

# BIOL 1306 – Summer II 2021

## Principles of Biology I



Instructor: Dr. Connie Heimann

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Office: CAV 017

**Office Hours: Virtual meetings by appointment. See schedule posted on BlackBoard.**

### Course Description

An introduction to the unifying principles of biology with emphasis on biological chemistry, energetics and homeostasis, cell structure and function, gene expression, and patterns of inheritance. Students must register for Biology 1106 concurrently. Recommended as a second semester course of a two-course sequence for students majoring in biological sciences or related disciplines. **Not intended for non-majors.**

### Co-requisite Courses

You must be enrolled in a section of 1106 concurrently with the 1306 lecture. Even though there are two course numbers, we consider these to be one course and you will receive the same letter grade for lecture and lab regardless of your point total in either course alone.

### Student Learning Outcomes

This course introduces the integration between structure and function of biological organization. You will be asked to use processes of science to apply principles of evolution, genetics, diversity, and ecology to living systems. Observation, experimentation, and investigation are emphasized. Biology 1306 requires a conceptual understanding of the material rather than the simple memorization and regurgitation of facts. This course will challenge you to analyze and apply information, solve problems, and make connections different from the context in which they were learned. These are critical skills in biology.

More detailed learning objectives are provided below and on the Blackboard course page.

### Course Delivery

To maintain academic quality while accommodating social distancing needs this semester, this course will use an asynchronous online delivery model that combines synchronous online teaching episodes and remote instruction.

The goal is to provide face-to-face instruction to students who wish to and are able to attend live virtual online sessions, while also allowing students who may need to view class sessions asynchronously to do so.

### **How Does It Work?**

If you are available at 11 am Monday-Friday, you are encouraged to attend the live remote sessions via Collaborate. You will also be expected to complete coursework via [Blackboard](#).<sup>1</sup>

If you are not available at 11 am Monday-Friday, you may attend the course asynchronously. You will still be expected to review the recorded lectures and complete in and out of class assignments.

Please email me by end of day on July 12, 2021. To let me know which of the two options works best for you.

Please refer to this [Health and Safety web page](#)**Error! Bookmark not defined.** for updated information about campus guidelines as they relate to the COVID-19 pandemic.

### **Required Texts and Materials**

#### 1306 Lecture REQUIRED MATERIALS

Textbook: Brooker, R.J., E.P. Widmaier, L.E. Graham, and P.D. Stiling. 2020. Biology. 5th Edition. McGraw-Hill: NY. with CONNECT™

Option 1 eBook with CONNECT™– ISBN: 9781260933437

Option 2 Loose leaf Book AND CONNECT™ ISBN: 9781260933437

TopHat Access: TopHat Access (\$22 for 1 semester (4 month) access from ASU Bookstore. May be purchased online directly from TopHat for 1-year unlimited (as many classes as necessary) use OR 1 semester unlimited OR 4 years. Each of these options are priced depending on how long you will use it. There are several courses at ASU that use this same service. The online purchase will be more economical over the long run. If you transfer to another university that uses TopHat the account moves with you. NOTE: This service is NOT the same as the TopHat lab manual which must be purchased separately.

#### 1106 Lab REQUIRED MATERIALS

Heimann C.P. and D.P. French. 2021. Principles of Biology I – Biological Investigations. FountainHead Press: Southlake TX. ISBN: 9781644852750. This lab manual is ONLY available via TopHat. It is essentially a subscription to an online book that allows you to submit assignments and answer questions online. Information regarding purchase of lab manual subscription will be provided during the 1st day of classes.

Microsoft Office 365. You have free access to this software as an ASU student. You must use the downloaded, not the web, version of this software. You are expected to complete assignments in both Word and Excel. Instructions for how to find and install this software will be provided in the Lab Blackboard course and in lab the first week.

## Technology Requirements

To successfully complete this course, students need to be able to successfully use **Blackboard (Bb)**, **Connect Plus**, and **TopHat**: Much of your learning about biology must take place outside of the formal class meetings. You should be a frequent visitor to the course Blackboard site (<http://blackboard.angelo.edu>). Please check Bb regularly. All the material you need to prepare for class is available from the Bb site: reading assignments for each unit, lecture presentations, homework assignments, in-class activity handouts, helpful handouts (for some concepts), and links to outside review materials (for some concepts). If you are a first time Bb user, your password is your ASU PIN (usually your 6-digit birth date unless you have changed it). You can change your password and update your personal information by adding your email address and a telephone number where you can be reached this semester. Many of the homework assignments are available through Bb and link directly to the online homework system Connect Plus.

A **Digital device** with wireless capability (cell phone, tablet, laptop). For taking exams, you will need access to a device that allows you to take the exam through the Respondus Lockdown Browser. This course has significant online components. You must be able to access course materials daily. A laptop is preferred – it will be very difficult to complete most online assignments without a laptop/computer and a reliable wireless source.

