**Syllabus:** Concepts of Biology for Non-Science Majors I  
**Course Number:** BIOL 1308.W1 (*Online Course*) Lecture via TC Online LMS (Moodle)

**Semester & Year: Spring 2025** 8-week format

**Instructor Information**

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Office Hours: (Please contact me via email to schedule time)

**Textbook Information**

Built in free textbook TC Online LMS (within weekly lesson modules).

**Optional additional textbooks for reference:**

[Concepts of Biology Openstax Biology Free Textbooks Project – Rice Univ](https://openstaxcollege.org/textbooks/concepts-of-biology/get)

[*https://openstaxcollege.org/textbooks/concepts-of-biology/get*](https://openstaxcollege.org/textbooks/concepts-of-biology/get)

**Course Communication**

Official communication is through TC student email.

**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 Windows or Mac computer manufactured within the last three years. Chromebooks are not supported!* ***(access to only a mobile device or chromebook is******NOT enough to succeed in this class****).*

**TC 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/>.

**LockDown Browser + Webcam Requirement**

**This course requires the use of *LockDown Browser and a webcam* for online exams**. The webcam can be the type that's built into your computer or one that plugs in with a USB cable.

You must use a Mac or Windows computer or iPad device. **Chromebook and mobile smart phones are NOT supported. This is a course requirement (not optional).**

Watch this brief video to get a basic understanding of LockDown Browser and the webcam feature.

<https://www.respondus.com/products/lockdown-browser/student-movie.shtml>

**Download Instructions**

* Select the quiz in the course
* You will see the message "This quiz has been configured so that students may only attempt it using the Respondus LockDown Browser."
* Below this will appear a "Download LockDown Browser" link. Click the button to go to the download page and then follow the instructions
* Download Respondus LockDown Browser to your computer; follow the installation instructions
* Return to the Quiz page in Moodle (it may still be open in another tab)
* Select "Launch LockDown Browser"
* The quiz will now start

Note: LockDown Browser only needs to be installed once to a computer or device. It will start automatically from that point forward when a quiz requires it.

**Guidelines**  
When taking an online quiz, follow these guidelines:

* Ensure you're in a location where you won't be interrupted
* Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach
* Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it
* Clear your desk or workspace of all external materials not permitted - books, papers, other devices
* Remain at your computer for the duration of the test
* If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run the checks again prior to the exam
* To produce a good webcam video, do the following:
  + **Avoid wearing baseball caps or hats with brims**
  + Ensure your computer or device is on a firm surface (a desk or table). **Do NOT** have the computer on your lap, a bed, or other surface where the device (or you) are likely to move
  + If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete
  + Take the exam in a **well-lit room**, but avoid backlighting (such as sitting with your back to a window)
* Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

**Getting Help**  
Several resources are available if you encounter problems with LockDown Browser:

* The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area
* The TC help desks want you to run the "System & Network Check" and the "Webcam Check" before you contact them and be sure to forward the results of these checks at the time of opening a ticket. Contact the TC Help Desk at **903 -823-3030** or at <https://www.texarkanacollege.edu/helpdesk/> .
* Respondus has a Knowledge Base available from support.respondus.com. Select the "Knowledge Base" link and then select "Respondus LockDown Browser" as the product. If your problem is with a webcam, select "Respondus Monitor" as your product
* If you're still unable to resolve a technical issue with LockDown Browser, go to support.respondus.com and select "Submit a Ticket". Provide detailed information about your problem and what steps you took to resolve it.

**Student Learning Outcomes for the Course**

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| --- |
| *At the conclusion of the* ***lecture portion*** *of this course students should be able to:*   1. Distinguish between prokaryotic, eukaryotic, plant and animal cells, and identify major cell structures. 2. Identify stages of the cell cycle, mitosis (plant and animal), and meiosis. 3. Interpret results from cell physiology experiments involving movement across membranes, enzymes, photosynthesis, and cellular respiration. 4. Apply genetic principles to predict the outcome of genetic crosses and statistically analyze results. 5. Interpret the results of karyotypes, pedigrees, and biotechnology experiments. 6. Identify parts of a DNA molecule, and describe replication, transcription, and translation. 7. Analyze evidence for evolution and natural selection. |

**Student Requirements for Completion of the Course**

This is an *online course* with the lecture component delivered online through the TC Online LMS.

