



**BSC 1409.01W and BSC 1409.1LW Human Structure and
Function COURSE SYLLABUS: Spring 2020**

INSTRUCTOR INFORMATION

Instructor: Susan Gossett, Adjunct Faculty

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Preferred Form of Communication: Email

Communication Response Time: Within 24 hours excluding weekends and holidays

COURSE INFORMATION

BSC 1409.01W Required Course Materials and Resources

Textbook: Biology of Humans - Concepts, Applications and Issues

Edition: 4th Edition

Authors: Judith Goodenough and Betty McGuire

Publisher: Benjamin Cummings

ISBN: 13: 9780321707024

BSC 1409.1LW Required Course Materials and Resources

Access Card: Connect Access Card for LearnSmart® Labs Anatomy and Physiology with APR

Publisher: McGraw-Hill Education

ISBN: 9780077729721

All course materials are required upon the commencement of the course. The textbook identified on the course syllabus is required for BSC 1409.01W. The access code from McGraw-Hill is required for the LearnSmart® Anatomy and Physiology/Human Biology virtual laboratory assignments to satisfy the requirements for BSC 1409.1LW. While it is solely the student's discretion to purchase the required materials wherever they choose, extensions on assignments and/or exams will not be granted due to delay(s) in obtaining the required course materials.

There is a textbook on reserve for students to use at Gee Library; however, I strongly encourage students to purchase the required textbook for the course. Students may use the textbook and/or notes on all course assignments/exams, thus having a textbook in hand will be more beneficial in leading to a student's success in the course.

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In addition to the required textbook and access code, students enrolled in BSC 1409.01W and BSC 1409.1LW must have or have access to a compatible and dependable computer/device and Internet service provider for participation and completion of the coursework. A reliable computer/device and access to link with the Internet is essential for the online course for BSC 1409.01W and BSC 1409.1LW. Students who do not have access to a compatible and reliable computer/device and/or Internet provider may utilize the resources provided by Texas A&M University - Commerce in Gee Library or the various computer labs located on the campus.

Course Description

BSC 1409.01W/BSC 1409.1LW is a four-hour credit 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

- 1. Critical Thinking** - Students will be able to analyze, evaluate, or solve problems when given a set of circumstances, data, texts, or art.
- 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 and/or observable facts.
- 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 Needed

The following are minimal technical skills required for the coursework for BSC 1409.01W and BSC1409.1LW:

1. The ability to use and navigate myLeo Online (D2L Brightspace) for Texas A&M University - Commerce containing the BSC 1409.01W and BSC 1409.1LW coursework components.
2. The ability to navigate, complete, and submit assignments within the McGraw-Hill's Connect® learning system containing the LearnSmart® laboratory assignments for BSC 1409.1LW.
3. A basic knowledge of Microsoft Office for the group research paper.
4. The abilities to research, compose, and submit the research paper on stem cells in APA format for the core competencies of Critical Thinking and Communication.
5. The ability to upload the group paper in the appropriate submission folder in the BSC 1409.01W myLeo Online (D2 Brightspace) course.

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6. The ability to upload the graded teamwork rubric for each group member for the group project on stem cells in the appropriate submission folder in the BSC 1409.01W myLeo Online (D2L Brightspace) course.

Minimal Individual Skills Needed

The following are minimal individual skills required for the coursework for BSC 1409.01W and BSC1409.1LW:

1. Ability and dedication to communicate, plan, and work within a team environment with other students on the group research paper.
2. Ability to grade and submit the teamwork rubric for each group member of a student's group project on stem cells.
3. Ability and dedication of time and study for the course readings, assignments, and exams.
4. Ability and dedication to adhere to the due dates and times for the graded components for the courses for BSC 1409.01W and BSC 1409.1LW.
5. Ability to work individually on the LearnSmart® laboratory assignments or if needing help to seek assistance from tutors at the Academic Success Center.

Instructional Methods

BSC 1409.01W is delivered 100% online through myLeo Online (D2L Brightspace), thus students will need an accessible, dependable, and compatible computer/device and Internet connection. BSC 1409.1LW is delivered 100% online through the website link to McGraw-Hills Connect® containing the LearnSmart® laboratory assignments which is integrated into the BSC 1409.01W myLeo Online (D2L Brightspace) course.

BSC 1409.01W/BSC 1409.1LW provides specific activities and assessments to assist students in achieving the outcomes/objectives identified for the course. Students will work towards achieving these outcomes/objectives through an assessment/assignment for Empirical and Quantitative Skills, a group assessment/assignment for Teamwork, Communication, and Critical Thinking, seven course exams, and sixteen LearnSmart® laboratory assignments.

Students will work toward achieving these outcomes/objectives through (1) thorough understanding of the course requirements, expectations, and course policies for BSC 1409.01W/BSC 1409.1LW; (2) course exams for BSC 1409.01W derived from the study guides for the assigned chapter readings; (3) assignments assessing the course core competencies of Critical Thinking, Communication, Teamwork, and Empirical and Quantitative Skills for BSC 1409.01W; and (5) virtual LearnSmart® laboratory assignments supporting the textbook topics to satisfy the requirement for BSC 1409.1LW. The syllabus contains a detailed 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.

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The graded course components for BSC 1409.01W include:

1. Seven exams - The exams will **only** be accessible during the dates and timeframes noted on the course syllabus. Each exam can only be accessed **once**, thus students should ensure computer/device and Internet reliability as well as adequate time to complete once accessed. Each of the seven course exams is composed of 25 multiple-choice questions allowing 75 minutes to complete. The multiple-choice exam questions derive from the exam study guides provided for each of the course exams. As each exam derives from a question pool, each student's exam will be distinctive.
2. An assessment covering Genetics and Heredity meeting the course core competency of Empirical and Quantitative Skills. The Genetic and Heredity assessment will **only** be accessible during the dates and timeframes noted on the course syllabus. The Genetics and Heredity assessment is composed of 10 multiple choice questions with 30 minutes to complete. The assessment can only be accessed **once**, thus students should ensure computer/device and Internet reliability as well as adequate time to complete once accessed. Students should utilize the PDF for Genotype and Phenotype provided in the course for preparation for the assessment. As the multiple-choice questions for the assessment derive from a question pool, each student's assessment will contain distinctive questions.
3. A group project meeting the course core competencies of Teamwork, Critical Thinking, and Communication. Students will **self-enroll** in a group at the beginning of the semester, thus the **due date** for the group project and teamwork rubric submissions will **vary** by the group number in which a student self-enrolls.

Students should refer to the BSC 1409.01W/BSC 1409.1LW course syllabus for details regarding each of the graded components. There are specific availability and due dates for each of the graded components for the coursework. Students are expected to utilize either the course syllabus, BSC 1409.01W myLeo Online calendar, or other elected means to ensure due dates and timeframes for assignments/exams are met. Late work will **not** be accepted for BSC 1409.01W or BSC 1409.1LW coursework except with a **documented** excuse (e.g. school activity such as an organization or sport activity, doctor's note, court subpoena, military obligations, or ticket number if myLeo Online e-based for the Texas A&M University - Commerce Learning-Management System). It is the student's responsibility to provide the instructor with the required excused documentation within 24 hours of the documented excuse to return to school. Students failing to: 1) provide the excused documentation and 2) to complete the missed assignment/exam within 72 hours will receive a grade of zero for the assignment/exam.

The graded course components for BSC 1409.1LW include:

The sixteen virtual, self-contained LearnSmart® laboratory assignments which requires the Connect Access Card for LearnSmart® Labs Anatomy and Physiology with APR.

