



**BIOL-1408-102H1-SP2025**  
**Biology I for Non-Science Majors**  
**Spring 2025**

**Lab MW 2:00-4:50, STEM 316**  
**Lecture online**

**Instructor Information:**

Dr. Gabrielle Henslee  
 Email: [ghenslee@com.edu](mailto:ghenslee@com.edu)  
 Department telephone: (409) 933-8244

**Student hours and location:**

Monday and Wednesday 12:20-1:50  
 STEM 316

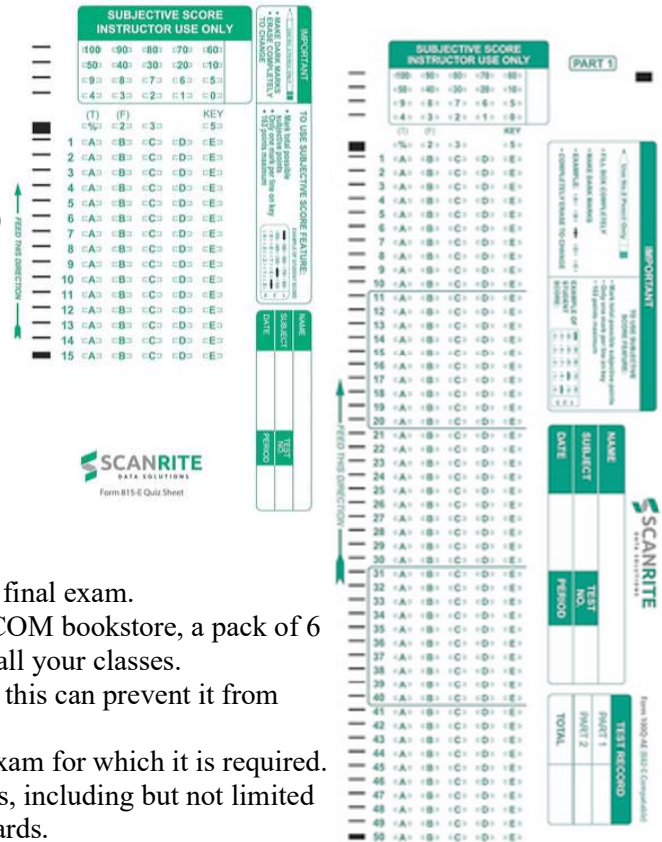
**Required Textbook/Materials:**

Textbooks

- ◆ Campbell Essential Biology with Physiology. Simon, Dickey, Hogan, and Reece. E-text with Modified Mastering Biology. Pearson. Accessed through Brightspace/D2L.
- ◆ BIOL 1406/1408 Lab Manual. Purchased through the COM Bookstore.

Physical resources

- ◆ Three-pronged folder or three-ring binder to contain your lab manual.
  - > You should keep all pages of your lab manual, as well as any additional handouts, until the end of the semester.
- ◆ Quiz scantrons (26)
  - > 815-E (short and skinny, 15 questions on front side only)
  - > Must be purchased and handed (with no writing) to the professor prior to the first quiz. Directions for labeling the scantrons will be given at the beginning of each quiz.
  - > You can purchase single scantrons for \$0.26 each at the COM bookstore (\$7.54 for the semester) or a pack of 100 for \$9.45 on Amazon.
  - > Marks on the scantrons should be dark enough to be read on the computer but not so dark that the pencil lead smudges. This can prevent the computer from reading your answers.
  - > If you erase marks on a scantron, be sure that no trace of pencil mark is left. Otherwise the computer may incorrectly read your answer.
- ◆ Exam scantrons (2)
  - > 882-E (long and skinny, 50 questions on each side)
  - > Must be purchased and brought to class on the day of the final exam.
  - > You can purchase single scantrons for \$0.49 each at the COM bookstore, a pack of 6 for \$2.99, or packs of 25, 50, or 100 on amazon to cover all your classes.
  - > Take care to avoid crumpling or creasing the scantron, as this can prevent it from being graded accurately.
  - > Failure to provide scantrons may result in a zero on the exam for which it is required.
- ◆ Recommended but not required: Physical note-taking supplies, including but not limited to highlighters, colored pencils, lined notebooks, and index cards.



