



HOUSTON COMMUNITY COLLEGE SYSTEM (NORTHEAST COLLEGE)
Introductory Biology I – BIOL 1308
Spring 2017

INSTRUCTOR CONTACT INFORMATION

Instructor: Dr. Talih Ayache, D.C.
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WELCOME TO

Course Title:	Introductory Biology I	Semester and Year:	Spring 2017
Course Prefix:	BIOL 1308		
Course Number:	17984	Day, Time, Venue:	TTh 2:00pm – 3:30pm Fraga Rm. 323
Credit Hours:	3 SCH		

COURSE OVERVIEW

Course Description

The objective of this course is to give students the basic knowledge of life sciences. Topics include biological molecules, cell structure, and function, energetics, cell division, genetics and molecular biology (DNA/RNA structure and function) and evolution. This is a Core Curriculum Course. It cannot be used in conjunction with BIOL 1406. The course is an integration of 2 parts: a standard textbook and a web-enhanced, on-line course. Students must buy and read the textbook.

Program Student Learning Outcomes (PSLOs) for the Biology Discipline

1. Will display an understanding of biological systems and evolutionary processes spanning all ranges of biological complexity, including atoms, molecules, genes, cells, and organisms.
2. Will integrate factual and conceptual information into an understanding of scientific data by written, oral and/or visual communication. (This may include successful completion of a course-specific research project or a case study module).
3. Will demonstrate proficiency and safe practices in the use of laboratory equipment and basic laboratory techniques.
4. Will apply principles of the scientific method to problems in biology in the collection, recording, quantitative measurement, analysis and reporting of scientific data.

Course Student Learning Outcomes (CSLOs)

Completion of the specific Student Learning Outcomes listed below does NOT and will NOT guarantee the student any specific final course grade at the end of the semester!

1. 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.
2. Students will be able to describe the structure and function of macromolecules such as carbohydrates, lipids, proteins, and nucleic acids in cells.
3. Students will be able to understand and identify differences between prokaryotic and eukaryotic cells.

4. Students will be able to understand energy transformations and the metabolic reactions associated with cellular activities, such as respiration, and photosynthesis.
5. Students will be able to understand and explain cell division, DNA replication and protein synthesis in prokaryotic and eukaryotic cells.
6. Students will be able to explain principles of genetics and solve genetic problems.
7. Students will be able to understand the techniques used in biotechnology and their role in the study and manipulation of genomes.
8. Students will be able to understand evolution by natural selection, and the fundamental aspects of population genetics.

In our efforts to prepare students for a changing world, students are expected to utilize computer technology while enrolled in this class and/or to receive a certificate or degree. Specifically:

1. Access to a computer and a printer.
2. Proficiency in the application of a web browser (i.e. *Firefox*) to utilize online teaching tools.
3. Proficiency with *Microsoft* Word, Excel, Power point and Windows Photo Gallery; *Adobe* Reader and Flash Player.
4. Proficiency in email correspondence (all correspondence will be conducted through the HCCS server to your address on file in CANVAS); you are responsible for checking your mail, daily.

GETTING READY

Prerequisites and co-requisites: Math 0106 or higher placement by testing; must be placed in college level reading (English 1301, either taken or co-enrolled).

Required Materials

Textbook: *Campbell Essential Biology with Physiology*, first edition, volume 1, by Simon, Reece and Dickey. Benjamin Cummins, 2014. This is a special edition only available through HCC Bookstores (read yellow highlighted material in Homework Assignments, below).

Mastering Biology Quizzes: Quizzes will be completed online through the textbook publisher's website; they are due one week following the lecture. It is very important you either purchase your textbook and *Mastering* access code bundle from the HCC Bookstore OR purchase these items directly online via the registration process as detailed in the video below. HCC has custom courses set up for HCC students – if an access code is purchased at any other retailer, it will not work. To help you register for your *Mastering* course, here is a quick registration video you can view: <http://screencast.com/t/XhhEKf12B2o> The **Course ID for CRN 117984 is**

Scantrons: Form 882E (you will require a quantity of five).

Learning Web and CANVAS: The course syllabus, instructional outline and course materials are posted on the Learning Web. They can be found at the following link: <http://learning.hccs.edu/faculty/talih.ayache>

Optional Materials or Reference Texts: The library has textbooks on reserve and computer/printer access.

INSTRUCTOR GUIDELINES AND POLICIES

Attendance: You are expected to attend all lecture classes regularly. You are also responsible for materials covered during your absences. Instructor may be willing to consult with you for make-up assignments, but it is your responsibility to contact the instructor. Class attendance is monitored daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences. You may be dropped from a course after accumulating absences in excess of 12.5 percent of the total hours of instruction (lecture and lab). In other words, for a 3 credit-hour lecture class meeting 3 hours per week (48 hours of instruction), you can be dropped after 6 hours of absence not excused by a legal or medical disclaimer (i.e. illness, court appearance, etc.). It is still your responsibility to drop.