Students should refer to the BSC 1409.01W and BSC 1409.1LW course syllabus for details regarding the guidelines for the LearnSmart® laboratory assignments. All LearnSmart® laboratory assignments are available when the semester commences with a "universal" due date. Students are expected to utilize either the course syllabus or other elected means such as a calendar to ensure due dates and

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timeframes for assignments/exams are met. Late work will **not** be accepted for BSC 1409.1LW coursework except with a **documented** excuse (e.g. school activity such as an organization or sport activity, doctor's note, court subpoena, military obligations, or ticket number if McGraw-Hill e-based). It is the student's responsibility to provide the instructor with the required excused documentation within 24 hours of the documented excuse to return to school. Students failing to: 1) provide the excused documentation and 2) to complete the missed assignment/exam within 72 hours will receive a grade of zero for the assignment/exam.

BSC 1409.01W Course Resources

1. Within the weekly modules for BSC 1409.01W Human Structure and Function, students will find the following resources provided for the coursework:
 - a. A study guide for each of the seven course exams. The multiple-choice questions for each of the course exams will derive from a question pool from the terms/topics on the study guides students "**to study and know**" prior to accessing the specific course exam.
 - b. A PDF document containing Punnett square crosses for monohybrid crosses and resulting genotype/phenotype students should utilize for Exam II and the Genetic and Heredity assessment.
 - c. A PDF document containing information concerning the biological processes of transcription and translation students should review prior to accessing Exam II.
2. Students may access the website address provided below for the voice-overlay PowerPoints for each of the chapters of study for BSC 1409.01W Human Structure and Function. The Camtasia PowerPoint is comparable to a traditional face-to-face lecture. These may be used as a supplement to support a student's learning; however, they are **not** designed or intended to replace reading and studying the textbook and knowing the terms/topics on the study guides. Students will need to type the following into their website browser (cannot copy and paste) to access the Camtasia PowerPoints.
https://www.youtube.com/playlist?list=PL_DB0U-7mwGuN9AaSht3Udv1fL0HYE0wT&disable_polymer=true
3. Instructor - Students should utilize the instructor as a course resource if needing guidance and/or clarification on: 1) course assignments/exams; 2) course policies; and/or 3) course material. **Please Note:** Students should refer to YouSeeU below.
4. Academic Success Center - Students may take advantage of free tutoring provided through the Academic Success Center at Texas A&M University - Commerce leading to BSC 1409.01W course success. Students should refer to the course syllabus for contact information for the Academic Success Center.

YouSeeU

Scheduled weekly virtual office hours with the exception of Spring break and the week of finals will be held through YouSeeU of the myLeo Online course on Saturdays from 6:00 p.m. until 7:00 p.m.
Please Note: Students should consult YouSeeU instructions on the Home Page of BSC 1409.01W myLeo Online (D2L Brightspace).

1. Students must have read the week's assigned reading(s) prior to the scheduled session to discover the topic(s) wishing to cover during the scheduled session.
2. The "scheduled" sessions allow students to "virtually chat" with the instructor to ask specific questions about the weekly assigned reading(s) requiring clarification or needing to ask a question(s).

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3. The “scheduled” session is **not** a timeframe to review the entire chapter(s); however, it is an opportunity for students to clarify specific aspects supporting their success in the course.
4. Students will need to submit the topic/question and acknowledgement of their attendance to the instructor through their University email at least 24 hours in advance of the scheduled session, thus allowing the timeframe to be focused and productive.
5. 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.
6. Students may contact the instructor at any point throughout the semester with specific questions to obtain clarification on the course assignments, exams, policies and/or clarification on assigned readings.

Please Note: The instructor reserves the right to reschedule the weekly session should a circumstance(s) arise. Students will be notified of the change through their University email system with the rescheduled date and time.

Student Responsibilities or Tips for Success in the Course

1. Students should adhere and devote time to the weekly course reading(s) and assignments as well as studying for assignments and exams.
2. Students should thoroughly read the assigned chapter(s) and if needing clarification utilize resources of the instructor and/or the tutors at the Academic Success Center.
3. Students should utilize the course resources provided in their BSC 1409.01W myLeo Online (D2L Brightspace) course (e.g. exam study guides, resources for Transcription and Translation and Genetics and Heredity, Camtasia PowerPoints) in preparation for graded assignments/exams.
4. Students should be dedicated to communicating and participating with group members on the group assignment.
5. 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/exams as failure to abide by the designated due date and time will require excused documentation for make-up. **Please Note:** Students should review to the course policy on **Late Work** on the BSC 1409.01W and BSC 1409.1LW course syllabus.
6. Students should not wait until the last minute to complete graded assignments as only documented excused absences or documented problems which are myLeo Online-based (D2L Brightspace-based) or McGraw-Hill-based will qualify should a due date and time for graded assessments/assignments and/or exams be missed.
7. Students should follow the “recommended” completion dates for the BSC 1409.1LW LearnSmart® laboratory assignments.
 - a. Completion during the textbook chapter reading(s) should facilitate a better understanding and learning in support of BSC 1409.01W.
 - b. LearnSmart® laboratory assignments allow “**unlimited**” access and are **not timed** during their availability, thus students can maximize their grades on these assignments.
 - c. Procrastinating on completing the LearnSmart® laboratory assignments throughout the semester may lead to increased stress further into the semester to play “catch up” when time is limited.
8. Students should check their myLeo email daily for pertinent information, notifications, or deviations that may be necessitated for the coursework for BSC 1409.01W and/or BSC 1409.1LW.

COURSE GRADING for BSC 1409.01W and BSC 1409.1LW

BSC 1409.01W Grading Criteria

There is a total of 1000 points that may be earned on the course assessment/assignment, the group research paper, and exams for BSC 1409.01W. The group paper assignment/assessment that includes Communication, Critical Thinking and Teamwork, the Genetic and Heredity assessment, and seven exams for BSC 1409.01W constitute 75% of the total course grade. The following is an explanation of how the BSC 1409.01W course assessments/assignments and exams will reflect towards a student's course grade.

Course Component	Possible Points
Course Exams - 100 Points Each (7 Exams at a Total of 700 Points)	700
Genetics and Heredity - Empirical Quantitative Skills Assessment/Assignment	100
Teamwork - Average Determined by Teamwork Rubric of Research Group Members	100
Communication - Grade Earned from Group Research Paper	50
Critical Thinking - Grade Earned from Group Research Paper	50
Total Possible Points for BSC 1409.01W	1000

BSC 1409.1LW Grading Criteria

The sixteen LearnSmart® laboratory assignments constitute the remaining 25% towards the student's final course grade. The points available for each laboratory assignment is 100 (total of 1600 for all LearnSmart® laboratory assignment).

Average of 16 Laboratory Assignments 100% of BSC 1409.1LW Grade

After applying the percentages from BSC 1409.01W (75%) and BSC 1409.1LW (25%), 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 1409.01W myLeo Online (D2L Brightspace) course. Students can track their progress in the course in “real time” as the percentages for each exam and assessment/assignment is reflected in the criteria of the myLeo Online grade book. **Please Note:** Students earning a “perfect score of 100” on the LearnSmart® laboratory assignments will update into the BSC 1409.01W grade book automatically. As the LearnSmart® laboratory assignments can be accessed **unlimited** number of times to maximize the grades for these assignments, any score less than a “perfect score of 100” will **not** update until after the due

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date of **midnight Saturday, April 20**. There is **no** “extra credit” offered for the course, thus students should take each of the assignments and exams seriously.

Special Note: As this course is designed to include both the core course (BSC 1409.01W) and laboratory section (BSC 1409.1LW) for the four-hour credit course, students must actively participate in **both** assigned sections through BSC1409.01W myLeo Online (D2L Brightspace) Genetic and Heredity assignment, group paper, and exams and BSC 1409.1LW LearnSmart® laboratory assignments to satisfy the requirements for the four-hour-credit course. If a student does **not** participate in the LearnSmart® laboratory assignments for the BSC1409.1LW course, they will earn an “F” for the final course grade regardless of the grade earned for BSC1409.01W coursework.