- > Studies have shown that writing things out by hand improves retention of the information. I recommend drawing diagrams, creating outlines, and color coding your notes to connect ideas in a way that makes the most sense to you.
- ◆ Recommended but not required: A physical or digital calendar to keep track of assignments, exams, and other important dates.

#### Online resources

- ◆ COM Brightspace/D2L. <http://com.brightspace.com>. This will be used for online activities, class announcements, and more. All class resources are available through Brightspace/D2L.
- ◆ Mastering Biology with eText. Login will be completed through Brightspace/D2L.

**Course Description:** Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. **Prerequisites:** TSIA2 945-990 ELAR/CRC test AND 5 or higher on Essay OR 910-944 on CRC with 5-6 on Diagnostic Test + 5 or higher on Essay, or IRW 0320 with a grade of "C" or better.

#### Course requirements:

- ◆ **Lectures:** Due to the condensed nature of this course, lecture material will be posted online for students to review ahead of class. Understanding of the material will be evaluated using daily quizzes.
- ◆ **Labs:** During class, we will put into practice the principles learned in lecture using various lab activities. Lab activities will be completed for a grade and will form the basis for your lab quizzes and exam, so it is crucial that you understand the reasoning behind and execution of these lab activities.
- ◆ **Attendance and Participation:** Attendance will be taken at the beginning of each class and will contribute to your final grade. If you are not mentally present during class, attendance points may be deducted.
- ◆ **Homework:** There will be weekly assignments in Mastering Biology that can be completed for extra credit. These can be completed in part or in whole and will help you prepare for quizzes and exams.
- ◆ **Exams and Quizzes:** A single comprehensive lecture exam and a separate comprehensive lab exam will be given at the end of the semester. In order to help you prepare for exams, there will also be daily quizzes with a lower impact on your final grade. You will be allowed to use a single page of handwritten notes on the exams, but not on the quizzes.

#### Determination of Course Grade:

Descriptions of each grading component are given here. Point and weight values are detailed in a table on the next page.

#### Lecture grade

- ◆ Lecture quizzes
  - > There will be a lecture quiz (up to 15 questions) and a lab quiz (described below) at the beginning of each class.
  - > The lowest three quiz grades in each category will be dropped.
- ◆ Lecture exam
  - > One comprehensive lecture exam will be given at the end of the semester.
- ◆ Assignment – experimental design
  - > One small writing assignment will be due on January 22. Details will be given on January 15.
- ◆ Additional activities may be added throughout the semester

#### Laboratory grade

- ◆ Lab quizzes
  - > There will be a lecture quiz (described above) and a lab quiz (up to 15 questions) at the beginning of each class.
  - > The lowest three quiz grades in each category will be dropped.
- ◆ Lab exam
  - > One comprehensive lab exam will be given at the end of the semester.
  - > Any and all information included in the lab manual or encountered during the lab procedure may be included on the exam.
- ◆ Attendance
  - > Attendance will be taken each class, with three free absences. Note that while you will not lose attendance points for the first three classes you miss, you will lose lab manual completion points (both excused and unexcused absences) and you may lose quiz points (unexcused absences).

- > Tardiness or failure to participate fully in lab will result in deduction of attendance points.
- ◆ Lab manual
  - > You are expected to participate fully in lab and complete the questions included in the lab manual. **You must bring your lab manual to all lab sessions, or you will not receive credit for that lab.**
  - > You must bring your lab manual to me at the end of each class so I can record your points. **Unless you bring me your lab manual at the end of each class, you will not receive credit for that lab.**
- ◆ Assignment – group evaluation
  - > You will spend lab periods working in groups. After the 4<sup>th</sup>, 8<sup>th</sup>, and 12<sup>th</sup> labs, you will submit evaluations of your own and your group members’ ability to work as a team.

