SP2015 Biology 1409-43441 and 93441: Biology for Non-Majors II

Professor J.R. Staats Hinson, MCLFS  Eastfield College Division of STEM

What is Biology for Non-Science Majors II?

Biology 1409 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 Lecture, 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 my Professor?

Email: JoyHinson@dcccd.edu  Emails will be responded to as soon as possible, and my goal is within 24 -48 hours. Email is the only way to ensure a message gets to me. Once class officially begins, all emails MUST come from YOUR @netmaildcccd.edu address. Public emails (gmail, yahoo, etc) cannot and WILL NOT be answered for legal reasons. See the bottom of page 4 for more information regarding emails.

What are the student’s responsibilities?

Be Able to Use and Access eCampus

eCampus will be used to track grades, turn in assignments, perform activities, and sometimes take quizzes 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.

Please note that I am NOT Tech Support! Part of taking an online class involves knowing how to get the technical help that you need.


Obtain the following four Required Materials

Materials for Biology 1409 online include:


2. Homework Access Code: www.masteringbio.com - companion site to Biology - Life on Earth with Physiology (bought online without eBook: $60.50, with eBook: $91.30). You do not need to buy access to Virtual Labs. NOTE: do not buy your code from the bookstore—it will likely cause you many problems trying to log in. Buy your code directly from MasteringBiology.

3. At Home Lab Materials: You will need to purchase a lab kit in order to complete the laboratory section of this course. Please use the following steps to order your Hands on Labs LabPaq:
1. Go to www.holscience.com
2. Select the large orange "ORDER HERE" prompt
3. Login: c000091
4. Password: labpaq
   Note: Login and PW are in all lowercase!
5. Select the appropriate lab kit:
   Title: LabPaq, Biology
   SKU: LP-0069-BK-01
   Code: BK-EF-2
6. Follow the prompts to complete your order.

4. Access to Smart phone or digital camera: Several labs require pictures to be uploaded to course space as part of the assignment. Therefore, you must be able to take, retrieve, format, and upload photos of you doing your lab or the results of the lab as part of your grade (Scientific Selfies!)

You can reach the HolScience student support services department M-F during normal business hours (MST) at 866-206-0773 if you have trouble ordering or upon receipt of your LabPaq anything is missing or broken. (Check the parts list upon arrival)

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.

PLEASE NOTE: You must obtain required class materials by the 2nd week of class, regardless of your financial aid status.

How am I graded?

Your course grade is determined as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
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<tbody>
<tr>
<td>5 Lecture Exams at 75 points each</td>
<td>375</td>
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<tr>
<td>Highest 10 Online Homework at 25 points each</td>
<td>250</td>
</tr>
<tr>
<td>3 Discussion Board Prompts at 25 points each</td>
<td>75</td>
</tr>
<tr>
<td>12 Lab Report Quizzes at points 25 each</td>
<td>300</td>
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<tr>
<td>1 Comprehensive Final Exam (includes all labs)</td>
<td>150</td>
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</tbody>
</table>

Total Points available in course before extra credit 1150

A standard grading scale will be used:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90% - 100%</td>
<td>1035 – 1150</td>
</tr>
<tr>
<td>B</td>
<td>80% - 89%</td>
<td>920 – 1034</td>
</tr>
<tr>
<td>C</td>
<td>70% - 79%</td>
<td>805 – 919</td>
</tr>
<tr>
<td>D</td>
<td>60% - 69%</td>
<td>690 – 804</td>
</tr>
<tr>
<td>F</td>
<td>0 - 59%</td>
<td>0 – 689</td>
</tr>
</tbody>
</table>

Lecture Exams: The lecture examinations will be a timed combination of multiple choice, short answer, and/or essay. These will be taken in eCampus via the Lockdown Browser.

Online homework: There will be 12 online homework assignments for you to complete. Two of these will be dropped for extenuating circumstances. If you complete all homework assignments, the two extra ones will be used as extra credit. Chapter homework reviews the important material from each chapter. The assignments are accessed through the textbook website – www.masteringbiology.com and consist of tutorials, activities, and multiple-choice questions over the textbook reading.