BSC 1409.01W Assessments

Course Weekly Readings

There are assigned chapter reading(s) for each week during the semester for BSC 1409.01W. Students will find the scheduled textbook chapter weekly reading(s) at the end of the syllabus under **COURSE OUTLINE / CALENDAR** corresponding to the individual weekly modules located within the BSC 1409.01W myLeo Online (D2L Brightspace) course.

Course Exams

Students may use their textbook, completed study guides, and/or notes for exam testing. The study guide for each of the course exams is provided within the corresponding weekly modules of the BSC 1409.01W myLeo Online (D2L Brightspace) course. There are seven exams allowing students to: 1) have smaller “portions” of information in which to be tested over at one time; and 2) distributing the points for the course grading over more graded components. If a student has difficulty with understanding or requiring clarification, they may elect to: 1) send for coverage for the week’s scheduled virtual session, 2) view the chapter’s Camtasia PowerPoint; 3) email the instructor for clarification; or 4) utilize the resources of the Academic Success Center.

1. Course exams are found within the BSC 1409.01W myLeo Online (D2L Brightspace) course within the weekly module in which they are assigned.
2. Each exam is composed of 25 multiple choice questions from a “question pool” derived from the terms and/or concepts presented on the study guide.
3. Each exam allows only **one access**, thus students should ensure computer/device and Internet reliability as well as adequate time to complete once accessed.
4. There is a timeframe of 75 minutes allocated to complete the exam before it will be submitted by the system.

Please Note: Late work is **not** accepted unless in compliance with the **Late Work** course policy for BSC 1409.01W. Students should refer to the **Late Work** course policy for BSC 1409.01W and BSC 1409.1LW on the course syllabus.

Students will receive an “auto grade” upon submission; however, students can view missed questions and answers after the due date and timeframe.

How Students May View BSC 1409.01W Missed Questions/Answers

1. Go to “Grades” on the BSC 1409.01W Navigation Bar
2. Hit “Class Progress”
3. Under Class Progress find and click “Quizzes”
4. Find the quiz name you’re looking for and hit “Details” underneath it.
5. Then click “Attempt 1” which will show the submission view your instructor set up.

Course Resources for Exams

1. Students should focus their study and exam preparation on the specific concepts and terms presented on the study guides.
 - a. Students should work the study guides as they progress through the week’s assigned reading(s).
 - b. After students compose their answers to the exam study guide, they should “**study**” and “**know**” the material so that once the exam is accessed time is not spent shuffling through notes and/or textbook.
2. Students will find a document for monohybrid crosses and the resulting phenotype and genotype in the corresponding weekly module provided as a resource for Exam II and the Genetics and Heredity Assignment.
3. Students have access in the BSC 1409.01W course corresponding weekly module to: 1) a document for Transcription and Translation and 2) an amino acid table that may be an additional resource for Exam II.

Teamwork, Communication, and Critical Thinking Assessment/Assignment (Worth 200 Points)

Texas A&M University - Commerce is required to report University statistics for the core competency of Teamwork to the Texas Higher Education Coordinating Board (THECB) for the school year 2018 - 2019. Teamwork statistics for BSC 1409.01W will be forwarded to a panel of University personnel to evaluate and include in their statistical reporting for the core competency of Teamwork Thinking for the University to the THECB.

This assignment will include the BSC 1409 core competencies for Critical Thinking, Communication, and Teamwork. Students will work with a group of class members to complete the assignment for Critical Thinking, Communication, and Teamwork. The assignment is worth 200 points of the BSC 1409.01W course grade (50 points for Critical Thinking, 50 points for Communication, and 100 points for Teamwork). The grade earned for Critical Thinking and Communication will be the **same** for each

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of the group members. The grade earned for teamwork will **vary** based on the graded rubric returned for each group member by the other group members. The following explains the criterion and guidelines for each of the three core competencies.

Students are required to **self-enroll** themselves in a group for the group assignment for the course core competencies of Communication, Critical Thinking, and Teamwork by **11:59 p.m. on Saturday, January 26**. The groups are limited to a maximum self-enrollment of five (5) students, thus those who have a preference should self-enroll early. Students will need to refer to their BSC 1409.01W/BSC 1409.1LW course syllabus for the scheduled group number and due date that best accommodates their individual schedule. Students should note on their calendar or elected means for adherence to the group's due date for the submission of the paper as well as the teamwork rubrics for each of the other team members. **Please Note:** The number of groups is based on the maximum enrollment for the BSC 1409.01W/BSC 1409.1LW course. If the enrollment is below and/or above the maximum, the instructor reserves the right to modify the number of groups and/or number of members in a group. Changes necessitated by enrollment number affecting modification to group and/or group members will be communicated to BSC 1409.01W students through their University email.

How To Self-Enroll in a Group

1. Click on **Communication Tools** across the BSC 1409.01W Course Tool Bar
2. Click on **Groups** (this will display the list of groups)
3. Click on **View Available Groups**
4. Select **Actions to Enroll** in Chosen Group Allowing Self-Enrollment

After the required **self-enrollment** date of to a group, the ability to self-enroll in a group will be **closed**, thus students will **not** be able to self-enroll in a group. The due date for self-enrollment in a group selection allows group members to begin communicating, planning, and working on this assignment for BSC 1409.01W. After **self-enrollment** in a group and formation of the group members, students are to use the **Discussion Area** within their group to communicate and plan with their group members (instructions below).

Students **who fail to self-enroll** in one of the groups by the above date will **not** be enrolled in a group by the instructor. This is a graded assignment for BSC 1409.01W constituting a possible 200 points (Communication - 50 points; Critical Thinking - 50 points; and Teamwork - 100 points). Students who **do not** self-enroll in a group are demonstrating they **have chosen not** to participate in these course points towards the BSC 1409.01W course grade. Students should understand failure to self-enroll in a group and/or participate in the potential 200 points for the graded assignment will automatically negatively affect their course grade by approximately two letter grades.

How to Communicate and Plan with Group Members

Option One

1. Under **Content** across BSC 1409.01W Course Tool Bar
2. Click and Expand **Table of Contents** to the **BSC 1409.01W Course Home Module**
3. Locate and click **Course Home**

4. Click on **Student Lounge/Introductions**
4. Click on **Group Project for Communication, Critical Thinking, and Teamwork Group Discussion**
5. Under the **Filter By** select **All Groups** which will pull up the list of group numbers
6. **Select** the group number the student self-enrolled to communicate and plan with other group members

Option Two

1. Locate **Communication Tools** across BSC 1409.01W Course Tool Bar
2. Click on Arrow Down to **Groups**
3. Locate and click on **Discussions** in the **Appropriate Group**
4. Under the **Filter By** select **All Groups** which will pull up the list of group numbers

How to Email Group Members If Not Responding to Group Discussions

1. Click on **Communication Tools** across BSC 1409.01W Course Toolbar
2. Select **Groups**
3. Locate Appropriate **Group**
4. Click on “**Envelope Image**”

Please Note: Late work is **not** accepted unless in compliance with the **Late Work** course policy for BSC 1409.01W/BSC 1409.1LW. Students should refer to the **Late Work** course policy for BSC 1409.01W/BSC 1409.1LW of the course syllabus.

Assessment/Assignment for Teamwork (Worth 100 Points)

The grade earned for Teamwork for the assignment will be determined by the other members of the group and may **vary** based on each group member’s level of participation identified and scored by their group members. Students will work within a group environment consisting of themselves and four additional class members through BSC 1409.01W myLeo Online (D2L Brightspace) to research and compose an APA paper (guidelines listed under **Assessment/Assignment for Communication**) covering the topics for stem cells listed under **Assessment/Assignment for Critical Thinking**.

