This course syllabus is intended as a set of guidelines for BIOL 1409. Both North Lake College and your instructor reserves the right to make modifications in content, schedule, and requirements as necessary to promote the best education possible within prevailing conditions affecting this course.

COURSE SYLLABUS

Biology 1409-73400
SPRING 2019

Instructor:
Dr. Vaishali Khamankar
vkhamankar@dcccd.edu
972-860-3910 (C-303-D)

OPEN OFFICE HOURS:  M-Th: 12:30-2pm, additional by request

COURSE INFORMATION

- Course title: Biology II for Non-Majors
- Course number: 1409
- Section numbers: 73400
- Credit hours: 4
- Class Time: Lecture and Lab- MTWRFSSu- INET

Withdrawal Date: April 17, 2019

COURSE DESCRIPTION:
BIOL1409 is intended for non-science majors. Topics include ecology, population dynamics, microevolution, and organization and function of human body.

COURSE PREREQUISITE:
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) Texas Success Initiative (TSI) Reading and Writing standards AND DCCCD Writing score prerequisite requirement.

REQUIRED OR RECOMMENDED TEXTBOOKS AND MATERIALS

- Textbook: OpenStax Biology ISBN 978-1-938168-09-3 The online version of the textbook is available free at OpenStax CNX. You may print individual chapters free. You may also purchase a hard copy of the book at the college bookstore
- Lab-Internet Access Code – Totally Online Biology II by Shelp ISBN 978-0-996-5286-2-7. You can purchase the access code directly at biolabmanual.com or purchase a card in the college bookstore that will enable you to gain access to the totally online labs.
COURSE OBJECTIVES
The goal of this course is to prepare the student to be an informed and educated citizen. The course will fulfill requirements for the student that is majoring in fields other than the biological sciences. See the Course Outcomes, Exemplary Educational Objectives and the Core Curriculum Intellectual Competencies at the end of the syllabus.

COURSE OUTLINE
1. Introduction: Overview of biology
2. General Ecology: facts, present and future
4. Evolution of Populations
5. Organization of human body: Tissues, organs, organ systems
6. Bones, muscles
7. Digestion, Circulation, Respiration, Excretory systems
8. Immunity
9. Reproduction and development
10. Nervous system and special senses

EVALUATION PROCEDURES:
Every assessment/assignment is worth a particular number of points toward your total point score.

Lecture:
- The text assignments consist of selecting OpenStax or other Internet sources which will prepare the student to take a lecture quiz for each lesson.
- A 15 question multiple choice quiz will be taken at the end of each lesson.
- You will take ONE comprehensive final exam at the end of the semester. Please see the semester course schedule for details about the time frame for each part of the course.

Laboratory:
The laboratory activities will provide you with the opportunity to participate in the scientific process by using an Internet Access Code.
- Read each laboratory assignment carefully as you work through the online lab.
- Complete a Lab Report using the templates found at biolabmanual.com.
- Submit the Lab Report as an attachment in the eCampus assignment.
- After submission allow 24 -48 hours for grading and time for you to take the quiz.
  Your instructor will evaluate the lab report and, if satisfactory, provide a password so you can take a ten point multiple choice quiz online located in your eCampus course.

Discussion Boards:
You are asked to participate in four Discussion Boards.
- To receive full credit you must add a new post by following the instructions for each Discussion Board and replying to at least two other student’s posts.
- To add a new post, select the “+ Thread” button in the upper left corner of the discussion board screen.
- To respond, select “Reply” below the thread you are replying to. Anonymous messages on the discussion are not allowed.
How is Grade determined?

<table>
<thead>
<tr>
<th>Points</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>A = 450 - 500</td>
<td>A = 90 - 100</td>
</tr>
<tr>
<td>B = 400 - 449</td>
<td>B = 80 - 89</td>
</tr>
<tr>
<td>C = 350 - 399</td>
<td>C = 70 - 79</td>
</tr>
<tr>
<td>D = 300 - 349</td>
<td>D = 60 - 69</td>
</tr>
<tr>
<td>F = 0 - 299</td>
<td>F = 0 - 59</td>
</tr>
</tbody>
</table>

You may accumulate points as follows:

1. **Lecture Quizzes.** Timed online multiple-choice Lecture Quizzes (15 points each) will be given at the end of each Lesson. Two attempts are allowed for each Lecture quiz and the highest grade is considered. (180 Points)

2. **Laboratory.** Labs will coordinate with the text material. When you complete each lab, submit your Lab Report as an attachment in eCampus. Your instructor will evaluate your lab exercises and issue a password that you may access in “My Grades”. This password will enable you to take the 10 point multiple choice quiz. (120 Points)

