



Syllabus: Biology for Non-Science Majors II Lecture Online

Course Number: BIOL 1309.S2W1 (Web Course) Lecture ONLINE via TC Online LMS (Moodle)

Semester & Year: SUMMER II 2025

Instructor Information

Name: Amy Baker

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Office Hours: Email questions or email for appointment via Microsoft Teams

Textbook Information

During this semester for Concepts of Biology, we will be using an open source textbook developed by Rice University. You can download it as a PDF to your computer, tablet, phone, etc. **for free** <https://openstax.org/details/books/concepts-biology>. Select “Get this Book” in the orange box toward the center of the page and select how you would like to receive the book.

- a) Print-allows you to order a copy from OpenStax. You can also purchase a copy from the TC Bookstore.
- b) PDF-This format can be read on most tablet devices like iPad, Kindle, and most smart phones. You can select high resolution which takes up more space and takes longer to download or lower resolution.
- c) Web View-you can read the book live on the web from your computer or device connected to the Internet. The book does not download.
- d) EPUB-another format for popular mobile devices such as the NOOK.

If you prefer, you may purchase a printed copy of the textbook at the TC Bookstore.

The course textbook is available as a FREE download for students!! Additional course materials video / PowerPoint lectures etc., will be provided within each unit lesson on TC Online LMS portal.

Course Communication

Official communication is through **TC student email** via the myTC portal.

Student Learning Outcomes for the Course

Upon successful completion of the lecture portion of this course, students will:

1. Describe modern evolutionary synthesis, natural selection, population genetics, micro and macroevolution, and speciation.
2. Describe phylogenetic relationships and classification schemes.

3. Identify the major phyla of life with an emphasis on plants and animals, including the basis for classification, structural and physiological adaptations, evolutionary history, and ecological significance.
4. Describe basic animal physiology and homeostasis as maintained by organ systems.
5. Compare different sexual and asexual life cycles noting their adaptive advantages.
6. Illustrate the relationship between major geologic change, extinctions, and evolutionary trends.

Student Requirements for Completion of the Course

This is an online course with the lecture component delivered online through the TC Online LMS, also referred to as “Moodle”.

Class materials, videos, quizzes, and assignments will be made available as the class proceeds through the semester. **This class will also involve seven unit exams, and each unit exam is made available for students to take online. The student is permitted to use the textbook and any notes needed on quizzes and tests (excluding the final).** All course content will be available on Moodle through <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 must have regular, reliable access to the Internet using a laptop or desktop computer manufactured in the last five years! (access using only a mobile device is NOT enough to succeed in this class).***

You can access all course materials at: <https://tconline.texarkanacollege.edu>

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

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.

LockDown Browser + Webcam Requirement

This course requires the use of *LockDown Browser and a webcam for the final exam.*

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. **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 SHOW ME then 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
- Run the "Webcam Check" and "System & Network Check" in LockDown Browser, **prior to the exam**
- To produce a good webcam video, do the following:
 - Wear clothing!
 - **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)

Your entire face must be visible throughout the exam session and your audio must be turned on (not muted) or you will receive a zero on the exam.

- 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.

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

<http://www.texarkanacollege.edu/helpdesk/>

Help Desk Phone (903) 823-3030

Lecture Course Schedule: Topics/Exams-BIOL 1309 SW1

Class Schedule: SUMMER II 2025

Weeks	Material to be covered
Week 1 7/7-7/13	Read all introductory material on TC Online (Moodle), including the syllabus due before Tues., 7/8 at 11:59 p.m.

