COURSE SYLLABUS

BIOL 1406-73211/73212/73213/73214

SPRING 2019 (2nd 8-Weeks) 03/25 – 05/16

Instructor: Gabriel Borvák
Office: C303L
Phone: TBD
Email Address: gborvak@dcccd.edu
Office Hours: M/W/F 1:00 p.m. – 2:00 p.m., T/R 9:00 a.m. – 10:00 a.m., or by appointment
Lecture Meetings: Room C244, M/W, 8:00 a.m. – 10:50 a.m.
Laboratory Meetings: Section 73211: Room C322, M/W 6:35 a.m. – 7:55 a.m.
Section 73212: Room C316, M/W 11:00 a.m. – 12:20 p.m.
Section 73214: Room C322, M/W 11:00 a.m. – 12:20 p.m.

Syllabus: If you ask me a question that is easily answered by examining this syllabus I reserve the right to not subject your most recent or upcoming exam to any curve that is applied to the rest of the class. Consider this your warning.

Welcome to Biology 1406

On the following pages you will find relevant information pertaining to this course, as well as various DCCCD, North Lake College, and classroom-specific policies and additional helpful materials and resources. Please read this syllabus carefully. You may print a copy of it if you wish, and have it with you for reference.
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COURSE INFORMATION:

Course Number: BIOL 1406
Section Number(s): 73211, 73212, 73213, 73214
Credit Hours: 4 (3 from lecture, 1 from lab)
Time and Place of Class Meetings: Lectures will be in Room C244 Mondays and Wednesdays from 8:00 a.m. to 11:50 am. Important* While labs require your physical presence on campus, some labs have gone to a hybrid-teaching format, meaning half of your lab work will be completed online, and not in a classroom. If you are not certain if you have enrolled in a traditional campus-only lab or a hybrid lab, check with your lecture/lab instructor, as this will most certainly impact the way you will have to prepare and study, as well as what materials you will need. If you are enrolled in lab sections 73211, 73212, 73213, or 73214 that is, if you are reading this syllabus, you are in a hybrid lab.

Lecture: On Campus (see above)
Lab: \( \frac{1}{2} \) Online and \( \frac{1}{2} \) on campus. See specific section numbers for time and location of lab meetings.
Course Title: Biology for Science Majors I
**COURSE DESCRIPTION:**

**Biology for Science Majors I**

Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Study and examination of the concepts of cytology, reproduction, genetics, and scientific reasoning are included. Laboratory activities will reinforce these concepts.

*This is a Texas Common Course Number. This is a Core Curriculum course selected by the colleges of DCCCD.*

**Coordinating Board Academic Approval Number 2601015103**

Biology 1406 is a course intended for students majoring in science. These students will typically go on to earn their Bachelor’s, Master’s, or Ph.D. etc., and will be engaged in hands-on basic research during the course of their academic careers. Frequently, students enrolling in 1406 are interested in pursuing careers in the healthcare professions, and will need to take several required upper-level science classes in biology, chemistry, physics, anatomy, etc. The required courses are usually specific to your area of interest or program of study, so please check the program requirements for details. If you are simply taking the course for fun, even better. We are happy to have you, and can broaden your horizons and help you to think critically about problems and approach them with the scientific method in mind as a guiding principle. Please note that there is also a BIOL-1408 course offered, which is intended as a biology course for non-science majors. This is sometimes a point of confusion for students, and it has happened on more than one occasion that a student enrolled in the incorrect course by mistake, and then needed to take 1406 at a later date, because 1408 may not meet all academic pre-requisites at certain schools you may be transferring to. Again, be sure you know which course is required for you based on what degree you are pursuing, or what future programs you are applying for.

