

Professor Kristin Bingham
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Department of Biology
South Plains College
Box 86
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BIOL 1308.151 General Biology

Instructor: Kristin Bingham, Associate Professor of Biology

Contact me:

☑ **Office:** Science 85

☑ **Office Hours:**

- Monday - 9:30 am – 11:30 am
- Tuesday - 9:30 am – 11:30 am
- Wednesday - 9:30 am – 10:30 am
- Thursday - None
- Friday - 9:00 am – 11:30 am

☑ **E-mail:** kbingham@southplainscollege.edu

☑ **Office Phone:** (806) 716-2308 – leave a message.

- Professor may be unavailable from noon on Friday until 7:45 am on Monday as well as on college holidays.

I am available by appointment outside of these hours – please don't hesitate to email me if you would like to schedule a meeting outside of these

PART 1.

The Fine Print: All the specifics about the course, what you will learn, and what you need for this course.

Course Description:

Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction.

Semester Hours: 3

Lecture Hours: 3

Lab Hours: 0

NOTE: BIOL 1308 DOES NOT satisfy a lab science requirement.

Course Objectives:

1. To develop an understanding of the basic biological principles that affect daily life.
2. To introduce the diverse forms of life found on planet Earth.
3. To gain knowledge in the structure and functioning of animals and microorganisms.
4. To provide general information on the basis, patterns, and new developments in genetics, inheritance of traits, and immunology.
5. To give insight into the interrelationships between all living organisms and their environment.
6. To impart an understanding of the scientific method used by scientists.
7. To develop a level of scientific literacy in biology sufficient to comprehend new developments and medical reports as presented in current publications and television programming.

Course Purpose:

This is an introductory course that covers the fundamentals of biology. This course is designed to satisfy the science elective for Applied Sciences degrees. **BIOL 1308 DOES NOT satisfy a laboratory science requirement!** You should not take this course to complete your Lab Science requirement for any degree plan.

Course Delivery:

This section will be delivered entirely online, in an asynchronous format. This means that you work on your own to meet **weekly due dates**. There are no live lectures to attend. I **DO NOT** recommend waiting to do your weeks' worth of assignments in 1-2 days as there is simply not enough time. To be clear – **due dates on assignments are final**, that means if you fail to submit your work by the date and time that it is due, you WILL receive a ZERO for the assignment.

Required Course Materials – Inclusive Access:**TexBook Syllabus Statement**

This course is part of your TexBook program, which means you don't need to purchase a textbook or access code for this course. TexBook is the required content (either an eBook or online Courseware) for your course, and is provided for you via the Bibliu platform from Day 1 of class.

- Cost of TexBook: this required content is provided as part of a Program called 'Inclusive Access', which means that content is provided for you at the lowest price available from the publisher. The cost for this is included in your tuition.
- How to access your digital content via Bibliu: you can access your material via the Bibliu link inside your Blackboard Course, or directly via the Bibliu app. If you have issues with this, please contact your professor, the Bookstore Manager or Bibliu Support (see below).
- The Bibliu platform: you can use the Bibliu platform to enhance your learning experience, with features including: highlighting, notes and reading text aloud. For more details and support on how to use Bibliu, please visit the [Bibliu support pages](#), or contact Bibliu support via the email: support@bibliu.com
- Opting out: you can Opt-Out of the TexBook Program, up until the Opt-Out deadline, via the banner displayed when you open the Bibliu platform. Remember that Opt-Out deadlines vary by term, and if you choose to Opt-Out you will lose access to this low price option, and will need to purchase the content through a different method. If you opt-Out, the fee will be refunded to your account. **Please do not opt out without visiting with me FIRST!**

Useful contacts:

1. Bookstore Manager: Christian Bruno - christian.bruno@bibliu.com
2. Bookstore Text Coordinator: Trish Wells - patricia.wells@bibliu.com
3. Bibliu Support: email support@bibliu.com

Additional Required Materials:

- Reliable, stable access to the internet.
- Computer with a functioning webcam and microphone.
 - **NOTE:** Mobile devices (i.e., phones) should not be used for taking quizzes or exams.
- It is your responsibility to ensure that your device is compatible and up to date for all components of this class, specifically exams.
- Basic computing skills (sending emails, netiquette, attaching documents to emails, uploading files).

PART 2.**The Details: The rules, the guidelines, and the grade information.****POLICIES, PROCEDURES, AND RULES**

This course will be conducted according to the policies and procedures of the South Plains College Student Handbook and General Catalog.

Online Course Content:

- **Blackboard is the primary source for course information.** We will use additional programs such as Connect (McGraw-Hill), EdPuzzle, etc. for activities throughout the semester but all assignments will be listed on Blackboard and linked from Blackboard.
- **Students need to access Blackboard regularly.**
- Specific course materials available include videos, reading assignments, messages and announcements from the instructor, as well as study aids, exams, quizzes, etc.

