BSC 1409.01W/BSC 1409.0LW Human Structure and Function
COURSE SYLLABUS: Summer I 2022

INSTRUCTOR INFORMATION

Instructor: Susan Gossett, Adjunct Faculty
Office Location: No Campus Office
Office Hours: None (Instructor Contact through MyLeo or University Email)
Office Phone: No Office Phone Number
Office Fax: No Office Fax Number
University Email Address: susan.gossett@tamuc.edu
Preferred Form of Communication: Email
Communication Response Time: Within 24 hours

COURSE INFORMATION

Course Description

BSC 1409.01W which includes the laboratory section for 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.

BSC 1409.01W/BSC 1409.0LW Required Course Materials and Resources

Textbook:	*Human Biology*
Edition:	16th Edition
Authors:	Sylvia S. Mader and Michael Windelspecht
Publisher:	McGraw-Hill
ISBN:	9781260692174 (Looseleaf and Connect Access Card)

Please Note: The textbook and access code identified on the course syllabus is required for BSC 1409.01W and BSC 1409.0LW upon the beginning of the semester. Students who prefer an eBook with Connect® access code can purchase from the publisher upon registration in Connect®. If funding is a temporary issue preventing acquiring the required course materials, students can register for a "***free***" two week courtesy access which begins with the first day of the semester.

In addition to the required textbook with Connect® access code, students enrolled in BSC 1409.01W/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 course is essential for the online course for BSC 1409.01W/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.

Student Learning Outcomes

1. Critical Thinking - Students will be able to analyze, evaluate, or solve problems when given a set of circumstances, data, texts, or art.
2. Communication - In written, oral, and/or visual communication, A&M-Commerce students will communicate in a manner appropriate to audience and occasion, with an evident message and organizational structure.
3. Empirical and Quantitative Skills - Students will be able to interpret, test and demonstrate principles revealed in empirical data and/or observable facts.
4. Teamwork - Students will be able to work together toward a shared purpose relevant to the course or discipline with a sense of shared responsibility for meeting that purpose.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

The following are minimal technical skills required for the coursework for BSC 1409.01W/BSC 1409.0LW:
1. Ability to use and navigate MyLeo Online (D2L Brightspace) for Texas A&M University - Commerce containing the coursework components.
2. Ability to use and navigate McGraw-Hill's Connect® website containing the coursework Homework Chapter Assignments, Connect® Virtual Laboratory Assignments, Genetics and Heredity Assessment, and Transcription and Translation Assessment.

Minimal Individual Skills Needed

The following are minimal individual skills required for the coursework for BSC 1409.01W/BSC 1409.0LW:
1. Ability and dedication of time and study for the course readings and assignments.
2. Ability and dedication to adhere to the due dates and times for the graded components of the course.

3. Ability to individually work and complete the Connect® Chapter Homework Assignments and Virtual Laboratory Assignments or if needed seek assistance from tutors at the Academic Success Center.

Instructional Methods

BSC 1409.01W/BSC 1409.0LW is delivered 100% online through MyLeo Online, thus students will need an accessible, dependable, and compatible computer/device and Internet connection. BSC 1409.01W/BSC 1409.0LW 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 1409.01W/BSC 1409.0LW; (2) twenty-one (21) Connect® Chapter Homework Assignments for the assigned chapter readings; (3) assessments/assignments evaluating the course core competencies of Critical Thinking and Empirical and Quantitative Skills for BSC 1409.01W; and 4) fourteen (14) Connect® Virtual Laboratory Assignments. The syllabus contains a detailed explanation of each course assignment/assessment that includes the due date, assignment/assessment 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. Late work will not be accepted for BSC 1409.01W or BSC 1409.0LW coursework.

