



## **Division of Earth, Life & Natural Sciences Biology Department**

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

### **BIOL 1306: General Biology | Lecture | 22528**

Fall 2020 | 12 Week 9.21.2020-12.13.2020) | Online on a Schedule – D.E.

**Cisco WebEx | Monday and Wednesday 8 am – 9:50 am**

3 Credit Hours | 48 hours per semester

**\*\*All courses will begin in the virtual classroom per HCC administration\*\***  
(subject to change by HCC administration)

Instructor: Terri Blackmon, Ph.D.

Office Phone: Canvas Email Inbox

HCC Email: Canvas Email Inbox

Office Hours: By Prior Appointment via WebEx

Office Location: Stafford Campus  
Learning Hub  
Faculty Suite 303  
Cubicle 3.10

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 your concerns and discuss course topics.

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.

### **Instructor's Preferred Method of Contact**

Please use the "Inbox" feature in Canvas to send emails to me regarding anything related to your course. I do not 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.

## What's Exciting About This Course

Biology is an endless adventure with constant new developments. Biology is the study of life. Perhaps, the first thing that comes to mind when you think about life on earth is humans and familiar animals. In this course, you will also learn about bacteria, fungi, plants, and other life forms on earth. This course introduces students to the nature of life, including the chemical foundation of life; plants, animal, humans and bacterial cell structure and function; DNA, genetics, and evolution. You will learn about the various techniques used to study biology, gene cloning, gene editing and the exciting field of genetic engineering.

## My Personal Welcome

Welcome to General Biology I — I am delighted that you have chosen this course! One of my passions is to know as much as I can about the natural sciences, and I can hardly wait to pass that on to you. I will present the information in the most exciting way I know, so that you can grasp the concepts and apply them now and hopefully throughout your life.

As you read and wrestle with new ideas and facts that may challenge you, I am available to support you. The fastest way to reach me is by my HCC email. The best way to really discuss issues is in person and I am available during posted office hours to tackle the questions. My goal is for you to walk out of the course with a better understanding of yourself and of human behavior. So please visit me or contact me by email whenever you have a question.

## Course Modality

**Online on a Schedule** – Students can take classes online at the scheduled class time that they select when enrolling. Students never come to campus, but log into their class on the scheduled dates and times using our learning management system (Canvas)

## Prerequisites and/or Co-Requisites

Recommended prerequisite: MATH 1314 or 1414, successful completion of college algebra or concurrent enrollment in higher-level mathematics is recommended.

Recommended co-requisite: BIOL 1106 Biology for Science Majors I (lab)

Please carefully read the repeater policy in the [HCCS Student Handbook](#).

## Canvas Learning Management System and Computer System Requirements

HCC uses the Canvas learning management system (LMS), which we call Eagle Online. To access Eagle Online, you will need a PC (Windows 7 sp1 or better), or Mac (OS X 10.8 or better) with a broadband connection to the Internet. Use [FIREFOX](#) or [CHROME](#) as the internet browser.

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.** If you do not have the capabilities for LDB with webcam you are advised to withdraw from this course and re-enroll in another course that does not require LDB and webcam monitoring.

Type Minimum Recommended

PC Users Windows Vista Windows 10 (10 S mode is not supported)

Mac Users OS X 10.5 or higher OS X 10.13 High Sierra  
Webcam 640×480 resolution 1280×720 resolution  
Internet Download Speed .768 Mbps 1.5 Mbps

#### Canvas Browser Requirements:

- Canvas recommends the use of the latest version of any web browser. It is important to update your web browser regularly.
- Pop-ups must be enabled. Disable your pop-up blockers.
- JavaScript must be enabled
- Cookies must be enabled
- Install the most used internet plugins and keep them updated

Canvas help and information will be found in the "Start Here" module of your canvas course shell

### Open Lab Locations

[HCCS Open Computer Lab locations](#) may be used to access the internet and Canvas when open.

### HCC Online Information and Policies

For online/hybrid students. As an online /hybrid student, you are responsible for all information/requirements provided by the online college. Here is the link to information about HCC Online classes <http://www.hccs.edu/online/>. This includes the mandatory online course prior to start of class.