**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.**

**A laboratory is recommended and encouraged for all students: BIOL 1108**

The lecture method will be used. However, the student will be required to participate in online “thread” discussions and complete a multiple-choice practice test and a lesson quiz each week during the semester. In addition, three (3) lecture unit exams are taken online

All course content is delivered through via the TC Online LMS (Moodle) Texarkana College website: [**https://tconline.texarkanacollege.edu/**](https://tconline.texarkanacollege.edu/)

**Technical Requirements & Solutions for this 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 e-mail.**
* **Complete assignments using word processing software.**
* **Locate, save, and retrieve files on the computer.**
* **Send/receive email.**
* **Submit comments to a discussion board.**
* **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). The TC Library on campus (available by appointment) has internet access for students that is more than adequate to complete all assignments in this course.***

**Lecture Course Schedule: Topics/ Exams - Biology 1308.W1**

**LECTURE BIOL 1308.W1 ROADMAP – Spring 2025** (8 Week Course)

|  |  |  |  |
| --- | --- | --- | --- |
| **Due Date** | **Week**  **Unit** | **Major Course Events** | **Lecture  Weekly Activities** |
| 1/23 | 1A | **Course Pre-Test / Enrollment verification exam** | Intro to Biology Lesson |
| 1/26 | 1B | **Lecture Exam 1** | Chemistry of Life Lesson |
| 1/30 | 2A |  | Biomolecules Lesson |
| 2/2 | 2B | **Lecture Exam 2** | Cells Lesson |
| 2/6 | 3A |  | Basics of Energy Exchange Lesson Biology |
| 2/9 | 3B | **Lecture Exam 3** | Cell Membranes and Material Movement Lesson |
| 2/13 | 4A |  | Photosynthesis Lesson |
| 2/16 | 4B | **Lecture Exam 4** | Respiration Lesson |
| 2/20 | 5A |  | Cell Division Lesson |
| 2/23 | 5B | **Lecture Exam 5** | DNA Replication Lesson |
| 2/27 | 6A |  | Gene Expression Lesson |
| 3/2 | 6B | **Lecture Exam 6** | Sexual Reproduction Lesson |
| 3/6 | 7A |  | Patterns of Inheritance Lesson |
| 3/9 | 7B | **Lecture Exam 7** | Human Genetics Lesson |
| 3/12 | 8 | **FINAL EXAM** |  |

**Student Assessment**

Seven (7) lecture exams will be given over seven units and a comprehensive final exam, for a total of eight (8) exams. The examination format will include multiple choice and True/False items. Exams will be administered according to the Lecture Topics and Exams schedule published on the TC Online LMS / Moodle BIOL 1308 W course content page.

**Access course materials at:**

[**https://tconline.texarkanacollege.edu**](https://tconline.texarkanacollege.edu)

(pop up blocker within your internet browser must be disabled or an exception must be made for this site)

Technical Trouble? Contact the **HELP DESK SERVICE:24/7 submit a ticket @:**

[**http://www.texarkanacollege.edu/helpdesk/**](http://www.texarkanacollege.edu/helpdesk/)

**MON - FRI 8AM - 5PM** **(903) 823-3030**

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

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| **Unit Exams 1,2,3,4,5,6,7 (7 total)** | **60%** |
| **Lesson Quizzes** | **10%** |
| **Graded Discussion Weekly Posts**  **Lesson Practice Tests (80% or above)** | **5%**  **5%** |
| **FINAL Exam - Comprehensive** | **20%** |
| **Total** | **100%** |

The Unit Exams are randomly generated from a test bank developed for this course. Each of the tests is different--no students will receive the same exam. Each test will consist of approximately 30 multiple choice questions.

**For two (2) days following each test, detailed feedback will be available including grade, which questions were missed, and what the correct answers were.**

When taking a test, be careful not to close the testing window, attempt to open other windows, or try to print the exam. These actions will cause the test to close.

**All major exams require the use of the Respondus LD browser + Web Cam system. You must record audio and video and your complete FACE must be completely visible in order for the instructor to insure that you are following the posted rules for the exam. Failure to do so will result in a minimum of a grade of ZERO for the exam and possibly worse at the discretion of the professor.**

**The final exam must be completed as posted on the TC Online / Moodle LMS course page**

**Grading Scale**

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| --- | --- |
| **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 |

**ABSENTEE POLICY**

### **Absentee / Attendance Policy for this online course**

**Absence in an online course is defined as the lack of an active post or submission within the course including required discussion board posts, written assignments and tests. This standard will be used to determine all lecture absentee issues***.* **All online students must complete an Enrollment Verification activity within the first week of class or the professor may drop the student for not having attended.**

**IMPORTANT:   Each Week is divided into two lesson units; Part A and Part B. Students must complete at least one (1) activity in their online class per week or you will be counted absent for that week of this 8-week format course!!**

**IMPORTANT: For the purposes of officially attending class in this online course you must login to the course website (TC Online LMS) and participate in class activities and assignments for each lesson part A and part B (as defined above) or you will be counted absent for that week.**

##### **MAXIMUM ALLOWABLE ABSENCES**

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

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 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*.

