

**BSC 1309.01W Human Structure and Function  
COURSE SYLLABUS: Fall 2022**

**INSTRUCTOR INFORMATION**

**Instructor:** Susan Gossett, Adjunct Faculty

**University Email Address:** susan.gossett@tamuc.edu

**Preferred Form of Communication:** Email

**Communication Response Time:** Within 24 hours excluding weekends and holidays

**COURSE INFORMATION**

***Course Description***

BSC 1309.01W is a three-hour credit course for non-biology majors designed to apply the principles of biology to humans as a functional unit of our social organization. Fundamental principles of humans, as in all living organisms, include physical and chemical properties of life, organization, function, and evolutionary adaptation. This course will explore basic biological concepts in a manner that stresses relevance to the human population by focusing on current issues and should engage the student in thought-provoking analyses to reflect and integrate into societal interactions.

**BSC 1309.01W 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:** 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. The textbook and access code identified on the course syllabus is required for BSC 1309.01W upon the beginning of the semester.

In addition to the required textbook with Connect® access code, students enrolled in BSC 1309.01W must have or have access to a compatible and dependable computer/device and Internet service provider for participation and completion of the coursework. A reliable computer/device and access to link with the Internet course is essential for the online course for BSC 1309.01W. Students who do not have access to

a compatible and reliable computer/device and/or Internet provider may utilize the resources provided by Texas A&M University - Commerce in Gee Library or the various computer labs located on the campus.

### **Student Learning Outcomes**

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

### **COURSE REQUIREMENTS**

#### ***Minimal Technical Skills Needed***

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

1. Ability to use and navigate MyLeo Online (D2L Brightspace) for Texas A&M University - Commerce containing the coursework components.
2. Ability to use and navigate McGraw-Hill's Connect® website containing the coursework Homework Chapter assignments.
3. A basic knowledge of Microsoft Office for the group research paper.
4. The abilities to research, compose, and submit the research paper on stem cells in APA format for the core competencies of Critical Thinking and Communication in the appropriate **Assignments** in the BSC 1309.01W MyLeo Online course.
5. Ability to upload the graded teamwork rubric for each group member for the group project on stem cells in the appropriate **Assignments** in the BSC 1309.01W MyLeo Online course.

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

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

1. Ability and dedication to communicate, plan, and work within a team environment with other group members on the group research paper.

2. Ability to grade and submit the teamwork rubric for each group member of a student's group project on stem cells.
3. Ability and dedication of time and study for the course readings and assignments.
4. Ability and dedication to adhere to the due dates and times for the graded components of the course.

### **Instructional Methods**

BSC 1309.01W is delivered 100% online through MyLeo Online, thus students will need an accessible, dependable, and compatible computer/device and Internet connection. BSC 1309.01W provides specific activities and assessments to assist students in achieving the outcomes/objectives identified for the course. Students should work toward achieving the outcomes/objectives through: (1) thorough understanding of the course requirements, expectations, and policies for BSC 1309.01W; (2) twenty-one (21) Connect® Chapter Homework Assignments for the assigned chapter readings; and (3) assessments/assignments evaluating the course core competencies of Critical Thinking, Communication, Teamwork, and Empirical and Quantitative Skills for BSC 1309.01W. The syllabus contains an explanation of each course component and assessment that include the due date, assignment instructions, and other requirements and expectations. Critical Thinking, Empirical and Quantitative Skills, Communication, and Teamwork are required components by SACS (Southern Accreditation of Colleges and Schools) for this course.

The graded course components for BSC 1309.01W include:

1. Twenty-one (21) Connect® Chapter Homework Assignments - All Connect® Chapter Homework Assignments are available when the semester begins; however, each has a specific due date and time identified on the course syllabus. 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 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/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. A group project meeting the course core competencies for Teamwork, Critical Thinking, and Communication. Students will select a group to self-enroll at the beginning of the semester, thus the **due date** for the group paper and teamwork rubric submissions will **vary** by the group in which a student self-enrolls.

Students should refer to the BSC 1309.01W course syllabus for details regarding each of the graded components and course policies. There are specific availability and due dates for each of the graded components for the coursework. Students are expected to utilize either the course syllabus, the BSC 1309.01W MyLeo Online course weekly modules, or other elected means to ensure due dates and timeframes for assignments are met. Late work will not be accepted for BSC 1309.01W coursework.

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

1. Within the BSC 1309.01W Human Structure and Function MyLeo Online course, students will find modules under **Content** which contain the following course resources:

- a. Student checklist ensuring requirements are met for the group paper.
- b. Teamwork rubric students will submit for each of their group members.
- c. Genotype and Phenotype document (Genetics and Heredity Assessment).
- d. PowerPoint for chapters (not provided or intended to replace 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 1309.01W 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 reading(s) and Connect® Chapter Homework Assignments. Students should read the assigned chapter(s) and if needing clarification utilize resources of the instructor and/or the tutors at the Academic Success Center.
2. Students should be dedicated to communicating and participating with their group members for the group assignment on a regular basis.
3. Students should utilize the course syllabus, BSC 1309.01W 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.
4. Students should check their MyLeo email daily for pertinent information, notifications, or changes that may be necessitated for the coursework for BSC 1309.01W.