Communication Policy:

- For individual communication, **I prefer to use Blackboard Course Message.**
- If you are having an emergency and need to email me, please send your questions or concerns, and include:
 - Subject line: A summary of the topic needing attention
 - A greeting – I prefer either Professor Bingham, Ms. Bingham, or Ms. B.
 - In the text of the message, please let me know how I can help you.
 - I check my messages at least once a day Monday – Friday and I generally respond to emails within 24 hours or less except for on weekends and holidays.
- For group communication, I will use **announcements on Blackboard.** I will also copy urgent announcements to your email listed in Blackboard. **Please be sure this is an email that you regularly access.**
- In an online course, communication is critical to your success. Please be timely in your communication in relation to any problems you are experiencing with the course. *I will work to reply to your messages within 24 hours and I ask that you do the same.*

Attendance Policy:

- This is an asynchronous online class. You will work on your own schedule to complete the assignments by the date they are due. Regular and consistent interaction with online lessons, labs, and textbook materials is necessary for satisfactory achievement. There are no extensions for assignments without extenuating circumstances (i.e. life-threatening illness, death, etc. – see my **Make-up Policy** below in the document).
- Course material is arranged in Weeks on Blackboard (Week 1...Week 16)
 - Each Week folder includes lecture and labs as well as supplemental assignments and quizzes. The Exam folder has the dates of that week listed we are working in.
 - For example, Week 1: 8/25/25 to 8/31/25
- You will work on your own schedule to complete the assignments by the due date and time. All times listed are Levelland local times (Central Standard Time).

Our **due day/time** for items this session will be
SUNDAY at 11:59pm (Central Standard Time)
 except for the Final Exam, which is mandated by SPC.
 You are responsible for submitting all work by the time/date due

- Attendance will be measured by a student's ability to consistently log on to Blackboard and COMPLETE the assigned work. Failure to turn in assignments will be recorded as an "absence." **If you do not log in to Blackboard for this course for a period of seven days, you will be dropped from the course on day 8.**
- Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X."

Course Grade Policy:

- The grade for this course will be based on:
 - Six Exams – 100 points each
 - 50% of total course grade
 - Quiz Average
 - 30% of total course grade
 - Assignments Average
 - 20% of total course grade
- The points you earn on each assignment will contribute to each category as detailed above. At the end of the semester, I will use the grading scale (above right) to assign your final letter grade. There are no curves this course.

Letter Grade	Course Average
A	90 - 100 %
B	80 - 89.9 %
C	68 - 79.9 %
D	60 - 67.9 %
F	0 - 59.9 %

Exam Policy:

- Exams are assigned and made available as listed in the course schedule and the assignment checklist. You have an allotted amount of time to take exams – typically one full week. You are responsible for budgeting your time to complete your exams. Waiting until the last moment is a recipe for disaster – be sure you plan ahead and take your exam well before the due date/time.
- Each exam will cover material from readings and supplemental assignments during the unit.
- Material from readings will include multiple-choice questions, short answer questions, matching, and true or false questions, as well as diagrams to complete.
- Exams are not intended to be high stress. Instead, they are a way for me to check in with you on the content we are covering. Be prepared to think and share your thoughts on content in addition to knowing information. Again – not high stress, but I do want high-quality responses and engagement from you!
- Your score is recorded as the number of (points earned/total points possible)*100. This number is the number of points you will have earned for this exam.
- The Final Exam/Exam 6 will be given during final exams week.
 - The final exam for this course **IS NOT COMPREHENSIVE**.

Other Assignments Policy:

- Assignments include reading assignments, EdPuzzle videos, and other assignments as deemed appropriate for the content we discuss.
- All assignments will be posted with clear instructions, and each is worth 100 points.
 - At times, you may be required to submit items in the form of completed worksheets, scanned documents/PDFs, and/or photos. You must be able to upload a photo/document and submit it for this course.
 - Each submission will be graded for completeness, accuracy of information, how well you followed directions, and proper use of the English language.

SPC Tutors:

- Tutoring is FREE for all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online! Visit the link below to learn more about how to book an appointment, view the tutoring schedule, and view tutoring locations.
<http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php>
- Brainfuse**
 - You also have 180 FREE minutes of tutoring with Brainfuse each week, and your hours reset every Monday morning. Log into Blackboard, and click on the tools option from the left-hand menu bar. Click on the Brainfuse link and you will automatically be logged in for free tutoring. You may access Brainfuse tutors during the following times:
 - Monday – Thursday: 8 pm-8 am
 - 6pm Friday – 8am Monday morning
- For questions regarding tutoring, please email tutoring@southplainscollege.edu or call 806-716-224**

Make-up Policy:

- If you miss an assignment, fail to upload your lab submission, or miss an exam, you will receive a zero for that assignment. You will not be able to make up or retake the missed item. **NOTE:** If you have an extenuating circumstance (i.e. you're in the hospital, are very ill, etc.) that prevents you from taking an exam or submitting your work on time, please contact me as soon as possible to discuss this. Should you be allowed to submit late work, each late submission will receive an automatic penalty of **-10 points**. Late work will only be accepted by the end of the exam unit in which it was assigned. If you have questions, I encourage you to discuss this with me.

