



**BSC 1409.01W/BSC 1409.0LW Human Structure and Function
COURSE SYLLABUS: Summer I 2020**

INSTRUCTOR INFORMATION

Instructor: Susan Gossett, Adjunct Faculty
Office Location: Department Office, STC 260
Office Hours: Saturdays, 6:00 p.m. - 7:00 p.m. (Virtual)
Office Phone: (903) 886 - 5378
Office Fax: (903) 886 - 5988
University Email Address: susan.gossett@tamuc.edu
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 1409.0LW Required Course Materials and Resources

Free Access Card: Connect Access Card for LearnSmart® Labs Anatomy and Physiology with APR will be provided to students for the summer semester

All course materials are required upon the commencement of the semester. 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 1409.0LW. 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

for BSC 1409.01W 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.

In addition to the required textbook and access code, students enrolled in BSC 1409.01W and BSC 1409.0LW 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 1409.0LW. 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 1409.0LW 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. *Students are encouraged to form study guides in support for the core competencies of Communication and Teamwork.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

The following are minimal technical skills required for the coursework for BSC 1409.01W and BSC1409.0LW:

1. The ability to use and navigate myLeo Online (D2L Brightspace) for Texas A&M University - Commerce containing the BSC 1409.01W and BSC 1409.0LW 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 1409.0LW.

Minimal Individual Skills Needed

The following are minimal individual skills required for the coursework for BSC 1409.01W and BSC1409.0LW:

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 for the courses for BSC 1409.01W and BSC 1409.0LW.
3. 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 1409.0LW 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 1409.0LW 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 and Transcription and Translation for Critical Thinking, seven course exams, and twelve 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 1409.0LW; (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 and Empirical and Quantitative Skills for BSC 1409.01W; and (4) twelve virtual LearnSmart® laboratory assignments supporting the textbook topics to satisfy the requirement for BSC 1409.0LW. 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.

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. 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 1409.01W/BSC 1409.0LW 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 1409.0LW 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 48 hours will receive a grade of zero for the assignment/exam.

The graded course components for BSC 1409.0LW include:

The twelve 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 1409.0LW 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 timeframes for assignments/exams are met. Late work will **not** be accepted for BSC 1409.0LW 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 48 hours will receive a grade of zero for the assignment/exam.

BSC 1409.01W Course Resources

1. Within the course 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 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 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 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
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 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 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 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) 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 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 1409.0LW course syllabus.

5. 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. Students should follow the “**recommended**” completion dates for the assignments and exams for BSC 1409.01W.

6. Students should follow the “**recommended**” completion dates for the BSC 1409.0LW 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.

7. 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 1409.0LW.

COURSE GRADING for BSC 1409.01W and BSC 1409.0LW

BSC 1409.01W Grading Criteria

There is a total of 900 points that may be earned on the two course assessments and seven exams for BSC 1409.01W. The two assignment/assessments 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. The 75% derives from 9% for each of the seven exams (total 63%) and each of the assessments worth 6% each (total of 12% for the two).

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
Transcription and Translation - Critical Thinking Assessment/Assignment	100
Total Possible Points for BSC 1409.01W	900

BSC 1409.0LW Grading Criteria

The twelve 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 1200 for all LearnSmart® laboratory assignments).

Average of 12 Laboratory Assignments	100% of BSC 1409.0LW Grade
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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 and are **not timed** to maximize the grades for these assignments, any score less than a "perfect score of 100" will **not** update until after the due date of **11:59 p.m. on Thursday, July 2**. There is **no** "extra credit" offered for the course, thus students should take each of the assignments and exams seriously.

GRADING

Final grades for BSC 1409.01W/BSC 1409.0LW course will be based on the following scale: The following is the overall scale/grading schema for the BSC 1409.01W/BSC 1409.0LW course.

A	90 -100 (1879.5 total points - 2100)
B	80 - 89 (1669.5 total points - 894 total points)
C	70 - 79 (1459.5 total points - 794 total points)
D	60 - 69 (1249.5 total points - 694 total points)
F	59 or lower (below 1249.5 total points)

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 1409.01W/BSC 1409.0LW). Grades are available in the grade book of the BSC 1409.01W 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 BSC 1409.01W myLeo Online grade book. **Special Note:** As this course is designed to include both the core course (BSC 1409.01W) and laboratory section (BSC 1409.0LW) for the four-hour credit course, students must actively participate in **both** assigned sections through BSC 1409.01W myLeo Online (D2L Brightspace) Genetic and Heredity assignment, Transcription and Translation assignment, and seven exams and the twelve BSC 1409.0LW

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 BSC1409.0LW course, they will earn an “F” for the final course grade regardless of the grade earned for BSC1409.01W coursework.

