



**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 1306: General Biology | Lecture (Honors) | #22474**

Spring 2021 | 16 Weeks (1.19.2021-5.16.2021)  
Online-On-A-Schedule | MW 9.30 a.m.-10:50 a.m.  
3 Credit Hours | 48 hours per semester

**Class Modality**

**Online on a Schedule** – Students take classes online at the scheduled class time selected when enrolling (Mon & Wed, 9.30-10.50 AM for this class). You do not need to come to campus, but you must log into and attend your class at the scheduled dates and times using our learning management system (Canvas). Attendance is mandatory.

**Instructor Contact Information**

Instructor:	Pauline Ward, Ph.D.	Office Phone:	713-718-2538
Office:	CE, Room LHSB 401	Office Hours:	M & T 2-3:30 p.m.
HCC Email:	<a href="mailto:pauline.ward@hccs.edu">pauline.ward@hccs.edu</a>	Office Location:	Learning Hub, 4 <sup>th</sup> floor

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 use the Eagle online/Canvas messaging system. Only in the event that Canvas is offline, please email me directly at [Pauline.ward@hccs.edu](mailto:Pauline.ward@hccs.edu). I only respond to HCC email addresses (not Gmail, etc.). I will respond to emails within 24-48 hours Monday through Friday; I will reply to weekend messages during the following week.

**What's Exciting About This Course**

Biology is an endless adventure with constant new developments. Biology is the study of life. Perhaps, the first thing that comes to mind when you think about life on earth is humans and familiar animals. In this course, you will also learn about bacteria, fungi, plants and other life forms on earth. This course introduces students to the nature of life, including the chemical

foundation of life; plants, animal, humans and bacterial cell structure and function; DNA, genetics and evolution. You will learn about the various techniques used to study biology; gene cloning, gene editing and the exciting field of Genetic Engineering.

### **My Personal Welcome**

Welcome! —I'm delighted that you have chosen this course. Biology is an exciting field of study and I look forward to working with each of you this semester as you conquer the learning objectives for this course. By taking an active part in your education, you will make your academic experience much more rewarding and exciting!!

### **Prerequisites and/or Co-Requisites**

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

Recommended co-requisite: BIOL 1106 Biology for Science Majors I (lab)  
Please carefully read the repeater policy in the [HCCS Student Handbook](#).

### **Canvas Learning Management System**

HCC uses the Canvas learning management system (LMS), which we call Eagle Online. To access Eagle Online, you will need a PC (Windows 7 sp1 or better), or Mac (OS X 10.8 or better) with a broadband connection to the Internet. Use [FIREFOX](#) or [CHROME](#) as the internet browser.

All biology sections utilize Canvas (<https://eagleonline.hccs.edu>) to supplement in class assignments, exams, and activities. The biology department requires a computer or iPad with the ability to download the Respondus Lockdown Browser (LDB) software and a webcam for online assessments. Chromebooks and smartphones cannot be used for graded assessments for which the instructor requires LDB and webcam monitoring. If you not have the capabilities for LDB with webcam monitoring, arrangements to make this possible will have to be made.

#### Type Minimum Recommended

PC Users Windows Vista Windows 10 (10 S mode is not supported)

Mac Users OS X 10.5 or higher OS X 10.13 High Sierra

Webcam 640×480 resolution 1280×720 resolution

Internet Download Speed .768 Mbps 1.5 Mbps

#### Canvas Browser Requirements:

- Canvas recommends the use of the latest version of any web browser. It's important to update your web browser regularly.
- Pop-ups must be enabled. Disable your pop-up blockers.
- Javascript must be enabled
- Cookies must be enabled
- Install the most commonly used internet plugins and keep them updated

Canvas help and information will be found in the "Start Here" module of your canvas course shell

## Open Lab Locations

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

## HCC Online Information and Policies

### 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.

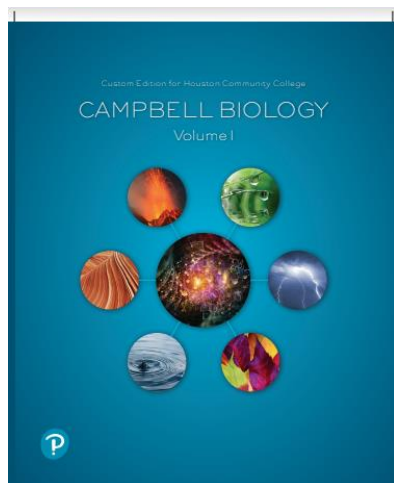
When applicable, look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course.

