

**BSC 1309.01W Human Structure and Function Syllabus
Fall 2016 (Syllabus also loaded as a PDF in Doc Sharing)**



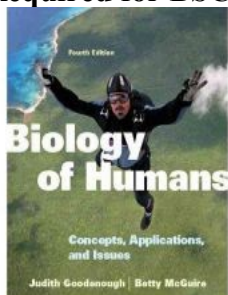
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Email Response Time: Within 24 hours excluding weekends and holidays

COURSE INFORMATION

Course Materials

All course materials are required upon the commencement of the course. While it is solely your discretion to purchase the required materials wherever you choose, extensions on assignments and/or exams will not be granted due to delay(s) in obtaining the required course materials. **Please Note:** I have a copy of the textbook for BSC 1309.01W available for use at Gee Library; however, the textbook cannot be checked out so that all students may have access should they require.

Required for BSC 1309.01W



ISBN 13: 9780321707024

Known for its unique “Special Topic” chapters and emphasis on everyday health concerns, the Fourth Edition of *Biology of Humans: Concepts, Applications, and Issues* continues to personalize the study of human biology with a conversational writing style, stunning art, abundant applications, and tools to help students develop critical-thinking skills. The authors give students a practical and friendly introduction for understanding how their bodies work and for preparing them to navigate today’s world of rapidly expanding—and shifting—health information. **Please Note:** The textbook is required when the course commences. Students may choose to purchase the textbook wherever they choose; however, there will be no extensions granted due to delays in having the course materials.

Course Description

BSC 1309 is a course for non-biology majors designed to apply the principles of biology to humans as a functional unit of our social organization. Fundamental principles of humans, as in all living organisms, include physical and chemical properties of life, organization, function, and evolutionary adaptation. This course will explore basic biological concepts in a manner that stresses relevance to the human population by focusing on current issues and should engage the student in thought-provoking analyses to reflect and integrate into societal interactions.

Student Learning Outcomes/Objectives

- 1. Critical Thinking** - Students will be able to analyze, evaluate, or solve problems when given a set of circumstances or data.
- 2. Communication** - In written, oral, and/or visual communication, A&M - Commerce students will communicate in a manner appropriate to audience and occasion, with an evident message and organizational structure.
- 3. Empirical and Quantitative Skills** - Students will be able to interpret, test, and demonstrate principles revealed in empirical data.

4. **Teamwork** - Students will be able to work together toward a shared purpose relevant to the course or discipline with a sense of shared responsibility for meeting that purpose.

COURSE REQUIREMENTS

Minimal Technical Skills

The following are minimal technical skills required for the coursework:

1. Ability to use Pearson Learning Studio (eCollege).
2. Ability to use a computer webcam and/or other video equipment for the course presentation.
3. Ability to upload the video for the presentation to the appropriate Dropbox in eCollege and/or YouTube® as well as the teamwork rubric to the appropriate Dropbox in eCollege.
4. A basic knowledge of Microsoft PowerPoint for the presentation.

Instructional / Methods / Activities/ Assessments

This course provides specific activities and assessments to assist you in 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) course exams derived from the study guides for the chapter readings; (3) assessments/assignments assessing Critical Thinking and Empirical and Quantitative Skills; and (4) a group presentation assessing Communication and Teamwork. Below is an explanation of each course activity and assessment that include the due date, assignment instructions, and other requirements and expectations. Critical Thinking, Empirical and Quantitative Skills, Communication, and Teamwork are required components by SACS (Southern Accreditation of Colleges and Schools) for this course.

Method of Instruction

This course will provide a range of activities/assessments to assist you in achieving the outcomes/objectives for BSC 1309.01W. You will work towards achieving these outcomes/objectives through two assessments, a group presentation, and course exams. This course is delivered 100% online, thus you will need an accessible, dependable, and compatible computer and 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. Exam study guides, the textbook PowerPoint for each of the chapters, and a document containing hyperlinks for animations of biological mechanisms are provided under **Doc Sharing** within your eCollege course. Additionally, I have provided a Camtasia PowerPoint (voice-overlay PowerPoint) for each of the assigned textbook chapters covered for the semester. A hyperlink to the Camtasia PowerPoints is located on the **Course Home** page of your eCollege course. The red, bold letter hyperlink is titled: **Camtasia PowerPoint for Textbook Chapter**. The Camtasia PowerPoint is comparable to a traditional face-to-face lecture. These may be used as a supplement to support your learning; however, they are **not** designed or intended to replace your reading and studying the textbook.