Discussion Board Prompts: There will be 3 discussion board/writing assignments. You may need to do some library research on a topic in order to participate in the discussion and complete the writing. These assignments often have multiple staggered due date and requirements to complete fully.
Lab Report Quizzes Twelve labs will coordinate with the text material we cover. You will use the lab manual and lab report template provided on your LabPaq CD-ROM for instructions on how to complete the lab and conclusion questions to answer. (The lab manual is found on the CD-ROM) You need to complete the lab on your own and answer the lab report questions as you proceed through the lab. In eCampus there will be a quiz where you will input your results and answer conclusion questions based on your results. These questions will come from your lab report template. For most labs, you will also need to upload specific pictures of your results. You will need to have access to a digital camera or a phone with a camera to submit these results. I will always provide detailed directions and helpful hints for your labs that you should follow if the directions deviate from the CD instructions.

Final Exam: The final exam is comprehensive and worth 150 points of your final grade. The points will come from all the chapters covered as well as all labs.

*Make-up Exams

**No Make-up Exams will be given in this class** You will have, in most cases, a FULL WEEK to access and take your exams or to submit your assignments of all kinds. If you choose to wait for the last 30 minutes of the last day to begin your test and your computer crashes, lightning strikes, etc., you will receive whatever points you earned at the time of the issue. If you begin a test at 9:30 pm Central Time, the system will not allow you go past the deadline of 10:00 and will automatically submit what you have at that time. If you have only completed 10 questions, that is what gets graded.

The only exception to this is if it is a Blackboard/eCampus issue. In which case, take a screen shot of what happened and email me immediately AND contact the helpdesk. Remember, I cannot solve your technical issues with eCampus.

NO LATE WORK IS ACCEPTED IN THIS CLASS!
DEADLINES FOR ASSIGNMENTS ARE NON-NEGOTIABLE!

Please refer to the syllabus/calendar at all times. You will have work to do AND submit EVERY WEEK. This is NOT a self-paced course. Please understand that an Online Science class is in some ways HARDER than an On-Campus Science class. You MUST stay on schedule. You must also understand your text and laboratory directions on your own and do all your own work.

Online Biology ≠ Easy Science Credit

What are the course objectives?

Lecture Learning Outcomes from Texas Higher Education Coordinating Board

1. Describe modern evolutionary synthesis, natural selection, Mendelian inheritance, micro and macroevolution, and speciation.
2. Describe phylogenetic relationships and classification schemes.
3. Identify the major phyla of life with an emphasis on plants and animals, including the basis for classification, structural and physiological adaptations, evolutionary history, and ecological significance.
4. Describe basic animal physiology and homeostasis as maintained by organ systems.
5. Compare different sexual and asexual life cycles noting their adaptive advantages.
6. Illustrate the relationship between major geologic change, extinctions, and evolutionary trends.

Lab Learning Outcomes from Texas Higher Education Coordinating Board

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. Describe modern evolutionary synthesis, natural selection, Mendelian inheritance, micro and macroevolution, and speciation.
5. Describe phylogenetic relationships and classification schemes.
6. Identify the major phyla of life with an emphasis on plants and animals, including the basis for classification, structural and physiological adaptations, evolutionary history, and ecological significance.
7. Describe basic animal physiology and homeostasis as maintained by organ systems.
8. Compare different sexual and asexual life cycles noting their adaptive advantages.
9. Illustrate the relationship between major geologic change, extinctions, and evolutionary trends.

What are the Eastfield College 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.

PROCEDURE:

If you need to email me, you MUST include the following information in the subject or body:

1. Your last name
2. Your course and section number (BIOL-1409-43441 or BIOL-1409-93441)
3. A detailed question, including the question and answers from a test or quiz (if your question pertains to a test or quiz). The more detailed the question, the faster and better I can respond.

I will NOT respond to the following emails:

a. Any email that comes to me from any domain other than @netmail.dcccd.edu
b. Any email that does not include ALL of the above information.
c. Emails that contain a question that I have already answered (meaning, the answer to your question can be found in the syllabus or somewhere in eCampus, usually under Announcements). I expect you to find the answer yourself and use me only as a last resort.
d. Emails asking me to reset a test or quiz or that ask me to extend a deadline (see late work policy)
Once I post a policy or rule, I NEVER bend them for ANY reason so don’t ask.

