



## BSC 461.01W Biology for Middle School Teachers Syllabus Summer II 2014

(Syllabus also loaded as a PDF in Doc Sharing)

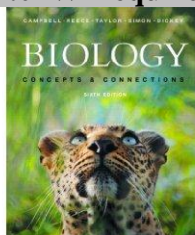
**Instructor:** Susan Gossett, Adjunct Faculty  
**Virtual Office Hours:** Thursday 7:00 p.m. - 8:30 p.m.  
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### COURSE INFORMATION

#### BSC 461 - Biology for Middle School Teachers (3 Hours)

This course will examine the necessary content for students wishing to teach at the fourth through eighth grade level. This course will combine both content and pedagogy. Emphasis will be placed on the content as expressed in the Texas Essential Knowledge and Skills. This course cannot be used for advanced credit for biology major or minor. **Prerequisites:** Math 1314 and 8 semester hours of biological science or consent of instructor. **Please Note:** The Life Science Core Competencies required for your degree are very broad. There are 5 major Competencies with 27 subcomponents segregated across the 5 major Competencies. Of these 27 subcomponents, one subcomponent is to identify and describe the functions of the human body systems. Although a requirement for this course is 8 hours of biological semester hours, the options for the 8 hours vary. To cover all the Life Science Competencies in a 5 week semester would be overwhelming, thus as such the course is designed to explore some competencies possibly not covered in biology courses you might have taken. Some concepts will be covered in weekly discussions and chapter readings and exams while other topics (chapters) will be expected you have covered in previous courses. These “expectations” will be noted under **Student Learning Outcomes** of the syllabus. If you are not familiar with the chapters not covered in the course, I recommend you review these topics (chapters) before your degree completion and testing.

#### BSC 461.01W Required Textbook with MasteringBiology®



ISBN 13: 9780321742315

**Textbook Information:** Campbell, Reece, Taylor, Simon, and Dickey.  
*Biology: Concepts & Connections with MasteringBiology*. 6<sup>th</sup> edition.  
Pearson Benjamin Cummings

**Please Note:** You may also research <http://www.masteringbio.com> for the online eText version and/or the website access purchase price for MasteringBiology®.

**Please Note:** The textbook (or eText) with accompanying *MasteringBiology*® is required for the course. All chapter exams are available beginning Monday, July 7 with a due date of the last day of the course, Thursday, August 7 at 11:59 p.m. The “universal” due date for course readings and corresponding chapter exams allow you to “personalize” your course participation as well as to make your “financial” decision for course completion. While it is solely your decision to purchase the required course materials wherever you choose, extensions for the course discussions or exams will not be granted if you choose to acquire the required course materials from an alternative source resulting in a delayed receipt and/or participation in the coursework. Texas A&M University - Commerce offers tuition and emergency loans. I have included the information under **COMMUNICATION AND SUPPORT** should you find yourself in need of financial assistance for which you may qualify.

#### Getting Started with Pearson’s MasteringBiology® Access and Registration

1. You need a dependable and compatible internet access for registration, accessing, and submission to MasteringBiology® (You are required to check your personal computer and system requirements for MasteringBiology® after registration). **Important Note:** You need to register in MasteringBiology® with the name associated with Texas A&M University - Commerce records. The recognition of names, such as nicknames, maiden names, or married names, other than the ones associated with your eCollege account would not allow for proper grading.
2. You need the following course identification code for registering: **MBGOSSETT14198**
3. You need an access code. The required access code comes with your textbook if you purchased at the University bookstore. Alternatively, if you choose to buy your textbook from another source or choose to use eText you can buy instant access from the publisher with a credit card or PayPal account during registration.

### Registration

1. Go to [www.masteringbiology.com](http://www.masteringbiology.com). Under the large **Register Now** section on the right side of the page, click the **Student** button.
2. Read the onscreen instructions and select your location. Next, check off whether or not you have an **Access Code**. Click **Next**.
3. If you don't have an access code, select your textbook (correct title, author, and edition) or whether you want an eText.
4. You'll then be asked to **Accept** the License Agreement before moving on. After this, either **Create** a new Pearson username/password, or, if you've already registered for another Pearson product (e.g. MyMathLab®, MasteringGeology®), enter that username/password. If you have an **Access Code**, enter it on the bottom of the page.
5. On the next page, fill out the appropriate information fields then click **Next**. If you entered an **Access Code**, you will be brought to a page from which you can access your product. If not, enter your payment information so that you can **Purchase Access**, after which you'll be granted access.
6. You are now registered! Now, it's time to enroll in your course. Click **Log In Now**. Once signed in you can enter your **Course ID** (listed above).