### Instructional Materials Required for The Course

#### 1. Textbook

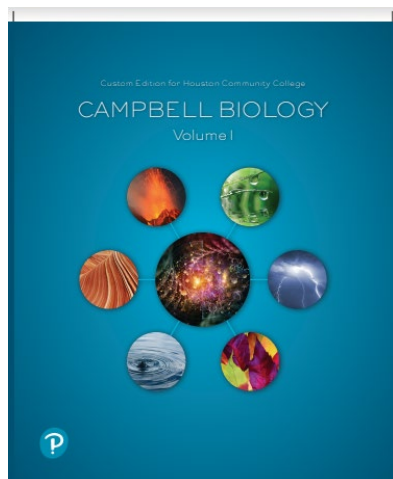
##### Inclusive Access

**Do not purchase a Book or Access Code for this course. You have already paid for your course materials through the registration process.** The cost of digital course materials for this class were included in your student bill and are guaranteed to be the lowest cost available to purchase your required materials. Your course materials for this class will be accessed digitally through this Canvas site. NO other purchase is necessary. For students who wish to have a printed copy of the text, an optional low-cost print copy is available for purchase at the Houston Community College Bookstore.

**You have the right to opt-out and purchase your own course materials if you desire, prior to the official day of record, which is September 8, 2020, for Fall I 2020.** It is NOT recommended that you Opt-Out, as these materials are required to complete the course. *You can choose to Opt-Out on the first day of class, but you will be responsible for purchasing your course materials at the full retail price and access to your materials may be suspended.*

Student Video: How to access eBook Course Materials in Canvas 1111  
<https://vimeo.com/304674236>

The textbook listed below is required for this course and the e-text comes with your course registration. **If you choose to Opt-out (not recommend as explained above), you are required to purchase the text.**



Campbell Biology 12 <sup>th</sup> edition with mastering: Full volume or Split Volume
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	Author	Edition	ISBN
a) Campbell Biology w/ Mastering (full volume test with chapters for BIOL 1306 and BIOL 1407)	Urry	12	9780135855836
b) Campbell Biology vol.1 w/ Mastering (split volume text with chapters specifically for BIOL 1306)	Urry	12	9780137287567

## 2. Laptop

You will need access to laptop with built-in webcam or external webcam every class, every class. required on exam days.

## Other Instructional 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](#) 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 <http://library.hccs.edu>.

## HCCS Biology Lab Study Pages

[Click here to access Biology lab study pages online.](#)

## OpenStax

<https://openstax.org/details/books/biology-2e>

## STEM Website for students

[www.hccs.edu/stem](http://www.hccs.edu/stem)

Great information on science clubs, seminars, symposium, and research opportunities that are available to HCC students. Check back often- updated regularly.

## Tutoring

<https://hccs.upswing.io/>

Get expert one-on-one help, Online or In Campus, specifically for HCC students.

## On Campus Tutoring

[www.hccs.edu/findatutor](http://www.hccs.edu/findatutor)

Get expert one-on-one help, 6 days a week, for HCC students!

## 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 <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

## Course Overview

BIOL 1306 is a course that covers fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are also included.

## Core Curriculum Objectives (CCOs)

BIOL 1306 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:

- **Critical Thinking:** Students will demonstrate the ability to engage in inquiry and analysis, evaluation and synthesis of information, and creative thinking by completing a written assignment such as a book report, research paper, or essay.
- **Communication Skills:** Students will demonstrate effective development, interpretation and expression of ideas through written, oral, and visual communication by completing a written assignment such as a book report, research paper, or essay.
- **Quantitative and Empirical Literacy:** Students will explore the scientific research methods that are used in the study of biology. They will be able to interpret numerical data in charts, graphs, and tables that are in their textbooks and other resources. Students should be able to carry out basic mathematical operations, be able to use Hardy and Weinberg equations, calculate percentages, frequencies, complete textbook reading assignments and answer questions on quizzes and exams that pertain to Course Student Learning Outcome #7.
- **Social Responsibility:** Students will demonstrate the ability to engage effectively in

class activities and discussion, complete textbook reading assignments, and answer questions on quizzes and exams that pertain to Course Student Learning Outcome #9 below.