The graded course components for BSC 1409.01W include:

1. Twenty-one (21) Connect® Chapter Homework Assignments - All Connect® Chapter Homework Assignments are available when the semester begins with a universal due date of **Thursday, July 7 at 11:59 p.m**. However, students are encouraged to complete these in the week in which they are assigned. The Connect® Chapter Homework Assignments are **not** timed; however, each allows only **one** access. Since the Connect® Chapter Homework Assignments can only be accessed once; students should ensure computer/device and Internet reliability/compatibility as well as adequate time to complete once accessed. The questions within each of the Connect® Chapter Homework Assignments consist of true/false, labeling, sequencing, composition, classification, select all that apply, fill-in-the-blank, multiple choice, and/or yes/no. Each of the Connect® Chapter Homework Assignments derive from a question pool, thus each student's Connect® Chapter Homework Assignment will be unique. However, each student's Connect® Chapter Homework Assignment will contain the same number of questions. The number of questions assigned for each of the Connect® Chapter Homework Assignments varies.

2. An assessment covering Genetics and Heredity meeting the course core competency for 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 and compatibility as well as adequate time to complete once accessed. 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 for 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/compatibility as well as adequate time to complete once accessed. As the multiple-choice questions for the assessment derive from a question pool, each student's assessment will contain distinctive questions.

The graded course components for BSC 1409.0LW includes:

Fourteen (14) virtual, self-contained Connect® Virtual Laboratory Assignments in which their access is included with the required textbook and Connect® access code for BSC 1409.01W. All Connect® Virtual Laboratory Assignments are available when the semester begins with a universal due date of **Thursday, July 7 at 11:59 p.m**. However, students are encouraged to complete these in the week in which they are assigned. The Connect® Virtual Laboratory Assignments are **not timed** and may be access **unlimited** number of times during their availability dates.

BSC 1409.01W Course Resources

1. Within the BSC 1409.01W Human Structure and Function MyLeo Online course, students will find a module under ***Content*** titled ***Chapter PowerPoints and Resources for Human Structure and Function*** which contain the following course resources:
a. PowerPoint for each assigned chapter **Please Note**: These are **not** provided or intended to replace the textbook as are an "overview" of the information within each chapter.
b. Transcription and Translation information document sheet (students should also study these processes in Chapter 22 - DNA Biology and Technology of their textbook).

c. Amino Acid Table which may be needed for the Transcription and Translation Assessment or students may use the amino acid table provided in their textbook.
d. Genotype and Phenotype document for the Genetics and Heredity Assessment containing Punnett Square crosses (students should also study information in Chapter 21 - Genetic Inheritance of their textbook).
2. Instructor - Students should utilize the instructor as a course resource if needing guidance and/or clarification on: 1) course assignments and/or 2) course policies.
3. 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/BSC 1409.0LW course success. Students should refer to the course syllabus for contact information for the Academic Success Center.

Student Responsibilities or Tips for Success in the Course

1. Students should adhere and devote time to the weekly course readings, Connect® Chapter Homework Assignments, and Connect® Virtual Laboratory Assignments. Students should read the assigned chapters and if needing clarification utilize resources of the instructor and/or the tutors at the Academic Success Center. Although all the course assignments are available at the beginning of the semester with a universal due date and time of **Thursday, July 7 at 11:59 p.m.** students are encouraged to complete these in the week in which they are assigned.

2. Students should utilize the course syllabus, BSC 1409.01W MyLeo Online course weekly modules, or other elected means to ensure due dates and timeframes are met for the graded course assignments as late work is not accepted. The available and due dates and timeframes in the scheduling of the course assignments allow students the ability to participate in the coursework, yet meet other academic and/or personal schedules. However, students should not wait until the last minute to complete graded assignments to avoid unforeseen “life” situations from interfering with due dates and timeframes which result in missing the due date and time for course assignments.

3. Students should check their MyLeo email daily for pertinent information, notifications, or changes that may be necessitated for the coursework for BSC 1409.01W/BSC 1409.0LW.