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

# Instructional Materials

## Required Resources

- **Inclusive Access:** Please note that you do not need to purchase book or access code for this course as you have paid for your course materials including etextbook access during registration. The cost of digital course materials for this class were included in your student bill and are guaranteed to be the lowest cost available to purchase your required materials.
- Students have the option to opt out of the program **prior to the Official day of Record**. Students who withdraw prior to the official day of record will have their course materials fee refunded within two day - two weeks after withdrawing.
- It is **NOT** recommended that you Opt-Out, as these materials are required to complete the course. If you do however choose to opt-out of these materials, you will not have access to the etextbook through Canvas and you will be responsible for purchasing the course materials at the full retail price. You can choose to Opt-Out on the first day of class, but you will be responsible for purchasing your course materials at the full retail price and access to your materials may be suspended. To Opt out, click on the First Day Inclusive Access LTI Link on your canvas shell, then click on the opt-out button and confirm. The HCC Bursars/Finance Department will credit your account in 2-14 days.
- If you withdraw prior to the official day of record, please opt out first so your account will be credited faster. *For more information about the HCC Textbook Savings program, contact our bookstore [sm515@bncollege.com](mailto:sm515@bncollege.com) or 713-528-0872.*
- **NO other purchase is necessary. For students who wish to have a printed copy of the text, an optional low cost print copy is available for purchase at the Houston Community College Bookstore.**
- Student Video: How to access eBook Course Materials in Canvas 1111
- <https://vimeo.com/304674236>
- The textbook listed below is required for this course and the e-text comes with your course registration. If you choose to Opt-out (not recommend as explained above), you are required to purchase the textbook.



- Campbell Biology 12<sup>th</sup> edition with mastering: Full volume or split volume
- Author                                      Edition                                      ISBN

Campbell Biology w/ Mastering (full volume textbook with chapters for BIOL 1306 and BIOL 1407)	Urry	12	9780135855836
Campbell Biology vol.1 w/ Mastering (split volume text with chapters specifically for BIOL 1306)	Urry	12	9780137287567

**ELECTRONIC RESOURCES FOR EXAMS:** To maintain the rigor and the integrity of the classes, Biology department **requires** all students attending online classes to use a **Lockdown Browser with Webcam for all exams**. You need a desktop or a Laptop with webcam for your exams. Smartphones and tablets will not work.

## Suggested Resources



### HCCS Biology Lab Study Pages

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

## 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

BIOL 1306 is a course that covers fundamental principles of living organisms, including physical

and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are also included.

### **Core Curriculum Objectives (CCOs)**

BIOL 1306 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)**

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

- PSLO#1 - Students will display an understanding of biological systems and evolutionary processes spanning all ranges of biological complexity, including atoms, molecules, genes, cells, and organisms.
- PSLO#2 -Students will demonstrate the ability to think critically and to 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.
- PSLO#3 - Will demonstrate proficiency and safe practices in the use of laboratory equipment and basic laboratory techniques.
- PSLO#4 - Will apply principles of the scientific method to problems in biology in the collection, recording, quantitative measurement, analysis and reporting of scientific data.