Extra credit opportunities

- ◆ Mastering Biology activities
  - > Extra credit homework will be assigned in Mastering Biology for each module. You may also rework the problems for practice after the due date.
- ◆ Attendance
  - > If you are present for more than 12 class meetings, extra credit points will be applied to your final grade (10 points per day).
- ◆ Name card
  - > Materials to make name cards will be provided on the first day of class. By making a card that can be read from the front of the room, you will earn 6 extra credit points.
  - > By placing the card at the front of your table space at the beginning of subsequent class meetings, you will earn 1 extra credit point per day
- ◆ End of course evaluation
  - > At the end of the semester, you will receive an email notification to complete course evaluations. If you complete this evaluation **AND** email be a copy of the confirmation page, you will earn 10 extra credit points.

**Grading Formula:**

Assignment	Points per assignment	# of assignments	Raw points	Weight	Weighted points	% of total grade
Attendance (3 free absences)	10	15	120	1.0	120	19.35%
Lecture quiz (lowest 3 grades dropped)	10	13	100	0.75	75	12.10%
Lab quiz (lowest 3 grades dropped)	10	13	100	0.75	75	12.10%
Lab manual	10	12	120	1.0	120	19.35%
Experiment design	15	1	15	1.0	15	2.42%
Group evaluation	5	3	15	1.0	15	2.42%
Lecture exam	100	1	100	1.0	100	16.13%
Lab exam	100	1	100	1.0	100	16.13%
<b>Total</b>					<b>620</b>	<b>100%</b>
Extra credit – Mastering Biology activities	variable	many	225	0.75	168.75	27.22%

Extra credit – attendance	10	3	30	1.0	30	4.84%
Extra credit – name card	5 for initial construction 1 per class period	15	20	0.75	15	2.42%
Extra credit – course evaluation	10	1	10	1.0	10	1.61%
<b>Total including all extra credit</b>					<b>843.75</b>	<b>136.09%</b>

Grades will be posted to D2L and updated throughout the semester. **You are responsible for keeping track of your grade.** Do not email me in a panic at the end of the term because you are not earning the grade that you want.

**Laboratory Science Statement:** The grade for this course consists of both a lecture and laboratory component. **Students must earn a 70% or better in the laboratory component to successfully pass the course.** Earning less than 70% in the laboratory component will result in an F for the course regardless of the lecture grade. Passing the laboratory component and failing the lecture component will not guarantee a passing grade for the course. Deviations from this policy will be at the sole discretion of the instructor.

**Grading Scale:**

Letter Grade	Percentage
A	89.50% - 100%
B	79.50% - 89.49%
C	69.50% - 79.49%
D	59.50% - 69.49%
F	0% - 59.49%

*Just under half of your grade is composed of participation points (attendance, lab manual completion, bringing your name card every day), just over half of your grade is dependent on quizzes and exams, and just under 5% of your grade is dependent on D2L assignments. If you show up and participate in lab every day, turn in half of the D2L assignments, and earn 50% on every quiz and exam, you will earn a 76.6% final course grade.*

**Late Work, Make-Up, and Extra-Credit Policy:** This course is designed to accommodate some of life's mishaps, difficulties, or tragedies by providing extended deadlines for selected assignments, as described below. After the extended deadline has passed, the assignment is closed, and the relevant submission link may be removed. Expect that no additional time will be provided. Any deviations from the policies described below are at the sole discretion of the instructor.

