Instructor: Barbara Sepdham  
Office: X2037 Adjunct Office  
Office Hours: 1:15 – 1:45pm Tuesdays and Thursdays or by appointment in lab room X2023 or office X2037.  
Email: BSepdham@dcccd.edu  
Remind App: text @1408biol to 81010 to receive class announcements and private messages by text and you can send private texts to Mrs Sepdham by Remind!  
Math/Sci Division Office (K 224) phone: 972-860-4750  
Math Sci Office hours M-Th 8a – 5p, Fri 8a – 4p  
Certification date: September 1 2019  
Last day to drop with a “W”: November 14, 2019

Course Description: Basic Biology I (BIOL1408) Biology for Non-Science Majors (4cr) is a Texas Common Course. It is designed for students who are not majoring in science. The course requires a college level mastery of reading and writing in English. The course presents biological concepts for the non-science major to promote student understanding of topics including life chemistry, the cell, respiration, photosynthesis, cell reproduction, genetics and evolution. The course will enable students to use biological science in daily life from scientific problem solving, to understanding current news.

Required Materials:  
1) Free Online Textbook from OpenStax. Biology by Clark, et. al. 2nd edition Please download your free copy of the text from https://openstax.org/details/books/biology-2e or access online at https://cnx.org/contents/jVCgr5SL@15.43:IjCrkDE3@9/Introduction  
3) Scantrons: Eight (8) long answer forms will be needed for the course (extra essay space is NOT needed)  
4) Internet access along with Microsoft word and Adobe Acrobat reader. Students enrolled in DCCCD can install Microsoft Office free at Microsoft Office Apps See dcccd.edu/msoffice Adobe Acrobat reader is available free at https://get.adobe.com/reader/

Introduction: The world today is dominated by science and technology. Students majoring in fields other than science will need a science background to function competently in most technical jobs today. Regardless of your career choice, your life will be affected by science, through medicine, nutrition, electronics, transportation, etc. In order to competently understand the concepts of biology that are in today’s news, and to make intelligent informed decisions related to your life, you need a firm grasp of basic scientific, biological principles. The objective of the study of the natural sciences component of a core curriculum is to enable the student to understand, construct, and evaluate relationships in the natural sciences, and to enable the student to understand the basis for building and testing theories.

Student Learning Outcomes for Biology 1408

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. Describe and identify the importance of karyotyping, pedigrees, and biotechnology and provide examples 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.  
8. Apply scientific reasoning to investigate questions, and utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data.  
9. Use critical thinking and scientific problem-solving to make informed decisions in the laboratory.  
10. Communicate effectively the results of scientific investigations.

Procedure: The method of teaching employed in Basic Biology I (1408) approaches the learning process from the point of view that learning is something done by you the student, not something done to you. The student is responsible for his/her own learning. The instructor will facilitate the investigative learning process. This course is not self-paced. The content of the course will follow a posted schedule with specific deadlines for each activity/assignment. The major contributing
factors to student failure in this class are procrastination and poor attendance. Biological Science 1408 consists of approximately sixteen weeks of text assignments and labs, exams covering both lecture and lab material, quizzes on both lecture and lab material, written essay assignments, special events and discussions.

**Text Assignments**
The text assignments consist of assigned reading in *Biology 2ed by OpenStax*. These reading assignments will be assessed initially by required homework quizzes. You will have 6 tests and the final exam over the content of the lecture, lab, and homework assignments, including text reading assignments.

**Laboratory**
The laboratory activities will provide you with the opportunity to participate in the scientific process. Read each lab exercise in the lab manual carefully as you work through the corresponding lab material. You are required to answer all questions in the exercise including summary questions. Your instructor will check your lab report at the end of each lab. You will be required to take a lab quiz following each lab period. Lab quizzes will be given online and are due 24 hours after the lab period ends. Exams called lab practicals will be conducted after every 5 labs. Lab material will also be covered on all lecture exams!

**Tests**
Six tests, 30 points each, will be given during the semester. Each test contains both short answer, fill in the blank, essay and multiple choice questions. They cover both lecture and laboratory concepts. Most tests will be given in the Brookhaven testing center in S building. Instructor signed permission slip, photo id, pencil, and accu-scan form are required.

