

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

Office Hours: MWF: 12:00 -2:50 pm or by appointment. Office hours will be held via Zoom: <https://msutexas-edu.zoom.us/j/8697142289> ; ID: 869 714 2289

Class day/time and location:

Lecture: Monday or Wed 3:-3:50 pm BO 127

Lab is online. The deadline for all weekly assignments is 11:59 pm Sundays.

During class, students must comply with MSU's requirement for wearing a face covering as mandated in the document https://msutexas.edu/return-to-campus/_assets/files/msu-texas-facial-covering-requirement.pdf

Requirements:

Textbook

Starr/Evers/Starr's Biology: Concepts and Applications, 10th Edition. ISBN: 978-1305967335

Publisher: Cengage,

Lab access: This course includes an online lab that requires McGraw Hill Connect Virtual Labs. The Access Card is purchased at the MSU Bookstore and the link to the Virtual lab will be found on the D2L homepage. You will need to have Connect access by Sept 6th.

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

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:

I expect integrity from all students. If cheating is suspected all students involved may receive a zero for that assignment and/or may be dropped from the course. Such students may also be reported 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 (4 exams total)	70%	42%
Mini-quizzes (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) 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 Ms. Javed (Asma.javed@mwsu.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:
 - 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 "1013.101")
- 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. Use salutations that are appropriate for academic/professional communication such as "Dear" "Hello/Hi" etc. ("Hey" is not professional and should be reserved for use only between close friends)
 - b. Use complete sentences
 - c. Don't type in all caps

Attendance policy

In general

Please attend the session that you have been assigned. If you are experiencing illness or any signs/symptoms of COVID-19 DO NOT attend class. A student may request to limit or eliminate their physical class attendance due to an underlying condition through the Disability Support Services.

Student attendance for this 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

Mobile devices may be used for research, accessing D2L or other academic purposes related to the course. The use of devices will not be permitted during exams. The Final exam will be online but should be treated as a proctored exam. 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:

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

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).