

Syllabus
BIOL 1408 Introductory Biology—Unity of Life
Semester:

Course Information:

Campus:
Room (Lecture):
Time (Lecture):
Room (Lab):
Time (Lab):
Section number:
Synonym number:

Instructor Information:

Name:
Office location:
Phone Number: 223- *(Instructors: Provide additional phone numbers if you choose)*
E-mail:
Website:
Office hours:
Other hours by appointment only

Course Description:

Introductory biology course designed for non-science majors who desire a conceptual approach to biological topics. An introduction to the nature of science, the characteristics of life, the molecular and cellular basis of life, genetics, reproduction, and development. An emphasis will be placed on how these topics are related to current issues such as genetic engineering, biotechnology, and problems facing modern society. BIOL 1406 and BIOL 1408 may not both be counted toward graduation.

Skills Requirements:

Reading, writing, and mathematics proficiency as determined by the COMPASS or ASSET test, or by the statewide THEA test, or by providing an official transcript from another college.

Course Rationale:

This course is one of two introductory non-science major classes. This one focuses on the cellular and molecular bases of life and the similarities found among all living things. The course is intended to foster an understanding of biological issues and provide students with the tools to critically analyze biological data and intelligently relate these data to issues in our society such as cloning, genetic engineering, etc.

Student Learning Outcomes:

Course-Level:

Specific skills and competencies expected of students who complete this course include:

- Describe the scientific process as applied in biology
- Describe the structure and function of prokaryotic and eukaryotic cells and viruses
- Describe evolution and its mechanisms
- Describe basic inorganic and organic chemistry concepts that underlie the structure and function of cells
- Describe energy transformations in organisms including photosynthesis and cellular respiration
- Describe the structure and function of DNA in reproduction and protein synthesis, and how DNA underlies the major patterns seen in the study of heredity
- Describe various applications of genetics to technology

General Education:

As a Core Curriculum course, students completing this course will demonstrate competence in:

- **Critical Thinking** - Gathering, analyzing, synthesizing, evaluating and applying information.
- **Interpersonal Skills** - Interacting collaboratively to achieve common goals.
- **Quantitative and Empirical Reasoning** - Applying mathematical, logical and scientific principles and methods.
- **Written, Oral and Visual Communication** - Communicating effectively, adapting to purpose, structure, audience, and medium.

Departmental Common Course Objectives:

The ACC Biology Department has specified the content for this course in the departmental common course objectives. The departmental objectives are located at <http://sites.austincc.edu/biology/common-course-objectives/>.

***Instructors:** If you have developed instructor-specific learning objectives you should include a statement here that tells students where to find them. You should also tell students if they are responsible for and will be tested on all of the materials specified by your objectives.*

Required Textbooks and Materials:

***Instructors:** List textbook title, author, publisher and edition. Specify if it is okay for students to use a comparable biology book or an earlier edition of the text. Lecture and lab books must be chosen from this list:*

<https://eapps.austincc.edu/textbooks/>

Because BIOL 1408 is a lab course, be sure to list the following safety equipment:

Safety eyewear that meets Z87.1 standards
Closed-toed shoes

Instructional Methodology: Lecture and Lab

Instructors: You need to indicate here whether you teach the course in the classroom or through distance learning.

Instructors: You need to explain your lecture style and lab style somewhere in the syllabus. Tell the students what they need to bring to class. Tell them what they have to do in Blackboard or on your web site. Tell your students if you have pretests, post-tests, chapter quizzes, in-class pop quizzes, or activities. It can go here or you can have a separate category called “Lecture Policies”.

Open Lab Policies:

Instructors: If your course requires that students attend an “Open Lab” then let the students know. An example for anatomy & physiology courses follows:

The lab room may be available for student use (“Open Lab”) during certain hours of the week, including the weekend. The lab rooms at other ACC campuses may also be open during the week and on weekends. A tutor may be available to tutor students in the open labs. These hours will be posted at this website:

<http://www.austincc.edu/support-and-services/tutoring-and-academic-help>

The Riverside Campus has a science study lab (RVSA 2233) that contains microscopes, slides, selected models, and other lab-related study items. Computers, software, and videos are available for student use. A tutor may be available.