Final Grade of Fx: Departments and programs governed by accreditation or certification standards may have different attendance policies. Administrative drops are at the discretion of the instructor. Students who stop attending class and do not officially withdraw themselves prior to the withdrawal deadline will be assigned the final grade of "Fx", as compared to an earned grade of "F" which is due to poor performance. If you are on financial aid or an F1 student, you may be particularly affected and could forfeit your financial aid or be out of compliance, and have your F1 status revoked. A grade of "Fx" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress. These are serious consequences, and it is your responsibility to maintain required attendance.

Assignments: To better understand a topic, you will be given assignments on key information that will enhance your learning. Students will be required to successfully complete the assignments designated in the Instructional Outline. Assignments are explained in further detail in Grading and Assessment (below).

Grading and Assessment

Your instructor will conduct exams and assessments that you can use to determine how successful you are at achieving the course learning outcomes. If you find you are not mastering the material and skills, you are encouraged to reflect on how you study and prepare for each class. Your instructor welcomes a dialogue on what you discover and may be able to assist you in finding resources on campus that will improve your performance.

- **Lecture Exams (70%):** Out of the four regular lecture exams, one exam grade will be dropped so three exams will count towards your grade. If you take all four exams, your lowest grade automatically becomes your drop grade. If you miss an exam, it automatically becomes your drop exam. If you miss a second exam, you will receive a grade of 0% for that exam. Lecture exams will be primarily multiple choice, but make include some true or false, fill in the blank, picture identification, and/or short essay questions. Lecture exams will be given at the specific dates listed in the calendar. 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. Multiple choice questions need to be answered on a scantron. Scantrons/pencils will not be provided; it is the student's responsibility to have these on the day of exams. There are no make-up examinations; a missed exam is scored as 0. There is no compensation for incorrect marking, sloppy eraser or using a pen on the scantron.
- **Compulsory Comprehensive Final Departmental Lecture Exam (10%):** The HCC district-wide comprehensive final is mandatory and cannot be dropped. Multiple choice questions need to be answered on a scantron. Scantrons/pencils will not be provided; it is the student's responsibility to have these on the day of exams.
- **Compulsory Mastering Biology Homework Assignments (10%):** One homework assignment per chapter will be administered through the Mastering website. It is your responsibility to follow the registration instructions and register for the online homework. If you have difficulty with registration or implementation, let me know. But YOU must contact the Mastering personnel for technical assistance to resolve the problem. These assignments are mandatory and your grade cannot be dropped; devote time to them every week (30 minutes/chapter) as they significantly affect your final grade!
- **Attendance (10%):** Mandatory. Roll is taken and credited; absence is noted and deducted from your grade. Take advantage of these free points to your grade!

Grades will be available in person in the classroom. At the end of the semester, your grade average will be presented to you. Keep track of your grades and your progress! The final grade is posted online at www.hccs.edu or at 1-877-341-4300. The Registrar will no longer mail the transcripts to you.

Letter Grade Assignment and Grading Scale

A = 90-100%	Fx (Failure due to non-attendance)
B = 80-89.9%	IP (In Progress)
C = 70-79.9%	W (Withdrawn)
D = 60-69.9%	I (Incomplete)
F = 50-59.9%	

Instructional Philosophy

As an instructor, I want my students to be successful. It is my responsibility to provide you knowledge in the field of biology. Accordingly, it is your responsibility to make the effort to find enlightenment in the subject material. Read the textbook, submit assignments on the due dates, study for the exams, participate in classroom activities, attend class and most importantly, enjoy yourself!

I believe that engaging the students in learning is essential for teaching to be effective. Thus, you will spend class time involved in collaborative activities. You will be involved in discussions with your classmates and your instructor. As you will want to contribute to these discussions, you will need to come to class prepared to discuss, analyze and evaluate information from your text and other assigned readings. Textbook, power point aided lecture presentation, computer based tutorial and homework assignments aid in this methodology.

This course is web-enhanced with important resources available on the Learning Web and Mastering. It is important for you to bring a copy of the power point lecture notes (available on the Learning Web or CANVAS) to class; you can print out four slides per page, double-sided, to save resources. By printing out the slides, you will more effectively follow the lecture presentation and be able to take important notes.

