

Course Information Sheet

BIOL 1407 – Biology For Science Majors II

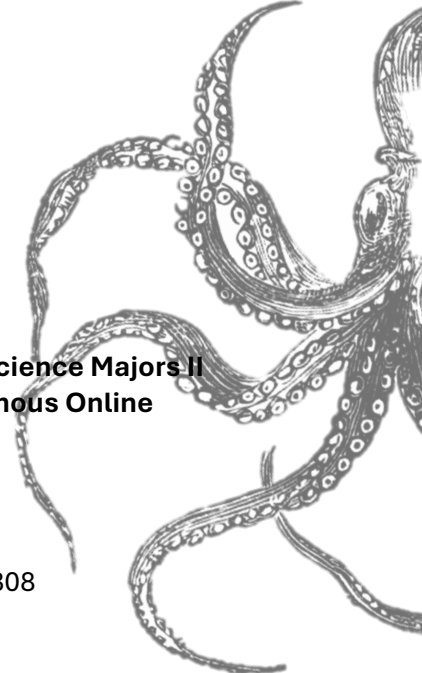
Fall 2025

Department: Biology
Discipline: Majors Biology
Course Number: BIOL 1407

Course Title: Biology for Science Majors II
Course Format: Asynchronous Online

Instructor: Kristin Bingham
Sections: 151
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Office: Science 85
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Course Description: In this course, the diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. This is the second semester of an integrated course for majors in biological sciences and related studies, including the medical disciplines.

Prerequisite: A grade of **C** or better in BIOL 1406, Biology for Science Majors I or permission from instructor.

Credit: 4

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.

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

Textbook: Campbell Biology , 12th edition. Available via Blackboard > Textbook, Lab Manual, Online Lab Review. You will also find the Lab Manual as well as Online Review Access.

Lab Kit: Lab kits will be made available for this session during the month of September. I will share additional details about pickup and shipping options during our first weeks of classes.

Additional Required Materials: You will need reliable access to the internet, as well as a computer with a functioning webcam and microphone. **NOTE:** Mobile devices (i.e. phones) may not be used for taking exams.

Core Curriculum Objectives and Student Learning Outcomes are found on the BIOL 1407 Common Course Syllabus.

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. You should be able to dedicate 10-12 hours each week to Majors Biology to pass this class; 12-15+ hours if you are trying to earn a "A" in the course. This is not meant to scare you – I'm a fan of clear expectations and I want you to know what to expect.

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 session but all assignments will be listed on Blackboard and linked from Blackboard. You must work through Blackboard to receive credit for assignments.
- **Students need to access Blackboard regularly. Google Chrome is the preferred browser for use with Blackboard and will be REQUIRED when taking any proctored items.**
- Specific course materials available include PowerPoint lecture slides, lecture videos, reading assignments, messages and announcements from the instructor, study aids, quizzes, exams, lab exercises, etc.

Communication Policy:

- The Course Messages and Announcement tools in Blackboard will be our primary mode of communication. I use the Course Messages option so that I can keep a record of communication with each student. If I need to reach you individually and you have not responded to my message using Course Messages within 48 hours, I will email you as a last resort using your SPC email. Check your Course Messages regularly, it functions as an email tool within Blackboard.
- **NOTE: When you send me a message, please include something in the subject line that gives me an idea of the contents of the message.**
- I check my messages throughout the day Monday – Friday. I typically respond to all messages within 24 hours or less, except on weekends and holidays. If there is an emergency and you need to contact me immediately, please message me in Blackboard and email me at kbingham@southplainscollege.edu.

Attendance Policy:

- As this is an asynchronous online class, I will not be taking regular attendance as I would in a conventional course. 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 Exam Units on Blackboard (Unit 1, Unit 2, Unit 3, Unit 4, Unit 5)
 - Each Exam Unit is divided into Weekly folders. The folders have the dates of that week listed (for example, Exam 1 Material – 8/25/25 to 8/31/25) so you can keep up with where we are working.
- You will work on your own schedule to complete the assignments by the date/time they are due. Each week you will find an assignment checklist posted – print this/save it and use it as a **checklist** to be sure you have done all assigned work for that week. Our **due day/time** for items this session will be

SUNDAY at 11:59pm (Central Standard Time).

