BIOL 1309 – General Biology II, For Non-Science Majors

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Department: Biology
Email: sullivanjb@sfasu.edu

* All contact via e-mail should be professional in manner with proper punctuation and grammar. Your name and your lecture/lab section should be included in the body of any email correspondence. E-mails sent in an unacceptable format will not be answered.
* Do not contact me through D2L, I will not respond. Only use my SFA email (sullivanjb@sfasu.edu).

Phone: (936) 468-5987
Office: S108
Office Hours: T 9am – 11am, W 11am – 12pm, R 9am – 11am, or by appointment.
Department: Biology
Class Meeting Time & Place: Bio 1309.001 TR 11:00-12:15pm STEM 103

Required Materials
Human Biology, 9th ed. by Johnson (ISBN: 9780135847268); Access to MasteringBiology website (available with text or separately)

Course Website: https://d2l.sfasu.edu/

Students are responsible for checking this site regularly and being aware of weekly announcements regarding upcoming labs.

Course Description: Biological principles for non-science majors. Study of the evolution of man, organ systems, and the human organism. May not be used to meet graduation requirements of students majoring in the College of Sciences and Mathematics. Credits: (3)

Pre-requisites: TSI compliance in English & Reading
Co-requisite: BIO 1109

Credit Hour Justification. BIOL 1309 "Gen Bio for Non-Majors II" (3 credits lecture) spans 15 weeks. Students are required to complete assignments based on readings in the textbook and lecture material, including homework assignments on the publisher supported web platform “Mastering Biology”. Students must complete periodic exams over the course content. Successful completion of all elements of the course requires at least 12 hours of student work each week.

Course Requirements: Students are required to complete exams in person and homework assignments accessed via the publisher’s website: Mastering Biology

Program Learning Outcomes: There are no specific program learning outcomes for this major addressed in this course. It is a general education core curriculum course and / or a service course.

What you need for this course:

- **Access to D2L:** It is here that you will find the course units, content modules, and other information.
- **The required text:** Human Biology, 9th ed. by Johnson (ISBN-13: 9780135847268)
- **Mastering Biology website access:** this is a publisher supported website. You will be required to complete homework assignments corresponding to each D2L content module on this website. Instructions for accessing Mastering Biology and establishing an account can be found on the D2L within the “Introductory Material” module. Once you have established an account, you will have access to the homework assignments. Access is packaged with text or can be purchased separately.
- **Technology Requirement:** If you are having technical issues with D2L, please call the student help line at 936-468-1919 or e-mail at d2l@sfasu.edu; live support is available from 8 am CST to 5 pm CST, Monday through Friday. For general technical issues, you may call the Technical Help Desk at 936-468-4357; they are available M – F from 8 am to 5 pm.
General Education Core Curriculum: The Texas Higher Education Coordinating Board has identified six core learning objectives: Critical Thinking Skills, Communication Skills, Empirical and Quantitative Skills, Teamwork, Personal Responsibility, and Social Responsibility. SFA is committed to the improvement of its general education core curriculum by regular assessment of student performance on these six objectives. By enrolling in BIOL 1309 - Biology For Non-Science Majors II (Lecture) - you are also enrolling in a Core Curriculum Course that fulfills the CRITICAL THINKING, COMMUNICATION SKILLS, and EMPIRICAL AND QUANTITATIVE SKILLS.

<table>
<thead>
<tr>
<th>Core Objective</th>
<th>Definition</th>
<th>How the Core Objective Will be Addressed</th>
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</thead>
<tbody>
<tr>
<td>Critical Thinking Skills; CO#1</td>
<td>To include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information</td>
<td>Homework assignments, associated with each chapter, are assigned on the digital platform “Mastering Biology”. All homework assignments include questions that test a student’s ability to think critically about various biological principles.</td>
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<tr>
<td>Communication Skills; CO#2</td>
<td>To include effective development, interpretation and expression of ideas though written, oral, and visual communication</td>
<td>Homework assignments, associated with each chapter, are assigned on the digital platform “Mastering Biology”. All homework assignments include questions that test a student’s ability discuss, via writing assignments, biological ideas.</td>
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<tr>
<td>Empirical and Quantitative Skills; CO#3</td>
<td>To include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.</td>
<td>Homework assignments, associated with each chapter, are assigned on the digital platform “Mastering Biology”. All homework assignments include questions that test a student’s ability to draw conclusions from both qualitative and quantitative data.</td>
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Student Learning Outcomes:

