



**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 | 11470

Summer II 2020 | 5 Weeks (7.13.2020-8.16.2020) | Online – D.E.
Cisco WebEx | Monday and Wednesday 8 am – 9 am for Questions
3 Credit Hours | 48 hours per semester

Instructor Contact Information

Instructor: Terri Blackmon, Ph.D.

Office Phone: Canvas email

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.

Instructor's Preferred Method of Contact

My preferred method of contact is CANVAS EMAIL. I will respond to emails within 24-48 hours Monday through Friday; I will reply to weekend messages during the following week. I cannot respond to your personal email address.

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'm 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'm 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.

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

All Biology sections utilize [Canvas](https://eagleonline.hccs.edu) (<https://eagleonline.hccs.edu>) to supplement in-class assignments, exams, and activities.

Username: Student ID number used for registration (For example: W0034567).
Password: Default "distance". Once you log-in, you can change the password.

Open Lab Locations

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

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.

Scoring Rubrics, Sample Assignments, etc.

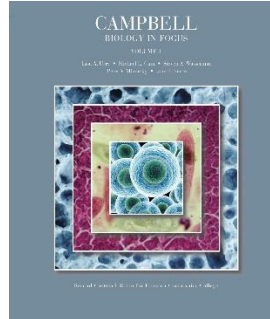
When applicable, look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course.

<https://eagleonline.hccs.edu/login/ldap>

Instructional Materials

Required Resources

The **Textbook** listed below is **required** for this course.



"Campbell Biology in Focus", Volume I with Modified Mastering Biology Package for Houston Community College" ISBN: 1323751432 //9781323751435

How to Purchase Textbook

1. Textbook w/ eBook - The book is included in a package that contains the text as well as an access code for the eBook and are found at the [HCC Bookstore](#).
2. eBook Only – Purchase access code from [HCC Bookstore](#).

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

Chromebook does not work with LockDown Browser, which you will have to download to take exams in this course.

USE [FIREFOX](#) OR [CHROME](#) AS THE INTERNET BROWSER.

Online Folder: Store Lecture Notes, Calendar etc. (after this course you will not have access to these documents)

Access to Pearson Mastering Biology: www.pearsonmylabandmastering.com

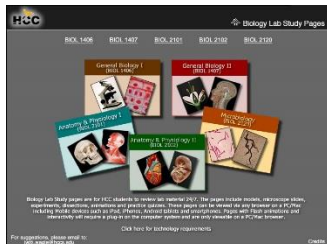
- Upon entering the course, you will be prompted to enter your CRN & Course ID.
- Register by the end of the first day of class. This is where all your homework will be located

Download LockDown Browser: Download Lock Down Browser by the completion of the first day of class. Directions and link detailed in sections below.

- Required for lecture exams

Chrome Books do not work with LockDown Browser

Suggested Resources



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

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

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

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>.

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

In BIOL 1306, fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are 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 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.

Program Student Learning Outcomes (PSLOs)

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](#)

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

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](#)

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.

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 at a later time 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.

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 Saturdays by 11:59 PM, unless otherwise noted on the MasteringBiology calendar.

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.

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!

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

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:** Three 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.

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

50% - Lecture Exams
 15% - MasteringBiology Homework and Discussions
 25% - MasteringBiology Quizzes
 10% - Final Exams

HCC GRADING SCALE

A	90 – 100:	4 points per semester hour
B	80 – 89:	2 points per semester hour
C	70 – 79:	2 points per semester hour
D	60 – 69:	1 points per semester hour
F	Below 60	0 points per semester hour
IP (In Progress):		0 points per semester hour
W (Withdrawn):		0 points per semester hour
I (Incomplete):		0 points per semester hour
AUD (Audit):		0 points per semester hour
FX "F"	earned by excessive absences	

*** An 89.4 (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.

Incomplete Policy:

In this course, the purposes 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 of 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 **August 2, 2020**
- ✓ In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

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

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

Course Calendar

Week	Lecture	Mastering Biology Assignment
1 July 13 – 19	M – Canvas Intro and Chapter 1	Intro to MB HW DUE
	T – Chapter 2: Chemical Context	Ch 1 MB HW DUE
	W – Chapter 3: Carbon & Molecular Diversity	Ch 2 MB HW DUE
	TH – Chapter 3: Carbon & Molecular Diversity	Ch 3 MB HW DUE
	F – Chapter 4: Tour of Cell	
	S – Quiz	Ch 4 MB HW DUE Chapters 1 – 4 MB Quizzes DUE
	SU – Exam I	
2 July 20 – 26	M – Chapter 5: Membrane Transport	
	T – Chapter 5: Membrane Transport	Ch 5 MB HW DUE
	W – Chapter 6: Intro to Metabolism	
	TH – Chapter 7: Cellular Respiration & Fermentation	Ch 6 MB HW DUE
	F – Chapter 7: Cellular Respiration & Fermentation	Ch 7 MB HW DUE
	S – Quiz	Chapters 5 – 7 MB Quizzes DUE
	SU – Exam II	
3 July 27 – Aug 2	M – Chapter 8: Photosynthesis	
	T – Chapter 9: The Cell Cycle	Ch 8 MB HW DUE
	W – Chapter 9: The Cell Cycle	
	TH – Chapter 10: Meiosis	Ch 9 MB HW DUE
	F – Chapter 10: Meiosis	Ch 10 MB HW DUE
	S – Quiz	Chapters 8 – 10 MB Quizzes DUE
	SU – Exam III	
4 Aug 3 – 9	M – Chapter 11: Mendel and the Gene Idea	
	T – Chapter 12: The Chromosomal Basis of Inheritance	Ch 11 MB HW DUE
	W – Chapter 13: The Molecular Basis of Inheritance	Ch 12 MB HW DUE
	TH – Chapter 14: Gene Expression: Gene to Protein	Ch 13 MB HW DUE
	F – Chapter 14: Gene Expression: Gene to Protein	Ch 14 MB HW DUE
	S – Quiz	Chapters 11 – 14 MB Quizzes DUE
	SU – Exam IV	
5 Aug 10 – 15	M – Chapter 15: Regulation of Gene Expression	
	T – Chapter 15: Regulation of Gene Expression	Ch 15 MB HW DUE
	W – Chapter 16: Development, Stem Cells & Cancer	Ch 16 MB HW DUE
	TH – Chapter 17: Viruses	
	F – Final Exam Review (Optional)	Ch 17 MB HW DUE
	S – Final Exam – Aug 15th	

