

## BIOLOGY 1305 GENERAL BIOLOGY, FALL 2020, CRN # 11287

Instructor: Dr. Hsini Lin; E-mail: [hlin@utep.edu](mailto:hlin@utep.edu)

Lecture Time: Asynchronous Online Class; Location: Blackboard

Virtual Office Hours: TBD

Emergency Contact: Annette Vasquez (915) 747-7479

### Course Objectives

This course is designed to introduce the student who is majoring in Science to various core themes in biology. The students will gain a basic understanding of some of the more complex fundamentals of science that will be built upon in later biology courses. Upon completion of this course, I hope you will be able to:

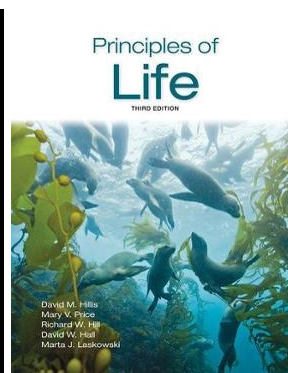
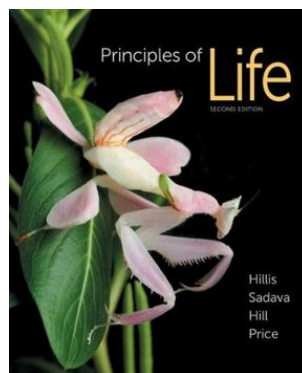
- Demonstrate an understanding of the language of Biology.
- Demonstrate an understanding of the basic concepts of inorganic, organic and biochemistry as they apply to the biological sciences.
- Demonstrate the ability to predict the roles of atoms, molecules, organelles, genetics and environmental factors in regulating metabolism of prokaryotes, animals and plant cells.

### General Information

The course is designed for Science majors. The difficulty level of the course will depend largely upon your academic background and academic abilities in general, the majority of the students have to put in a significant amount of time and effort to succeed. You need to be realistic about how much time you will need to devote to this class, and plan your time accordingly.

### Required Materials

- A good attitude and willingness to work hard
- Access to online course materials on Blackboard
- An e-mail address on record that you check regularly
- *Textbook: Principles of Life. Hillis, Sadava, Heller and Price.* Note that either the 2nd Ed. (ISBN-10: 1464109478; ISBN-13: 978-1464109478) and 3rd edition (ISBN-13: 978-1319017712; ISBN-10: 1319017711) are acceptable



## Technology Requirement

Course content is delivered via the Internet through the Blackboard learning management system. Ensure your UTEP e-mail account is working and that you have access to the Web and a stable web browser. Google Chrome and Mozilla Firefox are the best browsers for Blackboard; other browsers may cause complications. When having technical difficulties, update your browser, clear your cache, or try switching to another browser.

You will need to have access to a computer/laptop, a webcam, and a microphone. You will need to download or update the following software: Microsoft Office, Adobe Acrobat Reader, Windows Media Player, QuickTime, and Java. Check that your computer hardware and software are up-to-date and able to access all parts of the course.

If you do not have a word-processing software, you can download Word and other Microsoft Office programs (including Excel, PowerPoint, Outlook and more) for free via UTEP's Microsoft Office Portal. Click the following link for more information about Microsoft Office 365 and follow the instructions.

**IMPORTANT:** If you encounter technical difficulties beyond your scope of troubleshooting, please contact the UTEP Help Desk as they are trained specifically in assisting with technological needs of students. Please do not contact me for this type of assistance. The Help Desk is much better equipped than I am to assist you!

## Course Communication

There are a number of ways we can keep the communication channels open:

- **Email:** UTEP e-mail is the best way to contact me. I will make every attempt to respond to your e-mail within 24-48 hours of receipt. When e-mailing me, be sure to email from your UTEP student account and please put the course number in the subject line. In the body of your e-mail, clearly state your question. At the end of your e-mail, be sure to put your first and last name, and your university identification number.
- **Announcements:** Check the Blackboard announcements frequently for any updates, deadlines, or other important messages.
- **Discussion Board:** If you have a question that you believe other students may also have, please post it in the Help Board of the discussion boards inside of Blackboard. Please respond to other students' questions if you have a helpful response.
- **Office Hours:** We will not be able to meet on campus, but I will still have office hours for your questions and comments about the course. My office hours will be held on Blackboard Collaborate.