Important Notes Regarding Teamwork for the Assessment/Assignment:

1. Students are to use the **Discussion Area** within their group to plan and communicate with their group members (see instructions above on **How to Communicate and Plan with Group Members**).
2. Once the group/team is formed, the responsibility of communicating, planning, and teamwork resides exclusively with each group member.
3. Once the group is formed the members should begin communicating, planning, and working on the assignment.
4. Once the groups are formed there will **not** be changes.
 - a. If group members drop the course and/or do not participate in the assignment, the remaining group members are responsible for their group paper in its entirety.
 - b. If group/team member(s) do not respond to communications from other group/team member(s) or participate in the assessment/assignment supporting the objectives/outcomes and grade for the course, the remaining group/team member(s) have sole discretion as how to proceed.
 - c. This is a required assignment for the BSC 1409.01W course grade and the participation or non-participation is the sole choice of each student. Therefore, group members should not email the instructor about students who will not respond to communications and/or do not participate in the assessment/assignment. Upon grading, the instructor will be able to view the group's **Discussion Area** to see who or who has not communicated and participated.
 - d. Group members will **still be required** to upload the "teamwork" graded rubric for their group/team members even if they **do not** participate.
 - e. Students will upload a separate graded teamwork rubric for each of their group members in the appropriate **Assignment** submission within their group of the BSC 1409.01W myLeo Online (D2L Brightspace) course.
 1. Each group member is **required** to return the teamwork feedback form found in their myLeo Online (D2L Brightspace) BSC 1409.01W course evaluating **each** of their other group member's teamwork contribution prior to or upon the due date and time for the submission of the group's paper.
 2. **Please Note:** Students failing to upload the graded teamwork rubrics on or before the group's paper due date and time for **each** of their group members will have **10 points deducted** from their **personal teamwork grade** for **each** group member not submitted.
 - f. The due date and time for the submission of the teamwork rubrics will be determined by the group number in which the student self-enrolled.

Where to Locate and Upload the Teamwork Rubric

1. Click on **Content** across BSC 1409.01W Course Toolbar
2. Under the **Table of Contents** locate **Teamwork Grading Rubric**
3. Download Document and File to Computer
4. Input **Grader's Name** and **Name of Group Member Graded** (the one document contains ample individual grading rubrics so only one document is required). Students will **not** grade themselves only the other group members.
5. Student will enter the group member's grade for 1) Contributions; 2) Problem Solving; 3) Attitude; 4) Focusing on the Task; 5) Working with Others; and 6) Enter the **Total Points** (this will be done for each of the **Other** Group Members).
6. After completion, student will file completed and graded document on their computer.
7. Student will upload the completed and graded rubric into the **Teamwork Submission Folder** for their Group.

- a. Click on **Activities**
- b. Click on **Assignments**
- c. Click on **Appropriate Group and Submit File**

Assessment/Assignment for Communication (Worth 50 Points)

The grade earned for Communication will be entered for each of the participating group members. The guidelines for the paper are:

1. APA format (12 point Times New Roman, 1" margins, double-spaced, written in paragraph format) with a cover page including the names of each of the participating group member. **Please Note:** Students needing information as to proper APA formatting or proper referencing may: 1) use a writer's handbook; 2) utilize the Writing Center as a resource (information provided at the end of the Communication assignment instructions); 3) or locate proper formatting or proper referencing guidelines on the Purdue Online Writing Lab at <https://owl.english.purdue.edu/owl/>
2. The submission should demonstrate proper APA formatting, grammar, spelling, punctuation, and referencing.
3. The paper should have the title of the topics (located under Critical Thinking) centered and written in paragraph form (do **not** include the number identifying each of the topics noted in Critical Thinking to be covered).
4. Each of the nine aspects listed to be covered in the paper should be ***listed and titled in the order given*** with a ***minimum of one paragraph*** for ***each*** aspect.
5. Outside sources utilized in the assessment/assignment ***MUST*** be cited properly ***both*** in-text as well as on the References page according to APA guidelines.
 - a. Students should ensure they understand proper referencing as failure to include proper citations ***both*** in-text as well as on the Reference(s) page constitutes plagiarism discussed under **Course Specific Policies** of the course syllabus.
 - b. Submissions found to be plagiarized will result in ***a zero grade*** for both Critical Thinking and Communication.
6. There is no required length for the assignment but ***must*** include the information required for the assessment/assignment in the proper order. It should be detailed enough to cover the topics; however, a lengthy submission does not necessarily correlate to a grade (e.g. writing without a focus and purpose).
7. The instructor encourages ***each*** participating member to proofread their group paper prior to submission. If each group member proofreads their group paper, this should correlate to discovering error(s) prior to submission and grading.
8. ***One*** group member should be designated to submit their group's paper through their group submission folder prior to the due date and time for their group's submission; however, ***each*** group member is to communicate and participate in the composition of the assignment. In the event of multiple submissions by group members, the first one submitted will be the one graded for the group's grade for Communication and Critical Thinking.
9. The cover page should include ***all*** group members ***who communicated, participated, and contributed*** to the group paper.
 - a. Students identified by group members as ***not*** participating in the assignment will receive a grade of ***zero*** for Communication and Critical Thinking.
 - b. As students are to use the **Discussion Area** within their group to communicate and plan with their group members, the instructor will be able to see communication between the group members.

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c. It is recommended group member(s) **do not** share the group paper with group member(s) who did not participate and contribute to the assignment. This recommendation is because if a group member(s) receiving a grade of zero for Communication and Critical Thinking due to identification by other group member(s) as **not** communicating, contributing, and/or participating in the assignment challenges the grade of zero, the student will be asked to provide the portion of the paper they contributed to the assignment.

10. As this is a group assessment/assignment, individual papers will **not** be accepted except in the event that no other group member communicates, participates, and contributes to the group paper.

11. Late assignments or multiple submissions **will not** be accepted, thus students should ensure they utilize a calendar or other means to meet the due date and time for their group.

Grading Scale for Communication

Communication Grading

Possible Points

Paper demonstrates proper grammar, spelling, punctuation, and referencing	50 Points
Paper contains 5 - 9 errors in proper grammar, spelling, punctuation, and/or referencing	40 Points
Paper contains 10 - 15 errors in proper grammar, spelling, punctuation, and/or referencing	25 Points
Paper contains 16 or more errors in proper grammar, spelling, punctuation, and/or referencing	10 Points

Please Note: The failure of the group submission in APA format with 1" margins, Times New Roman 12 point font with cover page will have **10 points deducted** from the grade earned above. The failure to include referencing for outside sources will be considered plagiarism and will result in a grade of **zero** for **all** members in the group for Communication. Each group member should take the opportunity to proofread the group's paper prior to submission.

Where to Upload Completed Group Paper

The designated group member will upload the completed group paper in the group's submission folder.

1. Click on **Activities** across BSC 1409.01W Course Toolbar
2. Click on **Assignments**
3. Click on **Appropriate Group and Submit File**

Writing Center

The following resource is available for TAMUC students should a group member or a group need assistance with the group assignment.

Since 1977, the Writing Center at Texas A&M University-Commerce has been committed to assisting writers at all levels. By working with students one-on-one or in small groups, tutors help writers at all stages of the writing process from brainstorming to polishing a final draft. Their goal is to improve student writers through improving their individual writing abilities. The ultimate goal is for students to take advantage of the learning inherent in the writing process. The Writing Center also provides a comfortable place for collaborations, community writing, and multimedia projects. They are a reflective learning community focused squarely on Writing Center theory and practice, and they are a

site for research committed to participating in the ongoing national and international conversation about the teaching of writing.