### ***Course Grading***

There is a total of 2400 points that may be earned on the assessments/assignments for BSC 1309.01W. The assessments/assignments for BSC 1309.01W constitute 100% of the total course grade. The following is an explanation of how the BSC 1309.01W course assessments/assignments reflect towards a student's final course grade.

#### BSC 1309.01W Grade Determination

Course Component	Possible Points	Percentage of Course Grade
21 Connect® Chapter Homework Assignments - 100 Points Each	2100	80%
Genetics and Heredity Assessment	100	10%
Teamwork - Average Teamwork Rubric of Group Members	100	5%
Communication and Critical Thinking - Group Paper	100	5%
<b>Total Possible Points and Percentages</b>	<b>2400</b>	<b>100%</b>

## GRADING

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

<b>A</b>	<b>89.5 -100</b>
<b>B</b>	<b>79.5 - 89.4</b>
<b>C</b>	<b>69.5 - 79.4</b>
<b>D</b>	<b>59.5 - 69.4</b>
<b>F</b>	<b>59.4 or lower</b>

**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 1309.01W). Grades are available in the grade book of the BSC 1309.01W MyLeo Online course. Students can track their progress in the course in “real time” as the points and percentage for each assignment is reflected in the criterion of the BSC 1309.01W MyLeo Online grade book.

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

There is assigned chapter reading(s) for each week during the semester for BSC 1309.01W. Students will find the weekly scheduled textbook chapter reading(s) at the end of the syllabus under **COURSE OUTLINE / CALENDAR** corresponding to the individual week modules located within the BSC 1309.01W MyLeo Online course.

### ***BSC 1309.01W Connect® Chapter Homework Assignments and Registration***

There is assigned Connect® Chapter Homework Assignment(s) for each week during the semester for BSC 1309.01W. There are twenty-one (21) Connect® Chapter Homework Assignments corresponding to the chapter reading(s) assigned. All Connect® Chapter Homework Assignments are available when the semester begins; however, each has a specific due date and time. 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/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.

<b>Questions in Chapter Assignments</b>	<b>Number</b>
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 1309.01W MyLeo Online Grades. **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 (students should type website address into browser).

<https://www.youtube.com/watch?v=yA4oap2nnvM>

**Note:** Should students find an “error” in the grading key, they should send me the 1) number of the chapter assignment, 2) the question number, and 3) the page from their textbook where they find their answer to be correct and the “key” incorrect. Students must report any discrepancies for review within **one week** of the due date and time for the assignment.

### ***How to Register for Connect® through BSC 1309.01W MyLeo Online Course***

Students need a dependable and compatible computer/device and Internet access for Connect® registration, accessing assignments, and submission of assignments. Students should check their personal computer and system requirements for Connect® compatibility after registration.

### ***How to Register for Connect®***

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; or 3) students can register in Connect® and have access to the course Connect® Chapter Homework 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 purchasing. 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 1309.01W.

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 identification and 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 1309.01W MyLeo Online course.
4. Under **Content** of the BSC 1309.01W MyLeo Online course, there is course module titled “**Connect**”.
  - a. Students will click on **Connect**.



- b. Click on **Go to My Connect Section**
- c. When ready to register, students will click on **Homework Chapter 2 - Chemistry of Life** assignment within the **Connect** module. **Please Note:** As all other Connect® Chapter Homework Assignments allow one access and are not timed, students should access the **Homework Chapter 2 - Chemistry of Life** assignment as it is set for “**two attempts**” to allow student registration. Even if a student chooses not to complete **Homework Chapter 2 - Chemistry of Life** upon accessing, unlike all other course assignments it is set for “two attempts” so that students can complete upon the second attempt after registration.
- 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.
- 5. 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](mailto:susan.gossett@tamuc.edu) (Instructor email)
  - d. Fall 2022 BSC 1309.01W Human Structure and Function (Course Identification)

### **Connect® Support**

If students have issues 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 (D2L Support) **will not** be able to assist with the publisher’s website.

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

Students will work within a group/team environment consisting of the student and up to nine additional class members through BSC 1309.01W MyLeo Online to research and compose an APA paper (guidelines listed under **Assessment/Assignment for Communication**) covering the topics for stem cells (listed under **Assessment/Assignment for Critical Thinking**).

The due date for the group paper along with each of the group member’s graded Teamwork rubric will **vary** based on the group in which the student self-enrolls. This assessment/assignment will include the BSC 1309.01W core competencies for Critical Thinking, Communication, and Teamwork. Students will work within a group of class

members to complete the assessment/assignment for Communication, Critical Thinking, and Teamwork. The assessment/assignment is worth 200 points of the course grade (50 points for Critical Thinking, 50 points for Communication, and 100 points for Teamwork). The grading for Critical Thinking and Communication core competencies is explained within the respective guidelines. The grade earned for teamwork will vary based on the average score from the Teamwork grading rubric returned for each group member by their other group members.

