Houston Community College
BIOL 1308: Introductory Biology I, Distance Education
CRN: 19470
Semester: Fall 2016

Instructor/Contact Information: Dr. Nazanin Hebel
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Office hours: TBA / By appointment


Course Description:
* Topics include basic biological chemistry, cellular morphology, metabolism, as well as Mendelian and molecular genetics.
* Note: This is a Core Curriculum Course, not to be used in conjunction with BIOL 1406.
* Consists of 2 parts: a standard textbook, and a web-enhanced online Distance Education course (CANVAS) accessible with a login and password. Students need to read the textbook. The web-enhanced portion provides notes on material covered in the text. These notes are not designed to be a comprehensive review, but an overview of the material covered in the text, and may be updated during the semester.

Course Objective:
* To give the students the basic knowledge of life sciences.

Prerequisites: None required

Student Learning Outcomes (SLOs):
1. Students will be able to explain the components of the scientific method including developing hypothesis, and its use in the interpretation of the scientific data.
2. Students will be able to describe the structure and function of macromolecules such as carbohydrates, lipids, proteins, and nucleic acids in cells.
3. Students will be able to understand and identify differences between prokaryotic and eukaryotic cells.
4. Students will be able to understand energy transformations and the metabolic reactions associated with cellular activities, such as respiration, and photosynthesis.
5. Students will be able to understand and explain cell division, DNA replication and protein synthesis in prokaryotic and eukaryotic cells.
6. Students will be able to explain principles of genetics and solve genetic problems.
7. Students will be able to understand the techniques used in biotechnology and their role in the study and manipulation of genomes.
8. Students will be able to understand evolution by natural selection, and the fundamental aspects of population genetics.
ATTENDANCE POLICY:
Although this is an online course, your attendance in the virtual classroom is mandatory. This is to avoid administrative withdrawal from the class. You will be withdrawn from the course if you have NEVER logged in to the Eagle Online course at least once before the census date.

CALENDAR:
ALL text reading, and chapter activities are to be completed each week the chapter reading is assigned. Quizzes for each chapter are due on Sunday evenings.

<table>
<thead>
<tr>
<th>Week</th>
<th>Chapter #</th>
<th>Topics (Textbook)</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Introduction: Biology Today</td>
<td>Quiz 1</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>Essential Chemistry for Biology</td>
<td>Quiz 2</td>
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<tr>
<td>3</td>
<td>3</td>
<td>The Molecules of life</td>
<td>Quiz 3</td>
</tr>
</tbody>
</table>
| 4    | 4         | The Cell  
FIRST EXAM- Online: (Chapters 1-3) | Quiz 4 |
| 5    | 5         | The Working Cell | Quiz 5 |
| 6    | 6         | Cellular Respiration: Obtaining Energy from Food | Quiz 6 |
| 7    | 7         | Photosynthesis | Quiz 7 |
| 8    | 8         | Cell Reproduction: Cells from Cells  
SECOND EXAM- Online: (Chapters 4-7) | Quiz 8 |
| 9    | 9         | Patterns of Inheritance | Quiz 9 |
| 10   | 10        | The Structure and Function of DNA | Quiz 10 |
| 11   | 11        | How Genes are Controlled  
THIRD EXAM- Online: (Chapters 8-10) | Quiz 11 |
| 12   | 12        | DNA Technology | Quiz 12 |
| 13   | 13        | How Populations Evolve | Quiz 13 |
| 14   |           | FOURTH EXAM- Online: (Chapters 11-13) | |
| 15   |           | FINAL EXAM -District Comprehensive (Chapters 1-13)  
Paper-pencil; closed book exam | |
| 16   |           | ***At HCC DE Testing Centers | |
*** HCC DE Testing Centers:

Friday:
Central Campus - San Jacinto Building
1300 Holman - 1st Floor
Begin your exams between 4:00pm - 9:00pm
Last Admit 7:00 pm

Saturday:
Spring Branch Campus
1010 W. Sam Houston Pkwy N (600 area)
Begin your exams between 10:00am - 3:00pm
Last Admit 1:00 pm

Sunday:
Eastside Campus
6815 Rustic (Workforce Building)
Begin your exams between 10:00am - 3:00pm
Last Admit 1:00 pm

ACCESS TO COURSE:
Your Eagle Online login user ID will be your HCC User ID (sometimes referred to as the “W” number). All HCC students have a unique User ID. If you do not know your User ID you can look it up by visiting the HCC home page. Please visit the DE Technical Support website if you need additional assistance with your login.

