccs.edu/covid19students> (<https://www.hccs.edu/covid19students>)

Basic Needs Resources:

<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/> (<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/>)

Student Basic Needs Application:

<https://www.hccs.edu/basicneeds> (<https://www.hccs.edu/basicneeds>)

COVID-19

Here's the link to the HCC information about COVID-19:

<https://www.hccs.edu/covid-19> (<https://www.hccs.edu/covid-19>)

Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

Instructional Modalities

In-Person (P)

Safe, face-to-face course with scheduled dates and times

Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

Online Anytime (WW)

Traditional online course without scheduled meetings

Hybrid (H)

Course that meets safely 50% face-to-face and 50% virtually

Hybrid Lab (HL)

Lab class that meets safely 50% face-to-face and 50% virtually

Copyright Statement

In order to uphold the integrity of the academic environment and protect and foster a cohesive learning environment for all, HCC prohibits unauthorized use of course materials. Materials shared in this course are based on my professional knowledge and experience and are presented in an educational context for the students in the course. Authorized use of course materials is limited to personal study or educational uses. Material should not be shared, distributed, or sold outside the course without permission. Students are also explicitly forbidden in all circumstances from plagiarizing or appropriating course materials. This includes but is not limited to publically posting quizzes, essays, or other materials. This prohibition extends not only during this course, but after. Sharing of the materials in any context will be a violation of the HCC Student Code of Conduct and may subject the student to discipline, as well as any applicable civil or criminal liability. Consequences for unauthorized sharing, plagiarizing, or other methods of academic dishonesty may range from a 0 on the specified assignment and/or up to expulsion from Houston Community College. Questions about this policy may be directed to me or to the Manager of Student Conduct and Academic Integrity.

Course Calendar

Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

When	Topic	Notes
Week 1	Course Orientation: Read Course Syllabus and Print Course Calendar, complete the Syllabus Quiz – on Canvas; Lab 1: Lab Safety & Scientific Method; Lab 2: Metric Measurements. Lab 3: Atomic Structures and Chemical Bonds; Lab 4: Properties of Water	
Week 2	Lab 5: pH and Buffers. Lab 6: Chemical composition of cells: Biological Molecules; Lab 7: Microscopy; Lab 8: Cell Structure. Lab Exam 1	Lab EXAM 1: Labs 1-5 on Canvas due June 18
Week 3	Lab 9: Enzymes; Lab 10: Diffusion & Osmosis; Lab 11: Photosynthesis; Lab 12: Cellular Respiration	Lab EXAM 2: Labs 6-11 on Canvas due June 26

When	Topic	Notes
Week 4	Lab 13: Mitosis & Meiosis; Lab 14: Principles of inheritance; Lab 15 Human Genetics; Lab 16: DNA to Proteins & Biotechnology; Lab 17: Evolution	
Week 5	Lab EXAM 3: Labs 12-16 on Canvas due July 7	Lab EXAM 3: Labs 12-16 on Canvas due July 7

Additional Information

Biology Departmental/Program Information

Visit the [Biology Program Page \(https://learning.hccs.edu/programs/biology\)](https://learning.hccs.edu/programs/biology) on the HCC Learning Web for information about our faculty and courses. You will also find information about majoring in Biology.

The [Field of Study \(FOS\) Curriculum for Biology \(https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/\)](https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/) here at HCC covers the smallest and simplest organisms (microbiology) to the largest and most complex organisms (human anatomy and physiology, zoology, botany).

The [Associate of Science in Biology - Biology Majors & Premedical Programs \(https://catalog.hccs.edu/preview_program.php?catoid=3&poid=905\)](https://catalog.hccs.edu/preview_program.php?catoid=3&poid=905) FOS is intended primarily for students planning on transferring to a senior college or university to receive a baccalaureate degree in the following areas: computer science, engineering, health and natural sciences, or mathematics.

The [Associate of Science in Biology - Health Sciences Professions \(https://catalog.hccs.edu/preview_program.php?catoid=3&poid=906\)](https://catalog.hccs.edu/preview_program.php?catoid=3&poid=906) FOS is intended primarily for students planning on transferring to a senior college or university to receive a baccalaureate degree in the following areas: computer science, engineering, health and natural sciences, or mathematics. (Pre-Nursing, Pre-Radiologic Sciences, Pre-Clinical Laboratory Services)

Visit the [STEM Resources Page at HCC \(https://www.hccs.edu/resources-for/current-students/stem--science-technology-engineering--mathematics/\)](https://www.hccs.edu/resources-for/current-students/stem--science-technology-engineering--mathematics/): HCC has developed this site to provide information on STEM related programs and resources at HCC and other institution – to include scholarship information.

Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. You can always request a meeting (virtual/ in person) to go over your concerns. If your instructor is not able to assist you, then you may wish to contact the Biology Department using this form.

[Biology Department Reporting Form \(https://forms.office.com/r/8BwrMbqCYB\)](https://forms.office.com/r/8BwrMbqCYB)

Department Chair: Dr. Shadi Kilani

Department Email: hcc.biology@hccs.edu

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