**COURSE PREREQUISITES:**

As stated above, college-level readiness in reading and writing are requirements. In addition it is strongly advised that the student have at least a basic understanding of foundational mathematical principles: basic operations (addition, subtraction, multiplication, and division), exponents, calculating percentages, and solving for variables. These are not absolute requirements and we will cover the required techniques as we go through the course, but math and science are inextricably linked.
**REQUIRED TEXTBOOKS & MATERIALS:**

I. Lecture Materials:


      Publisher: Pearson  
      Author(s): Lisa A. Urry, Michael L. Cain, Steven A. Wasserman, Peter V. Minorsky, Jane B. Reece, Neil A. Campbell

      ISBN-10: 0134093410

*Note:* Please be advised, that this is a well-established text used extensively across various educational institutions. If you plan on taking BIOL-1407 or any other advanced biology courses in the future, it is my strong recommendation that you purchase the full text, as it will serve you well into the future. If this applies to you, it will also be cheaper in the long-run than option 2 below. If you cannot reasonably obtain the most current (11th) edition, the 10th or 9th editions are perfectly adequate for the course.

*Option 2:* If you do not wish to make such a long-term investment, do not need to, or simply cannot, North Lake College has a custom edition of this text, and it is split into two separate volumes. The one for 1406 looks like this, and can be purchased from the bookstore:

   b. Textbook: *Campbell Biology Volume 1 (Second Custom Edition for North Lake College)*

      Publisher: Pearson Custom Publishing  
      Author(s): Jane B. Reece, Lisa A. Urry, Michael L. Cain, Steven A. Wasserman, Peter V. Minorsky, Robert B. Jackson

*Computer Requirements:* You **must** have access to a **reliable** computer, laptop, netbook, tablet etc., with a **reliable** internet connection, which will enable you to access eCampus and view course content, take quizzes, and generally navigate the required online aspects of the course. In addition, please obtain and install the Microsoft Office® Suite. A free copy of Microsoft Office is available to you while you are a DCCCD student. Please use the following link [Click HERE](#) to access that free resource. You should be able to view power point, author documents, hear audio and play .mp4 video files. Also you should have a computer that is adequate to run basic blackboard functions. We may have collaborate sessions. In addition, a **webcam** will be necessary to complete the online quizzes for the laboratory portion of the course. This will be used in conjunction with the Respondus® Lockdown Browser through which you will be required to complete your post-lab quizzes. This is very important and is a non-negotiable part of taking this course.

**Pearson Mastering Biology:** *You do not need the access code!* There is a Mastering Course for you to access if you wish. The materials on the mastering site will help, and the e-book is pretty handy. However, it is not required.

**II. Laboratory Materials:**

- **Lab Manual:** General Biology Laboratory Manual for Science Majors Biology 1406 Lab Custom Edition For North Lake College
  - **Publisher:** BlueDoor Publishing with contributing authors*
  - **ISBN-13:** 978-1-68135-558-0

The laboratory manual is **mandatory.** Please secure a copy from the bookstore **within the first week** of labs. You will not be able to complete your laboratory experiments without it. This is also non-negotiable. You are putting yourself at a huge disadvantage right at the start of the course if you do not have access to this lab manual.

Since our labs have moved to a hybrid (8-week) format, it is even more imperative that you have this manual and are ready to go on day one.
COURSE OUTLINE:

Exam 1
Chapter 1: Introduction: Evolution, the Themes of Biology, and Scientific Inquiry
Chapter 2: The Chemical Context of Life
Chapter 3: Water and Life

Exam 2
Chapter 4: Carbon and the Molecular Diversity of Life
Chapter 5: The Structure and Function of Large Biological Molecules
Chapter 6: A Tour of the Cell

Exam 3
Chapter 7: Membrane Structure and Function
Chapter 8: An Introduction to Metabolism
Chapter 9: Cellular Respiration and Fermentation

Exam 4
Chapter 10: Photosynthesis
Chapter 11: Cell Communication
Chapter 12: The Cell Cycle

Exam 5
Chapter 13: Meiosis and Sexual Life Cycles
Chapter 14: Mendel and the Gene Idea
Chapter 15: The Chromosomal Basis of Inheritance

Exam 6
Chapter 16: The Molecular Basis of Inheritance
Chapter 17: Gene Expression: From Gene to Protein

PROGRAM LEVEL OBJECTIVES:

Biology 1406 develops the following objectives from the Texas Higher Education Coordinating Board: Communications (written and visual), critical thinking, empirical and quantitative skills.