### Student Support

If you need help with MasteringBiology® registration, you may:

1. View the Student User Guide for Mastering loaded in **Doc Sharing** within eCollege.
2. Visit [www.masteringbiology.com](http://www.masteringbiology.com) for:
  - Helpful videos
  - Frequently Asked Questions
  - Set Up Your Computer
3. Or visit the 24/7 Technical Support site at <http://247pearsoned.custhelp.com>

### Pearson 24/7 Technical Support

If you should experience problems with registering or accessing/submitted assignments within MasteringBiology®, please contact Pearson 24/7 Technical Support at the following website address (eCollege Technical Support **cannot assist** with circumstances occurring from the publisher's website). If you need assistance with MasteringBiology® access or other issues, you may communicate with Pearson Technical Support 24/7 via live chat, email, or phone at: <http://247pearsoned.custhelp.com>

## Student Learning Objectives

Students will understand and be able to effectively apply biological concepts which can be incorporated into their classroom lesson plans, identify the main principles of biology, and become versed in the basic terminology employed in various specialized fields of biology and clarify the process of science. The chapter reading assignments support the Life Science Core Competencies for 4 - 8 Science Teachers.

### *Course Expectations of Previous Knowledge*

1. Students understand the chemical basis of life: (1) elements, atoms, and molecules; (2) water's life-supporting properties; and (3) chemical reactions. (Chapter 2)
2. Students understand and can describe the functions of the human body systems. (Chapters 20 - 30)

**Please Note:** Your registration in MasteringBiology® is active for one year. I have included chapter practice assignments covering the above topics for “course expectations of previous knowledge.” While these are ***not assigned or included in the course grading***, it will allow you to “check” your knowledge regarding these “expectations of previous knowledge” Core Competencies for Life Science prior to the expiration of your MasteringBiology®. I strongly recommend if you are not familiar with the concepts of these chapters to schedule personal time to cover these prior to obtaining your degree and certification testing.

## COURSE REQUIREMENTS

### Instructional / Methods / Activities/ Assessments

This course provides specific chapter readings and exams and discussion forums to facilitate you achieving the outcomes/objectives identified for the course. You will work toward achieving these outcomes/objectives through (1) thorough understanding of the course requirements and expectations; (2) chapter exams derived from the chapter readings, and (3) weekly discussions on specific topics. Following is an explanation of each of the course's activity and assessments that include the due date, assignment instructions, and other requirements and expectations.

### Method of Instruction

This course is delivered 100% online, thus you will need an accessible, dependable, and compatible internet connection. You are required to check the compatibility of your computer with that listed on the homepage of myLEO or that located on the homepage of eCollege. Additionally, you are required to check browser compatibility with MasteringBiology® utilized for the course chapter exams.

### Class Live

Scheduled weekly virtual office hours will be held through eCollege on Thursdays from 7:00 p.m. until 8:30 p.m. You can locate the system requirements and access instructions under **Live** located on the toolbar of your eCollege course. You must have read the week's assigned readings prior to the scheduled session to determine the topic(s) you wish covered during the scheduled session. The “class live” sessions allow you to “virtually chat” with me to ask specific questions about the weekly assigned readings requiring clarification. The “class live” session is ***not*** a timeframe to review the entire chapter readings; however, it is an opportunity for you to clarify specific aspects supporting your success in the course. You will need to submit the topic/question and

acknowledgement of your attendance to me via email at least 24 hours in advance of the scheduled “class live” session. Scheduling allows the timeframe to be focused and productive. If a situation occurs in which no student enrolled in the course replies they will be attending or have a question for clarification, the session for that week will **not** be held. The “class live” sessions will be recorded so students who may not be able to attend can review as their schedule permits. **Please Note:** I reserve the right to reschedule the “class live” session should a circumstance(s) arise. Students will be notified of the change through the University email system with the rescheduled date and time.

