



HOUSTON COMMUNITY COLLEGE (Stafford Campus)

GENERAL BIOLOGY II FOR SCIENCE MAJORS

BIOL 1407 CRN #16040 Spring 2019

Instruction Mode: In Person

INSTRUCTOR CONTACT INFORMATION

Instructor: Leena Sawant

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Office: S106

Office Hours: By appointment

E-mail: leena.sawant@hccs.edu

WELCOME TO

Course Title: GENERAL BIOLOGY II

Semester and Year: Spring 2019

Course Prefix: BIOL 1407

Class: Tuesday & Thursday 11AM to 1:50PM

Course Number: 16040

Lab: Tuesday, Time: 11AM -1:50PM Rm S108

Credit Hours: 4

Lecture: Thursday, Time: 11AM-1:50PM, Rm N113

COURSE OVERVIEW

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 Description and Student Learning Outcomes (CSLOs)

Course Description: 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. 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!

STUDENT LEARNING OUTCOMES (SLO's)

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

1. Describe the evolutionary theory, natural selection, population genetics, microevolution, macroevolution and speciation

- 1.1. Describe the contributions to evolutionary theory made by Linnaeus, Cuvier, Lyell, Lamarck, Malthus, and Wallace
- 1.2. Describe Lamarck's theories, and explain why they have been rejected
- 1.3 Explain what Darwin meant by "natural selection" and "descent with modification"
- 1.4. List and explain Darwin's two observations and two inferences
- 1.5. Explain how Hardy-Weinberg equilibrium can be used to test whether a population is evolving.
- 1.6. Explain how natural selection, genetic drift and gene flow can alter allele frequencies in a population
- 1.7. Describe the following species concept: Biological, morphological, ecological and phylogenetic species concept
- 1.8. Explain the various reproductive barriers that are responsible for speciation
- 1.9. Understand the difference between allopatric and sympatric speciation

2. Describe the phylogenetic relationship and classification schemes

- 2.1. Explain the various levels of hierarchy of the Linnaean system of classification
- 2.2. Explain the importance of phylogenetic trees
- 2.3. Explain how fossils are dated and be able to conduct radiometric dating problems mathematically
- 2.4. Explain the difference between shared ancestral characters in a monophyletic taxon and shared derived characters that are unique.
- 2.5 Describe how molecular systematics is used to explain prokaryotic and eukaryotic phylogeny

3. Identify the major phyla of life with emphasis on plants and animals including their classification, structural and physiological adaptations, evolutionary history and ecological significance

- 3.1. Describe conditions on early earth that lead to evolution of organic molecules and protocells.
- 3.2. Describe evolution and basic characteristics of prokaryotes including differences between eubacteria and archaeobacterial, including the beneficial roles of prokaryotes in the biosphere, and individuals.
- 3.3. Describe endosymbiosis and its role in eukaryote evolution.
- 3.4. Describe the four supergroups of eukaryotes and give examples of organisms in each.
- 3.5. Explain the role of photosynthetic protists as producers in aquatic communities
- 3.6. Describe derived traits that are unique adaptations of land plants.
- 3.7. Describe key characteristics of the four major plant groups: bryophytes, pterophytes, gymnosperms and angiosperms, including examples of ecological roles.
- 3.8. Describe what is meant by alternation of generations in land plants.
- 3.9. Describe ecological role of fungi in the environment.
- 3.10. Describe the Cambrian explosion and the major phyla that existed at the time
- 3.11. Compare key characteristics of animals in clade Bilateria such as phylum Annelida, Mollusca, Arthropoda, and Echinodermata.
- 3.12. Compare key characteristics of animals in phylum Chordata including fish, Amphibia, non-avian reptiles, birds and mammals
- 3.13. Identify earliest hominins and describe the forms that lead to the evolution of modern humans.
- 3.14. Compare physiological adaptations of animals in phylum Chordata including fish, Amphibia, non-avian reptiles, birds and mammals

3.15 Describe the different types of terrestrial, aquatic biomes, abiotic and biotic factors and their ecological significance

4. Describe basic animal physiology and homeostasis, as maintained by organ systems.

4.1. Relate the structure with function and identify the following animal tissues: epithelial, connective tissue (six types), muscle tissue (three types), and nervous tissue

4.2. Understand what homeostasis is and give examples of homeostasis in the endocrine, and excretory system

4.3. Describe structure and functions of the following systems: digestion, circulatory and respiratory, excretory, endocrine systems, reproductive.

