What is Biology for Non-Science Majors I?

Biology 1408 is a 4 credit-hour general Biology course designed for the non-science major. Emphasis will be on scientists and their contributions to the science field, scientific problem solving, unity of life including cells and genetic information, energy pathways important to life, and current issues in biology. (3 Lec., 3 Lab.) (Coordinating Board Academic Approval Number 2601015103)

Prerequisites:

One of the following must be met: (1) Developmental Reading 0093 AND Developmental Writing 0093; (2) English as a Second Language (ESOL) 0044 AND 0054; or (3) have met Texas Success Initiative (TSI) Reading and Writing standards AND DCCCD Writing score prerequisite requirement.

How can I contact Mrs. Barbero?

Email: pbarbero@dcccd.edu
Office: C-270   Office #: (972) 860-8343   Office Hours: Emails responded to within 24 hours.

What are the student’s responsibilities?

Obtain Required Materials


  NOTE: This is a custom edition specifically for Eastfield College and you must buy the textbook from the Eastfield College Bookstore, it already comes with the access code for MasteringBiology and you do not need to purchase a separate access code. There is also a digital version of the textbook plus MasteringBiology access available from the Eastfield bookstore. If you choose the version that comes with the eBook, you will not need a hard copy of the textbook. **The textbook (or etext) is ONLY available for purchase from the Eastfield College bookstore. Online purchases to MasteringBiology and the etext WILL NOT work!** In the bookstore you can purchase the following:

  ✓ Custom Biology Life on Earth textbook + access code: $178.60
  ✓ Custom Biology Life on Earth etext + access code: $106.40

- **At Home Lab Materials:** Dallas County CC Custom Biology Kit, eScience Labs, LLC. ($125 + $19.95 S&H) See eCampus for ordering instructions.

- **Digital Camera:** Camera in cell phone/iPad acceptable – must be able to take clear pictures

- **Computer with reliable internet access:** You should have regular, reliable access to the Internet (access with only a mobile device/ tablet is NOT enough to succeed in this class). Blackboard (eCampus) does not have full functionality with a mobile device/ tablet.

Attend Class: Fall Flex Term (Monday, February 16th – Friday, May 15th)

100% online delivery with scheduled due dates. This class requires completion of weekly lab experiments using a lab kit.
Last Date to Withdraw: Saturday, April 25, 2015

Final Exam Day and Time: Online, must be taken Monday, May 11th – Friday, May 15th

Adhere to the Honor Code Policy
Any test, quiz, or assignment you complete is to be your work alone. Tests and quizzes taken in eCampus are timed and I expect you to NOT use your books, notes, or the internet to assist you. 1 point per minute time exceeded is deducted from your score.

Student Contract
To create a good course environment you will attempt to follow these guidelines:
The student agrees to devote a reasonable amount of time and energy to successful completion of the course, to meet all deadlines, to avoid plagiarism and other forms of cheating, and to communicate frequently and clearly with the instructor, particularly when difficulties arise.

Attendance Policy:
In order to be successful, students must attend and participate in enrolled courses. Students are expected to log--in and utilize the course materials and activities in eCampus on a regular basis. As a minimum expectation, you should login to the course at least three separate days each week. Because this is a shortened flex term, as a general guideline, you should be actively learning through working with the online LECTURE materials for about 3 hours per week (the same as you would spend attending class) and dedicate at least the same amount of additional time to studying and reviewing the lecture materials either offline or online. You should also be actively working with the online LAB materials and completing experiments using the lab kit for about 3-5 hours each week. In total, to be successful, the typical student should spend a MINIMUM of 10-15 hours working on course materials each week of the flex term.
Students who struggle with science concepts, mathematics, or other complex coursework should expect to spend much more than this minimum to succeed.

