



# Biology Science Majors Lab I-18985

## BIOL-1106

RT 2022 Section 0012 1 Credits 01/18/2022 to 05/15/2022 Modified 01/19/2022

### Course Meetings

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#### Course Modality

In Person

#### Meeting Days

W

#### Meeting Times

8:00-10:50am

#### Meeting Location

Katy Campus Rm 308

#### Instructional Mode

**RT**

Wednesday, 08:00 to 10:50, Katy Campus Rm 308

**P**

The course modality of this class is *In-Person*.

**Faculty will hold class on-campus as per the assigned schedule.**

Attendance will be taken each class period.

**HY**

The course modality of this class is *Hybrid*.

**Faculty will hold class on-campus as per the assigned schedule, which represents half of the assigned contact hours for the term. The remaining contact hours for the term will be realized via traditional online course means, using Canvas Eagle Online.**

Attendance will be taken each class period.

### Welcome and Instructor Information

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#### Instructor: Dr. Rachel Diane Petrofes Chapa

Email: [rachel.petrofeschapa@hccs.edu](mailto:rachel.petrofeschapa@hccs.edu)

Office: <https://hccs.webex.com/meet/rachel.petrofeschapa>

Website: <https://learning.hccs.edu/faculty/rachel.petrofeschapa> (<https://learning.hccs.edu/faculty/rachel.petrofeschapa>)

## What's Exciting About This Course

This course is exciting because...biology is exciting!

## My Personal Welcome

Welcome to the course!

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.

## Preferred Method of Contact

The Remind App for our course is the best method of communication. Otherwise, please use the "Inbox" feature in Canvas to send emails to me regarding anything related to your course. You may also email me directly at my HCC email address listed above using your HCC student email account (the one that starts with W followed by your student number). I cannot respond to emails from personal accounts such as gmail, hotmail, AOL, etc. I will respond to emails within 24-48 hours Monday through Friday. I will reply to weekend messages during the following week.

The code for our course in Remind is: <https://www.remind.com/join/biol18985> or @biol18985 in the Remind app.

## Office Hours

Monday, Tuesday, Wednesday, Thursday, 09:30 to 10:45

## Course Overview

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### Course Description

Credits: 1 (3 lab). This laboratory-based course accompanies Biology 1306, Biology for Science Majors I. Laboratory activities will reinforce the fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Study and examination of the concepts of cytology, reproduction, genetics, and scientific reasoning are included. course satisfies the Life and Physical Sciences or Component Area Option of the HCC core.

### Requisites

Must be placed into college level reading and writing.

### Department Websites

<https://learning.hccs.edu/programs/biology> (<https://learning.hccs.edu/programs/biology>)

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

[\(https://www.hccs.edu/programs/areas-of-study/social--behavioral-sciences/psychology/\)](https://www.hccs.edu/programs/areas-of-study/social--behavioral-sciences/psychology/)

## Core Curriculum Objectives (CCOs)

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BIOL 1106 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:

(A) **Critical Thinking Skills:** to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information;

(B) **Communication Skills:** to include effective development, interpretation and expression of ideas through written, oral and visual communication;

(C) **Empirical and Quantitative Skills:** to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions;

(D) **Teamwork:** to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal;

## Student Learning Outcomes and Objectives

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Program Student Learning Outcomes (PSLOs) for the Biology Discipline 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 1106, students will be able to:

1. Apply scientific reasoning to investigate questions and utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data.
2. Use critical thinking and scientific problem-solving to make informed decisions in the laboratory.
3. Communicate effectively the results of scientific investigations.
4. Describe the characteristics of life.
5. Explain the methods of inquiry used by scientist.
6. Identify the basic properties of substances needed for life.
7. Compare and contrast the structures, reproduction, and characteristics of viruses, prokaryotic cells, and eukaryotic cells.
8. Describe the structure of cell membranes and the movement of molecules across a membrane.
9. Identify the substrates, products, and important chemical pathways in metabolism.
10. Identify the principles of inheritance and solve classical genetic problems.
11. Identify the chemical structures, synthesis, and regulation of nucleic acids and proteins.
12. Describe the unity and diversity of life and the evidence for evolution through natural selection.