After applying the percentages from BSC 1409.01W (75%) and BSC 1409.0LW (25%), the following is the overall scale/grading schema for the course.

A	89.5 - 100
B	79.5 - 89.4
C	69.5 - 79.4
D	59.5 - 69.4
F	59.4 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 BSC 1409.01W myLeo Online grade book.

BSC 1409.01W Course Weekly Readings

There will be assigned chapter reading(s) for each week during the semester for BSC 1409.01W. 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 1409.01W 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 1409.01W 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 **required** due date and time.

Exam Available		Recommended Completion		Chapters Covered on Exam
Date	Time	Date	Time	
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		Required Completion		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 1409.01W. Students should refer to the **Late Work** course policy for BSC 1409.01W on the course syllabus.

1. Course exams are found within the assigned weekly modules of the BSC 1409.01W 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.

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.

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 **required** due date and time.

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 and the assessment for Critical Thinking.

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 for 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 1409.01W 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 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.

Topic	Available	Recommended Completion	Assessment/ Assignment
Transcription and Translation (Chapter 21)	June 1	June 13	Critical Thinking
Genetics and Heredity (Chapter 20)	June 1	June 13	Empirical and Quantitative Skills
Topic	Available	Required Completion	Assessment/ Assignment
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 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** within 24 hours of the documented date to resume school work 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.

BSC 1409.0LW Assessments

LearnSmart® Virtual Laboratory Assignments

The virtual laboratory assignments for BSC 1409.0LW 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 1409.0LW) for the four-hour credit course, students must actively participate in **both** assigned sections (through BSC1409.01W myLeo Online (D2L Brightspace) Genetics and Heredity and Transcription and Translation assignments/assessments, seven course exams and BSC 1409.0LW 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 BSC1409.0LW 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 (**June 1**) allowing students some flexibility (e.g. students who may choose to work ahead).
2. All LearnSmart® laboratory assignments have a “universal due date” of **11:59 p.m. Thursday, July 2**. Although there is a universal due date of **11:59 p.m. Thursday, July 2**, the instructor **strongly recommends** following the ***Recommended Completion Date*** on the schedule below. The scheduling permits students to maximize these components towards their course grade.
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 of **11:59 p.m. Thursday, July 2**.

Registration for LearnSmart® Laboratory Assignments

1. In order to ensure laboratory grades for BSC 1409.0LW 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 within the course module ***BSC 1409.0LW 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 the BSC 1409.01W myLeo Online grade book.

Support for BSC 1409.0LW 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: Summer I 2020 BSC 1409.0LW

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 1409.0LW 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 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 1409.0LW Laboratory Assignments

1. The LearnSmart® laboratory assignments will be accessed through the **Content** module titled **BSC 1409.0LW Laboratory Assignments** within the BSC 1409.01W myLeo Online course. **Please Note:** The instructor strongly suggests following the **“Recommended Completion Dates.”**
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 1409.0LW 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 during their dates of availability, thus students can maximize their course grade on these assignments.

Week	Laboratory Assignment	Est. Completion Minutes	Recommended Completion Date	Due Date at 11:59 p.m.
1	How Enzymes Function	85	June 6	July 2
1	Osmosis	90	June 6	July 2
1	Diffusion	120	June 6	July 2
2	Human Genetics	105	June 13	July 2
2	DNA Biology and Technology	75	June 13	July 2
2	Skeletal Muscle Structure	100	June 13	July 2
3	Endocrine Structure and Function	130	June 20	July 2
3	Blood	125	June 20	July 2
3	Pulse Rate and Blood	80	June 20	July 2
4	Heart and ECG	55	June 27	July 2
4	Respiratory System	80	June 27	July 2
4	Digestive System	95	June 27	July 2

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

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
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
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or point release of that major version) and the previous major

Device	Operating System	Browser	Supported Browser Version(s)
			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.

- 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 (Brightspace) Access and Log in Information

Students will need their campus-wide ID (CWID) and password to log into the course. If students do 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.

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/BSC 1409.0LW 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 1409.0LW 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 twelve 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 and Transcription and Translation are located within the scheduled corresponding weekly modules of the BSC 1409.01W myLeo Online (D2L Brightspace) course.

BSC 1409.0LW Course Navigation

The virtual laboratory assignments for BSC 1409.0LW 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. These are contained within the **BSC 1409.0LW Laboratory Assignments** module under **Content** of the BSC 1409.01W myLeo Online Course.

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 the email option 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.

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>

McGraw-Hill LearnSmart® Laboratory Assignments for BSC 1409.0LW

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.