STUDENT LEARNING OUTCOMES (SLO):

I. Lecture Class Learning Outcomes:

Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included.
Upon successful completion of this course, students will:

- Describe the characteristics of life.
- Explain the methods of inquiry used by scientists.
- Identify the basic requirements of life and the properties of the major molecules needed for life.
- Compare and contrast the structures, reproduction, and characteristics of viruses, prokaryotic cells, and eukaryotic cells.
- Describe the structure of cell membranes and the movement of molecules across a membrane.
- Identify the substrates, products, and important chemical pathways in metabolism.
- Identify the principles of inheritance and solve classical genetic problems.
- Identify the chemical structures, synthesis, and regulation of nucleic acids and proteins.
- Describe the unity and diversity of life and the evidence for evolution through natural selection.

II. Laboratory Learning Outcomes:

This laboratory-based course accompanies Biology 1406, Biology for Science Majors I. Laboratory activities will reinforce the fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Study and examination of the concepts of cytology, reproduction, genetics, and scientific reasoning are included.

Upon successful completion of this course, students will:

- Apply scientific reasoning to investigate questions and utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data.
- Use critical thinking and scientific problem-solving to make informed decisions in the laboratory.
- Communicate effectively the results of scientific investigations.
- Describe the characteristics of life. Explain the methods of inquiry used by scientists.
- Identify the basic properties of substances needed for life.
- Compare and contrast the structures, reproduction, and characteristics of viruses, prokaryotic cells, and eukaryotic cells.
- Describe the structure of cell membranes and the movement of molecules across a membrane.
- Identify the substrates, products, and important chemical pathways in metabolism.
- Identify the principles of inheritance and solve classical genetic problems.
- Identify the chemical structures, synthesis, and regulation of nucleic acids and proteins.
• Describe the unity and diversity of life and the evidence for evolution through natural selection.

**Attendance Policy:**

Each faculty member is free to develop his or her own methods of evaluating students’ academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, I strongly encourage students to attend all lectures. The U.S. Department of Education requires that educational institutions have a mechanism in place to mark when Federal Student Aid recipients “begin attendance in a course.” North Lake College instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via eCampus. This date is reported to the Department of Education for federal financial aid recipients.

**Certification of Attendance Policy:**

During the first week of lectures, you will have a take-home assignment to complete that will be used to certify your attendance. This is to ensure that students receiving financial aid comply with the requirements to continue receiving it. Your assignment is to write a short one page paper stating your goals and expectations for the course. Why did you take the course? What degree or field of study you are pursuing? Keep your responses brief but relevant, and respectful.

I. Lecture Attendance:

I strongly encourage students to attend all lectures. Students should login and check eCampus regularly to access and download the required lecture materials. It is your responsibility to keep up with the lecture material. 8 weeks goes by FAST!

II. Laboratory Attendance:

Laboratory attendance is required. If attendance in lab or on eCampus is not meeting expectations the instructor may modify the syllabus to include a point value for attendance. There is a strong correlation between students’ academic performance in the course and attendance, and regular attendance is a strong indicator in student success. Your laboratory instructor will review lab attendance and the makeup policy at your first lab. Laboratory experiments and exams cannot be completed without laboratory attendance.

**Grading Policy:**
Lecture Evaluation (70%): Your lecture is based on a combination of lecture exams, journals, quizzes, surveys etc. – in reality whatever I give you in lecture could be part of your grade configuration. The table below will outline how your grade is calculated. Some important notes:

- Lab is not weighted the same as lecture. This means that you cannot use the ‘MY GRADES’ section of blackboard to accurately calculate your grade. Do not use the ‘MY GRADES’ section to calculate grades, but it is a good source to see how you did on individual items.
- Pay attention to due dates for quizzes, journals, and all other assignments. When an item expires, it will no longer be available to take.
- Additional graded items may be assigned during the semester, however this is unlikely.
- Lecture exams will be given in the testing center at North Lake College (north, central, and south campus locations) and must be completed before the deadline expires.
- You may propose an alternate location for testing; however, that must be done with approval and may take up to two weeks to complete. The instructor reserves the right of approval in all non-North Lake testing centers.
- Lecture exams are computer based and you will not need additional testing materials.
- Please see the course calendar for due dates for the exams. There is flexibility built in to the course, but in order to promote the best learning experience, the dates for exams are final and non-negotiable. If you encounter a mitigating circumstance that prohibits you from completing your assignments on time you may appeal. First, you must have extreme circumstances. Secondly it must be extensively documented. Third, if extra time is warranted, the attempt will not be eligible for curve, bonus, or retaking.
- Exams and assignments are to be completed on-time, without exception. Should unusual circumstances arise, regardless of their nature, they must be well documented, subject for interpretation, and extreme.
- Any exams that are time-stamped as occurring during your regularly scheduled lecture or lab period will be lowered one letter grade (unless prior arrangements or permissions are granted).

Your lecture grade (70% of final grade) is calculated as follows.

- Exam 1 = 100pts Week 2 Thursday @ 5 p.m. (April 4th)
- Exam 2 = 100pts Week 3 Thursday @ 5 p.m. (April 11th)
- Exam 3 = 100pts Week 4 Thursday @ 5 p.m. (April 18th)
- Exam 4 = 100pts Week 5 Thursday @ 5 p.m. (April 25th)
- Exam 5 = 100pts Week 6 Thursday @ 5 p.m. (May 2nd)
- Exam 6 = 100pts Week 7 Thursday @ 5 p.m. (May 9th)
- Quizzes 1-6 (20pts each) = 120pts (due before the corresponding exam)
- SLO Quiz 20pts (due Thursday before finals @ 5 p.m.)

Total Lecture Points = 740pts
If you wish to calculate your lecture points, divide your earned points in lecture assignments by the number of points achievable up until that point in the course. Remember this will only give you your proficiency in lecture, your lab work still accounts for 30% of your final grade.

Why are all these exams due on Thursdays at 5 p.m.? Isn’t the testing center open on Fridays and Saturdays? Yes it is; however, on Fridays and Saturdays the testing center is prone to long lines and shorter hours. Ergo, students often spend HOURS in lines, and in some cases are turned away from taking tests. Also waiting to the last minute of the closing of the testing center makes for high anxiety. So the deadline for all tests is on a Thursday at 5 p.m. If you need the weekend to take tests you will just have to take the exam five days earlier. A link to the Spring 2019 academic calendar may be found here: SP2019

Exams and assignments are to be completed on-time, without exception. Should unusual circumstances arise, regardless of their nature, they must be well documented, subject for interpretation, and extreme.

SOME ADDITIONAL GRADING NOTES:

- Each exam may be taken twice, with your grade the average of those two attempts. If you score lower on the 2nd attempt, it will lower your grade.
- Each unit quiz has unlimited attempts. Your grade will be the average all attempts.
- Quizzes are due at the same due date of the corresponding exams.
- Plagiarism will be severely punished.

Bonus opportunities may be possible. Check announcements or ask about opportunities.

Laboratory Evaluation (30%): Your lab grade is based on lab exams and a combination of lab reports, pre quizzes and post quizzes may be given during the semester. Additional graded activities may be assigned during the semester. Your grade in lab is based on an instructor determined percentile of all graded exams, quizzes, reports and other projects as may be assigned during the semester. Your lab grade is 30% of your total grade in Biology 1406. There is no makeup for lab activities. Your lab instructor has the right to modify this formula. Please attend lab regularly and communicate with your laboratory instructor to determine your academic performance in that facet of the class.

