

SYLLABUS

Tulsa Community College, West Campus
Spring Semester 2016

Course: BIOL 1114 - General Biology for Non-Majors Section No.: 490/491 Course Record No.: 21109/24774
Day(s) and Time(s): ONLINE Course dates: January 11 - May 9, 2016
Instructor: Dr. Bryan Coppedge (bryan.coppedge@tulacc.edu). Office: West Campus S-276 Phone: 918.595.8186
Office Hrs: Monday, Tuesday, Wednesday 8:30am-noon OR by appointment.

CONTACT OFFICES

Science and Mathematics Division, West Campus S-160
Associate Dean: interim; Phone: 918.595.8193
TCC Help Desk 918.595.2000

CATALOG COURSE DESCRIPTION

A presentation of selected principles in biological science for the non-science major, including the cell concept, the organization of multicellular systems, plants and animals as organized systems, and man in relation to his environment. Lecture 3 hours.
Laboratory 3 hours.

REQUIRED TEXTBOOK, MATERIALS, AND SOFTWARE

1. TEXT: Biology: *A Guide to the Natural World*; David Krogh; 5th Ed.; Pearson, with a Mastering Biology Access Code. This may be obtained from the TCC Bookstore at the Northeast Campus where all online class texts are sold or online at <http://tccstores.tulacc.edu/TULSA/Home.aspx>.
2. Course Blackboard Website: <https://bb.tulacc.edu>.
3. SOFTWARE: Students need to use Microsoft Word to complete their written assignments. Microsoft Office software (which includes Word) can be downloaded for free at the Blackboard site under the Student Resources tab. Students will also be required to use the Respondus Lockdown Browser to complete their unit exams. This software is also free and can be downloaded at <http://www.respondus.com/lockdown/information.pl?ID=992533045>.

COMPUTER ACCESS

It is highly recommended that you have regular (daily) desktop/laptop computer access, preferably a home computer with broadband Internet access. iPads, tablets, cellphones etc. do not always work well with Blackboard, so please do not try to complete this course using these devices. This course can be completed using public computers at TCC or other public access areas. However, be aware that using public computers may create a access hardship. All course requirements remain the same whether your computer access is public or private (home).

TECHNICAL SKILL REQUIREMENTS - *You should be to do the following with ease:*

- *use a word processor (changing font, spell check)*
- *use email for communication*
- *navigate the Internet*
- *download and install appropriate plugins and programs*
- *use an Internet search engine*
- *use all the features of Blackboard*
- *download, modify, and upload computer files (such as Word) and photos (jpeg files)*

IMPORTANT POINTS TO CONSIDER BEFORE TAKING THIS COURSE

1. Online is NOT necessarily easier! Students have to be self-motivated and self-disciplined.
2. Because I have no control over what resources a student might be using during online testing, I choose to use timed exams with a lockdown browser to maintain academic integrity. If testing with a time limit and restrictions causes you problems, I suggest you reconsider whether or not to take this course.
3. This class is NOT self-paced and no late work is accepted.
4. Be realistic about the time required to do college coursework with respect to your other commitments (work, family, etc.).
5. Plan to spend 3 to 5 clock hours doing coursework for every credit hour in which you are enrolled (on average).
6. Schedule time for doing coursework just as if you were attending the course on-campus.
7. Log onto the class at least 3 times a week (every day is best).
8. Technology is NOT perfect! Don't depend on it always being there at those crucial times when you will really need it - servers go offline with problems or routine maintenance. Print off a copy of this syllabus and keep it where you can easily find it in case you need to contact me. Post the course schedule where you will see it often to serve as a reminder of when coursework

is due and when exams are to be taken. Have a backup plan in place! Know when and where you can access another computer in case yours breaks down! Don't wait until the last minute to do your work!

9. E-mail: Please be aware that because of e-mail spam and viruses, we all have to diligently protect our inboxes and computers. Unidentifiable messages sent to my inbox will likely be directed to the junk folder by Outlook. Therefore, you must use the Outlook email system provided to you as a student for correspondence. When you e-mail me, use proper English, spelling, and punctuation; put your name and class in the subject line, and again in the body of the message. Most importantly, don't expect me to be available 24/7 for a message. I do check e-mail as often as I can but probably will not be checking it at 3am. This is asynchronous learning - you and I may not be on the exact same schedule, but with e-mail and Blackboard we can still communicate and work together effectively to help you learn about biology.

TEACHING METHODS

We will use the internet-based Blackboard system and TCC e-mail (Outlook) to accomplish the course objectives and communicate with each other. The course will be taught by a combination of lectures and lab/participatory activities. Lectures will be supplemented by videos and other visual materials to aid in the comprehension of concepts and knowledge-based information. The primary sequence of instruction and learning for each unit will be 1) Read the assigned chapters; 2) Using notes you took during your reading, review the online tutorials and practice quizzes, etc. accompanying your textbook and on its' website to emphasize the points of each chapter; 3) Review the notes and terms I provide for each chapter; 4) Complete the lab assignments by the unit due date; 5) Complete online exams by the unit due date.

Some lab exercises take several days to complete, so you must start them earlier than other labs. If you are having computer trouble, you can either come to a campus computer lab and access the course site, or use any internet connection anywhere else, such as a public library. All "units" will begin and end on Mondays at 12:00pm noon (see schedule at end of syllabus). The course is segmented into 4 units of material (see breakdown at end of syllabus), giving you plenty of time to download and complete lab assignments and take the exam for each unit. Only one unit will be active and available on Blackboard at any one time, and students may work ahead within a unit and even complete it ahead of the deadline if they need to for activities such as a business trip, vacation, surgery, or military service. Therefore, students are encouraged to be proactive rather than reactive, and stay caught up or ahead with their unit work, because if students delay doing the work, something might happen to prevent completion. Students – you have been warned – procrastination on your part, coupled with an unexpected challenge, does not constitute an emergency on the instructors' part and **no late assignments of any kind will be accepted for any reason!**

This course will primarily utilize two methods of **whole class communication**. Each Monday, weekly overview announcements and emails will be sent to all students from the Announcement section of the Blackboard course site highlighting certain aspects of assignments, alerting students to important issues, or as general reminders. Email is the preferred method of **individual communication** between students and the instructor. Email is typically checked daily except for weekends but please allow for a 24-hour response time.

EVALUATION TECHNIQUES

1. EXAMS (400 points): Students will be administered 4 unit exams with time limits. Each exam will cover the entire contents of each unit (see schedule) and be worth 100 points, and will consist of 50 multiple choice questions worth 2 points each. Exams will be completely online and, once a student logs into them, must be taken within a 90 minute (1.5 hour) window of time using the Respondus Lockdown Browser software. The lowest exam score of the 4 will be dropped in final grade calculations. This course will not have a comprehensive "final" exam. The last exam covers only the final unit of course material although it will be taken during the scheduled finals week.

NOTE: Exams are to be taken as closed-book exams. No textbook, notes, websites, friends, fellow students or other assistance is allowed. Exams are also to be taken individually by students. Cooperation between students or outside collaboration on exams constitutes cheating, and students who engage in this practice will automatically receive a final course grade of F and may face additional disciplinary action (per policy as outlined in the TCC Student Code of Conduct).

2. LAB REPORTS (100 points): Students will be responsible for completing a minimum of 10 "at-home" lab exercises, and submitting 10 lab reports. Reports will be worth 10 points each, and will summarize the lab exercise and results. Lab exercises and guidelines will be posted to the class Blackboard site. Lab reports vary in format, so it is imperative that students carefully read and follow the instructions. **Lab reports not submitted to the instructor in the proper manner (as per the instructions) and by the due date will not be accepted and will receive no credit. 12 total lab exercises are available to complete. Students may complete the two additional lab reports that then will count as "extra" points earned (i.e. not part of the final grade rubric – see below).**

Final grades will be calculated from the total points earned during the semester based on total scale of 400 possible points (3 highest exams @100 points possible each plus 10 lab reports @10 points possible each) as follows:

400-360 points = A
359-320 points = B
319-280 points = C
279-240 points = D
239 or less = F

NOTE: Please do not concern yourself with the points possible total shown in the Blackboard gradebook. You should only concern yourself with your total points, minus your lowest exam score, as compared to the scale above. The BB gradebook adds every active assignment and exam score into its' total and IS NOT CORRECT.

RESTARTS

Students will be given 5 total restarts for the semester. A restart is when a student logs into an exam and is then disconnected for whatever reason before the exam is finished and submitted to me. As I use randomized test pools so that each student gets a unique exam, a restart will begin the exam over with new questions. In other words, if you get disconnected from an exam before you finish and submit it, or you quit before it is submitted, you will have to start all over again on a new exam when I give you a restart. A restart DOES NOT extend your deadline for taking an exam, no matter how long it takes for me to find out you need one and to actually go in and reset it. Restarts WILL NOT be given when a student has completed a majority of the exam as determined by the instructor. Restarts MAY NOT be available after 5:00pm or on weekends unless I happen to check my email

ATTENDANCE

Attendance and class participation are incorporated into the course by your having to submit work across the duration of the semester. Realize that if you were taking this class on campus, you would be in class 6 hours per week for a 16 week term. So you should be online for this course at least 3 times per week. If your personal issues get to be too much and/or you get too far behind for any reason, I suggest you drop the course as there are no make-ups or extensions granted for this course since it is designed with the maximum flexibility possible already built-in. An Excessive Absence Notice will be sent if I do not see assignments from you when a unit is due. I will Administratively Withdraw (AW) a student for a non-participation period of 2 weeks or longer per college policy.

GRADING POLICY

I will generally have assignments graded within one week of the submission/due date. Students have one week after the posting of grades to raise any questions or concerns they may have with a grade or test question. This policy is intended to prevent a troubling finals week phenomenon I call "grade grubbing", wherein students begin desperately seeking enough points to either pass the course or make a higher final grade by endlessly (and often rudely) harassing the instructor to repeatedly justify every point deducted from their work during the semester. After the one week grace period, scores posted in the gradebook are final and will not be reviewed further.

WITHDRAWAL, AUDIT, AND INCOMPLETE POLICY

The deadline to withdraw from a course shall not exceed $\frac{3}{4}$ the duration of any class. Check the TCC Academic Calendar for the deadline the applies to your course(s). Begin the withdrawal process with a discussion with the faculty member assigned to the course. Contact the advisement office at any TCC campus to initiate withdrawal from a course ("W" grade) or to change from credit to audit. Withdrawal and/or change from credit to audit after the drop/add period can alter the financial aid award for the current and future semesters. Students may receive an outstanding bill from TCC if the recalculation leaves a balance due to TCC. Students who stop participating in a course and fail to withdraw may receive a course grade of "F", which may have negative financial aid consequences for the student. To request a change to Audit (A) or Incomplete (I), the student must be maintaining a passing grade. The student must initiate the change with the instructor and sign the audit or incomplete agreement. If the Incomplete is due to a circumstance that prevents the student from being able to sign the form him/herself, the instructor may make other arrangements.

ACADEMIC DISHONESTY OR MISCONDUCT

Academic dishonesty or misconduct is not condoned nor tolerated at campuses within the Tulsa Community College system. Academic dishonesty is behavior in which a deliberately fraudulent misrepresentation is employed in an attempt to gain undeserved intellectual credit, either for oneself or for another. Academic misconduct is behavior that results in intellectual advantage obtained by violating specific standard, but without deliberate intent or use of fraudulent means. Academic dishonesty or misconduct cases are governed by the Campus Student Rights and Responsibilities Code (see Student Conduct Handbook).

COMPUTER SERVICES ACCEPTABLE USE

Access to computing resources is a privilege granted to all TCC faculty, staff, and students. Use of TCC computing resources is limited to purposes related to the College's mission of education, research, and community service. Student use of technology is governed by the Computer Services Acceptable Use Statements/Standards found in the TCC Student Code of Conduct Policy Handbook. These handbooks may be obtained by contacting any Student Activities or Dean of Student Services office.

STUDENT CONDUCT POLICY

Consistent with the TCC Student Code of Conduct, students will conduct themselves in a polite, courteous and respectful manner when dealing with the instructor or any other college staff member, whether in an online or on-campus class, whether on the phone, in writing, via email, or in an online forum. Disrespectful, rude, aggressive, use of vulgarity or profanity, or physically or verbally threatening or abusive behavior of any form will not be tolerated. Students exhibiting such behavior as judged by the instructor will be dismissed from the class. Disciplinary action will also be sought as outlined in the Code of Conduct in cooperation with the Academic Associate Dean and the Dean of Student Services.

STUDENTS WITH DISABILITIES

It is the policy and practice of Tulsa Community College to create inclusive learning environments. Accommodations for qualifying students in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act are available. To request accommodations, contact the Education Access Center (EAC) at eac@tulsacc.edu or call (918) 595-7115 (Voice). Deaf and hard of hearing students may text (918) 809-1864.

ACADEMIC ACCOMMODATIONS WILL NOT BE PROVIDED UNLESS APPROPRIATE DOCUMENTATION IS PROVIDED TO THE EDUCATION ACCESS CENTER TO SUPPORT THE NEED. THE INSTRUCTOR HAS THE RIGHT TO REFUSE REQUESTED ACCOMODATIONS IN THE INTEREST OF FAIRNESS AND ACADEMIC INTEGRITY.

COURSE STRUCTURE

The course is segmented into 4 units of material as follows, with the assigned chapter number from the text preceding each topic:

| <u>Unit 1: Cell Biology</u> | <u>Unit 2: Genetics</u> | <u>Unit 3: Anatomy and Physiology</u> | <u>Unit 4: Diversity and Ecology</u> |
|------------------------------|-------------------------|---------------------------------------|--------------------------------------|
| 1 – Intro to Science/Biology | 9 – Mitosis | 26 – Skin/Skeleton/Muscles | 23 – Animals |
| 2 – Chemistry | 10 – Meiosis | 27 – Nervous System | 24 – Plants |
| 3 – Organic Molecules | 11 – Mendelian Genetics | 28 – Endocrine System | 25 – Flowering Plants |
| 4 – The Cell | 12 – Chromosomes | 29 – Immune System | 34 – Populations |
| 5 – Cell Membranes | 13 – DNA Structure | 30 – Circulation/Respiration | 35 – Communities |
| 6 – Energy | 14 – Genes | 31 – Digestive System | 36 – Ecosystems/Biomes |
| 7 – Respiration | | 32 – Animal Development | |
| 8 – Photosynthesis | | | |

TENTATIVE COURSE SCHEDULE

| Unit starts @ 12:00pm noon on Monday* . . . | Chapter Reading Assignments | Unit Lab Assignments/Exam | Unit ends/all work due @ 12:00pm noon on Monday* . . . |
|---|-----------------------------------|--|--|
| 1. Jan. 11, 2016 | 1-8 | Scientific Method Lab, Chemistry Lab, Osmosis Lab, Unit 1 Exam | Feb. 8, 2016 |
| 2. Feb. 8, 2016 | 9-14 | Cells Lab, Genetics Lab, Blood Type Lab, Unit 2 Exam | Mar. 7, 2016 |
| 3. Mar. 7, 2016 | 26-32 | Anatomy Lab, Brain Lab, Scientific Literature Lab, Unit 3 Exam | Apr. 11, 2016 |
| 4. Apr. 11, 2016 | 23-25, 34-36 | Animal Diversity Lab, Botany Lab, Zoo Lab, Unit 4 Exam | May 9, 2016 |

**Due dates and times are set for Tulsa, Oklahoma and students are responsible for any adjustments needed to meet unit deadlines if they live in or visit any location outside of the U.S. Central Standard Time Zone.*