**Make-up Policy**

Daily work (lesson units) and required posts in the discussion areas **cannot be made up**.

**I DO NOT GIVE MAKE UP EXAMS**. Unit Exams (Exams 1- 4) are available for a seven-day period (Mon-Sun) for the convenience of the students. Exams answers are available for two days after each test closes by clicking on the exam link.

**Online Conduct**

Discussion Board responses, emails, and all other correspondence among faculty and students enrolled in this class are expected to conform to the level of conduct that would be expected in a regular classroom. Students should feel free to express disagreement with the instructor and other students but it must be done in a manner which is not abusive, threatening, or harassing in any form. Communication among students is encouraged but must end if one of the parties requests that it be terminated. Students will not send unsolicited email espousing a cause, religion, or activity to other class participants and will not add other class participants to any list-servers or other entity which distributes unwanted email or material.  
Violation of these guidelines may result in disciplinary action against the offending student. This action can include termination of the student's participation in the class and a grade of "F".

**Netiquette**

Here are the core rules for communicating with me and with each other for the duration of this course:

**Remember there's a person behind every message.** It is very easy to forget, as all we see is a computer screen. We don't see facial expressions, gestures, or hear intonation of voice. All we have are words, and if words are not well-chosen, they are easy to misinterpret. Words that ARE well-chosen are often easy to misinterpret too. Remember that, just as you have feelings, each human being out there in cyberspace has feelings as well. Give people the benefit of the doubt if you are the one reading their writing, and if you are the one writing, remember the feelings of others and take the time to construct your sentences as clearly as possible.

**Sarcasm does not translate well in cyberspace.** Cyberspace is more literal than a face-to-face conversation. For example, a phrase like "Yeah, I really believe that is true," can have the exact opposite meaning if you hear the person's delivery, see their body language, and observe their facial expressions in face to face conversation, but as just words on a page, it comes across literally, not figuratively. Again, make sure you say what you mean, and provide as few possibilities for misinterpretation as possible.

**“DO NOT TYPE IN CAPS ALL THE TIME.”** This is the online equivalent of screaming or yelling at someone. Please don’t do this, it is not appreciated. ☺

**Do not type in all lower case or use text message-like abbreviations, such as btw (by the way), or b/cuz, or lol (laughing out loud).** This is a college course and college-level writing (grammar, punctuation, vocabulary, etc.) is expected.

**Avoid "flaming."** Flaming is when someone expresses a bold point of view, sometimes overly bold or hyper-critical, and others follow up with equally overly critical commentary and/or personal attacks. It is not that we cannot disagree - it would be a boring world if everyone had the same opinion about everything. It is also in pointed discussions that I've been able to refine my already-held opinions or even change them completely. That's the purpose of college: to make you think, to get you to see different points of view, to make you question your beliefs or to cement them more firmly than before with facts, etc. Discussion is good, disagreement is fine, even welcome, but remember rule #1 above: there are humans with feelings involved.

**Keep your comments and postings relevant**. Camaraderie is good, but please do not include conversation unrelated to the subject line or course material in discussion board communiqués.

**Identify yourself fully.** In the subject box of every email, please type your full name, course and section number (e.g. Sue Jones. BIOL 1308.W1). Please include full identification of who you are when you generate or reply to an email to your instructor. This should include your full name (first and last) as well as the course you are enrolled in. It is my policy that in order to preserve student confidentiality any email that I receive without proper identification will not be responded to.

**Write with civility and respect.** When asking questions, or making comments, do so in a respectful manner. If you are frustrated or irritated when you write the email, wait a minute to reread it asking yourself if the tone is appropriate for a student-teacher interchange before clicking Send. If you're really upset, write the email in Word and copy and paste it in later when you are calm enough to give it a reading with audience in mind. Practice patience. Emails will be answered within 24 hours of receipt Monday-Friday and often sooner. Usually I read email on the weekends, but some weekends, I will not be available.

**Copy yourself.** Send a copy of each email you write to yourself (cc) so you can be sure the email went through, and so you can resend it if there is any problem.

**Brevity.** Keep emails brief and to the point.

**Do not forward unsolicited material.** Do not forward material that you send to your friends to your classmates or professor. (Note: If you send emails to everyone in your address book, they will automatically go to your professor and any student in the class who has emailed you.)

(Excerpted from: <http://www.albion.com/netiquette/corerules.html>)

**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 accommodations, please present it to me so we can discuss the accommodations 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 make the accommodations.

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