Simple Classroom Rules and Regulations

- The textbook is required for the course; **students must read the relevant assignments before class. It is useful to bring the textbook and a copy of the power point lecture notes that the instructor will present in class that lecture period.**
- Please disable the ring-tone on your mobile phones during class; texting is NOT permitted. The use of laptop or hand-held devices is welcomed during class as long as they are applied to class material.
- Any student caught cheating on an exam will receive a course grade of "F" and will be dismissed from the course.
- **Attendance is mandatory! Students with more than two unexcused absences can result in an administrative withdrawal without notification. Attend class regularly; be on time and remain until the end of the period. If you have an attendance problem, please notify me.**
- **Students are responsible for everything covered during their absence. If you miss class (for whatever reason), use the syllabus and ask your classmates to "fill you in" on missed material.**
- **If you are late for an exam, you will be allowed to take the exam (within the remaining time allotted) as long as no one else has completed the exam and left the room. No makeup exams are administered.**
- **All cell phones must be set on "silent mode" during lecture and laboratory. Be civil and do not text or talk during class.**

Student Responsibilities

- Read and comprehend the syllabus and adhere to the deadlines for exams and assignments.
- Attend class and participate in class discussions and activities.
- Read and comprehend the required chapters in the textbook and power points prior to the exams and assignments.
- Login to the Learning Webpage to access course material and check for updates daily.
- Prepare for and complete the required assignments and exams.
- Ask for help when there is a question or problem (in a timely manner).
- Keep copies of all paperwork, including all handouts and assignments.

Suggested Study Tips

- Set aside adequate time for study during the week; do not wait until the exam and then “cram”. A good rule-of-thumb is to invest 2 hours of study for each hour spent in lecture.
- You may find it helpful to define important terms; using flash-cards is a good way to do this. However, facts only provide a foundation for understanding key concepts. Comprehension should not be confused with Analysis. It is important to relate terms to each other in order to fully understand and synthesize the information we discuss.
- To get a take on what the exams offer (in style and substance), try to answer the questions at the end of each chapter. They are similar in substance and content to the questions on the exam
- Exam reviews are posted on the Learning Web or CANVAS and serve as extra credit assignments; they are an important tool in your arsenal to improve your performance on the exams.
- Take advantage of my Learning Web page and the supplemental materials therein for further clarification.
- Exchange phone numbers with some of your classmates; you may want to form a study group.
- Ask me for help when there is a question or problem (in a timely manner).
- Take advantage of the free tutoring services throughout the semester. Do not wait until the last minute to prepare.
- Remember this important expression, “chance favors the prepared”.

HCCS IS COMMITTED TO YOUR SUCCESS

Questions or problems? Your success is our primary concern! If you are experiencing challenges achieving your academic goals or are having problems at any time, please contact your instructor or an early intervention coach as soon as possible. We can provide assistance with academic needs, ADA accommodations, classroom difficulties, financial concerns, and other issues. The worst thing you can do is wait to contact me or to not take advantage of the resources available to you. By taking an active part in your education, you will make your academic experience much more rewarding and exciting!

Tutoring: HCCS provides free online tutoring for all HCC students. Go to www.hccs.askonline.net; use your own e-mail address; choose a username and password you will remember; put your HCC student ID number in the Comment Box. Also take advantage of the free (and awesome) tutoring service at the SE campus. Remember: call to verify the exact times a Biology tutor will be available. Also, see the tutor early and throughout the term (certainly not the day before the exam).

Counseling Services: Counseling services are available to students who are experiencing difficulty with academic issues, selection of college major, career planning, disability accommodations or personal issues.

INSTITUTIONAL POLICIES

Important Dates (Regular Term – 16 weeks) [Check those dates]

January 17	Classes begin
February 1	Official Date of Record
April 3	Last day for Administrative/Student Withdrawal (4.30PM)
May 14	Semester ends
May 19	Grades available to students

Academic Integrity: This instructor is committed to a high standard of academic integrity in the academic community. In becoming a part of the academic community, students are responsible for honesty and independent effort. Failure to uphold these standards includes, but is not limited to, the following: plagiarizing written work or projects, cheating on exams or assignments, collusion on an exam or project, and misrepresentation of credentials or prerequisites when registering for a course. Cheating includes looking at or copying from another student's exam, orally communicating or receiving answers during an exam, having another person take an exam or complete a project or assignment, using unauthorized notes, texts,

or other materials for an exam, and obtaining or distributing an unauthorized copy of an exam or any part of an exam. Plagiarism means passing off as his/her own the ideas or writings of another (that is, without giving proper credit by documenting sources). Plagiarism includes submitting a paper, report, or project that someone else has prepared, in whole or in part. Collusion is inappropriately collaborating on assignments designed to be completed independently. These definitions are not exhaustive. When there is clear evidence of cheating, plagiarism, collusion, or misrepresentation, disciplinary action may include but is not limited to requiring you to retake or resubmit an exam or assignment, assigning a grade of zero or "F" for an exam or assignment; or assigning a grade of "F" for the course. Additional sanctions including being withdrawn from the course, program or expelled from school may be imposed on a students who violate the standards of academic integrity.

