

Midwestern State University Department of Biology  
Course Syllabus for  
BIOL 1013.X11: 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  
Email: [jeanel.insalaco@msutexas.edu](mailto:jeanel.insalaco@msutexas.edu)  
Office Hours: by appointment. [Zoom](#); ID: 869 714 2289

Class day/time and location:

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

Requirements:

BIOL 1013 X10 & X1A are included in the Courseware Access & Affordability Program at MSU Texas. BIOL 1013 is included in the above 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. Mrs. Georges Insalaco has opted to have this course in the program to save you time and money.
- You can view your course charges (electronic courseware) on your student account in the Portal.
- You have the choice to “opt out” of this special pricing and find your material on your own. If you prefer to “opt out”, please see below. The last day to “opt out” of this content is 09/02/2025..

\*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 and budget accordingly. The lab activities are in a **separate D2L section** from the lecture material.

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

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%
Weekly study plans 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>
Weekly 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. 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.

There is a 5 day window during which exams are available, If you need to reschedule an exam then you should contact me before the due date. Missed exams will not be reopened unless there is evidence of unforeseen circumstances that prevented you from taking the exam by the due date.

## 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.

- 1) Lecture and 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](mailto:jeanel.insalaco@msutexas.edu))
- 2) A lab assignment that does not appear to be available on D2L when it should be, or has a grading error: contact the TA:

- 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](mailto:helpdesk@msutexas.edu)

### Email policy

Email is the best way to reach me. I will make every effort to respond within 48 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) 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.
- 2) 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. You will be allowed to use your notes but you are not allowed to use search engines to look up answers online. 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 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).