



Gen Biology I-15568

BIOL-1306

SS 2021 Section 52 3 Credits 09/20/2021 to 12/12/2021 Modified 09/19/2021

Course Meetings

Meeting Days

No Scheduled Meeting Days

Meeting Times

No Scheduled Meeting Times

Meeting Location

No Scheduled Meeting Location

Instructional Mode

WW

The course modality of this class is *online Anytime*.

Faculty will instruct this class as a traditional online course utilizing Canvas Eagle Online.

Attendance will be taken through completion of online assignments.

Welcome and Instructor Information

Experiencing symptoms or concerned over possible COVID exposure?

If you are a student and are experiencing symptoms or have concerns about being exposed, please:

1. Stay home.
 2. Contact your healthcare provider.
 3. If you are supposed to be on campus for class, complete the HCC COVID-19 Pre-Screening questionnaire which will start our follow-up process.
- Pre screening form is emailed daily. Check your HCC email, sometimes it goes to spam or other.

4. After completing questionnaire, email a screenshot of the confirmation page to your professor so they are aware and can work with you to determine next steps for completing your assignments.

Professor: Dr. Terri Blackmon

Email: Canvas Inbox

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

Website: <https://learning.hccs.edu/faculty/terronica.blackmon> (<https://learning.hccs.edu/faculty/terronica.blackmon>)

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.

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.

Office Hours

Hour Following Class

Monday, Tuesday, Wednesday, Thursday, 11:00 AM to 12:00 PM, TDB

Office hours are by prior appointment.

Schedule office hours via Cisco Webex.

1. Click on the **Cisco WebEx** button.
2. Then, click the **Office Hours** tab.
 - o 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**.
4. To join the scheduled Office Hour meeting, check your HCC student email and click on **Join Meeting Link**.

Course Overview

Course Description

Credits: 3. Lecture only. Discussions focus on biological chemistry, biological processes, cellular morphology, metabolism, genetics and molecular biology. This course satisfies the Life and Physical Sciences or Component Area Option of the HCC core.

Requisites

Prerequisite: must be placed into college level reading and writing.

Department Website

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

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 learn 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 including calculating percentages and frequencies. In addition, students will complete textbook reading assignments and answer questions on quizzes and exams that pertain to Course Student Learning Outcome #2
- **Social Responsibility:** Students will demonstrate the ability to engage effectively in class activities and discussions, complete textbook reading assignments, and answer questions on quizzes and exams that pertain to Course Student Learning Outcome #10 below.

Student Learning Outcomes and Objectives

Program Student Learning Outcomes (PSLOs) for the Biology Discipline can be found at <https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/>

Course Student Learning Outcomes (CSLOs)

Upon 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.

Learning Objectives

Learning Objectives for each CSLO can be found at Learning Objectives for BIOL 1306

Departmental Practices and Procedures

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.

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](#)

Student Success Information

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:

1. Reading the textbook
2. Attending class in person and/or online
3. Timely completion of assignments
4. Participating in class activities
5. 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.

Instructional Materials and Resources

Instructional Materials

*****TEXTBOOK (DO NOT PURCHASE)**

To enhance your learning experience and provide affordable access to the right course material, this course participates in the Houston Community College First Day Program. A discount has been applied to the required digital course materials. The discounted charge has been added to students' tuition and fee bills.

Students will access course materials through a single sign-on access with no codes link in Canvas. Instructions for opting out of the HCC First Day Program are also posted in Canvas. Students who opt out will still be responsible for obtaining required course materials and any missing work.

THE OPT OUT DATE (Census) for Fall 2021 is: September 29, 2021

Student opt out button is located within the First Day-Inclusive Access Course Materials link.

<https://vimeo.com/304674616> (<https://vimeo.com/304674616>)

*****LAPTOP**

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

Other Instructional Resources

Mastering Biology (Pearson)

Mastering Biology helps you improve your results with online homework, tutorials, and assessments on the go.

How to Access

1. Click "First Day Inclusive Access" link
2. Click "Launch Courseware"
3. Click "Open MyLab and Mastering"

✓ Course Requirements

Assignments, Exams, and Activities

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.

