



Syllabus: Biology for Science Majors I LABORATORY

Course Number: BIOL 1106 H52 HYBRID

Semester & Year: Fall 2022 (Aug. 17-Dec. 13)

Instructor Information

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Office Hours: (email for an appointment)

Textbook Information

- No required textbook. Materials will be provided on the TC Online course page or handed out in class.

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 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).

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. **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)
 - **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.

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/>.

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 investigations.
4. Describe the characteristics of life.
5. Explain the methods of inquiry used by scientists.
6. Identify the basic properties of substances needed for life.
7. Compare and contrast the structures, reproduction, and characteristics of viruses, prokaryotic cells, and eukaryotic cells.
8. Describe the structure of cell membranes and the movement of molecules across a membrane.
9. Identify the substrates, products, and important chemical pathways in metabolism.
10. Identify the principles of inheritance and solve classical genetic problems.
11. Identify the chemical structures, synthesis, and regulation of nucleic acids and proteins.
12. Describe the unity and diversity of life and the evidence for evolution through natural selection.

Lab Reports and other written assignments in lab are due at times listed on the lab TC Online (Moodle) page and will **not be accepted late.**



Student Requirements for Completion of the Course

Laboratory Topics/ Exams - Biology 1106 See grades on the myTC portal under the Student tab.

ENROLLMENT VERIFICATION QUIZ—DUE BY 11:59 P.M. SUN, 08/21

Unit I

Evolution – Darwin's' Dangerous Idea Video (**due by 11:59 p.m. Sun., 08/28**)

Introduction to Science - Sci Method (**due by 11:59 p.m. Sun., 09/04**)

Lab Quiz #1 (Respondus Lockdown Browser + Webcam required) **due by 11:59 p.m. Sun., 09/11**

Unit II

Weak Acid + Weak Base Scientific Investigations **ON CAMPUS SESSION Mon., 09/12**

Scientific Measurement **ON CAMPUS SESSION Mon., 09/19**

The Chemistry of Life **due by 11:59 p.m. Sun., 09/25**

Lab Quiz #2 (Respondus Lockdown Browser + Webcam required) **due by 11:59 p.m. Sun., 09/25**

Unit III

The Microscope **ON CAMPUS SESSION Mon., 09/26**

Cell Structure and Function (**due by 11:59 p.m. Sun., 10/02**)

Lab Quiz #3 (Respondus Lockdown Browser + Webcam required) **due by Sun., 10/09**

Unit IV

Diffusion / Osmosis (**due by 11:59 p.m. Sun., 10/16**)

Enzymes (**due by 11:59 p.m. Sun., 10/23**)

Cell Respiration (**due by 11:59 p.m. Sun., 10/30**)

Lab Quiz #4 (Respondus Lockdown Browser + Webcam required) **due by 11:59 p.m. Sun., 11/06**

Unit V

Cell Division – Mitosis (**due by 11:59 p.m. Sun., 11/13**)

Cell Division – Meiosis (**due by 11:59 p.m. Sun., 11/20**)

Genetics **ON CAMPUS SESSION Mon., 11/28**

Lab Quiz #5 (Respondus Lockdown Browser + Webcam required) **due by 11:59 p.m. Sun., 12/04**

The course grade is available on myTC portal under the student tab and will be calculated from the following schedule:

Laboratory Quizzes (5)	60%
Lab Reports	40%
Total	100%



Grading Scale

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

Make-up Policy

Lab Quizzes **cannot be made up in this course**. If you know you are going to miss a lab exam you will need to make arrangements with the instructor to take the exam in advance.

ABSENTEE POLICY

ONLINE COURSE ABSENCES

Absence in this HYBRID course is defined as the lack of a completed assignment submission within the course including written assignments and tests. This standard will be used to determine all online lab absentee issues. Scheduled on campus lab sessions must be attended in person. All unexcused absences will not be able to make up work missed. **All online students must complete an Enrollment Verification activity (quiz) the first day of class or the professor may drop the student from the course for not having attended.**

A student will be counted absent if they:

- Fail to submit an assignment during a particular week through Moodle
- Do not attend a SCHEDULED ON CAMPUS LAB SESSION

Texarkana College's absentee policy allows instructors to drop (W) 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 not 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.

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

A student's absence due to school trips and/or school business will not be counted against a student's allowable number of absences. Military duty and absences for Holy Days are covered in a separate section of the catalog and the student handbook. These are the only types of absences that are considered excused by Texarkana College. 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

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 laboratory class is four (4) per semester!

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

WARNING: If you exceed the maximum number of absences for this course (five absences or more) you MAY be dropped (W) from the course.

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.*

Class Conduct

Students are expected to conduct themselves as adults. **There will be a zero tolerance policy for any behavior that is disruptive of classroom learning. This includes ANY use of vulgar language or rude behavior toward instructor or any other student in the class.** 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".

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. A violations of this nature will result in the student being dropped from the class with an "F".

This policy applies campus wide, including online teaching environment MS-Teams classroom, TC Online LMS (Moodle classroom), 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>.

Disability Act Statement:

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Tonja Blaise at 903-823-3349, 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.

Course Continuity Plan

In the case that the college officially closes because of an emergency (inclement weather, viral pandemic, etc.) which causes a disruption of this course, we will use the TC Moodle LMS ("TC Online") and TC student e-mail to continue this course. **All students need to check their campus e-mail daily** to receive course related information.

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 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) 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.

COVID-19 Online/Virtual Environment Instructional Commitment

The ongoing Covid-19 situation will require that some course materials and instruction are provided through an online and/or virtual format. Even if all or a portion of a class was originally scheduled to meet face to face, social distancing guidelines associated with Covid-19 will limit the number of students who are able to attend face to face classes in person simultaneously. Further, circumstances associated with Covid-19 could cause the college to be forced to shift completely to an online and/or virtual delivery at any time during the semester. While TC faculty members are committed to providing students the option of face to face instruction if possible, students should be prepared to continue their classes in an online and/or virtual



environment if necessary. Texarkana College is committed to maintaining engaging, high quality instruction regardless of the delivery format.

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.