GRADING

Course Grading

There is a total of 3700 points that may be earned on the assessments/assignments for BSC 1409.01W and BSC 1409.0LW. The assessments/assignments for BSC 1409.01W and BSC 1409.0LW constitute 100% of the total course grade. The

following is an explanation of how the BSC 1409.01W and BSC 1409.0LW course assessments/assignments reflect towards a student's final course grade.

BSC 1409.01W/BSC 1409.0LW Grade Determination

Course Component	Possible Points	% of Course Grade
21 Connect® Chapter Homework Assignments - 100 Points Each	**2100**	**55%**
Genetics and Heredity Assessment	**100**	**10%**
Transcription and Translation Assessment	**100**	**10%**
14 Connect® Virtual Laboratory Assignments - 100 Points Each	**1400**	**25%**
Total Possible Points and Percentages	**3700**	**100%**

Final grades for the 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	**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 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 and percentages for each assignment are reflected in the criterion of the BSC 1409.01W MyLeo Online grade book. As students complete course assignments, the assignment grades will update to the BSC 1409.01W MyLeo Online grade book.

BSC 1409.01W Course Weekly Readings

There is assigned chapter readings for the first four weeks of the semester for BSC 1409.01W. Students will find the weekly scheduled textbook chapter readings at the end of the syllabus under **COURSE OUTLINE / CALENDAR** corresponding to the individual weeks located within the BSC 1409.01W MyLeo Online course.

BSC 1409.01W Connect® Chapter Homework Assignments

There are assigned Connect® Chapter Homework Assignments for the first four weeks during the semester for BSC 1409.01W. The twenty-one (21) Connect® Chapter Homework Assignments correspond to the assigned chapter readings. All Connect® Chapter Homework Assignments are available when the semester begins. Although all the course assignments are available at the beginning of the semester with a universal due date and time of **Thursday, July 7 at 11:59 p.m.** students are encouraged to complete these in the week in which they are assigned. Students will find the weekly scheduled Connect® Chapter Homework Assignment(s) due dates and times at the end of the syllabus under **COURSE OUTLINE/CALENDAR.**

The Connect® Chapter Homework Assignments are **not** timed; however, each allows only **one** access. Since the Connect® Chapter Homework Assignments can only be accessed once; students should ensure computer and/or device and Internet reliability and compatibility as well as adequate time to complete once accessed. The questions within each of the Connect® Chapter Homework Assignments consist of true/false, labeling, sequencing, composition, classification, select all that apply, fill-in-the-blank, multiple choice, and/or yes/no. Each of the Connect® Chapter Homework Assignments derive from a question pool, thus each student's Connect® Chapter Homework Assignment will be unique. However, each student's Connect® Chapter Homework Assignment will contain the same number of questions. The number of questions assigned for each of the Connect® Chapter Homework Assignments varies.

Questions in Chapter Assignments	Number
Chapter 2 - Chemistry of Life	33
Chapter 3 - Cell Structure and Function	71
Chapter 4 - Organization and Regulation of Body Systems	26
Chapter 5 - Cardiovascular System: Heart and Blood Vessels	41
Chapter 6 - Cardiovascular System: Blood	30
Chapter 7 - The Lymphatic and Immune Systems	60
Chapter 8 - Biology of Infectious Diseases	50
Chapter 9 - Digestive System and Nutrition	50
Chapter 10 - Respiratory System	50
Chapter 11 - Urinary System	40
Chapter 12 - Skeletal System	40
Chapter 13 - Muscular System	42
Chapter 14 - Nervous System	57
Chapter 15 - Senses	50
Chapter 16 - Endocrine System	50

Chapter 17 - Reproductive System	50
Chapter 18 - Development and Aging	40
Chapter 19 - Patterns of Chromosome Inheritance	79
Chapter 20 - Cancer	50
Chapter 21 - Genetic Inheritance	50
Chapter 22 - DNA Biology and Technology	70