3. **Laboratory Practicals.** Two lab prakticals worth 40 points each will be given. The first Lab Practical will cover the content of labs 1-5 and the second Lab Practical will cover content of labs 6-10. Laboratory understanding, critical thinking skills, and the ability to interpret data will be evaluated. (80 Points)

4. **Special Event.** An activity is provided which will relate the textbook biology to the world around you. It may consist of television programs, assigned movies, and other special event opportunities. (20 Points)

5. **Biology in the News.** To encourage you to make the connection between textbook biology and biology that appears in the news, you will write a short paper that will help you recognize how science and technology influence and contribute to daily life. (20 Points)

6. **Discussion Board.** During the semester four group interaction activities (5 points each) will give students the opportunity to discuss issues related to topics in the course. (20 Points)

7. **Final Exam.** A comprehensive, 60 question multiple choice exam covering the major objectives of textbook reading will be taken at the end of the semester. (60 Points)

8. **Extra Credit.** There are two extra credit opportunities. The orientation quiz (worth 10 points) and on time and complete assigned work submission (worth 10 points).

9. **Late Policy/Makeup Week.** Only late work with a documented excuse may be made up. Notify your instructor in advance if you have a conflict with a deadline for approval to makeup the work. In case of an emergency, provide a valid, documented excuse within 24 hours of the missed deadline. Late work without documentation will not receive credit. All excused late work for the first half of the semester MUST be completed by midterm week (see your schedule for due dates).
DISCIPLINE/ COURSE/ DEPARTMENT/POLICIES

Students are expected to fully participate in lecture class and laboratory activities. Cell phones should be turned off or set to silent during class unless an exercise requires use. No texting or other inappropriate use of electronic devices will be permitted in class. Whether the use of electronics is proper or not will be determined by the instructor. All students are expected to abide by the college Student Code of Conduct.

NO EATING OR DRINKING IN LABORATORY

While conducting laboratory experiments, carefully read the materials and procedure before starting the experiments, follow instructions. Do not bring open food or drink containers in the laboratory.

CHILDREN IN CLASS AND UNACCOMPANIED CHILDREN POLICY:
The institution strives to protect an environment most conducive to teaching and learning for all enrolled students. Minor children should not be brought to the laboratory or the Testing Centers.

COUNSELING SERVICES

Counseling services for personal issues are provided to all students currently enrolled at North Lake College. The services are provided by licensed professionals 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. For appointments, call 972-273-3333 or visit A 311.

THE ACADEMIC SKILLS CENTER (ASC)
The ASC is designed to provide the following assistance to students:
- An ESOL lab with computer access
- Free tutoring for students enrolled in foreign language courses.
- The iRead Lab offers individual and small group tutoring, as well as workshops, to help current students improve their reading, study, and test taking skills.
- The Writing Center to help students clarify writing tasks, understand instructors’ requirements, develop and organize papers, explore revision options, detect grammar and punctuation errors, properly use and document sources, 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.
The Blazer Internet Lounge with 12 computers, additional open seating, and WiFi Internet access. For more information or to schedule a tutoring appointment: Come by A-332 or call 972-273-3089.

ECAMPUS

1. Class notes and announcements will be posted on the web on ECAMPUS at "ecampus.dcccd.edu”.
2. You are expected to access "ECAMPUS" on a regular basis to be up to date with the class information.
3. Make sure you enter your email address. Let me know if you need help with "ECAMPUS".
4. All students can apply for a free email address/internet access at the Computing Center.
Testing Policy for Mathematics & Science Division: Students taking tests in math and science will NOT be allowed to leave the testing center or the classroom during a test and return to complete the test. If you leave, you are through testing.

If you need special accommodations you must submit a request to the Disability Services Office in person (A430) or by phone at 972-273-3165. Click on Disability Services for more information.

- You may not bring personal items into the Test Center. This includes bags, cell phones and pagers. Coin-reimbursable (quarter) lockers are available for student use. Please do not share lockers.
- Please show courteous, 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 (A425) or call 972-273-3160.

Testing Center Hours: Monday – Thursday: 8:30 a.m. – 8:00 p.m., Friday - Saturday: 8:30 a.m. – 3:30 p.m., Sunday: CLOSED

No tests will be issued after 7:00 p.m., Monday -Thursday and after 2:30pm on Friday and Saturday. Other cut-off times may be in effect for specific exams by the instructor's direction. All exams collected at 8:00 p.m. on Monday-Thursday and at 3:30pm on Friday and Saturday. Other cut-off times may be in effect for specific exams by the instructor's direction.

Time may be different for the Testing Centers at the North and South campuses.

If your instructor requires you to complete an exam in the Testing Center, be sure to have the following information when you request your test
- Instructor’s name
- Subject and course number (example: HIST 1301)
- Exam number (1st, 2nd, 3rd, etc.)
- 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.

