



**Houston Community College  
Central College  
1300 Holman, Houston, TX 77004**

**Course Syllabus  
Introductory Biology II (Biol 1309)  
Fall 2017, CRN# 32583  
Credit: 3 Semester hours/8 weeks**

**Instructor:** Dr. Renu Jain

**Office:** Rm 401 LHSB, Central College, 1300 Holman, Houston, TX 77004

**Office Hours:** Tuesdays/Thursdays: 2:00 -3:30 pm,

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### 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!!!

### Student Learning Outcomes:

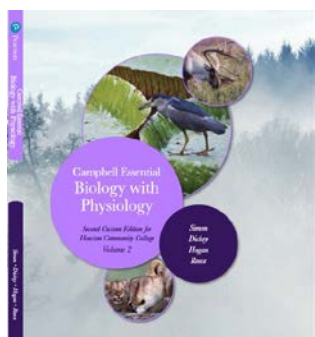
- Students will be able to explain the components of the scientific method including developing hypothesis, and its use in the interpretation of the scientific data.
- Students will be able to describe the structure and function of macromolecules such as carbohydrates, lipids, proteins, and nucleic acids in cells.
- Students will be able to understand and identify differences between prokaryotic and eukaryotic cells.
- Students will be able to understand energy transformations and the metabolic reactions associated with cellular activities, such as respiration, and photosynthesis.
- Students will be able to understand and explain cell division, DNA replication and protein synthesis in prokaryotic and eukaryotic cells.
- Students will be able to explain principles of genetics and solve genetic problems.

- Students will be able to understand the techniques used in biotechnology and their role in the study and manipulation of genomes.
- Students will be able to understand evolution by natural selection, and the fundamental aspects of population genetics.

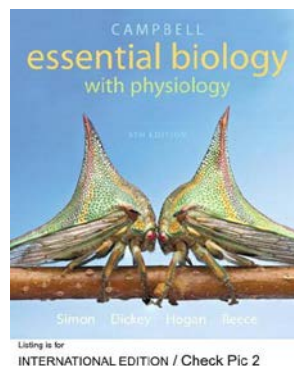
### Text Book

Either of the following two options is fine.

**Campbell Essential Biology with Physiology – Vol 1: Chapters 14-29** By Simon, Dickey, Hogan, Reece Package for Houston Community College Valuepack



**Campbell Essential Biology with Physiology – 5<sup>th</sup> edition Ch 1-29 (with mastering access code)**



*My recommendation is to buy a new textbook which comes packaged with Mastering access code. We will be using this website as part of the course requirement.*

### IMPORTANT - PLEASE NOTE:

As recommended by the Introductory Biology committee of HCC, this Biology course includes chapter 14-29. You will be tested on this material. In the Second Custom Edition for HCC, Vol 2, due to the printing error, the last two chapters (ch 28, 29) are missing. To rectify this error, the publisher, however, has provided a password protected link for students to access the missing chapter content. Please click on the link below and use the password given it below:

<https://pearson.box.com/s/3eeg88a6t4zfhx2b0rm3whe7cnz8u57i>

Password: 2095529

### Course Schedule

Week	Chapters	Topics to be covered
(10/23)	14	How Biological Diversity Evolves <b>Syllabus Quiz due September October 30 at 5 pm</b>
(10/30)	15 16	The Evolution of Microbial Life Plants, Fungi, and the Move onto Land <b>Mastering quizzes from chapters 14-16 due by November 3 midnight</b> <b>EXAM 1 (ch 14-16) Nov 4-5 ONLINE through Canvas</b>

(11/6)	17 18 19 20	The evolution of Animals An Introduction to Ecology and the Biosphere Population Ecology Communities and Ecosystem <b>Mastering Quizzes from chapters 17-20 due by November 10</b> <b>EXAM 2 (Ch17-20) November 11-12 ONLINE through Canvas</b>
(11/13)	21 22 23	Unifying Concepts of Animal Structure & Function Nutrition and Digestion Circulation and Respiration <b>Mastering Quizzes from chapters 21-23 due by November 16</b> <b>EXAM 3 (Ch 21-23) November 17-19 <i>In-Person at DE testing centers</i></b>
(11/20)	24 25	The Body's Defenses Hormones
(11/27)	26 27	Reproduction and Development Nervous, Sensory and motor Systems <b>Mastering Quizzes from chapters 24-26 due by December 1</b> <b>EXAM 4 (Ch24-26) December 2-3 Online through Canvas</b>
12/4	28 29	The Life of a Flowering Plant The Working Plant <b>Mastering Quizzes from chapters 27-29 by December 6</b> <b>EXAM 5 (Chapters 27-29) Online December 7 through Canvas</b> <b>FINAL EXAM (on campus, testing centers, comprehensive)</b> <b>Dec 8-10</b>

