

BIOLOGY 1308 – GENERAL BIOLOGY; FOUR CREDIT HOURS
COURSE SYLLABUS, AMANDA R. RAKHSHANDEH, PH.D.
FALL 2020

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Virtual Office Hours: Visit the ‘Online Classroom’ menu link on the left-hand side of Blackboard to meet me online at the times listed below. Also, please feel free to make an appointment to meet with me at another time.

- Tuesdays & Thursdays: 11 AM – 12 PM CST
- Fridays: 10:30 AM – 12:30 PM CST

Required Texts:

1. Text: *Human Anatomy & Physiology*. Eleventh Edition. By Marieb & Hoehn. (Hard back and loose-leaf versions available through the SPC bookstore. etext version available through the [publisher website](#).)
2. Note-taking & study guide: Weekly handouts to print off of Blackboard. By Amanda Rakhshandeh.

Optional materials that some students find useful:

1. Online Materials: *Mastering A&P – Human Anatomy & Physiology*; access code for online content. (Note: the purchase of a new textbook bundle will include A Brief Atlas of the Human Body and the Mastering A&P access code. You may also buy the textbook and atlas used and then purchase a Mastering A&P access code separately through the [publisher website](#).)

Purpose: To provide a survey of biological principles with an emphasis on humans, including the chemistry of life, and cellular structures, functions, and reproduction. In addition, this course helps to improve critical thinking and study skills. This course is intended for students interested in allied healthcare careers and will help prepare them to be more successful in upper level biology courses, such as Anatomy and Physiology and Microbiology. This course will not satisfy a science core requirement for an Associate of Science or Associate of Arts degrees.

BIOLOGY 1308 TENTATIVE TOPICAL AGENDA FALL 2020

Week	Dates	Topic
1	Aug 24 – 28	The three themes of biology (Ch. 1)
2	Aug 31 – Sep 4	Body surface regions (Ch. 1)
3	Sep 8 – 11	Organs & organ cavities overview (Ch. 1)
4	Sep 14 – 18	Directional terms (Ch.1)
5	Sep 21 – 25	Atom structure & reactions (Ch. 2)
6	Sep 28 – Oct 2	Bonds & molecular reactions (Ch. 2)
7	Oct 5 – 9	Macromolecules (Ch. 2)
8	Oct 12 – 16	pH (Ch.2)
9	Oct 19 – 23	Cell structures & functions (Ch. 3)
10	Oct 26 – 30	Membrane flow & cytoskeletal elements (Ch. 3)
11	Nov 2 – 6	Membrane transport & ATP (Ch. 3)
12	Nov 9 – 13	Osmosis & vesicular transport (Ch. 3)
13	Nov 16 – 20	Mitosis (Ch. 3)
14	Nov 23 – 24	Meiosis (Ch.3)
15	Nov 30 – Dec 4	Comparing mitosis & meiosis (Ch. 3)
16	Dec 8 & 9	Comprehensive final exam (Chapters 1 through 3)

BIOLOGY 1308 TENTATIVE ASSIGNMENTS SCHEDULE FALL 2020 – ALL ASSIGNMENTS ARE DUE AT 11:59 PM CST ON THE DATE LISTED

Due Date	Week 1 assignments	Webcam?	Due Date	Week 2 assignments	Webcam?
W – Aug 26	Orientation Video	---	W – Sep 2	Chapter 1 video (#5)	---
	Am I Ready? Quiz	---	Th – Sep 3	Week 2 activity	---
	Study Schedule	---	F – Sep 4	Week 2 note-taking guide	---
	Prior knowledge quiz	Yes		Week 2 quiz	---
	Student learning survey	---			
Th – Aug 27	Chapter 1 videos (#1, 2, & 3)	---			
	Week 1 activity	---			
F – Aug 28	Week 1 note-taking guide	---			
	Week 1 quiz	---			