Students are required to self-enroll in a group for the group assignment for the course core competencies of Communication, Critical Thinking, and Teamwork by **11:59 p.m. on Saturday, September 10**. The groups are limited to a maximum self-enrollment of ten (10) students, thus those who have a date preference should self-enroll early. Students need to refer to their BSC 1309.01W course syllabus for the scheduled group number and due date that best accommodates their individual schedule. Students who do not self-enroll by the due date and time will not be enrolled in a group by the instructor.

Students failing to self-enroll in one of the groups by the above date will not be enrolled in a group by the instructor. This is a graded assignment for BSC 1309.01W constituting a possible 200 points of the course grade (Communication - 50 points; Critical Thinking - 50 points; and Teamwork - 100 points). Students who do not self-enroll in a group are demonstrating they have chosen not to participate in the assessment/assignment and/or points towards the BSC 1309.01W course grade. Students should understand failure to self-enroll in a group and/or communicate and participate in the potential 200 points for the graded assignment will negatively affect their course grade. Students should note on their calendar or elected means for adherence to the group's due date for which they self-enroll for the submission of the paper as well as the teamwork rubrics for each of the other team members. **Please Note:** The number of groups is based on the maximum enrollment for the BSC 1309.01W course. If the enrollment is below and/or above the maximum, the instructor reserves the right to modify the number of groups and/or number of members in a group. Changes necessitated by enrollment number affecting modification to group and/or group members will be communicated to BSC 1309.01W students through their University email. Late work is not accepted either for the group paper and/or for the teamwork rubrics.

### **How To Self-Enroll in a Group**

1. Click on **Communication Tools** across the BSC 1309.01W Course Tool Bar
2. Click on **Groups** (this will display the list of groups)
3. Click on **View Available Groups**

#### 4. Select **Actions to Enroll** in Chosen Group Allowing Self-Enrollment

After the required **self-enrollment** date to a group of **11:59 p.m. on Saturday, September 10**, the ability to self-enroll in a group will be **closed**. The due date to self-enroll in a group of **11:59 p.m. on Saturday, September 10** allows group members to begin communicating, planning, and working on this assignment for BSC 1309.01W. After **self-enrollment** in a group and formation of the group members, students are to use the **Discussion Area** within their group to communicate and plan with their group members. **Note:** Groups are **NOT** permitted to use alternative means of communication such as “chats” or “phone texts”. The communication and participation for a student should **NOT** divulge personal information such as phone numbers, schedules, personal emails, or any other means of personally identifiable information nor does the assessment/assignment require students to meet face-to-face for communicating, planning, and/or participating. Students **MUST** use their Group Discussion Board for **ALL** communication, planning, and/or participating for the assignment. The Group Discussion Board is available to **ALL** students 24/7 thus every student has the same opportunity to communicate and/or participate in the assignment.

#### How to Communicate and Plan with Group Members

##### *Option One*

1. Under **Content** across BSC 1309.01W Course Tool Bar
2. Click and Expand **Table of Contents** to the **BSC 1309.01W Course Home Module**
3. Locate and click on **Student Lounge/Introductions**
4. Click on **Communication, Critical Thinking, and Teamwork Group Assignment Group Discussion**
5. Under the **Filter By** select **All Groups** which will pull up the list of group numbers
6. **Select** the group number the student self-enrolled to communicate and plan with other group members

##### *Option Two*

1. Locate **Communication Tools** across BSC 1309.01W Course Tool Bar
2. Click on Arrow Down to **Groups**
3. Locate and click on **Discussions** in the **Appropriate Group**
4. Under the **Filter By** select **All Groups** which will pull up the list of group numbers

Group	Due Date
1	Saturday, November 5 at 11:59 p.m.
2	Monday, November 7 at 11:59 p.m.

Group	Due Date
3	Wednesday, November 9 at 11:59 p.m.
4	Friday, November 11 at 11:59 p.m.
5	Saturday, November 12 at 11:59 p.m.
6	Sunday, November 13 at 11:59 p.m.

### ***Assessment/Assignment for Teamwork (Worth 100 Points)***

A student's grade earned for Teamwork for the assessment/assignment will be determined by the **average score** submitted for the student by the other members of their group. The grade for Teamwork will be individual and is based on each group member's level of participation as identified by their group members on the grade returned for that group member on the graded Teamwork form. Group members in their communication and participation are to determine the role each group member will contribute to the assignment. For example, the maximum self-enrollment for a group is ten (10) students, and there are nine (9) individual topics to be included in the paper. Early communication between group members should identify the role of each group member, such as who is responsible for researching/composing each topic and/or topics, who will compile and submit the **FINAL GROUP SUBMISSION**, or other aspects leading to a successful completion of the group's assignment and teamwork.

### ***Important Notes Regarding Teamwork for the Assessment/Assignment:***

1. Students are to use the **Discussion Area** within their group to plan and communicate with their group members (see instructions above on How to Communicate and Plan with Group Members).
2. Once the group/team is formed, the responsibility of communication, planning, and teamwork resides exclusively with each group and group members.
3. Once the group is formed the members should begin communicating planning, and working on the assignment on a **regular** basis.
4. Once the groups are formed there will **not** be changes.
  - a. If a group member(s) drop the course and/or does not participate in the assignment, the remaining group members are responsible for their group paper in its entirety.
  - b. If a group member(s) is/are 1) not **regularly** communicating and participating in the assignment; 2) do not respond to communications from other group/team member(s) and/or 3) participate in the assessment/assignment supporting the objectives and grade for the course, the remaining group member(s) have sole discretion as how to proceed. Self-enrollment does not satisfy the requirements of the assignment. Each student **MUST** communicate and participate with their group members on a regularly basis.