Communication
The primary means of communication for this class will be EMAIL. You are responsible for ensuring that your email address is correctly listed in the course (check this on the first day!) and that you are receiving emails from the instructor. To ensure you receive all notices from the instructor in a timely manner, check your email frequently (at least 3-4 times per week).
If you send the instructor an email with a technical problem or other request that requires a rapid response to meet a deadline, make sure to use the correct subject line and then check your email frequently between the time you send your request/problem and the due date. Extensions will NOT be granted in situations where the instructor responded before the due date with instructions, but the student did not check frequently enough to see the response.
The instructor will reply to all emails sent in the proper format within 24 hours. ONLY re-send your email if you do NOT hear back from the instructor within this time frame. Do NOT assume that an unanswered email was received – ALWAYS RE-SEND if you do not receive a reply in 24 hours!

REQUIRED SUBJECT LINE FORMAT: The SUBJECT LINE needs the course ID & section # AND the student’s first and last name. The email must ALSO contain the student’s first and last name at the end of the message. Emails sent without this format will either receive no reply or a reply telling the student to re-send in proper format, which slows down response time.
Instructor Policies and Suggestions for Student Success

Be Familiar with the Course Design
- This course is divided into 14 lessons, each with an accompanying lab. Each major exam will cover several lessons, and the final exam is comprehensive over all 14 lessons and labs.
- The course requires purchase of a textbook and commercial lab kit supplemented by online instructional materials and graded assessments.
  - The online lesson materials are designed to guide student learning through supplementary explanations of the chapter material, interactive animations, self-assessments, and connections and applications to real life.
  - The online lab materials include estimated times for completion, materials lists, a lab report to complete and submit for grading, and video demonstrations that introduce each lab activity and help students set up and successfully complete the experiments.
- This online course is **NOT self-paced**. The course calendar provides the due dates for each lesson, lab, and graded materials at the beginning of the semester. Although students may work ahead, many graded assignments are cooperative and must be completed during the week assigned.

Understand Weekly Learning Outcomes
The learning objectives summarize the desired outcomes for each student upon completion of the lesson. Graded assessments will evaluate whether students have learned the material sufficiently to demonstrate the objectives. Therefore, students should use the objectives to guide their learning and study activities.

Late Work, Lab and/or Exam Make-up Policy
- Due dates for all assignments are laid out in the course calendar you receive on the first day of class. Ample time has been allotted to complete each lesson and lab. All assignments are expected on or before the deadline indicated in the syllabus course calendar available from the beginning of the semester. Students are expected to plan in advance to allow time to complete all graded assignments by the due date and time.
- Unless specifically noted, all assignments are due by 11:59 pm on the due date. However, no resets or technical assistance will be provided for assignments after 10:00 pm, even on DUE DATES. This means you should plan to finish your assignments by 10:00 pm.
- **Problems and Late submission:** If any problem, emergency or minor, will prevent you from completing one or more assignments or an exam by the due date, you must contact me immediately to request approval to submit an assignment late.
  - The FIRST time you request an extension, you will receive an additional 3 days for that week’s assignments with no point penalty.
  - After the “free” extension, you may still request permission to submit a week’s assignments late, but you will be charged a late penalty of 10% for every 3 days after the original due date, regardless of the reason for the extension.
  - For exams, a student will be required to provide written documentation of the emergency that caused the student to miss an exam due date before make-up arrangements will be made.

NOTE: If a technical problem arises while you are working on an assignment or test, you must contact me immediately and then watch your email for my response with what you need to do next to avoid a late penalty. Technical problems occurring after 10:00 pm can receive technical support (such as resetting the assignment), but will be subject to the late penalty. Technical problems occurring during the last hour before an exam is due do NOT count as an emergency. Start exams well before the time they must be submitted.
Be Able to Use and Access ECampus

ECampus will be used to track grades, turn in assignments and lab reports, and take tests in an electronic format. As a student, you need to have access to a computer with internet access to take advantage of this software. As an Eastfield student, there are various computers available on campus for those students who do not have access to a computer at home in L108.

Have Technical Requirements Needed to Succeed

A basic level of technical competence and equipment are necessary for participating in this online class. You should already be able to perform the following tasks:

- Attach document files to e-mail.
- Locate, save, and retrieve files on the computer.
- Send/receive email.
- Submit comments to a discussion board.
- Use a web browser like Internet Explorer or Firefox and search engines like Google.