A Test Request Form must be completed before entering the Testing center.
- Only battery operated 4 function, non-programmable scientific or TI83/TI 84 calculator are allowed (if permitted by instructor).
- Money for coin-return lockers (quarter). Please do not share lockers.

Important: Government- or school-issued photo identification is required & enforced.
INSTITUTIONAL POLICIES

North Lake College Policies:

The above link will provide information about institutional policies regarding the following:

Student Success: Following are the points important to student success:

Academic Advising and Degree Planning
At North Lake College, our Advising team works side by side with you in (1) picking the right major/program, (2) enrolling in the right classes and (3) finishing on time. Degree planning is critical as you prepare to be successful in the workforce and/or to transfer to other institutions.

If you are a first-time-in-college student, you are required to meet with an advisor and are encouraged to file a degree plan. If you are a continuing student, you are also encouraged to meet with available advisors, faculty and program coordinators to ensure your continued success in maintaining a quality educational pathway.

- Visit the North Lake College Advising webpage for more information.
- Visit the district website Advising Center page for contact information for all college advising offices.

Tutoring
All students are eligible for free, convenient tutoring in a wide range of subjects.

- Visit the North Lake College Tutoring webpage for more information.
- Visit the district website Tutoring page for contact information for all college tutoring services.

Students with Disabilities
If you are a student with a disability and/or special needs who requires accommodations, please contact the Disability Services Office (DSO) at North Lake College. If you are eligible for accommodations, please contact DSO to send your accommodation request to your instructor, preferably at the start of the semester or program. Please note that all communication with DSO is confidential. Visit the Disability Services webpage for more information about disability services available across the district or contact the DCCCD Office of Institutional Equity at 214-378-1633.

Cheating, Plagiarism and Collusion
- Scholastic dishonesty is a violation of the Code of Student Conduct and Hazing. Scholastic dishonesty includes, but is not limited to, cheating on a test, 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 (asking for) the contents of an un-administered test; and substituting for another person to take a test. Plagiarism is the appropriating (taking in a way that is illegal or unfair), 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. You can be given a failing grade on an assignment or test, can be failed for the class or you can even be suspended from college.
- Your enrollment indicates acceptance of the DCCCD Code of Student Conduct and Hazing.

Student Survey of Instruction
We use the Student Survey of Instruction (SSI) to find out how students perceive the quality of courses, faculty and instruction and to get feedback for improvement. In order to minimize the disruption in the classroom, the SSI is now being given online in some courses through a link in eCampus. If you receive a request to complete the SSI, please do so as soon as possible. By completing this questionnaire, you will help
the college and your instructors find out how we might improve your educational experiences. Your identity will remain strictly confidential and anonymous.

- **Religious and Ethnic Holiday Observance**
  North Lake College honors the right of each student to observe the practices of their belief system. It is your responsibility to provide your instructors a written justification for a religious accommodation promptly after the course begins. It is the responsibility of the instructor and student to negotiate completion of all missed assignments before the absence, if possible.

**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) or retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, pregnancy, parenting, 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 you wish to keep the information confidential, please contact 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 you and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX coordinator or visit dcccd.edu/TitleIX.
- Each college within DCCCD has a designated Title IX coordinator.
- **North Lake College Title IX Coordinator:** Francyenne Maynard, TitleIX-NLC@dcccd.edu 972-273-3980

**Students Receiving Financial Aid**
- **Attendance and Participation**
  - If you do not attend classes, you could lose your financial aid. You must attend and participate in your on-campus or online course(s) before the course certification date and continue beyond the course withdrawal date.
  - Your instructor is also required by law to validate/certify your attendance in your on-campus or online course(s) in order for you to receive financial aid. To meet this attendance requirement, you must participate in an academic-related activity pertaining to the course such as, but not limited to, the following examples: initiating contact with your instructor to ask a question about the academic subject studied in the course, submitting an academic assignment, taking an exam, completing an interactive tutorial, participating in computer-assisted instruction, attending a study group that is assigned by the instructor, or participating in an online discussion about academic matters relating to the course.
  - In an online class, simply logging in is not enough by itself to demonstrate academic attendance. You must show that you are participating in your online class and are engaged in an academically related activity as described above.

  - **Withdrawing From Classes**
    If you are receiving any form of financial aid, you should check with the Financial Aid Office before withdrawing from classes. If you withdraw, it may affect your eligibility to receive aid in the future and could cause you to have to repay funds you received for the current semester. If you fail to attend or participate after the drop date, this policy will also affect you. To speak with someone, please contact the Financial Aid Call Center at 972-587-2599 or by email at facc@dcccd.edu, or visit one of our campus Financial Aid Offices (dcccd.edu/FinancialAidOffices).