	<p>Complete Enrollment Verification Activity Quiz—due before Tues., 7/8 at 11:59 p.m.</p> <p>Chapter 11—Evolution</p> <p>Evolution Graded Discussion—due before Sun., 7/13 at 11:59 p.m.</p> <p>Evolution Introduction Quiz—due before Sun., 7/13 at 11:59 p.m.</p> <p>Evolution worksheets p. 1-2—due before Sun., 7/13 at 11:59 p.m.</p> <p>Chapter 12—Diversity of Life</p> <p>Quiz 1 over Evolution/Diversity Unit—due before Sun., 7/13 at 11:59 p.m.</p> <p>Exam 1 over Evolution/Diversity Unit—due before Sun., 7/13 at 11:59 p.m.</p>
Week 2 7/14-7/20	<p>Chapter 13—Microbiology</p> <p>Microbiology Graded Discussion—due before Sun., 7/20 at 11:59 p.m.</p> <p>Quiz 2 over Microbiology—due before Sun., 7/20 at 11:59 p.m.</p> <p>Exam 2 on Microbiology—due before Sun., 7/20 at 11:59 p.m.</p> <p>Chapter 14—Plants</p> <p>Plants Graded Discussion—due before Sun., 7/20 at 11:59 p.m.</p> <p>Quiz 3 on Plants—due before Sun., 7/20 at 11:59 p.m.</p> <p>Exam 3 on Plants—due before Sun., 7/20 at 11:59 p.m.</p>
Week 3 7/21-7/27	<p>Chapter 15—Animals (Ch. 15 Introduction-Section 15.5—Invertebrates)</p> <p>Invertebrates Graded Discussion—due before Sun., 7/27 at 11:59 p.m.</p> <p>Quiz 4 on Invertebrates—due before Sun., 7/27 at 11:59 p.m.</p> <p>Exam 4 over Invertebrates—due before Sun., 7/27 at 11:59 p.m.</p>

	Chapter 15—Animals (Section 15.6—Vertebrates) Quiz 5 over Vertebrates —due before Sun., 7/27 at 11:59 p.m. Exam 5 over Vertebrates —due before Sun., 7/27 at 11:59 p.m.
Week 4 7/28-8/3	Chapters 16-18—Body Systems Body Systems Graded Discussion —due before Sun., 8/3 at 11:59 p.m. Body Systems Homework “Worksheet” Quiz —due before Sun., 8/3 at 11:59 p.m. Quiz 6 over Body Systems —due before Sun., 8/3 at 11:59 p.m. Exam 6 over Body Systems —due before Sun., 8/3 at 11:59 p.m. Chapters 19-21—Ecology and Ecosystems Ecology Graded Discussion —due before Sun., 8/3 at 11:59 p.m. Quiz 7 over Ecology —due before Sun., 8/3 at 11:59 p.m. Exam 7 over Ecology Unit —due before Sun., 8/3 at 11:59 p.m.
Week 5 8/4-8/6** **Deadline for All Assignments this week is <u>Wed., 8/6</u>	Final Exam Review Final Exam —due before Wed., 8/6 at 11:59 p.m.

Student Assessment

Students will be evaluated on a combination of lecture examinations, quizzes, videos and other written class assignments, and a comprehensive final examination.

Grade	
A	89.5-100
B	79.5-89.49
C	69.5-79.49
D	59.5-69.49
F	0-59.49

The grade for the course is determined using the following criteria:

Exams 1 - 7	65%
Final (Comprehensive)	25%
Quizzes and Assignments	10 %
	100%

Unit quizzes and tests will be available for the time specified, online on the weeks indicated in the course schedule. You can take them outside the testing center (on a private computer). Quizzes are usually 10-20 questions each. Each exam will consist of approximately 40-50 multiple choice, matching, and true/false questions. You will be allowed 60 minutes to complete each test, and you are allowed to use your book and notes. These tests will be allowed only on the days posted on the TC Online Moodle web site. For two (2) days following each test, students can review their test and see what questions were missed. **When taking a test, be careful not to close the testing window, do not attempt to open other windows, or try to print the exam. These actions will cause the test to close.**

It is also STRONGLY recommended that you only take exams on a private computer, NOT a workplace computer where pop-up windows and other programs running in the background and firewalls can cause your exam to be terminated early!

The Final Exam (comprehensive and consists of 100 multiple choice questions) **must be taken independently, without using textbook, notes, internet, etc.** The final exam must be completed by Wednesday, August 6, 2025.