IMPORTANT ACADEMIC DATES

July 16 - Official Day of Record

July 17 - Last Day for 70% Refund

July 20 - Last Day for 25 % Refund

Aug 3 - Last Day to Withdraw

Aug 11 - Last Day of Instruction

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. Don't 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.

Academic Integrity

This instructor is committed to a high standard of academic integrity in the academic community. In becoming a part of the academic community, students are responsible for honesty and independent effort. Failure to uphold these standards includes, but is not limited to, the following: plagiarizing written work or projects, cheating on exams or assignments, collusion on an exam or project, and misrepresentation of credentials or prerequisites when registering for a course. Cheating includes looking at or copying from another student's exam, orally communicating or receiving answers during an exam, having another person take an exam or complete a project or assignment, using unauthorized notes, texts, or other materials for an exam, and obtaining or distributing an unauthorized copy of an exam or any part of an exam. Plagiarism means passing off as his/her own the ideas or writings of another (that is, without giving proper credit by documenting sources). Plagiarism includes submitting a paper, report, or project that someone else has prepared, in whole or in part. Collusion is inappropriately collaborating on assignments designed to be completed independently. These definitions are not exhaustive. When there is clear evidence of cheating, plagiarism, collusion, or misrepresentation, disciplinary action includes but is not limited to assigning a grade of zero or "F" for an exam or assignment; or assigning a grade of "F" for the course. Additional sanctions including being withdrawn from the course, program or expelled from school may be imposed on a student who violate the standards of academic integrity.

Here's 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, the instructor has the authority to drop you for excessive absences. You may be dropped from a course after accumulating absences in excess of 12.5 percent of the total hours of instruction (lecture and lab). For example:

- For a 3 credit-hour lecture class meeting 3 hours per week (48 hours of instruction), you can be dropped after 6 hours of absence.
- For a 4 credit-hour lecture/lab course meeting 6 hours per week (96 hours of instruction), you can be dropped after 12 hours of absence. Departments and programs governed by accreditation or certification standards may have different attendance policies. Administrative drops are at the discretion of the instructor. Failure to withdraw officially can result in a grade of "F" or "FX" in the course.

If circumstances significantly prevent you from attending classes, please inform me. It is the responsibility of each student to amend their professional/personal schedule to meet the class schedule.

If you stop attending class for whatever reason, **it is your responsibility to officially drop the course by August 3, 2020. Otherwise you will receive an "F" or "FX" for the course.**

You are also responsible for materials covered during your absences. 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.

Student Conduct

1. Students should be on time for class and be prepared with required materials including textbook and lab manual.
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.
5. 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. Disruptive behavior may result in removal from the class.

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 don't 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/Links to an external site.](https://www.hccs.edu/online/technical-support/Links%20to%20an%20external%20site)

Eagle Online Technical Support 713-718-5275, option 3

IT Help Desk 713-718-8800, option 1(**Password reset**)

LockDown Browser Requirement

This course requires the use of LockDown Browser and a webcam for online exams that may be taken at home. The webcam can be the type that's built into your computer or one that plugs in with a USB cable. Watch this brief video to get a basic understanding of LockDown Browser and the webcam feature. <https://www.respondus.com/products/lockdown-browser/student-movie.shtml>

Download Instructions

Download and install LockDown Browser from this link:

<https://download.respondus.com/lockdown/download.php?id=355612798>

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.

Guidelines

When taking an online quiz, follow these guidelines:

- ✓ Ensure you're in a location where you won't be interrupted
- ✓ Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach
- ✓ Before starting the test, know how much time is available for it, and that you've allotted sufficient time to complete it
- ✓ Clear your desk or workspace of all external materials; not permitted - books, papers, other devices
- ✓ Remain at your computer for the duration of the test
 - If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run the checks again prior to the exam

To produce a good webcam video, do the following:

- ✓ Avoid wearing baseball caps or hats with brims
- ✓ Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) are likely to move
- ✓ If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete
- ✓ Take the exam in a well-lit room, but avoid backlighting (such as sitting with your back to a window)

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

Getting Help

Several resources are available if you encounter problems with LockDown Browser:

- The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area
- HCC help desk number is 713-718-8800. The help desks may want students to run the "System & Network Check" and the "Webcam Check" before they are

contacted - and even, to forward the results of these checks at the time of opening a ticket.

- Respondus has a Knowledge Base available from support.respondus.com. Select the "Knowledge Base" link and then select "Respondus LockDown Browser" as the product. If your problem is with a webcam, select "Respondus Monitor" as your product

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'm 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 don't understand so that you can do something about it.
 - ✓ Don't 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 can't 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. Don't 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

Here's the link to the HCC Student Handbook <http://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

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
<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 Contact Information

Dr. DaeJan Grigsby

Email: daejan.grigsby@hccs.edu

Phone: 713-718-7775