### **Pedagogy eCollege Discussions**

You are required to participate in a “virtual learning” classroom through weekly discussions. During the first four weeks of the semester, there will be a specific discussion topic which is a **graded** component for the course which has a due date for your response. Each of discussion postings counts 2.5 points toward your final grade. The earned point value for the postings will be based on the following: (1) reflect good communication and writing skills; (2) thoroughness and accuracy; (3) creativity, and if appropriate (4) proper referencing. You are invited to comment on the postings of other students. You are expected to comply with the University’s adherence to follow the tenets of common decency and acceptable behavior conducive to a positive learning environment in your virtual communications (copy of the University’s student handbook is provided in **Doc Sharing** of the course). I will be reviewing weekly discussion forums to answer questions and learn along with you. **Please Note:** I will review discussion forums **only** for the week of the assigned discussion. If you miss one of due dates and time for a discussion due to an excused absence and/or eCollege-based problem, it is your responsibility to contact me and to provide the appropriate excused documentation. After providing the required documentation, you would be required to send an email through eCollege to the course participants for that week’s discussion topic. All make-up work **MUST** be taken within two (2) days of the date noted on your official excuse of returning to school. If you fail to contact me and/or to provide the appropriate documentation, you will receive a grade of zero for the missed discussion. If you should incur technical problems accessing eCollege or submitting your discussion, I have provided the guidelines you should follow under **Course Policy for Reporting Problems with eCollege** of the syllabus for excused consideration.

### **Weekly Discussion Topics**

<b>Week</b>	<b>Discussion Topic</b>	<b>Due Date and Time</b>
1	One of the Life Science Core Competencies is describing characteristics of organisms from the major taxonomy groups, including domains and kingdoms and using these characteristics to construct a dichotomous key. . Your discussion posting for this week is to describe how you would incorporate this learning into your classroom. This could be a learning activity, YouTube® video, or other creative learning tool.	July 12 at 11:59 p.m.
2	As humans, we are 99.9% alike in our genetic information and the 0.1% creates the genetic diversity between us. Understanding the 0.1% genetic information variance in individuals leading to diseases such as Tay-Sachs, cystic fibrous, and Alzheimer’s disease is the focus for research. For the discussion this week, you are to find a recent interesting research wherein genetic engineering is being investigated as the key to finding a cure.	July 19 at 11:59 p.m.
3	Evolution is a core theme in biology. Humans and chimpanzees share ~96% identical genetic information and on average the protein-coding regions of the mouse and human genomes are 85 percent identical. Some feel the topic of evolution contradicts their religious faith. The role of an instructor is to present not only knowledge but to instill the curiosity and openness of	July 26 at 11:59 p.m.

learning. How would you as an instructor overcome opposition to the teaching of evolution in your classroom?

- 4 The survival of all living organisms is influenced by and dependent upon their environment. Dichloro-diphenyl-trichloroethane (DDT) was developed in the early 1940s as the first of the modern synthetic insecticides. Initially, DDT was used and effective to combat malaria, typhus, and the other insect-borne human diseases among both military and civilian populations. In the United States, DDT was effective for insect control in crop and livestock production, homes, and gardens. DDT's rapid success as a pesticide and broad use in the United States and other countries led to the development of resistance by many insect pest species. The Environmental Protection Agency (EPA) in the early 1970s issued a cancellation order for DDT based on adverse environmental effects of its use, such as those to wildlife, as well as DDT's potential human health risks. Studies continued to uncover a causal relationship between DDT exposure and reproductive effects. Currently, DDT is classified as a probable human carcinogen by both U.S. and international authorities based on animal studies in which some animals developed liver tumors.  
(<http://www.epa.gov/pesticides/factsheets/chemicals/ddt-brief-history-status.htm>).

August 2 at 11:59 p.m.

Your discussion for this week should focus on a current factor affecting our environment and its causal relationship to humans.

## Introduction

The *Student Lounge* within BSC 461.01W eCollege course is a chance for you to “virtually meet” your colleagues in the class as well as an opportunity to “virtually” introduce yourself to me. While the introduction is not a graded component for the course, it does provide an opportunity for you to identify other students who may share similar goals and interests in which “virtual study groups” might be formed.

## Course Chapter Readings and Chapter Exams

There are assigned chapter textbook readings with corresponding chapter exams through MasteringBiology® for the course. You will find the scheduled chapter readings at the end of the syllabus under **COURSE OUTLINE / CALENDAR** corresponding to the individual weeks located within the eCollege course. All corresponding chapter exams are accessible when the course begins on Monday, July 7 and have a “universal” due date upon the completion of the course on Thursday, August 7 at 11:59 p.m.