- c. This is a required component for the BSC 1309.01W course grade and the participation or non-participation is the **sole responsibility** of each individual student. Students **should not or cannot** expect for other group members to “wait” for group members who are not communicating and participating on a regular basis. Each group member is responsible for grading each of their group members on Teamwork.
- d. Group members are **required** to submit the “teamwork rubric and score” prior to the due date and time for the group for which they self-enrolled for **each** of their group members even if a group member and/or group members **did not** participate and are still enrolled in the course. ***Please Note:*** Students failing to submit the graded teamwork rubric(s) on or before the due date and time for the group’s paper for **each** of their group members (even group members who did not participate in the assignment) will have **10 points** deducted from their **personal teamwork grade** for **each** group member not submitted.
- e. The due date and time for the submission of the teamwork rubrics will be determined by the group number in which the student self-enrolled.
- f. The Teamwork Rubric is located within the BSC 1309.01W course module titled ***BSC 1309.01W Course Resources*** contains sufficient individual teamwork rubrics so only **one** submission is necessary. Students should:
1. File the Word Document onto their computer.
  2. Input their name (grader), group member’s named graded, grade for each of the five (5) components, and total score.
  3. Completed and graded document will be returned as Word Document or PDF (**not** other imagery such as jpeg or jpg).

### **Where to Submit Completed/Graded Teamwork Rubric**

#### ***Option 1***

Students will upload their graded teamwork rubric for each of their group members in the appropriate ***Assignment*** submission within their group of BSC 1309.01W MyLeo Online **prior** to the student’s group due date and time. Individual submissions in the group’s Assignment submission are **accessible and visible to all** group members.

#### ***Option 2***

If the student wishes their teamwork grading of other group members to **remain private**, they may send as an attachment to [susan.gossett@tamuc.edu](mailto:susan.gossett@tamuc.edu) **prior** to the student’s group due date and time.



### Where to Locate and Upload the Teamwork Rubric

1. Click on **Content** under BSC 1309.01W MyLeo Online
2. Under **BSC 1309.01W Course Resources** locate **Teamwork Grading Rubric**
3. Download Document and File to Computer
4. Input **Grader's Name** and **Name of Group Member Graded**. **Please Note:** The one document contains sufficient individual grading rubrics so only one document is required. Students will **not** grade themselves only the other group members.
5. Student will enter the group member's grade for 1) Contributions; 2) Problem Solving; 3) Attitude; 4) Focusing on the Task; 5) Working with Others; and 6) Enter the **Total Points** (this will be done for each of the Group Members).
6. After completion, student will file the completed and graded document on their computer.
7. Student will upload the completed and graded rubric into the **Teamwork Submission Folder** for their Group **or** if the student wishes their grading of other group members to remain private and not be viewed by other group members they may send as an attachment to [susan.gossett@tamuc.edu](mailto:susan.gossett@tamuc.edu)
  - a. Click on **Activities**
  - b. Click on **Assignments**
  - c. Click on **Appropriate Group and Submit File**

### ***Assessment/Assignment for Communication (Worth 50 Points)***

Although the assessment/assignment is to incorporate the core competency of Teamwork and working with group members for the course, the grade earned for Communication and Critical Thinking (total 100 points) for a student's individual grade for the assignment will be determined **solely** by that student's writing of topic and/or topics completed for the paper and/or the student's contribution/role for the assignment. However, the group is to submit the paper in its entirety as a **single document** noted as **FINAL GROUP SUBMISSION** in the appropriate group's folder.

**NOTE:** A group will need to have a group member volunteer and/or elected by the group to compile submissions from the individual group submissions. If the sole contribution of the elected and/or volunteered group member is to compose the **FINAL GROUP SUBMISSION** (e.g. did not contribute to the assignment writing), this student will also be graded solely on their responsibility to ensure the paper is APA format, organization of paper, References double-spaced and alphabetized, and page following References of each group member's contribution. **NOTE:** The group member volunteering and/or elected by the group is **NOT** responsible for another group member's spelling, grammar, punctuation, and/or referencing within the text of the paper, providing source information for the References, paper formatting, or any



aspect of another's student's individual contribution. As the grade for a student is based solely on their writing of a section(s)/topic(s), the student who composes a section(s)/topic(s) has the **sole responsibility** to adhere to academic writing guidelines.

The **FINAL GROUP SUBMISSION** paper should include 1) a cover page with the names of all participating group members; 2) have appropriate APA heading and page numbers in Times New Roman 12 point font; 3) paper must have topics/sections organized with title of topic/section centered as identified under ***Critical Thinking***; 4) References pages should be double-spaced, alphabetized, and with the first line of each source left-aligned with subsequent lines indented; and 5) a stand-alone page following the References pages with the topic/section name and the student who composed/authored that topic/section and the name of the group member who volunteered and/or was elected by the group to arrange and submit the **FINAL GROUP SUBMISSION** paper.