You should have regular, reliable access to the following software and Internet resources (access to only a mobile device is NOT enough to succeed in this class)
<table>
<thead>
<tr>
<th>Hardware/Software Required</th>
<th>if using a PC</th>
<th>if using a Mac</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating System</td>
<td>Windows XP, Vista, 7</td>
<td>OS 10.5 or later</td>
</tr>
<tr>
<td>RAM</td>
<td>at least 512 MB</td>
<td>at least 512 MB</td>
</tr>
<tr>
<td>Free disk space</td>
<td>at least 2 GB</td>
<td>at least 2 GB</td>
</tr>
<tr>
<td>Audio and Visual Capabilities</td>
<td>• Screen display set to 1024x768 or higher&lt;br&gt;• sound card and speakers</td>
<td>• Screen display set to 1024x768 or higher&lt;br&gt;• sound card and speakers</td>
</tr>
<tr>
<td>Internet connection</td>
<td>• Ethernet (Local area network)&lt;br&gt;• Wireless network card&lt;br&gt;• T1, DSL, cable, or satellite&lt;br&gt;• a 56K modem is not recommended</td>
<td>• Ethernet (Local area network)&lt;br&gt;• Wireless network card&lt;br&gt;• T1, DSL, cable, or satellite&lt;br&gt;• a 56K modem is not recommended</td>
</tr>
<tr>
<td>Web Browser</td>
<td>• Mozilla Firefox v3.6 or higher&lt;br&gt;• Internet Explorer v8 or higher&lt;br&gt;*Google Chrome is NOT recommended for this course.</td>
<td>• Mozilla Firefox v3.6 or higher&lt;br&gt;• Safari v4.0 or higher&lt;br&gt;*Google Chrome is NOT recommended for this course.</td>
</tr>
<tr>
<td>Plug-ins and Media Players</td>
<td>• Java JRE v7 or higher&lt;br&gt;• Adobe Flash Player v10 or higher&lt;br&gt;• Adobe Shockwave Player v10 or higher</td>
<td>• Java JRE v7 or higher&lt;br&gt;• Adobe Flash Player v10 or higher&lt;br&gt;• Adobe Shockwave Player v10 or higher</td>
</tr>
<tr>
<td>PDF Viewer</td>
<td>• Adobe Reader v9 or higher</td>
<td>• Adobe Reader v9 or higher</td>
</tr>
<tr>
<td>Word Processing and ability to view Powerpoint shows</td>
<td>• Microsoft Word /Office&lt;br&gt;• Power Point/Power Point Viewer&lt;br&gt;• OpenOffice.org</td>
<td>• Microsoft Word /Office&lt;br&gt;• Power Point&lt;br&gt;• OpenOffice.org</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>• Email address&lt;br&gt;• Printing capability (infrequent)&lt;br&gt;• Digital camera (or phone capable of taking digital photos) to document lab activities&lt;br&gt;• Photo editing software (to crop or resize lab photos) such as Microsoft Office Picture Manager&lt;br&gt;• Turn pop-up blocker OFF!</td>
<td>• Email address&lt;br&gt;• Printing capability (infrequent)&lt;br&gt;• Digital camera (or phone capable of taking digital photos) to document lab activities&lt;br&gt;• Photo editing software (to crop or resize lab photos) such as iPhoto&lt;br&gt;• Turn pop-up blocker OFF!</td>
</tr>
</tbody>
</table>

How am I graded?

Your course grade is determined as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Lecture Exams at 75 pts each</td>
<td>300</td>
</tr>
<tr>
<td>Discussion/ Journal Prompts: 3 at 25 pts each</td>
<td>75</td>
</tr>
<tr>
<td>Lesson Assignments: 10 at 15 pts each</td>
<td>150</td>
</tr>
<tr>
<td>Lab Reports: highest 10 at 35 pts each</td>
<td>350</td>
</tr>
<tr>
<td>Comprehensive Final Exam</td>
<td>125</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

A standard grading scale will be used:

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90% - 100%</td>
<td>A</td>
</tr>
<tr>
<td>80% - 89%</td>
<td>B</td>
</tr>
<tr>
<td>70% - 79%</td>
<td>C</td>
</tr>
<tr>
<td>60% - 69%</td>
<td>D</td>
</tr>
</tbody>
</table>

Discussion Boards: Discussion boards are designed to stimulate scientific thought and class interaction to connect your learning of science to the real world. Each assignment will begin with a discussion prompt about a particular topic for you to write about. You will be expected to think about the topic, review course materials, and perform research to produce an original written essay that answers the prompt. The original essay will be posted in a designated area by the due date during the week assigned. Then, you will read your classmates’ essays and provide thoughtful responses evaluating their submissions by the reply due date. Finally, you will summarize your conclusions after reading any replies or related posts. Original posts, replies, and conclusion due dates are staggered to maximize interaction. Each discussion board will appear one week before that discussion is assigned and will provide additional details and grading rubrics.

Lesson Assignments: Lesson assignments will be completed online through eCampus using the access code that comes with your textbook. Lesson assignments review the important material from each chapter. They consist of tutorials, activities, and multiple choice.

Orientation Activities: All students must complete the orientation activities posted in the “Getting Started” menu button during the first week of classes. Many orientation activities are graded as complete/incomplete and include introducing yourself on the discussion boards. The orientation activities conclude with a graded orientation quiz and orientation checklist. The orientation activities are MANDATORY and count as a lesson assignment and towards certification in this class.

Lab Reports: For each of the labs in this course, you will spend several hours doing the lab experiments and recording data, then you will use that data to complete a lab report in eCampus. Each lab report will consist of essays, short answer, fill-in data tables, and multiple choice questions. The lab report will require 1 – 2 hours to complete (in addition to the time required to complete the actual lab). All lab reports also consist of uploading PHOTOGRAPHS to document your completion of the lab experiment. Make sure to check which photos are required before you start the lab each week because the photos are a significant part of your lab grade.

Photos are required for each lab and contribute to your lab report grade in the following way:
- No pictures attached to lab report: - 15 points deducted from grade
- Photos attached to lab report: + 5 points to grade

Lecture Exams: Exams will be taken online in the course management system and will consist of a combination of multiple choice, short answer, matching, and/or short essay questions over the chapters indicated in the course calendar. Tests are TIMED and CLOSED BOOK, CLOSED NOTES. You are not allowed to use your notes or search the web during tests.

Final Exam: The final exam is comprehensive and will be taken online in the learning management system. A lab practical section will be included in the final exam in which students will be expected to answer questions demonstrating understanding of the lab concepts and procedures. The final exam will consist of multiple choice questions.

Extra Credit: At the instructor’s discretion, a few extra credit assignments may be offered throughout the semester. Any extra credit assignments will be announced in the weekly email. Due dates for any extra credit assignments offered are final and no extensions or late submissions will be allowed.
Grading Policies: The instructor agrees to provide timely responses to student requests or inquiries and communicate frequently through email, course announcements, and timely grading with feedback. Lesson Assignments are graded instantly in eCampus. Lab Reports and Discussion Boards will be graded within 1 week after due date. Tests will be graded within 72 hours after the due date.

**NO LATE WORK IS ACCEPTED IN THIS CLASS!**

**DEADLINES FOR ASSIGNMENTS ARE NON-NEGOTIABLE!**

What are the course objectives?

BIOL 1408 develops the following Core Objectives:

1. **Critical Thinking** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
2. **Communication** - to include effective development, interpretation and expression of ideas through written, oral and visual communication.
3. **Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
4. **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

**Core Objective Development Statements:**

BIOL 1408 develops Critical Thinking and Empirical and Quantitative Skills by requiring students to research, analyze and interpret data derived from an experimental setting and drawing a well-informed conclusion of the data through the application of sound biological concepts.

BIOL 1408 develops Teamwork and Communication by requiring students to effectively work in a small group on an assigned problem, exercise or course concept that will then be presented in a written, oral or visual format.

BIOL 1408 will assess these Core Objectives with the “Who’s the Biggest Loser?” Case Study and Discussion Board.