<b>Important Dates:</b>	
October 22nd (online)	Last Day for drop/add
<b>October 30</b>	Official Day of Record
November 28th before 4:30 pm	Last Day for Administrative and Student Withdrawal
December 18, 2017	Grades available to students

### Exams and Grading

- **Lecture exams (59% of the grade):** There will be a total of five lecture exams. The questions will be primarily multiple choice, along with some true or false, fill in the blank, picture identification, and short essay questions. Each exam has equal weight-age with other exams. Make up exams will be given only in case of emergency and at the discretion of the instructor. The instructor reserves the right NOT to give make-up exams. You will be asked to provide documentation for an emergency that causes you to miss an exam.
- Exams 1,2,4 and 5 will be online through Canvas. These exams are timed, once you begin you have to complete the exam in its entirety. Online exams will require the use of respondus lockdown browser. Detailed instructions to download the software are provided at the start of the exam.

**Third Lecture exam will be at the DE testing centers.** Detailed information on the location and timings of the DE testing center can be found at <http://www.hccs.edu/online/student-services/testing-locations/>.

**THRID LECTURE EXAM SCHEDULE @ HCC DE Testing Centers\***

- o **Friday 11/17 Central Campus** - San Jacinto Building. - 1300 Holman - 1st Floor Begin your exams between 4:00pm - 9:00pm Last Admit 7:00 pm
- o **Saturday 11/18 Spring Branch Campus** - 1010 W. Sam Houston Pkwy N (600 area) Begin your exams between 10:00am - 3:00pm Last Admit 1:00 pm
- o **Sunday 11/19 Eastside Campus** - 6815 Rustic (Workforce Building) Begin your exams between 10:00am - 3:00pm Last Admit 1:00 pm

Students with disabilities who need special help taking tests as part of reasonable accommodation should contact the Office for Students with Disabilities for information regarding testing.

- **Final Exam (10% of the grade):** Final exam is a comprehensive departmental final exam which is to be taken in **person at the DE testing centers**. Final exam will be administered on **December 8-10**.

**EXAM SCHEDULE @ HCC DE Testing Centers\***

- o **Friday 12/8 Central Campus** - San Jacinto Building. - 1300 Holman - 1st Floor Begin your exams between 4:00pm - 9:00pm Last Admit 7:00 pm
- o **Saturday 12/9 Spring Branch Campus** - 1010 W. Sam Houston Pkwy N (600 area) Begin your exams between 10:00am - 3:00pm Last Admit 1:00 pm
- o **Sunday 12/10 Eastside Campus** - 6815 Rustic (Workforce Building) Begin your exams between 10:00am - 3:00pm Last Admit 1:00 pm
- **Mastering homework assignments (30% of the grade):** One homework assignment per chapter will be administered through the <http://www.pearsonmylabandmastering.com> website to help better understand the content. This website requires access code which comes packaged with the new textbook. Detailed log-in instructions to the mastering website will be provided on the course homepage.
- **Syllabus Quiz (1% of the total grade) – Required.**

**Grade Computation**

4 Lecture exams (drop the lowest)	59%
Final exam	10%
Syllabus Quiz	1%
Mastering quizzes	30%
Total	100%

**Instructions for logging in Pearson Mastering**

Steps to log-in to Pearson Mastering; Sign in to Canvas and enter your Canvas course.

- Select **the MyLab & Mastering** in the Course Navigation.
- Get Access to Your Pearson Course Content:
  - Enter your Pearson account **username** and **password** to **Link Accounts**. *You will use this option if you have ever used a Pearson MyLab & Mastering product, such as MyMathLab, MyITLab, MySpanishLab, MasteringBiology or MasteringPhysics.*
  - OR**
  - If you don't have a Pearson account, select **Create** and follow the instructions.
- Select an access option:
  - Enter the access code that came with your textbook or was purchased separately from the HCC bookstore. HCC has custom courses set up with a negotiated price for HCC students – if an access code is purchased at any other retailer, it will not work.
  - OR**
  - Buy access using a credit card or PayPal account for \$50.00.
    - At the start of the semester get temporary access by selecting the link near the bottom of the page. This will help you keep up with course work, and prevent you from falling behind in your course work.
    - **Very Important! Special pricing has been negotiated for HCC students. Purchases made outside of the HCC Bookstore OR Mastering registration process will not work!**
- From the "You're Done!" page, select **Go to My Courses**.