An anatomy & physiology tutor is available in most Learning Labs. For more information, go to:

<http://www.austincc.edu/support-and-services/tutoring-and-academic-help/tutoring-services-and-schedules>

Grading System:

Instructors: You must clearly and concisely explain your grading policy. At the minimum, the students should be able to tell:

- the number of lecture exams they going to have
- the number of lab practical exams they are going to have
- the format of the exams
- the point distribution for all graded items
- exam due dates (you can direct them to the lecture/lab schedule for these dates, if desired)

You must include the standard grading scale (90-100% = A, etc.). If you are going to give graded homework, projects, quizzes, etc. then you must describe them in your syllabus. Include how many points you take off for spelling, whether or not you allow exam retakes, or allow separate extra credit assignments.

Due to ACC policies concerning the Family Education Rights and Privacy Act (FERPA), instructors cannot post grades or call or e-mail students with information

about their grades. You can post grades on their Blackboard site for the class. In Blackboard, a student can only see his/her own grade.

If you prefer, you can make a separate category called "Exam Format" and explain the format of your exams. For example, are your exams multiple choice, matching, identification, short-answer, essay, fill-in-the-blanks, diagrams, or a combination? Do you include problem-solving questions? You can tell students that you supply Scantrons for the multiple choice part of the exam.

COURSE POLICIES

Attendance/Class Participation

Regular and punctual class and laboratory attendance is expected of all students. If attendance or compliance with other course policies is unsatisfactory, the instructor may withdraw students from the class.

***Instructors:** You should include your policy on attendance, even if you do not penalize students for not attending class. You should let students know that they are expected to attend class on a regular basis.*

You should also include your policy on class participation. For example: "I expect you to be prepared for each lecture and lab class and to participate in all class activities. You should expect to spend at least 3-4 hours out side of class for every hour spent in class to pass the course. This means 18 to 24 hours a week just to pass the course. Most students need more."

Missed or Late Work

***Instructors:** State your policy about makeup exams (whether or not you give them, time limits, whether they are in the testing center or at your office, etc.).*

Give your students specific instructions about your expectations. For example, if you require them to contact you as soon as possible after missing an exam, then say so. If you only give one makeup exam to any student during the semester, then state that policy. If you only give makeup exams on the last day of class, put that in your syllabus.

Be sure to let students know your policy on late work (do you allow it and if so, the penalty, if any, for late work.)

Withdrawals:

It is the responsibility of each student to ensure that his or her name is removed from the roll should he or she decide to withdraw from the class. The instructor does, however, reserve the right to drop a student should he or she feel it is necessary. If a student decides to withdraw, he or she should also verify that the withdrawal is submitted before the Final Withdrawal Date. The student is also strongly encouraged to retain their copy of the withdrawal form for their records.

Students who enroll for the third or subsequent time in a course taken since Fall 2002, may be charged a higher tuition rate for that course.

State law permits students to withdraw from no more than six courses during their entire undergraduate career at Texas public colleges or universities. With certain exceptions, all course withdrawals automatically count towards this limit. Details regarding this policy can be found in the ACC college catalog.

Instructors: You should include your policy on withdrawal **and TWO dates:**

1) The DROP date (last day to withdraw before the Official Reporting Date)

2) The FINAL WITHDRAWAL date (last day to withdraw for the semester)

(Students who exit the course before the Official Reporting Date are considered to have “dropped” the course. Dropped courses are not considered withdrawals and are not posted on the student transcript and thus not affected by the [Texas Six Drop Rule](#). Students who exit the course after the Official Reporting Date and before or on the Final Withdrawal Date are considered to have “withdrawn” from the course thus receive a “W” on their transcript and are affected by the Texas Six Drop rule.

Your withdrawal policy should make the following things clear: 1) do you drop students; and 2) if so, for what reasons (missing classes, missing exams, not completing safety training (including the safety contract) by a certain date, violating safety policy, not completing orientation for distance learning courses, not signing acknowledgement of receipt of syllabus, etc.).

