



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

Course Syllabus
General Biology I (Biol 1406)
Spring 2014, CRN# 74321
Credit: 4 Semester hours/16 weeks

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Course Description

This course focuses on the biological chemistry of the cell and its organization in multi-cellular organisms. Discussions include biological processes, cellular morphology, metabolism, heredity and molecular genetics. The objective of this course is to give the students a basic understanding of life sciences, especially those entering nursing or other applied health sciences.

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!!!

Text Book

Campbell Biology 9th edition, volume I by Reece, Urry, Cain, Wasserman, Minorsky and Jackson. Benjamin/Cummins publishing Co. 2011. This edition is packaged and priced specifically for HCCS. *Please buy the new textbook from the HCC bookstore that comes packaged with the masteringbiology access code.* We will be using this site in the course.

The course is an integration of 2 parts, a standard textbook, and an internet on-line course (<http://hccs1.mrooms3.net>). The online course includes notes on material covered in the text as you might expect to take in a regular class. These notes are designed to be an overview of the material covered in the text with added insights provided by the instructor. The online portion of the course will be accessible with an account password and is to be used only for this course and only by you, the student.

Course Schedule

Week	Chap	Topics covered online for Lecture	Laboratory exercises
1/13	1	Introduction	Measurements
	2	The Chemical Context of life	Basic Chemistry

1/20	3 4	Water and the Fitness of the Environment Carbon and the molecular diversity of life	Water and its Properties Biomolecules
1/27	5 6	Structure and Function of Large Biological Molecules A tour of the Cell Mastering Biology Assignments (1-6) due by Feb 7th	Microscopy
2/3		FIRST LECTURE EXAM 2/8: (Chapters 1-6)	Cell Anatomy
2/10	7 8	Membrane Structure and Function An Introduction to Metabolism	Diffusion
2/17	9 10	Cellular Respiration and Fermentation Photosynthesis Mastering Biology Assignments (7-10) due by Feb 28th	Osmosis
2/24		SECOND LECTURE EXAM 3/1. (Chapters 7-10)	Enzymes
3/3	11 12	Cell Communication The Cell Cycle	FIRST LAB EXAM 3/8
3/17	13	Meiosis and sexual life cycles	Cellular Respiration Photosynthesis
3/24	14	Mendel and the Gene Idea	Cell Division: Mitosis and Meiosis
3/31	15	Chromosomal Inheritance Mastering Biology Assignments (11-15) due by April 10th	Mendelian genetics
4/7	16	THIRD LECTURE EXAM 4/12 (Chapters 11-15) From DNA to Proteins Molecular Basis of Inheritance	Human Genetics
4/14	17	From Gene to Protein	Biotechnology – DNA extraction and gel electrophoresis
4/21	18 19	Regulation of Gene Expression Viruses	Protein Synthesis
4/28	20	Biotechnology Mastering Biology Assignments (16-20) due by April 1st	SECOND LAB EXAM 4/29
(5/2-4) 5/6		FINAL EXAM A- Comprehensive In person (Ch 1-20) FINAL EXAM B – Online (Chapters 16-20)	

Important Dates:	
January 12	Last Day for drop/add (online only)
March 31 before 4:30 pm	Last Day for Administrative and Student Withdrawal
May 16	Grades available to students

Exams and Grading

- **Online exams (58% of the grade)**

Lecture exams: There will be a total of three lecture exams. The questions will be primarily multiple choices, 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 (100 pts each).

Lab exam: There will be a total of two lab exams worth 100 points each. All lecture and laboratory exams are closed book.

Out of the above five exams (3 lecture + 2 lab), one exam grade will be dropped. If you take all five exams, your lowest grade automatically becomes your drop grade. If you miss an exam it automatically becomes your drop exam. 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.

- **Final exam(14% of the grade):** Final exam will be administered in two parts and is mandatory.

- The first part (**Final exam A**) worth 1.5% (total 10 points) is a comprehensive departmental final exam which is to be taken in person at the DE testing centers. Details of the location and timings of the DE testing center can be found at <http://de.hccs.edu/student-services/> under testing locations. This part of the final exam will be administered on May 2-4.
- Second part (**Final exam B**) worth 12.5% (total 90 pts) will be administered online via eagle online on May 6th. This exam will include material covered in chapters 16-20.