Additional information can be found at: <https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/><https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/>

### **Course Student Learning Outcomes (CSLOs)**

Upon successful completion of BIOL 1306, the student will be able to:

1. Describe the characteristics of life.
2. Explain the methods of inquiry used by scientists.
3. Identify the basic requirements of life and the properties of the major molecules needed for life.
4. Compare and contrast the structures, reproduction, and characteristics of viruses, prokaryotic cells, and eukaryotic cells.
5. Describe the structure of cell membranes and the movement of molecules across a membrane.
6. Identify the substrates, products, and important chemical pathways in metabolism.
7. Identify the principles of inheritance and solve classical genetic problems.
8. Identify the chemical structures, synthesis, and regulation of nucleic acids and proteins.
9. Describe the unity and diversity of life and the evidence for evolution through natural selection.
10. Develop critical thinking skills and habits of active collaborative learning.

## 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

Important Notice: Exams and assignments may include material covered during online class (activities, handouts, notes, etc.), in addition to material in PowerPoints, reviews and textbook. You are responsible for obtaining all material covered in in class. No extension of deadlines (or make-up) for Quizzes, Assignments, homework or Exams. No extra credit assignment is offered.

- **Class Participation (6%).** Students must be present and actively engaged in the lecture in the online classroom. They must contribute fully to individual and group work including discussion posts and "In class" quizzes and "hands-on" activities. More details on these activities will be given in class.
- **Active Reading Guides (6%):** Pre-lecture Active reading guides will be due before each lecture and are designed to help prepare you for active learning & activities in the online classroom.
- **Quizzes (6%).** Post-lecture Quizzes will be due after the corresponding chapter is completed in class.
- **Honors Project (6%):** Details on the Honors Project will be given in class and on our Canvas course.
- **Exams (66%).** Exams are administered online using Respondus lockdown browser/webcam. There will be a total of four regular lecture exams (not including a compulsory **Comprehensive final** exam, see below). Each exam will contain a number of questions, which may include multiple choice, completion, matching, diagrams, definitions, and short essay type questions. **Each regular lecture exam** accounts for **22 %** of your grade. Out of the four *regular* lecture exams, one exam grade will be dropped. If you take all of these four exams, your lowest grade automatically becomes your drop grade. If you miss an exam it automatically becomes your drop exam. If you miss a second exam, you will receive a grade of 0% for that exam. If you miss one exam, that exam will automatically become your drop exam. If, for whatever reason, you miss a second exam, it will be counted as a zero score. Exams are given with Respondus Lockdown Browser/Webcam
- **Compulsory Comprehensive Final Lecture Exam (10%):** The comprehensive final exam is mandatory and cannot be one of your dropped grades. Exam is given with Respondus Lockdown Browser/Webcam

## SUMMARY

### Grading Formula

<b>Class Participation</b>	<b>6 %</b>
<b>Active Reading Guides</b>	<b>6 %</b>
<b>Quizzes</b>	<b>6 %</b>
<b>Honors Project</b>	<b>6 %</b>
<b>Exams (3 of 4, 22% each)</b>	<b>66 %</b>
<b>Comprehensive Departmental Final</b>	<b>10 %</b>
<b>TOTAL</b>	<b>100%</b>
<b>Grade</b>	<b>Grade Explanation</b>
A	A = 100 - 90: 4 points per semester hour
B	B = 89 - 80: 3 points per semester hour
C	C = 79 - 70: 2 points per semester hour
D	D = 69 - 60: 1 point per semester hour
F	F = 59 and below: 0 points per semester hour

**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 the first missed assignment/exam due date
- ✓ 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 in the following link: <http://www.hccs.edu/resources-for/current-students/student-handbook/>