- ◆ **In class activities:** There will be no opportunities to make up in class activities.
- ◆ **Labs:** Labs are due the day they are completed in class. You must have me review your lab manual before leaving to earn credit for that lab. Students who are absent will not be allowed to complete the lab activity and will receive a zero for the day's assignment.
  - > You are responsible for understanding the material covered in lab even if you are absent. It is your responsibility to obtain any information you miss from a classmate.
- ◆ **Quizzes:** If you communicate **BEFORE THE QUIZ IS ADMINISTERED** that you will need to miss class, you may be allowed to make up the quiz during office hours.
  - > Make-up quizzes must be taken within one week of the original quiz date. After that point, the grade will be entered as zero.
- ◆ **Exams:** If you anticipate being absent, you must inform me **PRIOR TO THE EXAM**. Failure to communicate will result in a zero for the missed exam.
  - > Please communicate as soon as you are aware of any reason you may need to miss class on the exam date. This will allow us to plan ahead and potentially schedule your make-up exam for a date prior to March 6. Note that since I am not on campus on Thursdays, any exams scheduled after March 6 will require additional work on both your part and mine to submit your final course grade.
- ◆ **Mastering Biology extra credit assignments:** Due to the new expedited course schedule, the homework assignments on Mastering Biology are available for extra credit only.

- > Not completing the assignments will not negatively impact your grade.
- > Completing the assignments will positively impact your grade both in the addition of points to your final grade and in the additional information review and quiz/exam preparation.
- > The assignments are rather time-intensive. They do not have to be completed in a single sitting. You can also choose to complete only part of an assignment.
- > Because these assignments are for extra credit only, there will be no late work accepted. However, you may still access the assignments after the due date if you wish to use them for review.
- > Only the assignments titled “Chapter ## Homework part #” are graded for points. Dynamic Study Modules are also listed on the assignment calendar and can be used for review, but these will not be graded.

**Laboratory attendance policy:** Students are expected to attend all class sessions as listed on the course calendar. Attendance will be taken at the beginning of each class and will be adjusted throughout the class period as needed.

- ◆ This laboratory course is designed to support the information provided in the lectures and online materials. The lab course is an introduction to fundamental biology and covers important topics in each lab meeting. Attendance and participation are required and directly affect your weekly lab grade.
- ◆ Class will start promptly at 9:30 (section 101) or 2:00 (section 102) and will include a quiz. Students who arrive late will have no additional time to complete their quiz. Please be on time.
- ◆ Arriving late or leaving early (without approval from the instructor) may result in being marked absent for that day.
- ◆ Labs are designed to last most of the lab period, so expect to be in lab for the full time.
- ◆ In order to reduce illness and resulting class absences, I ask that you **wear a mask if you or any of your family, roommates, or close acquaintances show any signs of infectious illness.** This includes coughing, sore throat, sniffing, sneezing, runny nose, congestion, and severe or unusual fatigue. Please do not be the reason your classmates miss class.
- ◆ Because I understand life happens, I will drop three classes worth of missed attendance points. However, I do ask that you communicate with me via email if you will be missing class.
- ◆ Due to the laboratory nature of this course, attendance is incredibly important. You are responsible for **all** material covered in class, whether you are present or not. If you are absent, you are responsible for obtaining any missed notes from a classmate.

**Communicating with your instructor:** ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

- ◆ All emails must include your name and section number. You can find your section number (101 or 102) at the top of your syllabus.
- ◆ You may expect a response within 48 hours.
- ◆ I will be available to speak in person at the times posted at the top of this syllabus. Please come see me if you are having trouble understanding the course material. I can only help if you tell me you need help.
- ◆ For questions regarding course content (schedule, grading, etc.), please check the syllabus and applicable D2L announcements before emailing.
- ◆ Make sure you are also monitoring your COM email and the D2L announcement board for important course communications.
- ◆ Students who send me an image from their favorite tv show or movie will receive 3 additional points.
- ◆ A general note: Treating your professors as people who want to help you will serve you better than viewing professors as obstacles to be overcome to obtain a passing grade. Communication both in and outside of class is absolutely vital. I cannot address problems if I don't know they exist.

