

Updated 07/18/2023



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

**BIOLOGY FOR SCIENCE MAJORS I
BIOL 1406 O081**

NOTE: This is a 16-week course.

NOTE: This is an Online course.

Liz Mitchell

Course Description:

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.

Prerequisites and/or Corequisites:

Must have passed the reading and writing portion of the TSI Assessment or have credit for INRW 0402. Semester Hours 4 (3 lec/3 lab)

Course Notes and Instructor Recommendations:

This course will require you to have reliable internet connection or a plan to access reliable internet connection.

This is a reading intense course.

Instructor Information:

Instructor Name: Liz Mitchell

MCC Email: emitchell@mclennan.edu

Office Phone Number: 254.299.8187 (If I am not in my office, please leave a message. I will be able to listen to the message on my cell phone).

Office Location: Science 220

Office/Teacher Conference Hours:

In person or on Zoom: Mondays 11:30 am – 1:00 pm and Thursdays 2:30 – 3:30 pm

Other Instruction Information: I can meet you either in-person or on Zoom. Zoom appointments will need to be scheduled ahead of time.

Other Instruction Information: I will be using Remind to send out important messages. Please sign up here.

<https://www.remind.com/join/onlineby>

Required Text & Materials:

Title: *Biology*

Author: Peter Raven, George Johnson, et al.

Edition: 13th

Publisher: McGraw-Hill

ISBN 13: 978-1260565959

ISBN 10: 1260565955

Students will need access to a computer or tablet with internet (smart phones will not work). All Reading Assignments are accessed through the Connect software platform. Students who do not have a computer at home can use the MCC library computers.

Your class is enrolled in Inclusive Access. This means your textbook was paid in your tuition fees. **Unless you specifically opted out of this option, your textbook has already been paid for.**

Please go to the bookstore to pick up your hardcopy, loose-leaf textbook. You will need a 3-ring binder to keep your book. If you do not pick up your textbook by a specific date, your textbook will be returned to the publisher.

You can have your textbook shipped to you. Please visit the MCC website for more information.

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Methods of Teaching and Learning:

This course is a reading intense class. Students will watch the lecture videos and read the textbook to get the information.

In a traditional face-to-face class, the teacher guides the learning and provides immediate answers for questions. In an online class, the teacher sets the course up in a method to facilitate learning. However, students are much more responsible for their own, guided learning. Students are also responsible for identifying when they do not understand material and finding a method by which to understand the material.

Students will also use homework, practice tests, discussion boards, and team projects to apply learned information.

Students are welcome to sit-in on the Zoom lectures of in-person classes. The Zoom link will be posted online.

In-person classes are offered:

MW 9:30 - 11

TTh 8 – 9:3

TTh 11:00 – 12:30

Course Objectives and/or Competencies:

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.

Course Attendance/Participation Guidelines:

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

Before the 60% point of the semester, a student who is absent for 25% or more of a face-to-face or blended course or who misses 25% or more of assigned work for an online course will be withdrawn from the course with a grade of W. A student may also request to be withdrawn with a grade of W before the 60% point of the semester. After the 60% point of the semester, the student may request to be withdrawn if the student is passing, or be assigned the final grade earned at the end of the semester after grades have been updated to reflect missing work.

Course Outline or Schedule:

Start Date	Due Date	Week	Information Covered
20-Aug	27-Aug	Week 1	Cells

27-Aug	3-Sep	Week 2	Cells continued, Tissues
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3-Sep	10-Sep	Week3	Intro to Bio Molecules and Lipids, Functional Groups, Intro to Cell Communication
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10-Sep	17-Sep	Week 4	Proteins
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17-Sep	24-Sep	Week 5	Enzymes (Test 2)	Test 1: Open Wednesday - Friday
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24-Sep	1-Oct	Week 6	Cell Signaling
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1-Oct	8-Oct	Week 7	Transcription and Translation
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8-Oct	15-Oct	Week 8	Mutations and Regulation of Gene Expression
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15-Oct	22-Oct	Week 9	Genetics (Test 3)	Test 2: Open Wednesday - Friday
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22-Oct	29-Oct	Week 10	Genetics and DNA Replication
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29-Oct	5-Nov	Week 11	Cellular Respiration
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5-Nov	12-Nov	Test 2: Week 12	A Darwinian View of Life and Natural Selection
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12-Nov	19-Nov	Week 13	Stem Cells and Mitosis, Meiosis
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Week of
Thanksgiving

19-Nov	26-Nov	Week 14	No new material	Test 3: Open Sunday - Tuesday
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26-Nov	3-Dec	Week 15	Photosynthesis
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**The final exam must be completed by Tuesday, December 5th at 11:59 PM

Course Grading Information:

68%	Tests
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10%	Major Projects
11%	Homework, Reading Assignments, Quizzes, Discussion Boards
8%	Labs
3%	Supplementary Instruction