Instructors may withdraw students from their courses through the Final Withdrawal Date. Students cannot withdraw after the Final Withdrawal Date, nor should instructors withdraw them after that date as a rule. In exceptional circumstances, such as student misbehavior (disruptive behavior, cheating, violating lab safety rules) or compelling compassionate reasons (such as natural disasters or serious illnesses), an instructor can withdraw a student after the Final Withdrawal Date--please contact the department chairperson for details. The Official Reporting Date and Final Withdrawal Date may be found in the Registration Calendar.

Reinstatement:

Instructors: You should include a policy that explains under what circumstances withdrawn students may be reinstated.

Incompletes:

An instructor may award a grade of “I” (Incomplete) if a student was unable to complete all of the objectives for the passing grade in a course. An incomplete grade cannot be carried beyond the established date in the following semester. The completion date is determined by the instructor but may not be later than the final deadline for withdrawal in the subsequent semester.

Instructors: The minimum requirements for assigning a grade of Incomplete (I) are that the student must have completed at least half (50%) of the course work (labs, exams, assignments, etc.) and have a minimum grade average of 70% on all completed work.

Giving a grade of incomplete is at the instructor's discretion. The coursework must be completed and the grade submitted by the Final Withdrawal Date of the FOLLOWING semester.

Statement on Student Discipline:

Instructors: To ensure that students understand the consequences of misbehavior in the classroom, include a statement that outlines how you will respond to any disruptions. Here is an example:

Classroom behavior should support and enhance learning. Behavior that disrupts the learning process will be dealt with appropriately, which may include having the student leave class for the rest of that day. In serious cases, disruptive behavior may lead to a student being withdrawn from the class. ACC's policy on student discipline can be found on the ACC website at <http://www.austincc.edu/current/needtoknow/>.

Field Trip Policy

Instructors: If your course requires field trips make sure you include information on that, including any appropriate safety information.

ACC Safety and Lab Safety Statements:

Austin Community College is committed to providing a safe and healthy environment for study and work. You are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Additional information on these can be found at <http://www.austincc.edu/ehs>. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the Emergency Procedures poster and Campus Safety Plan map in each classroom. Additional information about emergency procedures and how to sign up for ACC Emergency Alerts to be notified in the event of a serious emergency can be found at <http://www.austincc.edu/emergency/>.

Please note, you are expected to conduct yourself professionally with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual will be dismissed from the day's activity, may be withdrawn from the class, and/or barred from attending future activities.

You will receive safety training in your lab room prior to working with any hazards such as chemicals or microbes. If you miss in-class safety training and do not make it up as scheduled by your instructor you will be dropped from the class and not reinstated. If you show up on lab days without appropriate safety eyewear and shoes you will not be able to participate in lab or remain in the room during class.

Concealed Campus Carry Policy

The Austin Community College District concealed handgun policy ensures compliance with Section 411.2031 of the Texas Government Code (also known as the Campus Carry Law), while maintaining ACC's commitment to provide a safe environment for its students, faculty, staff, and visitors.

Beginning August 1, 2017, individuals who are licensed to carry (LTC) may do so on campus premises except in locations and at activities prohibited by state or federal law, or the college's concealed handgun policy.

It is the responsibility of license holders to conceal their handguns at all times. Persons who see a handgun on campus are asked to contact the ACC Police Department by dialing 222 from a campus phone or 512-223-7999.

IMPORTANT: BIOL 1408 classes are held in an area designated as an exclusion zone as defined by state law or the college's concealed handgun policy. Concealed carry is prohibited in exclusion zones. Concealed weapons must be stored in a secure place as defined by college policy prior to entering the classroom, studio, or learning space.

Refer to the concealed handgun policy online at www.austincc.edu/campuscarry

Lab Policies:

***Instructors:** Be sure to also explain your lab policies. Include guidelines and procedures for lab practicals.*

You should tell your students what to expect in lab. For example, if you expect them to direct their own learning, or dissect in groups, then let them know. Tell them if you expect them to bring required materials to lab (books, handouts, atlases, safety equipment). Also tell them if you have a policy that students cannot attend lab if they miss any safety training at the beginning of lab or if you have a policy that students must wear closed-toed shoes to every lab. Tell them if there are no makeups for missed labs or lab practical exams.