Basically, if you send me an email and do not receive a response from me, it means that your email falls under one or more of the above categories. Check and correct your email, resend it, and then I will respond. This will avoid a lot of time wasted by both you and me.

I WILL gladly respond to any questions about course content!
If you don’t understand something, please ask! That’s what I’m here for!

ACADEMIC HONESTY

Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is 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
Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. **Cheating** includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an unadministered test, and substituting for another person to take a test. **Plagiarism** is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. **Collusion** is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college.

The first documented offense of academic dishonesty will result in a ZERO for the assignment in question. The second documented offense will result in the failure of the course.

**WRITING ACROSS THE CURRICULUM**

Writing is a required part of all biology courses. You will have writing assignments determined by your instructor.

**PLAGIARISM**

This is the act of taking someone else’s words or ideas and using them as your own. This is academic dishonesty and will not be tolerated. You will receive a grade of zero on the assignment and you will be subjected to the disciplinary actions under academic honesty.

**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. Failure to contact the instructor will result in your name being submitted to the Financial Aid Office as a “non-attendee”. All students receiving financial aid must open and Email account through NetMail. See directions in the syllabus for opening an Email account.

**Financial Aid Statement for Distance Learning Classes**

If you are receiving Financial Aid grants or loans and are enrolled in a Distance Learning class, you must show participation in this class prior to the certification date by either e-mailing or contacting the instructor or logging on to eCampus. 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.

**WITHDRAWAL POLICY**

If you wish to drop the course with a grade of “W” you must complete the necessary forms by contacting Admissions counseling or PE/Science Division office no later than April 22, 2015. An instructor cannot withdraw a student. Your instructor is NOT responsible for initiating or recommending this action. Failure to withdraw will in the student receiving a performance grade on the criteria contained in the syllabus.

**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.

**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

**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

**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 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. This online course will not have any cancelled classes.

**REPEATABILITY ISSUE**

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. All third and subsequent attempts of the majority of credit and Continuing Education/Workforce Training courses will result in additional tuition to be charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts include courses taken at any of the Dallas County Community Colleges since the Fall 2002 Semester. See Third Attempt to Enroll in a Course at: http://www.dcccd.edu/thirdcourseattempt/

**OBTAINING YOUR GRADES AT THE END OF THE SEMESTER**

Final Grade Reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu. Use your identification number when you log onto eConnect, an online system developed by the DCCCD to provide you with timely information regarding your college record. Your grades will also be printed on your Student Advising Report, which is available in the Admissions Office.

**FOOD and DRINK POLICY**

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

**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. All will appreciate your cooperation in creating and maintaining a pleasant classroom environment.

**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 the 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.

**Family Educational Rights and Privacy Act of 1974 (FERPA)**

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.

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Lesson Topic</th>
<th>Lab Name</th>
<th>Major Assignments Due</th>
</tr>
</thead>
</table>