**Final Exam**
This is a cumulative exam covering material from all six exams. You will take the final exam in class and you must pass the final exam to pass the course.

**Institutional policies:**
**ACADEMIC DISHONESTY:**
The Student Code of Conduct prohibits academic dishonesty and prescribes penalties for violations. According to this code, which is printed in the college catalog, "academic scholastic dishonesty" includes, but is not limited to, cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion".

1) The Vice-President of Academic & Student Affairs may initiate disciplinary proceedings against a student accused of academic dishonesty.
2) Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion.
3) Cheating on a test shall include, but is not limited to:
   a) Copying from another student’s test paper;
   b) Using, during a test, materials not authorized by the person giving the test;
   c) Collaborating with another student during a test without permission from the instructor to do so;
   d) Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test.
   e) Substituting for another student, or permitting another student to substitute for you to take a test.
   f) Bribing another person to obtain a test or information about a test.
4) “Plagiarism” means the appropriating, buying, receiving as a gift or obtaining by any other means another’s work (ideas and/or words) and the unacknowledged submission or incorporation of that work in one’s written work offered for credit or fulfillment of course requirements. Quotes not identified as quotes constitute a form of plagiarism even if the borrowed ideas are documented.
5) “Collusion” means an unauthorized collaboration with another person in preparing written work offered for credit or fulfillment of course requirements.

Academic dishonesty may result in the following sanctions, including, but not limited to:
1. A grade of zero or a lowered grade on the assignment or course.
2. A reprimand.
3. Suspension from the college.

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. [https://www1.dcccd.edu/catalog/GeneralInfo/CollegePolicies/code.cfm?loc={loc:code}](https://www1.dcccd.edu/catalog/GeneralInfo/CollegePolicies/code.cfm?loc={loc:code})
For Biology 1408 and 1409 with Mrs Sepdham, any irregularities occurring in testing (failure to follow any and all testing rules either at the testing center, in class, lab or online testing) will result in a zero for that test or quiz. Irregularities in the testing center will result in a hold being placed on your academic records, and you will have to meet with Mrs Sepdham to discuss the irregularity in order to have the hold cleared. Collusion on any assignment (BITN, extra credit, etc) will also result in a zero for that assignment for all students involved.

ADMINISTRATIVE WITHDRAWAL: Students with valid extenuating circumstances may be eligible for an administrative withdrawal by the Dean of the Division in which the course or courses are taught. An administrative withdrawal will not be awarded to students who simply fail to withdraw prior to the last day to receive a “W.” The request for an administrative withdrawal must be made in writing to the Dean of the Division with any supporting documentation attached. This must occur before the last official day of the semester.

DROP/WITHDRAWAL POLICY: Withdrawing from a course is a formal procedure which YOU must initiate; the instructor cannot do it for you. You may withdraw from a class in either the Admissions office or Advising Center. If you stop attending or are unable to complete this class and you do not withdraw before the official drop date, you will receive a performance grade, usually a grade of “F.” Students sometimes drop a class when help is available that would enable them to continue. Please discuss your plans with the instructor if you feel you need to withdraw. The full drop and withdrawal policy is online in the college catalog. [https://www1.dcccd.edu/catalog/GeneralInfo/GradesTranscripts/dw.cfm?loc=econ](https://www1.dcccd.edu/catalog/GeneralInfo/GradesTranscripts/dw.cfm?loc=econ)

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/catalog/GeneralInfo/GradesTranscripts/third_attempt.cfm](https://www1.dcccd.edu/catalog/GeneralInfo/GradesTranscripts/third_attempt.cfm)

REPEATING THIS COURSE: Each college of the DCCCD charges 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 being charged. Developmental Studies and some other courses will not be charged a higher tuition rate. Third attempts included courses taken at any of the DCCCD colleges since the Fall 2002 semester. The District’s policy for tuition charges relating to a third attempt is in the college’s catalog. [https://www1.dcccd.edu/catalog/GeneralInfo/GradesTranscripts/third_attempt.cfm](https://www1.dcccd.edu/catalog/GeneralInfo/GradesTranscripts/third_attempt.cfm)