Due Date	Week 3 assignments	Webcam?	Due Date	Week 4 assignments	Webcam?
W – Sep 9	Chapter 1 videos (#4 & 8)	---	W – Sep 16	Chapter 1 video (#7)	---
Th – Sep 10	Week 3 activity	---	Th – Sep 17	Week 4 activity	---
	Week 3 note-taking guide	---		Week 4 note-taking guide	---
F – Sep 11	Week 3 quiz	---	F – Sep 18	Week 4 quiz	---
			Sat & Sun; Sep 19 & 20	Major Exam 1 (Ch. 1)	Yes
Due Date	Week 5 assignments	Webcam?	Due Date	Week 6 assignments	Webcam?
W – Sep 23	Chapter 2 videos (#1 & 2)	---	W – Sep 30	Chapter 2 videos (#3 & 4)	---
Th – Sep 24	Week 5 activity	---	Th – Oct 1	Week 6 activity	---
	Week 5 note-taking guide	---		Week 6 note-taking guide	---
F – Sep 25	Week 5 quiz	---	F – Oct 2	Week 6 quiz	---
Due Date	Week 7 assignments	Webcam?	Due Date	Week 8 assignments	Webcam?
W – Oct 7	Chapter 2 videos (#5 & 6)	---	W – Oct 14	Chapter 2 video (#7)	---
Th – Oct 8	Week 7 activity	---	Th – Oct 15	Week 8 activity	---
	Week 7 note-taking guide	---		Week 8 note-taking guide	---
F – Oct 9	Week 7 quiz	---	F – Oct 16	Week 8 quiz	---
			Sat & Sun; Oct 17 & 18	Major Exam 2 (Ch. 2)	Yes
Due Date	Week 9 assignments	Webcam?	Due Date	Week 10 assignments	Webcam?
W – Oct 21	Chapter 3 videos (#1 & 9)	---	W – Oct 28	Chapter 3 videos (#2 & 3)	---
Th – Oct 22	Week 9 activity	---	Th – Oct 29	Week 10 activity	---
	Week 9 note-taking guide	---		Week 10 note-taking guide	---
F – Oct 23	Week 9 quiz	---	F – Oct 30	Week 10 quiz	---
Due Date	Week 11 assignments	Webcam?	Due Date	Week 12 assignments	Webcam?
W – Nov 4	Chapter 3 videos (#4, 5 & 6)	---	W – Nov 11	Chapter 3 videos (#7 & 8)	---
Th – Nov 5	Week 11 activity	---	Th – Nov 12	Week 12 activity	---
	Week 11 note-taking guide	---		Week 12 note-taking guide	---
F – Nov 6	Week 11 quiz	---	F – Nov 13	Week 12 quiz	---
			Sat & Sun; Nov 14 & 15	Major Exam 3 (Ch. 3; Weeks 9 to 12)	Yes
Due Date	Week 13 assignments	Webcam?	Due Date	Week 14 assignments	Webcam?
W – Nov 18	Chapter 3 video (#10)	---	M – Nov 23	Chapter 3 video (#11)	---
Th – Nov 19	Week 13 activity	---		Week 14 note-taking guide	---
	Week 13 note-taking guide	---	T – Nov 24	Week 14 activity	---
F – Nov 20	Week 13 quiz	---		Week 14 quiz	---
Due Date	Week 15 assignments	Webcam?	Due Date	Week 16 assignment	Webcam?
W – Dec 2	Chapter 3 video (#12)	---	T & W; Dec 8 & 9	Comprehensive final exam (Chs. 1 to 3)	Yes
Th – Dec 3	Week 15 activity	---			
	Week 15 note-taking guide	---			
F – Dec 4	Week 15 quiz	---			

The instructor reserves the right to make changes to this syllabus as necessary.

