



HOUSTON COMMUNITY COLLEGE (STAFFORD CAMPUS)  
GENERAL BIOLOGY II/BIOL 1407/CRN # 15316  
FALL REGULAR TERM 2016 (16 WEEKS)

**INSTRUCTOR CONTACT INFORMATION**

Instructor: Dr. Leena Sawant  
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Office Phone:  
Office Hours: Mon – Thurs 8AM to 2PM

**WELCOME TO**

Course Title: General Biology II  
Course Prefix: BIOL 1407  
Course Number: 15316  
Credit Hours: 4

Semester and Year: Fall 2016  
Class Days & Times: Tuesday/Thursday 11Am -2PM  
Lecture: Tuesday, 11AM-2PM, Room # W124  
Lab: Thursday, 11AM-2PM, Room # S102

**Important links:**

Learning web: <https://learning.hccs.edu/>

Mastering Biology: [www.pearsonmastering.com](http://www.pearsonmastering.com)

HCC STEM: <http://www.hccs.edu/district/students/stem--science-technology-engineering--mathematics/>

Biology Lab. study: <http://ctle.hccs.edu/biologylabs/index.html>

Career Planning and Resources: Help with resume building and internships.

<http://www.hccs.edu/district/students/career-planning/>

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

**COURSE OVERVIEW**

**Course Description:**

**Program Student Learning Outcomes (PSLOs) for the Biology Discipline**

1. Will display an understanding of biological systems and evolutionary processes spanning all ranges of biological complexity, including atoms, molecules, genes, cells, and organisms.
2. Will integrate factual and conceptual information into an understanding of scientific data by written, oral and/or visual communication. (This may include successful completion of a course-specific research project or a case study module).
3. Will demonstrate proficiency and safe practices in the use of laboratory equipment and basic laboratory techniques.
4. Will apply principles of the scientific method to problems in biology in the collection, recording, quantitative measurement, analysis and reporting of scientific data.

**Course Student Learning Outcomes (CSLOs) for BIOL 1407**

Completion of the specific Student Learning Outcomes listed below does NOT and will NOT guarantee the student any specific final course grade at the end of the semester!

1. Describe modern evolutionary synthesis, natural selection, population genetics, micro and macro evolution, and speciation.
2. Describe phylogenetic relationships and classification schemes.
3. Identify the major phyla of life with an emphasis on plants and animals including the basis for classification, structural and physiological adaptations, evolutionary history, and ecological significance.
4. Describe basic animal physiology and homeostasis, as maintained by organ systems.
5. Compare different sexual and asexual life cycles noting their adaptive advantages.
6. Illustrate the relationship between major geologic change, extinctions, and evolutionary trends.
7. Apply scientific reasoning to investigate questions, and utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data.
8. Use critical thinking and scientific problem-solving to make informed decisions in the laboratory.
9. Communicate effectively the results of scientific investigations.

In our efforts to prepare students for a changing world, students may be expected to utilize computer technology while enrolled in classes, certificate, and/or degree programs. The specific requirements are listed below:

### **GETTING READY**

#### **Prerequisites:**

Math 0106 or higher placement by testing, must be placed in college level reading.

BIOL 1406: General Biology I

**Co-requisites:** None required

#### **Required Material:**

**Textbook:** Campbell Biology, 10e, Vol II Jane Reece, et al,  
Benjamin/Cummins. Publishing Co., 2014

ISBN: 9781269751919 for 1407 HCCS Custom edition

#### **Required Laboratory Manual:**

Biology 1407: Laboratory Manual, Second Edition, Houston Community College

Contributing Authors: David Schwartz & Ndu Dikeocha

**Eagle online-CANVAS:** Currently there is no course on CANVAS/Eagle Online. All the course material is on Mastering Biology.

### **INSTRUCTOR GUIDELINES AND POLICIES**

#### **Basic requirements**

Students should be on time for class and be prepared with required materials including textbook and lab manual. Full class attendance is required including lecture and lab portions. Full attention during lecture and lab is required. No use of any electronic devices during the class period. Students are expected to conduct themselves as adults. This includes courteous and respectful behavior towards the instructor and classmates. Disruptive behavior or any behavior that interferes with any educational activity being performed by the instructor will not be allowed. Additionally, no student may interfere with his/her fellow students' right to pursue their academic goals to the fullest in an atmosphere appropriate to a community of scholars. Disruptive behavior may result in removal from the class.