## Course Calendar

Week of	Schedule
1. Jan 18	<b>Monday Jan 18: MLK Jr. Holiday-No Class</b> <b>Chapter 1:</b> Evolution, the themes of Biology & Scientific Inquiry <b>Quiz 1 due Sun Jan 24 11.59 PM</b> <b>Active Reading Guides 1 &amp; 2 due Sun Jan 24 11.59 pm</b> <b>Syllabus Quiz and Introductions due Sun Jan 24 11.59 pm</b>
2. Jan 25	<b>Chapter 2</b> The Chemical Context of Life. <b>Active Reading Guide 3 due Tue Jan 26 11.59 pm</b> <b>Chapter 3.</b> Water and Life <b>Quiz 2 &amp; 3 due Sun Jan 31 11.59 PM</b> <b>Active Reading Guide 4 Due Sun Jan 31 11.59 pm</b>
3. Feb 1	<b>Chapter 4.</b> Carbon and the Molecular Diversity of Life <b>Active Reading Guide 5 due Tue Feb 2 11.59 pm</b> <b>Chapter 5.</b> The Structure and Function of Large Biological Molecules <b>Quiz 5 due Sun Feb 7 11.59 PM</b>
4. Feb 8	<b>Mon Feb 8: EXAM #1 (Chaps 1-5)</b> <b>Active Reading Guide 6 due Tue Feb 9 11.59 pm</b> <b>Chapter 6</b> A Tour of the Cell <b>Quiz 6 due Sun Feb 14 11.59 PM</b>
5. Feb 15	<b>Monday Feb 15: Presidents Day-NO CLASS</b> <b>Active Reading Guide 7 due Tue Feb 6 11.59 pm</b> <b>Chapter 7</b> Membrane Structure and Function <b>Quiz 7 due Sun Feb 21 11.59 PM</b> <b>Active Reading Guides 8 due Sun Feb 21 11.59 pm</b>
6. Feb 22	<b>Chapter 8</b> An Introduction to Metabolism <b>Quiz 8 due Sun Feb 28 11.59 PM</b> <b>Active Reading Guide 9 due Sun Feb 28 11.59 pm</b>
7. Mar 1	<b>Chapter 9</b> Cellular Respiration and Fermentation <b>Active Reading Guide 10 due Tue Mar 2 11.59 pm</b> <b>Chapter 10</b> Photosynthesis <b>Quiz 9 &amp; 10 due Sun Mar 7 11.59 PM</b>
8. Mar 8	<b>Mon Mar 8: EXAM #2 (Chaps 6-10)</b> <b>W Active Reading Guide 11 due Tue Mar 9 11.59 pm</b> <b>Chapter 11</b> Cell Communication
9. Mar 15	<b>SPRING BREAK: NO CLASS</b> <b>Quiz 11 due Sun Mar 21 11.59 PM</b> <b>Active Reading Guide 12 due Sun Mar 21 11.59 pm</b>
10. Mar 22	<b>Chapter 12</b> The Cell Cycle <b>Active Reading Guide 13 due Tue Mar 23 11.59 pm</b> <b>Chapter 13</b> Meiosis and Sexual Life Cycles <b>Quiz 12 &amp; 13 due Sun Mar 28 11.59 PM</b> <b>Active Reading Guide 14 due Sun Mar 28 11.59 pm</b>
11. Mar 29	<b>Chapter 14</b> Mendel and the Gene Idea <b>Quiz 14 due Sun Apr 4 11.59 PM</b> <b>Active Reading Guide 15 due Sun Apr 4 11.59 pm</b>
12. Apr 5	<b>Chapter 15:</b> The Chromosomal Basis of Inheritance <b>Quiz 15 due Tues Apr 6 11.59 PM</b> <b>Wed Apr 7: EXAM #3 (Chaps 11-15)</b> <b>Active Reading Guide 16 due Sun Apr 11 11.59 pm</b>
13. Apr 12	<b>Chapter 16</b> The Molecular Basis of Inheritance <b>Quiz 16 due Sun Apr 18 11.59 PM</b> <b>Active Reading Guide 17 due Sun Apr 18 11.59 pm</b>
14. Apr 19	<b>Chapter 17</b> Gene Expression: From Gene to Protein <b>Quiz 17 due Sun Apr 25 11.59 PM</b> <b>Active Reading Guide 18 due Sun Apr 25 11.59 pm</b>
15. Apr 26	<b>Chapter 18</b> Regulation of gene Expression <b>Active Reading Guide 19 due Tue Apr 27 11.59 pm</b> <b>Chapter 19</b> Viruses <b>Quiz 18 &amp; 19 due Sun May 2 11.59 PM</b> <b>Active Reading Guide 20 due Sun May 2 11.59 pm</b>