### ***Communication Guidelines***

1. APA format (e.g. cover page including the names of each of the participating group members, 12 point Times New Roman font, 1" margins, double-spaced throughout, sections in appropriate order with titles center, References pages should be double-spaced, alphabetized, and with the first line of each source left-aligned with subsequent lines indented, and include a stand-alone page following the References with the topic/section name and the student who composed/authored that topic/section). **Note:** On the stand-alone page following the References pages, the submitted paper is to include a list of each of the nine (9) individual topics and the group member's name(s) responsible for the composition of the information for that topic and the name of the group member volunteering or elected to arrange and submit **FINAL SUBMISSION COPY** for grading prior to the due date and time for the group. Any topic and/or topics found to be **plagiarized** will result in a **zero** for both Communication and Critical Thinking for the group member(s) who composed the information for the topic and/or topics. **Errors** in grammar, spelling, punctuation, and/or referencing will be graded on the completed paper (grading for Communication follows instructions).
  - a. When formatting the paper for double-spacing, students must ensure they **remove** "add extra space before paragraph" and/or "add space after paragraph". If not, the paper will **not** be double-spaced and include extra lines.
  - b. The paper should be organized as listed for topics identified under ***Critical Thinking*** with title centered.

c. Students needing information as to proper APA formatting and/or proper referencing may:

- 1) Use a writer's handbook.
  - 2) Utilize the Writing Center as a resource (information provided at the end of the Communication assignment instructions).
  - 3) Locate proper formatting or proper referencing guidelines on the Purdue Online Writing Lab at <https://owl.english.purdue.edu/owl/>
2. The submission should demonstrate proper APA guidelines, grammar, spelling, punctuation, and referencing.
  3. The paper should have the title centered above section and be written in paragraph form.
  4. Each of the nine aspects listed to be covered in the paper must: 1) be listed and title centered in the order given with a minimum of one paragraph for each section/topic and 2) include all information required for the topic/topics.
  5. **Any** outside sources for information utilized in the assessment/assignment **MUST** be cited properly **both** within the text (writing) of the paper as well as on the References page according to APA guidelines. Proper referencing applies to paraphrasing as well as to direct quotes. **Note:** Direct quotes **MUST** include page number or if there is no page number the paragraph number. Failure of a student to include referencing **BOTH** within the text of a paper and on their References constitutes plagiarism and will result in a grade of zero for Communication and Critical Thinking (total of 100 points).
    - a. Students should ensure they understand proper referencing as failure to include proper citations **both** in the writing of the text of the paper as well as on the Reference(s) page constitutes plagiarism discussed under **Course Specific Policies** of the course syllabus.
    - b. Submissions found to be plagiarized will result in a **grade of zero** for both Critical Thinking and Communication for the group member(s) who composed the information for the topic(s).
  6. There is no required length for the assignment but **must** include the information required for the assignment in the proper order with section/topic title centered and include all information related to the specific section/topic. Submissions that do not satisfy the requirements of the topic will incur a deduction of points. It should be detailed enough to cover the topics; however, a lengthy submission does not necessarily correlate to a grade (e.g. writing without a focus and purpose and/or does not relate to the topic).
  7. All individual group members are to upload their proofread, cited, and submission-ready topic(s)/section(s) to the group's **Communication and Critical Thinking Group Paper** folder located for their group within the MyLeo course **at least 72 hours prior** to the due date and time for the group. This timeframe allows the group member who

volunteered/and or elected by the group to arrange and submit a single paper containing all those from group members as the **FINAL GROUP SUBMISSION** prior to the due date and time. This timeframe also allows group members the ability to proofread the submissions of other members of the group further supporting teamwork among group members. **PLEASE NOTE:** A student is to ensure the copy they upload to the **Communication and Critical Thinking Group Paper** folder has met the guidelines for the assignment, such as: 1) APA format (e.g. double-spaced, Times New Roman 12 point font, 1 inch margins, paragraphs indented); 2) proofread for spelling, punctuation, grammar, and referencing with section title centered and submission-ready; 3) outside sources of information properly cited within the text of the paper, (4) outside sources of information for References pages are Times New Roman 12 point font, double-spaced, references alphabetized with the first line of a source left-aligned and subsequent lines indented, and proper referencing for sources of information used in writing.

8. The group member who volunteers and/or elected by the group is designated to submit the group's paper in its entirety prior to the due date and time for the group. The group member who volunteered and/or was elected by the group must submit the **FINAL GROUP SUBMISSION** to the appropriate group's submission folder for grading.

**NOTE:** Although the group member who volunteers and/or elected by the group to compile, arrange the submissions of other group members, and submit prior to the group's due date and time into the **FINAL GROUP SUBMISSION**, this group member is still responsible for communicating and participating in the group discussions within the group's Discussion Board in MyLeo. As this student is a participating member, a teamwork rubric will still be required for these individuals.

a. In the event the group member whose role for the assignment was to compile, organize, and submit the **FINAL GROUP SUBMISSION** fails to meet the due date and time for the group, they will receive a grade of zero for Communication and Critical Thinking.

b. In the event, the volunteer and/or designated group member fails to upload the **FINAL GROUP SUBMISSION** prior to the due date and time for the group, a student's submission to the **Communication and Critical Thinking Group Paper** folder will be graded for the individual student.