FINANCIAL AID STATEMENT: Failure to attend classes could result in a loss of Financial Aid (FA). If you are receiving any form of financial aid, you 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. To apply for financial aid in the DCCCD, students must complete FAFSA (Free Application for Federal Student Aid) on the web at: [http://www.fafsa.ed.gov](http://www.fafsa.ed.gov)

FINANCIAL AID CERTIFICATION OF ATTENDANCE: You must attend and participate in your on-campus and online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance and participation. In an online course, you must participate in an academic related activity pertaining to the course in order for your attendance to be validated. Simply logging-in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and engaged in an academically related activity by the certification date. The academic related activity used to validate online course participation is at the discretion of your instructor. This statement of certification of attendance applies to all students enrolled regardless of whether they are receiving financial aid or not. All students must be certified.

INTERNATIONAL STUDENTS: Students on an F-1 visa cannot withdraw from classes without jeopardizing their official status. If you are on an F-1 visa, you MUST NOT withdraw from any class without the permission of an International Student Advisor in the Multicultural Center, in Room S-124 or at 972-860- 4192. [https://www.brookhavencollege.edu/apply-reg/international/pages/default.aspx](https://www.brookhavencollege.edu/apply-reg/international/pages/default.aspx)
NOTIFICATION OF ABSENCE DUE TO RELIGIOUS OBSERVANCE OF HOLY DAY(S)
Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. A student shall be excused from attending classes, or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this provision may not be penalized for that absence and shall be allowed to take an examination or complete an assignment within a reasonable time after the absence. Please refer to the Student Obligations section of the college catalog for more explanation. You are required to complete any assignments or take any examinations missed as a result of the absence within the time frame specified by your instructor.

REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT (A430)
Brookhaven College, in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, assures access to college programs and facilities. Students are responsible for notifying the Disability Support Services Office of their need for assistance. Students with documented disabilities, such as mobility impairment, hearing or visual impairment, learning, cognitive, and/or psychological disorders are eligible for services. Disability Support Services is located in Room S136 in the Student Services Center, Building S, or may be reached by telephone at 972-860-4673 or email at bhcADAservices@dcccd.edu.

OFFICE OF INSTITUTIONAL EQUITY STATEMENT: The Office of Institutional Equity, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.

STUDENTS WITH DISABILITIES: If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: http://www.dcccd.edu/DSOffices or contact DCCCD Office of Institutional Equity at 214-378-1633. Brookhaven College Disability Services 972-860-4673

A NOTE ON HARASSMENT, DISCRIMINATION AND SEXUAL MISCONDUCT: We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety. We are concerned about the well-being and development of our students, and are available to discuss any concerns. There are both confidential and non-confidential resources and reporting options available to you. If students wish to keep the information confidential, please contact the college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the College Title IX Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the student and determine if further investigation is needed. For more information about policies, resources or reporting options, please visit https://www.brookhavencollege.edu/au/fastfacts/legal/pages/default.aspx or contact Brookhaven Title IX coordinator Oscar Lopez Title-IX-BHC@dcccd.edu 972-860-4588

COUNSELING SERVICES: Counseling services for personal issues are provided to all students currently enrolled at Brookhaven College. These services are provided by licensed professionals who are bound by confidentiality (within ethical parameters) at no charge. With the assistance of a counselor, students are able to identify, understand, resolve issues and develop appropriate skills. To make an appointment call 972-860-4673 or visit S136. https://www.brookhavencollege.edu/services/counseling/pages/default.aspx
FERPA: The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. More information about the FERPA guidelines is available online in the college catalog at https://www1.dcccd.edu/catalog/about/privacy.cfm

Brookhaven College Institutional Policies Addendum can be found at the following link: https://www.brookhavencollege.edu/au/fastfacts/legal/policies-for-syllabi/pages/fall-2018.aspx

Use of Technology within Biol 1408/1409 - Phones must be either turned off or put on vibrate during lecture and lab time and left visible on desktops. NO TEXTING, social networking, games, etc. during lecture or lab. Please respect others and avoid any disruptions to the class. Absolutely no electronic communication is permitted during testing. Any use of a phone or other electronic device during testing will result in a zero for the exam. Students are encouraged to use their computers, tablets, iPads to take notes and follow along with lecture power points, etc. At times internet researching will be needed as part of the classroom activity.

