



**Division of Earth, Life & Natural Sciences Biology Department**

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

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**BIOL 1407: General Biology II | Lecture and Laboratory |  
CRN 10516**

Summer II 2020 | 5 Weeks (07.13.2020-08.16.2020)

HCC Online | 4 Credit Hours | 96 hours per semester

**Instructor Contact Information**

Instructor: Dr. Leena Sawant Ph.D.  
Office: Stafford Campus Faculty Off.  
HCC Email: [leena.sawant@hccs.edu](mailto:leena.sawant@hccs.edu)

Office Phone: N/A  
Office Hours: By Appointment Only  
Office Location: Stafford Scarcella Bldg

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

**Instructor's Preferred Method of Contact**

**Please contact me via my hccs email address: [leena.sawant@hccs.edu](mailto:leena.sawant@hccs.edu)**

I will respond to emails within 24-48 hours Monday through Friday; I will reply to weekend messages during the following week. Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

**What's Exciting About This Course**

Biology is an endless adventure as there are constantly new developments in this area. This course is fascinating as it is the study of endless forms of life on earth, how organisms evolve, and the interaction between living organisms and how human activities affect this interaction. Learning about the human body's complex systems enables you to make better decisions for your health and the health of others.

**My Personal Welcome**

Welcome to General Biology II—I'm very pleased that you have chosen this course where I can be your guide. I will present the information in the most exciting way I know, so that you can understand the important topics/concepts and apply them now and hopefully throughout your life. As you read through the chapters you will come across new ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is by my HCC email. The best way to really discuss issues is in person and I'm available to answer your 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.

## Prerequisites and/or Co-Requisites

**Prerequisites:** It is recommended that BIOL 1306/1106 Biology for Science Majors I (lecture + lab) be taken before BIOL 1407

**Recommended prerequisite:** MATH 1314 or 1414 Successful completion of College Algebra or concurrent enrollment in higher-level mathematics is recommended.

Please carefully read the repeater policy in the [HCCS Student Handbook](#).

## Canvas Learning Management System

All Biology sections utilize [Canvas \(https://eagleonline.hccs.edu\)](https://eagleonline.hccs.edu) to supplement in-class assignments, exams, and activities, PowerPoints and other materials for class, study guides for each chapter, syllabus and other starting materials, and a final exam review guide.

**Eagle Online Canvas Problems Center.** For technical problems go to:

<http://www.hccs.edu/online/technical-support/>. Please go to this Web site if you have technical problems with using Eagle Online Canvas, as I cannot help you with technical issues. 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, as well as video tutorials for using Canvas.

## Open Lab Locations

[HCCS Open Computer Lab locations](#) may be used to access the Internet and Canvas. **USE FIREFOX OR CHROME AS THE INTERNET BROWSER.**

## HCC Online Information and Policies

For online/hybrid students. As an online /hybrid student, you are responsible for all information/requirements provided by the online college. Here is the link to information about HCC Online classes <http://www.hccs.edu/online/>. This includes the mandatory online course prior to start of class.

## Scoring Rubrics, Sample Assignments, etc.

When applicable, look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course.

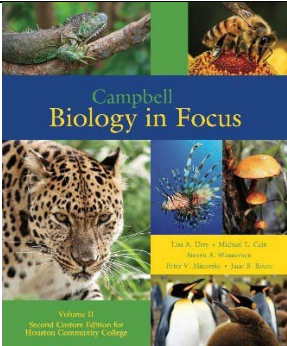
<https://eagleonline.hccs.edu/login/ldap>

Important Dates	
July 13	Classes begin
July 16	Official Day of Record
August 3	Last Day for Administrative and Student Withdrawal (4:30pm)
August 13-14	Final Exams

# Instructional Materials

## Required Resources

1. The **textbook** and **Lab manual** listed below is **required** for this course.

	<p>“Campbell Biology in Focus”, Volume 2 with Modified Mastering Biology Package for Houston Community College, 1/e Pearson. ISBN: 1323751440 // 9781323751442</p> <p>You have 2 options:</p> <ol style="list-style-type: none"><li>1. You can order your book from the <a href="#">HCC Bookstore</a>. The new book comes with the access code.</li><li>2. You can also purchase the <b>e-text and access code</b> to Mastering Biology through your Canvas course by clicking on “MyLab and Mastering”. The e-text and access code to mastering biology are bundled together if you purchase a new book. There is also a <b>14-day free trial</b> available for the e-text and MasteringBiology access.</li></ol>
	<p><b>Online laboratory manual</b> is required for this course.</p> <p>“Biology 1407 Laboratory manual”, 4<sup>th</sup> Edition, Blue Door Publishing. ISBN: 978-1-68135- 062-2.</p> <p>You have 2 options:</p> <ol style="list-style-type: none"><li>1. Purchase the lab manual from HCC Bookstore. They will give you an access code from the HCC bookstore (<b>ISBN: 978-1-64386-513-3</b>), you will enter it at checkout when you register for your course on Top Hat.</li><li>2. You can purchase the lab manual from your Canvas course online when you register for Top Hat.</li></ol>

Check your canvas course for details on how to access your textbook, mastering biology and your online lab manual on Top Hat.

### Other Resources Required:

1. Laptop or computer with Respondus Lockdown browser and webcam
2. Notebook to take your notes for lecture
3. Notebook to take notes for lab exercise

### Suggested Resources



### HCCS Biology Lab Study Pages

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

**STEM Website for students:** [www.hccs.edu/stem](http://www.hccs.edu/stem)

Great information on science clubs, seminars, symposium, and research opportunities that are available to HCC students. Check back often- updated regularly.

**Career Planning and Resources:** Help with resume building and internships. <http://www.hccs.edu/support-services/career-planning/>

## Other Instructional Resources

### Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

### 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 <http://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 <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

## Course Overview

In BIOL 1407, the diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Laboratory activities will reinforce study of the diversity and classification of life, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals.

### Core Curriculum Objectives (CCOs)

BIOL 1407 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 explore the scientific research methods that are used in the study of biology. They will be able to interpret numerical data in charts, graphs, and tables that are in their textbooks and other resources. Students should be able to carry out basic mathematical operations: be able to use Hardy and Weinberg equations, calculate percentages, frequencies, complete textbook reading assignments and answer questions on quizzes and exams that pertain to Course Student Learning Outcome # 7
- **Social Responsibility:** Students will demonstrate the ability to engage effectively in class activities and discussion, complete textbook reading assignments, and answer questions on quizzes and exams that pertain to Course Student Learning Outcome #9 below.

## Program Student Learning Outcomes (PSLOs)

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 BIOL 1407, students will:

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.

## Learning Objectives

Learning Objectives for each CSLO can be found at [Learning Objectives for BIOL 1306](#)

## 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
- 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.

## 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 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
- Attain a raw score of at least 50% on the departmental final exam
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

## **Assignments, Exams, and Activities**

### **Exams**

**Lecture Exams (50%):** There will be 3 lecture exams. Lecture exams will consist of multiple-choice questions, fill in the blank, true or false and short answer questions. They will cover important concepts, figures and discussion from the text book. Exams will be online on Canvas and proctored using Respondus Lockdown Browser and Webcam.

**Lab Exams (20%):** There will be two lab exams for this course. Both labs exams will be online on Canvas and proctored using Respondus Lockdown Browser and Webcam. Lab Exam includes multiple choice, fill in the blanks, matching, short answer questions, identifying specimen, identifying slides, labeling of models or other material covered in the labs.

**Final Exam (10%):** The final exam will be comprehensive (it will cover all the chapters). There will be a departmental final that all students need to take. Final exam will be online on Canvas and proctored using Respondus Lockdown Browser and Webcam.

Exams are **closed book**; you may not consult with another person while taking this exam. You may not use any other device during the exam; only the one on which you are taking the exam. You must remain within the Webcam's view at **all** times and with no music or a TV playing . You will be prompted to show your entire exam environment with your Webcam (including your desktop!). Do not look down on your desk or to the side. Keep your eyes on the computer screen or upwards at all times. Any student found violating academic honesty will be reported. Please read the information under academic integrity

### **Online: Homework Assignments and Quizzes:**

**Mastering Biology (5%):** There will be mandatory online homework assignment on the Mastering Biology. You can access the assignments from **Eagle Online Canvas** by clicking on the "**MyLab and Mastering**" link on the left column. Each student is responsible to

register for mastering biology using an access code. The access code comes with the new book. **You can register for mastering free for 14 days.** Before the free trial period ends you will have to purchase the access code.

**Online Quiz (5%):** The quizzes are 5% of your grade. There are 4 unit quizzes and 2 quizzes on Mastering Biology. The due dates for the assignments and quizzes will not be extended. Please read the instructions before you start taking the assignments and quizzes.

**Discussions (5%):** There will be 4 online class discussions (and one extra credit discussion) related to the material you are studying. Student should post the discussion and respond to two other posts. Each discussion is worth 5 points and must be submitted by 11:59 PM on the due date. Missed discussions will not be reopened. Your lowest discussion score for the semester will be dropped.

**Lab Reports (5%):** Each student is responsible for completing their labs online on Top Hat and complete the lab report by 11:59pm on the due date. Incomplete lab reports will not be graded and will receive a zero.

### Grading Formula

All the exams will be considered towards final grade.

Three Lecture exams = 50%  
Final Exam = 10%  
Assignments on Mastering Biology = 5%  
Discussions = 5%  
Online Quiz = 5%  
Two laboratory exams = 20%  
Lab. Report and Lab. submissions = 5%

Grade	Total Points
A	90-100
B	80-89
C	70-79
D	60-69
F	<60

## Campbell Biology in Focus General Biology II (Biol1407) Class Schedule Summer 2020CRN 10516

**TENTATIVE INSTRUCTIONAL OUTLINE: Please check your canvas course for detailed class schedule.**

### 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.

#### 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:

- ✓ You have earned at least 85% of the available points by the date that the "I" grade is requested.
- ✓ You can provide documentation showing why you should earn an incomplete, such as a doctor's note, etc.
- ✓ You must be passing with a grade of "C" or better.
- ✓ You must request the incomplete in writing BEFORE **July 31st, 2020**
- ✓ In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

**HCC Grading Scale can be found on this site under Academic Information:**

**<http://www.hccs.edu/resources-for/current-students/student-handbook/>Course Calendar:**

Please refer to your detailed syllabus on Canvas

### 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.

## Instructor's Practices and Procedures

### Missed Assignments

**Make-up Examination:** There will be no make-up exams and final exams are mandatory. If you miss a lecture exam due to a medical or any other emergency, it will be replaced with the grade you earned on the final exam **only if you provide an official document:** doctor's note or any other official document with the reason for missing the exam within two days. Please note: All students are required to take the final exam. Failure to take the final exam will result in an 'F' grade.

**Missed Assignments or Quizzes:** If you turn in an assignment or quiz after the due date you will not receive any grade. If you had an emergency you can email me the same day and turn in the assignment the next day. Please note that I reserve the right to refuse to grade late assignments if you do not have a valid.



## 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 or program, or expelled from school, may be imposed on a student who violate the standards of academic integrity.

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/>

## Attendance Procedures

Attendance in an online course is your access to the canvas material. Be sure to complete the online introduction and syllabus quiz by 11:59PM July 15<sup>th</sup> in order to be marked present in the course before the official date of records. Failure to do so will result in withdrawal from the course. You should access your canvas course at least once every day and check the announcements regularly.

### Course Withdrawal:

Students must withdraw by the withdrawal deadline August 3<sup>rd</sup>, 2020 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.

## Student Conduct

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. 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. Disruptive behavior may result in removal from the class.

## 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.

### **Electronic Devices**

Absolutely no phone or other personal electronic devices are to be used during class (lecture and lab) unless permission is obtained from the professor. 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.

### **Biology Program Information**

The Biology area of study here at HCC covers the smallest and simplest organisms (microbiology) to the largest and most complex organisms (human anatomy and physiology, zoology, botany).

AWARD TYPES: Associate in Science

AREA OF STUDY: Science, Technology, Engineering & Math

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

## HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> 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

### EGLS<sup>3</sup>

The EGLS<sup>3</sup> (Evaluation for Greater Learning Student Survey System) 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. EGLS<sup>3</sup> surveys are only available for the Fall and Spring semesters. EGLS<sup>3</sup> surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

### Campus Carry Link

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

<http://www.hccs.edu/departments/police/campus-carry/>

### 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](#) and activate it now. You may also use Canvas Inbox to communicate.

### 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.

## Office of Institutional Equity

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

### Disability 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 <http://www.hccs.edu/support-services/disability-services/>

### 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)  
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

### 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/>

### Department Chair Contact Information

Dr. DaeJan Grigsby  
Email: [daejan.grigsby@hccs.edu](mailto:daejan.grigsby@hccs.edu)  
Phone: 713-718-7775