I will open the full week of material at once, so you will be able to work ahead a bit and complete assignments on your schedule. All materials from each week must be submitted by the following Sunday at 11:59pm CST to receive credit. This includes exams!

- 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." The instructor will monitor your progress throughout the duration of the course and will contact you if your personal statistics deviate from what is "normal" for the rest of the class.
- The student may be administratively withdrawn from the course when they have failed to turn two weeks of graded assignments, quizzes, and/or exams (at any time; for any reason) AND the minimum course objectives cannot be met.
- If I notice that you are not progressing, I will reach out to you by course message and email to try and determine what is happening, so that we can resolve it before it becomes too big of an issue.
- 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 session, 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:
 - Five Exams (worth 100 pts. possible each)
 - Quiz Average (worth 100 points)
 - Assignments Average (50 points)
 - Lab Submissions Average (50 points)

Letter Grade	Course Average*	Session Points
A	90 - 100 %	630 to 700
B	80 - 89.9 %	560 to 629
C	68 - 79.9 %	476 to 559
D	60 - 67.9 %	420 to 475
F	0 - 59.9 %	0-419

***Overall Course Grade:** Calculated using a formula in the grade book. Each grade is assigned a specific category. Categories are weighted as follows:

Exams: 71.4%

Quizzes: 14.4%

Assignments: 7.1%

Lab Submissions: 7.1%

If a student's final course grade is *less than* one-half a percentage point away from the next higher letter grade, the instructor will refer to total points earned during that semester to determine final grade. There are NO curves or extra credit in this course.

Exam Policy:

- Each major exam will cover material from lectures and labs during the unit.
- Material from lectures may include some combination of multiple-choice questions, short answer questions, matching, and true or false questions, as well as diagrams and structures to explain or identify. Lab material on exams will include questions asking you to identify structures, label diagrams, name the organism, and resolve classifications and phylogenies.
- The Exam 5 (Final Exam) will include both new material and comprehensive material.

Missed Exams

- Students should **NOT** miss exams!
- Any student who misses an exam will have a score of **zero** entered for that exam. **There are no make-up exams without extenuating circumstances.** These include the student has a documented hospitalization preventing ability to complete course requirements for the entire week of content or the death of an immediate family member (mom, dad, spouse, etc.).

If you have until Sunday to complete assignments and you have an issue, be prepared to explain why you weren't prepared to take the exam prior to that one day. **You have seven days of access to the exam and a schedule with exam availability dates at the beginning of the session – plan ahead.** Finally, I will only consider allowing a student to make up an exam if they have contacted me **before** the exam has been given.

Mandatory proctoring of major exams - Exams in this course require online proctoring. Students will be required to have a webcam (USB or internal) with a microphone when taking an exam or quiz. Students understand that this remote recording device is purchased and controlled by the student and that recordings from any private residence must be done with the permission of any person residing in the residence. To avoid any concerns in this regard, students should select private spaces for the testing. Various academic sites on each SPC campus offer secure private settings for recordings and students with concerns may discuss location of an appropriate space for the recordings with their instructor. Students must ensure that any recordings do not invade any third-party privacy rights and accept all responsibility and liability for violations of any third-party privacy concerns. Setup information will be provided prior to taking the proctored exam. **See exam testing procedures below.**

- **Exam testing procedures:** The following table lists conduct requirements for online exams, as well as conduct violations. In general, behave as if you are taking the exam in a classroom with a live proctor.