Class Live

Weekly scheduled virtual office hours with the exception of Thanksgiving week and the week of finals will be held through eCollege on Saturdays from 8:00 p.m. until 9:00 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 discover 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 or needing to ask a question(s). The "class live" session is **not** a

timeframe to review the entire chapter(s); 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. You may also post questions within the week’s discussion or email me with specific questions or obtain clarification on the course activities and/or clarification on assigned readings. **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.

eCollege Discussion Forum

You are encouraged to participate in a “virtual learning” classroom through weekly discussions related to the assigned readings; however, participation in this peer learning is **optional** and is **not** factored into the course grade. The following are suggestions for the discussion forums: (1) share a new learning you found within the week’s assigned readings; (2) discuss one of the learning objectives noted for the week’s assigned readings on the week’s eCollege unit page; (3) discuss an aspect presented in the readings which has a personal interest or meaning to you (e.g. disease or condition affecting a family member or friend, how it may relate to your chosen degree, etc.); (4) discuss a news article and/or reading/viewing pertaining to information presented in the week’s readings; or (5) discuss/ask questions of aspects presented on the corresponding exam study guide. You are invited to comment on the postings of other students which may relate to interesting chapter learning(s) and/or questions for the instructor or other students. Your posting should reflect good communication and writing skills. 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 each of you. **Please Note:** I will review discussion forums **only** for the week of the assigned readings.

Introduction

The **Student Lounge** within BSC 1309.01W 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” or “presentation groups” might be formed. The **Student Lounge** may also be employed by presentation groups for planning their chosen/assigned presentation topic.

Course Weekly Readings

There will be assigned chapter readings for each week during the semester for BSC 1309.01W. You will find the scheduled textbook chapter weekly readings at the end of the syllabus under **COURSE OUTLINE / CALENDAR** corresponding to the individual weeks located with the eCollege course.

Syllabus Quiz

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 resources, guidelines, 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 **Syllabus Quiz** after reading the syllabus and navigating the course. The **Syllabus Quiz** is a graded component of

the course constituting 2 points of your final course grade. The **Syllabus Quiz** is located under Week 1 and is due prior to **11:59 p.m. on Saturday, September 10**. After reading the syllabus (and if needed contacting me to obtain clarification on any aspect contained), you should access and take the **Syllabus Quiz**. The **Syllabus Quiz** is composed of 25 multiple choice questions taken from the information presented on the syllabus and has one hour allocated to complete. As I want to ensure you have a complete understanding of the resources, guidelines, and requirements for the course, I have the **Syllabus Quiz** available to be retaken, thus each student should make a score of 100 on this graded component. If you should make a grade lower than 100, you may retake it so that you can identify the information presented in the syllabus which you may have overlooked.

Course Exams

Study guides for each of the course exams is located in **Doc Sharing** of your eCollege course. You should focus your study and exam preparation on the specific concepts and terms presented on these documents. After you compose your answers to the exam study guide, you should “study” and “know” the material so that once you access the exam and/or assignment, you are not shuffling through your notes and/or textbook. You should work the study guides as you progress through the week’s assigned reading(s). If you have difficulty with understanding or requiring clarification, you may choose to post the question in the **Discussion** forum for the week in which the chapter(s) is covered, send to me for coverage for the week’s **Class Live** session, or view the chapter’s Camtasia PowerPoint. There will be seven exams this semester allowing you to have smaller “chunks” of biological information in which to be tested over at one time as well as distributing the percentages for the course grading over more components than if only a few exams were scheduled. Each exam is composed of 25 multiple choice questions derived from the terms and/or concepts presented on the study guide. There is a timeframe of 60 minutes allocated to complete the exam before it will be submitted by the system.