Official Biology Department Policy Concerning Student Use of Organisms in the Classroom and Laboratory:

Most ACC biology classes, particularly those with laboratory components, use actual organisms during instruction in addition to images and models. ACC students generally are preparing for real-world careers requiring workers with hands-on experience. These careers include health care, veterinary work, horticultural and agricultural work. Other students plan to transfer to four-year colleges and will be participating in biological research where hands-on experience is equally important.

Organisms used at ACC are fundamental in biology instruction and they are utilized to teach specific skills and knowledge. Their condition and usage varies from course to course. Students will be expected to actively participate in these activities. Students with particular concerns in this matter should consult with their instructor and/or

departmental officials before enrolling in a course so that they can know what will be required of them.

Some organisms are observed alive while others are dead and preserved in various ways. Student manipulation of organisms ranges from culturing living organisms to dissecting preserved ones. Some examples include, but are not limited to: bacterial culturing for microbiology courses; cat, pig or rat dissection for anatomy courses; skeleton and pelt examination for field biology; and use of frogs in physiology experiments.

Course Schedule:

***Instructors:** You must provide a list either by day or week of the topics being covered in lecture and in lab, as well as noting major events such as exams, lab practicals, and deadlines for major projects or assignments.*

Communicate with the faculty teaching the same course you are at teaching, at the same campus where you are teaching, to make sure your lab schedule and wet lab experiments match. (To find faculty teaching your course at your campus, go to the [ACC Online Schedule](#) link. Click on Location and Distance Learning. Click on Complete for the campus where you are teaching. Scroll down to Biology.)

You must follow the order of labs once the lab schedule is created, but you have the freedom to choose which of the many experiments are done for each lab. For example, there may be 4 different activities for an Osmosis and Diffusion lab, but you do not have to do all 4 activities, you may choose to just do 2 of them. Make sure you communicate with the Lab Tech throughout the semester so that they do not waste supplies, time, or money prepping for activities you do not intend to do.

ACC Academic Policies and Services

Statement on Scholastic Dishonesty

A student attending ACC assumes responsibility for conduct compatible with the mission of the college as an educational institution. Students have the responsibility to submit coursework that is the result of their own thought, research, or self-expression. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, and falsifying documents. Penalties for scholastic dishonesty will depend upon the nature of the violation and may range from lowering a grade on one assignment to an “F” in the course and/or expulsion from the college. See the Student Standards of Conduct and Disciplinary Process and other policies at <http://www.austincc.edu/current/needtoknow>

Student Rights and Responsibilities

Students at the college have the rights accorded by the U.S. Constitution to freedom of speech, peaceful assembly, petition, and association. These rights carry with them the responsibility to accord the same rights to others in the college community and not to interfere with or disrupt the educational process. Opportunity for students to examine and question pertinent data and assumptions of a given discipline, guided by the evidence of scholarly research, is appropriate in a learning environment. This concept is accompanied by an equally demanding concept of responsibility on the part of the student. As willing partners in learning, students must comply with college rules and procedures.

Statement on Students with Disabilities

Each ACC campus offers support services for students with documented disabilities. Students with disabilities who need classroom, academic or other accommodations must request them through Student Accessibility Services (SAS). Students are encouraged to request accommodations when they register for courses or at least three weeks before the start of the semester, otherwise the provision of accommodations may be delayed.

Students who have received approval for accommodations from SAS for this course must provide the instructor with the ‘Notice of Approved Accommodations’ from SAS before accommodations will be provided. Arrangements for academic accommodations can only be made after the instructor receives the ‘Notice of Approved Accommodations’ from the student.