Type	Weight	Topic	Notes
Muddiest Point Discussions	15%	Active Learning Activities	Muddiest Point Certain concepts can be quite challenging for students to grasp, the purpose of this reflective exercise is to allow students an opportunity to reflect on what they know and don't know. I am also a true believer that everyone can teach, so this exercise provides students an opportunity to collaborate with classmates and help clear their "muddiest" point.
Dynamic Study Modules	15%	Pearson Homework	Dynamic Study Modules work by continuously assessing your performance and activity, then using data and analytics to provide personalized content in real-time to reinforce concepts that target each student's particular strengths and weaknesses.
Exams/Quizzes	60%	Lecture Exams	<ol style="list-style-type: none">1. There are time limits for exams. You will not be given extended time for testing if you log in late.2. Exams are closed book; you may not consult with another person.3. You may not use any other device during 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. Always keep your eyes on the computer screen or upwards.7. 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 (4) lecture exams, each covering material from the respective chapters.9. All personal items must be placed at the front of the room, including your phone turned off and, in your bag, along with smartwatches etc. (After 1 warning you will be asked to leave the classroom)
Final Exam	10%	Comprehensive Departmental 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 with a 24 hr. advanced notice will receive a FX for the course.

* Instructor's Practices and Procedures

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 **October 29, 2021**.
- In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

Missed Assignments/Make-Up Policy

No Make-up on Lecture Exams or Quizzes

No Make-up on Graded Assessments

No Make-up on Extra Credit Assignments

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

*In some extreme instances (e.g., medically excused absence, death in immediate family with documented proof) a make-up 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.

IF YOU HAVE TECHNICAL PROBLEMS, YOU ARE STILL RESPONSIBLE FOR SUBMITTING ASSIGNMENTS BY THE DUE DATE.

Academic Integrity

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.

Cheating includes "mere suspicions", I do not need clear evidence.

Scholastic Dishonesty will result in a referral to the Dean of Student Services and a formal Maxient Report.

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

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>
(<https://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 come 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 by completing the syllabus quiz. If you do not meet take and/or meet the guidelines you will be dropped from the course.

Absence from class does not excuse a student from class work or exams missed. Students are responsible for information missed due to absence. Attendance does not count towards your grade.

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 29, 2021. 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 and a Maxient Report.

1. Students should be on time for class and be prepared with required materials including textbook.
2. Full class attendance is required.
3. Full attention during lecture required. No use of any electronic devices during the class period unless approved by your instructor.
4. Students are expected to conduct themselves as adults. This includes courteous and respectful behavior towards the instructor and classmates. Disruptive behavior or any behavior that interferes with any educational activity being performed by the instructor will not be allowed.

Additionally, no student may interfere with his/her fellow students' right to pursue their academic goals to the fullest in an atmosphere appropriate to a community of scholars.

Please see page 78 of the Student Handbook for more details.

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

Instructor's Course-Specific Information

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.

[Active Learning Activities \(POGILS/ Active Reading Guides \)](#)

These are open book, notes and internet assignments, there is no reason why these assignment cannot be completed in their entirety.

These are completion graded assignments, if one section is missing grade will be "0"

Ways to Submit

1.Type and Hand Draw/Paint Images

- o Type responses in any color besides black
- o You must hand draw images or use a drawing tool or software. You may be required to provide proof of authenticity of drawings.
- o No Internet images will be accepted
- o Upload Document to Canvas

2. 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

3. 100% Handwritten

- Print out ARG
- Complete by hand
- Scan
- Upload document to Canvas

MasteringBiology Dynamic Study Modules

These assignments are administered through Modified MasteringBiology but will be accessed through the Eagle Online Canvas classroom.

These assignments are **untimed** (you may begin an assignment, log out, and come back later to finish it). This is an **practice** assignment.

Muddiest Point Discussions

Certain concepts can be quite challenging for students to grasp, the purpose of this reflective exercise is to allow students an opportunity to reflect on what they know and don't know. I am also a true believer that everyone can teach, so this exercise provides students an opportunity to collaborate with classmates and help clear their "muddiest" point.

I suggest you do this activity after you have read the chapter/watch videos.

Benefits:

- Provides me insight into which topics need more attention.
- Aids you in your ability to critically think and teaches you how to identify and articulate quickly what you do not understand.
- Allows for collaboration and connection.

Instructions:

1. What has been the "muddiest" point so far from Chapter? That is, what topic/concept remains the least clear to you?
2. After you post your muddiest point, **reply to at least two** other a classmate's post providing feedback on their misunderstanding, **using at least 3-5 sentences.**
3. **Informing another student that you are confused on the same "topic/point/concept" does not count as a response and you will not receive credit.**

Devices

Cell phones are disruptive and should be silenced and placed out of view before class begins. Texting/conversing on cell phones are not allowed during class. After one warning, there will be a penalty of 5 points for each time this rule is disregarded. The instructor will ask the student who disregards this rule to leave the classroom if this rule is disregarded after 3 times.

If there are too many distractions, I will require that all cell phones be turned in at the start of each lecture and returned after class.

Beware cell phones and smart watches are **NOT** allowed on or near your person during proctored/monitored exams.

Faculty Statement about Student Success

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>

Faculty-Specific Information Regarding Canvas

This course section will use Canvas (<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)) to supplement in-class assignments, exams, and activities.

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

Social Justice Statement

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.

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(Password reset)

Instructional Services 713-718-5295

Pearson Student Support

<https://support.pearson.com/getsupport/s/contactsupport>

Lockdown Browser Requirements

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](#)

Download Instructions

Download and install LockDown Browser from this link: <https://download.respondus.com/lockdown/download.php?id=355612798> (<https://download.respondus.com/lockdown/download.php?id=355612798>)

Once Installed

1. Start LockDown Browser
2. Log into to Canvas
3. Navigate to the quiz

Note: You will not 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.

1. 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**

Lockdown Browser Guidelines

When taking an online exam/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**
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.
 - 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 do not 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 will receive a score of zero for the exam and it will not be used as your drop exam. In addition, a Maxient Student Conduct report will be submitted to the HCC office.

Repeat offenders may receive a F for the course and 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.

HCC Policies and Information

HCC Grading System

HCC uses the following standard grading system:

Grade	Grade Interpretation	Grade Points
A	Excellent (90-100)	4
B	Good (80-89)	3
C	Fair (70-79)	2
D	Passing (60-69), except in developmental courses.	1
F	Failing (59 and below)	0
FX	Failing due to non-attendance	0
W	Withdrawn	0
I	Incomplete	0
AUD	Audit	0
IP	In Progress. Given only in certain developmental courses. A student must re-enroll to receive credit.	0
COM	Completed. Given in non-credit and continuing education courses.	0

Link to Policies in Student Handbook

Here's the link to the HCC Student Handbook <https://www.hccs.edu/resources-for/current-students/student-handbook/> (<https://www.hccs.edu/resources-for/current-students/student-handbook/>) In it you will find information about the following:

- 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

Link to HCC Academic Integrity Statement

<https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/> (<https://www.hccs.edu/resources-for/faculty/student-conduct-resources-for-faculty/>)

Campus Carry Link

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

<https://www.hccs.edu/departments/police/campus-carry/> (<https://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 \(https://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/\)](https://www.hccs.edu/resources-for/current-students/student-e-maileagle-id/) and activate it now. You may also use Canvas Inbox to communicate.

Office of Institutional Equity

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

[\(https://www.hccs.edu/departments/institutional-equity/\)](https://www.hccs.edu/departments/institutional-equity/) (<https://www.hccs.edu/departments/institutional-equity/>)

Ability 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 <https://www.hccs.edu/support-services/ability-services/> (<https://www.hccs.edu/support-services/ability-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/> (<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/> (<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>)

Student 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
- Completing assignments
- Participating in class activities

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

Canvas Learning Management System

Canvas is HCC's Learning Management System (LMS), and can be accessed at the following URL:

<https://eagleonline.hccs.edu> (<https://eagleonline.hccs.edu>)

HCCS Open Lab locations may be used to access the Internet and Canvas. For best performance, Canvas should be used on the current or first previous major release of Chrome, Firefox, Edge, or Safari. Because it's built using web standards, Canvas runs on Windows, Mac, Linux, iOS, Android, or any other device with a modern web browser.

Canvas only requires an operating system that can run the latest compatible web browsers. Your computer operating system should be kept up to date with the latest recommended security updates and upgrades.

HCC Online Information and Policies

Here is the link to information about HCC Online classes, which includes access to the required Online Information Class Preview for all fully online classes: <https://www.hccs.edu/online/> (<https://www.hccs.edu/online/>)

Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap> (<https://eagleonline.hccs.edu/login/ldap>)

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 during office hours, and before and after class as required

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
- Be aware of and comply with academic honesty policies in the [HCCS Student Handbook \(https://www.hccs.edu/resources-for/current-students/student-handbook/\)](https://www.hccs.edu/resources-for/current-students/student-handbook/)

EGLS3

The EGLS³ ([Evaluation for Greater Learning Student Survey System \(https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/\)](https://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/)) 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.

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

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.

Student 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 \(https://www.hccs.edu/resources-for/current-students/tutoring/\)](https://www.hccs.edu/resources-for/current-students/tutoring/) 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 <https://library.hccs.edu> (<https://library.hccs.edu/>).

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 <https://www.hccs.edu/resources-for/current-students/supplemental-instruction/> (<https://www.hccs.edu/resources-for/current-students/supplemental-instruction/>).

Resources for Students:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/>
(<https://www.hccs.edu/resources-for/current-students/communicable-diseases/resources-for-students/>)

Basic Needs Resources:

<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/> (<https://www.hccs.edu/support-services/counseling/hcc-cares/basic-needs-resources/>)

Student Basic Needs Application:

https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH
(https://hccs.co1.qualtrics.com/jfe/form/SV_25WyNx7NwMRz1FH)

COVID-19

Here's the link to the HCC information about COVID-19:

<https://www.hccs.edu/resources-for/current-students/communicable-diseases/> (<https://www.hccs.edu/resources-for/current-students/communicable-diseases/>)

Sensitive or Mature Course Content

In this college-level course, we may occasionally discuss sensitive or mature content. All members of the classroom environment, from your instructor to your fellow students, are expected to handle potentially controversial subjects with respect and consideration for one another's varied experiences and values.

Instructional Modalities

In-Person (P)

Safe, face-to-face course with scheduled dates and times

Online on a Schedule (WS)

Fully online course with virtual meetings at scheduled dates and times

Online Anytime (WW)

Traditional online course without scheduled meetings

Hybrid (H)

Course that meets safely 50% face-to-face and 50% virtually

Hybrid Lab (HL)

Lab class that meets safely 50% face-to-face and 50% virtually

Course Calendar

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.

Week	Content	Assignments
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<p>Week 1 (Sept 20 - 26)</p>	<p>This week you should be covering:</p> <ul style="list-style-type: none"> • Start Here Module • Chapters 1 - 2 	<ul style="list-style-type: none"> ▪ Orientation Review & Activities <ul style="list-style-type: none"> ◦ Must Complete to Access First Module ▪ Sept 25: Dynamic Study Modules Due (EC)
<p>Week 2 (Sept 27 - Oct 3)</p>	<p>This week you should be covering:</p> <ul style="list-style-type: none"> • Chapters 3 - 4 	<ul style="list-style-type: none"> • Sept 28 - Syllabus Quiz • Discussions and Chapters 1 - 4 Dynamic Study Modules <p>All assignments due Saturday by 11:59pm</p> <p>Sun, 10/3: EXAM #1</p> <p>(Ch's 1-4)</p>
<p>Week 3 (Oct 4 - Oct 10)</p>	<p>This week you should be covering:</p> <ul style="list-style-type: none"> • Chapters 5 - 6 	<ul style="list-style-type: none"> ▪ "Biomolecule Chart" ▪ "Cell Structure & Fxn Organizer" <p>All assignments due Saturday by 11:59pm</p>
<p>Week 4 (Oct 11 - 17)</p>	<p>This week you should be covering:</p> <ul style="list-style-type: none"> • Chapters 7- 8 	<ul style="list-style-type: none"> • Discussions and Chapters 5 - 8 Dynamic Study Modules <p>All assignments due Saturday by 11:59pm</p> <p>Sun, 10/17: EXAM #2</p> <p>(Ch's 5 -8)</p>
<p>Week 5 (Oct 18 - 24)</p>	<p>This week you should be covering:</p> <ul style="list-style-type: none"> • Chapter 9 - 10 	
<p>Week 6 (Oct 25 - 31)</p>	<p>This week you should be covering:</p> <ul style="list-style-type: none"> • Chapters 11 - 12 	<ul style="list-style-type: none"> • Discussions and Chapters 9 -12 Dynamic Study Modules <p>All assignments due Saturday by 11:59pm</p> <p>Sun, 10/31: EXAM #3</p> <p>(Ch's 9 -12)</p>
<p>Week 7 (Nov 1 - 7)</p>	<p>This week you should be covering:</p> <ul style="list-style-type: none"> • Chapter 13 -14 	