- **Mastering Biology Quizzes (14% of the grade):** will be administered online at www.masteringbiology.com and details regarding registration for the mastering site are provided on the Eagleonline course shell.

- **Lab quizzes (14% of the grade):** While completing the lab exercises you will be asked to complete short quizzes, which altogether will be worth 14% of your total grade. These quizzes are designed to assess your understanding of the experimentation and analysis of the results. Please take them seriously, the information contained in these quizzes will be included in the lab exams.

Grade Computation

3 exams lecture+2 lab (lowest 1 to be dropped)	400 pts (58%)
Final exam	100 pts (14%)
Mastering Biology Quizzes	100 pts (14%)
Lab quizzes	100 pts (14%)
Total	700 pts (100%)

A = 630-700 (90-100%)
B = 560-629 (80-89%)
C = 490-559 (70-79%)
D = 420- 489 (60-69%)
F = 0-419 (Below 60%)

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.

Instructional Methods:

Lecture: Lecture notes are available on Blackboard and you should use these as the basis of your study for exams.

Eagle ADDRESS: <http://hccs1.mrooms3.net>

Student User ID: Your login user ID will be your HCC User ID (sometimes referred to as the "W" number). All HCC students have a unique User ID. If you do not know your User ID you can look it up by, click on "Retrieve it here" and follow the instructions.

Eagle online initial password: distance The default student password is "distance." Students will then be prompted to change their password after their first login. Please visit the DE Technical Support website if you need additional assistance with your login.

Eagle online Problems Center: <http://smartipantz.perceptis.com/hccs/content/>
Please go to this website if you have technical problems with using Moodle. You will find a 24/7 phone number you can call, an opportunity for live chat with a technician, and a FAQ section for students.

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)

Class Attendance

It is important that you come to class. Attending class regularly is the best way to succeed in this class. Research has shown that the single most important factor in student success is attendance. Simply put, going to class greatly increases your ability to succeed. You are expected to attend all lecture and labs regularly. You are responsible for materials covered during your absences. You should check with your colleagues using blackboard to see what you missed. It is your responsibility to initiate a withdrawal from this course. As an adult making the decision not to attend, you do not have to notify the instructor prior to missing a class.

Poor attendance records tend to correlate with poor grades. If you miss any class, including the first week, you are responsible for all material missed. It is a good idea to find a friend or a buddy in class who would be willing to share class notes or discussion or be able to hand in paper if you unavoidably miss a class.

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.

Use of Camera and/or Recording Devices

As a student active in the learning community of this course, it is your responsibility to be respectful of the learning atmosphere in your classroom. To show respect of your fellow students and instructor, you will turn off your phone and other electronic devices, and will not use these devices in the classroom unless you receive permission from the instructor.

Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. 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

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.

Class Attendance

As stated in the HCC Catalog, all students are expected to attend classes regularly. Students in DE courses must log in to their EableOnline class or they will be counted as absent. Just like an on-campus class, your regular participation is required.

Although it is the responsibility of the student to drop a course for non-attendance, the instructor also has the authority to block a student from accessing EableOnline, and/or to drop a student for excessive absences or failure to participate regularly. DE students who do not log in to their EableOnline class before the Official Day of Record will be AUTOMATICALLY dropped for non-attendance. Completing the DE online orientation does not count as attendance.

Education advising and Counseling Services

DE student information can be found on the DE Student Services website: 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. 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 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.** Classes of other duration (mini-term, flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar's Office at 713.718.8500 to determine mini-term class withdrawal deadlines.

Spring Withdrawal Deadlines:

- **REGULAR COURSES: March 31, 2014 before 4:30pm**

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.

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.

Helpful Tips

Success in this course depends solely on the individual student!

The following are strongly recommended for each student:

- Read and understand all elements of the Syllabus, Distance Education and Student handbooks.
- Give your professor both day / evening phone numbers and e-mail address.
- Read and comprehend the required chapters in the textbook prior to the exams.
- Successfully complete all requirements of this course as outlined in this document.
- Contact your professor if you have any questions regarding any element of the course you do not understand.
- HINT: Work hard from the beginning of the semester rather than playing a "catch-up game during the second half of the semester.
- Plan to attend review sessions to clarify your concerns about the course content.

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