



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

**Course Syllabus  
Introductory Biology I (Biol 1308)  
Fall 2017, CRN# 32471  
Credit: 3 Semester hours/16 weeks**

**Instructor:** Dr. Renu Jain

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**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.

### Harvey Resources

Please use the HCC website for helpful student resources: [www.hccs.edu/harveystudentresources](http://www.hccs.edu/harveystudentresources)  
 Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. Furthermore, please notify the professor if you are comfortable in doing so.

### Text Book

This Non Majors Biology Course (Biol 1308) is part of a pilot **Z-degree** program, which means there is no standard textbook requirement for this course. Instead we will be using open educational resources provided through the Canvas course shell. It is important for you to follow course content in a timely manner as directed in the course schedule.

### Course Schedule

Week	Modules	Topics to be covered
8/28		No Class Due to Inclement Weather
9/5		No Class Due to Inclement Weather
(9/11)	1 2	Introduction to Biology Today Chemistry of Life
(9/18)	3	Important Biological Macromolecules <b>Syllabus Quiz Sep 17<sup>th</sup> midnight</b>
(9/25)		<b>Quizzes from modules (1-3) due by Sep 28 midnight</b> <b>Discussion 1 due by Sep 28<sup>th</sup> midnight</b> <b>Assignment 1 due by Sep 28<sup>th</sup> midnight</b> <b>EXAM 1 from Modules 1-3, Sep 29 – Oct 1 at DE testing centers</b>
(10/2)	4 5	Prokaryotes and Eukaryotes Cell Membranes
(10/9)	6	Metabolic Pathways
(10/16)		<b>Quizzes from modules 4-6 due by October 19</b> <b>Discussion 2 due by October 19 midnight</b> <b>Assignment 2 due by October 19 midnight</b> <b>EXAM 2 from ch 4-6 October 20-22 at DE testing centers</b>
(10/23)	7 8	Cell Division DNA Structure and Replication
(10.30)	9	DNA Transcription and Translation
(11/6)	10	Gene Expression

(11/13)		<b>Quizzes from modules 7-10 due by November 16</b> <b>Discussion 3 due by November 16 midnight</b> <b>Assignment 3 due by November 16 midnight</b> <b>EXAM 3 from modules 7-10, November 17-19 at DE testing centers</b>
(11/20)	11	Trait Inheritance
(11.27)	12	Theory of Evolution
(12/4)	13	Modern Biology <b>Module Quizzes – Due by December 6, 2017</b> <b>Discussion 4 due by December 6 midnight</b> <b>Assignment 4 due by December 6 midnight</b> <b>EXAM 4 Online December 7, 2017</b>
(12/11)		<b>FINAL EXAM (on campus, testing centers, comprehensive)</b> <b>December 8-10 at DE testing centers</b>

<b>Important Dates:</b>	
September 9th (online)	Last Day for drop/add
<b>September 26</b>	Official Day of Record
Nov 3rd before 4:30 pm	Last Day for Administrative and Student Withdrawal
December 17th	Grades available to students

### Supplemental Instruction

**Supplemental Instruction: The Biology Program in consultation with the faculty in the department recommends the following supplemental instructional activities to be used to make up the time lost during the college closure:**

- **Pearson Mastering and other LMS from Textbook Publishing Companies as online homework.**

### Exams and Grading

- **Lecture exams (59% of the grade):** There will be a total of four 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. First, second and third Lecture exams 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/>. Fourth lecture exam will be online using the respondus lockdown browser. 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 **Dec 8-10**.

- **Module Quizzes (20% 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.**
- **Discussion postings (5% of the total grade) –** There are a total four discussion postings, two will be counted towards the final grade computation. If you complete all four, your highest two scores will be taken into consideration.
- **Assignments (5% of the total grade) -** There are a total four assignments (one for each module), only two will be counted towards the final grade computation. If you complete all four, your highest two scores will be taken into consideration.

### Grade Computation

3 Lecture exams	59%
Final exam	10%
Syllabus Quiz	1%
Module quizzes	20%
Discussions	5%
Assignment	5%
Total	100%

### DE Testing Locations

#### **Fridays:**

Central Campus - San Jacinto Building. - 1300 Holman Houston, TX 77004 - 1st Floor  
Exam times: 4:00 PM -9:00 PM Last Admit 7:00pm

#### **Saturdays:**

Alief Campus - 2811 Hayes Road Houston, TX 77082  
Exam times: 10:00 AM - 3:00 PM Last Admit 1:00pm

#### **Sundays:**

Eastside Campus - 6815 Rustic Houston, TX 77087 3rd floor (Workforce Building)  
Exam times: 10:00 AM -3:00 PM Last Admit 1:00pm

You have the option to take your exam at any of these times and on any of these days during that designated weekend. There is a two hour time limit for each exam

### 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 0 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 RT session is: November 3rd 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).

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