

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

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

**BIOL 1308: Biology Non-Science Majors | Lecture | #14180**

Spring 2021 | 12 Weeks | In-Person

Central – Learning Hub| Monday and Wednesday 6:00 p.m.-7:50 p.m.

3 Credit Hours | 48 hours per semester

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

**Instructor Contact Information**

Instructor: Terri Blackmon, Ph.D.

Office Phone: Canvas Email Inbox

HCC Email: Canvas Email Inbox

Office Hours: By Prior Appointment via WebEx

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

Please feel free to contact me concerning any problems that you are experiencing in this course. **Your performance in my class is very important to me.** I am available to hear your concerns and just to discuss course topics.

**My Personal Welcome**

Welcome to Introductory Biology — 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.

**What's Exciting About This Course**

Biology is the study of life. Learning and understanding Biology helps you know:

1. How and why things happen in the physical world.
2. More about yourself and your daily experiences.
3. How to live a healthier life and improve the lives of others.
4. How different organisms interact with each other, as well as our impact on them.

## Prerequisites and/or Co-Requisites

Biology 1308 requires college-level reading and writing skills. Research indicates that you are most likely to succeed if you have already taken and passed ENGL 1301. The minimum requirements for enrollment in Biology 1308 include placement in college-level reading (or take INRW 0420 or ESOL 0360 as a co-requisite). If you have enrolled in this course having satisfied these prerequisites, you have a higher chance of success than students who have not done so.

There are no prerequisites/co-requisites for this course, though the complementary Biol 1108 lab experience is suggested.

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

## Course Modality

**Flex Campus** – Students enrolled in the course have the choice to attend either online or in person on Monday and Wednesday. Half of the class will physically attend on Monday's and the other half of students will physically attend class on Wednesday's. When a student is not attending in person, they are required to participate at the scheduled time online. Attendance will be taken for all student every class. We are working on a system to ensure all students can participate in person at times if they want. **If there are less than or equal to 9 students enrolled in the course, you will be expected to be present on EVERY Monday and Wednesday of scheduled lecture.**

## 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.

### Canvas Student Guidelines

<https://community.canvaslms.com/community/answers/guides/>

## HCC Online Information and Policies

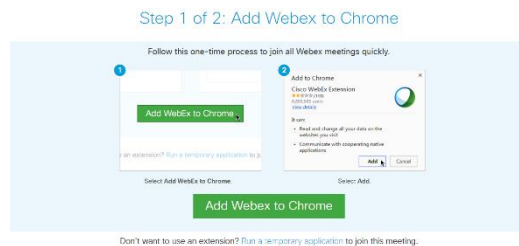
For online/hybrid students. As an online /hybrid student, you are responsible for all information/requirements provided by the online college. Here is the link to information about HCC Online classes <http://www.hccs.edu/online/>. This includes the mandatory online course prior to start of class.

## How Do You Reach Me?

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.

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

1. If this is your first-time using WebEx, you will be prompted to install a browser extension.



2. You will be prompted to join the audio conference via phone or your computer.
  - If you want to use your computer, select **Use Computer for Audio**.
  - If you are not able to get the computer audio to work, you may join the audio conference by phone. Under the "Use Phone" section, there will be a phone number, access code, and attendee ID. Call the phone number, then enter the code and attendee ID when prompted.

## Office Hours Virtual Meetings

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

To join the scheduled Office Hour meeting, check your HCC student email and click on **Join Meeting Link**.

## COVID-19 Exposure Reporting Procedure

Everyone must fill out a pre-screening questionnaire called the HCC COVID-19 Pre-Screening. This must be completed the day you plan to come to campus, but before you arrive at HCC. Students are registered in the HCC COVID-19 Pre-Screening system and will receive an email every day with their unique link to complete the questionnaire prior to arriving at an HCC location.

### Experiencing symptoms or concerned over possible 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.
4. If **you do not need to be on campus**, complete the HCC COVID-19 Pre-Screening questionnaire which will start our follow-up process.
5. 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.

## Canvas Learning Management System and Computer System Requirements

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

## USE FIREFOX OR CHROME AS THE INTERNET BROWSER.

All biology sections utilize Canvas (<https://eagleonline.hccs.edu>) to supplement in class assignments, exams, and activities. The biology department requires a computer or iPad with the ability to download the Respondus Lockdown Browser (LDB) software and a webcam for online assessments. **CANNOT USE CHROMEBOOKS AND SMARTPHONES for graded assessments for which the instructor requires LDB and webcam monitoring.** If you do not have the capabilities for LDB with webcam you are advised to withdraw from this course and re-enroll in another course that does not require LDB and webcam monitoring.

