**Syllabus:** Concepts of Biology I for *Non- Science Majors* - **LABORATORY**
**Course Number:** **BIOL 1108.W - (Web)**
**Semester & Year:** Web (8 Week format)

**Instructor Information**

 Name: Mark Storey
 Office: Russell STEM–Biology Rm. #29
 Telephone: 903-823-3298
 **E-mail:** **Mark.Storey@texarkanacollege.edu**

Office Hours: (Please email for an appointment)

**Textbook Information**

 **Required Lab Kit** **KIT # SI-10741-BK-01** This must be purchased at the TC Bookstore

 *(do not purchase a printed lab manual, the lab manual is included within the HOL Cloud Lab Kit)*

 **Failure to purchase the lab kit will result in the student being dropped from the course.**

**Technical Requirements & Solutions for this WEB lab course**

*A basic level of technical competence and equipment are necessary for participating in this online class. You should already be able to perform the following tasks:*

* Attach document files to an e-mail message.
* Complete assignments using (MS Word) word processing software.
* Locate, save, and retrieve files on the computer.
* Send/receive email via your TC student email account.
* Use a web browser like Internet Explorer or Firefox and search engines like Google.

*You should have regular, reliable access to software and Internet resources with a modern computer manufactured within the last three years.* ***(access to only a mobile device is******NOT enough to succeed in this class****).*

**Computer Requirement Policy:**

Students are required to have a computer with Internet access for classes. **The computer must be an actual computer** – smart phones, iPads, Androids, etc., are not acceptable substitutes because they lack software compatibility necessary to complete all assignments and tests. Financial costs for the necessary equipment and internet access are the responsibility of the student.

Students needing to purchase a computer may do so through the Texarkana College Bookstore. Systems purchased through the bookstore meet or exceed all requirements, are competitively priced, and may be purchased using financial aid funds. If the system is purchased through another source, it is the student’s responsibility to ensure the system meets all requirements.

Computer systems requirements:

* Webcam, microphone, and speakers or headphones
* Windows 10 or a recent version of Mac OS (minimum Sierra). Windows 10 S mode is not supported
* Hardware capable of running Microsoft Teams (free download) and supports multi-media playback
* Support for Chrome or Microsoft Edge – Note: Firefox, Safari, or other browsers may not work on all TC applications
* Able to run Microsoft Office which will be provided free to TC students
* Adobe Reader or another PDF viewer
* Antivirus software such as Windows Defender or another 3rd party anti-virus solution
* The Respondus Lockdown browser is used for taking tests; therefore, the system must be capable of running this software. Most newer systems that meet other specifications should work.

Students should regularly backup content to prevent loss of coursework due to hardware failure. Backup copies of documents and other coursework may be placed on OneDrive cloud storage. OneDrive is included free of charge for all TC students.

A list of Internet service providers can be found on the TC website at: <https://www.texarkanacollege.edu/coronavirus/>.

**Student Learning Outcomes for the Course**

*At the conclusion of the* ***laboratory portion*** *of this course students should be able to:*

1. Apply scientific reasoning to investigate questions, and utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data.

2. Use critical thinking and scientific problem-solving to make informed decisions in the laboratory.

3. Communicate effectively the results of scientific investigations.

4. Distinguish between prokaryotic, eukaryotic, plant and animal cells, and identify major cell structures.

5. Identify stages of the cell cycle, mitosis (plant and animal), and meiosis.

6. Interpret results from cell physiology experiments involving movement across membranes, enzymes, photosynthesis, and cellular respiration.

7. Apply genetic principles to predict the outcome of genetic crosses and statistically analyze results.

8. Identify the importance of karyotypes, pedigrees, and biotechnology.

9. Identify parts of a DNA molecule, and describe replication, transcription, and translation.

10. Analyze evidence for evolution and natural selection.

**Regular and active participation is required.** The student must notify the instructor immediately if s/he is experiencing any obstacles in maintaining optimal performance. All performance will be monitored, and swift action is taken to remedy any problems. Student behavior in the course is to be respectful at all times to instructor and peers. Students are expected to actively participate in the course. Each week of the course is composed of two lesson units, A and B, designed to be completed over 7 days, **not just in one sitting.**  Active participation includes posting to and responding to discussion forums, completing assigned activities, and other actions as requested by the instructor.