BSC 1409.01W/BSC 1409.0LW 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

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**

Interaction with Instructor Statement

The instructor's primary form of communication with students will be through the BSC **1409.01W Course Announcements** and/or the student's University email system. Any changes to the syllabus or other course information will be disseminated to students in these manners via the **BSC 1409.01W Course Announcements** and/or the student's official University email address available to the instructor through the BSC 1409.01W myLeo Online course. It is the student's responsibility to check the BSC 1409.01W 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 and/or on the weekends, they can expect a reply within 24 hours following the typical class date.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Attendance Policy

While BSC 1409.01W/BSC 1409.0LW 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) reading the scheduled textbook chapter(s); 2) composing, studying, and learning answers to study guide in preparation for exams and/or assessment; and 3) 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 1409.01W/BSC 1409.0LW 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;
2. If due to a myLeo Online-based (D2L Brightspace) technical problem **a ticket number** from the Helpdesk; or
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 and provide the instructor with the appropriate documentation within 24 hours of the date noted on the documentation to resume schoolwork 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 within 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 1409.01W/BSC 1409.0LW 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 1409.01W 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 1409.01W as scheduled.

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 through the BSC 1409.01W Course **Announcements** and/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

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 1409.01W **Course Announcements** and/or to the student's 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, two assessments, and twelve

LearnSmart® laboratory assignments have a mandatory due date and time of **Thursday, July 2 at 11:59 p.m.**

BSC 1409.01W/BSC 1409.0LW Summer I 2020		
Week	Due Date	Class Reading Assignments, Course Exams, and Assessments/Assignments
1	June 1	Introduction to Course, Syllabus Review, and myLeo Online Tutorial and BSC 1409.01W 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	Exam I over Chapter 2, 2a, 3, and 4
1	June 6	How Enzymes Function LearnSmart® Laboratory Assignment
1	June 6	Osmosis LearnSmart® Laboratory Assignment
1	June 6	Diffusion LearnSmart® Laboratory Assignment
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	Exam II over Chapter 19, Chapter 20, and Chapter 21
2	June 13	Transcription and Translation (Chapter 21) Critical Thinking Assessment/Assignment
2	June 13	Genetics and Heredity (Chapter 20) Empirical and Quantitative Skills Assessment/Assignment
2	June 13	Human Genetics LearnSmart® Laboratory Assignment
2	June 13	DNA Biology and Technology LearnSmart® Laboratory Assignment
2	June 13	Skeletal Muscle Structure and Function LearnSmart® Laboratory Assignment
3	June 20	Chapter 7—Neurons: The Matter of the Mind
3	June 20	Chapter 8—The Nervous System Chapter 8a—Drugs and the Mind
3	June 20	Chapter 9—Sensory Systems

3	June 20	Chapter 10—The Endocrine System Chapter 10a—Diabetes Mellitus
3	June 20	Chapter 11—Blood
3	June 20	Exam III over Chapter 5, 6, and 7
3	June 20	Endocrine Structure and Function LearnSmart® Laboratory Assignment
3	June 20	Blood LearnSmart® Laboratory Assignment
3	June 20	Pulse Rate and Blood LearnSmart® Laboratory Assignment
4	June 27	Chapter 12—The Cardiovascular and Lymphatic Systems Chapter 12a—Cardiovascular Disease
4	June 27	Chapter 13—Body Defense Mechanisms Chapter 13a—Infectious Diseases
4	June 27	Chapter 14—The Respiratory System
4	June 27	Chapter 15—The Digestive System Chapter 15a—Nutrition and Weight Control
4	June 27	Chapter 16—The Urinary System
4	June 27	Exam IV over Chapter 8, 8a, 9, 10, and 10a
4	June 27	Exam IV over Chapter 11, 12, 12a, 13, and 13a
4	June 27	Heart and ECG LearnSmart® Laboratory Assignment
4	June 27	Respiratory LearnSmart® Laboratory Assignment
4	June 27	Digestive LearnSmart® Laboratory Assignment
5	July 2	Chapter 17—Reproductive Systems Chapter 17a—Sexually Transmitted Diseases and AIDS
5	July 2	Chapter 18—Development throughout Life including 18a—Autism Spectrum Disorders
5	July 2	Exam VI over Chapter 14, 15, 15a, and 16
5	July 2	Final Exam over Chapter 17, 17a, 18, and 18a
5	July 2	All Seven Course Exams and Two Assessments Due at 11:59 p.m. on Thursday, July 2
5	July 2	All LearnSmart® Laboratory Assignments Due at 11:59 p.m. on Thursday, July 2

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