## Netiquette

- As we know, sometimes communication online can be challenging. It's possible to miscommunicate what we mean or to misunderstand what our classmates mean given the lack of body language and immediate feedback. Therefore, please keep these netiquette (network etiquette) guidelines in mind. Failure to observe them may result in disciplinary action.
- Always consider audience. This is a college-level course; therefore, all communication should reflect polite consideration of other's ideas.
- Respect and courtesy must be provided to classmates and to the instructor at all times. No harassment or inappropriate postings will be tolerated.

- When reacting to someone else’s message, address the ideas, not the person. Post only what anyone would comfortably state in a face-to-face situation.
- Blackboard is not a public internet venue; all postings to it should be considered private and confidential. Whatever is posted on in these online spaces is intended for classmates and professor only. Please do not copy documents and paste them to a publicly accessible website, blog, or other space.

## Grading

The letter grading system will be used. **A = 90–100; B = 80–89; C = 70–79; D = 60–69; F = <60.** I do round off. Your grade will be determined based on Attendances, Assignments, Exams, and Quizzes.

Activity	% toward to final grade
Attendances	15%
Assignments	15%
Exam	50%
Quizzes	20%

**Attendance (15%):** Submit exit ticket weekly to receive the attendance points.

**Assignments (15%):** Assignments will be posted on the blackboard. Assignments should be submitted before their deadlines. I’m very strict with deadlines. 10 points/day will be deducted for late submission. No assignments will be accepted after the closing date. So, it is your responsibility to leave enough time to deal with possible personal issues or technical difficulties that may arise during online submission.

**Online Exams (50%):** There will be five exams during the semester. Each exam will have 50 multiple choices. Exams are only available during the scheduled time. **If you fail to complete the exam before the deadline, 10 points/day will be deducted from your grade until the exam is closed. If you fail to complete the exam before the closing date, the exam will be closed and you will receive a grade of zero (0) for that exam.** The exams are timed.

**Online Quizzes (20%):** You have to take the On-line quizzes before their deadlines. If you fail to complete the quiz before the deadline, the quiz will be closed and you will receive a grade of zero (0) for that quiz.

## Missed Examination Policy

A missed examination contributes zero percent toward to the student’s final course grade. Since this is an online course, exams are delivered via a database. **Once an exam has closed it will no longer be possible to retake the exam.** **Do not use a wireless internet connection to complete assignments or take exams as these connections can be unreliable and can cause submission of your work before you’ve completed the work, and nothing can be done.**

Make-up work will be given *only* in the case of a *documented* emergency. Note that make-up work may be in a different format than the original work, may require more intensive preparation, and may be graded with penalty points. If you miss an assignment and the reason is not considered excusable, you will receive a zero. It is therefore important to reach out to me—in advance if at all possible—and explain with proper documentation why you missed a

given course requirement. Once a deadline has been established for make-up work, no further extensions or exceptions will be granted.

### **Absence/Drop/Incomplete Policy**

It is your responsibility to complete the scheduled activities before the dead-line. If you cannot complete the assigned activities due to a serious illness or a legitimate excuse such as military personnel called to active duty or training, make arrangements with me before you leave. **OCT 30th** is the last day students may drop with an automatic “W”. An “I” (incomplete grade) can only be considered only if requested by the student in advance of the conclusion of the course and only for legitimate, documented emergencies. Failure to request and negotiate the terms of an “Incomplete” grade before the conclusion of the course will result in a denial except in the most extraordinary circumstances.

### **Academic Integrity Policy**

Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but is not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another as ones' own. Collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. All suspected violations of academic integrity at The University of Texas at El Paso must be reported to the Office of Student Conduct and Conflict Resolution (OSCCR) for possible disciplinary action. To learn more, please visit [HOOP: Student Conduct and Discipline](#). UTEP’s policies regarding academic integrity apply in this course.