**Classroom conduct policy:** College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the online Student Handbook: <https://www.com.edu/student-services/student-handbook.html>. Students should act in a professional manner at all times. Disruptive students will be held accountable according to college policy. Any violations of the Code of Conduct will result in a referral to the Office for Student Conduct and may result in dismissal from this class.

**Behavioral expectations:** Each student is entitled to an environment conducive to learning. Any situation that prevents students from learning or the instructor from teaching is considered to be a disruption. Please be respectful of your fellow students and the instructor by adhering to the following:

- ◆ Cell phones should be silenced and put away during class.

- ◆ Laptops, tablets, and similar devices are ONLY permitted during class to take notes. Surfing the internet, scrolling through social media, checking email, etc. is not permitted during class. *If your laptop appears to be a distraction to you or the students around you, you will be asked to put it away and use a pen and paper to take notes.*
- ◆ Drinks, food, gum, and application of cosmetics *are not allowed in the lab/classroom.* Cubbies are provided near the door to store materials during lab, and students may step outside briefly if they need a drink. Students who have food or drink out during lab will lose attendance points.
- ◆ Students are required to wear lab-appropriate attire to all class meetings. This means that shirts must cover the entire stomach. Pants or skirts must cover the entirety of the legs, with no rips or holes. Sleeves must be short and/or tight to the body. Shoes must cover the entire foot with no gaps or holes. Long hair must be tied back. These requirements are meant to protect the safety of both students and lab equipment.
- ◆ I encourage discussion and questions at appropriate times during lecture. *This does not include personal conversations unrelated to biology.* Students not paying attention and participating in class will lose attendance points.
- ◆ Students may be removed from class at the discretion of the instructor if they are exhibiting disruptive behavior, and a Conduct Referral Form may be submitted to the Dean of Students. Repeated incidents will result in automatic withdrawal from the class.
- ◆ All students are expected to participate equally in group lab activities. If a student is not participating, attendance points will be deducted.
- ◆ You are expected to behave with civility toward all persons in my classroom. Racist or bigoted speech will not be tolerated.
- ◆ You are expected to follow best practices in prevention of communicable disease. This includes wearing a mask if there is ANY chance you may have a contagious disease, washing your hands thoroughly before and after class, and staying home if you are sick.

**Exam policy:** In order to provide a distraction-free testing environment, the following policies will be used on exam days:

- ◆ All bags, notes, headphones, and other materials will be stowed in the cubbies by the door.
- ◆ Phones and smart watches will be silenced and kept inside your bag in the cubbies.
- ◆ If a student leaves the room during the exam, their exam will be considered complete and will be collected for grading.
- ◆ Any student who does not adhere to these policies will be assumed to be cheating and will be given a ZERO for that exam.

Student Learner Outcome	Maps to Core Objective	Assessed via
1. Distinguish between prokaryotic/eukaryotic and plant/animal cells. Identify major cell structures and stages of the cell cycle.	Critical thinking	Lab activities Exam
2. Apply genetic principles to predict the outcome of genetic crosses and statistically analyze results.	Critical thinking	Lab activities Exam
3. Describe and identify the importance of karyotypes, pedigrees, and biotechnology.	Critical thinking	Exam
4. Identify components of a DNA molecule. Describe replication, transcription, and translation.	Critical thinking	Exam
5. Analyze evidence for evolution and natural selection.	Critical thinking	Exam
6. Apply scientific reasoning to investigate questions. Utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data.	Critical thinking Empirical and quantitative skills	Lab activities
7. Use critical thinking and problem solving to make informed decisions in the laboratory.	Critical thinking	Lab activities
8. Effectively communicate the results of scientific investigations.	Communication	Lab activities
9. Demonstrate the ability to work effectively with others to support and accomplish a shared goal.	Teamwork	Lab activities