## **Program Student Learning Outcomes (PSLOs)**

### **Program Student Learning Outcomes (PSLOs) for the Biology Discipline:**

- PSLO#1 - Students will display an understanding of biological systems and evolutionary processes spanning all ranges of biological complexity, including atoms, molecules, genes, cells, and organisms.
- PSLO#2 - Students will demonstrate the ability to think critically and to 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.
- PSLO#3 - Will demonstrate proficiency and safe practices in the use of laboratory equipment and basic laboratory techniques.
- PSLO#4 - Will apply principles of the scientific method to problems in biology in the collection, recording, quantitative measurement, analysis and reporting of scientific data.

Additional information 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 1306, the student will be able to:

1. Describe the characteristics of life.
2. Explain the methods of inquiry used by scientists.
3. Identify the basic requirements of life and the properties of the major molecules needed for life.
4. Compare and contrast the structures, reproduction, and characteristics of viruses, prokaryotic cells, and eukaryotic cells.
5. Describe the structure of cell membranes and the movement of molecules across a membrane.
6. Identify the substrates, products, and important chemical pathways in metabolism.
7. Identify the principles of inheritance and solve classical genetic problems.
8. Identify the chemical structures, synthesis, and regulation of nucleic acids and proteins.
9. Describe the unity and diversity of life and the evidence for evolution through natural selection.
10. Develop critical thinking skills and habits of active collaborative learning.

## **Student Success**

Academic standards require a minimum of 3 study hours for every contact hour; meaning for a class that meets 3 hours per week, you need to budget and set aside a minimum of 9 hours each week to study and prep for your course 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
- Timely completion of assignments
- Participating in class activities
- Successful exam performance, including the mandatory final

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

## **Instructor and Student Responsibilities**

As your Instructor, it is my responsibility to:

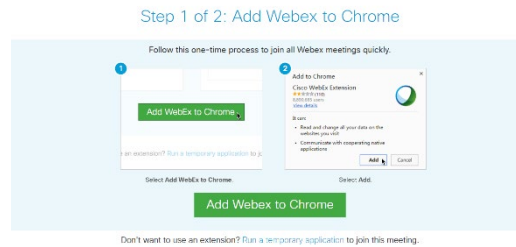
- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as 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 (online or in person depending on campus closures)

As a student, it is your responsibility to:

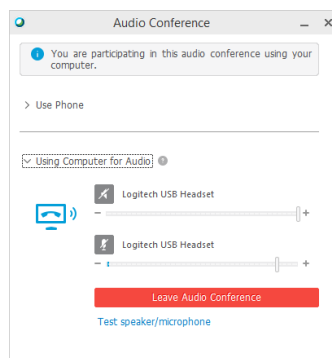
- Attend class in person and/or online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 50% on the departmental final exam
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

## Using Cisco WebEx for Virtual Meetings and Office Hours

1. Then, click the **Virtual Meetings** tab. You will see a list of available meetings to join. Simply click the **JOIN** button for the meeting you wish to participate in.



2. If this is your first-time using WebEx, you will be prompted to install a browser extension.
3. You will be prompted to join the audio conference via phone or your computer.
  - - If you want to use your computer, select **Use Computer for Audio**. Once you have selected "Using Computer for Audio," you can either test your speaker/microphone settings or choose to "Call Using Computer".
    - If you are not able to get the computer audio to work, you may join the audio conference by phone. Under the "Use Phone" section, there will be a phone number, access code, and attendee ID. Call the phone number, then enter the code and attendee ID when prompted.



### Office Hours

1. Click on the **Cisco WebEx** button.
2. Then, click the **Office Hours** tab. You will see a list of available time slots in 15-minute increments. If you need more than 15 mins, simply select more than one slot.
3. Scroll to the bottom of the page and click **Confirm Meeting**.

### Additional Troubleshooting and Support Links

- [View a Test Meeting](#)
  - [Download Webex Desktop Application](#)
- Here's a quick overview of Webex Meetings App:



- Download WebEx client for Mozilla Firefox or Google Chrome
  - To Manually Install Cisco WebEx for Google Chrome, see: [Manually Install Cisco WebEx for Google Chrome](#)
  - To Manually Install Cisco WebEx for Mozilla Firefox, see: [Manually Install Cisco WebEx for Mozilla Firefox](#)
- Download WebEx Mobile App (The WebEx Mobile App does not work with WebEx Training Center.)
  - Installer for Apple iOS: <https://itunes.apple.com/us/app/cisco-webex-meetings/id298844386?mt=8>
  - Installer for Android: <https://play.google.com/store/apps/details?id=com.cisco.webex.meetings&hl=en>