**Lab Reports** are due at the conclusion of the assigned lab unit normally THUR evenings before midnight (11:59pm) for Part A and SUN evenings before midnight (11:59pm) for Part B.

 **Lab Evidence Photos will be turned in via where assigned within the lab units on Science Interactive Hands On Lab (HOL) which are linked via the TC Online Moodle course page (before deadline). Due dates for all units are posted at the top of each Moodle course page.** No email or paper copies of Lab Photos will be accepted for credit).

**TURNING IN ASSIGNMENTS and Quizzing**

If you miss a scheduled Lab Unit assignment the materials that are due **can not be turned in late**.

**Every student must complete an Enrollment Verification activity within the first week of class or the professor may drop a student for not having attended.**

**IMPORTANT**: Be sure to look at your posted grades and attendance record on the course Gradebook located on myTC. If you see any issues, please bring them to my attention ASAP. Be sure to save my reply emails to your email submissions and copies of all correspondence as proof of completing your work if any questions arise later in the semester.

*CAREFUL!! Remember, failure to turn in an assignment (lab evidence photos) each week will result in an absence in the lab course and you only can accrue a maximum of 1 absence.* ***You may be dropped*** *from the course (W) when you are absent for the 2nd time!*

**Student Requirements for Completion of the Course**

**Laboratory Topics/ Exams - Biology 1108.Web**

**The lab units will be completed per the schedule on the BIOL 1108.W Laboratory page on TC Online Course LMS (Moodle)**

**The course grade will be calculated from the following schedule:**

|  |  |
| --- | --- |
| **HOL Exercise Lab Units**  | **100%** |
| **Total** | **100%** |

**\*\*Evidence of Lab Unit Completion – REQUIRED!**

**The deadline for the Part A submission is 11:59PM THURSDAY nights and deadline for submission of Part B is SUNDAY nights before 11:59PM. Photos must be submitted where called for. Photos of data and answers to questions must be readable**

**Failure to submit these photos by the deadline will result in the student being counted ABSENT.**

**LAB UNIT EXAMS**

##### No lab exams are required in this course.

**IMPORTANT: Be sure to look at your posted grades and attendance record on myTC.  If you see any issues there please bring them to my attention ASAP.**

***CAREFUL!!  Remember, failure to turn in an assignment (lab unit evidence photos)  will result in an absence in the 8-week lab course and you only can accrue a maximum of 1 absence. You may be dropped from the course (W) when you are absent for the second time.***

**Grading Scale**

|  |  |
| --- | --- |
| **Semester Grade**  | **Course Average** |
| **A** | 89.5-100 |
| **B** | 79.5-89.4 |
| **C** | 69.5-79.4 |
| **D** | 59.5-69.4 |
| **F** | 59.4-below |

**Make-up Policy**

**All Lab work in this course cannot be made up or turned in late in this course.**

**ABSENTEE POLICY**

**Texarkana College’s absentee policy allows instructors to withdraw a student from a course due to excessive absences**

**Faculty members are not obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student’s absence from class.****Do no stop attending a class without formally withdrawing from the course by the institution’s published Last Day to Drop. If a student does not attend class and does not withdraw from the class, the student will receive a grade of F in the class.** *The published Last Day to Drop applies to students; an instructor may withdraw a student for excessive absences at any time during the semester.*

**Withdrawal from a course(s) may affect a student’s current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal.**

**EXCUSED ABSENCES**

**Responsibility for work missed for any absence is placed on the student.** *Instructors are required to allow students to make up work missed if the absence is due to military duty or religious holy days when students follow the correct notification procedures.* **Instructors are not required to allow students to make up work for absences due to other reasons.**

**MAXIMUM ALLOWABLE ABSENCES**The following number of unexcused absences will be the maximum allowable before a student **may be dropped** from the class: one (1)!! (You may be dropped from this course on your second absence)

This LAB course is a **WEB course**, and as such **the student must also complete an Enrollment Verification activity Exam within the first week of class or the student may be dropped for not having attended**.

**ONLINE WEB COURSE ABSENCES**

**Absence in a web course is defined as the lack of an active post or submission within the course including discussion board posts, written assignments and tests. This standard will be used to determine all laboratory absentee issues***.*

**The maximum number of absences in this laboratory class is one (1) per semester . You may be dropped by the instructor on your second absence!!**

**WARNING: If you exceed the maximum number of absences for this course you may be dropped (W) from the course.**

**You can view your attendance record on the *myTC* portal under the student tab.**

If circumstances develop (e.g., extended illness, moving from the city, etc.) which necessitates your withdrawal from this, or any other course be sure to let me know AND officially withdraw yourself in the Director of Admissions office located in the C. M. Nelson Administration building. The date each semester is posted on the inside page of the current Texarkana College Catalog / Website under "Academic Calendar". A grade of W is recorded on your permanent transcript*if**you withdraw before the official deadline*.