**Attendance:** You are expected to attend all lecture classes and labs regularly. You are also responsible for materials covered during your absences. Instructors may be willing to consult with you for make-up assignments, but it is your responsibility to contact the instructor. Class attendance is monitored daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences. You may be dropped from a course after accumulating absences in excess of 12.5 percent of the total hours of instruction (lecture and lab). For example:

- For a 3 credit-hour lecture class meeting 3 hours per week (48 hours of instruction), you can be dropped after 6 hours of absence.
- For a 4 credit-hour lecture/lab course meeting 6 hours per week (96 hours of instruction), you can be dropped after 12 hours of absence.

Departments and programs governed by accreditation or certification standards may have different attendance policies. Administrative drops are at the discretion of the instructor. Failure to withdraw officially can result in a grade of "F" or "FX" in the course.

### Assignments:

#### Online Homework Assignments/Quizzes;

There will be mandatory online homework assignments and quizzes on the Mastering Biology site [www.pearsonmastering.com](http://www.pearsonmastering.com)

Your course ID for your course is **sawant54206**. Each student is responsible to register on the mastering biology website using an access code. If you have used Mastering Biology for 1406, you can use the same login name and password to access mastering. The access code comes with the new book. If you do not have a Mastering account and **do not have the new textbook** with the access code, you can register and **use the 14 day free trail**. Then enter your course ID and can access mastering for free for that trail period. Before the free trial period ends you will have to purchase the access code. All homework assignments will be graded and will contribute to 5% and online quizzes contribute to 10% of the final grade. **The due dates for the assignments and online quiz will not be extended.**

### Exams:

There will be 4 lecture exams, 2 laboratory exams and 2 final exams. Lecture exams will consist of multiple-choice questions. Out of the 4 lecture exams I will drop one with the lowest score. Exams will cover material we cover in class, important concepts and discussion from the text book as well as figures from the text book. You will get a maximum of one hour or one and half-hour period to complete your lecture exam. The final exam will be comprehensive (it will cover all the chapters). There will be a departmental final that all students need to take. You will take 2 finals one by the department and one by your instructor. The average of both final exams will be included in your final grade. The lecture or lab. exams will follow either lab. exercise or lecture. **No cell phones are allowed in use at any time as it disturbs the class. Audible cell phone ringing may result in your removal from class that day. Cell phone use during examination is cheating and will result in course failure. If you arrive late for the exam you will lose 5% of your exam grade.**

### Make-up Examination:

There will be no make-up exams and final exams are mandatory. If you miss a lecture exam it will be considered as a dropped exam. If you miss a lecture exam due to a medical or any other emergency, you can take one makeup exam during the week of **November 21st to November 23rd**, if you provide a valid medical note. You will need to call the Stafford campus testing center at 713 718 7993 and schedule an appointment a week before November 21st. The make-up exam is comprehensive and will have 10 essay questions. Please note: All students are required to take the final exam. Failure to take the final exam will result in an 'F' grade.

### Group Activities/Project/s:

There will be a few activities or projects that you will conduct as a group either in class or as a homework assignment. These group activities/projects contribute to 5% of your final grade. Any student who fails to participate in the group projects will not be given the grade. Information regarding the group project will be given to you during the first week.

### Laboratory Policy:

Lab safety will be reviewed on the first day of lab. Experiments will be performed in groups. Each student should arrive at the lab. on time, with his or her lab. manual. Read the lab. exercise before coming to class during lab. days. Each student is responsible for completing the lab. reports at the end of each lab. Lab. participation and lab reports account to 5% of your final grade.