## Assignments, Exams, and Activities

### Online Class Activities

Students are expected to come to class prepared for that day's coursework/activities and to be actively engaged. I incorporate "Active Learning" in this course, the activities will be important and a regular part of the course. Research has shown that active learning increases learning and student's grades. Some activities will require students to have prepared outside of class by either reading a section and/or viewing a video, completing a worksheet, case study, or study guide, etc. and then coming to class ready to complete an activity that will enhance the learning of that concept or take a quiz.

- 1. MasteringBiology:** Each week, you will be required to complete a homework assignment pertaining to each chapter assigned that week. Homework assignments will be administered through Modified MasteringBiology but will be accessed through the Eagle Online Canvas classroom.

The homework assignments are **untimed** (you may begin an assignment, log out, and come back later to finish it). You will have **two attempts** to answer each question. Your lowest homework score for the semester will be dropped.

**Mastering homework assignments are due on days listed on the course schedule and/or MasteringBiology Calendar by 11:59 PM, unless otherwise specified by me.**

- 2. MasteringBiology Quizzes:** Each week you will be required to complete a quiz on the chapter assigned for that week. Quizzes will be administered through Modified MasteringBiology but will be accessed through the Eagle Online Canvas classroom.

These quizzes are **open book and timed (20 minutes)**. You have only **one attempt** to finish them; hence, attempt these quizzes only after reading the

chapter, doing the homework assignment, and completing the class activities! Your lowest quiz score for the semester will be dropped.

**Mastering quizzes are due on Fridays by 11:59 PM, unless otherwise noted on the MasteringBiology calendar.**

- 3. Class Discussions:** Links the chapter material to real world scenarios. There will be a class discussion for each chapter worth 12 points each. Completed in Canvas.

**Due Fridays by 11:59 PM before each exam, unless otherwise specified by me.**

- 4. Active Reading Guides (ARG):** Allows students to remain engaged in the text by using strategies such as read aloud/think aloud, clarifying, summarizing, highlighting, and making predictions. By using these strategies, students will stay focused on what they are reading and increase their ability to comprehend the material.

#### **Guidelines**

1. **Completion Graded, if one section is missing grade will be "0".** This is an open book, notes and internet assignment, there is no reason why this assignment should not be completed in its entirety.
2. **Should be submitted by due date on Canvas.**
3. Ways to submit ARG
  - a) Type and Hand Draw/Paint Images on ARG
    - Type responses in any color besides black
    - **You must hand draw images** or use a drawing tool or software. You may be required to provide proof of authenticity of drawings.
    - **No Internet images will be accepted**
    - Upload Document to Canvas
  - b) Type and Hand Draw Images on Separate Sheets of Paper
    - Type responses in any color besides black
    - **You must hand draw images**
    - **No Internet images will be accepted**
    - Number each image per question and draw images on a separate sheet of paper
    - Take a picture of drawings
    - Upload images and ARG to Canvas
  - c) 100% Handwritten
    - Print out ARG
    - Complete by hand
    - Scan
    - Upload document to Canvas

If you do not have a scanner, you can download the app "CAMSCANNER", it works well.

- 4. Active Learning Activities:** Requires students' involvement to do meaningful learning activities and think about what they are doing. **Students will be expected to have prepared outside of class by either reading a particular section and/or viewing a video, completing a worksheet, case study, or study guide, etc. and then coming**

**to class ready to complete an activity that will enhance the learning of that concept or take a quiz.** I will provide more information as the semester progresses.

- 5. Extra Credit:** Opportunities for extra credit may be available to the entire class several times during the semester. Please do not make requests for individual extra credit (it will be denied); you will spend your time more wisely working on the course assignments!

All extra credit points will be available to all students. No extra credit assignments will be given on an individual student basis. The maximum allowable extra credit from all sources combined may not exceed 10% of the course total.