Behavior Expectations: Students are expected to conduct themselves appropriately while on College property or in an online environment. The instructor would institute established HCCS disciplinary action. Students who pose a threat to the safety of others will be subject to immediate withdrawal from the classroom. Please refer to the HCC Student Handbook.

Dress Code: You are in an academic, professional environment; dress accordingly. Please refrain from wearing any attire that contains or infers any offensive messages (wording).

Americans with Disabilities Act Statement: HCCS is dedicated to providing the least restrictive environment for all students. We promote equity in academic access through the implementation of reasonable accommodations as required by the Vocational Rehabilitation Act of 1973, Title V, Section 504 and the Americans with Disabilities Act of 1990 (ADA) which will enable students with disabilities to participate in and benefit from all post-secondary educational activities.

If you require reasonable accommodations because of a physical, mental, or learning disability, please contact the Counseling Office to obtain the necessary information to request accommodations. Upon completion of this process, please notify your instructor as soon as possible and preferably before the end of the first two weeks of class to arrange for reasonable accommodations.

Computer Virus Protection: Computer viruses are, unfortunately, a fact of life. Using removable devices on more than one computer creates the possibility of infecting computers and diskettes with a computer virus. This exposes the computers of the college, your personal computer, and any others you may be using to potentially damaging viruses. The college has aggressive anti-virus procedures in place to protect its computers, but cannot guarantee that a virus might not temporarily infect one of its machines. It is your responsibility to protect all computers under your control and use and ensure that each diskette you use, whenever or wherever you use it, has been scanned with anti-virus software. Since new viruses arise continually, your anti-virus software must be kept current. And, since no anti-virus software will find every virus, keeping backup copies is extremely important.

Equal Opportunity Statement: It is the policy of the HCCS to provide equal employment, admission and educational opportunities without regard to race, color, creed, national origin, gender, age, veteran's status, sexual orientation, or disability.

FERPA: The academic, financial and non-directory information on your student account is confidential and protected by the Family Educational Rights & Privacy Act (FERPA). We cannot release certain information to another person without your written authorization. Further information regarding Student Records and FERPA can be found at; <http://www.hccs.edu/district/about-us/procedures/student-rights-policies--procedures/>

Final Examinations: A final evaluation activity will occur during the published final evaluation period. The appropriate dean, director or department chair must approve any variation to this schedule.

Repeating Courses (3-peat rule): As a result of recent Texas legislative changes, please be advised that HCC is charging additional tuition for students who enroll in the same class three or more times at HCC. While it is the hope of HCC that students will be successful in their first attempt at classes, we realize that life demands, academic struggles, and other

issues may result in students needing to take the same class more than once. Speaking with an advisor will help you develop student success skills, improving your overall academic performance. If a student repeats a course in which a grade (A-F) has been received, the highest grade received at HCC is the permanent grade for the course and will be used in computing the GPA. All grades earned in a given course will be reflected on the transcript. Other colleges may compute the GPA differently than HCC.

Course Withdrawals (6-drop rule): Students must withdraw by the withdrawal deadline in order to receive a “W” on a transcript. Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online Academic Calendar, any HCC Registration Office, or any HCC advisor to determine class withdrawal deadlines.

Be certain you understand HCC policies about dropping a course and consult with a counselor/advisor to determine if withdrawing is in your best interest. It is your responsibility to withdraw officially from a class and prevent an “F” from appearing on your transcript. Senate Bill 1231 limits the number of W’s a student can have to 6 classes over the course of their entire academic career. This policy is effective for students entering higher education for the first time in fall 2007 and subsequent terms. Withdrawals accumulated at any other Texas public higher education institution count toward the 6 course total. Withdrawals for certain circumstances beyond the students control may not be counted toward the 6-drop limit.

In addition, withdrawing from a course may impact your financial aid award or eligibility. Contact the Financial Aid Office or website to learn more about the impact of withdrawing on financial aid.

Title IX of the Education Amendments of 1972, 20 U.S.C. A§ 1681 ET. SEQ.: Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students’ rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations.

Log in to: www.edurisksolutions.org . Sign in using your HCC student e-mail account, then go to the button at the top right that says **Login** and enter your student number.

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 near the end of the term, 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 department chairs for continual improvement of instruction. Go to www.hccs.edu/egls3 for more information.

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. Please contact the International Student Office at 713-718-8520 if you have any questions about your visa status and other transfer issues

Incomplete Policy: The only circumstances under which you can get an incomplete course grade (I) is if you are too ill complete the course. In other words, you must produce medical documentation that proves you have a serious medical condition (i.e. hospitalization and recovery). Once you receive an Incomplete (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 Incomplete (I) will become a final course grade of F.

TENTATIVE INSTRUCTIONAL OUTLINE:

The Instructor reserves the right to change the instructional outline if needed. Students will be informed in a timely manner of any changes. The outline is posted as a separate document on the Learning Web.