Exam conduct requirement	Consequence for violation of exam conduct
Microphone turned on and recording.	A 30% penalty will be given for an exam taken without the microphone being turned on and recording throughout the entire exam.
Sufficient lighting of the testing area.	A 30% penalty will be given for an exam taken without enough lighting for the instructor to assess the testing environment.
Student remains in webcam view during exam.	A student who leaves the webcam view during an exam for any reason will receive a zero for that exam. Additionally, if the student's entire face (forehead to chin) is not visible during the exam will receive a 50% deduction

	of their score. Take all bathroom breaks, etc. before beginning the exam and make sure to check your camera position.
No unauthorized materials near desk area.	A student who has any unauthorized materials (notes, papers, books, post-it notes, phone, earbuds/headphones, another computer, another person etc.) in the testing area will receive a zero for that exam. Be sure that your work area is VISIBLE and that your set up allows me to see what you are using as you take the exam.
No talking with others during the exam or playing of music or other audio recordings.	A student who has any televisions, music, or audio recordings playing during exams, or who talks with any ADULT for any reason during the exam, will receive a zero for that exam. This policy does not apply to children! If you have a concern/question, please let me know.
The exam is taken in an approved proctored environment.	Any exam taken without either the webcam software or in an approved testing center will receive a zero for that exam.

- I will provide a practice activity prior to giving you the first online exam so that I can educate students about proper testing behavior. This suspending of consequences is done as service to students to prevent unintentional or honest mistakes during subsequent exams. Consequences will be suspended only on that specific activity as it is meant to be a practice for you to familiarize yourself with the secure exam proctor. **I will provide feedback on any violations.**
- Proctored exams are exams that are given with a proctor. In a normal, face-to-face class, the proctor is the instructor or whomever they choose to be in the room while you take the exam. In the online environment, this is done with a video. **I watch each person's exam videos and look at the information captured with your exam attempt (time/location/other people testing at the same time) to be sure your exam attempt is authentic.**
- Why does this matter?
I have a zero-tolerance policy on cheating on exams. If you cheat, you will receive a zero for the exam and you will be dropped from the course immediately with a grade of F. **It is YOUR responsibility to take your exams in such a way that makes it clear you are not compromising yourself or your attempt.** If I have a question about your performance on the exam or there is a violation of any exam policy, I will reach out to you. You must reply to me and explain what was happening during the violation. If you fail to reply to me and address my concerns, you will be penalized on that exam.
- If you are concerned about something during the exam that might be flagged, please send me a message and let me know what is going on. I know you all are human as am I and I will be understanding, but if I must track you down to tell you that you have violated my policies, more than likely you will just receive the penalty. The key to this situation, as well as so many things in life, is open communication!
- **Any student who thinks that a penalty was misapplied can request that the penalty be reviewed according to the Grievance Procedure listed below in the document.**
- If you experience technical difficulties in the course, please contact me immediately. You can also reach out to Blackboard for help if the issue is with the platform. When taking exams, HonorLock's chat function

is a life saver – talk to them FIRST! Should issues arise that are out of your control (i.e. Blackboard shuts down indefinitely), I will adjust assignment availability and due dates as appropriate.

Quiz Policy:

- Quizzes will be given frequently throughout the session, including (but not limited to) lecture quizzes, reading quizzes, video quizzes, lab quizzes, and others as necessary.
- Quizzes will be listed on your Assignment Checklist each week in Blackboard. You will have **ONE ATTEMPT** to take a quiz. If you experience any technology interruption or issue while taking your quiz, you should screen shot what you see and message me immediately. If I receive your message before the due date, I will reset your quiz attempt. This is a good reason to take your quiz early!
- Spelling counts on quizzes (and all work you submit to me). Taxonomy lists are provided with your course materials. There is no reason for misspelled words in a college course. Use your lists, use good grammar, and use proper English, or you'll lose credit.
- Your quizzes will be combined and averaged and are worth 100 points toward the course grade.
- **Quizzes CANNOT be made up if missed for any reason.** Missed quizzes receive a grade of zero. Plan ahead – check your Calendar – Note your due dates!
- **Under NO circumstances should you be googling/searching for answers to a quiz.** If I wanted to know what the internet said, I would look it up myself. I check the answers for quiz questions online. I look at your answers. Fun fact – if you use a term we haven't covered in class, that is a GIANT FLAG THAT YOU GOOGLED FOR THE ANSWER! Save your **academic integrity** and just answer the question in your own words – that's really all I want. If you don't know the answer, try your best. But don't copy and paste something then be mad you got caught. You will earn that zero. Let me know if you have questions.