### IN CLASS TECHNOLOGY (Cell Phones, Laptops, etc.)

#### Phones/electronic devices

Absolutely no phone or other personal electronic devices are to be used during class (lecture and lab). This includes making or taking a call, reviewing messages, texting, playing games, checking email, surfing the web, anything that involves a phone or other personal electronic device. If your work or family situation requires that you be available via phone, your phone can be on vibrate mode and you can take the call during our regular scheduled breaks or you can exit the class to review the call. Notify your friends, family, employers, and anyone else who regularly contacts you that you will be in class and that you should be contacted only when necessary. The taking of calls during class is not only disruptive but it is also discourteous to classmates and the instructor.

**NO EATING OR DRINKING OR SMOKING IN LABORATORY:** No food or drinks are allowed in the laboratory. In addition, no smoking is allowed.

**QUESTIONS/PROBLEMS:**

Please make sure that if you have any questions or problems at any time, that you first contact me as soon as possible. The worst thing you can do is wait to contact me or to not take advantage of the resources available to you. By taking an active part in your education, you will make your academic experience much more rewarding and exciting!!

**EGLS<sub>3</sub> (Evaluation for Greater Learning Student Survey System)**

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Go to [www.hccs.edu/egls3](http://www.hccs.edu/egls3) for more information.

**GRADE DETERMINATION:**

All the exams will be considered towards final grade =	100%
3 Lecture exams & 2 Final exams	= 55%
3 Online Quizzes on Mastering Biology	= 10%
Assignments on Mastering Biology	= 5%
Group activities/projects	= 5%
2 Lab. exams	= 20%
Lab. Report	= 5%

**LETTER GRADE ASSIGNMENT:**

**Grading Scale**

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = < 60%

FX (Failure due to non-attendance)

IP (In Progress)

W (Withdrawn)

I (Incomplete)

**REPEATING COURSES (THREE-PEAT RULE)**

As a result of recent Texas legislative changes, please be advised that HCC is charging additional tuition for students who enroll in the same class three or more times at HCC. While it is the hope of HCC that students will be successful in their first attempt at classes, we realize that life demands, academic struggles, and other issues may result in students needing to take the same class more than once. Speaking with an advisor will help you develop student success skills, improving your overall academic performance. If a student repeats a course in which a grade (A-F) has been received, the highest grade received at HCC is the permanent grade for the course and will be used in computing the GPA. All grades earned in a given course will be reflected on the transcript. Other colleges may compute the GPA differently than HCC.

**COURSE WITHDRAWALS (6-Drop Rule)**

Students must withdraw by the withdrawal deadline in order to receive a "W" on a transcript. Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online Academic Calendar, any HCC Registration Office, or any HCC advisor to determine class withdrawal deadlines.

Be certain you understand HCC policies about dropping a course and consult with a counselor/advisor to determine if withdrawing is in your best interest. It is your responsibility to withdraw officially from a class and prevent an "F" from appearing on your transcript.

Senate Bill 1231 limits the number of W's a student can have to 6 classes over the course of their entire academic career. This policy is effective for students entering higher education for the first time in fall 2007 and subsequent terms. Withdrawals accumulated at any other Texas public higher education institution count toward the 6 course total. Withdrawals for certain circumstances beyond the students control may not be counted toward the 6-drop limit.

In addition, withdrawing from a course may impact your financial aid award or eligibility. Contact the Financial Aid Office or website to learn more about the impact of withdrawing on financial aid.

## **HCCS IS COMMITTED TO YOUR SUCCESS**

### **Early Intervention Program and Services**

**Your success is our primary concern!** If you are experiencing challenges achieving your academic goals, please contact your instructor or an early intervention coach. We can provide assistance with academic needs, ADA accommodations, classroom difficulties, financial concerns, and other issues.

### **Tutoring**

HCCS provides free online tutoring for all HCC students. Go to [www.hccs.askonline.net](http://www.hccs.askonline.net); use your own e-mail address; choose a username and password you will remember; put your HCC student ID number in the Comment Box.

### **Counseling Services**

Counseling services are available to students who are experiencing difficulty with academic issues, selection of college major, career planning, disability accommodations, or personal issues.

**TENTATIVE INSTRUCTIONAL OUTLINE:** The Instructor reserves the right to change the instructional outline if needed. Students will be informed in a timely manner of any changes.