INSTRUCTIONAL METHODS:
As this is an online distance education course, student initiative is required to keep up with the course. I will provide materials online in the form of class notes and Power-Points which you can use while reading the textbook. In additions to lecture exams there are quizzes for each chapter. Learning requires active (not passive) involvement on the part of the learner, so you must come be prepared, even for a distance education course. This includes having studied and being ready to work with all reading and other materials assigned prior to attempting any assessments. Minimum preparation is taking notes and thinking about personal application of the text material.

IMPORTANT DATES:

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>08/19</td>
<td>Last Day for Drop/Add/Swap class</td>
</tr>
<tr>
<td>08/22</td>
<td>Classes begin</td>
</tr>
<tr>
<td>09/06</td>
<td>Official date of student record (attendance)</td>
</tr>
<tr>
<td>11/24 - 27</td>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td>10/28</td>
<td>Last Day for Administrative and Student Withdrawal</td>
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EXAMS, ASSIGNMENTS AND GRADING:

* Lecture Exams:
  - There will be a total of four on-line lecture exams. All exams will be administered Online.
  - Each exam is worth 100 points.
  - Out of four lecture exams, the lowest will be the drop grade. If you take all four exams, your lowest grade automatically becomes your drop grade. If you miss an exam, it automatically becomes your drop exam, if you miss two exams, you get a zero in the second missed exam.

* Comprehensive Final Exam:
  - Comprehensive final will be a closed book exam, administered at HCC testing centers. It will be worth 20 points.
  - Please check the DE website for the exact time and location:
    · http://de.hccs.edu/student-services/

* Quizzes:
  - 50 points of your course grade is from quizzes, which you will complete and submit online. Each week you will be required to attempt a quiz from the chapter designated for the week. The deadline for submitting the quiz will be midnight Sunday. Each quiz may have about 10-15 questions.
  - These tests are open book and you have a limited time to finish them. You will be given only one attempt to finish; hence attempt these tests only after going through the chapter. These quizzes may contain animations, activities, and questions related to the chapter topics.

Study time:
Please set aside adequate time for study – you will probably need to spend at least 6 hours per week!!

GRADE COMPUTATION:
4 Lecture Exams (lowest grade dropped): 300 pts
Comprehensive Final Exam: 50 pts
Online tests (quizzes): 50 pts
Total: 400 pts
A = 360-400 (90-100%)
B = 320-359 (80-89%)
C = 280-319 (70-79%)
D = 240-279 (60-69%)
F = 0-239 (Below 60%)

HOUSTON COMMUNITY COLLEGE POLICIES
HCC Incomplete Policy:
The only circumstance under which you can get an “I” (incomplete) is if you are too ill to take an exam. A proper documentation is required. Once you receive an “I”, you have six months to complete the missed work and change “I” with a letter grade, or else, it will automatically change to an F by the system. Once the semester is over, you will no longer
have access to your online course; therefore, make-up work will be given in the form of a proctored test at Spring Branch or Alief-Hayes campus locations.

**HCC Policy Statement: ADA**
Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.), who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of the semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office.

**Disability Support Services Offices:**
- **System:** 713.718.5165
- **Central:** 713.718.6164 – also for Deaf and Hard of Hearing Services and Students
  Outside of the HCC District service areas.
- **Northwest:** 713.718.5422
- **Northeast:** 713.718.8420
- **Southeast:** 713.718.7218
- **Southwest:** 713.718.7909

After student accommodation letters have been approved by the DSS office and submitted to DE Counseling for processing, students will receive an email confirmation informing them of the Instructional Support Specialist assigned to their professor.

**HCC Policy Statement: Academic Honesty**
Scholastic Dishonesty as explained in the Student Success Student Handbook is as follows: Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/or disciplinary proceedings may be initiated by College System officials against a student accused of scholastic dishonesty.