Exam Available		Exam Due		Chapters Covered on Exam
Date	Time	Date	Time	
September 11	12:00 a.m.	September 17	11:59 p.m.	Chapter 2/2a, Chapter 3, and Chapter 4
October 2	12:00 a.m.	October 8	11:59 p.m.	Chapter 19/19a, Chapter 20, and Chapter 21/21a
October 16	12:00 a.m.	October 22	11:59 p.m.	Chapter 5, Chapter 6, and Chapter 7
October 30	12:00 a.m.	November 5	11:59 p.m.	Chapter 8/8a, Chapter 9, and Chapter 10/10a
November 13	12:00 a.m.	November 19	11:59 p.m.	Chapter 11, Chapter 12/12a, and Chapter 13/13a
November 27	12:00 a.m.	December 3	11:59 p.m.	Chapter 14, Chapter 15/15a, and Chapter 16
December 8	12:00 a.m.	December 15	11:59 p.m.	Chapter 17/17a and Chapter 18/18a

If you fail to take one of the 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 within the **Doc Sharing** of your course). 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 (e.g. assignments, assessments, and/or exams) **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 to provide the appropriate documentation, you will receive a grade of zero for the missed assignment/assessment/exam. If you should incur technical problems with eCollege-based problems accessing or submitting an exam or assessment, I have provided the guidelines you should follow under **Course Policy for Reporting Problems with eCollege** of the syllabus for excused consideration. As the course schedule allows ample timeframes in which to take the course assessments and exams, you should not find it necessary to miss the scheduled due date and timeframe.

Student Learning Outcome Assessments/Assignments

There are two assessments/assignments given to support the student learning outcomes/objectives for the course of Critical Thinking and Empirical and Quantitative Skills. The student learning assessments/assignments will

cover the specific topics of study of Genetics and Heredity (Chapter 20) as an assessment of Empirical and Quantitative Skills and Transcription and Translation (Chapter 21) as an assessment of Critical Thinking. The two assessments/assignments are scheduled after the concepts have been covered during the semester. If you feel appropriate, please review the chapters indicated above prior to taking the assessment/assignment or visit with me during my office hours for clarification or assistance with the concepts of Transcription and Translation and/or Genetics and Heredity. The assessments/assignments will evaluate a student's ability to:

- Analyze, evaluate, or solve a problem when given a set of circumstances or data.
- Interpret, test, and demonstrate principles revealed in empirical data.

Topic	Available	Due	Assessment/Assignment
Transcription and Translation (Chapter 21)	October 9	October 15	Critical Thinking
Genetics and Heredity (Chapter 20)	October 23	October 29	Empirical and Quantitative Skills

The assessments/assignments are found within the week in which they are assigned. The assignment will consist of 10 questions derived from a question pool for the topic. You will have 25 minutes in which to complete the 10 questions. They are available on the date indicated above and due by 11:59 p.m. on the due date noted above.

Presentations

You will work within a group/team environment consisting of yourself and two other course members through eCollege to research, compose, and present a chosen (or assigned) biological concept(s). You may choose your team members to form a group of three and select your chosen topic from the list provided under Student Presentations of the eCollege course. If you have not joined a group/team and selected one of the topics by the response due date of **Saturday, September 3 at 11:59 p.m.**, I will assign you to a presentation group and will assign you a presentation topic. You may use the **Student Lounge** area within eCollege and/or the eCollege email system to communicate with class members to form your group and to plan your chosen/assigned presentation topic. The specific presentation topics are provided in the eCollege course **Main Menu** under the subheading of **Team Presentation Topics** located beneath the primary heading of **Student Presentations**. The presentation topics have specific minimum presentation points and a due date.

A presentation topic may only be selected by **one** group/team, thus the group/team responding first receives first choice. If the presentation topic has already been selected, the group/team will need to select another presentation topic. You (or one of your team members) should respond with your presentation topic and the names of your group/team members by **Saturday, September 3 at 11:59 p. m.** Only **one** designated member from each group/team should submit the information via email to the instructor. The date and time of the email will be used to determine "first" selection of a topic. The presentation due dates will vary based off the chosen/assigned topic. The due date for group presentations is included on the **Team Presentation** located beneath the primary heading of **Student Presentations** in eCollege. You should be able to effectively interpret and present the principle(s) of your chosen/assigned topic. The criteria for the presentations is as follows: Organization (10%); Topic Knowledge (20%); Creativity and Visual Aids (10%); Communication Skills (20%); and Effectiveness as a Team Member (40 %). Group/team members will return the feedback form evaluating each of the other member's teamwork contribution. **Please Note:** Students failing to upload the teamwork rubrics with grade on or before the presentation due date for their group members will have **10 points deducted** from their personal teamwork grade for each group member not submitted. The grading rubric for the presentation may be found within **Doc Sharing** of eCollege. You will upload a separate graded teamwork rubric for each of your other group members in the **Dropbox** within eCollege. You and your group/team members may select one of the following options for the presentation: (1) upload a video via eCollege **Dropbox**; (2) present via **Class Live** (for students with a computer webcam); or (3) present during my office hours on Mondays and Wednesdays from 7:30 a.m. - 9:00 a.m. Presentations via **Class Live** will need to be scheduled so that timeframes are mutually agreeable with the instructor. If you choose to present via **Class Live**, you will need to contact me one week prior to the scheduled due date so a time might be scheduled for the

