



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

**BIOLOGY FOR NON-SCIENCE MAJORS 1
BIOL 1408 _O280
MICHELLE RAPIER**

NOTE: This is a 8-week course.

NOTE: This is an Online course.

BIOLOGY FOR NON-SCIENCE MAJORS 1

BIOL 1408 _O280

Course Description:

Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction.

Prerequisites and/or Corequisites:

None

Course Notes and Instructor Recommendations:

None

Instructor Information:

Instructor Name: Michelle D. Rapier

MCC E-mail: mrapier@mclennan.edu

Office Phone Number: 254-299-8142

Office Location: SB124

Office hours: by appointment (In office or via online chat)

*Please note that I have an office hours sign posted to my office door for M/W 9:00-10:30, but to ensure that I am in office at your desired time, please email me (through BS) to set up an appointment.

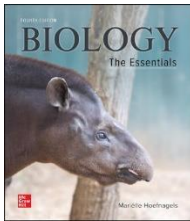
Required Text & Materials:

Title: Biology: The Essentials, 4th ed.

Author: Hoefnagels

Publisher: McGraw Hill

Lab material: Connect Learn Smart/ Learn Smart Labs (included in tuition fees)



If you opt out of Inclusive Access

ISBN: 9781265342227 (Digital edition)

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

Methods of Teaching and Learning:

Evaluation of Students: Discussion board, quizzes, online assignments using tutorial software, and/or projects will be administered throughout the course of the semester. In addition, unit examinations will be given.

Course Objectives and/or Competencies:

Biology 1408 is an introductory course designed to introduce various topics in the natural sciences. They include the scientific method and characteristics of life, chemical and molecular concepts, cellular basis of life, respiration and photosynthetic metabolic processes, control mechanisms, cell and organismal reproduction and developmental stages, evolution and ecology. At the end of this course, the student should be able to:

1. Distinguish between prokaryotic, eukaryotic, plant and animal cells, and identify major cell structures.
2. Identify stages of the cell cycle, mitosis (plant and animal), and meiosis.
3. Interpret results from cell physiology experiments involving movement across membranes, enzymes, photosynthesis, and cellular respiration.
4. Apply genetic principles to predict the outcome of genetic crosses and statistically analyze results.
5. Describe karyotyping, pedigrees, and biotechnology and provide an example of the uses of each.
6. Identify parts of a DNA molecule, and describe replication, transcription, and translation.
7. Analyze evidence for evolution and natural selection.
8. Apply scientific reasoning to investigate questions, and utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data.
9. Use critical thinking and scientific problem-solving to make informed decisions in the laboratory.
10. Communicate effectively the results of scientific investigations.

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

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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:

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Non-majors biology (8 week course)

Due dates:

Week #1 -Orientation

Closes: Sunday, March 17th @ 11:59 p.m.

Folder assignments:

Introduction assignments

Set up e-mail notifications
Discussion board introduction
Orientation quiz

Unit #1 -Cells

Closes: Sunday, March 24th @ 11:59 p.m.

LS Reading assignments

Connect & Smartbook orientation
Chapter 1: Scientific Study of Life
Chapter 2: The Chemistry of Life
Chapter 3: Cells

Learnsmart lab

Virtual lab tutorial
Cell Anatomy
Quiz #1 (extended due date: 3/29/24)

Unit #2 -Energy

Closes: Wednesday, April 3rd @ 11:59 p.m.

LS Reading assignments

Chapter 4: The Energy of Life
Chapter 5: Photosynthesis
Chapter 6: How Cells Release Energy

Learnsmart lab

Photosynthesis
Cellular respiration
Quiz #2 (extended due date: 4/5/24)

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Closes: Wednesday, April 10th @ 11:59 p.m.

Midterm Exam

*** Student initiated drop date: Friday, April 12, 2024**

Unit #3 -Genetics

Closes: Wednesday, April 17th @ 11:59 p.m.

LS Reading assignments

Chapter 7: DNA Structure & Gene Function
Chapter 8: DNA Replication, Binary Fission & Mitosis
Chapter 9: Sexual Reproduction & Meiosis
Chapter 10: Patterns of Inheritance

Learnsmart lab

Mitosis
Meiosis
Human Genetics
Quiz #3 (extended due date: 4/19/24)

Unit #4 -Evolution

Closes: Sunday, April 28th @ 11:59 p.m.

LS Reading assignments

Chapter 12: Forces of Evolutionary Change
Chapter 14: Speciation & Extinction
Chapter 17: Evolution & Diversity of Animals

Learnsmart lab

Natural Selection
Quiz #4

Tuesday, April 30th @ 11:59 pm

Final Exam

Cheating is not tolerated in this class! This includes copying answers from another student's paper, turning in work that is not your own or copying anything from another source without appropriate credit given to the author by including quotation marks and references. Suspected cheating on a class assignment will result in an appropriate disciplinary action including, but not limited to receiving a "0" on that assignment or receiving an "F" in the class. Further disciplinary action within the college may also be warranted.

Course Grading Information:

Final grades will be determined by the following guidelines:

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Unit quizzes	30%	A > 90%
Assignments	50%	B 80% – 89%
Unit exams	20%	C 70% – 79%
		D 60% – 69%
		F < 60%

Late Work and Make Up Work Policies:

The following guidelines will prevail if a student fails to complete an assignment before the completion date, and requests to make up the assignment.

1. The student must send me a message within **12** hours after the completion date and time requesting to make up the assignment.
2. The message must detail why the student failed to complete the assignment on time.
3. After receiving the request I will consider giving extra time based on each request.
4. If the make-up request is granted the student will have two **(2)** days to complete the missed assignment.
5. The student completing the make-up will have **10%** deducted from their final grade on a quiz/exam or **10%** grade deduction for each day late on an assignment.

Student Behavioral Expectations or Conduct Policy:

“Students are expected to maintain classroom /online decorum that includes respect for other students and the instructor, prompt and regular participation, and an attitude that seeks to take full advantage of the education opportunity.”

[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.

10/09/2023



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 (254)299-8122
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 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 may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>

Additionally, Title IX provides rights and protections for pregnant and newly parenting students. 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 success@mclennan.edu.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to <https://calendly.com/paulannespantry-mcc/15min>.

The CREW, Success Coaches, and Paulanne's Pantry are all located on the second floor of the Student Services building in Success Coaching Services.

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:

Please view our [Academic integrity statement](#) for more 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-teaching-and-learning/Faculty-and-Staff-Commons/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](#) 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.