The following is the criterion associated with the Connect® Chapter Homework Assignments:

a. Connect® Chapter Homework Assignments are **not** timed.
b. Connect® Chapter Homework Assignments allow only **one access**, thus students should ensure upon accessing 1) time to complete/submit as well as 2) computer/device and/or Internet reliability.
c. Connect® Chapter Homework Assignments total scores will be displayed **before** the due date/time and will update to the BSC 1409.01W MyLeo Online grade book. Detailed feedback with solutions will be available for student viewing one hour **after** the due date and time.
d. The following is a YouTube® link that shows "how" students can review submitted assignments.
https://www.youtube.com/watch?v=yA4oap2nnvM

Week	Chapter Reading(s) and Course Assignments	Available	Due 11:59 p.m.
1	Chapter 2 - Chemistry of Life	June 6	July 7
1	Chapter 3 - Cell Structure and Function	June 6	July 7
1	Chapter 4 - Organization and Regulation of Body Systems	June 6	July 7
1	Chapter 5 - Cardiovascular System: Heart and Blood Vessels	June 6	July 7
1	Chapter 6 - Cardiovascular System: Blood	June 6	July 7
2	Chapter 7 - The Lymphatic and Immune Systems	June 6	July 7
2	Chapter 8 - Biology of Infectious Diseases	June 6	July 7
2	Chapter 9 - Digestive System and Nutrition	June 6	July 7
3	Chapter 10 - Respiratory System	June 6	July 7
2	Chapter 11 - Urinary System	June 6	July 7
3	Chapter 12 - Skeletal System	June 6	July 7
3	Chapter 13 - Muscular System	June 6	July 7
3	Chapter 14 - Nervous System	June 6	July 7

3	Chapter 15 - Senses	June 6	July 7
3	Chapter 16 - Endocrine System	June 6	July 7
3	Chapter 17 - Reproductive System	June 6	July 7
4	Chapter 18 - Development and Aging	June 6	July 7
4	Chapter 19 - Patterns of Chromosome Inheritance	June 6	July 7
4	Chapter 20 - Cancer	June 6	July 7
4	Chapter 21 - Genetic Inheritance	June 6	July 7
4	Chapter 22 - DNA Biology and Technology	June 6	July 7
5	*Genetics and Heredity Assessment	June 6	July 7
5	*Transcription and Translation Assessment	June 6	July 7

** See Below*

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 21) as an assessment of Empirical and Quantitative Skills and Transcription and Translation (Chapter 22) 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 textbook chapters and course resources (Genotype and Phenotype and Transcription and Translation) provided within the BSC 1409.01W MyLeo under ***Content*** titled ***Chapter PowerPoints and Resources for Human Structure and Function*** prior to taking the assessments. 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 6**. The two assessments have a "universal" due date of **July 7 at 11:59 p.m**. to allow students to modify participation in the coursework based on their personal and/or academic schedule.; 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.

Genetics and Heredity Assessment

The Genetics and Heredity assignment is located within ***Connect*** of the BSC 1409.01W MyLeo Online course. The Genetics and Heredity 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 and submit the assignment before it will automatically be submitted "as is." The assignment can only be accessed **once** thus students need to ensure adequate time to complete as well as computer/device and Internet compatibility and reliability before accessing. Students will receive an "auto grade" upon submission; however, after the due date and time for the assignment students have access to view missed questions/answers.

The assignment given to support the student learning objective for the course of Empirical and Quantitative Skills will cover the specific topic of Genetics and Heredity. The assignment will evaluate a student's ability to interpret, test, and demonstrate principles revealed in empirical data. In this assignment, students will demonstrate how the inherited genotype of the parents determines the probability of characteristics (phenotype) and genotype of their offspring. Students should be able given information to do a monohybrid Punnett square to obtain the answer. The question pool for this assignment also includes how sex chromosomes may affect the probability of an offspring's phenotype (e.g. X-linked recessive more prominent in male offspring) as well as other aspects presented for the topic from the textbook.