HOW TO CHECK YOUR GRADES
All grades for this course will be posted on eCampus.
1. Go to https://dcccd.blackboard.com and log in using student 7 digit student ID and password
2. Under Courses, select your section of BIOL-1408
3. Select the My Grades tab on the left side of the page.
4. All grades for exams, quizzes, papers, and any other assignments will be posted within two weeks of due date (usually much sooner)

How to check your transcripted final course grades online:
Grade reports are no longer mailed. Convenient access is available online. Use your student identification number when you log in to eConnect.
1. Go to https://econnect.dcccd.edu/ and click on the student menu on eConnect
2. Select "My Grades" under "My Personal Information."
3. If you are not already logged in, you will be prompted to do so. You will need your 7 digit Student ID # and PIN to log in.
4. Select the grade type you wish to review.
5. Press the submit button.
6. All Grades for the selected grade type will be displayed.

HOW YOUR GRADE IN BIOLOGY 1408 IS DETERMINED

Point Allocation Summary

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture Exams</td>
<td>6 @ 30 pts each</td>
<td>180 pts</td>
</tr>
<tr>
<td>Cumulative Final Exam</td>
<td>1 @ 60 pts each</td>
<td>60 pts</td>
</tr>
<tr>
<td>Lab Quizzes</td>
<td>12 @ 10 pts each</td>
<td>120 pts</td>
</tr>
<tr>
<td>Lab Practicals</td>
<td>2 @ 40 pts each</td>
<td>80 pts</td>
</tr>
<tr>
<td>Lab Participation</td>
<td>2 @ 10 pts each</td>
<td>20 pts</td>
</tr>
<tr>
<td>Biology in the News</td>
<td>1 @ 20 pts each</td>
<td>20 pts</td>
</tr>
<tr>
<td>Discussion Boards</td>
<td>4 @ 5 pts each</td>
<td>20 pts</td>
</tr>
<tr>
<td>Special Events</td>
<td>4 @ 10 pts each</td>
<td>40 pts</td>
</tr>
<tr>
<td>Class Attendance</td>
<td>30 @ 1 pt each</td>
<td>30 pts</td>
</tr>
<tr>
<td>Homework Quizzes</td>
<td>15 @ 2 pts each</td>
<td>30 pts</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>600 pts</strong></td>
<td></td>
</tr>
</tbody>
</table>

The course grade is determined on the basis of the following point system.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>540 – 600</td>
<td>A = 90 – 100</td>
</tr>
<tr>
<td>B</td>
<td>480 – 539</td>
<td>B = 80 – 89</td>
</tr>
<tr>
<td>C</td>
<td>420 – 479</td>
<td>C = 70 – 79</td>
</tr>
<tr>
<td>D</td>
<td>360 – 419</td>
<td>D = 60 – 69</td>
</tr>
<tr>
<td>F</td>
<td>0 – 359</td>
<td>F = 0 – 59</td>
</tr>
</tbody>
</table>
You may accumulate points as follows:

1. **Tests** - six tests, 30 points each, will be given over the lecture material, textbook reading assignments, and laboratory concepts. These tests all have scheduled due dates and there will not be a dropped exam. Most of these exams will be given in the testing center in S building outside of class time.

2. **Laboratory** - Twelve labs will coordinate with the text material. You will complete a 10 point multiple choice quiz online within 24 hours after completion of each of the labs. See eCampus Online Lab Quizzes tab for more information. These quizzes may be taken in lab on paper at the end of lab if requested. Lab quizzes are not open book. Lab participation will also be graded by instructor verifying students have completed lab reports at the end of each lab.

3. **Laboratory Practicals** - Two lab practic als worth 40 points each will be given during the semester in the lab room. Lab Practical 1 will cover the content in the first five labs. Lab Practical 2 will cover the content in labs 6 through 10. Laboratory understanding, critical thinking skills, and the ability to interpret data will be evaluated. Bring pencil, long scantron, and lab manual. Lab manuals will be collected and points for completed labs awarded at this time. Completed manuals with instructor signatures for each lab will be worth up to 2 pts per lab report.