1. No late work will be accepted without an MCC excuse that covers the entire period of time the assignment was open.
2. Students caught violating academic honesty on all non-test assignments will be issued a 0 for that assignment and will be issued one letter grade lower than they earn for the course.
3. Students caught violating academic honesty on all non-test assignments for a second offense will be issued an F for the course.
4. Students caught cheating on tests will be issued an F for the course.
5. Students will be required to work on a team. Students who elect to work by themselves will be penalized 5% of their total grade for that assignment.
6. Students who do not tell me what team they will be on via Google Docs will not have access to the team assignments. Missed team assignments will be issued a grade of 0 and will not be eligible to be made up.
7. Starting with Test 1, each test might have up to 20% of previous course material on the test.
8. Tests will be short answer, multiple choice, mark all that apply, T/F, fill in the blank, matching, and essay.
9. Students will be required to take their tests using Proctorio software.
10. Students with ADA test accommodations will take their tests at the Testing Center.
11. Reading Assignments are bonus. Students are highly encouraged to complete these assignments to aid in them in learning. If a student completes all Reading Assignments at a grade of 100%, the student will receive a 1% bonus for their entire grade for the semester. Reading Assignments that are not completed at a 100% will not count toward

bonus. Students who do not complete all Reading Assignments will receive a pro-rated bonus based on the % of Reading Assignments they did complete.

It is up to the students to know if their actions are cheating/academic dishonesty. If a student is unsure if their actions will be considered cheating/academic dishonesty, they can email me and ask. If a student commits academic dishonesty without knowing will still be penalized.

If a student on a team commits academic dishonesty on a team assignment, the whole team will be held responsible. If a student aids another student in cheating, that student will also bear the consequences.

Rubrics will be provided for homework, weekly assignments, discussion board assignments, and team assignments. Students will be graded on accuracy of information, ability to apply information learned in class, and perceived effort. If a student is uncertain about a grading scheme, it is their responsibility to reach out to the teacher.

Supplementary Instruction (SI) Attendance Requirements:

1. Students must attend SI sessions outside of class. Students will have several times to choose from throughout the week.
2. Students must attend 7 SI sessions throughout the semester. These 7 sessions must be attended on 7 different weeks.
3. Students who arrive 5 minutes late or leave 5 minutes early will not be counted present.
4. Students who do not participate, are disruptive, are disrespectful, or cause problems will not be allowed to attend SI. These students will receive 0s for the remaining SI grades and will be ineligible to make these grades up.
5. Students have until Friday, August 25th, to communicate to me they are unable to attend SI for the semester. If students do not communicate to me by that date they cannot attend SI this semester, alternative arrangements will not be made.

Late Work and Make Up Work Policies:

I will drop the following grades:

5 Assignments from the Reading Assignment/Homework, etc. category.

1 Lab

Assignments that are missed will be dropped, up to the maximum drop.

Students must take their test in the time allotted for tests.

Students who miss one test for an MCC excused absence (that covers the entire testing period) can take their test on make-up test day: Friday, December 2nd. Documentation must be provided.

Students who miss two tests will take the first missed test on make-up test day. The second test will be replaced by the cumulative final exam. Both tests require a documented MCC excused absence.

The cumulative final exam will replace a student's lowest test grade.

Attendance will be taken by the completed Connect Homework assignment each week. If a student does not complete the weekly Homework assignment, the student will be counted absent for that week.

If a student misses 4 total Homework assignments OR 3 consecutive Homework assignments in a row, the student will be dropped (if assignments are missed by the drop date).

The last day to drop is October 22nd. Students who wish to be dropped from the class must email me by 5 pm on that date with their section number and tell me specifically they would like to be dropped. After that date, I cannot drop students.

I will not be issuing incompletes this semester. All work must be completed by the end of semester date.

Student Behavioral Expectations or Conduct Policy:

Zoom Expectations

When you are meeting on Zoom, the following expectations will be held. You will need to be fully clothed. There also cannot be anything in the background that is problematic, inappropriate, or against college policy.

Students are expected to maintain classroom decorum that includes respect for other students and the instructor and an attitude that seeks to take full advantage of the education opportunity.

Students who continue to be disruptive in class, either to me or other students, will be asked to leave. Students will be required to meet with me and a third party (who may include the Division Director) before being allowed to return to class.

All Discussion Board posts will be conducted with respect for all other students. If a disagreement occurs, it will be approached from an academic discussion standpoint.

No profanity, racial slurs, homophobic or transphobic language, obscene language, or anything else that is hateful, disruptive, mean, etc. will be tolerated on the Discussion Boards. A post deemed offensive may result in a student not being allowed to finish the class.

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

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ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu 2542998122 Room
319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a

confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>. Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>).

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's Pantry are located on the second floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to

<https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html>

to find out more about the emergency grant. The application can be found at

https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are

expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/studentemail.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.