Writing Center Location and Email Contact

1. **Writing Center Location and Email Contact** - The Writing Center is located in Hall of Languages Room 103. You may check their hours of operation at the following website address:

<http://www.tamuc.edu/academics/colleges/humanitiessocialsciencesarts/departments/literatureLanguages/writingCenter/default.aspx>

The Writing Center also offers the [Online Writing Lab](#), which can be accessed by sending an e-mail to writing.tamuc@gmail.com

2. Students may access **Gee Library** from the Campus Resources through their myLeo Online BSC 1409.01W course.

- a. Click on **More** across the Course Tool Bar
- b. Click on **Campus Resources**
- c. Click on **Gee Library**

Critical Thinking Criterion for the Assessment/Assignment

Chapter 19a - Stem Cells - A Repair Kit for the Body highlights the categorization of stem cells by the degree of flexibility (totipotent, pluripotent, multipotent, and unipotent) in their developmental path, the source of the different categories of stem cells, the potential use of stem cells in curing human illnesses, and the controversies surrounding the use of embryonic stem cells. The debate on stem cells encompasses political, ethical, social, medical, financial, and legal considerations. Stem cell research has also elicited debates regarding cloning for therapeutic uses. The assessment/assignment for Critical Thinking for BSC 1409 is to apply the criterion to the topic of stem cells. The grade earned for Critical Thinking will be entered for each of the participating group members.

Assessment/Assignment for Critical Thinking (Worth 50 Points)

Each of the following nine aspects to be covered in the paper should be **listed, centered, and titled in the order given** (do **not** include the number of the aspect in the title of the paragraph of the paper) with a **minimum of one paragraph** for **each** aspect. The following are the items to be explained in the paper including the point value associated with each of the nine aspects for **Critical Thinking**:

1. Categorization of stem cells by their degree of flexibility in their developmental path and where they can be located in the human body. - **3 points**
2. Differences between embryonic and adult stem cells (at least 3 examples). - **3 points**
3. Current sources of embryonic and adult stem cells (at least 3 sources for each). - **3 points**
4. The potential use of human stem cells in biomedical research (at least 4). - **4 points**
5. Methodology by which scientists harvest and use stem cells. - **3 points**
6. Challenges facing stem cell research (identify at least four challenges). - **4 points**
7. Arguments endorsing the use of stem cells in biomedical research. - **10 points**

8. Arguments against the use of stem cells in biomedical research. - **10 points**
9. Explain your informed personal opinion on this topic supported by evidence and/or examples. - **10 points**

Please Note: The failure to organize and title the paper as identified above will result in a **deduction of 10 points** from the grade for Critical Thinking. The failure to include referencing for outside sources will be considered plagiarism and will result in a grade of **zero** for **all** members in the group for Critical Thinking. **Each** group member should take the opportunity to proofread the group's paper prior to submission to discover potential errors in formatting, grammar, spelling punctuation, and/or referencing.

Requirements for Successful Completion of the Assessment/Assignment for Teamwork, Communication, and Critical Thinking

1. Group members should communicate and be an active participant within their group to achieve a common goal demonstrating teamwork and cooperation in the group assessment/assignment.
2. The paper should follow APA guidelines with proper formatting and referencing **both** in-text and on Reference(s) page.
3. The group's paper should cover each of the nine aspects listed and titled **in the order** given with a **minimum** of one paragraph for each of the nine aspects.
4. Each participating group member should proofread their group's paper for proper use of grammar, spelling, punctuation, referencing, paper organization and formatting, and clarity before the group's designated member's submission prior to the due date and time for their group.
5. Group members should revisit the grading scales for Communication and Critical Thinking to ensure criterion have been met.
6. Group members should all have responsibility for ensuring the paper uses proper referencing to avoid plagiarism.
7. Each student should ensure they have uploaded the graded teamwork rubric for each of their group members prior the due date and time for the group's submission to ensure not incurring a **penalty of 10 points** for each group member not submitted from their personal average teamwork grade.

Empirical and Quantitative Skills Assessment/Assignment

The assessment/assignment supporting the student learning outcomes/objectives for the course of Empirical and Quantitative Skills will cover the specific topic of Genetics and Heredity (Chapter 20). The assessment/assignment will evaluate a student's ability to interpret, test, and demonstrate principles revealed in empirical data. In this assignment/assessment, students will demonstrate how the inherited genotype of the parents determines the probability of characteristics (phenotype) and genotype of their offspring. The question pool for this assignment also includes how sex chromosomes may affect the probability of an offspring's phenotype (e.g. X-linked recessive more prominent in male offspring) as well as other aspects presented in Chapter 20. The instructor as provided a Genotype and Phenotype document in the BSC 1409.01W course module students may study for examples of monohybrid crosses and the resulting genotypes and phenotypes.

1. The Genetics and Heredity assessment/assignment is located within the weekly module for BSC 1409.01W myLeo Online course in which it is assigned.

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2. The Genetics and Heredity assessment/assignment will consist of 10 multiple choice questions derived from a question pool for the topic, thus each student's assessment/assignment will be unique. Students will have 30 minutes in which to complete the assessment/assignment before it will automatically be submitted "as is." assessment/assignment can only be accessed **once** thus students need to ensure adequate time and computer and/or Internet reliability before accessing.

Students will receive an "auto grade" upon submission; however, students will be able to view missed questions/answers after the due date and time for the assessment/assignment.

How Students May View BSC 1409.01W Missed Questions/Answers

1. Go to "Grades" on the BSC 1409.01W Navigation Bar
2. Hit "Class Progress"
3. Under Class Progress find and click "Quizzes"
4. Find the quiz name you're looking for and hit "Details" underneath it.
5. Then click "Attempt 1" which will show the submission view your instructor set up.

Please Note: Late work is **not** accepted unless in compliance with the **Late Work** course policy for BSC 1409.01W/BSC 1409.1LW Students should refer to the **Late Work** course policy for BSC 1409.01W/BSC 1409.1LW of the course syllabus.

BSC 1409.1LW Assessments

LearnSmart® Virtual Laboratory Assignments

The virtual laboratory assignments for BSC 1409.1LW will be accessed and submitted through BSC 1409.01W myLeo Online (D2L Brightspace) website link to McGraw-Hill's Connect® containing the LearnSmart® laboratory assignments. Students may purchase the access code from the University Bookstore or they may purchase directly from McGraw-Hill. **Special Note:** As this course is designed to include both the core course (BSC 1409.01W) and laboratory section (BSC 1409.1LW) for the four-hour credit course, students must actively participate in **both** assigned sections (through BSC1409.01W myLeo Online (D2L Brightspace) Genetics and Heredity assignment/assessment, group research paper, and course exams and BSC 1409.1LW LearnSmart® laboratory assignments to satisfy the requirements for the four-hour-credit course). If students do not participate in the LearnSmart® laboratory assignments for the BSC1409.1LW course, they will earn an "F" for the final course grade regardless of the grade earned for BSC1409.01W coursework.

1. All laboratory assignments are available at the beginning of the semester allowing students some flexibility (e.g. students who may choose to work ahead).
2. All LearnSmart® laboratory assignments have a "universal due date".

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3. The laboratory assignments are linked to the grade book contained within BSC 1409.01W myLeo Online. As there is the “**universal**” due date and time which allows students to access the laboratory assignments **unlimited** number of times to improve their grade in order to maximize these components for the course grade, students earning a perfect score on a laboratory assignment will update “automatically” in the BSC 1409.01W myLeo Online gradebook. However, students earning less than a “perfect score” will not update until **after** the due date and time

Registration for LearnSmart® Laboratory Assignments

1. In order to ensure that laboratory grades for BSC 1409.1LW sync properly between myLeo Online (D2L Brightspace) and Connect®, students must access the laboratory assignments through their BSC 1409.01W myLeoOnline (D2L Brightspace) course.
2. Students should click on the **McGraw-Hill Connect** (External Link) located on the course module **BSC 1409.1LW Laboratory Assignments** under Content within the BSC 1409.01W myLeo Online.
3. Students should click on **Go to My Connect Section**.
4. Upon clicking on the link, students will be asked whether they are a new or existing user.
5. Students will register their access code if purchased from the University Bookstore or may purchase from the publisher if they prefer.
6. **Important Note:** Students **must** register with the name associated with Texas A&M University - Commerce records (e.g. recognition of nicknames, maiden names, or married names different from those of the student’s University records would not permit proper grade association to be linked to the student’s BSC 1409.01W myLeo Online grade book). This will ensure the assignments completed in the publisher’s website will be synced with BSC 1409.01W myLeo Online (D2L Brightspace).

Support for BSC 1409.1LW LearnSmart® Laboratory Assignments

1. If students need support either registering or with assignments after registration, students may contact Support (Customer Experience Group) at McGraw-Hill by the following means: Students would need to provide the following instructor information:

Instructor: Susan Gossett

Email address: susan.gossett@tamuc.edu

Course Name: Spring 2019 BSC 1409.1LW

1. **By Phone:** Toll-free at 800-331-5094.
2. **By Email:** Students can complete the form located within LearnSmart®.

The Customer Experience Group (CXG) Hours of Operation are:

Sunday 6:00 p.m. - 11:00 p.m. CST

Monday through Thursday - 8:00 a.m. - 11:00 p.m. CST

Friday - 8:00 a.m. - 6:00 p.m. CST

Please Note: The publisher recommends using Mozilla Firefox® or Google Chrome® browsers for the BSC 1409.1LW LearnSmart® assignments. If a student has problems accessing or submitting assignments through McGraw-Hill’s Connect®, the student **must contact** the Customer Experience Group at the information provided above. As Connect® is a publisher website, the Technical Support

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team at myLeo Online (D2L Brightspace) nor the instructor will not be able to assist any student with registration or support should problems and/or questions occur. The instructor recommends not waiting until the last minute to register, access, complete, and/or submit assignments in the event a problem might occur and a student be unable to obtain a timely solution to the problem prior to the due date and time.

The following are recommendations if a student should experience a problem with a specific laboratory assignment:

1. Try a different website browser to identify if the problem may be browser-related (e.g. for example if you are using the browser Mozilla Firefox® try accessing through the website Google Chrome®).
2. Try a different device/computer to identify if the problem may be device/computer-related (e.g. some devices have firewalls or programming that may block processes from downloading within a specific laboratory assignment).
3. After determining that the problem is not browser-related or device/computer-related, students should contact McGraw-Hill Technical Support.

LearnSmart® BSC 1409.1LW Laboratory Assignments

1. The LearnSmart® laboratory assignments will be accessed through the **Content** module titled **BSC 1409.1LW Laboratory Assignments** within the BSC 1409.01W myLeo Online course. **Please Note:** While the instructor strongly suggests following the “**Recommended Completion Dates**” for the laboratory assignments, they **cannot** be linked within the weekly modules because once the control dates on the weekly modules have passed access to components within that weekly module are not accessible.
2. The LearnSmart® laboratory assignments are virtual, self-contained modules which **do not** need a specific textbook to complete; although access does require Connect Access Card for LearnSmart® Labs Anatomy and Physiology with APR identified as required for BSC 1409.1LW on the course syllabus.
3. There is **no time limit or a limit to the number of times** the LearnSmart® assignments can be accessed and taken, thus students can maximize their course grade on these assignments.

TECHNOLOGY REQUIREMENTS

Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest

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Device	Operating System	Browser	Supported Browser Version(s)
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or point release of that major version) and the previous major version of iOS (the latest minor or point release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
 - 512 MB of RAM, 1 GB or more preferred
 - Broadband connection required courses are heavily video intensive
 - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- 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)
<http://www.java.com/en/download/manual.jsp>
- Current anti-virus software must be installed and kept up to date.

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
 - [Adobe Reader](https://get.adobe.com/reader/) <https://get.adobe.com/reader/>
 - [Adobe Flash Player](https://get.adobe.com/flashplayer/) (version 17 or later) <https://get.adobe.com/flashplayer/>
 - [Adobe Shockwave Player](https://get.adobe.com/shockwave/) <https://get.adobe.com/shockwave/>
 - [Apple Quick Time](http://www.apple.com/quicktime/download/) <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.

McGraw-Hill LearnSmart® Laboratory Assignments for BSC 1409.1LW

The publisher recommends using Mozilla Firefox® or Google Chrome® browsers for the Connect® LearnSmart® laboratory assignments. If a student has problems accessing or submitting assignments through McGraw-Hill's LearnSmart®, the student must contact the Customer Experience Group at the information provided on the course syllabus.

1. **By Phone:** Toll-free at 800-331-5094.
2. **By Email:** Students can complete the form located within LearnSmart®.

The Customer Experience Group (CXG) Hours of Operation are:

Sunday 6:00 p.m. - 11:00 p.m. CST
Monday through Thursday - 8:00 a.m. - 11:00 p.m. CST
Friday - 8:00 a.m. - 6:00 p.m. CST

The following are recommendations if a student should experience a problem with a specific laboratory assignment:

1. Try a different website browser to identify if the problem may be browser-related (e.g. for example if you are using the browser Mozilla Firefox try accessing through the website Google Chrome).
2. Try a different device/computer to identify if the problem may be device/computer-related (e.g. some devices have firewalls or programming that may block processes from downloading within a specific laboratory assignment).
3. After determining that the problem is not browser-related or device/computer-related, students should contact McGraw-Hill Technical Support.

ACCESS AND NAVIGATION

myLeo Online (Brightspace) Access and Log in Information

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.

This course will be facilitated using myLeo Online (Brightspace), the learning management system used by Texas A&M University-Commerce. **Please Note:** Students are required to ensure their computer/device being used to access BSC 1409.01W complies with the Technology Requirements listed for the coursework.

Note: Personal device/computer and/or Internet connection problem(s) do **not** excuse the requirement to complete all course work as scheduled. 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.

BSC 1409.01W Course Navigation

Students should begin by printing and reading the BSC 1409.01W/BSC 1409.1LW course syllabus containing a detailed outline of the course resources, policies, requirements, graded assignments, exams, and the availability and due date/time for the scheduled graded components to be successful in the coursework. If a student needs clarification or has a question after thoroughly reading the syllabus, they should contact the instructor.

BSC 1409.01W assessments/assignments and exams for BSC 1409.01W will be completed and submitted through myLeo Online (D2L Brightspace). The BSC 1409.01W myLeo Online (D2L Brightspace) course is divided into sixteen weekly assignments.

1. All course resources (e.g. PowerPoints, study guides, Genotype and Phenotype Punnett square monohybrid crosses, PDF on Transcription and Translation) are located within the corresponding scheduled weekly modules of the BSC 1409.01W myLeo Online (D2L Brightspace) course. **Please Note:** Once the date on the weekly module has passed, the components contained within the assigned weekly module will **not** be accessible.
2. All course exams and the assessment on Genotype and Phenotype are located within the scheduled corresponding weekly modules of the BSC 1409.01W myLeo Online (D2L Brightspace) course.
3. The Teamwork form students are to complete and submit on each of their group members is located within the group folder under **Communication Tools**.
4. The group paper and teamwork rubrics will be submitted within the group for which the student self-enrolled under **Communication Tools**.

BSC 1409.1LW Course Navigation

The virtual laboratory assignments for BSC 1409.1LW will be accessed and submitted through BSC 1409.01W myLeo Online (D2L Brightspace) website link to McGraw-Hill's Connect® containing the LearnSmart® laboratory assignments.

COMMUNICATION AND SUPPORT

myLeo Online (Brightspace) Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the **Live Chat** or click on the words "[click here](#)" to submit an issue via email



myLeo Online (Brightspace) System Maintenance

Please note that on the 4th Sunday of each month there will be System Maintenance which means the system will not be available 12 pm-6 am CST.

LearnSmart® Customer Experience Group Support

1. **By Phone:** Toll-free at 800 - 331-5094.
2. **By Email:** Students can complete the form located within LearnSmart®.

The Customer Experience Group (CXG) Hours of Operation are:

Sunday 6:00 p.m. - 11:00 p.m. CST
Monday through Thursday - 8:00 a.m. - 11:00 p.m. CST
Friday - 8:00 a.m. - 6:00 p.m. CST

BSC 1409.01W Course Student Support

If you have any questions or are having difficulties with the course material, please contact your instructor at susan.gossett@tamuc.edu

Interaction with Instructor Statement

My primary form of communication with students will be through the BSC 1409.01W myLeo Online course **Announcements** and/or the University email system. Any changes to the syllabus or other course information will be disseminated to students in these manners through the BSC 1409.01W myLeo Online course and/or the student's official University email address available to the instructor through the BSC 1409.01W myLeo Online (D2L Brightspace) course. It is the student's responsibility to check the course **Announcements** and their University email regularly for pertinent information relating to the course, assessments/assignments, exams, and/or due dates. If a student emails the instructor during a typical class week, they can expect a reply within 24 hours. If a student sends an email during holidays, Spring break, and/or on the weekends, they can expect a reply within 24 hours following the typical class date.

myLeo Support

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

Learner Support

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

Students can access this through their BSC 1409.01W course:

1. Click on **More** on the Course Tool Bar
2. Click on **One Stop Shop**

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 a student's learning. The Academic Success Center provides academic resources to help students achieve academic success. Students may access The Academic Success Center at the following website address for more information and schedules: <http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/>

Students can access this through their BSC 1409.01W course:

1. Click on **More** on the Course Tool Bar
2. Click on **Tutoring** and/or **Online Tutoring**

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Attendance Policy

While BSC 1409.01W and BSC 1409.1LW are online courses, students are expected to “virtually attend class” and “actively” participate. Student activity/participation will be monitored through the myLeo Online (D2L Brightspace) as well as student reports available through McGraw-Hill. Although BSC 1409.01W and BSC 1409.1LW do not require attendance as in traditional face-to-face classes, students should allocate time in their weekly schedule for: 1) communicating and participating with group members on their group assignment; 2) reading the scheduled textbook chapter(s); 3) composing, studying, and learning answers to study guide in preparation for exams and/or assessment; and 4) completing course assessments/assignments/exams as scheduled in the course syllabus. A student's personal participation, dedication, time management, and organization are essential for success. Virtual support and assistance is available to students through email or YouSeeU supporting participation and success in a distance learning environment.

Drop Course Policy

It is a student's responsibility to withdraw from the course according to University policy should this become necessary.

Late Work

Late work is **not** accepted for BSC 1409.01W or BSC 1409.1LW coursework **unless** it complies with the guidelines for an excused absence (e.g. illness, death, court subpoena, myLeo Online-based (D2L Brightspace-based) technical problem(s), McGraw-Hill-based, school organization or school sport function). If a student fails to take one of the exams, assessments, or assignments during the scheduled timeframe it **will require:**

1. A **documented** excused absence from a professional, or

2. If due to a myLeo Online-based (D2L Brightspace-based) technical problem **a ticket number or email copy** from the Helpdesk.
3. If due to a McGraw-Hill-based technical problem a **ticket number or email copy** from McGraw-Hill's Technical Support.

It is the student's responsibility to contact the instructor and to provide the appropriate documentation so that a time and date might be scheduled to complete the assessment/assignment/exam. If a student fails to contact the instructor and/or to provide the appropriate documentation, they will receive a grade of zero for the missed assessment/assignment/exam. The graded exam, assessment, and/or assignment for the **documented and approved** missed course graded component must be completed with 72 hours of the date noted on the documentation the student is released to continue their coursework

Please Note: A student's device/computer and/or Internet provider **do not** qualify as an excusable reason for failure to complete an assessment/ assignment or exam during its scheduled timeframe. It is inherent in any online class that a student has availability to a dependable device/computer and Internet service provider. If a student needs access to either a computer and/or Internet, they may utilize the resources offered by Texas A&M University - Commerce (e.g. Gee Library or the various computer labs available to students throughout the campus). Additionally, reasons such as forgetting, work schedule, and/or other similar causes are **not** excusable for failure to complete the graded components for the coursework for BSC 1409.01W and/or BSC 1409.1LW during its scheduled timeframe.

Course Policy for Reporting Problems with myLeo Online (Brightspace)

If a student should encounter myLeo Online (D2L Brightspace)-based problems while accessing and/or submitting assessments/assignments or exams, the following procedure **must** be followed for consideration of missing the due date and time for an exam, assessment, or assignment.

1. Students must report the problem with the Brightspace Technical Support at 1-877-325-7778, via email or Live Chat and obtain a ticket number and/or submit an email **prior** to the due date and time for the assessment/assignment and/or exam.
2. Once the helpdesk ticket number is provided, the student **must** email the instructor to communicate the problem and provide the helpdesk ticket number.
3. If the problem is reported by email, the student **must** send the instructor a copy of the email along with any follow-up communication from Brightspace Technical Support personnel concerning the problem.
4. Upon receipt and if required, the instructor will contact the Brightspace Technical Support to confirm the student's problem and/or follow up with the student.

PLEASE NOTE: A student's personal device/computer and/or Internet access problems are **not** legitimate excuses for filing a ticket with the myLeo Online (D2L Brightspace) Technical Support. **Only** myLeo Online (D2L Brightspace)-based problems are legitimate reasons to contact Technical Support. The syllabus requires students to ensure their computer/device being used to access BSC 1409.01W/BSC 1409.1LW complies with the Technology Requirements listed for the coursework upon the commencement of the semester.

Course Policy for Reporting Problems with McGraw-Hill's Connect®

1. Students **must** report the problem to the Customer Experience Group at McGraw-Hill's Customer Experience Group either by phone at 800 - 331 -5094 or via email through the student's McGraw-Hill's account.
2. Students **must** provide the instructor with a reference number for the problem or a copy of the email submitted/received from the McGraw-Hill's Customer Experience Group.
3. Students **must** email the instructor **prior** to the due date and time with the appropriate information and possible solution.
4. At this point, the instructor will contact the McGraw-Hill's Customer Experience Group and follow-up with the student to schedule a time and date in which the laboratory assignment may be taken if the situation warrants an excused reason.

Please Note: A student's personal device/computer and/or Internet access problems are **not** a legitimate excuse for filing a ticket with the McGraw-Hill's Customer Experience Group. The **only** consideration that qualifies as an excused technical reason for missing a laboratory assignment due date and time will be those that result from a problem with the publisher's website and occur during the scheduled date and time.

Extra Credit

There is **no** extra credit offered for the course, thus students should utilize the resources identified for the coursework as well ensure their personal dedication, organization, and time management to the coursework.

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 via the BSC 1409.01W Course Announcements or to the student's University email.

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

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- 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/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

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](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:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

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

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

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

ADA Statement

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 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

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

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

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&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

COURSE OUTLINE / CALENDAR

Every effort will be made to adhere to the course outline/calendar as noted below. However, the instructor reserves the right to change the schedule if a circumstance(s) necessitate. The instructor will send communication of the change(s) through the BSC 1409.01W myLeo Online Course Announcements and/or to the student's University email. This course outline/calendar runs on a Sunday - Saturday schedule with the exception of Week 1 beginning on **Monday, January 14** and Week 16 ending final's week with the final exam due on **Thursday, May 9**. **Please Note:** As the due date for the group assessment/assignment will vary, students should make note of their group's due date on an individual calendar or other means ensuring the submission meets their group due date and time.