**Class Drop and Repeat Options**
- **Withdrawal Policy**
If you are unable to complete this course, it is your responsibility to officially withdraw by the official drop date for this course. Failure to do so will result in a performance grade, usually an F. If you drop a class or withdraw from the college before the official drop deadline, you will receive a W (withdraw). Students sometimes drop a course when help is available that would enable them to continue. Before you make the decision to drop this course, please contact the instructor by email. If you are receiving any form of financial aid, check with the Financial Aid Office before withdrawing from classes. International students on an F-1 visa cannot withdraw from classes without jeopardizing their official status. For more information, visit the Dropping or Withdrawing From Classes webpage.

- **Six Drop Rule**

  Under a Texas law (TEC Section 51.907), if you drop too many classes without having an acceptable reason, your GPA could be affected. Be sure you understand how this law may affect you before you drop a class. The law applies to students who enroll in a Texas public institution of higher education (including the colleges of DCCCD) for the first time in fall 2007 or later. You may drop no more than six courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus advising center will give you more information on the allowable exceptions. Remember that once you have accumulated six non-exempt drops, you cannot drop any other courses with a W. For more information, visit dcccd.edu/SixDrop.

- **Repeating a Course and Third Drop Rule**

  Dallas County Community Colleges charge additional tuition to students registering the third or subsequent time for a course taken at any of the DCCCD colleges since the Fall 2002 semester. All third and subsequent attempts of the majority of credit and continuing education/workforce training courses will result in an additional tuition charge. Developmental Education and some other courses will not be charged a higher tuition rate. See Third Attempt to Enroll in a Course at dcccd.edu/ThirdCourseAttempt.

**In Case of a Campus Emergency**

Sign up for DCCCD Emergency Alerts to receive a text message, email and/or phone call when there is an unscheduled evacuation or closure of a DCCCD campus or office because of weather, utility outages or police or other emergencies. Subscribing is free, but standard text message charges from your cell phone provider will apply. For more information, see dcccd.edu/Alerts.

**Concealed Carry**

Any person who holds a license to carry may carry a concealed handgun on college district property as permitted by law and college district policy. A license holder who carries a handgun on college district property must keep it concealed and on or about their person at all times. The open carry of a handgun (i.e., completely or partially visible) is prohibited on college district property, including any public driveway, street, sidewalk, walkway, parking lot, parking garage or other parking area.

- **Weapons**

  The use, possession or display of a weapon in violation of law and college district policy is strictly prohibited. This prohibition applies to firearms, knives, clubs, fireworks of any kind, incendiary devices, razors, chains, throwing stars and any other device designed to expel a projectile or to inflict bodily harm.
  
  - Violations may result in disciplinary action and/or criminal penalties.

**Syllabus Change Disclaimer**

Instructors reserve the right to amend a syllabus as necessary.

**Exemplary Educational Objectives**

This course satisfies all of the Exemplary Educational Objectives for the natural sciences. They are:

1. To understand and apply method and appropriate technology to the study of natural sciences.
2. To recognize scientific and quantitative methods and the differences between these approaches and other methods of inquiry and to communicate findings, analyses and interpretation both orally and in writing.
3. To identify and recognize the differences among competing scientific theories.
4. To demonstrate knowledge of the major issues and problems facing modern science, including issues that touch upon ethics, values, and public policies.
5. To demonstrate knowledge of the interdependence of science and technology and their influence on, and contribution to, modern culture
PROGRAM – LEVEL OBJECTIVES FOR BIOL1409

BIOL1409 develops the following objectives from the Texas Higher Education Coordinating Board:

- Communications: Written, oral
- Communications: Visual
- Critical Thinking
- Empirical & Quantitative Skills

Specific Learning Activities, Outcomes, and Assessment

The following table provides examples on how the Course Outcomes, Educational Exemplary Objectives, and Core Curriculum Intellectual competencies are incorporated into the course:

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<thead>
<tr>
<th>Learning Activity</th>
<th>Learning Outcomes</th>
<th>Assessment</th>
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<tbody>
<tr>
<td>1. Students will learn Ecology concepts through identification of different trophic levels in food chains and food webs</td>
<td>Students will learn relationships among different organisms.</td>
<td>Students take quiz to identify Trophic levels of various living Specimens or pictures of food chains and food webs</td>
</tr>
<tr>
<td>2. Identification of tissues.</td>
<td>Learning the characteristics to help identify different tissues that make up human body.</td>
<td>Students will identify take a quiz to identify tissues</td>
</tr>
<tr>
<td>3. Students will work in pairs to how antagonist muscles work</td>
<td>Students will be able to identify Muscles and antagonist pairs</td>
<td>Students will take a quiz to identify Muscles and antagonist pairs</td>
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</tbody>
</table>