**Calculating your overall course grade:** In order to correctly calculate an overall grade for the course, the formula would go something like this: \([(\text{lecture grade } \times 0.70) + (\text{lab grade } \times 0.30)]\).
FINAL GRADES WILL BE ASSIGNED AS FOLLOWS:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentile Range:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100% – 89.51%</td>
</tr>
<tr>
<td>B</td>
<td>89.50% – 79.51%</td>
</tr>
<tr>
<td>C</td>
<td>79.50% – 69.51%</td>
</tr>
<tr>
<td>D</td>
<td>69.50% – 59.51%</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 59.50%</td>
</tr>
</tbody>
</table>

Lecture:
Exams – as outlined above there are six lecture exams that correspond to chapter content.
Quizzes – all units will have quizzes that correspond to the exam material. Taking them will help you prepare for the exams.

Laboratory:
Please see your lab instructor for a calendar and complete list of assignments.

WITHDRAW/DROP POLICY:
An Academic Spring Session for Financial Aid Purposes is December 14, 2018 through May 16, 2019.
See Financial Aid for more information.

May 3 (Friday)  Last Day to Drop with a Grade of W*

*This withdrawal date applies only to 8-week courses that begin on 03/25. Classes that begin on different dates may have different deadlines to withdraw. Students should check "My Class Schedule" in eConnect to determine the last date to withdraw for each of their classes.

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 POLICY

If you are unable to complete this course, you must officially withdraw by Friday, May 3, 2019. Withdrawing is a formal procedure which you must initiate; your instructor cannot do it for you. All Dallas County Community Colleges charge a higher tuition rate to students registering the third time for a course. This rule applies to the majority of credit and Continuing Education / Workforce Training courses. Developmental Studies and some other courses are not charged a higher tuition rate. Third attempts include courses taken at any DCCCD college since the fall 2002 semester. For further information, go online to: http://www.DCCCD.edu/thirdcourseattempt

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

FINANCIAL AID STATEMENT

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 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

NOTIFICATION OF ABSENCE DUE TO RELIGIOUS HOLY DAY(S)

Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. 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.
INSTITUTIONAL POLICIES:

Please take the time to read and familiarize yourself with the following information. They pertain to your rights and responsibilities as a student at North Lake College.

Legal Notices:

Student and Employee Responsibilities:

Privacy and Security Commitment:
https://www.dcccd.edu/pages/privacysecurity.aspx#ferpa

Code of Student Conduct:
https://www1.dcccd.edu/catalog/GeneralInfo/CollegePolicies/code.cfm?loc=NLC

Student Handbook:

ADA / ADAAA Compliance:

The Dallas County Community College District is committed to creating and supporting an environment that provides the broadest possible community participation in the educational mission of the district. Accordingly, the district seeks to find and use digital tools and content designed to provide greater usability for everyone, including people with disabilities.

Disability Accommodations: North Lake College is committed to both the spirit and letter of all federal equal opportunity legislation, including The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act. All instructors at North Lake College are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability.

REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT (A430)

North Lake College provides academic accommodations to students with disabilities, as defined under ADA law. It is the student's choice and responsibility to initiate any request for accommodations. If you are a student with a disability who requires such ADA accommodations, please contact North Lake College's Disability Services Office in person (A430) or by phone at 972-273-3165.
http://www.northlakecollege.edu/resources/disability.html

Notice of Online Accessibility (ADA):

Disability Services:
https://www.northlakecollege.edu/services/disability/pages/default.aspx
FINANCIAL AID STATEMENT

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 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

COUNSELING SERVICES (A430)

Counseling services for personal issues are provided to all students currently enrolled at North Lake 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 972-273-3333 or visit A 430.

THE ACADEMIC SKILLS CENTER (A332)

The Academic Skills Center (ASC) is designed to provide assistance to students in the following areas:

- Labs for students enrolled in foreign language, Developmental Reading, and ESOL courses. One-on-one tutoring is available.
- The Writing Center can help students clarify writing tasks, understand instructors’ requirements, develop and organize papers, explore revision options, detect grammar and punctuation errors, and properly use and document sources. Rather than merely editing or "fixing" papers, tutors focus on helping students develop and improve their writing skills.
- The Online Writing Lab (OWL) allows students to submit papers to our writing tutors electronically and get feedback within 24-72 hours. The OWL can be accessed through eCampus. After logging on to eCampus, click on the Community Tab at the top. Type “Owl” in the search field and click “Go.” Next, click on the double drop-down arrows next to “NLC-OWL2,” and then click on “Enroll.” Once enrolled, students can receive services from the OWL.