## Welcome Assignment

The first step in any successful journey is to know the road traveled, thus the first step towards your success in the course is to know and understand the expectations and requirements for the course outlined in the syllabus. As your success in the course is important to me, the first assignment for the course is to do this short Welcome Activity after reading the syllabus. Although the Welcome Assignment is *not* a graded component for the course, it does ensure you understand the course requirements foremost to your success. The Welcome Assignment is located under Week 1 of your eCollege course and is due prior to 11:59 p.m. on Saturday, July 12. After reading the syllabus (and if needed contacting me to obtain clarification on any aspect contained), you will submit the “Welcome Assignment” via a Word Document to the *Dropbox* located within the eCollege course (*Dropbox* is located on the course toolbar). After reading the syllabus and confident of your



understanding of the course requirements and expectations, you will upload your document with the following verbiage:

I, \_\_\_\_\_ (your name), have read and understand the course expectations and requirements for BSC 461.01W Biology for Middle School Teachers. I understand the learning outcomes for the course include “expectations of previous learning” from the required prerequisite 8 hours of biological sciences for BSC 461.01W. While BSC 461.01W does not include all the Life Science Core Competencies, I understand Ms. Gossett has “practice assignments” for the chapters covering “expectations of previous learning” which are not assigned or included in the course grade; however, I may use personal time at a later date to review these chapters and do the “practice assignments” to check my knowledge prior to the expiration of my MasteringBiology® registration, degree completion, and certification testing. I have checked the compatibility of my computer and system requirements with that for eCollege as well as that for the chapter exams within MasteringBiology®. I am aware of how to contact eCollege Technical Support by email, phone, or chat should a circumstance and/or circumstances require. I am also aware that if a circumstance or circumstances arise with the chapter exams within MasteringBiology® I am aware of how to contact Pearson 24/7 Technical Support either via email or online chat. I have navigated the course and am familiar how to access the toolbars of the course, PowerPoints, and the University’s Student’s Handbook of Policies and Procedures, and Conduct. Ms. Gossett has recommended I follow the weekly **COURSE OUTLINE / CALENDAR** as scheduled; however, I understand my chapter exams have a specific due date of Thursday, August 7 at 11:59 p.m. and I have devised my personal plan to meet the scheduled date. I am aware I am to participate in four weekly discussions covering specific topics that have a specific due date and time. I understand the course guidelines of circumstances that constitute an excused absence as well as my responsibility of the documentation I am to provide Ms. Gossett in the event this might occur. My goal upon the course completion is to have a better understanding of \_\_\_\_\_ (what aspect about life science you feel this course will enhance). I believe this course will benefit my future goal as a middle school teacher by \_\_\_\_\_ (your expectations of what to achieve from the course).

### Course Chapter Exams

For each assigned chapter reading this semester, there is a corresponding chapter exam. All chapter exams are located within the required MasteringBiology® website. In an effort to allow you to best individualize the course chapter readings and exams based on your personal schedule, I have made all chapter exams available upon the commencement of the course on Monday, July 7 with a final due date for all chapter exams when the course ends on Thursday, August 7 at 11:59 p.m. While I encourage you to follow the weekly **COURSE OUTLINE / CALENDAR** for the chapter readings and corresponding chapter exams, you will ultimately decide the plan that works best for your schedule and course completion. The final grades for the course will be entered the morning of Friday, August 8 after the final due date and time for the chapter exams.

**Please Note:** There is no time limit associated to complete the individual chapter exams. You may access the chapter exams without completing; *however*, you *cannot* enter submit until you have completed the chapter exam and are ready for it to be graded. After entering “submit,” the chapter exam will be graded and the score saved and recorded for your course grade for that particular chapter exam. There is an *optional* homework assignment titled “Introduction to MasteringBiology® for Non-Majors”. The purpose of the assignment is to familiarize you with the MasteringBiology® system you will be using for the remaining chapter exams. The assignment is not intended to teach or test your knowledge of any specific subject material. The *optional* assignment is not factored into your course grade and should you choose to do the *optional* assignment you will not be penalized for using hints or submitting incorrect answers. If you have difficulty with a concept(s) understanding or require clarification, you may choose for coverage for the week’s *Class Live* session. The following schedule contains the “median estimated time” for completion of each of the chapter exams.