- **SLO – 1**: An understanding of the basic human organ systems, including their anatomy and physiology, their control, and their function in the whole organism context (Critical Thinking)
- **SLO – 2**: Use quantitative and / or qualitative reasoning to interpret and draw conclusions from information presented in homework assignments (Empirical and Quantitative Skills)
- **SLO – 3**: Be able to effectively communicate ideas and conclusions based on assigned readings (Communication Skills)
The Topic List below indicates the order in which topics will be assigned and the relative percentage of the course they comprise. All times listed are central time.

<table>
<thead>
<tr>
<th>D2L Unit</th>
<th>D2L Content Module</th>
<th>Book Chapters</th>
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<tbody>
<tr>
<td><strong>Molecules to Organs:</strong></td>
<td><strong>(25%) of course material</strong></td>
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<tr>
<td>Unit 1</td>
<td>Content Module 1: Chemistry of Living Things</td>
<td>2</td>
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<td></td>
<td>Content Module 2: Structure &amp; Function of Cells</td>
<td>3</td>
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<tr>
<td></td>
<td>Content Module 3: From Cells to Organ Systems</td>
<td>4</td>
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<td></td>
<td>EXAM 1 – COVERS UNIT 1 (February 1)</td>
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<tr>
<td>Unit 2</td>
<td>Content Module 1: The Skeletal System</td>
<td>5</td>
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<td></td>
<td>Content Module 2: The Muscular System</td>
<td>6</td>
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<td></td>
<td>Content Module 3: The Nervous System: Integration &amp; Control</td>
<td>11</td>
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<td></td>
<td>Content Module 4: Sensory Mechanisms</td>
<td>12</td>
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<td></td>
<td>EXAM 2 – Covers UNIT 2 (February 22)</td>
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<td>Unit 3</td>
<td>Content Module 1: Blood</td>
<td>7</td>
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<td>Content Module 2: Heart &amp; Blood Vessels</td>
<td>8</td>
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<td></td>
<td>Content Module 3: The Immune System &amp; Mechanisms of Defense</td>
<td>9</td>
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<td>Content Module 4: The Respiratory System: Exchange of Gases</td>
<td>10</td>
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<td>Content Module 5: The Digestive System &amp; Nutrition</td>
<td>14</td>
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<td>EXAM 3 – COVERS UNIT 3 (March 26)</td>
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<td>Unit 4</td>
<td>Content Module 1: The Urinary System</td>
<td>15</td>
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<td></td>
<td>Content Module 2: The Endocrine System</td>
<td>13</td>
</tr>
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<td></td>
<td>Content Module 3: Cell Reproduction &amp; Differentiation</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>Content Module 4: Human Reproduction &amp; Development</td>
<td>16 &amp; 21</td>
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<td></td>
<td>EXAM 4 – COVERS UNIT 4 (April 23)</td>
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<tr>
<td><strong>Organismal Biology:</strong></td>
<td><strong>(15%) of course material</strong></td>
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<td>Unit 5</td>
<td>Content Module 1: Genetics &amp; Inheritance</td>
<td>19</td>
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<td></td>
<td>Content Module 2: Cancer: Uncontrolled Cell Division &amp; Differentiation</td>
<td>18</td>
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<tr>
<td></td>
<td>Content Module 3: Evolution &amp; The Origins of Life</td>
<td>22</td>
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<td></td>
<td>EXAM 5 – COVERS UNIT 5 (May 7; 10:30am-12:30pm)</td>
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Determination of Bio 1309 Grade

Your performance in BIO 1309 will be assessed by the means of:

(1). **Exams:** There are (5) regular exams. Information necessary to successfully complete this exam will come from lecture materials, your reading of the textbook, and knowledge gained from completing the assigned homework on Mastering Biology. Your scores on these exams will be averaged to give you an “Exam Average”. Remember, although you are required to score a 100% on the “Syllabus Quiz” to proceed through the course, it will not factor into this “Exam Average”.