Transcription and Translation

The Transcription and Translation assignment is located within ***Connect*** of the BSC 1409.01W MyLeo Online course. The Transcription and Translation will consist of 10 multiple choice questions derived from a question pool for the topic. Students will have **30 minutes** in which to complete and submit the assignment before it will automatically be submitted "as is." The assignment can only be accessed **once** thus students need to ensure adequate time to complete as well as computer/device and Internet compatibility and reliability before accessing. Students will receive an "auto grade" upon submission; however, after the due date and time for the assignment/assessment students have access to view missed questions/answers. **Important Note**: Prior to accessing this assignment, students need to have availability to the amino acid table in their textbook and/or the amino acid table document provided under ***Content*** titled ***Chapter PowerPoints and Resources for Human Structure and Function***.

The assignment given to support the student learning objective for the course of Critical Thinking will cover the specific topic of Transcription and Translation. The assignment will evaluate a student's ability to analyze, evaluate, or solve a problem when given a set of circumstances or data. In this assignment, students will demonstrate how the processes of 1) transcription wherein a DNA strand serves as the template for the formation of mRNA (messenger RNA); and 2) translation whereby ribosomes use the sequence of codons in mRNA to produce a polypeptide with a

particular sequence of amino acids. Students should also recognize the difference between 1) codons (mRNA) and the corresponding amino acid; and 2) anticodons on transfer RNA (tRNA) as to the amino acid they would ferry to the growing polypeptide on the ribosome. Students should be able to identify whether given a DNA sequence, mRNA sequence, or tRNA sequence the correlating sequence of DNA, mRNA, or tRNA. Students should utilize the Transcription and Translation resourse in the ***Course Resources*** as a study guide as well as the information presented in Chapter 21 of the textbook.

BSC 1409.0LW Connect® Virtual Laboratory Assignments

There are Connect® Virtual Laboratory Assignments assigned during the first four weeks of the semester. The fourteen (14) Connect® Virtual Laboratory Assignments satisfy the requirement of the four-hour credit course for BSC 1409.01W/BSC 1409.0LW. The Connect® Virtual Laboratory assignments correspond to the chapter readings assigned. All Connect® Virtual Laboratory assignments are available when the semester begins. Although all the Virtual Labs® are available at the beginning of the semester with a universal due date and time of **Thursday, July 7 at 11:59 p.m.** students are encouraged to complete these in the week in which they are assigned. Students will find the weekly scheduled Connect® Chapter Homework Assignment(s) due dates and times at the end of the syllabus under **COURSE OUTLINE/CALENDAR.**

As the 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 assignments for **both** assigned sections through BSC1409.01W Connect® Chapter Homework Assignments, the Genetics and Heredity assignment/assessment, the Transcription and Translation assignment/assessment, and BSC 1409.0LW Connect® Virtual Laboratory Assignments to satisfy the requirement for the four-hour credit course. If students do not participate in the Connect® Virtual Laboratory Assignments for BSC 1409.0LW, they will earn an “F” for the final course grade regardless of the grade earned for the assignments for BSC1409.01W.

The following is the criterion associated with the Connect® Virtual Laboratory Assignments:
a. Connect® Virtual Laboratory Assignments are **not** timed.
b. Connect® Virtual Laboratory Assignments allow **unlimited** number of times to access during their available dates and times which allows students to maximize the grade for these assignments.

c. Students earning a "perfect score" on the Connect® Virtual Laboratory Assignments will update "automatically" in the BSC 1409.01W MyLeo Online gradebook. Students earning "less than a perfect score" on the Connect® Virtual Laboratory Assignments will show "in progress" and will **not** update to the BSC 1409.01W MyLeo Online gradebook until after the due date and time.