presentation. A **visual presentation** (a voice-overlay PowerPoint does **not** meet the criteria for the assignment) for each student will be necessary to assign a grade for the Communication Skills and Topic Knowledge components of the grading rubric; therefore, each student must participate in a visual presentation so an individual grade may be assigned. Additionally, you and your team members will compose a PowerPoint or Prezi and upload via the **Dropbox**. Your PowerPoint must include appropriate scholastic referencing for sources used. You and your group may consider incorporating a video or other creative visual aid into your presentation.

Important Note: Some students may be on campus and/or attend classes on campus wherein the group may elect to present their topic as a “single unit” presentation while other students within a group may be remote and a “single unit” presentation is not possible. As each group/team will be unique, the group members are solely responsible as to how to proceed. Groups/teams may find it necessary to present via Class Live or upload individual videos due to the team/group circumstance. In the event of individual video uploads or Class Live presentations, the presentation must still adhere to a team effort and not represent the individual work of a single team member. Once the group/team is formed, whether from the selection of group/team members or from assigned group/team members, the responsibility of communication and teamwork resides exclusively with the group/team members. If your group/team member(s) do not respond to communications from other group/team member(s) or participate in the presentation assessment/assignment supporting the objectives/outcomes for the course, the group/team member(s) have sole discretion as how to proceed. This is a required component of the course grade and the participation or non-participation is the sole choice of each student. Therefore, you or other group/team members should not email me about students who will not respond to communications and/or do not participate in the presentation. You and your group/team members will still be required to upload the “teamwork” grading rubric for their group/team members who do not participate.

Please Note: Students failing to upload the teamwork rubrics with grade on or before the presentation due date for their group members will have **10 points deducted** from their personal teamwork grade for each group member not submitted.

Student Responsibilities/Tips for Success

1. Students should meticulously read the assigned chapters and if needing clarification utilize resources of the instructor and the tutors at the Academic Success Center.
2. Students should utilize the course resources provided in Doc Sharing of their eCollege course (e.g. exam study guides, resources for Transcription and Translation and Genetics and Heredity) in preparation for graded assignments/exams as well as the website links for videos of biological mechanisms for additional visual learning and knowledge.
3. Students should utilize the syllabus or other means such as a calendar to ensure they meet the due date and time for the graded course assignments as failure to abide by the designated date/time will require excused documentation.
4. Students should not wait until the last minute to do graded assignments as only documented problems which are eCollege-based will qualify should due date and time for graded assignments be missed.

Course Grading

BSC 1309.01W Grading Schema

All course assessments/assignments/exams will be based on a percentage scale. Following is an explanation of how the course assessments/exams will reflect towards your final grade.

BSC 1309.01W Grade Determination

Syllabus Quiz	2%
Transcription and Translation - Critical Thinking Assessment/Assignment	9%
Genetics and Heredity - Empirical Quantitative Skills Assessment/Assignment	9%

Presentation (60% Instructor Grade and 40% Team Members on Teamwork)	10%
Average of 7 Course Exams	70%
	100%

Course Grading Scale - BSC 1309.01W Human Structure and Function

The following is the overall scale/grading schema for the course.