**TopHat**: TopHat is a web-based platform that allows you to answer questions in class that are projected on your personal device (cell phone, laptop, or tablet). It allows you to check on how you are learning and helps your instructor identify when the class may be doing great or struggling a bit with a concept. We use TopHat because it lets us see how students are doing with a particular concept or idea--in real time! If the class is doing great, we move on to the next subject for the day. If not, it lets us help you learn what you might be struggling with before we move on to the next activity or topic. As an online course we use it mainly for quizzes in class.

**Please register by Tuesday, July 12, 2021.** By end of day on Monday, July 11, you will have received an email from your instructor with instructions for enrolling in their specific TopHat course. If you did not receive this email, please contact your instructor IMMEDIATELY to request the link to the TopHat website. Otherwise, complete the information to use the TopHat Access card from the ASU Bookstore or to pay with a credit card. It is important that you sign up for your lecture instructor's website or you will not be able to participate (and earn points) in class.

## Communication

**Class Preparation ASU email:** Since class announcements will be routinely distributed via email, you will need to regularly check your ASU email account. **Please check you ASU email daily.** All course correspondence will be through your ASU email only (I will not respond to email from other accounts). Please see the email policy in Bb for more details. ASU provides Internet and email services to you at any of the computer labs on campus. Call 942-2911 to set this up if necessary. I will do my best to respond to emails within 24 hours during working hours Monday-Friday. Weekend messages may not be returned until Monday.

**Office Hours:** Due to the current Covid19 pandemic, I will not be holding face-to-face office hours. If you need to visit with me, you may email me for an appointment. These meetings will be held via telephone or Collaborate at your preference. Office hours for Summer II will be Monday-Friday from 1-5pm.

## Evaluation and Grades

Course grades will be determined based on a combined total of 1000 points from lecture and lab as indicated in the following table.

Assessment	Points
Activities (CONNECT, quizzes, homework, etc.)	200
Exam 1	100
Exam 2	100
Exam 3	100
Final Exam* (comprehensive)	200
Laboratory	300
Course total points	1000

Total course points: 700 lecture points; 300 lab points

## Grading System

Course grades will be dependent upon completing course requirements and meeting the student learning outcomes.

The following grading scale is in use for this course:

A = 900-1000 points

B = 800-899.9 points

C = 700-799.9 points

D = 600-699.9 points

F = 0-599.9 points (Grades are not rounded up)

\*The Comprehensive Final Exam (percentage grade) will, if higher, replace a lower grade on one of the first three semester lecture exams.

## Assignment and Activity Descriptions

Knowledge of Student Learning Outcomes will be assessed as multiple choice, matching, true/false questions on examinations. Activities will be a mix of various assignment formats including questions during lecture, CONNECT assignments, TopHat quizzes and activities in a variety of other assessment formats. There will be no makeup activity if you are absent or late.

## Make-up Exams

- **No make-up Exams will be given.**
- If you miss one of the first four exams, the final exam will be used to determine a substitute grade for the missed exam. For example, if exam scores are 55, 0, 64, and 105. The missed exam score will be adjusted to “make-up” the missed points. To calculate this, your score on the final exam is

divided by the number of points available on the final multiplied by 100. For example,  $140/200 * 100 = 70\%$ . 70% of 100 (the # of points available on exam 2) is 70 points which would be substituted for your score on exam 2.

- You will only be allowed to “make-up” one exam during the semester by substituting it with a percentage from your final exam. If you miss more than one exam, for any reason, you **will not pass** this course.
- Everyone ***MUST*** take the final exam. You **WILL NOT** pass this course if you miss the final exam.
- **If you have taken exams 1, 2, 3, & 4, the grade on your final exam (if higher than your lowest test score) will be used to replace your lowest exam score as calculated above.** You may replace only one exam score. If you have missed an exam, you do not have this option.

**\*\*\*What do you do if you miss a lecture activity, homework assignment, or group exam assessment?**

In the lecture portion of the course, 230 points for lecture activities and homework will be offered, although only 200 points will be used in calculating your grade. We use this as a way for students to accumulate points even if they must miss a class for ANY reason. Use every opportunity early and throughout the semester to complete these activities to be sure that you will have 200 points by the end of the semester. **No last-minute offers of extra-credit are made in this course, so please don't ask.** It wouldn't be fair to your classmates that have done all the work to earn their grade. Pay your premiums - use the extra-credit opportunities early in the semester!

All grades will be calculated in the same way, regardless of extenuating circumstances or any reason not related to your actual performance in the course. However much I may sympathize with your personal circumstances, I never consider them to be a basis for grade assignments. The activity and homework points serve as an extremely generous, built-in curve. I strongly encourage you to take advantage of them when they become available because once assigned, they cannot be made up. Therefore, you should always attend class and strive to do your best, so that **you may earn** the grade you want. It is your responsibility to keep up with your point total. **Don't worry I will help you if you just ask!**

### **Laboratory Grades**

Success in the laboratory involves teamwork in designing and conducting experiments, performing pre-lab and lab activities and report writing. In addition, you will conduct activities designed to develop and improve critical thinking and problem-solving skills related to the topics discussed in lectures. You must earn a minimum of 60% of the lab points (180 out of 300) to pass the course. You WILL NOT pass the course if you fail the lab!!