9. Students identified by group members as not participating in the assignment will receive a grade of zero for both Communication and Critical Thinking. As students are required to use the **Discussion Area** within their group to communicate and participate with their group members, the instructor will be able to view communication between group members should a discrepancy occur in which a student disputes their participation in the assignment. If a group member receiving a grade of zero for Communication and Critical Thinking due to identification by other group member(s) as **not** communicating, contributing, and/or participating in the assignment challenges the

grade of zero, the instructor will be able to view information both in the group's **Discussion Board** as well as the **Communication and Critical Thinking Group Paper** folder for the assignment.

10. As this is a group assignment, individual papers will not be accepted except in the event that no other group member communicates, participates, and contributes to the group paper. Late assignments will not be accepted. In the event multiple submissions of the **FINAL GROUP SUBMISSION** occur, the submitting group member **MUST** identify the submission to be graded in the text for the submission.

11. The group's completed paper **MUST** be uploaded to the group's **Communication and Critical Thinking Group Paper** folder within the BSC 1309.01W MyLeo course at least 72 hours prior to the due date and time to allow the group member who volunteered and/or elected by the group to compile the **FINAL GROUP SUBMISSION Communication and Critical Thinking Group Paper** and/or allow group members to proofread those of other group members further supporting teamwork. **NOTE:** Each student who composes a specific section(s)/topic(s) has the sole responsibility to ensure the copy submitted for inclusion to the paper to the **Communication and Critical Thinking Group Paper** folder has been proofread and meets all requirements for academic writing. The student composing a section(s) will incur point deductions for formatting, grammar, spelling, punctuation, and proper APA referencing. APA referencing in this context refers to proper APA referencing NOT the omission of referencing which constitutes plagiarism and a grade of zero for the group member(s) who composed the topic(s) for the paper.

### Grading Scale for Communication

#### Communication Grading

#### Possible Points

Paper demonstrates proper formatting, grammar, spelling, punctuation, and referencing	50 Points
Paper contains 1 - 3 errors in proper formatting, grammar, spelling, punctuation, and/or referencing	40 Points
Paper contains 4 - 6 errors in proper formatting, grammar, spelling, punctuation, and/or referencing	25 Points
Paper contains 7 or more errors in proper formatting, spelling, punctuation, and/or referencing	10 Points

**Please Note:** The failure to include proper referencing for outside sources both within the text of the paper and/or on the References pages will be considered plagiarism and will result in a grade of **zero** for Communication for the group member(s) who composed that topic for the paper.

### ***Critical Thinking Criterion for the Assessment/Assignment***

Stem cells are categorized by their degree of flexibility in their developmental path. For example, totipotent stem cells can become any type of cell required by the body, pluripotent stem cells can become nearly any type of cell required by the body, multipotent stem cells can become many types of cells required by the body, and unipotent stem cells can only become one type of cell required by the body. The group assignment is to examine the source of the different categories of stem cells, the potential use of stem cells in curing human illnesses, and the controversies surrounding the use of embryonic stem cells. The debate on stem cells encompasses political, ethical, social, medical, financial, and legal considerations. Stem cell research also has elicited debates regarding cloning for therapeutic uses. The assignment for Critical Thinking for BSC 1309 is to apply the criterion to the topic of stem cells. The grade earned for Critical Thinking will be entered for each of the participating group members.

### ***Assessment/Assignment for Critical Thinking (Worth 50 Points)***

Each of the following nine aspects to be covered in the paper should have the **heading title centered and listed in the order given** (do **not** include the wording of the number of examples/sources and/or the point value in the title) of the paragraph of the paper) with **a minimum of one paragraph** for **each** aspect. The group member responsible for a specific section/topic must ensure that all required information is included (e.g. examples, sources, and challenges).

The following are the aspects to be covered in the paper including the point value associated with each of the nine aspects for ***Critical Thinking***:

- Categorization of Stem Cells by Their Degree of Flexibility in Their Developmental Path and Where They Can Be Located in the Human Body - **5.5 points**
- Differences Between Embryonic and Adult Stem Cells (at least 3 examples) - **5.5 points**
- Current Sources of Embryonic and Adult Stem Cells (at least 3 sources for each) - **5.5 points**
- The Potential Uses of Human Stem Cells in Biomedical Research (at least 4) - **5.5 points**
- Methodology by Which Scientists Harvest and Use Stem Cells - **5.5 points**
- Challenges Facing Stem Cell Research (identify at least four challenges) - **5.5 points**



- Arguments Endorsing the Use of Stem Cells in Biomedical Research - **5.5 points**
- Arguments Against the Use of Stem Cells in Biomedical Research - **5.5 points**
- Explain Your Informed Personal Opinion on Stem Cell Topic Supported by Evidence and/or Examples - **6 points**