(2). **Homework:** These are online exercises accessed through the “Mastering Biology” website that accompanies the text. There is a homework assignment that covers each content module and the due dates are listed in the semester calendar. The grading policy regarding homework is given on the website, but in a nutshell:

- You have unlimited attempts on a question, however, every incorrect answer (before your final correct response) on a multiple choice, T/F, or matching question, will result in a 2% reduction in the points received for that question. Incorrect responses on short answer questions will not result in any loss of points (this avoids misspellings or misinterpretations); if there are any issues with the short answer questions Mastering Biology routes them to me to manually check them.
- You will be able to go back and look at all the homework as you study for exams.
- Your scores on the homework assignments, excluding the introductory assignment, will be averaged to give you a “Homework Average”.

The “Exam Average” and “Homework Average” will constitute 75% and 25% of your 1309 grade respectively,

\[ \text{Biology 1309 grade} = (0.75)(\text{Exam average}) + (0.25)(\text{Homework average}) \]

Determination of BIO 1309 and BIO 1109 Common Grade

A single common grade will be assigned for both BIO 1309 and BIO 1109. This grade will be determined by combining the grades earned in BIO 1309, BIO 1109, and then assigning this single common grade for both courses. Shown below is how the grades earned in BIO 1309 and BIO 1109 will be combined:

\[ \text{Biology 1309 common grade} = \left( \frac{3(\text{BIO 1309 grade}) + (\text{BIO 1109 grade})}{4} \right) \]

You will note that BIO 1309 contributes 75% of the common grade while BIO 1109 contributes 25%. Letter grades will be assigned on the following basis:

<table>
<thead>
<tr>
<th>Percentage Grade</th>
<th>Letter Grade assigned as Common Grade</th>
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<tbody>
<tr>
<td>90 – 100%</td>
<td>A</td>
</tr>
<tr>
<td>80 – 89%</td>
<td>B</td>
</tr>
<tr>
<td>70 – 79%</td>
<td>C</td>
</tr>
<tr>
<td>60 – 69%</td>
<td>D</td>
</tr>
<tr>
<td>0 – 59%</td>
<td>F</td>
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</tbody>
</table>

Class Attendance

You can find SFA’s official policy regarding absences [here](#). Below is a relevant excerpt:

“At the discretion of the instructor, students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. When possible, students should notify their instructors in advance about absences. Students are responsible for providing documentation in a timely manner to the instructor for each absence. The instructor determines whether such documentation is satisfactory.”
“Students with accepted excuses may be permitted to make up work for absences equaling no more than 15% of the scheduled course meeting time for the term, depending on the nature of the missed work. The timeline for completing make-up work will be determined by the instructor.”

ALL REQUESTS FOR AN EXCUSED ABSENCE MUST BE MADE THROUGH THE SFASU DEAN OF STUDENTS WEBSITE (as per new UT policy). You may navigate to: https://www.sfasu.edu/deanofstudents/about/welcome. Once there, select “Student Outreach & Support” and then “Notify Faculty of Absence”. As per new policy, you will be required to provide documentation when requesting absence notification. If your documentation or reason for absence is accepted by this office, they will in turn notify me. There are time limits to this process so, if you miss for any reason, be sure to submit a request in a timely fashion. UNDERSTAND, EVEN IF THE OFFICE APPROVES YOUR REQUEST, IT IS STILL AT THE DISCRETION OF THE FACULTY TO ACCEPT YOUR REQUEST FOR MAKE UP WORK. IF THIS OFFICE DOES NOT APPROVE YOUR REQUEST FOR NOTIFICATION, NO ACCOMMODATION WILL BE MADE. In some cases of illness (with the exception of a COVID diagnosis), the Dean of Students will not issue an absence notification. In this case, it is up to you to provide documentation of the illness from a medical provider.

The pertinent applications in BIOL 1309 are:

- **YOU MISS AN EXAM. YOU MUST SUBMIT A “NOTIFY FACULTY OF ABSENCE” request, OR, in case of illness, proper documentation from a medical provider:**
  - Once I receive this notification, I will contact you regarding a make – up and when it will be opened for you. When a make-up exam is warranted, it will be made available AT THE INSTRUCTOR’S EARLIEST CONVENIENCE. Make-up exams will have an alternate format (i.e. short answer/essay questions) than the original exam. You will have a 24 hour window in which to complete the make-up exam.