The guidelines in this syllabus may be changed, deleted, or amended at any time by the instructor.
<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Topics</th>
<th>Assignments</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Feb 2 - 8</td>
<td>Chapter 14: Principles of Evolution</td>
<td>#1: Safety Lab (can do online or with LabPaq kit)</td>
<td>Online HW 1—Ch. 14 &amp; 15 Lab #1 Quiz Bonus Discussion: Introduce Yourself Begins</td>
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<tr>
<td></td>
<td></td>
<td>Chapter 15: How Populations Evolve</td>
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<tr>
<td>2</td>
<td>Feb 9 - 15</td>
<td>Chapter 16: Origin of Species</td>
<td>#2: Evolution Lab (not in LabPaq kit) (Note: Start lab 3 this week to grow cultures!)</td>
<td>Online HW 2—Ch. 16 &amp; 17 Lab #2 Quiz Bonus Discussion: Introduce Yourself Ends</td>
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<td></td>
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<td>Chapter 17: The History of Life</td>
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<td>3</td>
<td>Feb 16-22</td>
<td>Chapter 19: The Diversity of Viruses and Prokaryotes</td>
<td>#3: Microbes Everywhere</td>
<td>Online HW 3—Ch. 19 Lab #3 Quiz Lecture Exam #1 (14, 15, 16, 17) Discussion #1: Antibiotic Resistance Begins</td>
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<td></td>
<td></td>
<td>Lecture Exam #1 (14, 15, 16, 17)</td>
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<tr>
<td>4</td>
<td>Feb 23 - Mar 1</td>
<td>Chapter 20: The Diversity of Protists</td>
<td>#4: Plant Structures</td>
<td>Online HW 4—Ch. 20 Lab #4 Quiz</td>
</tr>
<tr>
<td>5</td>
<td>Mar 2 - 8</td>
<td>Chapter 21: The Diversity of Plants</td>
<td>#5: Plant Reproduction</td>
<td>Online HW 5—Ch. 21 Lab #5 Quiz Lecture Exam #2: (19, 20, 21) Discussion #1: Antibiotic Resistance Ends</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lecture Exam #2: (19, 20, 21)</td>
<td></td>
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<tr>
<td>6</td>
<td>Mar 16-22</td>
<td>Chapter 23: Animal Diversity I: Invertebrates</td>
<td>#6: Kingdom Animalia: Invertebrates</td>
<td>Online HW 6—Ch. 23 Lab #6 Quiz Discussion #2: Diversity of Life Begins</td>
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<td></td>
<td></td>
<td>Lecture Exam #3 (23, 24)</td>
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<tr>
<td>7</td>
<td>Mar 23-29</td>
<td>Chapter 24: Animal Diversity II: Vertebrates</td>
<td>#7: Kingdom Animalia: Class Mammals</td>
<td>Online HW 7—Ch. 24 Lab #7 Quiz</td>
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<tr>
<td>8</td>
<td>Mar 30 - Apr 5</td>
<td>Chapter 32: Circulation</td>
<td>No lab this week</td>
<td>Online HW 8—Ch. 32 &amp; 33 Lecture Exam #3 (23, 24)</td>
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<td></td>
<td></td>
<td>Chapter 33: Respiration</td>
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<td>9</td>
<td>Apr 6-12</td>
<td>Chapter 34: Nutrition and Digestion</td>
<td>#8: Cardiovascular System</td>
<td>Online HW 9—Ch. 34 &amp; 35 Lab #8 &amp; #9 Quiz Discussion #2: Diversity of Life Ends</td>
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<tr>
<td></td>
<td></td>
<td>Chapter 35: Urinary System</td>
<td>#9: Respiration</td>
<td></td>
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<tr>
<td>10</td>
<td>Apr 13-19</td>
<td>Chapter 40: Action and Support: The Muscles and Skeleton</td>
<td>#10: Gross Anatomy of the Muscular System</td>
<td>Online HW 10—Ch. 40 Lab #10 Quiz Discussion #3: Human Disease Project Begins</td>
</tr>
<tr>
<td>11</td>
<td>Apr 20-26</td>
<td>No New Material, Lab, or HW</td>
<td>No Lab Note: Apr 22 is last day to drop course with grade of 'W'</td>
<td>No HW this week, No Labs this week Lecture Exam #4 (32, 33, 34, 35, 39)</td>
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<tr>
<td></td>
<td></td>
<td>Lecture Exam #4 (32, 33, 34, 35, 39)</td>
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<tr>
<td>12</td>
<td>Apr 27 - May 3</td>
<td>Chapter 27: Community Interactions</td>
<td>#11: Reflex and Sensory Physiology</td>
<td>Online HW 11—Ch. 27 &amp; 28 Lab #11 Quiz Discussion #3: Human Disease Project Ends</td>
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<tr>
<td></td>
<td></td>
<td>Chapter 28: How do Ecosystems Work?</td>
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<tr>
<td>13</td>
<td>May 4-10</td>
<td>Chapter 29: Earth's Diverse Ecosystems</td>
<td>#12: Habitats and Humans</td>
<td>Online HW 12—Ch. 29 Lab #12 Quiz Lecture Exam #5 (27, 28, 29)</td>
</tr>
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<td></td>
<td></td>
<td>Lecture Exam #5 (27, 28, 29)</td>
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</tr>
<tr>
<td>14</td>
<td>May 11-14</td>
<td>Final Comprehensive Exam</td>
<td>Final Exam includes All Lab Material</td>
<td>Exam due by 10:00pm on 4/14</td>
</tr>
</tbody>
</table>

The instructor may amend this calendar at any time. Thick Black Line represents Spring Break March 9 – 15.