**Lecture Learning Outcomes from Texas Higher Education Coordinating Board**

Upon successful completion of this 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. Interpret the results of karyotypes, pedigrees, and biotechnology experiments.
6. Identify parts of a DNA molecule, and describe replication, transcription, and translation.
7. Analyze evidence for evolution and natural selection.
Lab Learning Outcomes from Texas Higher Education Coordinating Board

Upon successful completion of this laboratory-based course, students will:
1. Be able to apply scientific reasoning to investigate questions, and utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data.
2. Use critical thinking and scientific problem-solving to make informed decisions in the laboratory.
3. Communicate effectively the results of investigations.
4. Distinguish between prokaryotic, eukaryotic, plant and animal cells, and identify major cell structures.
5. Identify stages of the cell cycle, mitosis (plant and animal), and meiosis.
6. Interpret results from cell physiology experiments involving movement across membranes, enzymes, photosynthesis, and cellular respiration.
7. Apply genetic principles to predict the outcome of genetic crosses and statistically analyze results.
8. Interpret the results of karyotypes, pedigrees, and biotechnology experiments.
9. Identify parts of a DNA molecule, and describe replication, transcription, and translation.
10. Analyze evidence for evolution and natural selection.

What are the class policies?

STUDENT E-MAIL
Legal privacy issues prevent your instructor from discussing your work or your grades on commercial e-mail accounts. If you wish to send your papers as attachments to an e-mail (and the instructor permits it), or if you have a question about your grade, you must open a student e-mail account. The account is free. You may set it up by going to www.dcccd.edu and click on Student Services, Online Services, and Student NetMail. All students receiving financial aid must open a student NetMail account.

WRITING ACROSS THE CURRICULUM:
Writing is a required part of all biology courses. You will have writing assignments determined by your instructor.

ATTENDANCE POLICY:
You are required to attend class virtually and adhere to the due dates for assignments, labs, and tests. There are no make-ups for assignments, labs, and tests missed due to unexcused absences. Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

RELIGIOUS HOLIDAYS/OBSERVANCES
Absences for observance of a religious holy day are excused. Notification of the absence must be given to the instructor in writing at least two weeks prior to the date of the holy day. A student whose absence is excused to observe a religious holy day is allowed to contract with the instructor to take a make-up examination or complete an assignment within a mutually agreed upon time after the absence.
ACADEMIC HONESTY

Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. The purpose of the Student Code of Conduct is to provide guidelines for the educational environment of the Dallas County Community College District. Such an environment presupposes both rights and responsibilities. Disciplinary regulations at the college are set forth in writing in order to give students general notice of prohibited conduct. Students should be aware of disciplinary actions for all forms of academic dishonesty, including but not limited to, cheating on a test, plagiarism, and collusion. As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog. More information is available on the internet at https://www1.dcccd.edu.cat0406/ss/code.cfm.

Cheating on a Test shall include:

a. Copying from another student’s test paper.
b. Using test material not authorized by the person administering the test.
c. All forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion.
d. Collaborating with or seeking aid from another student during a test without permission from the test administrator.
e. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
f. The unauthorized transporting or removal, in whole or part, of the contents of the unadministered test.
g. Substituting for another student, or permitting another student to substitute for one’s self, to take a test.
h. Bribing another person to obtain an unadministered test or information about an unadministered test.

Plagiarism:

Shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the acknowledged submission or incorporation of it in one’s own written work (i.e., taking someone else’s words or ideas and using them as your own). Plagiarism is academic dishonesty and plagiarized materials/assignments will receive a grade of zero and the student will be subjected to the disciplinary actions under academic dishonesty.

Collusion:

Shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.
WITHDRAWAL POLICY
If you are unable to complete this course, it is your responsibility to withdraw formally. The withdrawal request must be received in the Registrar’s Office by **Saturday, April 25, 2015**. Failure to do so will result in your receiving a performance grade, usually an “F.” If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a “W” (Withdraw) in each class dropped. For more information about drop deadlines, refer to the current printed Credit Class Schedule, contact the Admissions/Registrar’s Office at 972-860-7167 (Room C119), or contact the division office.