### Type Minimum Recommended

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

Mac Users OS X 10.5 or higher OS X 10.13 High Sierra

Webcam 640×480 resolution 1280×720 resolution

Internet Download Speed .768 Mbps 1.5 Mbps

### Canvas Browser Requirements:

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

**Eagle online Problems Center:** <http://www.hccs.edu/online/technical-support/>Please go

to this website if you have technical problems with using Canvas.

You will find a 24/7 phone number you can call, an opportunity for live chat with a technician, and a FAQ section for students.

**Eagle Online Technical Support - call 713.718.5275**

## Open Lab Locations

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

## HCC Online Information and Policies

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

## Instructional Materials Required for The Course

### Required Material:

1. **Textbook:** **DO NOT PURCHASE A BOOK OR ACCESS CODE FOR THIS COURSE.**

**"This course participates in the Inclusive Access program at HCC".** Inclusive Access is a partnership between HCC, Barnes & Noble, and our textbook publisher, Pearson, to provide the best learning resources directly in our Learning Management

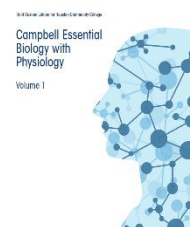
System (Canvas) on Day 1. Inclusive Access is designed to ensure that students have access to course materials. Students are charged a materials fee by the school for any courses offering First Day. Students who drop before the add/drop date are not charged for the materials. In addition, students have the option to opt out of the program prior to the Official day of Record, which is February 25, 2021, for Spring II 2021.

It is *NOT* recommended that you Opt-Out, as these materials are required to complete the course. *You can choose to Opt-Out on the first day of class, you will be responsible for purchasing your course materials at the full retail price and access to your materials may be suspended.*

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

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

- **Campbell Essential Biology with Physiology**, 6<sup>th</sup> Edition, Simon, Reece, Dickey, ISBN for HCC Custom Copy: [9780134819426](https://www.wiley.com/9780134819426)



## 2. Laptop:

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

3. **Folder:** To hold the course calendar, notes and other study documents.

4. **Index Cards:** To write terms and definitions.

## 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>

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

## Other Instructional Resources

**Learning Web:** Syllabus and other relevant course information may be posted on the Learning web found at the following link: <http://learning.hccs.edu/faculty/>

**Canvas:** Biology sections utilize Canvas supplement in-class assignments, exams, and activities.: <https://eagleonline.hccs.edu> Your Username is same as your student ID number used for registration (For example: W0034567). Your default password is "distance". Once you log-in, you can change the password.

## 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.

- **Online tutoring:** <https://hccs.upswing.io/>  
Get expert one-on-one help, Online or In Campus, specifically for HCC students.
- **On Campus Tutoring:** [www.hccs.edu/findatutor](http://www.hccs.edu/findatutor)

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

## 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/>.

## Other Materials and Resources

- **BIOLOGY LAB REVIEW PAGES:** <http://ctle.hccs.edu/biologylabs/index.html> You will get access to digital images, animations, and labeling exercises to review models, slides, and experiments we cover in lab.
- **BIOLOGY PROGRAM WEBSITE:** <https://learning.hccs.edu/programs/biology> Lots of important information including "Student Success Modules".
- **EGLS3 (Evaluation for Greater Learning Student Survey System)**  
<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/> **HCC Tutoring (Online and face-to-face)**  
<http://ctle3.hccs.edu/alltutoring/>
- **STEM Website for students:** <http://www.hccs.edu/resources-for/current-students/stem--science-technology-engineering--mathematics/>
- **STUDENT BEHAVIOR EXPECTATIONS**  
<http://www.hccs.edu/resources-for/current-students/student-handbook/>
- **AMERICANS WITH DISABILITIES ACT STATEMENT**  
<http://www.hccs.edu/support-services/disability-services/>
- **CAMPUS CARRY:** <http://www.hccs.edu/departments/police/campus-carry/>
- **HCC ONLINE ORIENTATION** <http://www.hccs.edu/online/student-services/course-orientations/>
- **HCC ONLINE HANDBOOK** <http://www.hccs.edu/media/houston-community-college/distance-education/student-services/HCC-Online-Student-Handbook.pdf>
- **SUPPLEMENTARY INSTRUCTION:** <http://www.hccs.edu/resources-for/current-students/supplemental-instruction>

## Course Goal

To become knowledgeable about various properties of living organisms, and touse this knowledge to gain science literacy enabling you to become informed health-related research and other issues that impact society.