Absentee Policy for Online/Hybrid Courses

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 (activity depends upon the professor) or the professor may drop the student for not having attended. **Students must complete at least one (1) activity in their online class per week. Each week in which a student does not complete an activity will be counted as an absence.**

If a student is taking a **WEB course**, (this is a WEB course!) **the student must also complete an Enrollment Verification activity within the first week of class or the student may be dropped for not having attended.**

MAXIMUM ALLOWABLE ABSENCES

After official registration, the following number of unexcused absences will be the maximum allowable before a student may be dropped from the class:

The maximum number of absences in this online class is two (2) per semester (the equivalent of two weeks of instruction).

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 that week of class (as defined above) or you will be counted absent for that

week. (Satisfying the attendance requirement for lab DOES NOT satisfy the weekly attendance requirement for this online lecture class, as they are separate courses).

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

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 through the Director of Admissions office located in the C. M. Nelson Administration building. The final withdrawal date for 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 assignments will not be accepted late. All exams must be taken within the time window given, otherwise it is an automatic score of zero. Late exams will not be accepted at any point in this course.

I DO NOT GIVE MAKE UP EXAMS. Unit Exams are available for the specified period from home 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 students 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 that there is 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 class 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 we may be able to refine our 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 communications.

Identify yourself fully. In the subject box of every email, please type your full name, course and section number (e.g. Sue Jones. BIOL 1309.S2W1). 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 the 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 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. Proven violations of this nature will result in the student

being dropped immediately from the class with a withdraw/failing grade. 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://texarkanacollege.edu>. **Anyone found cheating on an exam given in class or in the testing center will be dropped immediately with a W/F grade. Also, disciplinary issues in the testing center will be dealt with as a W/F grade. There are no exceptions to this policy.**

Using ChatGPT may be considered academic dishonesty. Please see below.

Academic Integrity and Use of AI Tools Policy

As members of the academic community, you are expected to uphold the highest standards of integrity. The advent of artificial intelligence (AI) tools offers new opportunities and challenges in our pursuit of knowledge and academic growth. To maintain fairness and integrity in our academic work, the following guidelines are established for the use of AI in this course:

Acceptable Use of AI Tools

1. Research Assistance: AI tools may be used for preliminary research and to assist in locating academic sources. Proper citations must be provided for any materials found via AI tools.
2. Skill Development: AI may be employed for skill development in areas such as coding, languages, and mathematical problem-solving. Use these tools responsibly to enhance your understanding rather than replace your learning efforts.

Prohibited Use of AI Tools

1. Assignments and Examinations: AI tools must not be used to generate content or answers for assignments, projects, quizzes, or exams. Submitting AI-generated work as your own is considered academic dishonesty.
2. Paraphrasing and Translation: Using AI to paraphrase text or translate assignments is not permissible if it disguises the source material without proper acknowledgment. All work submitted should be in your own words and reflect your own understanding.

Disclosure and Citation

1. Acknowledgment: If any AI tools are used to aid in your learning process (e.g., for brainstorming or editing), their use must be disclosed in a brief statement in your submission.
2. Citation: All AI-assisted content must be properly cited according to the appropriate academic style guide mentioned in this syllabus.

Consequences of Misuse

Violating this policy will result in disciplinary actions consistent with the College's Academic Integrity Policy, which may include failing the assignment, failing the course, or further disciplinary measures.

Disability Act Statement:

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Tonja Blase at (903) 823-3450 ext. 3349, or go by the Recruitment, Advisement, and Retention Department located in the Library 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 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 urged to contact Tonja Blase, 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 that they may possess.

I reserve the right to modify the syllabus at any time during the semester. I will always inform all students by email if changes to the syllabus are made. This online version (*TC Online LMS*) is the official syllabus and supersedes all versions of this document in print.

I understand what is required of me to be successful in this course (BIOL 1309 WEB) of study. I have read and agree to abide by the rules of conduct and practice as explained in this course syllabus.

STUDENT NAME (please print)

STUDENT Signature

DATE

BIOL 1309.S2W1