## Departmental Practices and Procedures

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### 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 according to the assigned course modality
- 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 the syllabus, handouts, and all assignments
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook \(https://www.hccs.edu/resources-for/current-students/student-handbook/\)](https://www.hccs.edu/resources-for/current-students/student-handbook/)

## Instructional Materials and Resources

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### Instructional Materials

The [HCC Online Bookstore \(https://hccs.bncollege.com/shop/hccs-central/page/find-textbooks\)](https://hccs.bncollege.com/shop/hccs-central/page/find-textbooks) provides searchable information on textbooks for all courses. Check with your instructor before purchasing textbooks because the book might be included in your course fees.

#### **Inclusive Access:**

This course participates in the Houston Community College First Day Program. A discount has been applied to the required digital course materials. The discounted charge has been added to students' tuition and fee bills.

Students will access course materials through a link in Canvas. Instructions for opting out of the HCC First Day Program are also posted in Canvas. Students who opt out will still be responsible for obtaining required course materials.

#### **Required Technology**

**Strong, reliable internet connection:** For this class you should have a strong and reliable internet connection available to complete homework assignments, labs, quizzes and exams. Exams are usually timed to 75 minutes and administered during the scheduled period (during class time or within a specified window of time). Some homework/lab assignments hours vary depending on how quickly you work on them. In other words, you will need a reliable internet connect that you can use for lengthy periods of time.

**Computer/device:** You will need a computer (either desktop or laptop) to complete your assignments

If you don't have a device HCC has a limited quantity of laptops available for students to checkout for the semester (first come first served). Use the links on the HCC website for more information about the laptop loaners.

**Webcam:** For online proctoring services a webcam is required, either an internal webcam (like on a laptop) or an external webcam that was purchased and plugged into your computer. Exams cannot be taken on mobile devices.

**Textbook online access McGraw Hill Connect** (<http://connect.mcgraw-hill.com>)

**Canvas website:** <https://eagleonline.hccs.edu>

#### **Other online requirements:**

Internet access is required for online quizzes, online assignment submissions, and discussion boards. A computer (and not a phone) is required for completing the simulations. Webcam is required for tests. Chromebooks are not allowed in tests (since they cannot run Lockdown browser).

Additional online requirements include Online quizzes, online assignment submissions, Microsoft Word document submissions, discussion boards, etc. For more information please consult assignment instructions.

**Remind:** Students are strongly encouraged to utilize Remind for course communication this semester:

<https://www.remind.com/join/biol10978> or download the Remind App and enter the course code of @biol10978

**Quizizz:** Some in-class quizzes will be administered through Quizizz this semester, students will need to create a Quizizz account and join via the course code: <https://quizizz.com/join?class=X645233>

**Type of proctoring used:** Proctorio in Connect and/or Respondus Monitor w/Lockdown Browser in Canvas

## **Other Instructional Resources**

### **Courseware**

#### **Quizizz:**

We will be using Quizizz for our In-Class Quizzes this semester. You will need to register a Quizizz account, and then join our course using the following link:

<https://quizizz.com/join?class=R671470>- *This link expires in 14 days*

#### **Remind:**

<https://www.remind.com/join/biol18985> or @biol18985 in the Remind app.

