

# Midwestern State University Department of Biology

## Course Syllabus for

### BIOL 1013.101: 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](mailto:jeanel.insalaco@msutexas.edu)

Office Hours: MW: 10-12 noon & 1:30 – 2:45 pm

Otherwise by appointment.

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

#### **Class day/time and location:**

Lecture meets Mondays and Wednesdays at 3:00 PM. Lab is entirely online. The deadline for all weekly assignments is 11:59 pm Sundays.

#### **Requirements:**

BIOL 1013 is included in the MSU Texas Access & Affordability Program for the Fall semester. What does this mean?

- Your course material is in D2L on the first day of class, for everyone in your class. Your Professor has opted to have this course in the program to save you time and money.
- The money saving charge of \$39.38 + tax has been added to your student account, which is below the publisher's website price.
- You have the choice to "opt out" of this special pricing and find your material on your own. If you prefer to "opt out", the instructions will be in your [my.msutexas.edu](mailto:my.msutexas.edu) email on the second day of class.
- **The last day to "opt- out" of this content in D2L is 9/13/23.**  
**If you "opt out", you lose your course material. If you "opt out" by mistake, please contact the bookstore at the email address below and you will be "re-instated" with your course materials.**

For questions concerning the program or if you need assistance, please contact the Bookstore at [jenny.denning@msutexas.edu](mailto:jenny.denning@msutexas.edu).

**Lab:** This course includes an online lab that requires some common household items. **See the list of items on D2L 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](mailto:helpdesk@msutexas.edu)

**Evaluation procedures:**

Integrity is expected from all students. If a student is suspected of cheating I may choose to record a zero for that assignment for all students involved and/or drop that student(s) 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. Since analytical and critical thinking skills are part of the learning outcomes of this course, all written assignments should be prepared by the student. Developing strong competencies in this area will prepare you for a competitive workplace. Therefore, AI-generated submissions are not permitted and will be treated as plagiarism.

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:

<b>Item in Lecture</b>	<b>Percent of lecture grade</b>	<b>Percent of overall grade (weighted)</b>
Lecture exam average (4 exams total)	70%	42%
Study Plan and quizzes	30%	18%
Total	100%	60% of overall grade

<b>Item in Lab</b>	<b>Percent of lab grade</b>	<b>Percent of overall grade (weighted)</b>
Lab worksheets	70%	28%
Team Public Health Campaign project	30%	12%
Total	100%	40% of overall grade

The grading scale is as follows

<b>Grade</b>	<b>Percentage</b>
A	90-100%
B	80-89%
C	70-79%

Grade	Percentage
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. The exams are open note meaning that you may use your personal notes but you may not use internet search engines during the 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.

### **Quizzes**

The quizzes are found at the end of each module. You have 2 attempts at each quiz. Deadlines are set for each quiz and are listed in the course calendar.

### **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.

### **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.

Lecture and Lab instructions (for example, you do not understand the instructions).

Check the Lab Help Discussion Board for that lab module on D2L. Your question may have been asked and answered by your classmates or instructor.

If there is no information on D2L contact me, Mrs. Georges Insalaco, ([jeanel.insalaco@msutexas.edu](mailto:jeanel.insalaco@msutexas.edu))

A lab assignment that does not appear to be available on D2L when it should be, or has a grading error.

For Lab D2L: TA,

A problem with D2L or MSU's website in general (for example, those websites are not working, or you cannot login).

Contact MSU's Information Technology (IT) department Help Desk by phone at 940-397-4278

Contact the help desk by email at [helpdesk@msutexas.edu](mailto: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:

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.

Use email etiquette

Start your email with a greeting (please note that while "Hey" is acceptable among friends it is considered too casual for academic settings).

Use complete sentences

Don't type in all caps

## **Attendance policy**

### In general

Research that shows final grades are positively correlated with attendance. That being said, being physically present but mentally absent is not positively correlated with final grades. Please do not disrupt the learning environment, rights, and property of others. Electronic devices may be useful to learning in this course but can also serve as a distraction to yourself and those around you. Be honest with yourself and if the device is a distraction then it is better to turn it off. Hold yourself accountable for your actions.

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**

Electronic devices may be useful to learning in this course but can also serve as a distraction to yourself and those around you. Be honest with yourself and if the device is a distraction then it is better to turn it off. Hold yourself accountable for your actions.

## **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 84<sup>th</sup> 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:

$$[(\text{Lecture average so far}) \times (0.70)] + [(\text{Lab average so far}) \times (0.30)] = \text{Course Grade}$$

### 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).