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

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). Grades are available in the grade book of the BSC 1309.01W eCollege course. You can track your progress in the course in “real time” as the percentages for each exam and assessment/assignment is reflected in the criteria of the eCollege grade book. There is no “extra credit” offered for the course, thus you should take each of the assigned exams and assignments 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 eCollege. If you find it necessary, you may also take the eCollege tutorial offered to you should you require extra assistance in navigating the eCollege platform. The minimum computer requirements are: o 512 MB of RAM, 1 GB or more preferred o Broadband connection required courses are heavily video intensive (video display capable of high-color 16-bit display 1024 x 768 or higher resolution). To fully participate in online courses you will need to use a current Flash enabled internet browser. For PC and Mac users the suggested browser is Mozilla Firefox. You must have a: Sound card, which is usually integrated into your desktop or laptop computer; Speakers or headphones. For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.

Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: JAVA web site: <http://www.java.com/en/download/manual.jsp>

Current anti-virus software must be installed and kept up to date. Run a browser check through the Pearson Learning Studio Technical Requirements website.

Browser Check

http://help.ecollege.com/LS_Tech_Req_WebHelp/enus/#LS_Technical_Requirements.htm#Browset

Running the browser check will ensure your internet browser is supported. Pop-ups are allowed. JavaScript is enabled. Cookies are enabled.

You may need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:

1. Adobe Reader: <https://get.adobe.com/reader/>
2. Adobe Flash Player (version 17 or later): <https://get.adobe.com/flashplayer/>
2. Adobe Shockwave Player: <https://get.adobe.com/shockwave/>
3. Apple Quick Time: <http://www.apple.com/quicktime/download/>

At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

For additional information about system requirements, please see: System Requirements for Learning Studio <https://secure.ecollege.com/tamuc/index.learn>

ACCESS AND NAVIGATION

Pearson LearningStudio (eCollege) Access and Log in Information

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to myLeo and from the top menu ribbon select eCollege. Then on the upper left side of the screen click on the My Courses tab.

<http://www.tamuc.edu/myleo.aspx>

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu. **Please Note:** It is strongly recommended you perform a “Browser Test” prior to the start of your course. To launch a browser test login to Pearson LearningStudio, click on the My Courses tab, and then select the Browser Test link under Support Services.

Pearson LearningStudio Student Technical Support

Texas A&M University-Commerce provides students technical support for the use of Pearson LearningStudio. Technical assistance is available 24/7 (24 hours, 7 days a week). If you experience LearningStudio (eCollege) technical problems, contact the LearningStudio helpdesk at 1-866-656-5511 (toll free) or visit Pearson 24/7 Customer Support Site <http://247support.custhelp.com/>

The student help desk may be reached in the following ways:

1. Chat Support: Click on 'Live Support' on the tool bar within your course to chat with a Pearson LearningStudio Representative.
2. Phone: 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.
3. Accessing Help from within Your Course: Click on the 'Tech Support' icon on the upper left side of the screen inside the course. Then you will be able to get assistance via online chat or by phone. **Please Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

Policy for Reporting Problems with Pearson LearningStudio

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure must be followed:

1. Students must report the problem to the help desk. You may reach the helpdesk at 1-866-656-5511.
2. Students must file their problem with the helpdesk and obtain a helpdesk ticket number
3. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and provide me with the helpdesk ticket number.
4. I will call the helpdesk to confirm your problem and follow up with you

PLEASE NOTE: Your personal computer and internet access problems are not a legitimate excuses for filing a ticket with the Pearson LearningStudio Help Desk. Only Pearson LearningStudio based problems are legitimate reasons to contact the Help Desk. You strongly are encouraged to check for your internet browser compatibility BEFORE the course begins and take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform.

myLeo Support

Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at myLeo. <https://leo.tamuc.edu>

Learner Support

The One Stop Shop was created to serve you by providing as many resources as possible in one location. <http://www.tamuc.edu/admissions/onestopshop/>

Academic Success Center

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 provides academic resources to help you achieve academic success. <http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/>

FREE Mobile APPS

The Courses apps for phones have been adapted to support the tasks students can easily complete on a smaller device. Due to the smaller screen size course content is not presented. The Courses app is free of charge. The mobile Courses Apps are designed and adapted for different devices (App Title: iPhone – Pearson LearningStudio Courses for iPhone Android – LearningStudio Courses - Phone Operating System: iPhone - OS 6 and above Android – Jelly Bean, Kitkat, and Lollipop OS iPhone App URL: <https://itunes.apple.com/us/app/pearson-learningstudiocourses/id977280011?mt=8> Android App URL: <https://play.google.com/store/apps/details?id=com.pearson.lsphone>)