# ✓ Course Requirements

## Assignments, Exams, and Activities

Type	Weight	Topic	Notes									
Lab Exams	30%		<p>Online Exams, Practical, Objective Questions.</p> <p>Exams will be administered through Canvas during our scheduled Lab Period.</p> <p>No exams will be open book/note exams unless otherwise indicated. Exams are computerized, so most of the time will be scored immediately, but any manual grading will be completed within a week of taking the exam. You will have the opportunity to go over your exam with me. Exams will be available during scheduled exam times on and proctored through Connect in Canvas: exams are usually timed to 75 minutes and administered during the scheduled period during class time for face-to-face or within a specified window of time for asynchronous online (Friday at 12:00am through Sunday at 11:59pm).</p>									
Lab Assignments	30%		<p>Weekly assignments online through Lab Manual and Canvas</p> <p>Online and in-person lab assignments are to be completed each lab period/week by the student/lab group. Participation is mandatory.</p> <p>This section includes data for lab exercises in Connect, which is collected in class.</p> <table border="1" data-bbox="472 827 1302 968"> <tr> <td>Connect Lab reports</td> <td></td> <td>Data for lab reports will be collected during class, and quizzes must be submitted online by 11:59pm on the night before the next class.</td> </tr> </table> <table border="1" data-bbox="472 995 1317 1083"> <tr> <td>Post-lab exercises</td> <td></td> <td>Exercises given through the publisher portal, to be completed by 11:59pm on the night before the next class.</td> </tr> </table> <table border="1" data-bbox="472 1087 1317 1167"> <tr> <td>Pre-lab exercises</td> <td></td> <td>A short quiz to familiarize yourself with the concepts to be covered in the lab. Must be completed before class.</td> </tr> </table>	Connect Lab reports		Data for lab reports will be collected during class, and quizzes must be submitted online by 11:59pm on the night before the next class.	Post-lab exercises		Exercises given through the publisher portal, to be completed by 11:59pm on the night before the next class.	Pre-lab exercises		A short quiz to familiarize yourself with the concepts to be covered in the lab. Must be completed before class.
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Pre-lab exercises		A short quiz to familiarize yourself with the concepts to be covered in the lab. Must be completed before class.										
In-Class Quizzes and Activities	20%		<p>Online Quizzes will be administered regularly to ensure proper grasp and retention of content material. Quizzes are administered through Quizizz.</p> <p>Our course code for Quizizz is:</p> <p><a href="https://quizizz.com/join?class=R671470">https://quizizz.com/join?class=R671470</a></p>									
Lab Reports	10%		<p>Students will complete one (1) Lab Report over a lab exercise of the student's choice from the labs completed throughout the semester. and submit in Canvas, covering the designated lab exercise.</p> <p>Each Lab Report must include a minimum of 2 primary/scholarly sources and follow APA format. Instructions, examples, and Grading Rubric can be found in Canvas.</p> <p>To help students prepare and understand expectations, one (1) Completion Grade Lab Report is assigned that we go over instructions and work on together as a class. The Final Lab Report is subject to a plagiarism review through turnitin.com.</p>									

Type	Weight	Topic	Notes
Student Presentations	10%		<p>Students will work in groups of no less than two (2) and no more than four (4) and construct a presentation over any current, relevant (and approved) topic in the medical, biological, or health sciences and present to the class. Groups are self-signup and it is the student's responsibility to join a group by the indicated date.</p> <p>As a part of this grade, students (with their group) will submit topics for approval, and, once approved, an outline for their intended presentation. The outline should include a minimum of 2 scholarly references, and be formatted in APA format. Examples and instructions are available in D2L.</p> <p>Presentations will be presented to the entire class and are expected to be no less than 8 and no more than 10 minutes. Grades will be determined by (i) an average of the combined scores of a peer evaluation of the group, and (ii) an individual instructor evaluation of each student. More instructions, details, and grading rubric can be found in D2L, and will be discussed per the deadlines in accordance with the syllabus.</p>
Extra Credit	0%		Extra Credit opportunities may be available throughout the semester at the discretion of the instructor.

## Grading Formula

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = less than)

FX = Failure Due to Non-attendance

I = Incomplete

Grade	Range	Notes
A		
B		
C		
D		
F		

## \* Instructor's Practices and Procedures

### 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 directly to the professor BEFORE April 6th
- In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

## Missed Assignments/Make-Up Policy

Final exam is mandatory and a makeup exam is not allowed.

To arrange for a make-up exam you must contact me before you miss the exam or within 24 hours of the scheduled exam. An unexcused absence from an exam will result in a grade of zero. You should try to contact me prior to missing a scheduled examination through Remind, in-person, or by e-mail: even if I am unable to respond at the time of contact, this will allow there to be documentation that you tried to notify me of your emergency, or institutionally approved absence from the exam.

I must receive in writing your request for a make-up within 24 hours of the missed exam. Once one week (seven calendar days) from the original exam date has passed, you will not be able to make up the exam and will receive a zero on that exam. Missed make-up exams will also result in a zero; so once you make the appointment to make-up the exam, keep it!

You cannot take more than two make-up tests, lecture and lab tests combined, during the semester. Practical Lab make-up tests will be held during the last week of class before the final exam, where applicable. Lab make-up tests will have fewer questions, but each question will be worth more points. There will be no make-up for the final exam.

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## Academic Integrity

Scholastic Dishonesty will result in a referral to the Dean of Student Services. See the link below for details.

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcement roles. You are expected to be familiar with the HCC's Policy on Academic Honesty, found in the student handbook. What that means is: If you are charged with an offense, pleading ignorance of the rules will not help you. Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by HCC officials against a student accused of scholastic dishonesty. "Scholastic dishonesty": includes, but is not limited to, cheating on a test, plagiarism, and collusion.

**Cheating on a test includes:**

- Copying from another students' test paper;
- Using materials not authorized by the person giving the test;
- Collaborating with another student during a test without authorization;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test that has not been administered;
- Bribing another person to obtain a test that is to be administered.

**For our course, if a student is suspected of cheating on an exam, the exam will be scored as a zero. If the proctoring software detects over 20% issue, the exam is subject to further review/discussion with the student; however, the same policy applies, such that the student will receive a zero if it is determined that there was cheating. To eliminate concerns, make sure to take exams in a quiet, isolated area.**

**Plagiarism** means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

**For our course, any work submitted is subject to a plagiarism review through Turnitin.com. Any work submitted with over a 20% similarity score constitutes plagiarism. Any work that has been determined to be plagiarized will receive a score of zero.**

**Collusion** mean the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of 0 or F on the particular assignment, failure in the course, and/or

recommendation for probation or dismissal from the College System. Scholastic dishonesty may result in a referral to the Dean of Student Services.

### Proctoring Guidelines for Exams

The goal of online proctoring is to establish an equitable, standardized environment that will allow all students to successfully complete online exams. These exam guidelines have been established by the Biology department in order to ensure a consistent examination environment. Chromebooks are not allowed for exams since they cannot run Lockdown Browser. Consequences for proctoring guideline infractions may include but are not limited to loss of points up to a zero for the assignment.

**For this course's policy, if a student is violates academic integrity on an exam, the exam will be scored as a zero. If the proctoring software detects over 20% issues, the exam is subject to further review/discussion with the student; however, the same policy applies such that the student will receive a zero if it is determined that there was . To eliminate concerns, make sure to take exams in a quiet, isolated area and follow the basic guidelines below.**

### Basic Guidelines

1. Full face should stay in view of the camera the entire duration of the exam.
2. Eyes should stay fixed on computer at all times.
3. Student should remain in the scanned testing environment for the duration of the exam. Interaction with others is not allowed during the exam.
4. Environmental scan should be slow and clear and should capture the entire desk or hard flat space.
5. Device microphone (audio) will remain on during the duration of the exam. Try to limit background noise.
6. Turn off all electronics, including radios, televisions and personal electronic devices (phones, tablets, iPad, air pods, headphones etc.)
7. Actions that would not be allowed in a monitored computer lab are not allowed during a proctored online exam.

Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):

<https://www.hccs.edu/studentprocedures> (<https://www.hccs.edu/studentprocedures>)

## Attendance Procedures

Attendance to all classes is mandatory. For in-person/online classes with a schedule, attendance will be taken at the beginning of lecture/laboratory; if you are more than 10 mins late you will be counted absent. Should you anticipate an absence, please notify me in advance. Otherwise, you must contact me within 24 hours of your absence to make arrangements for any missed assignments. There will be no make-up for activities/assignments/quizzes/exams missed for an unexcused absence.

Attendance is critical. Your success in this course will be the direct result of your participation and completion of assignments throughout the course. Attendance will also be monitored through your completion of online activities in both D2L and Connect. Good class attendance and participation is **absolutely essential** to do well in this course! In case of a prolonged absence, the Professor should be notified.

## Student Conduct

Students are expected to be on time to class, to complete assignments, and to communicate any issues with the instructor. Students are to be respectful to each other and the instructor.

## Instructor's Course-Specific Information

**Instructor's assurance:** Instructor will return all email correspondence within a 48-hour period Monday through Friday. All exams will be graded and scores given within a week of the exam date. Instructor will provide the students with the opportunity to review and discuss their exams.

## Devices

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.

#### Electronic devices policy:

Please silence all mobile devices during class time. As described, in-class quizzes (whether face-to-face or online) will be administered through Quizizz so it is a good idea to have a mobile device with you for every class. You may use them at any time during normal instruction to access course content and/or take notes (but not during tests and quizzes, for example). Please remember that your use should be limited to tasks directly related to class work (no texting, Facebooking, etc.). You may expect that from time to time, your instructor will ask that they all be put away.

## Faculty Statement about Student Success

Communication is key to success in this course.

I am always available to help, please communicate with me when things are going on; I can't fix a problem I am not aware of, whether it's something you don't understand, an issue preventing your success, or something that you think could improve our lectures, so I ask you guys to keep communication honest and open, respectful and fun, as I get the opportunity to be a part of your academic endeavors! You can reach me through Canvas most easily, and I do my best to get back to you. Sometimes it is something I will answer to the whole class, so it isn't that I forgot you. Please reach out before or after class, and take advantage of the resources here, as well as tutoring from myself or tutors on campus.

Some key points to take with you as we go through the course:

## Modules, Announcements, and Discussions: Where it's at!

- Announcements are critical.
- Please check for the summaries each week, although they do not necessarily represent all of the material required to be successful. It is my job to guide you through the material, but it is your job to study it and take advantage of the opportunities and resources here in Canvas. That said: I am looking forward to a great semester with you guys!
- Discussions are what make everything come to life. Please post your thoughts, questions, and ideas, and anything you think could contribute to the course in general.
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## Tips for Success

### Work hard, communicate, and ask questions.

- **REGULARLY CHECK THE ANNOUNCEMENTS!** Suggestion: turn on Notifications and have them sent to your phone.
- Participate! Use every tool and resource to be a part of class and the questions and discussions around you.
- Keep up. It's hard to recover when you fall behind. I will do my best to remind you in class, but you will always be responsible for checking assignment due dates in Pearson, coming prepared to participate and take notes in class, and for reading the associated chapters associated with the material we cover in class.
- [Use the material available to you in the Modules.](#)

Modules will contain the information for each exam, so this is where you would find your weekly summaries and notes, as well as supplemental resources, which you should review before class each lecture and serve to guide you through the material when you study.

Ask for Help!

General Help Forum: Please use this discussion forum to post any questions you may have about Canvas, Pearson, Lecture Material, and the course in general. In the spirit of collaboration, feel free to support and assist your colleagues by answering their posts and contributing to a growing wealth of knowledge

This course will require you to spend at least the same amount of time studying outside of class as in the classroom, and some students find that it takes more time. The best way to learn something is to set aside time for it every day, rather than a larger

block of time once a week. Trying to learn everything the night before an exam is not an effective study method. In order to retain information, you need to be actively engaged in the process of learning. Reading the textbook by itself will not be sufficient. Practice materials, including quizzes and interactive resources, are provided for every exercise, and I strongly recommend that you use all of the resources available. If there is something that you need or want and it isn't on canvas, please don't hesitate to ask.

This is not a self-paced course. You must meet the established deadlines for completing the assignments and tests.

## Faculty-Specific Information Regarding Canvas

This course section will use Canvas (<https://eagleonline.hccs.edu>) to supplement in-class assignments, exams, and activities.

This course section will use Canvas (<https://eagleonline.hccs.edu>) for all class meetings and materials. You are responsible for logging in to canvas on a regular basis (daily is recommended), and for notifying your instructor of any technical issues you encounter. Please note, however, that your instructor is not your tech support, and cannot fix issues for you. As such, you are responsible for [submitting a ticket](https://online-03.hccs.edu/eo2help/) for support to the canvas support team.