Other Assignments Policy:

- Assignments include reading exercises, Lab submissions, and EdPuzzle videos.
- All assignments will be posted with clear instructions.
- **Lab Submissions:**
 - You will be required to submit lab reports at times through this session. These may be in the form of completed worksheets, scanned documents/PDFs, and photos.
 - You will upload the required item(s) in Blackboard in your Weekly folder.
 - Each lab submission will be graded for completeness, accuracy of information, how well you followed directions, and proper use of the English language.
 - Your Lab Submissions will be combined and averaged and will be worth 50 points toward your overall grade this session. I will determine the number of points you earn using the formula: Lab Grade = Lab Avg/2.

Make-up Policy:

- If you miss an assignment, quiz, 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. As I stated earlier – extenuating circumstances (a documented hospitalization preventing ability to complete course requirements for the entire week of content or the death of an immediate family member (mom, dad, spouse, etc.) will be considered, but you are accountable for your use of time. If you have until Sunday to complete assignments and you have an issue, be prepared to explain why you weren't prepared to complete your work prior to that one day. **You have seven days of access to each week's content and are provided a schedule with availability dates at the beginning of the session – plan ahead.**

- 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.
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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 classroom. Late arrivals should seat themselves quietly and without disruption to the lecture. During lecture, students should refrain from talking, eating, or any other behavior that will disturb others, including the instructor. Students should be alert, taking notes and paying attention during lecture, videos and discussions.
- **Online Course Behavior Expectations:**
 - Remember – You are addressing a professor and/or a group, 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 all 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.
 - 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) 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. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
 9. 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, they should *first* try and resolve any such problems with the instructor. If the problem is not resolved, the student may proceed to the Chairperson of the Biology department and then to the Dean of Arts & Sciences, Mr. Alan Worley, 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. The material presented by the instructor may not be modified or altered in any way. You have permission to print out one copy of any material presented by the instructor in this course (ex. course information sheet, contact information, and

learning module checklists). The one copy must only be used for your personal educational use during this session. The material may not be altered or modified in any way. The material may not be distributed in any way. You have permission to download the same material to your computer hard drive or other medium in order to print out the material needed. Any material downloaded may not be altered or modified in any way. 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.

Lab Safety:

- Each student will be informed/trained on the “Chemical Hygiene Plan (CHP) for Laboratories at South Plains College” documentation and training during the first week of the session. Each student will be required to acknowledge receipt of this information and be required to follow all procedures outlined by the instructor and/or staff of South Plains College. This includes online sciences with at home labs. Students not complying with any regulation may be dropped from the course.

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.

Schedule of Lectures and Exams

This schedule is **tentative** and subject to change as deemed necessary by the instructor. Any changes will be shared via an announcement in Blackboard.

Unit I: Survey of Life on Earth through Fungi

History of Life on Earth
Phylogeny & the Tree of Life
Bacteria & Archaea
Protists
Fungi

EXAM 1

Unit II: Plant Diversity, Plant Anatomy & Physiology

Plant Diversity I
Plant Diversity II
Plant Structure & Growth
Angiosperm Reproduction

EXAM 2

Unit III: Survey of Animals

Introduction to Animal Diversity
Invertebrates
Vertebrates

EXAM 3

Unit IV: Animal Anatomy & Physiology

Principles of Animal Form & Function
Animal Nutrition
Circulation & Gas Exchange
Osmoregulation

EXAM 4

Unit V: Animal Anatomy & Physiology and Ecology

Immune System
Reproduction
Introduction to Ecology
Population, Community, & Ecosystem Ecology

FINAL EXAM