Once downloaded, search for Texas A&M University-Commerce, and it should appear on the list. Then you will need to sign into the myLeo Mobile portal. The Courses App for Android and iPhone contain the following feature set:

1. View titles/code/Instructor of all Courses enrolled in online
2. View and respond to all discussions in individual Courses

3. View Instructor Announcements in individual Courses
4. View Graded items, Grades and comments in individual Courses
5. Grade to Date • View Events (assignments) and Calendar in individual Courses
6. View Activity Feed for all courses
7. View course filters on activities
8. View link to Privacy Policy
9. Ability to Sign out
10. Send Feedback

LearningStudio Notifications

Students can be alerted to course activities via text on their mobile phones or up to two email addresses. Based on their preferences, students can automatically receive a push notification with every new: course announcement, threaded discussion post, grade, and/or assignment without having to login to the course. Enrolled students will automatically receive email notifications for announcements and can opt out of this feature. To receive text notifications, students must opt in. To begin setting up notifications, go into your course in LearningStudio and click on the bell-shaped Notifications icon on the main menu ribbon. By default the student's university email address will appear. This cannot be changed in LearningStudio. Additional email addresses may be added by clicking the Add button. After all of the other selections are completed be sure to click the Save and Finish button.

Course Navigation

BSC 1309.01W assessments/assignments, exams, and if you choose the presentation for BSC 1309.01W will be completed and submitted through eCollege. The eCollege course is divided into fifteen weekly units. Each weekly unit will have an Overview with Learning Objectives and Activities and Assignments, Assignment, and Discussion. Assignments/assessments and/or exams are contained within the weekly unit 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 assessments/assignments, exams, and guidelines needed to be successful in the course. You should begin by reading the course syllabus, paying particular attention to the course calendars for assessments/assignments and exams, and then complete the *Syllabus Quiz*.

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement

My primary form of communication with you will be through the course Announcements and/or the University email system. Any changes to the syllabus or other course information will be disseminated to you in these manners via the course and/or your official University email address available to me through the eCollege course. It is your responsibility to check the course Announcements and your University email regularly for pertinent information relating to the course, assignments, exams, and/or due dates. If you email me during a typical class week, you can expect a reply within 24 hours. If you send an email during holidays and/or on the weekends, you can expect a reply within 24 hours of the following typical class date.

Tuition and Personal Loans and Waivers and Exemptions

The course textbook is required when the course begins. The reading assignments, assessments/assignments, and exam dates are based on the commencement of the course. While it is solely your decision to purchase the

required course textbook wherever you choose, extensions on course assignments and/or exams will not be granted if you choose to purchase the required course textbook 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

Course Specific Policies

Attendance Policy

While this is an online course, you are expected to “virtually attend class” and actively participate. I will monitor your activity/participation through the user activity available to me through eCollege. Although this course does not require attendance as in traditional face-to-face classes, you should allocate time in your weekly schedule for reading, studying, and taking course assessments/assignments/exams as outlined in the syllabus schedule. Your participation, personal dedication, and organization are essential for success. Virtual classrooms are available to you through eCollege *Discussions* 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. You should allocate adequate time each week to remain abreast of the readings, assignments, exams, and presentation.

Drop Course Policy

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

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). If you fail to take one of the assessments/assignments, exams, and/or to participate in your group presentation during the scheduled timeframe it will require an excused and documented absence as defined in the University’s Student’s Guide Handbook, Policies and Procedures, and Conduct or an eCollege helpdesk ticket number for e-College-based technical issues. 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 assessment/assignment/exam. If you fail to contact me and/or to provide the appropriate documentation, you will receive a grade of zero for the missed assessment/assignment/exam. The graded assignment/exam for the approved and documented missed course component must be completed with 2 days of the date noted on the documentation the student is released to continue their coursework. As the course schedule

allows extensive timeframes in which to take the course assessments/assignments/exams, you should not find it necessary to miss the scheduled due dates and/or timeframe.

Extra Credit

There is no extra credit offered for the course.