### **Accommodation Policy**

The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the University. Students requesting an accommodation based on a disability must register with the UTEP [Center for Accommodations and Support Services \(CASS\)](#). Contact the Center for Accommodations and Support Services at 915-747-5148, or email them at [cass@utep.edu](mailto:cass@utep.edu), or apply for accommodations online via the CASS portal. The student is responsible for presenting to the instructor any DSS accommodation letters and instructions.

### **COVID-19 Precautions**

You must STAY AT HOME and REPORT if you (1) have been diagnosed with COVID-19, (2) are experiencing COVID-19 symptoms, or (3) have had recent contact with a person who has received a positive coronavirus test. Reports should be made at [screening.utep.edu](http://screening.utep.edu). If you know of anyone who should report any of these three criteria, you should encourage them to report. If the individual cannot report, you can report on their behalf by sending an email to [COVIDaction@utep.edu](mailto:COVIDaction@utep.edu).

For each day that you attend campus—for any reason—you must complete the questions on the UTEP screening website ([screening.utep.edu](http://screening.utep.edu)) prior to arriving on campus. The website will

verify if you are permitted to come to campus. Under no circumstances should anyone come to class when feeling ill or exhibiting any of the known COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, and alternative instruction will be provided. Students are advised to minimize the number of encounters with others to avoid infection.

Wear face coverings when in common areas of campus or when others are present. You must wear a face covering over your nose and mouth at all times in this class. If you choose not to wear a face covering, you may not enter the classroom. If you remove your face covering, you will be asked to put it on or leave the classroom. Students who refuse to wear a face covering and follow preventive COVID-19 guidelines will be dismissed from the class and will be subject to disciplinary action according to Section 1.2.3 *Health and Safety* and Section 1.2.2.5 *Disruptions* in the UTEP Handbook of Operating Procedures.

Course Schedule (**Please Note that this schedule is subject to change**)

	Date		Topic	Required Reading
<b>Unit 1</b>	08/25	T	Introduction	Chapter 1
	08/27	R	Chemistry and Energy	Chapter 2
	09/01	T	Chemistry and Energy	Chapter 2
	09/03	R	Nucleic Acids, Proteins and Enzymes	Chapter 3
	09/08	T	Nucleic Acids, Proteins and Enzymes	Chapter 3
	09/10	R	Review & Catch up	
	<b>09/15</b>	<b>T</b>	<b>Exam 1</b>	
<b>Unit 2</b>	09/17	R	Cells: The Working Units of Life	Chapter 4
	09/22	T	Cells: The Working Units of Life	Chapter 4
	09/24	R	Cell Membranes and Signaling	Chapter 5
	09/29	T	Cell Membranes and Signaling	Chapter 5
	10/01	R	Review & Catch up	
	<b>10/06</b>	<b>T</b>	<b>Exam 2</b>	
<b>Unit 3</b>	10/08	R	Pathways that Harvest, Store Energy	Chapter 6
	10/13	T	Pathways that Harvest, Store Energy	Chapter 6
	10/15	R	The Cell Cycle and Cell Division	Chapter 7
	10/20	T	The Cell Cycle and Cell Division	Chapter 7
	<b>10/22</b>	<b>R</b>	<b>Exam 3</b>	
<b>Unit 4</b>	10/27	T	Inheritance, Genes, and Chromosomes	Chapter 8
	10/29	R	Inheritance, Genes, and Chromosomes	Chapter 8
	11/03	T	DNA and its Role in Heredity	Chapter 9
	11/05	R	DNA and its Role in Heredity	Chapter 9
	<b>11/10</b>	<b>T</b>	<b>Exam 4</b>	
<b>Unit 5</b>	11/12	R	From DNA to Protein: Gene Expression	Chapter 10
	11/17	T	From DNA to Protein: Gene Expression	Chapter 10
	11/19	R	Regulation of Gene expression	Chapter 11
	11/24	T	Regulation of Gene expression	Chapter 11
	11/26	R	Thanksgiving Holiday (No Class)	
	12/01	T	Review & Catchup	
	<b>12/03</b>	<b>R</b>	<b>Exam 5</b>	