**Median Estimated Time for MasteringBiology® Chapter Exam**

<b>Chapter</b>	<b>Est. Exam Time</b>
Chapter 1 - Biology: Exploring Life	59 Minutes
Chapter 3 - The Molecules of Cells	42 Minutes
Chapter 4 - A Tour of the Cell	38 Minutes
Chapter 5 - The Working Cell	41 Minutes
Chapter 6 - How Cells Harvest Chemical Energy	47 Minutes
Chapter 7 - Photosynthesis: Using Light to Make Food	60 Minutes
Chapter 8 - The Cellular Basis of Reproduction and Inheritance	51 Minutes
Chapter 9 - Patterns of Inheritance	53 Minutes
Chapter 10 - Molecular Biology of the Gene	54 Minutes
Chapter 11 - How Genes Are Controlled	68 Minutes
Chapter 12 - DNA Technology and Genomics	31 Minutes
Chapter 13 - How Populations Evolve	46 Minutes
Chapter 14 - The Origin of Species	42 Minutes
Chapter 15 - Tracing Evolutionary History	65 Minutes
Chapter 16 - The Origin and Evolution of Microbial Life: Prokaryotes and Protists	61 Minutes
Chapter 17 - Plants, Fungi, and the Colonization of Land	53 Minutes
Chapter 18 - The Evolution of Invertebrate Diversity	43 Minutes
Chapter 19 - The Evolution of Vertebrate Diversity	43 Minutes
Chapter 31 - Plant Structure, Reproduction, and Development	52 Minutes
Chapter 32 - Plant Nutrition and Support	64 Minutes
Chapter 33 - Control Systems in Plants	38 Minutes
Chapter 34 - The Biosphere: An Introduction to Life's Diverse Environments	48 Minutes
Chapter 35 - Behavioral Adaptations to the Environment	30 Minutes
Chapter 36 - Population Ecology	50 Minutes
Chapter 37 - Communities and Ecosystems	67 Minutes
Chapter 38 - Conservation Biology	48 Minutes

**Please Note:** The course chapter exams allocate adequate time to complete, thus as such you should not find it necessary to miss the scheduled due date and timeframe. If you fail to take one of the chapter exams prior to Thursday, August 7 at 11:59 p.m., it **will require an excused absence** as defined in the University's Student's Guide Handbook, Policies and Procedures, and Conduct (copy provided within the ***Doc Sharing*** of your course). If you miss one of the chapter exams due to an excused absence, it is your responsibility to contact me and to provide the appropriate excused documentation so that a time might be scheduled to complete the exam. All make-up work **MUST** be taken within two (2) days of the date noted on your official excuse of returning to school. If you fail to contact me and/or to provide the appropriate documentation, you will receive a grade of zero for the missed chapter exam(s). If you should incur technical problems with MasteringBiology® accessing or submitting a chapter exam, I have provided the guidelines you should follow under **Course Policy for Reporting Problems with MasteringBiology®** of the syllabus for excused consideration.

## Course Grading

### ***BSC 461.01W Grading Schema***

All course chapter exams will be based on a percentage scale. Following is an explanation of how the course discussions and chapter exams will reflect towards your final grade.

### **BSC 461.01W Course Grade Determination**

Average of 26 Chapter Exams	<b>90%</b>
Four weekly discussions worth 2.5 points each	<b>10%</b>
<b>Final Course Grade</b>	<b>100%</b>

The following is the overall grading schema for the course.

<b>A</b>	<b>90 -100</b>
<b>B</b>	<b>80 - 89</b>
<b>C</b>	<b>70 - 79</b>
<b>D</b>	<b>60 - 69</b>
<b>F</b>	<b>59 or lower</b>

**Please Note:** The math rules of “rounding” apply in determination of the course’s final grade (e.g. 89.4 would constitute a final grade of B in the course whereas 89.5 would constitute a final grade of A for the course). Your chapter exam grades will be accessible to you in MasteringBiology®. I will be monitoring your progression and updating the grade book in eCollege weekly as you complete the chapter exams. I will update the eCollege grade book the Sunday following the week end date with the exception of Week 5 ending on Thursday, August 7. You can track your course grade in “real time” as the percentages for each chapter exam and discussion is reflected within the criteria of the eCollege grade book. There is no “extra credit” offered for the course, thus you should take each of the assigned discussions and chapter readings with corresponding exam seriously.

## **TECHNOLOGY REQUIREMENTS**

You will need regular and dependable access to a computer with a broadband Internet connection. You are required to check the compatibility of your computer and browser upon the commencement of the course for both eCollege and MasteringBiology®. You may also take the eCollege tutorial offered to you should you require extra assistance in navigating the eCollege platform.

## **ACCESS AND NAVIGATION**

### **eCollege Access and Log in Information**

This course will be facilitated using eCollege, the Learning Management System used by Texas A&M University-Commerce. To get started with the course, go to: <https://leo.tamuc.edu/login.aspx>

You will need your CWID and password to log into the course. If you do not know your CWID or have forgotten your password, contact Technology Services at (903) 468 - 6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu)

### **Course Navigation**

All chapter exams for BSC 461.01W will be accessed, completed, and submitted through MasteringBiology®. BSC 461.01W within the eCollege course is divided into weekly units. Each weekly unit will have an Overview with Learning Objectives and Activities and Assignments, Assignment, and Discussion. The week’s assigned readings and discussion are contained within the weekly unit in which they are assigned. The four course discussions will be posted under the corresponding week tab within eCollege in which they are assigned. The



**COURSE REQUIREMENTS** and the **CALENDER OUTLINE / CALENDER** included within the syllabus will provide you with an itemized schedule of discussions, chapter readings, and corresponding chapter exams and guidelines needed to be successful in the course. You should begin by reading the course syllabus, paying particular attention to the course calendar and then complete the Welcome Assignment.