## Course Description

**State of Texas Course Description:** Provides a survey of biological principleswith an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction.

**HCCS BIOL 1308 Course Description:** The course is designed to give students the basic knowledge of life sciences. Topics include basic chemistry, cell morphology, metabolism, photosynthesis and respiration, cell division, and Mendelian/classical and molecular genetics. This course satisfies the Life and Physical Sciences or Component Area Option of the HCC core. Please set aside adequate time for study - you will probably need to spend at least 6 hours per week!

### Core Curriculum Objectives (CCOs)

BIOL 1308 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 demonstrate the ability to draw conclusions based on the systematic analysis of topics using observation, experiment, and/or numerical skills by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams that pertain to Course Student Learning Outcomes below.
- **Teamwork:** Students will demonstrate the ability to consider different points of view and to work effectively with others to support a shared purpose or goal by completing textbook reading assignments, completing assignments, and answering questions on quizzes and exams that pertain to Course Student Learning Outcomes [below](#).

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

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

### Course Student Learning Outcomes (CSLOs):

Upon Successful completion of the course, students will:

1. Distinguish between prokaryotic, eukaryotic, plant and animal cells, and identify major cell structures.
2. Identify stages of the cell cycle, mitosis (plant and animal), and meiosis.
3. Interpret results from cell physiology experiments involving movement across membranes, enzymes, photosynthesis, and cellular respiration.
4. Apply genetic principles to predict the outcome of genetic crosses and statistically analyze results.

5. Describe karyotyping, pedigrees, and biotechnology and provide an example of the uses of each.
6. Identify parts of a DNA molecule, and describe replication, transcription, and translation.
7. Analyze evidence for evolution and natural selection.

## Learning Objectives

1. Consistently demonstrates knowledge of scientific terminology, and its complete use in living organisms.
2. Consistently able to demonstrate knowledge of principles of living organisms and complete knowledge of physical and chemical properties of life.
3. Able to explain function at the level of molecules and cells, to include biological macromolecules, cellular organization, communication, and cell division.
4. Able to explain and apply the knowledge of energy transformations.
5. Able to explain the metabolic reactions associated with cellular activities, such as the processes of glycolysis, fermentation, cellular respiration, and photosynthesis.
6. Consistently able to explain the molecular sequence of events involved in the flow and expression of genetic information in prokaryotic and eukaryotic cells.
7. Able to explain the process of DNA replication and RNA transcription, protein biosynthesis and mutation.
8. Consistently demonstrates knowledge of Mendelian genetics.
9. Proficiency in performing and interpreting genetic problems.
10. Able to describe advances made in the understanding of genes and chromosomes since Mendel.
11. Consistently differentiates between appropriate and inappropriate experimental design. Takes appropriate steps or explains appropriate steps independently and correctly.
12. Able to distinguish a theory from a hypothesis.

## 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 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**

- Please complete the modules in canvas in the sequence of arrangement.
- Modules require a pre-requisite to be completed to get an access to the next module.
- Do not skip any pages in the module as you may miss out important information and will not have access to the next module.
- See the detailed calendar on your Eagle online Canvas course. Print out the calendar to keep track of due dates for all Graded Assignments.

### **Assignments – Ungraded and Graded**

**Ungraded** – Reading Assignment Worksheets, Videos to Aid Learning

**Graded** – Syllabus Quiz, Chapter Quizzes, Unit Activities, Unit Exams & District Exam

- **Syllabus Quiz:** In Respondus LockDown Browser with Webcam for 2% of your grade. Read the “Start Here” module step by step to complete the “To Do Activities” and read the syllabus carefully before taking the Syllabus Quiz. You can take it multiple times. You cannot access the course material starting with UNIT ONE you pass it.
- **Videos:** There are multiple video-links embedded in each Study Plan for better understanding the concepts. You can also view any topic related external videos to enhance your learning.
- **Chapter Quizzes (26%):** These are online multiple-choice-question assignments for each chapter in Canvas. These will help you asses your understanding for individual chapter and accordingly prepare you for the exam.
- **Unit Activities (12%):** There will be one activity per unit. The activities will be different for each unit and will have a grading rubric. It will be good warm self-testing tool based on any one chapter in that unit.
- **You will be allowed 30 minutes to complete quizzes. All quizzes require Lockdown Browser.**

## Written Assignments

- 1. 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 do not 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.