Tips for Success:

- **Plan to study 9 hours a week outside of class.** To pass this course, most students need to study around 9 hours per week outside of class. The best overall study strategy is to work consistently, in small doses. “Cramming” for an exam is rarely successful. I suggest that you plan your study time at the beginning of each week. Begin by marking down the times for each day that you have family or work commitments, as well as other non-negotiable time commitments. Then plan the specific days, hours, and places that you will study throughout the week. Be sure to pick a study location that is as free from distractions as possible. Stick to your plan and then reward yourself at the end of the week for a job well-done.
- **Take good notes.** In the videos, I will discuss the most significant concepts from your readings. At times, I will present examples that may not be given in your textbook. You are responsible for all of this information. Good note-taking will help you to remember which concepts were most important and why. Additionally, the act of note-taking is itself a learning exercise that helps you to stay actively engaged in the topic and better remember class discussions. The Note-taking guide is designed to help you structure your note-taking.
- **Ask questions.** If you don’t understand something discussed in the online content, ask question in the videos, ask questions by email, arrange to meet with me online, or attend an online session with me. I welcome your questions, and if you’re struggling, it’s important to get help early. Additionally, by asking questions, you take charge of your own learning.
- **Use the tools that I provide.** As an instructor, I believe that my job is to help you rise up to the high standards of this course. Therefore, I will provide you with a number of tools to support you in your learning.
 - Videos – You may re-watch the videos of me talking through course concepts by visiting my YouTube channel for the course at any point (link found in the ‘Extra Help’ section).
 - Interactive: Human Anatomy – This database contains a 3D, rotatable online anatomy tool. You can access this tool at your own home for free by visiting the SPC library’s database links (<https://southplainscollege.libguides.com/az.php?a=i>). It's the last database on the list. Use it to study or follow along with video instruction.
 - Note-taking guide – This guide helps you structure your note taking during class, know when you have missed important points, and better review material when studying at home. All videos, quizzes and exams are designed to match what is covered in the note-taking guide.
 - Online tutorials – The ‘extra practice’ section of the course contains additional, ungraded online tutorials for each chapter of the course. These tutorials often write about tough topics in a slightly different way than the textbook, contain interactive games to help you test what you know, and have helpful videos from outside sources embedded within them.
 - PowerPoint slides – The PowerPoint slides that I use for the course are included in the note-taking guide and in the ‘Extra Help’ section of the course.
 - Exam reviews – Each exam review lists topics from each chapter on which you will be tested. Exams cover only the topics listed on reviews, which are found in the Note-taking guide. Exam reviews will also list the anatomical structures on which I will test you. Only structures listed on the exam reviews will be tested.
- **Study effectively.** Any biology course these days will have **a lot** of information, so making the most of your study time is key. Begin by making your own study aids. For example, make outlines and flash cards of course material as you read and review your notes. Create visual study aids where you draw out important structures and label key features. Doing this will help you to not only remember course concepts, but also better understand how they relate to each other. I also suggest that you practice writing out and linking concepts **by memory**, use blank versions of the note-taking guide as a study aid, create lists of questions that help you remember the material, and then practice answering those questions, filling out a blank note-taking guide, or recreating visual study aids **by memory**. Remember, all quizzes and exams are timed, so it’s important to know the material well before beginning an exam. You should do at least one or two of these activities each day. *Finally, please note that reading text, notes, review guides, or images over and over again is the **LEAST EFFECTIVE** way to study for this class. Students who do not test their memories of course concepts when studying typically earn around a 40 to 50% on major examinations.*

Evaluation Criteria:

- **Videos (10%)** – You will watch videos for each chapter of the course that have questions embedded within them. You should fill out your note-taking guide as you watch these videos. Write down questions about material that you do not understand and list your questions in the “fuzzy” concepts section at the end of each video. The lowest two grades from this category will be dropped; therefore, no make-up work will be allowed. All other grades will be averaged and will be worth 10% of your final grade.
- **Weekly activities (10%)** – Each week you will complete one online tutorial, with interactive activities and games that can be repeated an unlimited number of times, until you earn a 100%. You should use the activities and games to help you with your note-taking guide and to test your understanding of the week’s concepts. The lowest grade from this category will be dropped; therefore, no make-up work will be allowed. All other grades will be averaged and will be worth 10% of your final grade.
- **Weekly note-taking guides (10%)** – The note-taking guide helps you structure your note taking while watching the videos and working on course concepts. It also helps you know when you have missed important points and better review material when studying at home. All videos, quizzes and exams are designed to match what is covered in the note-taking guide. You will upload scans or pictures (you can take them with your phone) of your completed note-taking guides. **Submission of your note-taking guide each week will unlock access to the weekly quiz.** The lowest grade from this category will be dropped; therefore, no make-up work will be allowed. All other grades will be averaged and will be worth 10% of your final grade.
- **Weekly quizzes (20%)** – Weekly quizzes will be a combination of multiple-choice, true/false, matching, identifications, fill-in-the-blank, and short answer questions. These quizzes are designed to give you a “heads-up” about how well you know course material, prior to major examinations, giving you time to adjust your study strategies. After the due date, you may view your entire quiz to guide your study efforts. The lowest grade from this category will be dropped; therefore, no make-up work will be allowed. All other quiz grades will be averaged and will be worth 20% of your final grade.
- **Attendance (10%)** – You have the option to fulfill a weekly attendance requirement in one of two ways. The lowest grade from this section will be dropped; therefore, no make-up opportunities will be given. Each week you can choose any option for fulfilling the attendance requirement.
 - **Option 1** - You may enter a “fuzzy point” question for at least five videos each week. For a question to count, it must list a specific concept or idea for which you have a question. Questions that state something along the lines of, “I don’t get the entire video. Can you explain?” will not count for credit. I will post my answers to all student questions for everyone to view. However, I will not identify the student who asked the question.
 - **Option 2** – You may attend one online office hours session with the instructor each week and ask at least two questions. Again, for a question to count, you must ask about a specific concept or idea. Questions along the lines of, “I don’t get the entire chapter. Can you explain?” will not count for credit.
- **Major examinations (40%)** – Four major exams will be given throughout the semester. The lecture exams will contain mostly multiple-choice questions. Additionally, the exams will contain fill-in-the-blank questions that ask for the identification of anatomical structures. No major exam grades will be dropped. The fourth major exam will be a comprehensive final exam that tests all concepts of the course, including the newest concepts of the course. One and only one major exam can be made-up on the Monday of finals week, if documentation of a serious life event is provided.

Final grade determination: Grades are not curved under any circumstances and extra credit is not given.

90 - 100% = A 80 - 89% = B 70 - 79% = C 60 - 69% = D <60 = F

Class Policies:

- 1. Attendance:** Regular engagement with course material is necessary for satisfactory achievement. Therefore, I have made multiple assignments due every week. If you have four days' worth of non-submitted assignments, you will be dropped from the course. Students who are dropped from this course by me will receive a grade of "X" or "F", rather than "W", on their transcripts. If you decide to stop attending class, it is your responsibility to immediately drop this course through the registrar's office to avoid being dropped by me for non-attendance. It is your responsibility to verify that you are dropped from this course using your student online account.
- 2. Technical difficulties:** If you experience technical difficulties on a major exam, please *immediately* visit Proctorio support (<https://proctorio.com/support>) and open up a live chat with their 24/7 support staff. If they cannot resolve your problem, please *immediately* email me and notify me about your difficulties, providing screenshots and other documentation as needed. After emailing me, regularly check your email over the next hour, in case of a reply. For other technical difficulties, please *immediately* call the SPC help desk at 806.716.2600.
- 3. Major exam protocol:** All major exams will be given online and these exams *must* be proctored. Therefore, you will be required to use webcam software ([Proctorio](#)) that records you while taking exams. You will be required to show official picture identification prior to the start of the exam and will not earn credit, regardless of your score, without showing identification.