Please also note that the canvas app does not have the full functionality of the web version, and as such cannot be utilized for all aspects of the class.

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

## 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.

## HCC Policies and Information

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### HCC Grading System

HCC uses the following standard grading system:

Grade	Grade Interpretation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3

Grade	Grade Interpretation	Grade Points
C	Fair (70-79)	2
D	Passing (60-69), except in developmental courses.	1
F	Failing (59 and below)	0
FX	Failing due to non-attendance	0
W	Withdrawn	0
I	Incomplete	0
AUD	Audit	0
IP	In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit.	0
COM	Completed. Given in non-credit and continuing education courses.	0

## Link to Policies in Catalog and Student Handbook

Here's the link to the HCC Catalog and Student Handbook: <https://catalog.hccs.edu/> (<https://catalog.hccs.edu/>)

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

## Link to HCC Academic Integrity Statement

<https://www.hccs.edu/student-conduct> (<https://www.hccs.edu/student-conduct>) (scroll down to subsections)

## Campus Carry Link

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

<https://www.hccs.edu/campuscarry> (<https://www.hccs.edu/campuscarry>)

## 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 \(https://www.hccs.edu/email\)](https://www.hccs.edu/email) and activate it now. You may also use Canvas Inbox to communicate.

## Office of Institutional Equity

Use the following link to access the HCC Office of Institutional Equity, Inclusion, and Engagement: <https://www.hccs.edu/eoo> (<https://www.hccs.edu/eoo>)

### Ability 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 <https://www.hccs.edu/accessibility> (<https://www.hccs.edu/accessibility>)

### 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) (<mailto:Institutional.Equity@hccs.edu>)

<https://www.hccs.edu/titleix> (<https://www.hccs.edu/titleix>)

### 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/> (<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>)

## Student 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
- Completing assignments
- Participating in class activities

There is no short cut for success in this course; it requires reading (and probably re-reading) and studying the material using the course objectives as a guide.

## Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

## HCC Online Information and Policies

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: <https://www.hccs.edu/online/> (<https://www.hccs.edu/online/>)

## Scoring Rubrics, Sample Assignments, etc.

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/> (<https://eagleonline.hccs.edu/>)

## 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 during office hours, and 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
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook](https://www.hccs.edu/studenthandbook) (<https://www.hccs.edu/studenthandbook>)

## EGLS3

The EGLS<sup>3</sup> ([Evaluation for Greater Learning Student Survey System](https://www.hccs.edu/egls3) (<https://www.hccs.edu/egls3>)) 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.

<https://www.hccs.edu/egls3> (<https://www.hccs.edu/egls3>)

## 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.

## Student 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 \(https://www.hccs.edu/tutoring\)](https://www.hccs.edu/tutoring) 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 <https://library.hccs.edu> (<https://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 <https://www.hccs.edu/supplemental-instruction> (<https://www.hccs.edu/supplemental-instruction>)

### Resources for Students:

<https://www.hccs.edu/covid19students> (<https://www.hccs.edu/covid19students>)

### Basic Needs Resources:

<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/> (<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/>)

### Student Basic Needs Application:

<https://www.hccs.edu/basicneeds> (<https://www.hccs.edu/basicneeds>)

## COVID-19

Here's the link to the HCC information about COVID-19:

<https://www.hccs.edu/covid-19> (<https://www.hccs.edu/covid-19>)

## Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

## Instructional Modalities

### In-Person (P)

Safe, face-to-face course with scheduled dates and times

### Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

### Online Anytime (WW)

Traditional online course without scheduled meetings

### Hybrid (H)

Course that meets safely 50% face-to-face and 50% virtually

### Hybrid Lab (HL)

Lab class that meets safely 50% face-to-face and 50% virtually

## Copyright Statement

In order to uphold the integrity of the academic environment and protect and foster a cohesive learning environment for all, HCC prohibits unauthorized use of course materials. Materials shared in this course are based on my professional knowledge and experience and are presented in an educational context for the students in the course. Authorized use of course materials is limited to personal study or educational uses. Material should not be shared, distributed, or sold outside the course without permission. Students are also explicitly forbidden in all circumstances from plagiarizing or appropriating course materials. This includes but is not limited to publically posting quizzes, essays, or other materials. This prohibition extends not only during this course, but after. Sharing of the materials in any context will be a violation of the HCC Student Code of Conduct and may subject the student to discipline, as well as any applicable civil or criminal liability. Consequences for unauthorized sharing, plagiarizing, or other methods of academic dishonesty may range from a 0 on the specified assignment and/or up to expulsion from Houston Community College. Questions about this policy may be directed to me or to the Manager of Student Conduct and Academic Integrity.

## Course Calendar

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### 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.

When	Topic	Notes	
<b>Week 1</b>	Scientific Method	Tuesday	Wednesday
01/18			
-			
01/23			Pre-lab 1 - 7:59 am
			Orientation, exercise 1 - 8:00 am

<b>Week 2</b>	<b>Measurements</b>	<b>Tuesday</b>	<b>Wednesday</b>
01/24 -		Lab report 1 - 11:59pm	Pre-lab 2 - 7:59 am
01/30			
		Post-lab exercise - 11:59pm	Exercise 2 - 8:00 am
<b>Week 3</b>	<b>Solutions, Acids and Bases</b>	<b>Tuesday</b>	<b>Wednesday</b>
01/31 -		Lab report 2 - 11:59 pm	Pre-lab 5 - 7:59 am
02/06			
		Post-lab exercise 2 - 11:59 pm	Exercise 5 - 8:00 am
<b>Week 4</b>	<b>Biological Molecules</b>	<b>Tuesday</b>	<b>Wednesday</b>
02/07 -		Lab report 5 - 11:59 pm	Pre-lab 6 - 7:59 am
02/13			
		Post-lab exercise 5 - 11:59 pm	Exercise 6 - 8:00 am

When	Topic	Notes



Week 5 02/14 - 02/20	Microscope and cell structure	Tuesday	Wednesday
		Lab report 6 - 11:59 pm	Pre-labs 3 & 4 - 7:59 am
		Post-lab exercise 6 - 11:59 pm	Exercises 3 & 4 - 8:00 am
Week 6 02/21 - 02/27	Exam 1	Tuesday	Wednesday
		Lab report 3 - 11:59 pm	Exam 1: Labs 1-6 - 8:15 am
		Lap report 4 - 11:59 pm  Post-lab exercise 3 - 11:59 pm	<i>Please note: lab exams will start 15 minutes after the designated class start time, to allow for set up.</i>
		Post-lab exercise 4 - 11:59 pm	
Week 7 02/28 - 03/06	Separating Organic Compounds	Tuesday	Wednesday
			Pre-lab 7 - 7:59 am
			Exercise 7 - 8:00 am
Week 8 03/07 - 03/13	Diffusion and Osmosis	Tuesday	Wednesday
		Lab report 7 - 11:59 pm	Pre-lab 9 - 7:59 am
		Post-lab exercise 7 - 11:59 pm	Exercise 9 - 8:00 am

Spring Break 03/14 - 03/20		No class - HCC closed for spring break	
Week 9 03/21 - 03/27	Enzymes	Tuesday	Wednesday
		Lab report 9 - 11:59 pm	Pre-lab 11 - 7:59 am
		Post-lab exercise 9 - 11:59 pm	Exercise 11 - 8:00 am
Week 10 03/28 - 04/03	Respiration and photosynthesis	Tuesday	Wednesday
		Lab report 11 - 11:59 pm	Pre-labs 12 & 13 - 7:59 am
		Post-lab exercise 11 - 11:59 pm	Exercises 12 & 13 - 8:00 am
Week 11 04/04 - 04/10	Exam 2	Tuesday	Wednesday
		Lab report 12 - 11:59 pm	Exam 2: Labs 7-13 - 8:15 am
		Lab report 13 - 11:59 pm	<i>Please note: Lab exams will start 15 minutes after the designated class start time, to allow for set up.</i>
		Post-lab exercise 12 - 11:59 pm	
		Post-lab exercise 13 - 11:59 pm	