4. **Special Events/Discussion boards** – Four times during the term there will be an in-class activity which will relate the textbook content to the world around you. Each special event will count 10 points. This is a class participation grade and no makeups are permitted. Instructor reserves the right to use any special event time to catch up on lecture materials. Discussion boards worth 5 pts each will also provide opportunity to further discuss specific topics related to the course material. Students will be required to post individually as well as respond to another student’s post for full credit.

5. **Biology in the News articles** – An essay, worth 20 points, where students relate recent news to text materials and provide personal analysis, will help students think critically about internet news articles. Check under BITN assignments on e-Campus for more specifics.

6. **Final Exam** - A comprehensive, timed multiple choice exam covering the major objectives of all lecture material, as well as major concepts from laboratory exercises will be given. Each question on the final will count 1 point. There will be at least 70 questions (at least 10 bonus questions) but scores will be graded against a total value of 60 pts. Passing the final exam is a requirement of passing the course.

7. **Homework Quizzes** - There will be 15 online quizzes assigned throughout the semester to assess your reading comprehension of the textbook chapters. These will always be due prior to covering the material in lecture in order to prepare you for the lecture topic. These quizzes are an excellent way to study for the exams as some of these questions are also on the exam, and many are very similar to exam questions. You must score a perfect score by the deadline for each quiz to earn credit for the quiz. No partial credit for scores less than 100%. Half credit for perfect scores that are late. You may retake the quizzes as many times as needed to earn a perfect score. See HWQ tab on eCampus for more information.

8. **Extra Credit** - There are various opportunities for extra credit throughout the semester. Extra credit points are limited to 25 points maximum. All extra credit assignments will have specific due dates, which will be adhered to. Additionally, extra credit assignments follow the same academic honesty rules—they are not group work! Partial credit is only given to completed, thoughtful, on-time submissions that adhere to all directions given.

9. **Attendance** - Thirty points will be earned by those students who have no absences and/or tardies. Students are permitted only 3 unexcused absences or tardies. All students will begin the semester with 0 points for attendance. One point will be earned for each of the 30 classes you attend. Five points are to be deducted from a student’s point total for the course for each unexcused absence subsequent to three unexcused absences. Attendance will be taken at the beginning of each class meeting by sign in sheet. Students arriving late after attendance without a documented written excuse will be counted tardy, which will count as an absence, and may result in 5 pt deduction. There is NO LIMIT to the number of points that may be deducted for consistent absences or late arrivals. If you know that you must miss a class or arrive late for a legitimate reason, please notify the instructor in advance if at all possible. Absences can only be excused if you contact the instructor! Documentation may be required for excusal.

10. **Testing Procedure** - Lecture exams 1 through 5 are given in the Testing Center. Students must receive a signed testing permission slip from Mrs Sepdham to take the exam. Students may not take exams during class time—this will result in an unexcused absence. The testing center requires students provide the permission slip, picture ID, a pencil, and a long accuscans form. Cell phones, pagers, or other communication devices are not allowed in the testing center. Students are not permitted to leave and reenter the testing for any reason—this includes restroom breaks. ANY IRREGULARITIES OCCURRING IN TESTING (failure to follow any/all testing rules either at the testing center or in class or online) WILL RESULT IN A ZERO for that test. Lecture exam 6 will be online, and the final exam will be given in class. All exams will be due on set dates.
11. Late work/Makeups - Late work will be accepted without penalty only with documented written excuse. Without documented excuse, any late exams and practicals will lose the equivalent of 2 letter grades for the first day they are late, and another 5 pts for each additional day. For example, if a test was due at 7pm on Wednesday, and it is not taken until 8am on Thursday, the highest possible grade the student can earn is now a 24 out of 30 pts (2 letter grade penalty). If that same test is not taken until Friday, the highest grade possible drops to 19 out of 30. BITN papers that are late will receive only half credit (10pt max). Late lab quizzes will receive only half credit (5 pts max) and must be completed within one week of the original due date. Lab quiz makeups can be taken by those who missed the lab only if they show a completed lab report prior to taking the quiz. Late HWQs will earn half credit as long as a score of 100% is earned by the last Tuesday in the semester. There are no makeups on special events as these are class participation events.

12. Grading of assignments – Following instructions is essential on all assignments. Neatness, grammar, and spelling count!! Any work the instructor cannot reasonably read or decipher will be graded as incorrect. Any assignment that is not your own work will receive a zero for academic dishonesty.