**\*\*\* If you have technical problems, you are still responsible for submitting assignments by the due date. \*\*\***

## **6. Exams**

1. Be sure to save exam dates on your personal calendars. There are time limits for exams. You will not be given extended time for testing if you log in late.
2. These exams are closed book; you may not consult with another person while taking this exam.
3. You may not use any other device during the exam; only the one on which you are taking the exam.
4. You must always remain within the Webcam's view with no music or a TV playing.
5. You will be prompted to show your entire exam environment with your Webcam (including your desktop!).
6. Do not look down on your desk or to the side. Always keep your eyes on the computer screen or upwards.
7. **Lecture exams Format:** Will include multiple choice questions, fill in the blank, and short answer questions. You may have questions from the lectures, notes, and textbook.
8. **Lecture exams:** Five lecture exams, each covering material from the respective chapters.

## **Final Exam**

All students will be required to take a comprehensive departmental final exam consisting of 50 multiple-choice questions. The final exam grade will count as 10% of your course grade.

**Students who are absent from the final exam without discussing their absence with the instructor in advance or within 24 hours afterward will receive a course grade of Incomplete.**

## **Grading Formula**

Lecture Exams.....	50%
Active Reading Guides and Discussions.....	25%
Mastering Biology Quizzes.....	15%
Comprehensive District Final Exam.....	10%
Extra Credit.....	10%
Total.....	110%

The grading scale will be the HCCS standard:

90-100%	A: 4 points per semester hour
80-89%	B: 3 points per semester hour
70-79%	C: 2 points per semester hour
60-69%	D: 1 point per semester hour
0-59%	F: 0 points per semester hour
FX	Earned by excessive absences
Withdrawals and incompletes earn 0 points per semester hour	

**\* An 89.5 (B) will be recorded as is and not rounded to a 90 (A), this rule will apply to all letter grades. I understand this may seem a little harsh, however I offer multiple opportunities throughout the semester to be successful in my course. It your responsibility to hasten to the opportunities.**

IP (In Progress) is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses. To compute grade point average (GPA), divide the total grade points by the total number of semester hours attempted. The grades "IP," "COM" and "I" do not affect GPA.

**HCC Grading Scale can be found on this site under Academic Information:**

**<http://www.hccs.edu/resources-for/current-students/student-handbook/>**

### **Incomplete Policy:**

In this course, the purpose 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 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 **Oct 30, 2020**
- ✓ In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

## Fall 2020 Tentative Instructional Outline

Week	Lecture	ARG & Mastering Biology Quizzes
Week 1 <b>Sept 21 – 27</b>	M – Intro and Ch 1: Evolution	Intro to MB
	W – Chapter 2: Chemical Context	CH 1 ARG DUE
Week 2 <b>Sept 28 – Oct 4</b>	M – Chapter 3: Water and Life	CH 2 ARG DUE
	W – Chapter 4: Carbon & Molecular Diversity	CH 3 and 4 ARG DUE
	Sun – Exam I (Chapters 1 – 4)	Fri – MB Quizzes & Discussions Due (Chapters 1 – 4)
Week 3 <b>Oct 5 – 11</b>	M – Chapter 5: Structure & Fxn Molecules	CH 5 ARG DUE
	W – Chapter 6: Tour of the Cell	CH 6 ARG DUE
Week 4 <b>Oct 12 – 18</b>	M – Chapter 7: Membrane Structure & Fxn	CH 7 ARG DUE
	W – Chapter 8: Intro to Metabolism	CH 8 ARG DUE
	Sun – Exam II (Chapters 5 – 8)	Fri – MB Quizzes & Discussions Due (Chapters 5 – 8)
Week 5 <b>Oct 19 – 25</b>	M – Chapter 9: Cellular Respiration	
	W – Chapter 9: Cellular Respiration	CH 9 ARG DUE
Week 6 <b>Oct 26 – Nov 3</b>	M – Chapter 10: Photosynthesis	CH 10 ARG DUE
	W – Chapter 11: Cell Communication	CH 11 ARG DUE
	Sun – Exam III (Chapters 9 – 11)	Fri – MB Quizzes & Discussions Due (Chapters 9 – 11)
Week 7 <b>Nov 2 – 8</b>	M – Chapter 12: Cell Cycle	
	W – Chapter 12: Cell Cycle	CH 12 ARG DUE
Week 8 <b>Nov 9 – 15</b>	M – Chapter 13: Meiosis	CH 13 ARG DUE
	W – Chapter 14: Mendel and Gene Idea	CH 14 ARG DUE
	Sun – Exam III (Chapters 12 – 14)	Fri – MB Quizzes & Discussions Due (Chapters 12 – 14)
Week 9 <b>Nov 16 – 22</b>	M – Chapter 15: Chromosomal Basis of Inher	CH 15 ARG DUE
	W – Chapter 16: Molecular Basis of Inher	CH 16 ARG DUE
Week 10 <b>Nov 23 – 29</b>	M – Chapter 17: Gene Exp: Gene to Protein	
	W – Chapter 17: Gene Exp: Gene to Protein	CH 17 ARG DUE
	Sun – Exam IV (Chapters 15 – 17)	Fri – MB Quizzes & Discussions Due (Chapters 15 – 17)
Week 11 <b>Nov 30 – Dec 6</b>	M – Chapter 18: Regulation of Gene Expression	CH 18 ARG DUE
	W – Chapter 19: Viruses	CH 19 and 20 ARG DUE
Week 12 <b>Dec 7 – 13</b>	M – Final Review (optional)	
	W – Final Exam at 8am	