When	Topic	Notes
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<b>Week 12</b>	<b>No Class</b>	<b>No class - HCC closed for spring holiday</b>	
04/11 -			
04/17			
<b>Week 13</b>	<b>Cell division</b>	<b>Tuesday</b>	<b>Wednesday</b>
04/18 -			
04/24			Pre-labs 14 & 15 - 7:59 am
			Exercises 14 & 15 - 8:00 am
<b>Week 14</b>	<b>Biotechnology and genetics</b>	<b>Tuesday</b>	<b>Wednesday</b>
04/25 -		Lab report 14 - 11:59 pm	Pre-labs 16 & 17 - 7:59 am
05/01			
		Lab report 15 - 11:59 pm	Exercises 16 & 17 - 8:00 am
		Post-lab exercise 14 - 11:59 pm	
		Post-lab exercise 15 - 11:59 pm	
<b>Week 15</b>	<b>Group projects</b>	<b>Tuesday</b>	<b>Wednesday</b>
11/29 -		Lab report 16 - 11:59 pm	Exam 3: Labs 12-17 - 8:15 am
12/05			

		Lab report 17 - 11:59 pm  Post-lab exercise 16 - 11:59 pm	<i>Please note: Lab exams will start 15 minutes after the designated class start time, to allow for set up.</i>
		Post-lab exercise 17 - 11:59 pm	<b>Group Project Presentations - 1:15 pm</b>
			<i>Students not in attendance for the presentations will receive a grade of 0 for the project</i>
<b>Week 16</b>	<b>Final</b>	<b>Comprehensive final exam - 8:15 am</b>	
05/09 -			
05/14			
			<i>Please note: Lab exams will start 15 minutes after the designated class start time, to allow for set up.</i>

## Additional Information

### Biology Departmental/Program Information

Visit the [Biology Program Page \(https://learning.hccs.edu/programs/biology\)](https://learning.hccs.edu/programs/biology) on the HCC Learning Web for information about our faculty and courses. You will also find information about majoring in Biology.

The [Field of Study \(FOS\) Curriculum for Biology \(https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/\)](https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/) here at HCC covers the smallest and simplest organisms (microbiology) to the largest and most complex organisms (human anatomy and physiology, zoology, botany).

The [Associate of Science in Biology - Biology Majors & Premedical Programs \(https://catalog.hccs.edu/preview\\_program.php?catoid=3&poid=905\)](https://catalog.hccs.edu/preview_program.php?catoid=3&poid=905) FOS is intended primarily for students planning on transferring to a senior college or university to receive a baccalaureate degree in the following areas: computer science, engineering, health and natural sciences, or mathematics.

The [Associate of Science in Biology - Health Sciences Professions \(https://catalog.hccs.edu/preview\\_program.php?catoid=3&poid=906\)](https://catalog.hccs.edu/preview_program.php?catoid=3&poid=906) FOS is intended primarily for students planning on transferring to a senior college or university to receive a baccalaureate degree in the following areas: computer science, engineering, health and natural sciences, or mathematics. (Pre-Nursing, Pre-Radiologic Sciences, Pre-Clinical Laboratory Services)

Visit the [STEM Resources Page at HCC \(https://www.hccs.edu/resources-for/current-students/stem--science-technology-engineering--mathematics/\)](https://www.hccs.edu/resources-for/current-students/stem--science-technology-engineering--mathematics/): HCC has developed this site to provide information on STEM related programs and resources at HCC and other institution – to include scholarship information.

## Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. You can always request a meeting (virtual/ in person) to go over your concerns. If your instructor is not able to assist you, then you may wish to contact the Biology Department using this form.

[Biology Department Reporting Form \(https://forms.office.com/r/8BwrMbqCYB\)](https://forms.office.com/r/8BwrMbqCYB)

Department Chair: Dr. Shadi Kilani

Department Email: [hcc.biology@hccs.edu](mailto:hcc.biology@hccs.edu)

Department Phone : 713 718 5587