If you drop a class via eConnect, make sure to print a copy of the confirmation and keep the copy. In the event of a discrepancy it will be the responsibility of the student to provide documentation of having dropped the class.

STOP BEFORE YOU DROP
For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W”.
Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access:  [https://www1.dcccd.edu/coursedrops](https://www1.dcccd.edu/coursedrops)

FINANCIAL AID STUDENTS
If you are receiving Financial Aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and failing grades may require that you repay financial aid funds. Students who fail to attend or participate after the drop date are also subject to this policy. Failure to contact the instructor will result in your name being submitted to the Financial Aid Office as a “non-attendee.”

EMERGENCY/INCLEMENT WEATHER PROCEDURE
In case of emergency or inclement weather conditions, Eastfield students should listen to KEOM-FM Radio Station (88.5) as the primary media source. In partnership with the Mesquite Independent School District, Eastfield College Administration will notify KEOM immediately after a decision is made to cancel classes on any given day of inclement weather or for emergency purposes. Students may also monitor other local radio and television stations. The earliest an announcement may be broadcast on KEOM Radio is 6am. Students may also refer to the Eastfield College webpage [www.eastfieldcollege.edu](http://www.eastfieldcollege.edu) for the Inclement Weather announcement under the Features area of the front page. **The announcement will be posted immediately following the decision to close the college.**

ADA GUIDELINES
Students with a physical, mental or learning disability who require accommodations should contact the college Disability Services Office in C237. Call 972.860.8348 or email efcdso@dcccd.edu. For more information: [http://www.eastfieldcollege.edu/SSI/DSO/index.html](http://www.eastfieldcollege.edu/SSI/DSO/index.html)

REPEATING THIS COURSE
Effective for Fall Semester 2005, the Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. This class **may/may not** be repeated for the third or subsequent time without paying the additional tuition. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall-2002 semester. More information is available at: [https://www1.dcccd.edu/cat0506/ss/oep/third_attempt.cfm](https://www1.dcccd.edu/cat0506/ss/oep/third_attempt.cfm).
**OBTAINING YOUR GRADES AT THE END OF THE SEMESTER**

Grade reports are no longer mailed. Convenient access is available online or by telephone. Just use your student identification number when you log in to e-Connect or call DCCCD Touch Tone Services. Website address [http://ecconnect.dcccd.edu/](http://ecconnect.dcccd.edu/). Telephone number: 972-613-1818

**FOOD and DRINK POLICY**

Food, drinks, and tobacco products are prohibited in Eastfield College classrooms.

**CHILDREN ON CAMPUS**

The institution strives to protect an environment most conducive to teaching and learning for all enrolled students. Children who are taking part in organized scheduled activities or who are enrolled in specific classes are welcomed. Minor children, however, should not be brought to the institution unless closely supervised by their parent. Minor children should not be brought into classrooms, laboratories or other facilities of the college. This practice is disruptive to the learning process. In the case of an emergency where the student-parent has no alternative but to bring the child to campus, classroom faculty or the administrative heads of other units have full discretion as to whether a child may be allowed to quietly stay in the location. These individuals may require that children be removed by the student-parent from the setting if, in their opinion, the presence of the child is deemed to be disruptive to the learning process. For reasons of security and child welfare the institution will not permit unattended children to be left anywhere on the premises. Parents who have problems with childcare should visit the Counseling and/or Advisement Center to receive referrals to childcare services in the area.

**CLASSROOM ENVIRONMENT**

It is important that the best possible learning environment exist in the classroom. Students should arrive on time and remain for the entire class. Arriving late, leaving early and talking while the instructor is speaking, is disruptive to other students and the instructor. Please turn off cell phones and pagers and refrain from texting in class. All students should conduct themselves in a mature, responsible and courteous manner. Your cooperation in creating and maintaining a pleasant classroom environment will be appreciated by all.

**FERPA: Family Educational Rights and Privacy Act of 1974**

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the College may release information classified as “directory information” to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone numbers, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other similar information, including major field of student and degrees and awards received. Students may protect their directory information at any time during the academic year. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged. No transcript or academic record is released without written consent from the student, except as specified by law.