**Check Canvas Calendar for Discussions and Extra Credit Due Dates**

### **Important Academic Dates**

Sept 18 – Last Day for 100% Refund

Sept 30 – Official Day of Record

Oct 5 – Last Day for 70% Refund

Oct 8 – Last Day for 25% Refund

Nov 9 – Last Day to Withdraw

## 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.

## Instructor's Practices and Procedures

### Missed Assignments

#### No Make-up on Lecture Exams

#### No Make-up on graded assessments

It takes discipline and diligence to succeed in an intensive course such as Biology. DO NOT wait until last minute before you do your assignments. Procrastination is a thief of progress. Do not allow it to steal your grades.

**It is your responsibility to contact me if you are ill, having technical difficulty etc. Same day notices when the assignment is due will not be accepted.**

\*\*In some extreme instances (e.g., medically excused absence, death in immediate family with documented proof) a make-up lab exam will be administered and may take either oral or written essay format. All make-up examinations will have a maximum score of 90% (reduced by 10%) regardless of whether there was a valid reason for missing the scheduled examination. Remember, typically, there will be no make-up exams.

Doctors note will not be after one week of the missed assignment/exam.

## Academic Integrity

Academic dishonesty: Academic dishonesty will result in disciplinary action, including dismissal. If cheating is discovered during assessments an "F" with zero points will be administered for the exam/quiz/homework/lab grade. If this should become a persistent problem, the student will receive an "F" for the course. Please be aware that it is VERY difficult to pass the course with a zero-point exam score. Please see page 78 of the Student Handbook for more details.

<https://www.hccs.edu/resources-for/current-students/student-handbook/#d.en.293830>

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

<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

## Attendance Procedures

Attendance is mandated by the state. It is important that you log on daily to class! Attending class regularly is the best way to succeed in this class. Although it is your responsibility to drop a course for non-attendance, **a student who misses four or more classes is subject to administrative withdrawal.**

**Attendance will be recorded at the beginning of each class period.** Absence from class does not excuse a student from class work or exams missed. Students are responsible for information missed due to absence.

Get the contact information of at least two students, preferably three, in class. If you are absent, it is your responsibility to contact one these students to inform you about what was covered in lecture. I will not supply missed notes.

If you stop attending class for whatever reason, **it is your responsibility to officially drop the course by October 30, 2020. Otherwise you will receive an "FX" for the course.**

Absences are excused in cases of illness verified by a physician, the death of an immediate family member or a problem verified by a police report or court order.

### **Student Conduct**

Appropriate student conduct is always expected. Disruptive behavior will result in Security. Please see page 78 of the Student Handbook for more details.

<https://www.hccs.edu/resources-for/current-students/student-handbook/#d.en.293830>

### **Technical Support for Students**

It is your responsibility to possess the necessary skills to manage the hardware and software systems for this course. In addition, if your normal computer becomes unavailable for any reason, you are responsible for locating and operating other adequate computer facilities to meet the course deadlines.