## COMMUNICATION AND SUPPORT

### Interaction with Instructor Statement

My primary form of communication with you will be through the University email system. Any changes to the syllabus or other course information will be disseminated to you in this manner via your official University email address available to me through the eCollege course. It is your responsibility to check your University email regularly for pertinent information relating to the course, assignments, exams, and/or due dates. If you email me, you can expect a reply within 24 hours Monday through Friday. If you email me over the weekend, you should expect a reply no later than by the end of the next regularly scheduled school day.

### eCollege Student Technical Support

Texas A&M University-Commerce provides you technical support in the use of eCollege. All you have to do is call or email and a knowledgeable representative will help you solve your e-College-based technical issue(s). You may reach the eCollege student help desk by the following means 24 hours a day, 7 days a week.

**Chat Support:** Click on the ‘Live Support’ on the tool bar within your course to chat with an eCollege representative.

**Phone:** 1-866-656-5511 (Toll Free) to speak with an eCollege Technical Support Representative

**Email:** [helpdesk@online.tamuc.org](mailto:helpdesk@online.tamuc.org) to initiate a support request with eCollege Technical Support Representative

**Help:** Click on the ‘Help’ button on the toolbar within the course for information regarding working with eCollege (e.g. how to submit to the dropbox).

### myLEO Support

Your myLEO email address is required to send and receive all student correspondence. If you have any difficulty accessing the myLEO portal, please contact the IT Support Center at (903) 468 - 6000 during regular business hours (8:00 a.m. - 5:00 p.m. excluding holidays Monday through Friday) or you may email at [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu) You may also access information at <https://leo.tamuc.edu>

### Course Policy for Reporting Problems with eCollege

If you should encounter eCollege-based problems either accessing or submitting course discussions, the following procedure **MUST** be followed in order to qualify as excused consideration for missing a discussion:

1. You **MUST** report the problem to the eCollege helpdesk (Phone 1-866-656-5511 Toll Free) to speak with an eCollege Technical Support Representative or by email at [helpdesk@online.tamuc.org](mailto:helpdesk@online.tamuc.org) to initiate a support request with an eCollege Technical Support Representative

2. You **MUST** file your problem with the eCollege helpdesk and obtain an eCollege helpdesk ticket number prior to the due date and time (problems reported after a due date and time will not be considered)
3. You **MUST** email me with the eCollege helpdesk ticket number, the date reported, and the time reported to advise me of the problem (if you send an email to the eCollege helpdesk you may copy me on the email in lieu of sending me a separate email)
4. At this point, I will contact the eCollege helpdesk and follow-up with you to schedule a time and date in which the discussion may be submitted if the situation warrants an excused reason

**Please Note:** Your personal computer, internet access problems, and/or accessing and/or submission to MasterBiology® are not a legitimate excuse for filing a ticket with the eCollege helpdesk. You are required upon the commencement of the course to check compatibility of your computer and browser and/or to take the eCollege tutorial offered to you should you require extra assistance in navigating the eCollege platform. The only consideration that qualifies as an excused technical reason for missing a discussion due date will be those that are eCollege-based and occur during the scheduled date and time.

### **Course Policy for Reporting Problems with MasteringBiology®**

The eCollege helpdesk is not able to support technical problems/issues that may occur with registration, access, or submissions through MasteringBiology®. If you should experience problems with registering or accessing/submitting chapter exams within MasteringBiology®, please contact Pearson 24/7 Technical Support at the following website address: <http://247pearsoned.custhelp.com> If you fail to take one or more of the chapter exams prior to **Thursday, August 7 at 11:59 p.m.**, you will need to provide me with documentation that access and/or submission resulted from a problem with MasteringBiology® to qualify as excused for missing the date and time for the exam(s). Your personal computer and and/or personal internet access problems will not qualify for excused consideration.

### **Internet Access**

You must have a dependable and compatible internet connection which is necessary to participate in the course discussions and chapter exams. You are required to ensure compatibility and accessibility as previously outlined in **TECHNOLOGY REQUIREMENTS**.

