BSC 1309.01W Human Structure and Function

COURSE SYLLABUS: Fall 2024

INSTRUCTOR INFORMATION

Instructor: Susan Gossett
Office Location: None
Office Hours: None
Office Phone: None
Office Fax: None
University Email Address: susan.gossett@tamuc.edu
Preferred Form of Communication**:** susan.gossett@tamuc.edu
Communication Response Time: Within 24 Hours Excluding Holidays

COURSE INFORMATION

Textbook: *Human Biology*
Edition: 17th Edition
Authors: Sylvia S. Mader and Michael Windelspecht
Publisher: McGraw-Hill
ISBN: Looseleaf with Connect® access- **9781265508326 or**
ISBN: eBook with Connect® access- **9781264407408**

Students may choose either the looseleaf with Connect® Access Card **or** eBook with Connect® Access card depending on their preference. The textbook or eBook with Connect® access card for BSC 1309.01W Human Structure and Function are required when the semester commences. 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 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 Velma K. Waters Library or the various computer labs located on the Texas A&M University - Commerce campus.

The *syllabus/schedule are subject to change.*

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.

Connect® access codes are: (1) included with the required textbook or eBook *Human Biology* 17th 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 (Instructor email)
d. Fall 2024 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.

Course Description

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

Student Learning Outcomes

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

COURSE REQUIREMENTS

Minimal Technical Skills Needed

The following are minimal technical skills required for the coursework for BSC 1309.01W:
1. Ability to use and navigate MyLeo Online (D2L Brightspace) for Texas A&M University - Commerce containing the coursework components.
2. Ability to 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.

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 checksheet 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. Students need to review the Late Work Policy on the course syllabus. 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. Students should not wait until the last minute to complete 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.

GRADING

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

Final grades in this course will be based on the following scale:

A = 89.5% - 100%
B = 79.5% - 89.4%
C = 69.5% - 79.4%
D = 59.5% - 69.4%
F = 59.4% or Below

Weights of the assessments in the calculation of the final letter grade:

BSC 1309.01W Grade Determination

Course Component	Possible Points	% of Course Grade
21 Connect® Chapter Homework Assignments - 100 Points Each	**2100**	**90%**
Genetics and Heredity Assessment	**100**	**6%**
Teamwork - Average Teamwork Rubric of Group Members	**100**	**2%**
Communication and Critical Thinking - Group Paper	**100**	**2%**
Total Possible Points and Percentages	**2400**	**100%**

Assessments

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 and composed of **50** questions. 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.

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

a. Connect® Chapter Homework assignments are composed of **50 questions**; however, they 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 after submission.
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.

Communication, Critical Thinking, and Teamwork Assessment (Possible 200 Points)

Students will work within a group/team environment consisting of the student and up to eight additional class members (maximum total of nine) through BSC 1309.01W MyLeo Online to research and compose an APA paper covering the topics for stem cells.

Group Self-Enrollment or Communication to Instructor to Enroll

Students are required to either (1) **self-enroll** in a group or (2) **email instructor for enrollment** 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 7.** The groups are limited to a maximum self-enrollment/enrollment of nine (9) students, thus those who have a date preference should self-enroll or email instructor for enrollment early. Students who **do not** (1) self-enroll in a group or (2) email instructor for enrollment are demonstrating they have chosen **not** to participate in the assessment or the points towards the BSC 1309.01W course grade. ***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.

Group and Due Date/Time for Paper and Teamwork Rubrics

Group	Due Date
1	Saturday, November 2 at 11:59 p.m.
2	Sunday, November 3 at 11:59 p.m.
3	Tuesday, November 5 at 11:59 p.m.

4	Thursday, November 7 at 11:59 p.m.

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

Communication with Group Members

After (1) **self-enrollment** or (2) **communication to instructor** to enroll 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. The **Group Discussion Board** is available to **ALL** students 24/7 thus every student has the same opportunity to communicate and 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 is 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

Assessment for Communication and Critical Thinking (Possible 100 Points)

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.

A student will demonstrate the core competencies of communication and critical thinking by their ability to research and analyze their topic and compose an APA paper that adheres to academic writing. A student's grade earned for Communication and Critical Thinking (possible 100 points) for the assessment will be determined **solely** by that student's writing of **one** of the following topics. **One** of the nine (9) topics may be selected by only **one** group member to research, analyze, and compose paper conforming to APA guidelines for academic writing. As the grade for a student is based solely on their research, analysis, and writing of a topic, the student who composes a topic has the **sole responsibility** and **accountability** to adhere to APA academic writing guidelines. Each student is responsible for submitting their individual paper covering their topic prior to the due date and time for their group.

- Categorization of Stem Cells by Their Degree of Flexibility in Their Developmental Path and Where They Can Be Located in the Human Body
- Differences Between Embryonic and Adult Stem Cells (at least 3 examples)
- Current Sources of Embryonic and Adult Stem Cells (at least 3 sources for each)
- The Potential Uses of Human Stem Cells in Biomedical Research (at least 4)
- Methodology by Which Scientists Harvest and Use Stem Cells
- Challenges Facing Stem Cell Research (identify at least four challenges)
- Arguments Endorsing the Use of Stem Cells in Biomedical Research
- Arguments Against the Use of Stem Cells in Biomedical Research
- Explain Your Informed Personal Opinion on Stem Cell Topic Supported by Evidence and/or Examples

Students needing information as to proper APA formatting and/or proper referencing may:
1) Use a writer's reference handbook.
2) Utilize the Writing Center as a resource.
3) Locate proper formatting or proper referencing guidelines on the Purdue Online Writing Lab at https://owl.english.purdue.edu/owl/

Assessment Resources

The following resource is available for TAMUC students if a needing assistance with the writing assessment to ensure APA academic writing guidelines are met.