To receive full credit, you need to make an original response and a reply to two classmates' responses (that is easy, just 3).

### Benefits:

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

## 2. Essay's

Students are expected to write 3 short essays 250-300 words each on varying topics throughout the semester.

## Exams (Required)

All exams will be online through Canvas using the Respondus Lockdown Browser and Webcam. A link to download the software will be in your "Start Here" module along with a video demonstration. Students with disabilities who need special help taking tests as part of reasonable accommodation should contact the Office for Students with Disabilities for information.

**Unit Exams (50%):** There will be 6 -unit exams. Each exam will contain a number (50-70) of multiple-choice questions. Each exam has an equal value as the other exams. One lowest grade will be dropped from the average grade.

You **MUST** show your ENTIRE environment (360 degrees). This includes moving your camera up, down, side-to-side, walls and your desk should be shown. **DO NOT JUST TURN THE CAMERA AROUND or MOVE IT UP AND DOWN.** This is only difficult to accomplish if you are trying to hide something.

- **If you do not do this properly, you will receive a "zero" on the exam.**

You are permitted use of one sheet of paper. **MUST** show front and back side to the camera, this should be the only material on your desk.

- **I will deduct 50 pts for failure to follow this instruction.**

Make sure you read the "Important Instructions when using Lockdown Browser" located in the "Start Here" Module

- There are time limits for exams. You will not be given extended time for testing if you log in late.
- Exams are closed book; you may not consult with another person.
- You may not use any other device during the exam.

- You must always remain within the Webcam’s view with no music or a TV playing.
- You will be prompted to show your entire exam environment with your Webcam (including your desktop!).
- Always keep your eyes on the computer screen or upwards.

**Exams are open and due on Saturday’s by 11:59 pm unless otherwise specified by the professor.**

### **Final Exam (Required)**

The HCC Science Discipline requires a System-wide Comprehensive Final for each course. You are required to take it IN-PERSON during the last week of the term. It will be worth 10% of your final course grade. This is an in-person, CLOSED book exam, which will require you to present to a specified location during the appropriate time frame with a pencil & your ID in-hand. There are no provisions for makeup. **Students who absent from the final will receive a zero.** The final exam grade will count as 10% of your course grade.

### **Grading Formula**

<b>Grade</b>	<b>Total Points</b>
A	900+
B	800-899
C	700-799
D	600-699
F	<600

### **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 BEFORE **April 23, 2021**
- ✓ 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/>

## Grade Computation

<b>Grading Category</b>		<b>Total Points Per Category</b>	<b>Weightage</b>
<b>No.</b>	<b>Details</b>		
<b>1</b>	<b>Syllabus Quiz - 1</b>		
<b>2</b>	<b>Chapter Quiz</b> <b>1 per chapter = 11</b> 20 points per Chapter Quiz	<b>220</b>	<b>20%</b>
<b>3</b>	<b>Unit Activities/ Weekly Discussions</b> <b>1 per unit = 5</b> 40 points/ Unit	<b>200</b>	<b>20%</b>
<b>4</b>	<b>Unit Exam -</b> <b>1 per unit = 3</b> 160 points per Unit Exam	<b>480</b>	<b>48%</b>
<b>5</b>	<b>District Final Exam = 1</b> 100 points for 1 Final Exam	<b>100</b>	<b>10%</b>
	<b>TOTAL POINTS</b>	<b>1000</b>	<b>100%</b>
	<b>Extra Credit – EGLS3 1%</b>	<b>Up to 100</b>	<b>1%</b>