### **Learner Support**

The Academic Success Center (ASC) is focused on providing academic resources to help each student reach their intellectual potential and achieve academic success. They provide excellent resources available on their website to increase your ability to study effectively, facilitate time management strategies, and enhance your learning. The Academic Success Center also offers on campus tutoring. Please visit their website for more information: <http://asc@tamuc.edu>

### **Tuition and Personal Loans and Waivers and Exemptions**

The course textbook is required when the course begins. The discussions, reading assignments, and exam dates are based on the commencement of the course. While it is solely your decision to purchase the required course materials wherever you choose, extensions on the course discussions and/or chapter exams will not be granted if

you choose to purchase the required course materials from an alternative source resulting in a delayed receipt and/or participation in the coursework. Texas A&M University - Commerce offers assistance for tuition and emergency loans. I am providing the following resources from Texas A&M University - Commerce you may research if needed.

1. If you do not receive Financial Aid or if you did not receive enough aid to pay for everything, please access the following link:

<http://www.tamuc.edu/admissions/tuitionCosts/bursar/tuitionEmergencyLoan.aspx>

2. You may qualify for a short-term personal loan, you may access at the following link:

<http://www.tamuc.edu/admissions/tuitionCosts/bursar/tuitionEmergencyLoan.aspx>

3. You may also research if you qualify for any waiver or exemption of tuition/fees at:

<http://www.tamuc.edu/admissions/tuitionCosts/bursar/waiversExemptions.aspx>

## COURSE AND UNIVERSITY PROCEDURES/POLICIES

### Attendance Policy

While this is an online course, you are expected to “virtually attend class” and actively participate. Although this course does not require the traditional attendance in face-to-face classes, you should allocate time in your weekly schedule for reading, studying, and completing the course discussions and chapter exams as outlined in the syllabus schedule. Your participation, personal dedication, and organization are essential for your success. Virtual classrooms are available to you through email, Virtual Office, and Class Live supporting participation and success in a distance learning environment. You have chosen to pursue advanced knowledge and voluntarily committed to this distance learning environment. Your chosen field of study has emphasized the importance of this class as one of your required courses. Your participation and adherence to the course requirements, therefore ultimately, support your personal commitment.

### Course Specific Procedures

#### *Academic Honesty*

Students who violate Texas A&M University - Commerce rules of scholastic dishonesty are subject to disciplinary penalties, including (but not limited to) receiving a failing grade on the assignment/assessment and/or exam, the possibility of failure in the course, and/or dismissal from the University. Since dishonesty harms the individual, all students, and the integrity of the University, policies on scholastic dishonesty will be strictly enforced. In all instances, incidents of academic dishonesty will be reported to the Department Head. Please be aware that academic dishonesty includes (but is not limited to) cheating, plagiarism, and collusion.

*Cheating* is defined as:

- Copying another's test or assignment
- Communication with another during an exam or assignment (e.g. written, oral or otherwise)
- Giving or seeking aid from another when not permitted by the instructor
- Possessing or using unauthorized materials during the test
- Buying, using, stealing, transporting, or soliciting a test, draft of a test, or answer key

*Plagiarism* is a criminal activity and defined as:

- Using someone else's work in your assignment without appropriate acknowledgement
- Making slight variations in the language and then failing to give credit to the source

Students must cite all sources of information. The copying of material whether parts of sentences, whole sentences, paragraphs, or entire articles, will result in a grade of zero and can result in further disciplinary action.

**Collusion** is defined as:

- Collaborating with another, without authorization, when preparing an assignment

Students should also reference the following link for more detailed information.

<http://www.tamuc.edu/academics/colleges/humanitiesSocialSciencesArts/departments/sociologyCriminalJustice/FAQs/academicHonesty.aspx>

You are being educated to be credible in your field of study. If you plagiarize or cheat, you lose the credibility inherent to any field. As in any unacceptable behavior, consequences accompany actions. As a consequence of plagiarism, cheating, or collusion in this course, the consequence to your action will be an “F for the course and could also incur further University disciplinary consequences. If you have any questions regarding academic dishonesty, ask. Otherwise, I will assume that you have full knowledge of the academic dishonesty policy and agree to the conditions as set forth in this syllabus. Students may review the University’s Student’s Guide Handbook, Policies and Procedures, and Conduct I have provided in *Doc Sharing* of the course.