Week	Connect® Laboratory Assignments	Available	Due 11:59 p.m.
1	Connect® Virtual Lab - Osmosis: Movement of Water Across a Semi-Permeable Membrane	June 6	July 7
1	Connect ® Virtual Lab - Diffusion: Movement of Water Across a Semi-Permeable Membrane	June 6	July 7
1	Connect® Virtual Lab - Blood Typing	June 6	July 7
1	Connect® Virtual Lab - Cardiovascular Physiology - Pulse Rate	June 6	July 7
1	Connect ® Virtual Lab - Blood Pressure	June 6	July 7
2	Connect ® Virtual Lab - Enzymes and Digestion	June 6	July 7
2	Connect® Virtual Lab - Mechanism of Breathing	June 6	July 7
3	Connect ® Virtual Lab - Shoulder and Elbow Movement Exercise	June 6	July 7
3	Connect ® Virtual Lab - Electromyography Motor Unit Recruitment	June 6	July 7
3	Connect ® Virtual Lab - Electrical Stimulation	June 6	July 7
3	Connect ® Virtual Lab - Demonstrate Monosynaptic Reflexes	June 6	July 7
3	Connect ® Virtual Lab - Influence of Thyroid Hormone on Temperature Regulation	June 6	July 7
4	Connect ® Virtual Lab - Chromosomal Inheritance	June 6	July 7
4	Connect ® Virtual Lab - Genetic Inheritance	June 6	July 7

How to Register for Connect® through BSC 1409.01W MyLeo Online Course

Students need a dependable and compatible computer/device and Internet access for Connect® registration, accessing assignments, and submitting assignments. Students should check their personal computer and system requirements for Connect® compatibility after registration. Connect® access codes are: (1) included with the required textbook *Human Biology* 16th Edition from the Texas A&M University - Commerce Bookstore; (2) students may purchase Connect® with eBook access separately from the publisher online during registration (as students can use their textbook for course assignments the loose-leaf textbook selected should be

considered); or 3) students can register in Connect® and have access to the course Connect® Chapter Homework Assignments, Connect® Virtual Laboratory Assignments, and eBook without an access code for a ***"free"*** courtesy trial period of two weeks; however, after the two week free trial students will ***no longer*** have access to the course assignments and/or eBook without purchase. The two week free courtesy trial is **only** an option that begins with the first day of the semester. Students should pay special attention to the instructions included to ensure proper course registration. The following is a stepwise process for registration in Connect® for BSC 1409.01W/BSC1409.0LW.

1. Students **must** register in Connect® with the name associated with Texas A&M University - Commerce records. The recognition of nicknames, maiden names, or married names, other than the one associated with Texas A&M University - Commerce will **not** allow proper application of grades.
2. Mozilla Firefox® or Google Chrome® browsers are recommended for both Connect® and MyLeo Online.
3. Students will register for Connect® through their BSC 1409.01W MyLeo Online course.
4. Under ***Content*** of the BSC 1409.01W MyLeo Online course, there is course module titled "***Connect***".
a. Click on ***Connect***.
b. Click on ***McGraw-Hill*** link.
c. Click on ***Go to My Connect Section***
d. Follow the steps to register for Connect® either registering with an access code, register for the "free courtesy trial, or purchase access for Connect® and eBook from the publisher.
4. If students should experience problems with registration or with assignments within Connect®, they must contact McGraw-Hill's CARE.
a. Texas A&M University - Commerce (Institution)
b. Susan Gossett (Instructor)
c. susan.gossett@tamuc.edu (Instructor email)
d. Summer I 2022 BSC 1409.01W and BSC 1409.0LW Human Structure and Function (Course Identification)

Connect® Support

If students experience problems while registering or using Connect®, they may contact McGraw-Hill's CARE through http://www.mhhe.com/support or at **800-331-5094**. To avoid problems related to unexpected technical issues, students are advised not to wait until the last minute to complete assignments. The technical support team at

Connect® can take care of problems students might incur. **Please Note**: MyLeo Online Support will not be able to assist with problems occurring from the publisher's website.

