



## Houston Community College

### Course Syllabus 70704, 74084 Biology Non-Science Majors I (Biol. 1308)

#### INSTRUCTOR CONTACT INFORMATION

<b>Instructor: Marie-Therese Simms</b>	Office Phone: 713-718-5866
<b>Office:</b> Katy Campus 309A	Office Hours: MW 7:30 -8:00am; 11:00- 1:00pm
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#### WELCOME TO

<b>Course Title:</b> Introductory Biology I	<b>Semester &amp; Year:</b> Summer 2018
<b>Course Prefix:</b> BIOL 1308	<b>Class Days &amp; Times:</b> Online
<b>Course #</b> 70704, 74084	

**Credit Hours:** 3 Credit Hours

#### **Course Description**

This course is designed to give the students the basic knowledge of life sciences. Topics include basic biological chemistry, cellular morphology, metabolism, Mendelian and molecular genetics. Most of you will find the material is new to you. Please set aside adequate time for study - you will probably need to spend at least 6 hours per week!!!

#### **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.

### Student Learning Outcomes:

1. Upon successful completion of this course, students will;
2. Distinguish between prokaryotic, eukaryotic, plant and animal cells, and identify major cell structures.
3. Identify stages of the cell cycle, mitosis (plant and animal), and meiosis.
4. Interpret results from cell physiology experiments involving movement across membranes, enzymes, photosynthesis, and cellular respiration.
5. Apply genetic principles to predict the outcome of genetic crosses and statistically analyze results.
6. Describe karyotyping, pedigrees, and biotechnology and provide an example of the uses of each.
7. Identify parts of a DNA molecule, and describe replication, transcription, and translation.
8. Analyze evidence for evolution and natural selection.

### Getting Ready

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

**Co-requisites:** None

### Required Resources

**TEXTBOOK: Campbell** Essential Biology with Physiology with Modified MasteringBiology Volume 1 Package for Houston Community College.  
ISBN: [1323751793](#) // [9781323751794](#)

- **Canvas Login is a must!** There are assignment in canvas that must be completed in other to satisfy the requirements of the course. There are 10 assignments with open and closed dates. If a student misses to complete the assignments a zero will be given.
- **Canvas Login (HIGHLY RECOMMENDED for In Person classes, REQUIRED for ONLINE CLASSES):** <https://hccs.instructure.com> or [eagleonline.hccs.edu](https://eagleonline.hccs.edu). The main course content is on Canvas. You will use the standard textbook to study different topics required per the course curriculum recommended by the Texas Board of Higher Education and HCC course curriculum committee.

### Attendance policy

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.

### Course Schedule

Week	Chapters	Topics to be covered
1	1	Orientation, Introduction: Biology Today
2	2, 3	Essential Chemistry for Biology, The molecules of life,
4	4	A tour of the Cell
		<b>EXAM 1 from ch 1-4 June 15 -17                      12.5PTS</b>
5	5	The Working Cell
6	6	Cellular Respiration, Obtaining energy from food
8	7	Photosynthesis: Using Light to make food
9	8	Cellular Reproduction: Cells from Cells
		<b>EXAM 2 from ch 5-8 June 22-24                      12.5PTS</b>
10	9	Patterns of Inheritance
12	10	The Structure and Function of DNA
13	11	How Genes are Controlled
14	12	DNA Technology
15	13	<b>EXAM 3 from ch 9-13 June 29 – July 1                      12.5PTS</b>
		<b>FINAL EXAM ( Comprehensive Exam) July 6<sup>th</sup>-8<sup>th</sup></b>

<b>Important Dates:</b>	
	Last Day for drop/add
JUNE 7TH	Official Day of Record
JUNE 25TH	Last Day for Administrative and Student Withdrawal
JULY 3RD	LAST DAY OF INSTRUCTION

## Exams and Grading

**THERE ARE NO MAKE UP EXAM OR OPENING OF AN ASSIGNMENT MISSED.**

- **4 Lecture exams (50% of the grade):**
- **Final Exam (10% of the grade):**
- **ONLINE assignments (40% of the grade) EACH WORTH 3.3PTS.**

## Instructor's Incomplete Policy

The only circumstances under which you can get an "I" (incomplete) is if you are too ill to take the final. Once you receive an "I", to get a grade for the course, you will have to complete the material by the end of the next full semester. If you do not, the "I" will convert to an F.

## Course Repeater Policy

Beginning in the Fall 2006, students who repeat a course for a third or more times will face significant tuition/fee increases at HCC and other Texas public colleges and universities. Please ask your instructor and/or counselor about opportunities for tutoring/other assistance prior to considering course withdrawal or if you are not receiving passing grades.

## HCC Course Withdrawal Policy

Beginning Fall 2007, the State of Texas imposes penalties on students who drop courses excessively. Students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university.

To help you avoid having to drop/withdraw from any class, contact your DE professor regarding your academic performance. You may also want to contact your DE counselor to learn about helpful HCC resources (e.g. online tutoring, child care, financial aid, job placement, etc.).

## HOW TO DROP

- **If a student decides to drop or withdraw from a class upon careful review of other options, the student can drop online prior to the deadline through their HCC Student Center.**

- **HCC counselors and/or instructors may drop students for excessive absences without notification** (see Class Attendance below).
  - **Students should check HCC's Academic Calendar by Term for drop/withdrawal dates and deadlines.**
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- To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor will "alert" you and counselors that you might fail a class because of excessive absences and/or poor academic performance. You should visit with your professor or a counselor to learn about what, if any, HCC interventions might be available to assist you – online tutoring, child care, financial aid, job placement, etc. – to stay in class and improve your academic performance.

### **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, 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 division chairs for continual improvement of instruction. Look for the survey as part of the Houston Community College Student System online near the end of the term.

### **International Students**

Receiving a W in a course may affect the status of your student Visa. Once a W is given for the course, it will not be changed to an F because of the visa consideration. Since January 1, 2003, International Students are restricted in the number of distance education courses that they may take during each semester. ONLY ONE online/distance education class may be counted towards the enrollment requirement for International Students per semester. Please contact the International Student Office at 713-718-8520 if you have any questions about your visa status and other transfer issues.

### **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.

**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.