For more information or to schedule a tutoring appointment, come by A-332 or call 972-273-3089.
TESTING CENTER (A 425)

https://www.northlakecollege.edu/apply-reg/testing/pages/testcntrs.aspx

Check Posted Hours

If you instructor requires you to complete an exam in the Testing Center, be sure to have the following information when you request you test:

1. Instructor’s name
2. Subject, course number, and section number (ex: Speech 1311.7011)
3. Exam number (1\textsuperscript{st}, 2\textsuperscript{nd}, 3\textsuperscript{rd}, etc.)
4. Exam deadline (Get this information from your instructor. The testing staff cannot look up this information on computers).

You should also bring the following supplies:

1. Pencil
2. Scantron answer sheet
3. A Test Request Form must be completed before entering the Testing Center.
5. Government or school issued photo identification is required & enforced.

You may not bring personal items into the Testing Center. This includes bags, cell phones, and pagers.

Please show courteous and cooperative behavior while using the services provided by the Testing Center.

DO NOT bring children to the Testing Center. You must make arrangements for the care of your children prior to your exam date. The police department will be notified of any unattended children.

DO NOT take any testing materials with you when you leave the Testing Center. This includes the test, answers, charts, scratch paper. These items will be attached to your test.

Questions? Please visit the Testing Center (A 425) or call 972-273-3160.

Core Curriculum Intellectual Competencies

This course reinforces 6 of the 6 Core Curriculum Intellectual Competencies defined by the Texas Higher Education Coordinating Board. The CCI’s identified by the DCCCD which are reinforced by Biology 1406 are as follows:

This course reinforces all 6 of the Core Curriculum Intellectual Competencies defined by the Texas Higher Education Coordinating Board.
1. **READING**: Reading at the college level means the ability to analyze and interpret a variety of printed materials—books, articles and documents. A core curriculum should offer students the opportunity to master both general methods of analyzing printed materials and specific methods for analyzing the subject matter of individual disciplines.

2. **WRITING**: Competency in writing is the ability to produce clear, correct and coherent prose adapted to purpose, occasion, and audience. Although correct grammar, spelling and punctuation are each a sine qua non in any composition, they do not automatically ensure that the composition itself makes sense or that the writer has much of anything to say. Students need to be familiar with the writing process including how to discover a topic and how to develop and organize it, how to phrase it effectively for their audience. These abilities can be acquired only through practice and reflection.

3. **SPEAKING**: Competence in speaking is the ability to communicate orally in clear, coherent and persuasive language appropriate to purpose, occasion and audience. Developing this competency includes acquiring poise and developing control of the language through experience in making presentations to small groups, to large groups and through the media.

4. **LISTENING**: Listening at the college level means the ability to analyze and interpret various forms of spoken communication.

5. **CRITICAL THINKING**: Critical thinking embraces methods of applying both qualitative and quantitative skills analytically and creatively to subject matter in order to evaluate arguments and to construct alternative strategies. Problem solving is one of the applications of critical thinking, used to address an identified task.

6. **COMPUTER LITERACY**: Computer Literacy at the college level means the ability to use computer-based technology in communicating, solving problems and acquiring information. Core-educated students should have an understanding of the limits, problems and possibilities associated with the use of technology and should have the tools necessary to evaluate and learn new technologies as they become available.

**Academic Dishonesty (a.k.a. Cheating):**

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 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 includes:
   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 to do so;
d) Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an un-administered test.
e) Substituting for another student, or permitting another student to substitute for you to take a test; and
f) Bribing another person to obtain a test or information about a test.

4) “Plagiarism” means the appropriation of another’s work (ideas and/or words) and the unacknowledged incorporation of that work in one’s written work offered for credit. 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.

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.

CLASSROOM POLICIES:

Please read this section carefully. These policies are important to me!