4.4 Compare evolutionary development of organ systems of different animal phyla, specifically immune system and the nervous system.

4.5 Describe structure and functions of the following systems: immune system and the nervous system

4.6 Distinguish between innate and acquired immunity

4.7 Describe how disruptions in immune system can cause illnesses, such as allergies, autoimmune diseases, cancer, and viral attack of immune system in AIDS

4.8 Explain how B lymphocytes and T lymphocytes recognize specific antigens

4.9 Distinguish among the following sets of terms: sensory neurons, interneurons, and motor neurons; membrane potential and resting potential; ungated and gated ion channels; electrical synapse and chemical synapse; EPSP and IPSP

4.10 Explain the role of the sodium-potassium pump in maintaining the resting potential

4.11 Describe the stages of an action potential; explain the role of voltage-gated ion channels in this process

4.12 Describe the events that lead to the release of neurotransmitters into the synaptic cleft

4.13 Name and describe five categories of neurotransmitters

5. Compare different sexual and asexual life cycles noting their adaptive advantages.

5.1. Describe the difference between asexual and sexual reproduction.

5.2. Describe why sexual reproduction is so important in consideration of adaptive evolutionary changes.

6. Illustrate the relationship between major geologic change, extinctions, and evolutionary trends.

6.1. Describe how mass extinctions affected patterns of evolution including role of adaptive radiation.

6.2 Describe the major geologic periods/events and key evolutionary development occurring during each period

7. Apply scientific reasoning to investigate questions, and utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data.

7.1. Learn to correctly use the microscope and proper care of slides

7.2. Develop hypotheses for investigation in the laboratory

8. Use critical thinking and scientific problem-solving to make informed decisions in the laboratory.

8.1. Learn techniques for bacterial staining

8.2. Understand importance of lab safety rules and why they are necessary

9. Communicate effectively the results of scientific investigations.

9.1. Learn to write and complete a lab report

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: BIOL 1406 or equivalent General Biology I course for Majors Biology.

Co-requisites: None

Required Material:

Textbook: Valuepack

BIOL 1407 Title: "Campbell Biology in Focus, Volume 2 with Modified MasteringBiology Package for Houston Community College, 1/e Pearson. **ISBN:** 1323751440 // 9781323751442

Notebook for lecture note

File folders for concept maps

Required Laboratory Manual:

Biology 1407 Laboratory manual Blue Door Publishing 3rd edition 2013. ISBN: 9781599843131

Course Material:

Syllabus and other relevant course information is available on Eagle Online found at the following link:

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

Learning Web:

<https://learning.hccs.edu/faculty/leena.sawant>

Other Materials and resources:

Mastering Biology: www.pearsonmastering.com

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

You will get access to digital images, animations, and labeling exercises to review models, slides, and experiments that we cover in lab.

STEM Website for students: 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/>

Tutoring: <https://hccs.upswing.io/> Get expert one-on-one help, Online or In Campus, specifically for HCC students.

Campbell Biology in Focus General Biology II (Biol1407) Class Schedule Spring 2019

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.