_The guidelines in this syllabus may be changed, deleted or amended at any time by the instructor._
<table>
<thead>
<tr>
<th>Week</th>
<th>Lesson Topic</th>
<th>Textbook Reading Assignment in <em>Audesirk</em> (10e)</th>
<th>Lab</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Orientation activities</td>
<td>Getting Started tab eCampus</td>
<td>Lab 1: Safety and Laboratory Techniques</td>
<td>Disc Board: Let’s Get Acquainted</td>
</tr>
<tr>
<td></td>
<td>Lesson 1: Introduction to Biology</td>
<td>Chapter 1: An Introduction to Life on Earth</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lesson 2: The Chemistry of Life</td>
<td>Chapter 2: Atoms, Molecules, and Life</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Lesson 3: Biomolecules</td>
<td>Chapter 3: Biological Molecules</td>
<td>Lab 2: Polar Bonding (extra credit)</td>
<td>Lesson 1&amp;2 Assignment</td>
</tr>
<tr>
<td></td>
<td>Lesson 4: Cells</td>
<td>Chapter 4: Cell Structure and Function</td>
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<td>3</td>
<td>EXAM 1 (Lessons 1-4)</td>
<td>Exam covers chapters 1, 2, 3, and 4</td>
<td>Lab 3: Biomolecules</td>
<td>Discussion Board: TBD</td>
</tr>
<tr>
<td>4</td>
<td>SPRING BREAK!</td>
<td>NO ASSIGNMENTS!</td>
<td>NO LABS!</td>
<td></td>
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<td></td>
<td>Lesson 6: Cell Membranes and Material Movement</td>
<td>Chapter 5: Cell Membrane Structure and Function</td>
<td>Lab 6: Diffusion and Osmosis</td>
<td>Lesson 6 Assignment</td>
</tr>
<tr>
<td>6</td>
<td>Lesson 7: Photosynthesis</td>
<td>Chapter 7: Capturing Solar Energy: Photosynthesis</td>
<td>Lab 7: Photosynthesis</td>
<td>Lesson 7 Assignment</td>
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<td>7</td>
<td>EXAM 2 (Lessons 5-8)</td>
<td>Exam covers chapters 5, 6, 7</td>
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<td>8</td>
<td>Lesson 8: Respiration</td>
<td>Chapter 8: Harvesting Energy: Glycolysis and Cellular Respiration</td>
<td>Lab 8: Respiration</td>
<td>Lesson 8 Assignment</td>
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<td>Lesson 9: Cell Division</td>
<td>Chapter 9: The Continuity of Life: Cellular Reproduction, 1st half</td>
<td>Lab 9: Mitosis</td>
<td>Lesson 9 Assignment</td>
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<td>9</td>
<td>Lesson 10: DNA Replication</td>
<td>Chapter 11: DNA: The Molecules of Heredity</td>
<td>Lab 11: Gene Expression</td>
<td>Lesson 10&amp;11 Assignment</td>
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<td>Lesson 11: Gene Expression</td>
<td>Chapter 12: Gene Expression and Regulation</td>
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<td>10</td>
<td>EXAM 3 (Lessons 8-11)</td>
<td>Exam covers chapters 8, 9, 11, 12</td>
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<td>Discussion Board: TBD</td>
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<td>Lesson 13: Patterns of Inheritance</td>
<td>Chapter 31: Animal Reproduction</td>
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<td>12</td>
<td>Lesson 14: Human Genetic</td>
<td>Chapter 10: Patterns of Inheritance</td>
<td>Lab 14: Human Genetics (extra credit)</td>
<td>Lesson 13&amp;14 Assignment</td>
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<td>EXAM 4 (Lessons 12-14)</td>
<td>Exam covers chapters 9, 10, and 31</td>
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<td>13</td>
<td>FINAL EXAM (comprehensive)</td>
<td>Final Exam covers Chapters 1 – 12 and 31</td>
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*This calendar may be amended by the instructor at any time.*