Other Important Items:
-- The six regular lecture exams plus the cumulative final make up 40% of your grade in this course. ALL of these exams count –there will NOT be a dropped exam grade. Questions left unanswered can only receive a zero. Demonstrate what you have learned! Passing the final exam is a requirement for passing the course.
-- Lab quizzes, lab reports and practicals make up over 36% of your grade, plus lecture exams includes short answer questions on the labs. Attending lab and completing all lab activities is ESSENTIAL to passing this course. You must attend your assigned lab section—swapping labs is only permitted with instructor approval for unusual circumstances. Students who miss labs will be permitted to take make up lab quizzes with instructor approval (completed lab report required), and makeup lab quizzes will only count half credit! Makeup lab quizzes are given in lab on paper and are not open book.
-- Biology in the News, Special Events and Discussion Boards together are worth 80 pts, equivalent to 13% of your grade (over one letter grade!). The Biology in the News assignment is designed to be an interesting opportunity for you to explore areas of biology of personal interest to you. Special events are classroom group activities where you will work with other students to investigate biological case studies, solve medical mysteries, or design scientific experiments. Discussion boards are an opportunity for you to get to know your classmates and help each other with the material.
-- The attendance policy is course wide and will be enforced. Attendance will be taken by means of students signing an attendance sheet that will be available only the first ten minutes of class. **Missing class, especially the beginning of class, can be detrimental to your performance in the course! Consistent tardiness and frequent absences will result in deductions from your grade.**
-- Not doing the HWQ’s (homework quizzes) will harm your grade in multiple ways. These quizzes are essential preparation for lecture readiness. Mrs. Sepdham assumes students have done their part in preparing for the new material by reading/reviewing the textbook chapters and by taking the associated HWQ’s. These quizzes contain questions from the multiple choice portion of the regular course exams. Typically students who do the HWQ’s on time and earn the points, score one or two letter grades higher on exams than those students who do not take the HWQ’s.
-- Extra credit in this course is LIMITED TO 25 POINTS MAXIMUM- this is a course wide policy. Extra credit opportunities will be offered occasionally throughout the course—**all will have due dates and late extra credit work will NOT be accepted**! Partial credit is only given to completed assignments where all directions were followed. These points can be very valuable so plan on making the most of these opportunities as they are available! See eCampus for more details on each extra credit opportunity.
--Certification date is Sept 9, 2019. This is the day your registration in the course becomes final and you cannot drop the course without withdrawing after this date. The last date to withdraw is November 14th. Contact the Admissions office for more information. You may contact an advisor in the Advising and Counseling Center, Room S113, or send an e-mail to bhcAdvising@dcccd.edu to schedule an appointment. The Admissions Office is in the Student Services Center, Room S041. **Mrs. Sepdham will be holding conferences with students individually by appointment in late October/early November to discuss grades and course progress.**

Registration for Winter and Spring Terms begins on November 26, 2019 for current students.