**Please Note:** The group member elected and/or volunteering to submit the **FINAL GROUP SUBMISSION** must ensure the paper is properly formatted and organized. The failure to organize and center title in the paper as identified above will result in a **deduction of 20 points** from the grade of Critical Thinking for that individual. All group members will be graded (possible total of 50 points) on the contribution of section(s)/topic(s) submitted by other group members for Critical Thinking. The failure to include proper referencing for outside sources both within the text of the paper and/or on the References pages will be considered plagiarism and will result in a grade of **zero** for Communication and Critical Thinking for the group member(s) who composed that topic(s) for the paper. As each group member is to submit their proofread and submission-ready section(s)/topic(s) to the **Communication and Critical Thinking Group Paper** folder at least 72 hours prior to the group's due date and time to allow the elected and/or volunteering group member to compose the **FINAL GROUP SUBMISSION**, this timeframe also allows all group members the opportunity to further teamwork in proofreading submissions for other group members to discover error(s) such as organization of topics, topics titled and centered, failure to include appropriate identifiers (e.g. examples, sources, challenges), and/or meets requirements for academic writing. The student composing a section(s)/topic(s) will incur point deductions for formatting, grammar, spelling, punctuation, and proper APA referencing. APA referencing in this context refers to proper APA referencing **NOT** the omission of referencing which constitutes plagiarism and a grade of zero for the group member(s) who composed the section(s)/ topic(s) for the paper.

### **Where to Upload Completed Group Paper**

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

1. Click on **Activities under the BSC 1309.01W MyLeo Online Tool Bar**
2. Click on **Assignments**
3. Click on **Appropriate Group and Submit File**

### **Assignment Resources**

The following resources are available for TAMUC students if a group member/group needs assistance with the group assignment.



1. **Writing Center Location and Email Contact** - The Writing Center is located in Hall of Languages Room 103. The Writing Center also offers the [Online Writing Lab](#), which can be accessed by sending an e-mail to [writing.tamuc@gmail.com](mailto:writing.tamuc@gmail.com). You may check their hours of operation at the following website address: <http://www.tamuc.edu/academics/colleges/humanitiessocialsciencesarts/departments/literatureLanguages/writingCenter/default.aspx>
2. Students may access **Gee Library** from the **Campus Resources** through their MyLeo Online BSC 1309.01W course.
  - a. Click on **More** across the BSC 1309.01W MyLeo Online **Tool Bar**
  - b. Click on **Campus Resources**
  - c. Click on **Gee Library**
3. Within the **BSC 1309.01W Course Resources** module under **Content** of the BSC 1309.01W MyLeo Online Course, students have access to 1) a check sheet students should use to compare to their writing(s) to ensure assignment requirements, policies, and guidelines are met and 2) teamwork rubric students are to complete, grade, and return for each of their group members prior to their group's due date and time.

Each group member should communicate and be an active and regular participant with their group to achieve a common goal demonstrating teamwork and cooperation in assignment. Each group member should revisit the grading scales for Communication and Critical Thinking to ensure criterion have been met prior to submission. Each group member is responsible for ensuring the paper uses proper formatting, grammar, spelling, punctuation, and referencing.

### ***Empirical and Quantitative Skills Assessment/Assignment***

The assignment given to support the student learning outcome/objective for the course of Empirical and Quantitative Skills will cover the specific topic of Genetics and Heredity. The assignment/assessment 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.

The Genetics and Heredity assignment is located within the **Connect** module of the BSC 1309.01W 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 assessment/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. The assignment is available beginning **Sunday, December 4** and is due prior to **11:59 p.m. on Wednesday, December 14**. 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. Late work is **not** accepted.

## 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
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 <b>point</b> release of that major version) and the previous major version of iOS (the latest minor or <b>point</b> release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  - 512 MB of RAM, 1 GB or more preferred
  - Broadband connection required courses are heavily video intensive
  - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
  - Sound card, which is usually integrated into your desktop or laptop computer
  - Speakers or headphones.
  - \*For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.

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

- Current anti-virus software must be installed and kept up to date.

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

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
  - [Adobe Reader https://get.adobe.com/reader/](https://get.adobe.com/reader/)
  - [Adobe Flash Player \(version 17 or later\) https://get.adobe.com/flashplayer/](https://get.adobe.com/flashplayer/)
  - [Adobe Shockwave Player https://get.adobe.com/shockwave/](https://get.adobe.com/shockwave/)
  - [Apple Quick Time http://www.apple.com/quicktime/download/](http://www.apple.com/quicktime/download/)
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

## **ACCESS AND NAVIGATION**

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

Students will need their campus-wide ID (CWID) and password to log into the course. If a student does not know their CWID or have forgotten their password, they should contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu). This course will be facilitated using MyLeo Online (D2L Brightspace), the learning management system used by Texas A&M University-Commerce. Students are required to ensure their computer/device being used to access BSC 1309.01W and 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 1309.01W 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 1309.01W Course Navigation***