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
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 ***Velma K. Waters 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 **Velma K. Waters Library**

Grading Rubric for Communication and Critical Thinking

Communication Grading	Possible Points
Paper demonstrates proper formatting, grammar, spelling, punctuation, and referencing	100 Points
Paper contains 1 - 3 errors in proper formatting, grammar, spelling, punctuation, and/or referencing	75 Points
Paper contains 4 - 6 errors in proper formatting, grammar, spelling, punctuation, and/or referencing	50 Points
Paper contains 7 or more errors in proper formatting, spelling, punctuation, and/or referencing	25 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.	

Where to Upload Completed 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**

Assessment for Teamwork (Possible 100 Points)

A student's grade earned for the assessment of Teamwork sment 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 can demonstrate teamwork by (1) sharing research articles which may support the topic of another group member, (2) offer knowledge of APA academic writing, (3) proofreading of another group member's writing, or (4) other aspects that lead to the success of other group members. The Teamwork Rubric contains sufficient individual teamwork rubrics so only ***one*** submission is necessary. ***Please Note:*** As the only means of determining a teamwork grade is by graded and returned teamwork grades received by other group members, students failing to submit the graded teamwork rubric on or before the due date and time for the group for ***each*** of their group members (even group members who did not participate in the assignment but still enrolled in the course) will have ***10 points*** deducted from their **personal teamwork grade** for ***each*** group member not submitted. 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.

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.

The *syllabus/schedule are subject to change.*

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 as either a **Word Document** or **PDF** (**not** other imagery such as jpeg or jpng).
7. Student will upload the completed and graded rubric into the **Teamwork Submission Folder** for their Group.
a. Click on **Activities**
b. Click on **Assignments**
c. Click on **Appropriate Group and Submit File**

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 **prior** to the student's group due date and time.

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 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 1** and is due prior to **11:59 p.m. on Wednesday, December 11.** 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.

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:
https://community.brightspace.com/s/article/Brightspace-Platform-Requirements

LMS Browser Support:
https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

Zoom Video Conferencing Tool
https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu**.**

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. 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.

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

https://community.brightspace.com/support/s/contactsupport

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.

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**

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
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 ***Velma K. Waters 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 **Velma K. Waters 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, polices, 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.

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

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

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.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

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**.

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. Late work is not accepted for BSC 1309.01W with the exception of professional documentation (e.g. physician note, advisor of school function/sport). In the event of a missed assignment due to a permitted circumstance, the missed assignment and/or assignments must be completed within 48 hours of the student's noted date of release/return.

The course scheduling allows ample time for all students to meet the due date and time regardless of academic, personal, work, device, and/or Internet problems. Personal device/computer and Internet connection problems do not excuse the requirement to complete all BSC 1309.01W course work as scheduled. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, resources on the Texas A&M University - Commerce campus, etc. 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. Velma K. Waters 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. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

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. 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: https://www.britannica.com/topic/netiquette

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
Undergraduate Student Academic Dishonesty Form

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf

Graduate Student Academic Dishonesty Form

http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf

The *syllabus/schedule are subject to change.*

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

Artificial Intelligence (AI) Policy

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors 'guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty
13.99.99.R0.10 Graduate Student Academic Dishonesty

Students with Disabilities - ADA Statement

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
Velma K. Waters Library Rm 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.

The *syllabus/schedule are subject to change.*

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.

A&M-Commerce Supports Students' Mental Health

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**

Department or Accrediting Agency Required Content

The Texas Higher Education Board requires the four core competencies included for the BSC 1309.01W coursework. The group assignment includes the core competencies of Communication, Critical Thinking, and Teamwork. The Genetics and Heredity assignment fulfills the core competency of Empirical and Quantitative Skills.

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 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)

The *syllabus/schedule are subject to change.*

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 26** and Week 16 beginning **Sunday, December 8** and ending final's week with the assignment due on **Wednesday, December 11**. ***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

Week Assigned	Chapter Reading(s) and Course Assignments	Available	Due 11:59 p.m.
1	Chapter 2 - Chemistry of Life	August 26	September 14
2	Chapter 3 - Cell Structure and Function	August 26	September 14
2	Chapter 4 - Organization and Regulation of Body Systems	August 26	September 14
3	Chapter 5 - Cardiovascular System: Heart and Blood Vessels	August 26	September 28
3	Chapter 6 - Cardiovascular System: Blood	August 26	September 28
4	Chapter 7 - The Lymphatic and Immune Systems	August 26	September 28
4	Chapter 8 - Biology of Infectious Diseases	August 26	September 28
5	Chapter 9 - Digestive System and Nutrition	August 26	October 12
5	Chapter 10 - Respiratory System	August 26	October 12
6	Chapter 11 - Urinary System	August 26	October 12
7	Chapter 12 - Skeletal System	August 26	November 2
7	Chapter 13 - Muscular System	August 26	November 2
8	Chapter 14 - Nervous System	August 26	November 2
9	Chapter 15 - Senses	August 26	November 23
10	Chapter 16 - Endocrine System	August 26	November 23
11	Chapter 17 - Reproductive System	August 26	November 23
11	Chapter 18 - Development and Aging	August 26	November 23
12	Chapter 19 - Patterns of Chromosome Inheritance	August 26	December 7
13	Chapter 20 - Cancer	August 26	December 7
14	Chapter 21 - Genetic Inheritance	August 26	December 7
15	Chapter 22 - DNA Biology and Technology	August 26	December 7
15	Genetics and Heredity Assessment	December 1	December 11
16	Genetics and Heredity Assessment	December 8	December 11