The instructor reserves the right to amend this syllabus as necessary. Check eCampus or see instructor for any updates or changes to this document. Disclaimer: The instructor, Brookhaven College and the Dallas County Community College District will be held blameless should the course schedule or content change.
<table>
<thead>
<tr>
<th>Wk</th>
<th>Tues</th>
<th>Thurs.</th>
<th>Labs/Online Quiz</th>
<th>Tests/Assignments</th>
</tr>
</thead>
</table>
| 1  | Aug 27 | Aug 29  | Lab Safety, Intro to Scientific Method and Microscope. Safety Orientation quiz due 3pm next day after lab | Chapter 1 HWQ quiz due by 8am Aug 29  
Lab Safety Orientation quiz due 3pm after lab |
|    | Orientation  | Chap 1 Life and Science  | (Chap 18 Evolution is introduced but it is not on exam 1) |  |
| 2  | Sept 3 | Sept 5  | Measurement Metric System  
Lab 1 Quiz due 3pm next day after lab | Ch 2 HWQ due by 8am Sept 3  
Ch 3 HWQ due by 8am Sept 5  
Sept 9th is last day to drop |
|    | Chap 2 | Chap 3  | Chemistry of life  | Ch 4 HWQ due 8am Sept 12  
Discussion #1 due Friday Sept 13  
Ch 5 HWQ due 8am Sept 17 |
|    | Atoms and Bonding | Sept 12 | Life Chemistry  
Lab 2 Quiz due 3pm next day |  |
|    | Special event #1 on sci method  
Exam 1 overview | Chap 4 Cells | Lab Exam given in normal lab time on labs 1-5 Bring long accuscan answer form! | Ch 3 HWQ due by 8am Oct 1  
Discussion #2 due Sunday Oct 6  
Ch 8 HWQ due by 8am Oct 8 |
| 3  | Sept 10 | Sept 19 | Cells and Scopes  
Lab 3 Quiz due 3pm next day | Exam 1 is DUE Monday Sept 16 by 7pm |
|    | Special event #2 on enzymes | Diffusion and Osmosis |  |  |
| 4  | Sept 17 | Sept 26 | Membranes  
Lab 4 Quiz due 3pm next day | Exam 2 DUE by 7pm Mon Sept 30 |
|    | Exam 2 overview | Chap 6  | Energy, Metabolism, Enzymes |  |
|    | Enzymes and Cellular Respiration | Lab Practical Review | Special Event #2 on enzymes |  |
|    | Oct 1 | Oct 3 | Enzymes  
Lab 5 Quiz due 3pm next day | Ch 7 HWQ due by 8am Oct 17  
BITN article approval due Oct 17 by 9pm |
| 5  | Chap 6, 7 | Oct 10 | Lab Exam given in normal lab time on labs 1-5 Bring long accuscan answer form! | Lab Practical Exam given in lab this week |
|    | Cellular Respiration and Photosynthesis | Chap 8 Photosynthesis |  | Ch 14 HWQ due 8am Oct 17  
BITN article approval due Oct 17 by 9pm |
|    | Oct 8 | Oct 17 | Lab 6 Quiz due 3pm next day | Exam 3 (ch 6, 7, 8, labs 5, 6)  
Exam 3 DUE by 7pm Mon Oct 21 |
| 6  | Chap 7, 8 | Oct 24 | Photosynthesis  
Lab 7 Quiz due 3pm next day |  |
|    | Photosynthesis | Transcription/Translation  
Special Event #3 |  | Ch 15 HWQ due by 8am Oct 24  
Discussion #3 due Sunday Oct 27 |
|    | Oct 22 | Oct 24 | DNA  
Lab 8 Quiz due 3pm next day |  |
|    | Chap 14 DNA replication, transcription, translation | Transcription/Translation  
Special Event #3 |  | Ch 10 HWQ due by 8am Oct 31  
Exam 4 (Ch 14, 15, 16, 17, and lab 8)  
Exam 4 DUE by 7pm Mon Nov 4 |
|    | Chap 16, 17 Genetic Engineering | Oct 31 | Lab Exam given in normal lab time on labs 1-5 Bring long accuscan answer form! | Ch 11 HWQ due by 8am Nov 5  
BITN rough draft due Nov 7th 9am |
|    | Exam 4 overview | Chap 10 | Mitosis  
Lab 9 Quiz due 3pm next day |  |
|    | Oct 29 | Nov 7 | DNA  
Lab 8 Quiz due 3pm next day |  |
| 11 | Chap 10, 11 | Chap 11 | Mitosis  
Lab 9 Quiz due 3pm next day |  |
|    | Mitosis, Meiosis | Meiosis  
Lab 10 Quiz due 3pm next day |  |
|    | Nov 5 | Nov 14 | Lab Practical 2 given in normal lab time covers labs 6 to 10. Bring long accuscan! | Lab Practical Exam this week  
Ch 13 HWQ due by 8am Nov 21  
Exam 5 DUE by 7pm Mon Nov 18th |
|    | Exam 5 overview  
Intro to Genetics | Chap 12 Genetics  
Lab Practical Review |  |  |
| 12 | Nov 12 | Nov 21 | Lab Practical Review  
Lab Exam given in normal lab time covers labs 6 to 10. Bring long accuscan! |  |
|    | Chap 12, 13  
Modern Genetics, Human Genetics | Chap 12, 13  
Special event #4 |  |  |
| 13 | Nov 19 | Nov 28 | Lab Exam given in normal lab time covers labs 6 to 10. Bring long accuscan! | Lab Practical Exam this week  
Ch 13 HWQ due by 8am Nov 21  
Exam 5 DUE by 7pm Mon Nov 18th |
|    | Chap 13, 18 | Thanksgiving Holiday  
Thursday lab will need to attend Tuesday |  | Ch 12 HWQ due by 8am Nov 14  
Nov 14 is the last day to withdraw  
Exam 5 (Ch 10, 11, labs 9, 10)  
Exam 5 DUE by 7pm Mon Nov 18th |
|    | Genetics and Evolution | Nov 28 | Lab Exam given in normal lab time covers labs 6 to 10. Bring long accuscan! |  |
|    | BITN final draft due 9am | Thanksgiving Holiday  
Thursday lab will need to attend Tuesday |  |  |
| 14 | Nov 26 | Nov 28 | Discussion board #4 due Sunday Nov 24  
Ch 18 HWQ due by 8am Nov 26  
BITN Final Draft Due Thurs. Nov 26 at 9am |  |
|    | Chap 13, 18 | Thanksgiving Holiday  
Thursday lab will need to attend Tuesday |  |  |
|    | Genetics and Evolution | Thanksgiving Holiday  
Thursday lab will need to attend Tuesday |  |  |
|    | BITN final draft due 9am | Thanksgiving Holiday  
Thursday lab will need to attend Tuesday |  |  |
| 15 | Dec 3 | Dec 5 | Exam 6 overview (Exam 6 is online only & due Sunday Dec 9th by 7pm) | Exam 6 (Ch 12, 13, 18, labs 11, 12, 13)  
ONLINE ONLY  
Exam 6 Due SUNDAY Dec 8th at 7pm |
|    | Chap 18 Evolution | Exam 6 overview (Exam 6 is online only & due Sunday Dec 9th by 7pm) |  |  |
|    | Dec 5 | Dec 6 | Human Genetics & Evolution. BOTH Lab 12 and Lab 13 Quiz due midnight next day. |  |
| 16 | Dec 10 | Dec 12 | Final Exam In Class at 9 AM | Comprehensive Final Exam  
IN CLASS ONLY Thurs Dec 12th 9am.  
This is the last day of the semester.  
DO NOT MISS THIS EXAM! CONTACT MRS SEPDHAM IF YOU NEED TO TAKE IT EARLY. |
|    | Last day to turn in extra credit or late work. MUST have prior approval of Mrs. Sepdham for late work. Completion of all HWQ due by 9pm Tues Dec 10 | Dec 12 | Final Exam In Class at 9 AM |  |
|    |  |  |  |  |
On the first day of class, all students will be required to sign a copy of the following document, stating you have read the syllabus and understand that you will be held to the standards set within.