Students with approved accommodations are encouraged to submit the ‘Notice of Approved Accommodations’ to the instructor at the beginning of the semester because a reasonable amount of time may be needed to prepare and arrange for the accommodations. Additional information about Student Accessibility Services is available at <http://www.austincc.edu/support-and-services/services-for-students/disability-services-and-assistive-technology>

Student Support Services

Resources to support you are available at every campus. Food pantries are available at all campus Student Life offices (<https://sites.austincc.edu/sl/programs/foodpantry/>). Assistance paying for childcare or utility bills is available at any campus Support Center (<http://www.austincc.edu/students/support-center>). For sudden, unexpected expenses that may

cause you to withdraw from one or more of your courses, go to <http://www.austincc.edu/SEF> to request emergency assistance through the Student Emergency Fund. Help with budgeting for college and family life is available through the Student Money Management Office (<http://sites.austincc.edu/money/>) Counselors are available at any campus if you experience a personal or mental health concern (<http://www.austincc.edu/students/counseling>). All services are free and confidential.

Use of ACC Email

All College e-mail communication to students will be sent solely to the student's ACCmail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify you of any college related emergencies using this account. Students should only expect to receive email communication from their instructor using this account. Likewise, students should use their ACCmail account when communicating with instructors and staff. Instructions for activating an ACCmail account can be found at <http://www.austincc.edu/accmail/activation-and-login-assistance>.

Testing Center Policy

Under certain circumstances, an instructor may have students take an examination in a testing center. Students using the Academic Testing Center must govern themselves according to the *Student Guide for Use of ACC Testing Centers* and should read the entire guide before going to take the exam.

To request an exam, one must have:

- **ACC Photo ID**

- Course Abbreviation (e.g., ENGL)
- Course Number (e.g., 1301)
- Course Synonym (e.g., 10123)
- Course Section (e.g., 005)
- Instructor's Name

Do NOT bring cell phones to the Testing Center. Having your cell phone in the testing room, **regardless of whether it is on or off**, will revoke your testing privileges for the remainder of the semester. ACC Testing Center policies can be found at <http://www.austincc.edu/support-and-services/services-for-students/testing-services/instructional-testing>

Student And Instructional Services

ACC strives to provide exemplary support to its students and offers a broad variety of opportunities and services. Information on these services and support systems is available at: <http://www.austincc.edu/support-and-services>

Links to many student services and other information can be found at: <http://www.austincc.edu/current-students>

ACC Learning Labs provide free tutoring services to all ACC students currently enrolled in the course to be tutored. The tutor schedule for each Learning Lab may be found at:

<http://www.autincc.edu/tutor/students/tutoring.php>

For help setting up your ACCeID, ACC Gmail, or ACC Blackboard, see a Learning Lab Technician at any ACC Learning Lab.

Optional Statements: If you wish, you can insert the following optional topics into your syllabus.

Timely Return of Graded Materials:

***Instructors:** Include a statement about when students can expect graded papers to be returned. Example: "I will return graded papers within one week of submission."*

Student Injury Insurance:

Students enrolled in lab and field courses are covered by student insurance if they are injured as a result of the lab or field activity. The instructor will provide the student with the necessary forms and complete an injury report for the office of Environment Health, Safety and Insurance. There is a small deductible.

Bad Weather:

If classes are cancelled because of bad weather, ACC notifies instructors and students on the ACC homepage (<http://www.austincc.edu>) and on local radio and television stations.

Blackboard:

***Instructors:** Tell students what types of information you will provide on Blackboard. Example: "I will post all grades, lecture objectives, and lab handouts on Blackboard. Please check this site on a daily basis for announcements and all needed materials."*

Cell Phones and Pagers:

***Instructors:** If you have a policy about cell phone/pager use, state it in your syllabus. Example: "Please turn off cell phones and pagers during class as a courtesy to me and other students."*

ACC Policy Concerning Copyrighted Materials:

All class materials provided on the instructor's web page, Blackboard, CD, and/or in printed form (labs, objectives, assignments, etc.) are copyrighted and may not be reproduced without the written consent of the copyright holder. This may be the instructor, ACC, or a publisher. Reproduction consists of photocopying, scanning and copying files, or posting on a server or web site. Students currently registered for this section have permission to print one copy of course materials for their own personal use. No permission is given for posting any course materials on web sites.