16. May 3	<b>Chapter 20</b> DNA Tools and Biotechnology <b>Quiz 20 due Tue May 4 11.59 PM</b> <b>Wed May 5: EXAM #4 (Chaps 16-20)</b>
17. May 10	<b>Mon May 10: 9 AM Departmental Final Comprehensive (Chaps 1-20) Exam (Mandatory)</b>

## 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

**NO MAKE-UP EXAMS** will be given unless exceptional circumstances. There must be a valid documented reason for a make-up exam and it must be pre-approved by the instructor. Acceptable reasons include hospitalization, doctor's certification that the student was unfit to write the exam, or subpoenas for court appearances. Make-up requests must be submitted in writing, with the appropriate official documentation. Makeup exams must be taken by the time designated by the instructor. The format of the make-up exam may vary from the scheduled examination.

**No extensions on deadlines for any assignments**

### Academic Integrity

You will be required to sign an academic integrity commitment and return to the Instructor by the first week of class. This form will be provided on the first day of class.

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 will include but is not limited to 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 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 is mandated by the state. You are expected to attend the **entirety of the scheduled 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. The Official Date of Record is **February 1** and if you have not attended class by that date, you will be dropped by the HCC business office. **It is also your responsibility to drop a course for nonattendance by the Withdrawal Deadline (April 6 for Regular 16-week term)**. The instructor also 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. 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.
- 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.
- **Students who stopped attending class:** The Department of Education now requires that we make a distinction between an "earned" grade of "F" (i.e. for poor performance) and a grade of "F" due to a lack of attendance. To make that distinction, we have created a new grade, "FX" for failure due to lack of attendance. Faculty will not be allowed the option of submitting a grade change form changing the grade of FX (or F) to W, if the student stopped attending class. Failure to alert instructor of missed exams and lack of attendance will result in this FX grade option.

## Student Conduct

As your instructor and as a student in this class, it is our shared responsibility to develop and maintain a positive learning environment for everyone. All students in HCC are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code, both in the classroom and online in our Canvas supplemental course. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related material and Canvas shell, and/or being removed from the class.

## Instructor's Course-Specific Information

**Course material** posted online is for your personal use only and it is not permissible to share or distribute any of this material without my prior consent.

It is your responsibility to meet the course deadlines. Please take note of exam, quizzes and assignment deadlines. It is also your responsibility to check CANVAS daily for any new announcements or updates. You can set up in your CANVAS course settings to have notifications of new announcements sent to your phone or email.

## Electronic Devices

**Cellphone, Laptop, Camera, Recording and/or other Electronic Devices** are prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs, unless directed otherwise by the Instructor.

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 a break 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.

### **STUDENTS ARE NOT PERMITTED TO HAVE ELECTRONIC DEVICES DURING EXAMS**

All phones, watches or other electronic devices must be placed at the top of the classroom during any exams and testing. Students found with a device on or near their presence during an exam (even if not looking at it actively at that time) will be considered as having cheated in that exam. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations.

## 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.–EGLS3 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, Houston, TX 77266-7517

(713) 718-8271 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/>

### **Social Justice Statement**

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

### **Department Chair Contact Information**

Dr. DaeJan Grigsby

Email: [daejan.grigsby@hccs.edu](mailto:daejan.grigsby@hccs.edu)

Phone: 713-718-7775

<b>Jan 19</b>	Spring Semester begins for RT classes
<b>Feb 1 by 4.30 PM</b>	Official Date of Record
<b>Feb 15</b>	President's Day Holiday; No Class
<b>Mar 15-21</b>	Spring Break (No Class)
<b>Apr 6</b>	Withdrawal Deadline
<b>May 16</b>	Semester Ends