



**BSC 1309.01W Human Structure and Function  
COURSE SYLLABUS: Summer I 2020**

**INSTRUCTOR INFORMATION**

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**COURSE INFORMATION**

***BSC 1309.01W Required Course Materials and Resources***

**Textbook:** **Biology of Humans - Concepts, Applications and Issues**  
**Edition:** 4<sup>th</sup> Edition  
**Authors:** Judith Goodenough and Betty McGuire  
**Publisher:** Benjamin Cummings  
**ISBN:** 13: 9780321707024

Course materials are required upon the commencement of the Summer I 2020 semester. The textbook identified on the course syllabus is required for BSC 1309.01W. While it is solely the student's discretion to purchase the required textbook wherever they choose, extensions on assignments and/or exams will not be granted due to delay(s) in obtaining the required textbook for BSC 1309.01W.

There is a copy of the textbook on reserve for students to use at Gee Library. I strongly encourage students to purchase the required textbook for BSC 1309.01W. Students may use the textbook and/or notes on all course assignments/exams, thus having a textbook in hand should be more conducive in leading to a student's success in the course.

In addition to the required textbook, students enrolled in BSC 1309.01W 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 course is essential for the online course for BSC 1309.01W. 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 1309.01W is a three-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 1309.01W:

1. Ability to use and navigate myLeo Online (D2L Brightspace) for Texas A&M University - Commerce containing the coursework components.
2. Ability to access, complete, and submit course exams and assignments.

### ***Minimal Individual Skills Needed***

The following are minimal individual skills required for the coursework for BSC 1309.01W:

1. Ability and dedication of time and study for the course readings, assignments, and exams.
2. Ability and dedication to adhere to the due dates and times for the graded components of the course.

### **Instructional Methods**

BSC 1309.01W is delivered 100% online through myLeo Online, thus students will need an accessible, dependable, and compatible computer/device and Internet connection. BSC 1309.01W provides specific activities and assessments to assist students in achieving the outcomes/objectives identified for the course. Students should work toward achieving the outcomes/objectives through: (1) thorough understanding of the course requirements, expectations, and policies for BSC 1309.01W; (2) seven course exams for BSC 1309.01W derived from the study guides for the assigned chapter readings; (3) two assignments assessing the course core competencies of Critical Thinking and Empirical and Quantitative Skills; and(4) instructor-recommended formation of “study groups” qualifying for Communication and Teamwork for BSC 1309.01W. The syllabus contains an explanation of each course component 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.

The graded course components for BSC 1309.01W 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 will 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. An assessment covering Transcription and Translation meeting the course core competency of Critical Thinking. The Transcription and Translation assessment will **only** be accessible during the dates and timeframes noted on the course syllabus. The Transcription and Translation 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 their textbook as well as if needed the document provided within the course for the processes of transcription and translation. Students will additionally need to utilize the amino acid table from their textbook or the one provided within the course for the Transcription and Translation assessment.

Students should refer to the BSC 1309.01W course syllabus for details regarding each of the graded components and course policies. 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 or other elected means such as a calendar to ensure due dates and timeframes for assignments/exams are met. Late work will **not** be accepted for BSC 1309.01W coursework except with a **documented** excuse (e.g. school activity such as an organization or sport, 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 48 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 48 hours will receive a grade of zero for the assignment/exam.

### ***BSC 1309.01W Course Resources***

1. Within the course for BSC 1309.01W 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 derives from a question pool from the topics on the study guides students “**to study and know**” prior to accessing the specific course exam.
  - b. A PDF document containing Punnett square monohybrid crosses of genotype/phenotype students should utilize for Exam II and the Genetic and Heredity assessment to comply with the required course competency for Empirical and Quantitative Skills Assessment.
  - c. A PDF document containing information concerning the biological processes of transcription and translation students should review if needed prior to accessing Exam II.
  - d. There is a PowerPoint for each of the chapters of study. These may be used as a supplement; however, they are **not** designed or intended to replace reading and studying the textbook and knowing the required components on the study guides.
2. Students may access the website address provided below for the voice-overlay PowerPoints for each of the chapters of study for BSC 1309.01W 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 criterion 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](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; and/or 2) 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 1309.01W 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 the week of finals will be held through YouSeeU of the myLeo Online course on Saturdays from 7:30 p.m. until 8:30 p.m. **Please Note:** Students should consult YouSeeU instructions on the Home Page of myLeo Online.

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 me to ask specific questions about the weekly assigned reading(s) requiring clarification or needing to ask a question(s).
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 via email at least 24 hours in advance of the scheduled session. Scheduling allows 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 email the instructor with specific questions to obtain clarification on the course activities and/or clarification on assigned readings.

***Please Note:*** I reserve the right to reschedule the weekly session should a circumstance(s) arise. Students will be notified of the change through the 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) as well as studying for assignments and exams.
2. Students should read the assigned chapter(s) and if needing clarification utilize resources of the instructor and the tutors at the Academic Success Center.
3. Students should utilize the course resources provided in the BSC 1309.01W myLeo Online 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 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 the course policy on ***Late Work*** on the BSC 1309.01W course syllabus.
5. Students should not wait until the last minute to do graded assignments as only documented excused absences or documented problems which are myLeo Online e-based will qualify should a due date and time for graded assessments/assignments and/or exams be missed.
6. Students should check their myLeo email daily for pertinent information, notifications, or changes that may be necessitated for the coursework for BSC 1309.01W.

## GRADING

Final grades for the BSC 1309.01W course will be based on the following scale: The following is the overall scale/grading schema for the BSC 1309.01W course.

<b>A</b>	<b>89.5 -100 (805.50 total points - 900 total points)</b>
<b>B</b>	<b>79.5 - 89.4 (715.50 total points - 805 total points)</b>
<b>C</b>	<b>69.5 - 79.4 (625.50 total points - 715 total points)</b>
<b>D</b>	<b>59.5 - 69.4 (535.50 total points - 625 total points)</b>
<b>F</b>	<b>59.4 or lower (below 535 total points)</b>

**Please Note:** The math rules of “rounding” apply in determination of the course’s final grade (e.g. 89.4 would constitute a final grade of B in the course whereas 89.5 would constitute a final grade of A for BSC 1309.01W). Grades are available in the grade book of the myLeo Online course. Students can track their progress in the course in “real time” as the points for each exam, assessment, and/or assignment is reflected in the criterion of the myLeo Online grade book.

### **Course Grading**

There is a total of 900 points that may be earned on the assessments and exams for the course. The assessments and exams for BSC 1309.01W constitute 100% of the total course grade. The following is an explanation of how the BSC 1309.01W course assessments and exams will reflect towards a student’s final course grade.

#### **BSC 1309.01W Grade Determination Course Component**

	<b>Possible Points</b>
Course Exams - 100 Points Each (7 Exams at a Total of 700 Points)	<b>700</b>
Genetics and Heredity - Empirical Quantitative Skills Assessment	<b>100</b>
Transcription and Translation - Critical Thinking Assessment	<b>100</b>
<b>Total Possible Points for BSC 1309.01W</b>	<b>900</b>

#### **BSC 1309.01W Percentages Course Component**

	<b>Percentage</b>
Course Exams - 12% each for a Total of 84% of the Course Grade	<b>84%</b>
Genetics and Heredity - Empirical Quantitative Skills Assessment	<b>8%</b>
Transcription and Translation - Critical Thinking Assessment	<b>8%</b>
<b>Total Percentage for BSC 1309.01W</b>	<b>100%</b>

## **BSC 1309.01W Course Weekly Readings**

There will be assigned chapter reading(s) for each week during the semester for BSC 1309.01W. You will find the scheduled textbook chapter weekly reading(s) at the end of the syllabus under **COURSE OUTLINE / CALENDAR** corresponding to the individual weeks located within the BSC 1309.01W myLeo Online 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 assigned weekly modules of the BSC 1309.01W myLeo Online course. There will be 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 than if fewer exams were scheduled. 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 tutoring at the Academic Success Center.

**All** course exams are available when the semester begins on **June 1**. All exams have a “universal” due date of **July 2 at 11:59 p.m.** to allow students to modify participation in the coursework based on their personal and/or academic schedule; however, the instructor strongly encourages students to follow the “recommended completion” dates. The schedule below contains the **Recommended Dates of Completion** as well as the **Required Due Date and Time** for completion of the course exams. **Please Note:** Students will receive a “grade” upon submission of an exam; however, because the exams have a universal due date students will **not** be able to view a “detailed” review of missed questions until after the due date and time.

<b>Exam Available</b>		<b>Recommended Completion</b>		
<b>Date</b>	<b>Time</b>	<b>Date</b>	<b>Time</b>	<b>Chapters Covered on Exam</b>
June 1	12:00 a.m.	June 6	11:59 p.m.	Chapters 2/2a, 3, and 4
June 1	12:00 a.m.	June 13	11:59 p.m.	Chapters 19/19a, 20, and 21/21a
June 1	12:00 a.m.	June 20	11:59 p.m.	Chapters 5, 6, and 7
June 1	12:00 a.m.	June 27	11:59 p.m.	Chapters 8/8a, 9, and 10/10a
June 1	12:00 a.m.	June 27	11:59 p.m.	Chapters 11, 12/12a, and 13/13a
June 1	12:00 a.m.	July 2	11:59 p.m.	Chapters 14, 15/15a, and 16
June 1	12:00 a.m.	July 2	11:59 p.m.	Chapters 17/17a and 18/18a



Exam Available		Exam Due		Chapters Covered on Exam
Date	Time	Date	Time	
June 1	12:00 a.m.	July 2	11:59 p.m.	Chapters 2/2a, 3, and 4
June 1	12:00 a.m.	July 2	11:59 p.m.	Chapters 19/19a, 20, and 21/21a
June 1	12:00 a.m.	July 2	11:59 p.m.	Chapters 5, 6, and 7
June 1	12:00 a.m.	July 2	11:59 p.m.	Chapters 8/8a, 9, and 10/10a
June 1	12:00 a.m.	July 2	11:59 p.m.	Chapters 11, 12/12a, and 13/13a
June 1	12:00 a.m.	July 2	11:59 p.m.	Chapters 14, 15/15a, and 16
June 1	12:00 a.m.	July 2	11:59 p.m.	Chapters 17/17a and 18/18a

**Please Note:** Late work is ***not*** accepted unless in compliance with the ***Late Work*** course policy for BSC 1309.01W. Students should refer to the ***Late Work*** course policy for BSC 1309.01W on the course syllabus.

1. Course exams are found within the assigned weekly modules of the BSC 1309.01W myLeo Online course.
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. The exams allow only ***one access***, thus students should ensure computer/device and Internet compatibility and 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 automatically submitted by the system.

### ***Course Resources for Exams***

1. Students should focus their study and exam preparation on the specific terms and/or concepts 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 their notes and/or textbook.
2. Students will find a document for monohybrid crosses for phenotypes and genotypes provided as a resource for Exam II as well as the Genetics and Heredity Assessment.
3. Students also have access in the course weekly modules to: 1) a document for Transcription and Translation and 2) an amino acid table that may be an additional resource for Exam II.

### **Empirical and Quantitative Skills and Critical Thinking Assessments**

There are two assessments to support the student learning outcomes/objectives for the course of Critical Thinking and Empirical and Quantitative Skills. The student learning assessments 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 are scheduled after the concepts have been assigned as weekly readings or the semester. If students deem appropriate or necessary, they should review the chapters and resources (Genotype and Phenotype and Transcription and Translation) provided within the BSC 1309.01W weekly modules for the indicated chapters prior to taking the assessment or as a topic for YouSeeU 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.

The two course assessments are available when the semester begins on **June 1**. The two assessments have a “universal” due date of **July 2 at 11:59 p.m.** to allow students to modify participation in the coursework based on their personal and/or academic schedule; however, the instructor strongly encourages students to follow the **“Recommended Completion” Dates** included in the following schedule. The following also includes the **Required Due Date and Time for Completion**.

**Please Note:** Students will receive a “grade” upon submission; however, because the assessments have a universal due date students will **not** be able to view a “detailed” review of missed questions until after the due date and time.

<b>Topic</b>	<b>Available</b>	<b>Recommended Completion</b>	<b>Assessment/Assignment</b>
Transcription and Translation (Chapter 21)	June 1	June 13	Critical Thinking
Genetics and Heredity (Chapter 20)	June 1	June 13	Empirical and Quantitative Skills
<b>Topic</b>	<b>Available</b>	<b>Required Completion</b>	<b>Assessment/Assignment</b>
Genetics and Heredity (Chapter 20)	June 1	July 2 at 11:59 p.m.	Empirical and Quantitative Skills
Transcription and Translation (Chapter 21)	June 1	July 2 at 11:59 p.m.	Critical Thinking

The assessments/assignments are found within the week in which they are assigned. The assignment will consist of 10 multiple-choice questions derived from a question pool for the topic. Students will have 30 minutes in which to complete the 10 questions. The assessments are available on the date indicated above and due by **11:59 p.m. on the Required Completion Due Date** noted above. If a student fails to access, complete, and submit one of the assessments during the scheduled timeframe, it will require a **documented excused absence** (e.g. illness, University activity or sport, jury duty, military). It is the student's responsibility to contact the instructor and to provide the appropriate **excused documentation** so that a time might be scheduled to complete the assessment. All make-up work (e.g. assignments, assessments, and/or exams) **MUST** be taken within 48 hours of the date noted on the documented official excuse to return to school. If a student fails to contact the instructor and/or to provide the appropriate documentation, the student will receive a grade of zero for the missed assessment. If students should incur technical problems with myLeo Online-based problems accessing or submitting an exam or assessment, the syllabus provides the guidelines students should follow under **Course Policy for Reporting Problems with myLeo Online** of the syllabus for excused consideration. As the course schedule allows ample timeframes in which to take the course assessments and exams, students should not find it necessary to miss the scheduled due date and timeframe.

## 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. **Please Note:** D2L Brightspace (MyLeo Online) support for Microsoft's Internet Explorer browser will end in January 2020. The browser will not work to access your online classes. Support for Mozilla Firefox, Google Chrome, and Safari will continue.

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, and Mozilla Firefox browsers.

### Desktop Support

<b>Browser</b>	<b>Supported Browser Version(s)</b>	<b>Maintenance Browser Version(s)</b>
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

### Tablet and Mobile Support

<b>Device</b>	<b>Operating System</b>	<b>Browser</b>	<b>Supported Browser Version(s)</b>
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or <b>point</b> release of that major version) and the previous major version of iOS (the latest minor or <b>point</b> 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.

- 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 \(version 17 or later\) https://get.adobe.com/flashplayer/](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.

## ACCESS AND NAVIGATION

### *myLeo Online (D2L Brightspace) Access and Log in Information*

Students will need their campus-wide ID (CWID) and password to log into the course. If a student does not know their CWID or have forgotten their password, they should contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu). This course will be facilitated using myLeo Online (D2L 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 1309.01W complies with the Technology Requirements listed for the coursework.

**Note:** Personal device/computer and Internet connection problems do **not** excuse the requirement to complete all BSC 1309.01W 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 1309.01W Course Navigation*

BSC 1309.01W assignments and exams for BSC 1309.01W will be completed and submitted through myLeo Online (D2L Brightspace). The BSC 1309.01W myLeo Online course is divided into five weekly assignments.

1. All course resources (e.g. PowerPoints, study guides, Genotype and Phenotype Punnett squares, Transcription and Translation) are located within the scheduled weekly modules of the BSC 1309.01W course.
2. All course exams and the assessment on Genotype and Phenotype are located within the weekly module in which they are assigned.

Students should begin the coursework by printing and reading the BSC 1309.01W course syllabus containing a detailed outline of the course resources, policies, requirements, 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.

## COMMUNICATION AND SUPPORT

### ***myLeo Online (D2L 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 email to submit an issue via email



### ***myLeo Online (D2L 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.

### ***BSC 1309.01W Course Student Support***

If students have any questions or are having difficulties with the course material, please contact your Instructor at [susan.gossett@tamuc.edu](mailto:susan.gossett@tamuc.edu)

### ***Interaction with Instructor Statement***

The instructor's primary form of communication with students 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 students in these manners via the course and/or the student's official University email address available to the instructor through the myLeo Online 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, Thanksgiving week, 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](mailto: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 1309.01W 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 1309.01W 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 1309.01W is an online course, students are expected to “virtually attend class” and actively participate. Although the course does 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 the University 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 1309.01W coursework **unless** it complies with the guidelines for an excused absence (e.g. illness, death, court subpoena, myLeo Online-based technical problem(s), 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 appropriate professional, or
2. If due to a myLeo Online-based (D2L Brightspace) technical problem **a ticket number** from the Helpdesk.

It is the student's responsibility to contact and provide the instructor with 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 48 hours of the date noted on the documentation the student is released to continue their coursework

**Please Note:** A student's computer/device and/or Internet provider **do not** qualify as an excused reason 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 computer/device 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, confusing with their other courses, work schedule, and/or other similar causes are **not** excusable for failure to complete the graded components for the coursework for BSC 1309.01W during its scheduled date and/or timeframe.

### ***Course Policy for Reporting Problems with myLeo Online (D2L 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 should email the instructor to document the problem and provide the helpdesk ticket number.
3. If the problem is reported by email, the student should send the instructor a copy of the email along with any follow-up communication from myLeo Online (D2L Brightspace) Technical Support personnel concerning the problem.
4. Upon receipt and if required, the instructor will contact the myLeo Online (D2L Brightspace) Technical Support to confirm the student's problem and follow up with the student.

**PLEASE NOTE:** A student's personal computer/device and/or Internet provider 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 1309.01W complies with the Technology Requirements listed for the coursework upon the commencement of the semester. The syllabus also identifies students should have a "back up" plan should personal device/computer and/or Internet service provider be a problem in successfully completing the coursework for BSC 1309.01W as scheduled.

### ***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 through the BSC 1309.01W 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
- 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>

### ***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](mailto: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

The instructor will make every effort 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. If changes are necessary, the instructor will send communication of the change(s) through the BSC 1309.01W Course Announcements and/or to your University email. Please note this course outline/calendar runs on a Sunday - Saturday schedule with the exception of Week 1 beginning on Monday, June 1 and the week of finals ending Thursday, July 2. The following schedule represents the **Recommended Completion Dates** outlined on the syllabus; however, the seven course exams and two assessments have a mandatory due date and time of **Thursday, July 2 at 11:59 p.m.**

Class Reading Assignments, Course Exams, and Assessments/Assignments		
Week	Due Date	
1	June 1	Introduction to Course, Syllabus Review, and myLeo Online Tutorial and BSC 1309.01W Course Navigation
1	June 6	Chapter 2—Chemistry Comes to Life Chapter 2a—Food Safety and Defense
1	June 6	Chapter 3—The Cell
1	June 6	Chapter 4—Body Organization and Homeostasis
1	June 6	Chapter 19—Chromosomes and Cell Division Chapter 19a—Stem Cells—A Repair Kit for the Body
1	June 6	<b>Exam I over Chapter 2, 2a, 3, and 4</b>
2	June 13	Chapter 20—Genetics and Human Inheritance
2	June 13	Chapter 21—DNA and Biotechnology and Chapter 21a—Cancer
2	June 13	Chapter 5—The Skeletal System
2	June 13	Chapter 6—The Muscular System
2	June 13	<b>Exam II over Chapter 19, Chapter 20, and Chapter 21</b>
2	June 13	<b>Transcription and Translation (Chapter 21)</b>

<b>Critical Thinking Assessment/Assignment</b>		
<b>2</b>	<b>June 13</b>	<b>Genetics and Heredity (Chapter 20)</b>
<b>Empirical and Quantitative Skills Assessment/Assignment</b>		
<b>3</b>	<b>June 20</b>	Chapter 7—Neurons: The Matter of the Mind
<b>3</b>	<b>June 20</b>	Chapter 8—The Nervous System Chapter 8a—Drugs and the Mind
<b>3</b>	<b>June 20</b>	Chapter 9—Sensory Systems
<b>3</b>	<b>June 20</b>	Chapter 10—The Endocrine System Chapter 10a—Diabetes Mellitus
<b>3</b>	<b>June 20</b>	Chapter 11—Blood
<b>3</b>	<b>June 20</b>	<b>Exam III over Chapter 5, 6, and 7</b>
<b>4</b>	<b>June 27</b>	Chapter 12—The Cardiovascular and Lymphatic Systems Chapter 12a—Cardiovascular Disease
<b>4</b>	<b>June 27</b>	Chapter 13—Body Defense Mechanisms Chapter 13a—Infectious Diseases
<b>4</b>	<b>June 27</b>	Chapter 14—The Respiratory System
<b>4</b>	<b>June 27</b>	Chapter 15—The Digestive System Chapter 15a—Nutrition and Weight Control
<b>4</b>	<b>June 27</b>	Chapter 16—The Urinary System
<b>4</b>	<b>June 27</b>	<b>Exam IV over Chapter 8, 8a, 9, 10, and 10a</b>
<b>4</b>	<b>June 27</b>	<b>Exam V over Chapter 11, 12, 12a, 13, and 13a</b>
<b>5</b>	<b>July 2</b>	Chapter 17—Reproductive Systems Chapter 17a—Sexually Transmitted Diseases and AIDS
<b>5</b>	<b>July 2</b>	Chapter 18—Development throughout Life including 18a—Autism Spectrum Disorders
<b>5</b>	<b>July 2</b>	<b>Exam VI over Chapter 14, 15, 15a, and 16</b>
<b>5</b>	<b>July 2</b>	<b>Final Exam over Chapter 17, 17a, 18, and 18a</b>
<b>5</b>	<b>July 2</b>	<b>All Seven Course Exams and Two Assessments Due at 11:59 p.m. on Thursday, July 2</b>

\* The instructor reserves the right to administer revisions to the class schedule if circumstance(s) become necessary.