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 ended 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

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
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 version of iOS (the latest minor or **point** release of that major version). For example, as of June 6, 2017, D2Lsupports 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
- 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/
  - Adobe Flash Player *(version 17 or later)* https://get.adobe.com/flashplayer/
  - Adobe Shockwave Player https://get.adobe.com/shockwave/
  - Apple Quick Time http://www.apple.com/quicktime/download/
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

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**.** This course will be facilitated using MyLeo Online (D2L Brightspace), the learning management system used by Texas A&M University-Commerce. 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.

Personal device/computer and Internet connection problems do **not** excuse the requirement to complete all BSC 1409.01W/BSC 1409.0LW coursework 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 the coursework by printing and reading the BSC 1409.01W/BSC 1409.0LW 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. BSC 1409.01W assignments and BSC 1409.0LW assignments will be completed and submitted through BSC 1409.01W MyLeo Online (D2L Brightspace) linked to McGraw-Hill's Connect®. The BSC 1409.01W MyLeo Online course is divided into five weekly assignments which correspond to the **BSC 1409.01W/BSC 1409.0LW COURSE OUTLINE / CALENDAR**.

COMMUNICATION AND SUPPORT

MyLeo Online (D2L Brightspace) Technical Support

If students have technical difficulty with any part of Brightspace, they should contact Brightspace Technical Support at 1-877-325-7778, click on the **Live Chat** or submit an issue via email through the BSC 1409.01W MyLeo Online course.

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 1409.01W Course Student Support

If students have any questions or are having difficulties with the course material, they should contact the instructor at susan.gossett@tamuc.edu

Interaction with Instructor Statement

The instructor's primary form of communication with students will be through the BSC 1409.01W MyLeo Online Course Announcements and/or the University email system. Any changes to the syllabus or other course information will be disseminated to students in these manners via the course 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 Course Announcements and their University email regularly for pertinent information relating to the course, assignments, 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.

MyLeo Support

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

Learner Support

The One Stop Shop was created to serve students by providing as many resources as possible in one location. The website linking to the One Stop Shop is http://www.tamuc.edu/admissions/onestopshop/
Students can access this through their BSC 1409.01W MyLeo Online 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 MyLeo Online course.
1. Click on **More** on the Course Tool Bar
2. Click on **Tutoring** and/or **Online Tutoring**

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course 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 BSC 1409.01W/BSC 1409.0LW 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

chapters; 2) completing and submitting the Connect® Chapter Homework Assignments;3) completing and submitting Connect® Virtual Laboratory Assignments; and 4) completing course assessments/assignments as scheduled in the course syllabus. A student's personal participation, dedication, time management, and organization are essential for BSC 1409.01W/BSC 1409.0LW course success. Virtual support and assistance is available to students through email.

Drop Course Policy

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

Late Work

Students should utilize the course syllabus, BSC 1409.01W MyLeo Online course weekly modules, or other elected means to ensure due dates and timeframes are met for the graded course assignments for BSC 1409.01W and/or BSC 1409.0LW as late work is not accepted. The available and due dates and timeframes in the scheduling of the course assignments allow students the ability to participate in the coursework, yet meet other academic and/or personal schedules. However, students should not wait until the last minute to complete graded assignments to avoid unforeseen "life" situations from interfering with due dates and timeframes which result in missing the due date and time for course assignments. 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).

Extra Credit

There is **no** extra credit offered for the course. Students are responsible for ensuring their personal dedication, organization, and time management for the coursework.

Syllabus Change Policy

The syllabus is a guide and every effort will be made to complete as written; however, circumstances and events 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 MyLeo Online 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 of 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 (this includes paraphrasing as well as direct quotes). 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

Counseling Center

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to

community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

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.