The following table lists additional conduct requirements for online exams, as well as consequences for conduct violations:

Exam conduct requirement	Consequence for violation of exam conduct
Correct placement of webcam	A 30% penalty will be given for webcam placement that doesn't allow the instructor to view the testing environment during the exam. See the instructional video in the course website for a demonstration of correct webcam placement.
Complete environment scan	A 30% penalty will be given for an incomplete or insufficient scan of the testing environment. See the instructional video in the course website for a demonstration of how to completely scan your testing environment.
Sufficient lighting of the testing environment	A 30% penalty will be given for an exam taken without enough lighting for the instructor to view the testing environment during the exam.
Student remains in webcam view during exam	A student who leaves the webcam view during an exam for any reason will receive a zero for that exam.
No unauthorized materials near desk area	A student who has any unauthorized materials (books, notes, blank paper, phone, another computer, etc.) near the testing area will receive a zero for that exam. You will be able to access a blank white board through the Proctorio exam settings that you can use as scratch paper during the exam.
No talking with other adults during the exam, no playing of music or other audio recordings, no wearing headphones.	A student who has any music or audio recordings playing during exams, who wears headphones, or who talks with any adult for any reason during the exam, will receive a zero for that exam. If you're worried about childcare during the exam, please contact the instructor immediately for help brainstorming solutions.

Consequences for violating the above requirements will be suspended on the prior knowledge quiz, so that I can help you correct your honest mistakes. Look for an email from me with feedback on how your testing environment looked after you take the prior knowledge. Consequences will be suspended *only* on the prior knowledge quiz.

- 6. Make-up assignment policy:** If you experience computer problems or miss an assignment, you *will not* be able to make up or retake the assignment. A missed assignment will result in a zero on that assignment, *no exceptions*. Instead, you are allowed to drop grades, as listed in the above sections. Therefore, I suggest that you use your dropped grades wisely.
- 7. Make-up exam policy:** If you experience computer problems or miss a major exam you can make up one and only one major exam, if documentation of a serious life event is provided. The make-up day for any major exam is the Monday of finals week. The final exam cannot be made up or dropped and will result in a zero if missed. If you already know of a conflict with

an exam date, you are welcome to contact me at least 48 hours prior to the start of the exam and make arrangements to take it early.

4. **Cyber bully:** Disorderly conduct, such as verbally abusive or intimidating emails, or subjecting another person to inappropriate, abusive, threatening, or demeaning actions will be subject to disciplinary action. Students who behave in a disorderly fashion may be required to withdraw from the course.
5. **Cheating:** Honesty and ethical behaviors are imperatives in any career. Therefore, cheating will not be tolerated. South Plains College's "Student Conduct" guidelines will apply to all work in this course. Cheating includes, but is not limited, to all of the following:
 - Copying from another student's paper.
 - Using test materials not authorized by the person administering the test.
 - Collaborating with or seeking aid from another student during a test without permission from the test administrator.
 - Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
 - The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
 - Substituting for another student, or permitting another student to substitute for one's self, to take a test.
 - Bribing another person to obtain an unadministered test or information about an unadministered test.
 - The use of any testing materials that are prohibited.

If you have any questions about what constitutes your own work, definitely ask!

8. **Diversity Statement:** In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.
9. **Disabilities Statement:** Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.
10. **Non-Discrimination Statement:** South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.
11. **Sexual Harassment Statement:** South Plains College seeks to provide an environment that is free of bias, discrimination, and harassment. If you have been the victim of sexual harassment, misconduct or assault, South Plains College encourages you to report it. If you tell me that you have been a victim of sexual harassment, misconduct or assault, I am required by law to report it to the College's Title IX coordinator. If you wish to speak to someone in confidence, you may visit with a personal counselor or health professional in the SPC Health and Wellness Center.
12. **Title IX Pregnancy Accommodations Statement:** If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Director of Health and Wellness at 806-716-2362 for assistance.
13. **COVID-19 Statement:** It is the policy of South Plains College for the Fall 2020 semester that, as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation.