

## General Biology: BIO 101 Online

Summer 2017

Instructor: Lena Green

Office: HNSC 214

Office Hours: **M, T, W** 15:00-16:00 (Skype, use the email below) or by appointment

Canvas e-mail: [lena.green@umpqua.edu](mailto:lena.green@umpqua.edu) (best way to reach me)

UCC Phone: 440-7897 please leave a message & your phone number.

Lecture: **M, W, R** – online on BiologyLessonsOnline.com

Labs **T** - using a lab kit from eScienceLas.com

**Required:** Starr, C., 2011. *Biology: concepts and applications*, 9<sup>th</sup> ed.

Custom lab kit from eScienceLabs.com (purchase the lab kit or a redemption code at the UCC bookstore).

Lab Manual (this is the electronic copy of the manual that comes with your lab kit). A pdf copy of this manual is also posted on our Canvas homepage under the “Lab Manual” green push-button.

**Supplemental Material:** Supplemental materials (review sheets, study guides, lab worksheets, and post-lab questions) can be found on **Canvas Online Learning Management System**. Students are expected to download, print and/or save these materials for their own use.

### **Really Important Things about This Course:**

This course is designed to be completed online via at-home assignments and labs and online activities. At no time do you have to come to campus. That said, I have an office on the Umpqua Community College campus in Roseburg, Oregon. You are always welcome to set up a time to meet with me in person. During summer term, I am usually on campus on Mondays, Wednesday, and Thursdays.

While I will direct your studies and provide the information for you to learn and work with, as an online course, you will find that this class requires a great deal of self-discipline and self-direction. It is your responsibility to keep up on all assigned topics and readings and to know when assignments, quizzes, and tests are due and to submit them in a timely manner.

### **Weekly Readings, Assignments, and Activities**

The material you will learn in this course is organized into folders according to each week of the term. Within each folder, you will find directions for the required textbook readings, accompanying review questions, and any other activities designed to help you learn the material. Each week’s folder also has directions for the required lab assignment for that week. You must complete all material during the assigned period, so please pay careful attention to all directions that I include for each week’s activities.

## Quizzes and Exams

Every week, you will have an online 10 point **lab quiz** covering material from that week's folder. The quizzes will be timed (~ 15 min). These quizzes, as well as all exams and tests in this course, are open-book assignments. This means that you can use the textbook or the lab materials while you are working on the assignment. Keep in mind that once you begin the quiz or an exam, you cannot restart it and must finish in the time allotted. To complete the assignment on time you have to know the material, since there may NOT BE enough time to look up the answers. **Lab quizzes** will be available for you to take anytime during the assigned week and will close at the end of the week at 11:59 pm.

There will be **2 lab tests** throughout the semester based on the results of your lab kit experiments (50 points each). The first lab test will be cumulative over the first two weeks of the lab material and the second one - over the last three weeks (together they cover everything you did in all labs from the beginning of the term until the end) and will include specific questions about lab experiments, procedures, principles, and microscopic studies.

The lab tests questionnaire can be **downloaded** using the links on Canvas (week 2 and week 5 folders). You can type the answers or paste them from your post-lab worksheets. **Each lab test must be submitted to me as a MS Word compatible file or pdf. This means it must be in a .doc, .docx, .rtf, or .pdf file format. If it is not submitted in one of these formats, it WILL NOT BE GRADED. All lab tests must be submitted in the designated "Drop Box".** The lab tests will become available on Friday and close on Saturday of the assigned week at 11:59 pm.

Three times during the quarter, you will have an online 50 point **lecture exam**. These exams will be multiple choice, matching, and true/false. Like the quizzes, each exam will be timed (60 min each). You will generally have a window of about three days to take each test. Remember, this is your responsibility to keep up with the due dates for all assignments (check with the course calendar on Canvas). Each exam will cover all text readings, video-lectures, handouts, labs, and any online activities assigned since the previous test. The lecture exams will be available for you to take anytime during the assigned week and will close on Sunday at 11:59 pm.

The **final exam** will be based on all chapters you will study this semester. It has multiple choice, matching, multiple response, and labeling questions (100 points possible). You will have one attempt and 120 min to complete this assignment. The final test will become available on Wednesday and close on Thursday of the last week at 11:59 pm.

All quizzes and tests can be accessed from the appropriate weekly folders which are located on the BI 101 Canvas homepage.

## Labs

Lab exercises will be performed at home using the materials in your eScienceLabs.com kit. You can purchase a lab kit directly from the college bookstore or purchase a redemption code first and then order a lab kit on the eScienceLabs.com using this code. If you will be going with the redemption code, then make sure you order your lab kit from eScienceLabs.com at least 2

weeks before beginning of the class. First create your account, then order your lab kit at the <http://esciencelabs.com/> using your redemption code. Once you have entered your code, you should be directed to the custom kit that was created especially for this course.

Once you have received your kit, please go through the packing list included in the kit and make sure that all the materials that are supposed to be in the kit are actually there. If anything is missing or broken, please contact eScience Labs right away and they will replace the item—but, you must contact them right away because after the first 30 days, they will not replace it.

While I will give suggestions and help you if you run into problems, it is up to you to ensure that you set up and complete each lab in a timely manner.

**Labs will be assigned each week, however, pay close attention to the due dates. It is your responsibility to make sure that they get done by the assigned deadline for that lab. For each lab that you do, post-lab worksheets, tables, graphs and photos may be required to be submitted for grading. To verify that the lab was actually performed, you may also be required to attach a digital photograph of your lab experiment in progress to your post-lab worksheet. Please refer to the instructions for each week's assignments for exact details.**

If you have any questions or problems with your labs, remember that you can always ask me for help.

**Course Description:** This term of the General Biology sequence is designed to explain the origin, evolution, classification, and diversity of life on Earth. We will study evolution, organization and the interaction of living things at the population, community, ecosystem and biosphere levels.

**Course Learning Outcomes:** Students who complete the term will be able to:

- Describe the scientific process and understand how it is used to develop theories
- Demonstrate knowledge of evolution, biodiversity and ecology covered in the course.
- Describe the components of an ecosystem and the flow of energy through it.
- Describe physical adaptations of animals and their adaptive significance.
- Use laboratory microscopes and other equipment to collect and analyze data.
- Demonstrate respectful and cooperative behavior.
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**Grading:** 90%=A, 80%=B, 70%=C, 65%=D, Below 65%=F

Points can be earned in the following ways:

- |  |       |        |
|--|-------|--------|
| ▪ <b>Lecture Exams</b> 3 tests x 15%                                   | = 45% | } 100% |
| ▪ <b>Comprehensive Final</b> (covers the entire quarter)               | = 15% |        |
| ▪ <b>Laboratory</b> 10 laboratories + 10 weekly lab quizzes            |       |        |
| Lab Quizzes based on lab materials                                     | = 10% |        |
| 2 Lab Tests based on lab materials                                     | = 20% |        |
| ▪ <b>Homework</b> 5 discussion board postings + 2 weekly replies = 10% |       |        |

**Missed lecture exams and labs cannot be made up.** Situations will be evaluated on a case-by-case basis.

### **Expectations:**

1. Attend online class (at least three times a week), take notes, pay attention and learn the material.
2. Be punctual to both, online lecture and lab.
3. Notify me of any questions or problems as soon as possible.
4. Be respectful and polite to others (online and offline).
5. Lecture exams will emphasize material covered in **lectures and labs**.
6. Make sure that you have Firefox or Chrome browser, Adobe Acrobat Reader, Adobe Flash, and a document viewer (like Google Docs) installed on your computer or a mobile device. Use these links to download abovementioned tools (these resources are listed on Canvas also):

Firefox browser <https://www.mozilla.org/en-US/firefox/new/>

Chrome browser <https://www.google.com/chrome/browser/desktop/index.html>

Adobe PDF reader to open PDFs <https://get.adobe.com/reader/>

Adobe Flash to view virtual labs <https://get.adobe.com/flashplayer/>

Google Docs to open DOCs or Excel spreadsheets (use Chrome browser to open) <https://www.google.com/docs/about/>

or Microsoft Word (1-month trial) <https://products.office.com/en-us/try>

or Microsoft Excel (1-month trial) <https://products.office.com/en-us/try>

### **Expectations (cont):**

Online courses are different from the face to face (F2F) courses you have taken in the past. There are no traditional lectures or labs in which you sit and passively absorb knowledge. Instead, there is much more emphasis on the learner. Online learning is student centered. You are in charge. It is up to you to get the information you need, test your knowledge, and find new ways to apply it. Your knowledge quest is not limited to your textbooks or what the instructor shows or discusses in class -- you have a world of additional resources available on the Internet, and classmates to work collaboratively with. And the best part is you can work on the course when (and hopefully where) it is convenient to you, rather than being bound to a specific day and time on-campus!

### **Student Expectations**

- All students are expected to login to Canvas learning management system and participate into their online activities during the first week of class. Ideally, students should enter their LMS on the **first day of the term**. Students must attend at least 50 percent of the lecture/lab meetings during the first week of the term, or they may be administratively dropped from the class by the instructor. Students unable to attend the class during the first week or first class must contact the instructor prior to the class meeting if they wish to avoid being administratively dropped from class.

- Students are expected to continue logging-in to the online course system on a regular basis. Students should plan to log-in to the course at least several times a week to check for news and information, and to maximize their online participation.
- It is expected that all students are familiar with basic computer skills (basic typing proficiency, online browsing, sending and receiving emails, internet search, use of Microsoft Word, Excel, and Canvas). Failure to do so can have a detrimental impact on student performance in the online learning environment.
- Activities to engage in include reading the course syllabus, posting to discussion forums, printing study guides, lecture handouts, lab worksheets, review questions, and more.
- In order for you to be successful in your studies it is *essential* that you plan your schedule to include 2-3 hours per week of school work for every credit in which you are enrolled. This means that if you are taking 4 credits a semester, you should set aside (and build into your schedule) 8-12 hours per week for your studies. Students should be participating in online discussions *at least once a week*. While the times of day and specific days of the week in which you do this work are flexible (meaning you can do your work in the middle of the night if this is best for you!), in order for you to be successful in your classes and to fulfill your responsibilities as a member of your class learning community, you *must* participate actively and regularly in online discussions. This means setting aside specific time in your schedule every few days, each week.
- Be polite and respectful in your postings on discussion board - practice "[Netiquette](#)": (no "Flaming" or posting / sending negative, hurtful comments to others); use good grammar and correct spelling; don't write in all caps (it feels like you're shouting) or exotic fonts (they may not show up on everyone's computer); sign your name. In short, present your best self!
- Students are encouraged to purchase textbooks and lab kits IN ADVANCE, preferably 2-3 weeks prior to the start of the term to ensure that the required materials are in their possession at the time when classes begin.

#### **Instructor Expectations:**

- I will read my email and the discussion board postings at least daily, but will not necessarily post messages or email daily.
- I will respond to student's email within 24-48 hours.
- If you have a concern that I think others will benefit from hearing discussed, I will ask you to post it on the discussion board.
- Students will receive a grade for their assignments within a week of submission.
- I will keep you posted on how you are doing in the course, through Canvas gradebook and comments on assignment.

- You may call me at the office 541-440-7897 for questions or concerns, as well as email to [lena.green@umpqua.edu](mailto:lena.green@umpqua.edu) (email is the best way of communication).

### **Keys to Success:**

Online courses are not easier or less time-consuming than F2F courses; they are just different. Here are some suggestions for your success:

1. Set aside a specific time during the day for this course--the best time that fits your schedule. Use this time for preparation (reading, studying, writing case studies) and for participation (reading and posting messages and assignments, taking quizzes).
2. Don't put off the work--you need to keep up so you can more effectively participate in group and class discussions.
3. Don't be afraid to ask questions--just like in a F2F class, there are probably several others who are wondering the same thing.
4. Keep advised of when the college computer system is scheduled to "go down" for maintenance (if you are using a computer on campus). Usually this is on Sunday (which is why assignments are due on Fridays). Check the schedule at this site. A scheduled computer outage is not a sufficient excuse for turning in work late.
5. Check in and contribute to the class several times a week--this will keep you engaged, on-track, and moving steadily toward your goal!
6. Let me know about any problems you are having right away so we can resolve them quickly.
7. Have Fun!!!

**Policy on Academic Honesty:** You are expected to adhere to the college's academic honesty policy, and are referred to that portion of the student handbook. Students must turn in their own, original work and must not copy the work of others. Consequences of violating the academic honesty policy in any of your work for this course will be these: first offense, failure of assignment; second offense, failure of course.

**Student Code of Conduct** can be found at <https://www.umpqua.edu/resources-and-services/academic/student-code-of-conduct>

Accessibility Services: <https://www.umpqua.edu/accessibility-services>

Advising: <https://www.umpqua.edu/advising-services>

Counseling: <https://www.umpqua.edu/counseling-services>

Success Center: <https://www.umpqua.edu/success-center>

**Special Circumstances:** *UCC is committed to supporting all students. Any student who feels he or she may need an accommodation for any type of disability should make contact with the Disability Services Office in the Advising and Career Service Center of the Campus Center Building. If you plan to use academic accommodations for this course, please contact your instructor and our office as soon as possible to discuss your needs. Accommodations are not retroactive; they begin when the instructor receives the "Approved Academic*

Accommodations" letter. To request academic accommodations for a disability, please contact a Disability Service Coordinator. Phone (541) 440-7655 or (541) 440-4610 or Oregon Relay 1-800735-2900.

Canvas conforms with the W3C's Web Accessibility Initiative Web Content Accessibility Guidelines (WAI WCAG) 2.0 AA and Section 508 guidelines. For more information visit the [Canvas Voluntary Product Accessibility Template \(VPAT\)](#)

- **Additional information may be found at the Disability Services web page at:** <http://www.umoquaeduldisability-services-home>
- **New and returning students may access information at:** <http://www.umoqua.edu/your-first-term>

**Non-Discrimination:**

**It is the policy of Umpqua Community College and their Board that there will be no discrimination or harassment on the grounds of sex, race, color, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities, or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Vice President for Student Development at the Campus Center — Student Development. Phone (541) 440-4705 or Oregon Relay 800-735-2900.**

**Title IX Responsibilities: Umpqua Community College is committed to supporting our students and upholding gender equity laws as outlined by Title IX. Therefore, if a student chooses to confide in an employee of UCC regarding an issue of sexual misconduct, that employee is obligated to tell UCC's Title IX coordinator. The Title IX coordinator will assist the student in connecting with all possible resources both on and off campus.**

**Privacy Policy:** [Cengage Privacy Statement](#)

[Biology Lessons Online Privacy Policy](#)