- **Mastering Homework Assignments are open for at least a week before being due.**
  - If you know you are going to be absent on a due date due to a University sponsored outing, TURN IN THE ASSIGNMENT EARLY.
  - Being ill on the day an assignment is due IS NOT AN EXCUSED ABSENCE, as you had at least a week to complete the assignment. Don’t wait till the last minute to turn in assignments.
  - DUE DATES ARE FIRM AND WON’T, EXCEPT IN THE CASE OF AN SFASU ADMINISTRATION DECISION, BE EXTENDED.

- You will be permitted to make up a maximum of 15% of GRADED ASSIGNMENTS (as per SFA official policy). This equates to a total of one exam or any combination homework assignments to reach 15%. Missed work beyond this will be recorded as “0”s.

**E-mail policy**

I will be periodically communicating with you via e-mail. I use your OFFICIAL SFA E-MAIL ADDRESS FOR THIS PURPOSE. It is your responsibility to check your e-mail regularly and, if you have your SFA account forwarded to some secondary account, to be certain this is not full and can receive messages (the University policy regarding e-mail can be read here). As per the referenced SFA policy, D2L email IS NOT CONSIDERED OFFICIAL. If you wish me to see your email AND respond, DO NOT USE THE D2L e-mail function – ALWAYS USE YOUR OFFICIAL SFA address. For efficient responses, please follow the “e-mail etiquette” suggestions below:

- **Include a subject line:** Include your course number, section and reason for reaching out (for example, PSYC-2301-53240: Help with Assignment 3).
- **Be courteous:** Begin your email with a greeting that addresses your instructor respectfully and professionally, such as “Dear Mr. Smith” or “Hi Dr. Jones.”
- **Provide detail:** Be specific about why you are reaching out and what you are having problems with. For example, “in section 6.1.2 Neurons, I’m not clear on...”. E-mail should be considered a professional form of communication – you should use proper grammar and spelling.
- **Close with your full name:** After your message, end with a closing and signature, such as "Sincerely, Jane Doe" or "Thanks, John Doe.”
A response may take time: I will try to get back quickly, but don’t expect a response within a few minutes. It can take up to 24 hours for an instructor to respond. If e-mails arrive during office hours, I will do my best to answer them on the same day as well. For e-mails that arrive AFTER office hours, it may take 24 hours or more for a response; this is especially true if you send the e-mail in the evening, on weekends, or on a holiday. I do not check e-mail in the evenings, weekends, or on holidays.

Academic Integrity (4.7)

The Code of Student Conduct and Academic Integrity outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.

Withheld Grades Semester Grades Policy (5.5)

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the coursework because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course to compute the grade point average. For additional information, go to https://www.sfasu.edu/policies/course-grades-5.5.pdf.

Students with Disabilities

To obtain disability-related accommodations, alternate formats, and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services promptly may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Student Wellness and Well-Being

SFA values students’ overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc. If you are experiencing concerns, seeking help, SFA provides a variety of
resources to support students' mental health and wellness. Many of these resources are free, and all of them are confidential.

**On-campus Resources:**

**The Dean of Students Office** (Rusk Building, 3rd floor lobby)
www.sfasu.edu/deanofstudents
936.468.7249
dos@sfasu.edu

**SFA Human Services Counseling Clinic** Human Services, Room 202
www.sfasu.edu/humanservices/139.asp
936.468.1041

**The Health and Wellness Hub** “The Hub”
Location: corner of E. College and Raguet St.

To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:

- Health Services
- Counseling Services
- Student Outreach and Support
- Food Pantry
- Wellness Coaching
- Alcohol and Other Drug Education

www.sfasu.edu/thehub
936.468.4008
thehub@sfasu.edu

**Crisis Resources:**

- Burke 24-hour crisis line: 1.800.392.8343
- National Suicide Crisis Prevention: 9-8-8
- Suicide Prevention Lifeline: 1.800.273.TALK (8255)
- johCrisis Text Line: Text HELLO to 741-741