**If you have any technical problems, please contact the Canvas Helpdesk, and get a service ticket and email me the Service Ticket number that they email you when you contact me with details of the problem. Please do not contact me first as I am not an IT technician.**

### **Alternative Methods of Turning in Assignments**

Even if your computer crashes, you are still responsible for meeting the course deadlines. Each campus has computer labs available for students. Houston Community College is comprised of 6 regions with several campus locations per region. Each campus provides computer labs for education support. Computer labs are generally located at each campus library.

*If necessary, you can request permission from me to turn in an assignment in an alternative method. Email or Inbox me to request special permission.*

### **Eagle Online Help Center and Canvas Help**

HCC Online publishes the [Eagle Online \(Canvas\) Technical Requirements for HCC Students. Links to an external site.](#)

You can find the answers to many of your questions about how to use Canvas by clicking the **Help** link in the bottom left corner of the Canvas window and then clicking **Search the Canvas Guides**.

If you have technical issues with Canvas, click the **Help** link and then click **HCC Online Help**.

**Eagle Online Help Center:** <https://www.hccs.edu/online/technical-support/>  
**Student Instructional Resources Page:** <https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/student-instructional-resources/>

Eagle Online Technical Support	713-718-5275, option 3
IT Help Desk	713-718-8800, option 1( <b>Password reset</b> )
Instructional Services	713-718-5295

## LockDown Browser Requirement

This course requires the use of LockDown Browser and a webcam for online exams. The webcam can be the type that is built into your computer or one that plugs in with a USB cable.

1. You will need a computer where you have the capability to download the software yourself. iPads are fine but **Chromebook cannot be used with Lockdown browser.**
2. You will need an internal computer camera or an attached external camera. Please also ensure that your computer has no technical or networking problems.
3. Use the following link to watch a short video to get a basic understanding of LockDown Browser and the webcam feature. Then download and install Lockdown Browser from the link:

[Respondus Lockdown Browser and Monitor with Installation Instructions](#)

### Once Installed

- Start LockDown Browser
- Log into to Canvas
- Navigate to the quiz

Note: You won't be able to access a quiz that requires LockDown Browser with a standard web browser. If this is tried, an error message will indicate that the test requires the use of LockDown Browser. Simply start LockDown Browser and navigate back to the exam to continue.

4. Take the **MANDATORY** quiz titled "**Practice Test**".

This practice run will help prepare you for using Lockdown Browser + Webcam before you take the actual exams. You can find this quiz at the end of this "Start Here" Module

For additional details on using Lockdown Browser, review the Student [Quick Start Guide \(PDF\)](#) ([Links to an external site.](#))[Links to an external site.](#) ([Links to an external site.](#))

If you have any issues the first time you use Lockdown/webcam, HCC online tech support should be able to resolve this for you. **Please note:** It is best for you to call them directly as technical difficulties are very specific, and they want to talk to you so they can walk you through the trouble- shooting options. The number to call is **713 718 5275-option 3.**



## Guidelines

When taking an online quiz, follow these guidelines:

1. You **need to commit a period** for the exam with no interruptions at that time. Please allow adequate time to complete the exam, in addition to resolving any unanticipated personal computer or networking problems.
2. You are required to show your **Photo ID** at the start of **Every** exam.
3. When prompted, show your **ENTIRE 360 Exam Environment** with your Webcam. This includes the surface (desk) your device is on and floor underneath. If you have a mounted monitor, please use a **mirror** to show your entire exam environment.
4. Prior to starting the Exam, save all opened work on the computer, close all apps, complete all computer software updates, and restart your computer. If not, your computer may lock up during the exam.
5. Please turn off all other electronics other than your laptop (as well as little brothers gaming), as they decrease your Wi-Fi bandwidth and may cause issues with Lockdown Browser.
6. Please use the restroom before taking this exam. **You will not be able to exit once you start the exam.**
7. You will have only **One Attempt** to complete the exam.
  - o What it means is that once you start the test, you must finish and SUBMIT it before logging out. You will NOT be allowed to log in the second time to take the same test.
8. Please **Do Not speak or Use Headphones** during the exam.
9. Avoid wearing baseball caps or hats that extend beyond the forehead
10. **Focus only on the screen** and not on your surroundings (so no looking up, down or sideways!). You are not allowed to turn away from the computer or leave. **Your complete face must always remain within the Webcam's view.**
11. You may not use any other device/notes/or any kind of aid during the exam.
12. Avoid back-lighting situations, such as sitting with your back to a window. The general rule is to have light in front of your face, not behind your head.
13. Do not lie down on a couch or bed while taking an exam. There is a greater chance you will move out of the video frame or change your relative position to the webcam.
14. Do not take an exam in a dark room. If the details of your face don't show clearly during the webcam check, the automated video analysis is more likely to flag you as missing.
15. If the automatic alerting system notifies me frequently your grade **maybe lowered** for not following the above directions!!!
16. No copying/downloading exam pictures or any part of the exam.