BSC 1409.01W/BSC 1409.0LW COURSE OUTLINE / CALENDAR

The instructor will make every effort to adhere to the BSC 1409.01W/BSC 1409.0LW course calendar as noted below; however, the instructor reserves the right to change the schedule if a circumstance(s) necessitate. The instructor will send communication of any change(s) through the BSC 1409.01W MyLeo Online Course Announcements and/or to the student's University email. The course outline/calendar runs on a Sunday - Saturday weekly schedule with the exception of Week 1 beginning on **Monday, June 6** and Week 5 ending final's week on **Thursday, July 7**.

Reading Assignments, Connect® Chapter Homework Assignments, Virtual Laboratory Assignments, and Genetics and Heredity Assessment

Week	Chapter Reading(s) and Course Assignments	Available	Due 11:59 p.m.
1	Chapter 2 - Chemistry of Life	June 6	July 7
1	Chapter 3 - Cell Structure and Function	June 6	July 7
1	Chapter 4 - Organization and Regulation of Body Systems	June 6	July 7
1	Connect® Virtual Lab - Osmosis: Movement of Water Across a Semi-Permeable Membrane	June 6	July 7
1	Connect ® Virtual Lab - Diffusion: Movement of Water Across a Semi-Permeable Membrane	June 6	July 7
1	Chapter 5 - Cardiovascular System: Heart and Blood Vessels	June 6	July 7
1	Chapter 6 - Cardiovascular System: Blood	June 6	July 7
1	Connect® Virtual Lab - Blood Typing	June 6	July 7
1	Connect® Virtual Lab - Cardiovascular Physiology - Pulse Rate	June 6	July 7
1	Connect ® Virtual Lab - Blood Pressure	June 6	July 7
2	Chapter 7 - The Lymphatic and Immune Systems	June 6	July 7
2	Chapter 8 - Biology of Infectious Diseases	June 6	July 7
2	Chapter 9 - Digestive System and Nutrition	June 6	July 7
2	Chapter 10 - Respiratory System	June 6	July 7

2	Connect ® Virtual Lab - Enzymes and Digestion	June 6	July 7
2	Connect® Virtual Lab - Mechanism of Breathing	June 6	July 7
2	Chapter 11 - Urinary System	June 6	July 7
3	Chapter 12 - Skeletal System	June 6	July 7
3	Chapter 13 - Muscular System	June 6	July 7
3	Connect ® Virtual Lab - Shoulder and Elbow Movement Exercise	June 6	July 7
3	Connect ® Virtual Lab - Electromyography Motor Unit Recruitment	June 6	July 7
3	Chapter 14 - Nervous System	June 6	July 7
3	Connect ® Virtual Lab - Electrical Stimulation	June 6	July 7
3	Connect ® Virtual Lab - Demonstrate Monosynaptic Reflexes	June 6	July 7
3	Chapter 15 - Senses	June 6	July 7
3	Chapter 16 - Endocrine System	June 6	July 7
3	Connect ® Virtual Lab - Influence of Thyroid Hormone on Temperature Regulation	June 6	July 7
3	Chapter 17 - Reproductive System	June 6	July 7
4	Chapter 18 - Development and Aging	June 6	July 7
4	Chapter 19 - Patterns of Chromosome Inheritance	June 6	July 7
4	Connect ® Virtual Lab - Chromosomal Inheritance	June 6	July 7
4	Chapter 20 - Cancer	June 6	July 7
4	Chapter 21 - Genetic Inheritance	June 6	July 7
4	Connect ® Virtual Lab - Genetic Inheritance	June 6	July 7
4	Chapter 22 - DNA Biology and Technology	June 6	July 7
5	Genetics and Heredity Assessment	June 6	July 7
5	Transcription and Translation Assessment	June 6	July 7

***Note:** Although the course assignments have a “universal due date” of July 7, it is recommended to follow the weekly schedule of readings and assignments as outlined on the course syllabus and the BSC 1409.01W MyLeo course.