### Citation Format Policy

Proper citation is essential in academics. Citations are more important than the actual text of your assignment; therefore, you should take this task seriously and devote some time to understanding how to cite properly. As a rule of thumb, one cites whenever they are paraphrasing other people’s words or when they quote other’s words directly. It is your responsibility to understand how to cite properly. You may learn to cite from a variety of different sources including the sources listed below:

[www.apastyle.org](http://www.apastyle.org)

<http://owl.english.purdue.edu/owl/resource/560/02/>

[www.library.cornell.edu/resrch/citmanage/apa](http://www.library.cornell.edu/resrch/citmanage/apa)

### Late Work

I do not accept late work unless it complies with the guidelines for an excused absence (e.g. illness, death, court subpoena, eCollege-based technical problems). As your instructor, my responsibility is to provide the information of course requirements and expectations upon the commencement of the course. As a student, it is your responsibility to ensure your understanding and adherence to the course requirements and expectations. As previously communicated in the syllabus noted under **COURSE REQUIREMENTS (Course Readings and Exams)** and **COMMUNICATION AND SUPPORT (Course Policy for Reporting Problems with eCollege and MasteringBiology®)**, if you fail to complete one of the discussions or chapter exams during the scheduled timeframe it will require an excused absence as defined in the University’s Student’s Guide Handbook, Policies and Procedures, and Conduct (copy provided in *Doc Sharing* of your course), an eCollege helpdesk ticket number for e-College-based technical issues, and/or documentation from Pearson 24/7 for accessing or submission issues with MasteringBiology®. It is your responsibility to contact me and to provide the appropriate documentation so that a time and date might be scheduled to complete the discussion and/or chapter exam. If you fail to contact me and/or to provide the appropriate documentation, you will receive a grade of zero for the missed discussion and/or chapter exam. As the course schedule allows extensive timeframes in which to take the course discussions and/or chapter exams, you should not find it necessary to miss the scheduled due dates and/or timeframe.

## Drop Course Policy

It is your responsibility for withdrawing from the course according to University policy should this become necessary.

## University Specific Procedures:

### *ADA Statement - Students with Disabilities*

The American with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring accommodation please contact: Office of Student Disability Resources or Services, Texas A&M University-Commerce, Gee Library, Room 132, phone (903) 886-5150 or (903) 886-5835, fax (903) 468-8148, or email [StudentDisabilityServices@tamuc.edu](mailto:StudentDisabilityServices@tamuc.edu)

### *Student Conduct*

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment (refer to Code of Student Conduct from Student Guide Handbook provided in Doc Sharing). This policy is required both in traditional and virtual classroom environments. Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <http://www.albion.com/netiquette/corerules.html>

## COURSE OUTLINE / CALENDAR

I will make every effort to adhere to the course outline/calendar as noted below. However, I reserve the right to change the schedule if a circumstance(s) necessitate. I will send communication of the change(s) through your University email. I recommend you follow the schedule outlined below to ensure completion of discussions, chapter readings and their corresponding chapter exam as assigned. Please note this course outline/calendar runs on a Sunday - Saturday schedule with the exclusion of the course's commencement on Monday, July 7 and the week of finals ending on Thursday, August 7.

### Discussions, Chapter Readings, and Mastering Biology® Chapter Exam Schedule

#### **Week 1 - Monday, July 7 through Saturday, July 12**

Chapter 1 - Biology: Exploring Life  
Chapter 3 - The Molecules of Cells  
Chapter 4 - A Tour of the Cell  
Chapter 5 - The Working Cell  
Chapter 6 - How Cells Harvest Chemical Energy  
Chapter 7 - Photosynthesis: Using Light to Make Food  
Discussion Topic Posting

#### **Week 2 - Sunday, July 13 through Saturday, July 19**



Chapter 8 - The Cellular Basis of Reproduction and Inheritance  
Chapter 9 - Patterns of Inheritance  
Chapter 10 - Molecular Biology of the Gene  
Chapter 11 - How Genes Are Controlled  
Chapter 12 - DNA Technology and Genomics  
Discussion Topic Posting

**Week 3 - Sunday, July 20 through Saturday, July 26**

Chapter 13 - How Populations Evolve  
Chapter 14 - The Origin of Species  
Chapter 15 - Tracing Evolutionary History  
Chapter 16 - The Origin and Evolution of Microbial Life: Prokaryotes and Protists  
Chapter 17 - Plants, Fungi, and the Colonization of Land  
Chapter 18 - The Evolution of Invertebrate Diversity  
Chapter 19 - The Evolution of Vertebrate Diversity  
Discussion Topic Posting

**Week 4 - Sunday, July 27 through Saturday, August 2**

Chapter 31 - Plant Structure, Reproduction, and Development  
Chapter 32 - Plant Nutrition and Support  
Chapter 33 - Control Systems in Plants  
Chapter 34 - The Biosphere: An Introduction to Life's Diverse Environments  
Chapter 35 - Behavioral Adaptations to the Environment  
Discussion Topic Posting

**Week 5 - Sunday, August 3 through Thursday, August 7**

Chapter 36 - Population Ecology  
Chapter 37 - Communities and Ecosystems  
Chapter 38 - Conservation Biology