Wk	Dates	Lecture	Lab. Schedule
1	1/15 1/17	Ch. 19 Descent with Modification Ch. 20 Phylogeny	
2	1/22 1/24	Ch. 21 Evolution of Population Ch. 22 Origin of Species	Lab.1 Human Genetics
3	1/29 1/31	Ch. 23 Broad Patterns of Evolution Ch. 24 Early life-Diversification of Prokaryotes	Lab.2 Evolutionary Observations <i>Mastering Homework Ch.19-23 due Sunday, Feb 3</i> <i>Unit Quiz 1 due Sunday Feb 3rd</i>
4	2/5 2/7	Lecture Ex1-Ch.19, 20, 21, 22 & 23 Ch. 25 Origin/Diversification of Eukaryotes	Lab.3 Bacteria
5	2/12 2/14	Ch. 26 Colonization of Land Ch. 27 Rise of Animal Diversity	Lab. 4 Protista
6	2/19 2/21	Ch. 28 Plant Structure and Growth Ch. 29 Acquisition, Nutrition and Transport	Lab. 5 Fungi
7	2/26 2/28	Ch. 30 Plant Reproduction Lecture Exam 2 Ch. 24, 25 & 26 Ch 28, 30 and 31 self-study.	<i>Mastering Homework Ch.24-26 due Sunday Feb 24</i> <i>Unit Quiz 2 due Wednesday Feb 27th</i> Lab. 6 Plants, Lab. 7 Invertebrates
8	3/5 3/7	Lab. Exam 1 (Labs 1 to 6) Ch. 31 Plant Response to Internal & External Signals	Lab. Exam 1 (Labs 1 to 6) <i>Lab. Reports due on March 5th</i>
9	3/12	Spring Break	
10	3/19 3/21	Ch. 32 Internal Environment of animals Complete quiz 1 (Ch 28, 30 & 31) on mastering biology	Lab. 8 Animal Tissue
11	3/26 3/28	Ch. 33 Animal Nutrition Ch.33 contd. Last Day for withdrawal April 1st by 4:30PM	Lab.11 Urinary System <i>Mastering Homework Ch.27-32,33 due Sunday, March 31st</i> <i>Unit Quiz 3 due Sunday March 31st</i>
12	4/2 4/4	Lecture Exam 3 Ch. 27, 32 & 33 Ch. 34 Circulation & Gas Exchange	Lab. 9 Circulatory System
13	4/9 4/11	Ch. 35 The Immune System Ch. 36 Reproduction and Development (Self Study)	Lab. 10 The Respiratory System Mastering Homework for Ch. 36
14	4/16 4/18	Ch. 37 Neurons, Synapses and Signaling	
15	4/23 4/25	Ch. 40 Population Ecology Ch. 41 Species Interaction Lecture Exam 4 Ch. 34,35, & 37	<i>Unit Quiz 4 due Wednesday April 24th</i> <i>Mastering Homework Ch.34, 35, 37 due Sunday, April 21st</i> <i>Complete quiz 2 (Ch 36, 40 & 41) on mastering</i>
16	4/30 5/2	Lab. Exam 2 (Labs. 7 to 11) Ch. 42 Ecosystems and Energy	<i>Mastering Homework 40-42</i> <i>Lab. Reports due April 30th</i>
17	5/7	Final Exam Comprehensive (Ch. 19 to 42)	

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. 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.

Attendance: Attendance is mandated by the state. You are expected to attend the entirety of the scheduled lecture and lab classes. 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. **It is your responsibility to drop a course for nonattendance.** 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.**

Examination:

There will be 4 lecture exams, and 2 final exams. Lecture exams will consist of mostly multiple-choice questions and a one or two short answer questions. They will cover material we cover in class, important concepts, figures and discussion from the text book. You will get a maximum of one hour or one and half-hour period to complete your lecture exam. There will be a departmental final that all students need to take. You will take 2 final exams one by the department and one by your instructor on the same day. The average of both final exams will be included in your final grade. **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. During exams cell phone should be switched off and kept in the bag. If you arrive late for the exam you will lose 5% of your exam grade.**

Online: Homework Assignments:

There will be mandatory online homework assignment on the Mastering Biology. You can access the assignments from **Eagle Online** 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. **If you have used Mastering Biology for your Biol1306 course you can use the same login name and password. You can register for mastering free for 14 days.** Before the free trial period ends you will have to purchase the access code. The homework assignments will be graded and will contribute to 5% of the final grade. The quizzes are 5% of your grade. The due dates for the assignments will not be extended. Please read the instructions before you start taking the assignments and quizzes.

Online Quizzes:

There are online quizzes on canvas and mastering biology. Please check your Eagle online Canvas course and Mastering Biology for due dates as well as grading policy for the quizzes.

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. Any assignments turned in after the due date will not be graded and will receive a zero.

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 doctors note or any other official document with the reason for missing the exam. Please note: All students are required to take the final exam. Failure to take the final exam will result in an 'F' grade.

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

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.

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

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.

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!!

EGLS₃ (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 for more information.

Please refer to **Student Handbook** for complete instructions and rules.

GRADE DETERMINATION: GRADE DETERMINATION:

All the exams will be considered towards final grade.

Three Lecture exams & two Final exams	= 60%
Homework Assignments on Mastering Biology	= 5%
Group activities/project/s	= 5%
Online Quiz	= 5%
Two laboratory exams	= 20%
Lab. Report and Lab. participation	= 5%

LETTER GRADE ASSIGNMENT:

Grading Scale

A = 100 – 90;4 points per semester hour
B = 89 – 80;3 points per semester hour
C = 79 – 70;2 points per semester hour
D = 69 – 60;1 points per semester hour
F = 59 and below;0 points per semester hour
FX (Failure due to non-attendance)	
IP (In Progress)	
W (withdrawn)	
I (Incomplete)	

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

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

If you score less than 70% on your first lecture exam, an early alert will be sent to the counselor. 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 and on campus tutoring for all HCC students. Go to <https://hccs.upswing.io/> Students will use their Active Directory student ID and password. A video explaining how the new system works is located on the bottom of the [Upswing log in page](#). For more information, contact Deborah Hardwick (deborah.hardwick@hccs.edu).

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. <http://learning.hccs.edu/programs/counseling>

Disability Support Services (DSS)

Any Student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations should inform the instructor within one week of the first class session and must contact the Counselor at 713-718 7889, or contact the DSS office for assistance. At Southwest College, contact Dr. Becky Hauri, 713-718-7909.

Accommodations due to a qualified disability

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including 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/>

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 postsecondary 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 <http://www.hccs.edu/support-services/disability-services/ada-counselors/>

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.

Campus Carry

At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/departments/police/campus-carry/>

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.

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/>

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 . 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.

HCC Policy Statement: Sexual Misconduct

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. 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, Houston, TX 77266-7517 or Institutional.Equity@hccs.edu

We Care

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live; and, believes this may affect their performance in the course, is urged to contact the Dean of Students for support. Go to <http://www.hccs.edu/applying-and-paying/financial-aid/food-scholarship/> for more information.

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.

IMPORTANT DATES:

January 14	Classes begin
January 21	Martin Luther King Day Holiday
January 28	Official Date of Record
February 18	Presidents Day Holiday
March 11 -17	Spring Break
April 1st by 4:30PM	Last Day for Administrative/Student Withdrawal
May 6-12	Final Examinations

DISCLAIMOR: It is your responsibility to read the syllabus in its entirety by the second class period and contact the Instructor if you have any questions and/or need clarifications.

STUDENT CONTRACT GENERAL BIOLOGY SPRING 2019

- 1. I have read the syllabus in its entirety and will abide by its rules and regulations**
- 2. I understand that CHEATING IS NOT PERMITTED!!!** I understand that I am responsible for conducting myself with honor and integrity in fulfilling course requirements. I will not partake in scholastic dishonesty. Scholastic Dishonesty includes, but is not limited to, **cheating** on a test, **plagiarism** and **collusion**. Examples include but are not limited to the following:
 - ✓ I understand that all backpacks, phones, watches or other electronic devices, study notes and any other material (other than what is allowed by the Instructor for that particular exam/assignment) must be placed at the top of the classroom during testing. If I am found with any of these items on or near my presence during an exam (even if not actively looking at it at that time), it will be treated as academic dishonesty.
 - ✓ I understand that there are no bathroom breaks during exams.
 - ✓ I will not attempt to look at or copy from another student's scantron or exam. I will not communicate orally or otherwise with a student during a test (without the Instructor's permission). I will not receive answers during an exam.
 - ✓ I will not have another person take an exam or complete a project or assignment, nor will I use unauthorized notes, texts, or other materials for an exam.
 - ✓ I will not obtain or distribute an unauthorized copy of an exam or any part of an exam.
 - ✓ I will not partake in plagiarism (meaning passing off as my own the ideas or writings of another 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.
 - ✓ I will not partake in collusion by inappropriately collaborating on assignments designed to be completed independently.
 - ✓ Further, I understand that if I enable another student to cheat, I will be subject to the same disciplinary action as if I cheated myself.
 - ✓ Punishments for academic dishonesty will include a grade of "0" on the particular assignment or exam, and may also include failure in the course, and/or referral to the College Dean of Student Services for disciplinary action up to and including expulsion. Students have the right to appeal the decision.

I have read the above student contract and agree to abide by its rules.

_____ Signature _____ Printed Name _____ Date

Course: _____ CRN: _____