Week 8 (Nov 8 - 14)	This week you should be covering: <ul style="list-style-type: none"> • Chapters 15 - 16 	<ul style="list-style-type: none"> • Discussions and Chapters 13-16 Dynamic Study Modules <p>All assignments due Saturday by 11:59pm</p> <p>Sun, 11/14: EXAM #4</p> <p>(Ch's 13-16)</p>
Week 9 (Nov 15 - 21)	This week you should be covering: <ul style="list-style-type: none"> • Chapters 17 - 18 	
Week 10 (Nov 22 - 28)	This week you should be covering: <ul style="list-style-type: none"> • Chapter 19 <p>Holiday (Thanksgiving)</p>	
Week 11 (Nov 29 - Dec 5)	This week you should be covering: <ul style="list-style-type: none"> • Chapters 20 - 21 	<ul style="list-style-type: none"> • Discussions and Chapters 17 -21 Dynamic Study Modules <p>All assignments due Saturday by 11:59pm</p>
Week 12 (Dec 6 - Dec 12)	This week you should be covering: <ul style="list-style-type: none"> • Final Exam <ul style="list-style-type: none"> ◦ Opens Dec 6th at 12 am ◦ Closes Dec 9th at 11:59 pm 	<p>District Comprehensive Final Exam</p> <p>(Chapters 1-21)</p>

Additional Information

Biology Departmental/Program Information

Visit the [Biology Program Page \(https://learning.hccs.edu/programs/biology\)](https://learning.hccs.edu/programs/biology) on the HCC Learning Web for information about our faculty and courses. You will also find information about majoring in Biology.

The [Field of Study \(FOS\) Curriculum for Biology \(https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/\)](https://www.hccs.edu/programs/areas-of-study/science-technology-engineering--math/biology/) here at HCC covers the smallest and simplest organisms (microbiology) to the largest and most complex organisms (human anatomy and physiology, zoology, botany).

The [Associate of Science in Biology - Biology Majors & Premedical Programs \(https://www.hccs.edu/finder/programs/associate-of-science-in-biology--biology-majors--premedical-programs--field-of-study-curriculum/\)](https://www.hccs.edu/finder/programs/associate-of-science-in-biology--biology-majors--premedical-programs--field-of-study-curriculum/) FOS is intended primarily for students planning on transferring to a senior college or university to receive a baccalaureate degree in the following areas: computer science, engineering, health and natural sciences, or mathematics.

The [Associate of Science in Biology - Health Sciences Professions \(https://www.hccs.edu/finder/programs/associate-of-science-in-biology--health-sciences-professions--field-of-study-curriculum/\)](https://www.hccs.edu/finder/programs/associate-of-science-in-biology--health-sciences-professions--field-of-study-curriculum/) FOS is intended primarily for students planning on transferring to a senior college or university to receive a baccalaureate degree in the following areas: computer science, engineering, health and natural sciences, or mathematics. (Pre-Nursing, Pre-Radiologic Sciences, Pre-Clinical Laboratory Services)

Visit the [STEM Resources Page at HCC \(https://www.hccs.edu/resources-for/current-students/stem--science-technology-engineering--mathematics/\)](https://www.hccs.edu/resources-for/current-students/stem--science-technology-engineering--mathematics/): HCC has developed this site to provide information on STEM related programs and resources at

HCC and other institution – to include scholarship information.

Process for Expressing Concerns about the Course

If you have concerns about any aspect of this course, please reach out to your instructor for assistance first. You can always request a meeting (virtual/ in person) to go over your concerns. If your instructor is not able to assist you, then you may wish to contact the Biology Department using this form.

[Biology Department Reporting Form \(https://forms.office.com/r/8BwrMbqCYB\)](https://forms.office.com/r/8BwrMbqCYB)

Email: hcc.biology@hccs.edu

If your instructor is not able to assist you, then you may also wish to contact the Department Chair:

Dr. Shadi Kilani

shadi.kilani@hccs.edu; 713.718.7035