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

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

## Course Calendar

Week	All Items are due at 11:59pm unless otherwise noted.			
	Chapters	Related Activities		Due Dates
0	<b>Syllabus Quiz Must be passed to access the course!</b>			
1	<b>Chapter 1: Introductions</b>	Chapter Quiz	20	Feb 28 <sup>th</sup>
2	<b>Chapter 2: Chemistry</b>	Chapter Quiz Chemical Bonds	20 40	March 5 <sup>th</sup>
3	<b>Chapter 3: Molecules of Life</b>	Chapter Quiz Biological Molecules	20 40	March 12 <sup>th</sup>
<b>EXAM I: Chapters 1-3      160 pts</b>				<b>March 13<sup>th</sup></b>
<b>SPRING BREAK: MARCH 15 - 19<sup>th</sup></b>				
4	<b>Chapter 4: Tour of The Cell</b>	Chapter Quiz Cell Simile	20 40	March 26 <sup>th</sup>
5	<b>Chapter 5: Working Cell (Energy, Enzymes and Membranes)</b>	Chapter Quiz Enzymes	20 40	April 2 <sup>nd</sup>
6	<b>Chapter 6: Cellular Respiration</b>	Chapter Quiz	20	April 9 <sup>th</sup>
<b>April 15<sup>th</sup> LAST DAY TO WITHDRAW</b>				
7	<b>Chapter 7: Photosynthesis</b>	Chapter Quiz Website	20 40	April 16 <sup>th</sup>
<b>EXAM II: Chapters 4-7      160 pts</b>				<b>April 17<sup>th</sup></b>
8	<b>Chapter 8: Mitosis and Meiosis</b>	Chapter Quiz Website	20 40	April 23 <sup>rd</sup>
9	<b>Chapter 9: Inheritance Chapter 10: Structure and Function of DNA</b>	Chapter Quizzes	20	April 30 <sup>th</sup>
10	<b>Chapter 11: Gene Regulation</b>	Chapter Quiz HeLa Cells	20 40	May 7 <sup>th</sup>
<b>EXAM III: Chapters 8-11      160 pts</b>				<b>May 8<sup>th</sup></b>
11	<b>Chapter 12: DNA Technology Chapter 13: Evolution</b>	Chapter Quizzes Genetic Profile Evolution in TX	40 10 10	May 9 <sup>th</sup> <b>Extra Credit</b>
12	<b>Final Exam – Comprehensive      Wednesday, May 12<sup>th</sup> at 6:00pm</b>			

✓All graded assignments are due at 11:59 pm on the dates outlined in the calendar. Please note: The due dates for the Graded Assignments will not be extended.

### **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.

#### Important Academic Dates

<b>February 26</b> – Official Day of Record	<b>April 2</b> – Spring Holiday	<b>May 9</b> – Last Day of Instruction
<b>March (15-19)</b> – Spring Break	<b>April 15</b> – Last Day to Withdraw	<b>May (10-16)</b> – Finals Week

## Instructor's Practices and Procedures

### Missed Assignments

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

FOR THE ONE MISSED LECTURE EXAM, THE DEPT. EXAM WILL COUNT TWICE (x2) FINAL EXAMS MUST BE TAKEN. Regardless of whether there was a valid reason for missing the scheduled examination.

### Academic Integrity

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

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

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

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

### Attendance Procedures

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

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

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

If you stop attending class for whatever reason, **it is your responsibility to officially drop the course by April 6, 2020. Otherwise, you will receive an "FX" for the course.**

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

## Student Conduct

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

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

## Technical Support for Students

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

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

## Alternative Methods of Turning in Assignments

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

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

## Eagle Online Help Center and Canvas Help

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

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

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

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

Eagle Online Technical Support  
IT Help Desk  
Instructional Services

713-718-5275, option 3  
713-718-8800, option 1(**Password reset**)  
713-718-5295

## Inclusive Access Customer Care

Students that are experiencing issues, cannot access their account or have questions can receive 24/7 Support via:

- Web: [customercare.bncollege.com](http://customercare.bncollege.com)
- Toll Free: 1-844-9-EBOOKS (1-844-932-6657)
- Email: [bookstorecustomercare@bncollege.com](mailto:bookstorecustomercare@bncollege.com)

## Pearson Technical Support

Access the website for Pearson related support

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

## LockDown Browser Requirement

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

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

### Once Installed

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.