**Academic Dishonesty:** Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook.

- ◆ Cheating on exams is an extremely serious offense and will result in a grade of **ZERO** on that exam. In addition, the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

- ◆ Plagiarism is using someone else's words **or ideas** and claiming them as your own. This includes using someone's words without enclosing them in quotation marks, paraphrasing information without including a proper citation, copying directly from a website and pasting it into your paper, or using computer-generated (A.I.) text of any sort. Any assignment containing plagiarized material will receive a grade of **ZERO**, and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.
  - > Resources for avoiding plagiarism: <https://owl.english.purdue.edu/owl/resource/589/01/>
- ◆ When filling out your lab manual, you are expected to use your own words. You may discuss the answer with your group, but I should see four different answers written in the manuals from each group (assuming a group of 4 students).

***Course policies are subject to change. It is the student's responsibility to check Brightspace/D2L for corrections or updates to this syllabus. Any changes will be posted in the "Announcements" section. Any large changes will also be updated in the syllabus.***

**Student Concerns:** If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Science and Engineering Department Chair Sheena Abernathy at [sabernathy@com.edu](mailto:sabernathy@com.edu).

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## **Institutional Policies and Guidelines**

### **Grade Appeal Process:**

Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook: [https://www.com.edu/student-services/docs/Student\\_Handbook\\_2024-2025\\_v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.pdf). *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

### **Academic Success & Support Services:**

College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

### **ADA Statement:**

Any student with a documented disability needing academic accommodations is requested to contact:

Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: [AccessibilityServices@com.edu](mailto:AccessibilityServices@com.edu)

Location: COM Doyle Family Administration Building, Student Success Center

### **Textbook Purchasing Statement:**

A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

### **Withdrawal Policy:**

Students may withdraw from this course for any reason prior to the last eligible day for a "W" grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1<sup>st</sup> 8-week session is February 26. The last date to withdraw from the 16-week session is April 21. The last date to withdraw for the 2<sup>nd</sup> 8-week session is April 30.

**FN Grading:**

The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

**Early Alert Program:**

The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

**Resources to Help with Stress:**

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please go to <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at [deanofstudents@com.edu](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).

**Nondiscrimination Statement:**

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.

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## Spring 2025 Tentative Course Outline

Course schedule is subject to change. Any changes will be communicated in writing through D2L.

Additional details are provided in a separate document.

Date	Lecture Topics (at home)	Lab Topics (in class)
Jan 13	Ch 1: Biology Today	Intro to course Using D2L, online textbook, and Mastering Biology Lab safety
Jan 15	Ch 2: Essential Chemistry for Biology	Lab 1: Scientific Method
*Jan 20	N/A	No class – MLKJ Day
Jan 22	Ch 3: The Molecules of Life	Lab 2: pH
Jan 27	Ch 4: A Tour of the Cell	Lab 3: Biomolecules
Jan 29	Ch 5: The Working Cell	Lab 4: Microscopes
Feb 3	Ch 6: Cellular Respiration and Fermentation	Lab 5: Cells
Feb 5	Ch 7: Photosynthesis	Lab 6: Cell Transport
Feb 10	Ch 8: Cellular Reproduction	Lab 7: Enzymes
Feb 12	Ch 9: Patterns of Inheritance	Lab 8: Cell Respiration and Fermentation
Feb 17	Ch 10: Structure and Function of DNA	Lab 9: Photosynthesis
Feb 19	Ch 12: DNA Technology	Lab 10: Cell Division
Feb 24	Ch 13: Evolution and Speciation	Lab 11: Genetics
*Feb 26	Ch 14: How Biological Diversity Evolves	Lab 12: DNA and Biotechnology
Mar 3	N/A	In class review
Mar 5	N/A	<b>Comprehensive final exams</b>

\* January 21: Census day (last day to drop class with no grade)

\* February 26: W day (last day to withdraw from the course with a “W” grade)

\* Final grades will be posted by 11 am on March 7

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