“**Scholastic dishonesty**” includes, but is not limited to, cheating on a test, plagiarism, and collusion.

“**Cheating**” on a test includes:
- Copying from another student’s test paper;
- Using materials during a test that are not authorized by the person giving the test;
- Collaborating with another student during a test without authority;
- Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of an unadministered test;
- Bribing another person to obtain a test that is to be administered.

“**Plagiarism**” means the appropriation of another’s work and the unacknowledged incorporation of that work in one’s own written work offered for credit.

“**Collusion**” means the unauthorized collaboration with another person in preparing written work offered for credit.

**HCC Policy Statement: Course Repeater Policy**
Beginning in the Fall 2006, students who repeat a course for a third or more times will face significant tuition/fee increases at HCC and other Texas public colleges and universities. Please ask your instructor and/or counselor about opportunities for tutoring/other
assistance prior to considering course withdrawal or if you are not receiving passing grades.

**Repeat Course Fee:** The State of Texas encourages students to complete college without having to repeat failed classes. If you repeat the same course more than twice you may be subject to higher tuition and fees (currently $50 and $3/CEU contact hour.) A course is considered a “repeat” if you received a grade of A-F, a W, or an I. Check with a counselor to see if this rule applies to any of your courses.

**HCC Policy Statement: Course Withdrawal Policy**

**HOW TO DROP**
- If a student decides to drop or withdraw from a class upon careful review of other options, the student can drop online prior to the deadline through their HCC Student Center.
- HCC and/or instructors may drop students for excessive absences without notification.
- Students should check HCC’s Academic Calendar by Term for drop/withdrawal dates and deadlines. Classes of other duration (mini-term, flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines.

Please contact the HCC Registrar’s Office at 713.718.8500 to determine mini-term class withdrawal deadlines.

**HCC Policy Statement: Classroom Conduct**

As with on-campus classes, all students in HCC Distance Education courses are required to follow all HCC Policies & Procedures, the Student Code of Conduct, the Student Handbook, and relevant sections of the Texas Education Code when interacting and communicating in a virtual classroom with faculty and fellow students. Students who violate these policies and guidelines will be subject to disciplinary action that could include denial of access to course-related email, discussion groups, and chat rooms or being removed from the class.

**International Students:**

Receiving a W in a course may affect the status of your student Visa. Once a W is given for the course, it will not be changed to an F because of the visa consideration. Since January 1, 2003, International Students are restricted in the number of distance education courses that they may take during each semester. ONLY ONE online/distance education class may be counted towards the enrollment requirement for International Students per semester. Please contact the International Student Office at 713-718-8520 if you have any questions about your visa status and other transfer issues.

**SOCIAL NETWORKING**

- To become a fan on Facebook: http://www.facebook.com/HCCDistanceEd
- To follow DE on Twitter: http://twitter.com/HCCDistanceEd

These social networking sites help DE foster student engagement and provide a sense of community for the online learner. Students will also stay informed about important information and announcements.

**LIBRARY RESOURCES**

As a DE student you have the same access to first-rate information resources that the HCC Libraries make available to all HCC students. A special website pulls together all the tools
DE students will need to get their research rolling. Visit Library Resources specifically for Distance Education students.

**Helpful Tips:**
Success in this course depends solely on the individual student!
The following are strongly recommended for each student:
- Read and understand all elements of the Syllabus, D.E., and Student handbooks.
- Give your professor both day / evening phone numbers and e-mail address.
- Read and comprehend the required chapters in the textbook prior to the exams.
- Successfully complete all requirements of this course as outlined in this document.
- Contact your professor if you have any questions regarding any element of the course that you do not understand.
  - HINT: Work hard from the beginning of the semester rather than playing a "catch-up game" during the second half of the semester.
- Student CD-Rom accompanying the textbook and student web site of the publisher are excellent sources to review course content.

**TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, 20 U.S.C. A§ 1681 ET. SEQ.**
Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students’ rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.
It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations.
Log in to: www.edurisksolutions.org. Sign in using your HCC student e-mail account, then go to the button at the top right that says Login and enter your student number.