

Midwestern State University Department of Biology

Course Syllabus for

BIOL 1013.X10: 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: Mrs. Jeanel Georges Insalaco

Office: Bolin Science Hall Room 307C

Phone: (940) 397-4023

Email: jeanel.insalaco@msutexas.edu

Office Hours: TR 10:30 AM – 12 noon; 1-2 pm or by appointment.

Office hours may be in person, on the phone, or via Zoom:

<https://msutexas-edu.zoom.us/j/8697142289>; ID: 869 714 2289

Class day/time and location:

Lecture and lab are both online. You may complete assignments at any time during the assigned week. The deadline for all weekly assignments is 11:59pm Sundays.

Requirements:

BIOL 1013 101 & X10 are included in the Courseware Access & Affordability Program at MSU Texas. What does this mean? Your materials will be available the first day of class, for all students in your class. To access your materials, please log into D2L and navigate to your course. (Click on your widgets)The charges for this material have been posted to your student account at the business Office. If you want to “opt out” of this program and the cost savings, you will receive the “opt out” instructions in your my.msutexas.edu email on the second day of class. Your last day to “optout” is **09-6-22**

The cost of your materials charged to your acct. is:

COSM Electronic Courseware \$28.25

Tax \$ 2.33

Comparable pricing at bookstore: \$152.00

Publisher’s website: \$100.00 (Before tax)

If you have any questions or need assistance, please feel free to contact the MSU Bookstore (940) 397-4303.

Lab: This course includes an online lab that requires some common household items. **See the list of items and budget accordingly.**

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

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

Evaluation procedures:

- Integrity is expected from all students. Any action suspicious of cheating, attempting to cheat, or helping someone cheat (such as, but not limited to, collaborating on exams, using notes during an exam, or recording or communicating exam content to other students, plagiarizing or otherwise copying lab work) will result in **a grade of zero**. You may also be dropped from the course and ultimately reported to the Dean of Students for academic dishonesty. The [Academic Honesty Checklist](#) describes the timeline for appealing from the instructor to the next in line (chair of department) and who must be notified of academic honesty infractions.
 - For more information about the University Academic Misconduct Policy, see the 2021-2022 [MSU Student Handbook](#), “Academic Dishonesty Policies and Procedures, pp. 55.
 - The [Grade Appeal Checklist](#) provides the timeline for appealing from the instructor to the next in line (dean of the college).

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 (4 exams total)	70%	42%
Study Plan and quizzes	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 on D2L. You are required to use Lockdown Browser and Respondus Monitor during exams. No exam grades will be dropped.

Study Plans

At the end of each subsection of the chapter there is a Self-Check; a short assessment to check your understanding of the material. You must click “Finish” after completing the self-check in order for a grade to be recorded showing that you completed the study plan.

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) Lab instructions (for example, you do not understand the instructions).
 - a. Check the Lab Help Discussion Board for that lab module on D2L. Your question may have been asked and answered your classmates or instructor
 - b. If there is no information on D2L contact me, Mrs. Georges Insalaco, (jeanel.insalaco@msutexas.edu)

- 2) An assignment that does not appear to be available on D2L when it should be, or has a grading error.
 - a. For Lab D2L: TA, Sherna Xavier: shernaxavier123@gmail.com
 - b. For Lecture D2L: Mrs. Jeanel Georges Insalaco (jeanel.insalaco@msutexas.edu)
- 3) 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.X10")
- 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 (please note that while "Hey" is acceptable among friends it is considered too casual for academic settings).
 - b. Use complete sentences
 - c. Don't type in all caps

Attendance policy

In general

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.

In lab

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 unless otherwise instructed. 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

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter

- The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [Safety / Emergency Procedures](#). Students are encouraged to watch the video entitled “*Run. Hide. Fight.*” which may be electronically accessed via the University police department’s webpage: ["Run. Hide. Fight."](#) .

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 0.60). 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:

$$[(\text{Lecture average so far}) \times (0.60)] + [(\text{Lab average so far}) \times (0.40)] = \text{Course Grade}$$

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).