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

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

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

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



## Guidelines

### When taking an online quiz, follow these guidelines:

1. You **need to commit a time** 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** (school or government) at the start of **Every** exam.
3. You **MUST show your ENTIRE environment (360 degrees)**. This includes moving your camera up, down, side-to-side, walls and your desk should be shown. **DO NOT JUST TURN THE CAMERA AROUND or MOVE IT UP AND DOWN**. This is only difficult to accomplish if you are trying to hide something. If you have a mounted monitor, please use a **mirror** to show your entire exam environment.
  - o **If you do not do this properly, you will receive a "zero" on the exam.**
4. Prior to starting the Exam, save all opened work on the computer, close all apps, complete all computer software updates and restart your computer. If not, your computer may lock up during the exam.
5. Please turn off all other electronics other than your laptop (as well as little brothers gaming), as they decrease your Wi-Fi bandwidth and may cause issues with Lockdown Browser.
6. Please use the restroom before taking this exam. **You will not be able to exit once you start the exam.**
7. You will have only **One Attempt** to complete the exam.
  - o What it means is that once you start the test, you must finish and SUBMIT it before logging out. You will NOT be allowed to log in the second time to take the same test.
8. Please **Do Not speak or Use Headphones** during the exam.
9. Avoid wearing baseball caps or hats that extend beyond the forehead
10. **Focus only on the screen** and not on your surroundings (so no looking up, down or sideways!). You are not allowed to turn away from the computer or leave. **Your complete face must 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'll move out of the video frame or change your relative position to the webcam.
14. Do not take an exam in a dark room. If the details of your face don't show clearly during the webcam check, the automated video analysis is more likely to flag you as missing.
15. If the automatic alerting system notifies me frequently your grade **maybe lowered** for not following the above directions!!!
16. No copying/downloading exam pictures or any part of the exam.
17. You are permitted use of one sheet of paper. **MUST** show front and back side to the camera, this should be the only material on your desk.
  - o **I will deduct 50 pts for failure to follow this instruction.**

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.

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

## Additional Support and Encouragement

**Please make sure that if you have any questions or problems at any time, that you first contact me as soon as possible.** The worst thing you can do is wait to contact me or to not take advantage of the resources available to you. By taking an active part in your education, you will make your academic experience much more rewarding and exciting!!

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

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

To help students avoid having to drop/withdraw from any class, HCC has instituted an Early Alert process by which your professor will "alert" you that you might fail a class because of excessive absences and/or poor academic performance. The counselors will work with you to learn about what, if any, HCC interventions might be available to assist you – online tutoring, childcare, financial aid, job placement, etc. – to stay in class and improve your academic performance.

- **Studying:** How should you study for this course?
  - ✓ Go over your lecture notes after each lecture/lab, while the material is still fresh on your mind.
  - ✓ Although some memorization is invariably necessary when learning a new "language", the goal of learning is to understand the information, not to simply memorize a bunch of disconnected "facts". A major purpose of studying is to discover what you do not understand so that you can do something about it.
  - ✓ Do not just passively read the notes, think about them, and ask yourself questions about them. Do you understand what was said? Does it make sense and why? Compare and contrast the new information with things that you have already learned.
  - ✓ Form study groups, these are very helpful for the learning process.
  - ✓ Keep up regularly. You cannot cram all the information into your brain the night before an exam, and we may not be available to answer your questions at the last minute. For this upper division lecture and laboratory course – you should plan to **spend at least 6 hours per week OUTSIDE of class studying for this course.**
- **Taking notes:**
  - ✓ Attending class regularly and keeping good notes is essential for success in this course. Good notetaking is an acquired skill. Do not try to write full sentences – you will be so busy writing that you may miss the next point and your notes will be harder to study.
  - ✓ Instead of writing down every word during lecture, write down key phrases and use short abbreviations.
  - ✓ Cornell Notes are a valuable proven to take notes and learn from your notes. Please see the following video on how to correctly take Cornell Notes:  
<https://www.teachertube.com/video/cornell-notes-for-students-avid-302936>

## Biology Program Information

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

Award types: Associate in Science

Area of study: Science, Technology, Engineering & Math

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

## HCC Policies

Below is the link to the HCC Student Handbook where you can find information on the topics listed: <http://www.hccs.edu/resources-for/current-students/student-handbook/>

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- Disability Support Services
- Electronic Devices
- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

## EGLS3

The EGLS3 (Evaluation for Greater Learning Student Survey System) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS3 surveys are only available for the Fall and Spring semesters. EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

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

## Campus Carry Link

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

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

## **HCC Email Policy**

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go to HCC Eagle ID and activate it now. You may also use Canvas Inbox to communicate.

## **Housing and Food Assistance for Students**

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable HCC to provide any resources that HCC may possess.

## **Office of Institutional Equity**

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

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

## **Disability services**

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short-term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to:

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

## **Title IX**

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy, please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross  
Director EEO/Compliance  
Office of Institutional Equity & Diversity 3100 Main  
(713) 718-8271  
Houston, TX 77266-7517 or

[Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu) <http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

## Office of the Dean of Students

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

## Department Chair Information

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

### **REFER TO A DATE SPECIFIC CALENDAR POSTED IN CANVAS FOR SUBMISSION OF ASSIGNMENTS**

**DISCLAIMOR:** It is your responsibility to read the syllabus in its entirety by the second-class period and contact the Instructor if you have any questions and/or need clarifications.

## **Have a Great Semester & Enjoy Learning Biology!**