### **General Policies Related to This Course**

All students are required to follow the policies and procedures presented in these documents:

- [Angelo State University Student Handbook](#)<sup>2</sup>
- [Angelo State University Catalog](#)<sup>3</sup>

## **Academic Integrity**

Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU.

The College of Science and Engineering adheres to the university's Statement of Academic Integrity.<sup>4</sup>

## **Accommodations for Students with Disability**

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student's responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at [ADA@angelo.edu](mailto:ADA@angelo.edu). For more information about the application process and requirements, visit the Student Disability Services website.<sup>5</sup> The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dallas Swafford  
Director of Student Disability Services  
Office of Student Affairs  
325-942-2047  
[dallas.swafford@angelo.edu](mailto:dallas.swafford@angelo.edu)  
Houston Harte University Center, Room 112

## **Incomplete Grade Policy**

It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 Grading Procedures<sup>6</sup> for more information.

## **Plagiarism**

Plagiarism is a serious topic covered in ASU's [Academic Integrity policy](#)<sup>7</sup> in the Student Handbook. Plagiarism is the action or practice of taking someone else's work, idea, etc., and passing it off as one's own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.

Papers are subject to be evaluated for originality. Resources to help you understand this policy better are available at the [ASU Writing Center](#).<sup>8</sup>

## **Student Absence for Observance of Religious Holy Days**

A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. See ASU Operating Policy 10.19 Student Absence for [Observance of Religious Holy Day](#)<sup>9</sup> for more information.

## **Title IX at Angelo State University**

The University prohibits discrimination based on sex, which includes pregnancy, sexual orientation, gender identity, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination including: sexual assault, sex-based discrimination, sexual exploitation, sexual harassment, public indecency, interpersonal violence (domestic violence and/or dating violence), and stalking. As a faculty member, I am a Responsible Employee meaning that I am obligated by law and ASU policy to report any allegations I am notified of to the Office of Title IX Compliance.

Students are encouraged to report any incidents of sexual misconduct directly to ASU's Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator at:

Michelle Miller, J.D.

Special Assistant to the President and Title IX Coordinator

Mayer Administration Building, Room 210

325-486-6357

[michelle.boone@angelo.edu](mailto:michelle.boone@angelo.edu)

You may also [file a report online](#)<sup>10</sup> 24/7.

If you are wishing to speak to someone about an incident in confidence you may contact the University Health Clinic and Counseling Center at 325-942-2173 or the ASU Crisis Helpline at 325-486-6345.

For more information, visit the [Title IX website](#).<sup>11</sup>

### **Required Use of Masks/Facial Coverings by Students**

As a member of the Texas Tech University System, Angelo State University has adopted the mandatory [Facial Covering Policy](#)<sup>12</sup> to ensure a safe and healthy classroom experience. Current research on the COVID-19 virus suggests there is a significant reduction in the potential for transmission of the virus from person to person by wearing a mask/facial covering that covers the nose and mouth areas. Therefore, in compliance with the university policy students in this class are required to wear a mask/facial covering before, during, and after class. Faculty members may also ask you to display your daily screening badge as a prerequisite to enter the classroom. You are also asked to maintain safe distancing practices to the best of your ability. For the safety of everyone, any student not appropriately wearing a mask/facial covering will be asked to leave the classroom immediately. The student will be responsible to make up any missed class content or work. Continued non-compliance with the Texas Tech University System Policy may result in disciplinary action through the Office of Student Conduct.

### **Modifications to the Syllabus**

This syllabus, including grade evaluation and course schedule, is subject to modification. In particular, the COVID-19 pandemic may require significant changes in course delivery and content on potentially short notice.

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<sup>1</sup> <https://angelo.blackboard.com/>

<sup>2</sup> <https://www.angelo.edu/current-students/student-handbook/>

<sup>3</sup> <https://www.angelo.edu/academics/catalog/>

<sup>4</sup> <https://www.angelo.edu/live/files/27603-student-handbook-2020-21#page=96>

<sup>5</sup> <https://www.angelo.edu/current-students/disability-services/>

<sup>6</sup> <https://www.angelo.edu/content/files/14197-op-1011-grading-procedures>

<sup>7</sup> <https://www.angelo.edu/live/files/27603-student-handbook-2020-21#page=96>

<sup>8</sup> [https://www.angelo.edu/current-students/writing-center/academic\\_honesty.php](https://www.angelo.edu/current-students/writing-center/academic_honesty.php)

<sup>9</sup> <https://www.angelo.edu/content/files/14206-op-1019-student-absence-for-observance-of>

<sup>10</sup> <http://www.angelo.edu/incident-form>

<sup>11</sup> <https://www.angelo.edu/title-ix>

<sup>12</sup> <http://www.texastech.edu/downloads/ttus-policy-face-coverings.pdf>