Drop Procedure:

- An official drop initiated by the student before the Last Day to Drop (**December 4, 2025**) will result in a W on your transcript. Any drop initiated by the instructor for excessive absences will result in either an X or F grade on the transcript. See the school policy on drops and the limit placed on "unexcused" drops which is available in the General Catalog on the school website. Students can drop a course online by completing the [Student Initiated Drop](#) form.

Student Conduct

- **Student Code of Conduct Policy:** Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.
 - A high standard of conduct is expected of all students. It is assumed that obedience to the law, respect for property, authority, personal honor, integrity, and common sense will guide the actions of each member of this class. Any student who fails to perform to the expected standards will be asked to withdraw from the course or will be administratively dropped from the course by the instructor.
 - Students should respect the academic situation and be considerate of others in the virtual classroom. Late arrivals should enter on and without disruption to the discussion. Students should refrain from talking, eating, or any other behaviors that will disturb others, including the instructor. Students should be alert and participating during discussions.
- **Online Course Behavior Expectations:**
 - Remember – You are addressing a professor even though you don't see them.
 - Don't say things that you wouldn't say publicly in a traditional class setting.
 - Don't address comments to individuals unless you want everyone to know what you are telling that person.
 - Don't share confidential information.
 - Read any messages or comments before sending; once it is out there, you can't change it.
 - Access your course messages frequently and read through an entire message before you reply.
 - Reply to messages from Instructor with 48 hours.
 - Because electronic communication does not show smiles and frowns (other than the graphic kind), or employ intonation, humor and sarcasm might be misunderstood. Use these carefully and employ good word choice so that your meaning comes through clearly.
 - Avoid sending unkind messages. Besides angering others and reflecting poorly on you, they may have the effect of shutting down discussion.
 - Aim for clarity and readability in your text. Paragraph often, avoid using only capital letters, and stay away from character symbols and conventions that get in the way of visual comfort.
 - Although electronic communication can be very informal, try for good language usage so that your message comes through rather than your mistakes (use your spelling and grammar checkers). Avoid correcting another person's language, however. Try to be clear, indicating what you are talking about fully instead of presuming that others know which message you are responding to, what chapter or assignment you are referring to, etc.
 - Use of inappropriate or disrespectful language, cyber bullying, etc. will result in a zero for that assignment and will require that the student attend a meeting with the instructor and/or any other appropriate faculty to address this issue.

Academic Integrity (from SPC General Catalog)

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

Plagiarism and Cheating: Students are expected to do their own work on all projects, quizzes, assignments, examinations, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

- Plagiarism violations include, but are not limited to, the following:
 1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
 2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
 3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
 4. Missing in-text citations.
- Cheating violations include, but are not limited to, the following:
 1. Obtaining an examination by stealing or collusion;
 2. Discovering the content of an examination before it is given;
 3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps, any secondary device) during an examination, quiz, or homework assignment;
 4. Entering an office or building to obtain unfair advantage;
 5. Taking an examination for another;
 6. Altering grade records;
 7. Copying another's work during an examination or on a homework assignment;
 8. Taking pictures of a test, test answers, or someone else's paper.

Grievance procedure:

- If a student is having a problem with the course policies or the instructor, he or she should *first* try and resolve any such problems with the instructor. If the problem is not resolved, the student may proceed to the Biology Department Chair, who can advise the student on how to resolve the problem or direct them to the appropriate office.

Copyright Notice:

- All material presented by the instructor in the course is copyright protected. This material may not be distributed in any way. You have permission to download course materials to your computer in order to print out the material needed. The downloaded material may not be distributed in any way. If any course material is found on other websites, this becomes an act of academic misconduct and will be dealt with appropriately following the guidelines of the college concerning academic integrity.

Syllabi Statements:

- South Plains College policies concerning Disabilities, Non-discrimination, Title IX Pregnancy and Parenting Accommodations, CARE (Campus Assessment, Response, and Evaluation), Intellectual Exchange, Campus Concealed Carry, COVID-19, and AI (Artificial Intelligence) can be found here: [Syllabus Statements](#).

Tutoring:

Tutoring is FREE for all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online. Visit the link below to learn more about how to book an appointment, view the tutoring schedule, get to know the tutors, and view tutoring locations:

<https://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php>

COVID-19 Information:

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or get tested for COVID-19.

- Cough, shortness of breath, difficulty breathing

- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376

1. SPC will follow the recommended 3-day isolation period for individuals that test positive.
 - a. **Please note that day 0 is the date of positive test. Day 1 begins the first full day after the date of positive result.**
2. COVID reporting
 - a. Please have students and employees notify DeEtte Edens if they have tested positive to verify dates before returning to class or work.
 - b. The home tests are sufficient but students need to submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.
 - c. A student is clear to return to class without further assessment if they have completed:
 - The 3-day isolation period, symptoms have improved and
 - They are afebrile for 24 hours without the use of fever-reducing medication.
3. Please instruct students and employees to communicate with D Edens prior to their return date if still symptomatic at the end of the 3-day isolation.
4. Exposed individuals will not be required to quarantine. If exposed, SPC does request individuals closely monitor themselves. If an individual does become symptomatic, please do not attend class or work and be tested.