

# BIOL1304 HUMAN BIOLOGY, SPRING 2022, CRN# 21485

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Lecture Time: **Asynchronous Online Class**

Location: Blackboard

## Course Objective

This course provides non-science major students with a working knowledge of life science that will be useful in making informed choices about lifestyle and nutrition. After completion of this course, you will have a better understanding of body structures and their functions. You will learn how cell, tissue, organs, and organ systems work. You will learn both the core concepts of human biology and how they apply to everyday.

## 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: Human Biology. Cecie Starr, Beverly McMillan. 11<sup>th</sup> Edition (ISBN: 9781305112100)



## 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 several 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:** I will have office hours for your questions and comments about the course. If you need to meet with me, please contact me to schedule an appointment. 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.

### Course Schedule

Students are expected to complete the assigned activities (such as quizzes etc.) associated with the topics listed in the Course Schedule within the scheduled timeline. If students fail to submit any required work before the deadline, they will receive a grade of zero (0) for that assignment with no exceptions. Start from the second week, you must complete the assigned reading, and quiz.

Unit	Date	Topic (Reading Chapter)	Assigned Activities
1	01/18– 01/21	Ch1: Learning about Human Biology	<ul style="list-style-type: none"> <li>• Reading textbook Ch1</li> <li>• Scavenger Hunt Question</li> <li>• DQ1: Ice Breaker</li> <li>• Q1</li> </ul>
	01/24 – 01/28	Ch2: Chemistry of Life	<ul style="list-style-type: none"> <li>• Reading: textbook Ch2</li> <li>• DQ2</li> <li>• Q2</li> </ul>
	01/31 – 02/04	Ch3: Cells and How They Work Ch4: Tissues, Organs, and Organ Systems	<ul style="list-style-type: none"> <li>• Reading: textbook Ch3&amp;4</li> <li>• DQ3</li> <li>• Q3 &amp; Q4</li> </ul>
	<b>02/07 – 02/11</b>	<b>EXAM 1 will be available from 9:00 am (mountain time) 2/7 (Monday) to 11:59 pm (mountain time) 2/11 (Friday)</b>	
2	02/14 – 02/18	Ch5: The Skeletal System	<ul style="list-style-type: none"> <li>• Reading: textbook Ch5</li> <li>• DQ4</li> <li>• Q5</li> </ul>
	02/21 – 02/25	Ch6: The Muscular System	<ul style="list-style-type: none"> <li>• Reading: textbook Ch6</li> <li>• DQ5</li> <li>• Q6</li> </ul>
	02/28 – 03/04	Ch13: The Nervous System Ch14: Sensory System	<ul style="list-style-type: none"> <li>• Reading: textbook Ch13&amp;14</li> <li>• DQ6</li> <li>• Q13 &amp; Q14</li> </ul>
	<b>03/07 – 03/11</b>	<b>EXAM 2 will be available from 9:00 am (mountain time) 03/07 (Monday) to 11:59 pm (mountain time) 03/11 (Friday)</b>	

Unit	Date	Topic (Reading Chapter)	Assigned Activities
3	<b>03/14 – 03/18</b>	<b>SPRING BREAK (NO CLASS)</b>	
	03/21 – 03/25	Ch16: Reproductive System Ch17: Development and Aging	<ul style="list-style-type: none"> <li>• Reading: textbook Ch16&amp;17</li> <li>• DQ7</li> <li>• Q16 &amp; Q17</li> </ul>
	03/28 – 04/01	Ch19: Introduction to Genetics Ch20: Chromosomes & Human Genetics	<ul style="list-style-type: none"> <li>• Reading: textbook Ch19&amp;20</li> <li>• DQ8</li> <li>• Q19 &amp; Q20</li> </ul>
	04/04 – 04/08	Ch18: Cell Reproduction Ch21: DNA, Genes, and Biotechnology	<ul style="list-style-type: none"> <li>• Reading: textbook Ch18&amp;21</li> <li>• DQ9</li> <li>• Q18 &amp; Q21</li> </ul>
	<b>04/11 – 04/15</b>	<b>EXAM 3 will be available from 9:00 am (mountain time) 04/11 (Monday) to 11:59 pm (mountain time) 04/15 (Friday)</b>	
4	04/18 – 04/22	Ch7: Circulation Ch8: Blood Ch23: Principles of Evolution	<ul style="list-style-type: none"> <li>• Reading: textbook Ch 7, 8 &amp;21</li> <li>• DQ10</li> <li>• Q7,8 &amp; Q23</li> </ul>
	04/25 – 04/29	Ch9: Immunity and Disease Ch10: The Respiratory System	<ul style="list-style-type: none"> <li>• Reading: textbook Ch 9&amp;10</li> <li>• DQ11</li> <li>• Q9 &amp; Q10</li> </ul>
	05/02 – 05/06	Ch11: Digestion & Nutrition Ch12: The Urinary System	<ul style="list-style-type: none"> <li>• Reading: textbook Ch11&amp;12</li> <li>• DQ12</li> <li>• Q11&amp; Q12</li> </ul>
	<b>05/09 – 05/11</b>	<b>EXAM 4 (Final Exam) will be available from 9:00 am (mountain time) 05/09 (Monday) to 11:59 pm (mountain time) 05/11 (Wednesday)</b>	

**Online Exams (45%):** There will be three exams during the semester. Each exam will have 50 questions. 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. You will have 60 minutes to complete and submit each exam after you start the exam.