If the above Instructions are not followed, you may receive a score of zero for the exam and it will not be able to be used as your drop exam. Further, you may receive a zero for the course. In addition, a **Maxient Student Conduct report** will be submitted to the HCC office. Repeat offenders may receive disciplinary action including expulsion from the college

Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

## Additional Support and Encouragement

**Please make sure that if you have any questions or problems at any time, that you first contact me as soon as possible.** 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!!

- **Withdrawing:** I urge any student who is contemplating withdrawing from the class to see me first! You may be doing better than you think. Either way, I want to be accessible and supportive. I do not believe in "weed out" classes, and I consider you to be much more than just a name or number! If you need assistance, I am here to help.

It is the student's responsibility to withdraw from the class before the last day of withdrawal. The instructor cannot give a "W" after the withdrawal date. Abandoning the course or failing to formally drop, will result in a grade being given based on the work completed for the entire course (including missed exams).

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 that you might fail a class because of excessive absences and/or poor academic performance. The counselors will work with you to learn about what, if any, HCC interventions might be available to assist you – online tutoring, childcare, financial aid, job placement, etc. – to stay in class and improve your academic performance.

- **Studying:** How should you study for this course?
  - ✓ Go over your lecture notes after each lecture/lab, while the material is still fresh on your mind.
  - ✓ Although some memorization is invariably necessary when learning a new "language", the goal of learning is to understand the information, not to simply memorize a bunch of disconnected "facts". A major purpose of studying is to discover what you do not understand so that you can do something about it.
  - ✓ Do not just passively read the notes, think about them and ask yourself questions about them. Do you understand what was said? Does it make sense and why? Compare and contrast the new information with things that you have already learned.
  - ✓ Form study groups, these are very helpful for the learning process.
  - ✓ Keep up regularly. You cannot cram all the information into your brain the night before an exam, and we may not be available to answer your questions at the last minute. For this upper division lecture and laboratory course – you should plan to **spend at least 6 hours per week OUTSIDE of class studying for this course.**
- **Taking notes:**
  - ✓ Attending class regularly and keeping good notes is essential for success in this course. Good notetaking is an acquired skill. Do not try to write full sentences – you will be so busy writing that you may miss the next point and your notes will be

harder to study.

- ✓ Instead of writing down every word during lecture, write down key phrases and use short abbreviations.
- ✓ Cornell Notes are a valuable proven to take notes and learn from your notes. Please see the following video on how to correctly take Cornell Notes:  
<https://www.teachertube.com/video/cornell-notes-for-students-avid-302936>

### **Biology Program Information**

The Biology area of study here at HCC covers the smallest and simplest organisms (microbiology) to the largest and most complex organisms (human anatomy and physiology, zoology, botany).

Award types: Associate in Science

Area of study: Science, Technology, Engineering & Math

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

### **HCC Policies**

Below is the link to the HCC Student Handbook where you can find information on the topics listed:

<http://www.hccs.edu/resources-for/current-students/student-handbook/>

- 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

## **EGLS3**

The EGLS3 (Evaluation for Greater Learning Student Survey System) 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. EGLS3 surveys are only available for the Fall and Spring semesters. EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

## **Campus Carry Link**

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

<http://www.hccs.edu/departments/police/campus-carry/>

## **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 and activate it now. You may also use Canvas Inbox to communicate.

## **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.

## **Office of Institutional Equity**

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement:

<http://www.hccs.edu/departments/institutional-equity/>

## **Disability 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:

<http://www.hccs.edu/support-services/disability-services/>

## **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) <http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

### **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/>

### **Department Chair Information**

Dr. DeaJan Grigsby  
Email: [daejan.grigsby@hccs.edu](mailto:daejan.grigsby@hccs.edu)  
Phone: 713-718-7775