**Note: Always enter your MyLab & Modified Mastering course through Canvas.**

### **Make-up Policy**

- If you miss an exam for whatever reason, it will be used as the drop exam.
- If you miss a second exam and wish to take a make-up, there are only three acceptable excuses for an individual missing an exam:
  - **Illness.** I will need official certification from your doctor, typed on medical stationary (with their license # to practice medicine on it) certifying that you are now well enough to return to class. This must be handed in within a week.
  - **Funeral attendance.** I will need proof of funeral attendance with the date of the ceremony clearly listed. This must be handed in no later than ten days after the date of the missed exam.
  - **Mandatory courtroom appearance.** I will need a copy of your official court summons with the date of your required attendance clearly listed. This must be handed in no later than ten days after the date of the missed exam.

I only allow **one** missed exam to be made up per semester. Any other missed exam will be assigned **0** points.

### **Academic Honesty**

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 University's Policy on Academic Honesty, found in the catalog. 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 College System 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.

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

Collusion means the unauthorized collaboration with another person in preparing written work offered for credit. Possible punishments for academic dishonesty may include a grade of O or F in the particular assignment, failure in the course, and/or recommendation for probation or dismissal from the College System. (See the Student Handbook).

### **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, in order 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.

### **LOGGING ONTO Eagle online:**

**Eagle ADDRESS:** <http://eagleonline.hccs.edu>

**Student User ID/Password:** Your Eagle Online 2 username/password is the same as your full HCC email, that you were issued upon admission and the password you created for your HCC Email (issued upon enrollment through the Student System). For more information on your User ID or your HCC Email password see the Eagle ID web page.

**Eagle online Problems Center:** For Eagle Online documentation, tutorials (including movies), phone and chat support, go to the HCC Eagle Online support website.

Phone support: 713-718-5275, option 3

## Students with Disabilities

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc) who needs to arrange reasonable accommodations must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office.

Students who are requesting special testing accommodations must first contact the appropriate (most convenient) DSS office for assistance:

Disability Support Services Offices:

System: 713.718.5165

Central: 713.718.6164 – also for Deaf and Hard of Hearing Services and Students Outside of the HCC District service areas.

Northwest: 713.718.5422

Northeast: 713.718.8420

Southeast: 713.718.7218

Southwest: 713.718.7909

After student accommodation letters have been approved by the DSS office and submitted to DE Counseling for processing, students will receive an email confirmation informing them of the Instructional Support Specialist assigned to their professor.

## Education advising and Counseling Services

DE student information can be found on the DE Student Services website: [de.hccs.edu](http://de.hccs.edu). Advising or counseling can be accomplished through our online request form [AskDECounseling](#) (quickest and recommended), by telephone at 713/718-5275 - option # 4, or via email at [decounseling@hccs.edu](mailto:decounseling@hccs.edu). Counselors and Student Services Associates (SSA) can assist students with admissions, registration, entrance testing requirements, degree planning, transfer issues, and career counseling. In-person, confidential sessions, can also be scheduled to provide brief counseling and community referrals to address personal concerns impacting academic success.

## 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.**  
**Fall 2017 withdrawal deadline for first 8 week session is: October 2nd before 4:30 pm.**
- 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 distance education (DE) counselors that you might fail a class because of excessive absences and/or poor academic performance. You should visit with your DE professor or a DE 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.

#### **Early Alert Notification**

The Distance Education (DE) Department utilizes an Early Alert system managed by the DE counselors to provide outreach and intervention to students who may be at risk of withdrawal or failure. Referrals to this system are typically made by a DE faculty member. If a DE professor is concerned about a student's performance in class, that student may be referred to Early Alert for counseling intervention.

#### **Classroom Conduct**

As with on-campus classes, all students in HCC Distance Education courses are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with faculty and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or being removed from the class.

#### **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.

### **Social Networking**

DE students are encouraged to become a fan of [DE on Facebook](http://www.facebook.com/HCCDistanceEd) <http://www.facebook.com/HCCDistanceEd> and to follow [DE on Twitter](http://twitter.com/HCCDistanceEd): <http://twitter.com/HCCDistanceEd>

These social networking sites help DE foster student engagement and provide a sense of community for the online learner. Students will also stay informed about important information and announcements.

### **Library Resources**

As a DE student you have the same access to first-rate information resources that the HCC Libraries make available to all HCC students. A special website pulls together all the tools DE students will need to get their research rolling. Visit [Library Resources](#) specifically for Distance Education students.

### **Title IX and Sex Discrimination**

HCC is committed to provide a learning and working environment that is free from discrimination on the basis of sex which includes all forms of sexual misconduct. Title IX of the Education Amendments of 1972 requires that when a complaint is filed, a prompt and thorough investigation is initiated. Complaints may be filed with the HCC Title IX Coordinator available at 713 718-8271 or email at [oi@hccs.edu](mailto:oi@hccs.edu).

### **Campus Carry Law**

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

**Have a GREAT SEMESTER and please remember to see me if any questions arise.**