**Online Quizzes (25%):** 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.

**Testing Condition:** All quizzes/exams will be “open book” exams which means that when exams are taken, you will be able to have all support materials to answer exam questions. All exams will be given via the Internet using Blackboard. Lecture exams will be True/False and multiple-choice questions where you will have a list of answers to choose from a drop-down menu. Although the exams may be taken open-book, the exams will be timed. If you have to look up a lot of answers, you will not be able to finish the exam so it is important for you to know the material before starting an exam. Also, check out the Discussion Board posting titled "Study Advice for Exams" for information about how best to study for lecture exams.

**Online Blackboard Discussion Topics (28%):** There is one Discussion Board Topic each week. Discussion Board Topics give students the opportunity to strengthen their ability to communicate effectively in writing. Students should answer the question posted in the Discussion Board Topic and comment on responses made by other students. Students are expected to post contributions that are well thought out, well written, and that apply the principles of effective communication.

Here is what is expected of you: (1) Students are expected to log on and participate in weekly Discussion Board Topics at least twice a week. (2) Post your answer to the Discussion Board Topic before the deadlines. (3) Post at least two (see grading rubric) separate response to a classmate. If you fail to complete the blackboard discussion before the deadline, the discussion topic will be closed, and you will receive a grade of zero (0) for that discussion topic.

Last minute posts that are inaccurate, sloppy, unorganized, and unclear help no one. If you find that a post is unclear or inaccurate, it is your role to ask your classmate for further clarification or to point out the inaccuracy. If someone replies to your post with a question, you owe him or her the courtesy of a response. You are also responsible for posting your answers and replies on time.

## ***Responding to Posts***

It's called a discussion forum because people are actually supposed to discuss ideas! Clever, huh? That means it will only be useful if you respond to others, not just post your own messages. You will not get the best results or grades from this kind of communication if you don't react to your classmates.

To respond to a message, simply enter the appropriate forum, then click on the subject of a message. Read the message, and if you want to respond, scroll to the bottom and click "Reply." Type your message and "Submit." Here are more hints:

- **Don't agree with everything.** "Good idea!" "I agree," or "I think the same thing" are not worthwhile responses. They don't add to the conversation. If you do agree with the poster, then try to add another example or clarify the point more. It's OK to have a different opinion. On the other hand, ...
- **Don't disagree with everything.** You won't impress anyone by being critical of every posting that is made. Try to be generous in interpreting others. Ask clarifying questions if you are not sure you understand.
- **Search for balanced replies.** When you respond to others, try to include both positives and negatives about what they have said. Tell them what you like about their ideas or compliment their intentions. Then let them know what part of their response they should consider giving more thought or looking at again.
- **Replies should be useful.** A good reply will give everyone following along more to think about. If it is critical, the critique will be specific, clear, and point toward possible improvements. Often, asking more questions is the best sort of reply. A good reply will encourage the poster to respond again. Hopefully, they will look forward to more interactions with you in the future.
- **Attack arguments, but don't attack people.** Don't get personal in a discussion forum. At the worst, be generous and assume that it is the person's idea that you don't like, not the person. Ad hominem attacks (against the person) will lose friends and participation points for you. So will racist, sexist, ageist, and other bigoted comments. So will profanity and obscenity. Let's stay civil!
- **If you encounter difficulties or the argument gets too hot, let your instructor know.** Your instructor will be checking the forum regularly but may miss a critical posting. If someone posts something that upsets you, talk to your instructor about it. In some cases, your instructor might help clear up misunderstandings, or if necessary, delete an offensive message from the discourse.

## ***Inappropriate Behavior***

Some behaviors are inappropriate in a discussion group. This is especially true for academic groups. Remember that your professor is reading this discussion and act accordingly. Examples of inappropriate conducts are:

- Using abusive, disrespectful or foul language

- Using sexually suggestive language (either explicit or implicit) that could be perceived as offensive or harassing.
- Threatening others
- Insulting others or denigrating the opinions of others. It is quite normal to disagree, but do so respectfully and without personal attacks.
- Making personal attacks
  1. Posting in all capital letters, it looks like you are screaming
  2. Responding in anger – if you are angry take a ten minute break before responding
  3. Posting racist or hateful comments about ethnicity, gender, intelligence or income level
  4. Be very careful if you decide to use sarcasm – it can easily be misunderstood

**Grading:** Grading scale: A=90-100%; B=80-89%; C=70-79%; D=60-69%; F is <60%.

Exams	45%
Quizzes	25%
Blackboard Discussion Topics	28%
Scavenger Hunt Question	2%

**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. **April 1st** 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.

Information on this policy can be found at <http://academics.utep.edu/Default.aspx?tabid=23785>

**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.