Week		Lecture Schedule	Laboratory Schedule
1	8/23-8/25	Ch. 22 Decent with modification Ch. 23 The Evolution of Population	
2	8/30-9/1	Ch. 24 The Origin of Species Ch. 25 The History of Life on Earth	Lab. 1 Human Genetics
3	9/6-9/8	Ch. 26 Phylogeny and the Tree of Life: <b>Online Quiz 1 (Ch. 22 to 24) due on Sept. 11th</b> Ch. 27 Bacteria and Archaea <b>Lecture Exam 1, Sept 15<sup>th</sup> (Ch. 22-27)</b>	Lab. 2 Evolutionary Observations
4	9/13-9/15	Ch. 28 Protist	Lab.3 Prokaryotes
5	9/20-9/22	Ch. 29 Plant Diversity I: How Plants Colonized Land Ch. 30 Plant Diversity II: The Evolution of Seed Plants Ch. 31 Fungi	Lab. 4 The Protista
6	9/27-9/9	Ch. 32 An Introduction to Animal Diversity	
7	10/4-10/6	Ch. 33 Invertebrates Ch. 34 Vertebrates Ch. 35, 36, 37, 38 Self Study, online assignment only <b>Online quiz 2 (Ch. 28 to 30) due Oct. 9th</b> <b>Lecture Exam 2, Oct. 13<sup>th</sup> (Ch. 28-33)</b>	Lab. 5 Fungi
8	10/11-10/13	Ch. 40 Basic Principles of Animal Form and Function Ch. 41 Animal Nutrition	Lab 6 Kingdom Plantae
9	10/18-10/20	Ch. 42 Circulation & Gas Exchange <b>Laboratory exam Labs 1 to 6 (Oct.20th)</b>	Lab 7 Dichotomous Keys & the Invertebrates
10	10/25-10/27	Ch. 43 The Immune System Ch. 44 Osmoregulation & Excretion <b>Last Day for Administrative Student Withdrawal (Oct. 28th by 4.30pm)</b> <b>Online Quiz 3 (Ch. 34, 40 &amp; 41) due Nov 1st</b> <b>Lecture Exam 3, Nov.10<sup>th</sup> (Ch. 34, 40-43)</b>	Lab. 8 Animal Tissue Lab. 9 The Circulatory System
11	11/1-11/3	Ch. 45 Hormones and the Endocrine System	Lab. 10 The Respiratory System
12	11/8-11/10	Ch. 48 Neurons, Synapses and Signaling	Lab. 11 Urinary & Reproductive System
13	11/15-11/17	Ch. 49 Nervous Systems <b>Thanksgiving holidays from Nov.24<sup>th</sup> to 27<sup>th</sup></b>	
14	11/22	Ch. 52 An Introduction to Ecology and Biosphere	Lab. 12 The Nervous System
15	11/29-12/1	Ch. 53. Population Ecology Ch. 54 Community Ecology Ch. 55 Ecosystems and Restoration Ecology <b>Online Quiz 5 (Ch. 44, 45 &amp; 46) due Nov 28th</b>	
	12/3	<b>Lecture Exam 4, (Ch. 44,45,48 &amp;49)</b> <b>Laboratory Exam 2 Labs. 7 to 10 (Dec.1st)</b> <b>Instruction ends Dec.5<sup>th</sup></b>	
16	12/6-12/8	<b>Final Exam (comprehensive) (Dec. 6<sup>th</sup>)</b>	

Instructor reserves the right to change the syllabus.