E-mail Policy:
Please use your DCCCD assigned e-mail address to send any correspondence. If you send me an e-mail from your personal e-mail address, it is highly likely that it will end up as spam/junk e-mail, and go unanswered. I will check e-mail on Monday mornings, and you can expect a response within 24 hours during the week. I check my e-mail for the last time Friday at noon, so if you send an e-mail after that, it will be answered the following Monday. Since I do not check work e-mail over the weekend, try to combine your questions if you have multiple concerns. If I start receiving multiple e-mails regarding the same subject, it is likely that I will not answer individually but send out a response to the class as a whole, since multiple students are asking the same question. Certain e-mail subjects will be ignored. Per FERPA guidelines I cannot discuss your grades over email. I will also not respond to any emails that ask for an “extra day” or “extra time.” The district has a very tight SPAM filter, and if you do not feel like your email is being addressed in a timely manner, call me. Please keep all communications respectful and classy.

Students will not send unsolicited email espousing a cause, religion, or activity to other class participants and will not add other class participants to any lists, services, or other entity which distributes unwanted email or material.
Office Hours Policy:
Refer to the top of the syllabus for regular office hours. If you need to talk to me outside of office hours, you must e-mail me and schedule an appointment. If you need something answered or addressed sooner, sending an e-mail is a better option.

End of Class Procedures:
When this class ends, it ends. When the final exam deadline passes, I will take down the entire course. I do this so I can configure the grades properly. This means that if you wish to preserve anything from the course, you should make sure that you have downloaded your gradebook or any materials before that day.

My Academic Dishonesty Policy:
I will not tolerate cheating. If you are caught plagiarizing assignments, cheating in the testing center, or other manners or cheating, my penalty is failure in the entire course. Not just an F on the assignment, you will fail the course.

Quiz Policy:
I get a lot of questions about my quizzes and I would like to address it here. When you take a quiz, it does not tell you what you got right and what you got wrong. This is intentional. Like a good science experiment, we run the process and then we get results. Interpreting the results is the cornerstone of the scientific process. We often don’t know what went right and what went wrong. The science, is sorting this out. You will get the hang of it. With the quizzes I encourage you to collaborate with others, talk through the answers, and learn. When you reaffirm you got something right, you have taken the guesswork out of future responses. When you research something you thought you got right, but in-fact got wrong, you truly learn. Lastly, when you research a question you got completely wrong, you are uncovering areas you may need to study further.

Certification of Attendance Policy:
During the first week of lectures, you will have a take-home assignment to complete that will be used to certify your attendance. This is to ensure that students receiving financial aid comply with the requirements to continue receiving it. Your assignment is to write a short one page paper stating your goals and expectations for the course. Why did you take the course? What degree or field of study you are pursuing? Keep your responses brief but relevant, and respectful.

Computer Glitch Policy:
You may encounter a computer glitch while you are taking a quiz. This happens. I empathize, it happens to me all the time. So here is what you do. Make sure you have documented the glitch. Secondly, save your documentation. Please do not ask for quiz resets as I will not be resetting quizzes over the semester. Usually I can see that the glitch has occurred because it looks like the quiz was abandoned – I will delete two glitch quizzes per student over the semester. If you think somehow quiz glitches have altered your final grade, you may present your documentation for consideration of a grade recalculation. I can tell you that in the history of teaching this class, that has never occurred, but I am willing to accept the discussion. Systemic and habitual computer failure will be considered the student’s responsibility.
Additional Stuff:

North Lake College provides free, convenient tutoring for a wide range of subjects. Instructional labs in a variety of disciplines are located throughout the campus. A diverse staff of trained, certified tutors is available to help North Lake College students achieve their academic goals.

If you are having difficulty in this or any other course you are taking at North Lake College, I strongly encourage you to take advantage of our free on-campus tutoring services and resources:

More information may be found here: Tutoring

Specifically, for science, we have a fantastic resource called the Science Learning Center, and it is an excellent recourse that is also free to students at North Lake College. I invite you to drop by and check it out. For current hours of operation and more information please visit the link here:

Science Learning Center

Location: P333