**This is YOUR COPY TO KEEP.** You will be provided with a copy to sign for the instructor.

Please provide the following information (print clearly):

Student Name (name on college roll)_____________________________________________

Name you prefer to be called? (preferred pronouns?)________________________________

Student ID number _____________________________________________________________

Best phone number to reach you at?______________________________________________

Email _________________________________________________________________________

**PLEASE MAKE SURE your eCampus account is linked to the email account you prefer!!!! Email through the eCampus account is an important method of communication for this course! If your email should change during the semester, remember to update your eCampus information!**

Do I have your permission to use the above contact information to leave messages (including email) that include personal student information such as grades? Check here for YES [ ] Check here [ ] NO [ ]

Checking NO will mean any email, phone messages will not include personal information but will request that you contact me for a private meeting.

If any of your contact information changes during the semester, notify Mrs. Sepdham as soon as possible. Accurate contact information is important, so I can reach you regarding changes in the course or issues with your grades.

**Statement of Understanding**

By signing below, you are stating that you have received and read the syllabus for Biology 1408 sections 21003 and 21004, and that you understand and agree to all the policies and requirements of the course, as outlined in the syllabus. I understand that the syllabus for this course may be altered at any time by the instructor and that, as a student, I am responsible for knowing all announced changes, test dates, and other course information that may be given in my absence.

_________________________________    ______________________________   ______________, 2019

Signature Printed name Date