Class Reading Assignments, Course Exams, and Assessments/Assignments		
Week	Due Date	Course Activities, Assignments/Assessments, and Exams
1	January 19	BSC 1409.01/ BSC 1409.1LW Course Overview; Syllabus Review; and myLeo Online Tutorial
1	January 19	Chapter 2—Chemistry Comes to Life Chapter 2a—Food Safety and Defense
1	January 19	Student Self-Enroll in Group for Assessment/Assignment for Teamwork, Communication, and Critical Thinking
1	January 19	All LearnSmart® Laboratory Assignments Available for BSC 1409.1LW
1	January 19	How Enzymes Function LearnSmart® Laboratory Assignment
2	January 26	Student Self-Enroll in Group for Assessment/Assignment for Teamwork, Communication, and Critical Thinking
2	January 26	Chapter 3—The Cell
2	January 26	Chapter 4—Body Organization and Homeostasis
2	January 26	Osmosis LearnSmart® Laboratory Assignment
2	January 26	Diffusion LearnSmart® Laboratory Assignment
3	February 2	Test I over Chapter 2, 2a, 3, and 4 Scheduled to be taken January 27 through February 2
3	February 2	Mitosis and Meiosis LearnSmart® Laboratory Assignment
3	February 2	Chapter 19—Chromosomes and Cell Division Chapter 19a—Stem Cells—A Repair Kit for the Body
4	February 9	Chapter 20—Genetics and Human Inheritance
4	February 9	Chapter 21—DNA and Biotechnology
4	February 9	Mendelian Genetics LearnSmart® Laboratory Assignment
4	February 9	Human Genetics LearnSmart® Laboratory Assignment
4	February 9	DNA Biology and Technology LearnSmart® Laboratory Assignment
5	February 16	Chapter 21a—Cancer

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5	February 16	Chapter 5—The Skeletal System
6	February 23	Test II over Chapter 19, 19a, 20, 21, and 21a Scheduled to be taken February 17 through February 23
6	February 23	Skeletal Muscle Structure and Function LearnSmart® Laboratory Assignment
6	February 23	Electromyography LearnSmart® Laboratory Assignment
6	February 23	Chapter 6—The Muscular System
7	March 2	Chapter 7—Neurons: The Matter of the Mind
7	March 2	Chapter 8—The Nervous System Chapter 8a—Drugs and the Mind
8	March 9	Test III over Chapter 5, 6, and 7 Scheduled to be taken March 3 through March 9
8	March 9	Reflex Arc and Reflexes LearnSmart® Laboratory Assignment
8	March 9	Chapter 9—Sensory Systems
9	March 16	Genetics and Heredity (Chapter 20) Empirical and Quantitative Skills Assessment/Assignment Scheduled to be taken March 10 through March 16
9	March 16	Endocrine Structure and Function LearnSmart® Laboratory Assignment
9	March 16	Blood LearnSmart® Laboratory Assignment
9	March 16	Chapter 10—The Endocrine System Chapter 10a—Diabetes Mellitus
9	March 16	Chapter 11—Blood
10	March 30	Test IV over Chapter 8, 8a, 9, 10, and 10a Scheduled to be taken March 24 through March 30
10	March 30	Pulse Rate and Blood LearnSmart® Laboratory Assignment
10	March 30	Heart and ECG LearnSmart® Laboratory Assignment
10	March 30	Chapter 12—The Cardiovascular and Lymphatic Systems Chapter 12a—Cardiovascular Disease
11	April 6	Respiratory System LearnSmart® Laboratory Assignment
11	April 6	Chapter 13—Body Defense Mechanisms Chapter 13a—Infectious Diseases
11	April 6	Chapter 14—The Respiratory System
12	April 13	Test V over Chapter 11, Chapter 12, and Chapter 13 Scheduled to be taken April 7 through April 13
12	April 13	Digestive System LearnSmart® Laboratory Assignment
12	April 13	Chapter 15—The Digestive System Chapter 15a—Nutrition and Weight Control
13	April 20	Chapter 16—The Urinary System
13	April 20	Chapter 17—Reproductive Systems
13	April 20	All LearnSmart® Laboratory Assignments Due Saturday, April 20 at 11:59 p.m.
14	April 27	Test VI over Chapter 14, 15, 15a, and 16 Scheduled to be taken April 21 through April 27
14	April 27	Chapter 17a—Sexually Transmitted Diseases and AIDS
15	May 4	Chapter 18—Development throughout Life including 18a—Autism Spectrum Disorders

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15	May 4	Final Exam over Chapter 17, 17a, 18, and 18a Scheduled to be taken April 28 through May 4 <i>Please Note: Final Exam is also available Week 16 May 5 through May 9</i>
16	May 9	Final Exam over Chapter 17, 17a, 18, and 18a Scheduled to be taken May 5 through May 9

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Spring 2019 Student Calendar and Grade Tracking for BSC 1409.01W

Each student should print pages 30, 31, and 32 and place in a prominent location to ensure they meet due dates and times for graded course components. ***Note:** Each student will need to enter the due date for the group paper and teamwork rubrics submission based on their individual group due date.

Date Available	Time Available	Date Due	Time Due	Graded Component	Grade Earned
Sunday, January 27	12:00 a.m.	Saturday, February 2	11:59 p.m.	Exam I - Chapter 2/2a, Chapter 3, and Chapter 4	
Sunday, February 17	12:00 a.m.	Saturday, February 23	11:59 p.m.	Exam II - Chapter 19/19a, Chapter 20, and Chapter 21/21a	
Sunday, March 3	12:00 a.m.	Saturday, March 9	11:59 p.m.	Exam III - Chapter 5, Chapter 6, and Chapter 7	
Sunday, March 10	12:00 a.m.	Saturday, March 16	11:59 p.m.	Genetics and Heredity Assessment	
Sunday, March 24	12:00 a.m.	Saturday, March 30	11:59 p.m.	Exam IV - Chapter 8/8a, Chapter 9, and Chapter 10/10a	
Sunday, April 7	12:00 a.m.	Saturday, April 13	11:59 p.m.	Exam V - Chapter 11, Chapter 12/12a, and Chapter 13/13a	
Sunday, April 21	12:00 a.m.	Saturday, April 27	11:59 p.m.	Exam VI - Chapter 14, Chapter 15/15a, and Chapter 16	
Sunday, April 28	12:00 a.m.	Thursday, May 9	11:59 p.m.	Exam VII - Chapter 17/17a and Chapter 18/18a	
Monday, January 14	8:00 a.m.	*	11:59 p.m.	Group Paper	
				Teamwork	
				Communication	
				Critical Thinking	
Total Earned Points for BSC 1409.01W					
Total Possible Points for BSC 1409.01W					1000
Earned Points for BSC 1409.01W Divided By Possible Points					
Number in Above Column Multiplied by 75%					

***Note:** Student must enter due date based on group

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Spring 2019 Student Calendar and Grade Tracking for BSC 1409.1LW

Laboratory Assignment	Available	Recommended Completion Date	Due Date at 11:59 p.m.	Grade Earned
How Enzymes Function	January 14	January 19	April 20	
Osmosis	January 14	January 26	April 20	
Diffusion	January 14	January 26	April 20	
Mitosis and Meiosis	January 14	February 2	April 20	
Mendelian Genetics	January 14	February 9	April 20	
Human Genetics	January 14	February 9	April 20	
DNA Biology and Technology	January 14	February 9	April 20	
Skeletal Muscle Structure	January 14	February 23	April 20	
Electromyography	January 14	February 23	April 20	
Reflex Arc and Reflexes	January 14	March 9	April 20	
Endocrine Structure and Function	January 14	March 16	April 20	
Blood	January 14	March 16	April 20	
Pulse Rate and Blood	January 14	March 30	April 20	
Heart and ECG	January 14	March 30	April 20	
Respiratory System	January 14	April 6	April 20	
Digestive System	January 14	April 13	April 20	
	Total Earned Points for BSC 1409.1LW			
	Total Possible Points for BSC 1409.1LW			1600
	Earned Points for BSC 1409.1LW Divided By Possible Points			
	Number in Above Column Multiplied by 25			

Final Course Grade

	Number from 75% Column for BSC 1409.01W	
	Number from 25% Column for BSC 1409.1LW	
	Final Course Grade (Add the Number from BSC 1409.01W and the Number from BSC 1409.1LW)	