Students should begin the coursework by printing and reading the BSC 1309.01W course syllabus containing a detailed outline of the course resources, policies, requirements, and the availability and due date/time for the scheduled graded components to be successful in the coursework. If a student needs clarification or has a question after thoroughly reading the syllabus, they should contact the instructor. Students should navigate the BSC 1309.01W MyLeo Online course to become familiar with the modules and course tools/resources. BSC 1309.01W assignments will be completed and submitted through MyLeo Online (D2L Brightspace). The BSC 1309.01W MyLeo Online course is divided into sixteen weekly assignments which correspond to the **BSC 1309.01W 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 1309.01W 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 1309.01W 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](mailto:susan.gossett@tamuc.edu)

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

The instructor's primary form of communication with students will be through the BSC 1309.01W 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 1309.01W 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](mailto:helpdesk@tamuc.edu) or call them at (903) 468-6000 with any questions about setting up your MyLeo email account. Students may also access information at MyLeo: <https://leo.tamuc.edu>

### ***Academic Success Center***

The Academic Success Center (ASC) is focused on providing academic resources to help each student reach their intellectual potential and achieve academic success. They provide excellent resources available on their website to increase your ability to study effectively, facilitate time management strategies, and enhance a student's learning. The Academic Success Center provides academic resources to help students achieve academic success. Students may access The Academic Success Center at the following website address for more information and schedules:

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

Students can access this through their BSC 1309.01W 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 Specific Procedures/Policies***

#### ***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](http://www.tamuc.edu/counsel)



### ***Attendance Policy***

While BSC 1309.01W is an online course, students are expected to “virtually attend class” and actively participate. Although BSC 1309.01W does not require attendance as in traditional face-to-face classes, students should allocate time in their weekly schedule for: 1) communicating and participating with group members on their group assignment; 2) reading the scheduled textbook chapter(s); 3) completing and submitting the Connect® Chapter Homework 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 1309.01W 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 1309.01W 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. 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 1309.01W 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 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. This applies to information included in writing whether paraphrased or as direct quotes.

**Collusion** is defined as:

- Collaborating with another, without authorization, when preparing an assignment

## University Specific Procedures

### ***Student Conduct***

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook.

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: Netiquette

<http://www.albion.com/netiquette/corerules.html>

### ***TAMUC Attendance***

For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01.

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

### ***Academic Integrity***

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

Undergraduate Academic Dishonesty 13.99.99.R0.03

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

Graduate Student Academic Dishonesty 13.99.99.R0.10

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

## **ADA Statement**

### ***Students with Disabilities***

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

#### **Office of Student Disability Resources and Services**

**Texas A&M University-Commerce**

**Gee Library- Room 162**

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

**Fax (903) 468-8148**

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/)

<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 1309.01W COURSE OUTLINE / CALENDAR**

The instructor will make every effort to adhere to the BSC 1309.01W 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 1309.01W 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 **Monday, August 29** and Week 16 beginning **Sunday, December 11** and ending final's week with the assignment due on **Wednesday, December 14**. **Please Note:** As the due date for the group assessment/assignment varies by the group in which a student self-enrolled, students should make note of their group's due date on an individual calendar or other means ensuring the group submission and teamwork rubric meets their due date and time.

#### **Class Reading Assignments, Connect® Chapter Homework Assignments, and the Genetics and Heredity Assessment**

<b>Week Assigned</b>	<b>Chapter Reading(s) and Course Assignments</b>	<b>Available</b>	<b>Due 11:59 p.m.</b>
1	Chapter 2 - Chemistry of Life	August 29	September 17
2	Chapter 3 - Cell Structure and Function	August 29	September 17
2	Chapter 4 - Organization and Regulation of Body Systems	August 29	September 17
3	Chapter 5 - Cardiovascular System: Heart and Blood Vessels	August 29	October 1
3	Chapter 6 - Cardiovascular System: Blood	August 29	October 1
4	Chapter 7 - The Lymphatic and Immune Systems	August 29	October 1
4	Chapter 8 - Biology of Infectious Diseases	August 29	October 1
5	Chapter 9 - Digestive System and Nutrition	August 29	October 15

**BSC 1309.01W Human Structure and Function Syllabus  
Fall 2022**

<b>Week Assigned</b>	<b>Chapter Reading(s) and Course Assignments</b>	<b>Available</b>	<b>Due 11:59 p.m.</b>
5	Chapter 10 - Respiratory System	August 29	October 15
6	Chapter 11 - Urinary System	August 29	October 15
7	Chapter 12 - Skeletal System	August 29	November 5
7	Chapter 13 - Muscular System	August 29	November 5
8	Chapter 14 - Nervous System	August 29	November 5
9	Chapter 15 - Senses	August 29	November 26
10	Chapter 16 - Endocrine System	August 29	November 26
11	Chapter 17 - Reproductive System	August 29	November 26
11	Chapter 18 - Development and Aging	August 29	November 26
12	Chapter 19 - Patterns of Chromosome Inheritance	August 29	December 10
13	Chapter 20 - Cancer	August 29	December 10
14	Chapter 21 - Genetic Inheritance	August 29	December 10
15	Chapter 22 - DNA Biology and Technology	August 29	December 10
15	Genetics and Heredity Assessment	December 4	December 14
16	Genetics and Heredity Assessment	December 4	December 14