# Midwestern State University Department of Biology
# Course Syllabus for
# BIOL 1013.X66: Introduction to Human Biology

**Description:**
Introduction to how the human body works for non-science majors. Basic biological principles, including scientific literacy, cell regulation and metabolism, nutrition, cancer, genetics, biotechnology and body systems. Concurrent laboratory participation in online lab required. This course meets the general education requirement for a science course in the core curriculum. It is not intended for Biology majors or minors. There are no pre-requisites for this course.

**Contact Information:**

Instructor: Dr. Marcy Brown Marsden
Office: Bolin Science Hall Room 111
Phone: (940) 397-4253
Email: margaret.brownmarsden@msutexas.edu


**Class day/time and location:**
Lecture and lab are both online. The deadline for all weekly assignments is specified in the course roadmap. Students are responsible for following the course roadmap.

**Requirements:**

D2L: This course uses Desire-to-Learn (D2L) extensively. Each student is expected to be familiar with D2L as it will be a primary source of communication regarding assignments, exam materials, and general course information. You can log into D2L through the MSU Homepage. If you experience difficulties, please contact MSU's technical support department by phone at 940-397-4278, or by email at helpdesk@msutexas.edu

Waymaker

In this course you will use Waymaker BIOL 1013 Introduction to Human Biology instead of a traditional textbook. Waymaker provides your course materials digitally inside D2L.

You can access all readings, videos, a study plan, and other activities through D2L.

Lab: You will conduct seven different labs this semester, and all lab work is virtual. Some labs will take two weeks to complete, so pay attention to the course roadmap for deadlines.

Other materials: You will need a computer with internet access to complete online access.

**Evaluation procedures:**
I expect integrity from all students. If I suspect that a student is cheating I may choose to record a zero for that assignment for all students involved and/or drop you from the course. I may also choose to report you for academic dishonesty. Any action suspicious of cheating, attempting to cheat, or helping someone cheat on an exam will result in termination of your exam and a grade of zero

For more information about the University Academic Misconduct Policy, see the Student Handbook, Appendix E, "Academic Dishonesty Policies and Procedures"

Lecture counts for 60%, and your lab for 40% of your grade in this course. Each includes the following items:

| **Item in Lecture** | **Percent of lecture grade** | **Percent of overall grade (weighted)** |
|---|---|---|
| Lecture exam average<br>(4 exams total) | 70% | 42% |
| Mini-quizzes<br>(one per chapter) | 30% | 18% |
| Total | 100% | 60% of overall grade |

| **Item in Lab** | **Percent of lab grade** | **Percent of overall grade (weighted)** |
|---|---|---|
| Lab worksheets | 70% | 28% |
| Team Public Health Campaign project | 30% | 12% |
| Total | 100% | 40% of overall grade |

The grading scale is as follows

| Grade | Percentage |
|---|---|
| A | 90-100% |
| B | 80-89% |
| C | 70-79% |
| D | 60-69% |
| F | Below 60% |

Final grades are rounded to the nearest whole number (0.5 rounds up, 0.4 rounds down). Grades will not be curved or adjusted for students close to a cutoff between letter grades.

**Lecture exams**
There will be four multiple-choice exams. No exam grades will be dropped.

**Mini-quizzes**

The mini-quizzes are available on D2L and may only be completed once. The deadlines are set in the syllabus, and they may not be completed late. All due dates are on the assignment calendar posted on D2L.

**Lab worksheets**

At the end of each lab you will complete a summary worksheet that you will submit to D2L dropbox. These assignments are described in greater detail in the lab syllabus.

**Team public health campaign project**

You will work with a team to complete a project developing a mock public health campaign. This is a semester-long project and you will be evaluated both as a team and individually. This project is described in greater detail in the lab syllabus.

**For technical problems while doing assignments**

It is important to do labs and assignments early so that problems will not prevent you from completing the homework before the deadline is up. Since you have at least one week to complete all assignments, *due dates are firm* and will not be moved due to technical problems.

If you email an instructor for help with a problem, please document the problem in every way possible (detailed descriptions, the time that the problem occurred, and screenshots are all helpful). Include your name and course information.

1) For an assignment that does not appear to be available on D2L when it should be, or has a grading error, contact Dr. Brown Marsden (margaret.brownmarsden@msutexas.edu)

2) For a problem with D2L or MSU's website in general (for example, those websites are not working, or you cannot login).
    a. Contact MSU's Information Technology (IT) department Help Desk by phone at 940-397-4278
    b. Contact the help desk by email at helpdesk@msutexas.edu

**Email policy**

Email is the best way to reach me. I will make every effort to respond within 24 hours to e-mails received during regular school hours (8:00 am – 5:00 pm M-F). Emails sent after business hours or during the weekend will receive a response the following business day.

In your email:

1) Tell me what class you're in
   Include the subject, day and time. (Or the course number and section if you know it, such as "1013.X66")

2) Sign the email with your first and last name
   Some students have the same first or last name. If I have both it is easier to look up your information in my records. If you use a nickname you may also want to give your official name as it is in Banner.

3) Use email etiquette
   a. Start your email with a greeting.
   b. Use complete sentences
   c. Don't type in all caps

**Attendance policy**

<u>In general</u>

Student attendance for this online course is defined by **active participation** in the course. You are required to login no more frequently than daily and at minimum once a week. However, it is not recommended that you attempt to cover a week's worth of assigned material in one day, especially since some lab activities require that you record data over a few days. Your participation can be documented by any or all of the following methods:

- Submission/completion of assignments
- Communication with the instructor
- Discussions

The student is solely responsible for checking updates related to the course. If a student fails to meet the attendance requirements, he or she may be recommended for withdrawal from the course. I will email you before making this decision.

<u>In lab</u>
While there is not a physical lab classroom to attend, it is expected that you will complete all lab assignments. Missing more than two labs can result in an F in the entire course or being dropped by the instructor from the entire course.

**Devices in class**

Although exams will be administered online, treat them as though you were in a proctored classroom setting. That means not looking up answers online or in your notes. If you spend time searching for answers you may not complete the exam within the allotted timeframe.

**Important university policies**

Students with Disabilities
If you have a disability that requires an accommodation, please provide appropriate documentation and we can work on what is required to accommodate you in class. Please contact the Disability Support Service in Room 168 of Clark Student Center (940) 397-4140 for other support, if needed.

About Campus Carry at MSU
Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the University's Campus Carry policy

**Frequently asked questions**

What is my grade in lecture or lab so far?

If you want to calculate your grade by hand, use the tables provided on page 2 to see what each kind of assignment is worth. Multiply your grade or average in each of those categories by the appropriate decimal value. (For example, if exams count for 60% of the lecture grade, multiply your exam average so far by 0.20). Then add each resulting number together for your grade

You can also see your assignment grades (and possibly your average) in the "Grade Book" portion of the D2L page for both lecture and lab.

How do I calculate my overall course grade so far?
By using this formula:
[(Lecture average so far) x (0.60)] + [(Lab average so far) x (0.40)] = Course Grade

Will you round my average?
The grade that you earn by the end of the semester is the grade that you will receive. I will only round up in instances where the average would mathematically round up to the next number (such as in instances of 0.5 and higher). For example, an average of 89.5 will round to a 90).