## **ADDITIONAL INSTRUCTOR AND INSTITUTIONAL POLICIES**

### **ACADEMIC INTEGRITY**

This instructor is committed to a high standard of academic integrity in the academic community. In becoming a part of the academic community, students are responsible for honesty and independent effort. Failure to uphold these standards includes, but is not limited to, the following: plagiarizing written work or projects, cheating on exams or assignments, collusion on an exam or project, and misrepresentation of credentials or prerequisites when registering for a course. Cheating includes looking at or copying from another student's exam, orally communicating or receiving answers during an exam, having another person take an exam or complete a project or assignment, using unauthorized notes, texts, or other materials for an exam, and obtaining or distributing an unauthorized copy of an exam or any part of an exam. Plagiarism means passing off as his/her own the ideas or writings of another (that is, without giving proper credit by documenting sources). Plagiarism includes submitting a paper, report, or project that someone else has prepared, in whole or in part. Collusion is inappropriately collaborating on assignments designed to be completed independently. These definitions are not exhaustive. When there is clear evidence of cheating, plagiarism, collusion, or misrepresentation, disciplinary action may include but is not limited to requiring you to retake or resubmit an exam or assignment, assigning a grade of zero or "F" for an exam or assignment; or assigning a grade of "F" for the course. Additional sanctions including being withdrawn from the course, program or expelled from school may be imposed on a students who violate the standards of academic integrity.

### **STUDENT BEHAVIOR EXPECTATIONS**

Students are expected to conduct themselves appropriately while on College property or in an online environment. The instructor would institute established HCCS disciplinary action. Students who pose a threat to the safety of others will be subject to immediate withdrawal from the classroom. Please refer to the HCC Student Handbook.

### **AMERICANS WITH DISABILITIES ACT STATEMENT**

HCCS is dedicated to providing the least restrictive environment for all students. We promote equity in academic access through the implementation of reasonable accommodations as required by the Vocational Rehabilitation Act of 1973, Title V, Section 504 and the Americans with Disabilities Act of 1990 (ADA) which will enable students with disabilities to participate in and benefit from all post-secondary educational activities.

If you require reasonable accommodations because of a physical, mental, or learning disability, please contact the Counseling Office to obtain the necessary information to request accommodations. Upon completion of this process, please notify your instructor as soon as possible and preferably before the end of the first two weeks of class to arrange for reasonable accommodations.

Counselors contact information at the HCC campuses can be found here: <http://www.hccs.edu/district/students/disability-services/ada-counselors/>

### **COMPUTER VIRUS PROTECTION**

Computer viruses are, unfortunately, a fact of life. 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 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 your 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. And, since no anti-virus software will find every virus, keeping backup copies is extremely important.

### **EQUAL OPPORTUNITY STATEMENT**

It is the policy of the HCCS to provide equal employment, admission and educational opportunities without regard to race, color, creed, national origin, gender, age, veteran's status, sexual orientation, or disability.

### **FERPA**

The academic, financial and non-directory information on your student account is confidential and protected by the Family Educational Rights & Privacy Act (FERPA). We cannot release certain information to another person without your written authorization. Further

information regarding Student Records and FERPA can be found at; <http://www.hccs.edu/district/about-us/procedures/student-rights-policies--procedures/>

## FINAL EXAMINATIONS

A final evaluation activity will occur during the published final evaluation period. The appropriate dean, director, or department chair must approve any variation to this schedule.

## TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, 20 U.S.C. A§ 1681 ET. SEQ.

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations.

Log in to: [www.edurisksolutions.org](http://www.edurisksolutions.org) . Sign in using your HCC student e-mail account, then go to the button at the top right that says **Login** and enter your student number.

## IMPORTANT DATES

<b>Aug 22</b>	Classes begin
<b>Sept 5</b>	School closed: Labor Day Holiday
<b>Sept 6</b>	Official Date of Record
<b>Oct 28 by 4.30 PM</b>	Last Day for Administrative/Student Withdrawal
<b>Nov 24-27</b>	School closed: Thanksgiving Holiday
<b>Dec 5-8</b>	Final Examinations
<b>Dec 11</b>	Semester ends



## Biology 1407 Acknowledgement Page

I acknowledge that I have read the syllabus for General Biology II (Biol1407). I am responsible for completing the group activities/projects, online quizzes and assignments on mastering biology that count towards my final grade. I understand the effort and time commitment necessary to succeed in this Science Majors Class. **(OVER 300 HOURS OF STUDY/15 Weeks=20 hr. /week)**

Class Time: \_\_\_\_\_

CRN: \_\_\_\_\_

Name \_\_\_\_\_

Email Address \_\_\_\_\_

Current Phone # \_\_\_\_\_