Syllabus Change Policy

The syllabus is a guide and every effort will be made to complete as written; however, circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

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 (i.e. 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

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook. <http://www.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: Netiquette <http://www.albion.com/netiquette/corerules.html>

TAMUC Attendance

For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01. <http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>
<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

1. Undergraduate Academic Dishonesty 13.99.99.R0.03

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

2. Graduate Student Academic Dishonesty 13.99.99.R0.10

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

Students with Disabilities

The Americans 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 an accommodation, please contact:

Office of Student Disability Resources and Services Texas A&M University-Commerce Gee Library- Room 132 Phone (903) 886-5150 or (903) 886-5835 Fax (903) 468-8148 Email: Rebecca.Tuerk@tamuc.edu

Website: Office of Student Disability Resources and Services

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Disclosure

Nondiscrimination Notice Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Campus Concealed Carry Statement Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the Carrying Concealed Handguns On Campus document and/or consult your event organizer.

Web url: <http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&MCommerce campuses. Report violations to the University Police Department at 903886-5868 or 9-1-1.

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. Please note this course outline/calendar runs on a Sunday - Saturday schedule with the exception of Week 1 beginning on Monday, August 29 and Week 16 ending final's week with the final exam due on Thursday, December 15.

Class Reading Assignments, Course Exams, and Assessments/Assignments		
Week	Due Date	
1	September 3	Introduction to Course, Syllabus Review, Class Introduction, and eCollege Tutorial (if not already taken), and Course Tutorial
1	September 3	Chapter 2—Chemistry Comes to Life Chapter 2a—Food Safety and Defense
1	September 3	Presentation Group Formation and Topic Selection
2	September 10	Chapter 3—The Cell
2	September 10	Chapter 4—Body Organization and Homeostasis
2	September 10	Syllabus Quiz Due by 11:59 p.m. Saturday, September 10
3	September 17	Test I over Chapter 2, Chapter 3, and Chapter 4 Scheduled to be taken September 11 through September 17
3	September 17	Chapter 19—Chromosomes and Cell Division Chapter 19a—Stem Cells—A Repair Kit for the Body
4	September 24	Chapter 20—Genetics and Human Inheritance
4	September 24	Chapter 21—DNA and Biotechnology
5	October 1	Chapter 21a—Cancer
5	October 1	Chapter 5—The Skeletal System
6	October 8	Test II over Chapter 19, Chapter 20, and Chapter 21 Scheduled to be taken October 2 through October 8
6	October 8	Chapter 6—The Muscular System
7	October 15	Transcription and Translation (Chapter 21) Critical Thinking Assessment/Assignment Scheduled to be taken October 9 through October 15
7	October 15	Chapter 7—Neurons: The Matter of the Mind
7	October 15	Chapter 8—The Nervous System Chapter 8a—Drugs and the Mind
8	October 22	Test III over Chapter 5, Chapter 6, and Chapter 7 Scheduled to be taken October 16 through October 22
8	October 22	Chapter 9—Sensory Systems
9	October 29	Genetics and Heredity (Chapter 20) Empirical and Quantitative Skills Assessment/Assignment Scheduled to be taken October 23 through October 29
9	October 29	Chapter 10—The Endocrine System Chapter 10a—Diabetes Mellitus
9	October 29	Chapter 11—Blood
10	November 5	Test IV over Chapter 8, Chapter 9, and Chapter 10

Scheduled to be taken October 30 through November 5		
10	November 5	Chapter 12—The Cardiovascular and Lymphatic Systems Chapter 12a—Cardiovascular Disease
11	November 12	Chapter 13—Body Defense Mechanisms Chapter 13a—Infectious Diseases
11	November 12	Chapter 14—The Respiratory System
12	November 19	Test V over Chapter 11, Chapter 12, and Chapter 13 Scheduled to be taken November 13 through November 19
12	November 19	Chapter 15—The Digestive System Chapter 15a—Nutrition and Weight Control
13	November 26	Chapter 16—The Urinary System
13	November 26	Chapter 17—Reproductive Systems
14	December 3	Test VI over Chapter 14, Chapter 15, and Chapter 16 Scheduled to be taken November 27 through December 3
14	December 3	Chapter 17a—Sexually Transmitted Diseases and AIDS
15	December 10	Chapter 18—Development throughout Life including 18a—Autism Spectrum Disorders
16	December 15	Final Exam over Chapter 17 and Chapter 18 Scheduled to be taken December 8 through December 15 Final Exam is located under Week 15

* The instructor reserves the right to administer revisions to the class schedule if circumstances require.