**Class Conduct**

 **There will be a zero tolerance policy for any behavior that is disruptive of online learning.  This includes ANY use of vulgar language or rude behavior toward instructor or any other student in the class via email / phone or online via MS Teams.** Any student who acts in such a manner as to disturb the class and interfere with the learning process will be expelled from the course with a grade of "F".

**Any student that has a cell phone or any electronic communications device in their possession during any quiz or examination online will receive a zero (0) for the quiz or examination! You will also be counted absent for that class session.**

**Academic Integrity Statement**

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, col­lusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students.

 ***The use of artificial intelligence powered resources such as Chat GPT or similar platforms may be considered a violation of Academic Integrity and should be avoided!***

Proven violations of this nature will result in the student being dropped from the class with an “F”.

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <https://www.texarkanacollege.edu>.

**Disability Act Statement:**

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Prof. Tonja Blaise at 903.823.3283, or go by the Recruitment, Advisement, and Retention Department located in the Administration building for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodation, please present it to me so we can discuss the accommodation that you might need for this class. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to arrange the accommodation.

**Financial Aid:**

**Attention!** Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

**Basic Needs Security**

Any student who has difficulty affording groceries or accessing enough food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in this course or ability to remain in school, is urge to contact Tonja Blaise, Director of Student Retention, at 903-823-3349 for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable the professor to provide any resources to help you than they may possess.

**Alternate Operations during Campus Closure**

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, Texarkana College may need to move to altered operations and course delivery methods. During this time, Texarkana College may opt to continue delivery of instruction through methods that include, but are not limited to: online learning management system (Jenzabar or Moodle), online conferencing through TEAMS, email messaging, and/or an alternate schedule.  It is the responsibility of the student to monitor Texarkana College's website ([www.texarkanacollege.edu](http://www.texarkanacollege.edu)) for instructions about continuing courses remotely, instructor email notifications on the method of delivery and course-specific communication, and Texarkana College email notifications for important general information.

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# Course Continuity Plan

In the case that the college officially closes because of an emergency which causes a short term disruption of this course, we will use the TC Moodle CMS (“TC Online”) and TC student e-mail to continue this course in the short term (1-3 weeks). All students need to use their TC campus e-mail to receive course related information.

##### **BIOL 1108.W LAB ROADMAP – SPRING 2024 1-8WK (8 Week Course)**

**1/16 – 3/8**

|  |  |
| --- | --- |
| **Week Units / Deadlines** | **Labs, Quizzes, and Exams** |
| Course Census Date | **Required Online Course Enrollment Verification Activity *before 1/21/24 at 11:59PM. Lab Kit Inventory & Enrolling your lab kit in the SI Cloud*** |
| Week 1A; 1/18 | Complete Prerequisites: Getting Started, Laboratory Safety, Using V-Scope AND the Lab Kit Inventory  |
| Week 1B; 1/21 | Complete Chemical Fundamentals  |
| Week 2A; 1/25 | Complete Biological Macromolecules  |
| Week 2B; 1/28 | Complete Introduction to Microscopy |
| Week 3A; 2/1 | Complete Cell Types - Structure and Function  |
| Week 3B; 2/4 | Complete Digital Enzyme Catalysis  |
| Week 4A; 2/8 | Complete Cell Membrane Transport (Diffusion & Osmosis) |
| Week 4B; 2/11 | Complete Cell Respiration and Metabolism |
| Week 5A;  2/15 | Complete Photosynthesis |
| Week 5B; 2/18 | Complete Mitosis & Meiosis |
| Week 6A; 2/22 | Complete DNA , RNA & Protein Synthesis |
| Week 6B; 2/25 | Complete Mendelian Genetics |
| Week 7A & 7B |  (no assignments) |
|  | **No Comprehensive Lab Final Exam.** |

**I reserve the right to modify the syllabus at any time during the semester. The online version of this syllabus (*TC Online CMS*) is the official syllabus and supersedes all versions of this document in print.**