

BIO 150 Online  
General Biology 1  
Fall 2016

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**Office Hours:** This class is online so the best way to reach me is e-mail or phone. Please don't ever feel afraid to contact me; it is my priority to respond if not immediately, as soon as possible! I check my e-mail many times throughout the day.

**Class Hours:** 3 lecture; 1 lab

**CREDITS:** 4

**Required Textbooks:**

Freeman, S. Biological Science. 5th ed. San Francisco, CA: Pearson-Benjamin Cummings, 2013. ISBN-13: 978-0321743671

**Books that may complement class teachings:**

Siegfried, Donna Rae. *Biology for Dummies*. New York: Hungry Minds, INC., 2001

Alcamo, I. Edward. *Biology Coloring Workbook*. New York: Random House, Inc. 1998

Both books show detailed pictures. They are not required but are very helpful to learners who are visual and like repetition to help them understand and master the content.

**Course description:**

BIO150 is the first in a two-semester course sequence. It is an introductory course intended for science and non-science majors that require basic knowledge of biology, the study of life. This course explores basic chemistry and molecular concepts such as the cell, its components and physiology, metabolism, genetics, and development. Content is designed to give the student a solid background, essential to understanding that will be built upon in future courses.

Therefore, it is critical to be proficient in language and models of biology upon completion of the course. Some topics will be explored in lab sessions.

**Prerequisite(s):** None

**Co-requisite(s):** None

**Student learning outcomes:**

Assessment:

1. Discussion boards: discussions and responses
2. Critical thinking: students will be asked to answer questions geared toward the application of learned materials and problem solving
3. Lab activities: practical utilization of topics
4. Exams and quizzes
5. Final project: putting it all together

**Course objectives:**

<b>Upon successful completion of the course, the learner will:</b>	<b>Assessment</b>
1. Communicate effectively using the “language of biology”	Laboratory skills, critical thinking, exams, discussion and classroom interaction.
2. Understand the model of biology and be able to effectively explain the scientific process	Laboratory skills, critical thinking, exams, discussion and classroom interaction.
3. Compare and contrast the basic components/function of organelles within both plant and animal cells	Laboratory skills, models, exams, discussion and classroom interaction.
4. Understand how genetics influence hereditary traits and be able to complete a Punnet square	Laboratory skills, models, readings, discussion and classroom interaction.
5. Evaluate the four macromolecules and their defining characteristics	Laboratory skills, models, readings, discussion and classroom interaction.
6. Effectively demonstrate basic chemistry skills and apply them to biology concepts	Laboratory skills, models, exams, discussion and classroom interaction.
7. Demonstrate the process of meiosis, mitosis, transcription and translation	Laboratory skills, models, exams, discussion and classroom interaction.

**Course Requirements:**

There are six types of assignments for this course:

1. **Discussion Questions** – These questions are the largest percentage of your overall grade, which means there must be considerable attention paid to them. Discussion

questions are designed to do just that – discuss, talk, collaborate among your classmates. In the discussion questions, it is expected that you will answer the questions posed, as well as continue the conversation by posting IN DEPTH answers and pushing the topic further by thinking about illnesses, physiology, things that effect you or your communities, thoughts or ideas you may find by googling the topic, et al. I am expecting you to show that you have learned this topic and are capable of verbalizing that knowledge and asking your classmates deeper questions to which they are obligated to respond. Do not expect to pass this course if you are not actively engaged and stimulating further conversation from classmates. Because conversation is vital to your understanding, discussions will be graded every two weeks in order to keep the ball rolling. Please do not misunderstand. I did not say you only look at the discussion at some point in two weeks, you must begin discussion immediately (when the module is scheduled to open) and continue the discussion throughout the weeks. There is a big difference. Entering the forums and giving short answers will result in failing grades. I expect the boards to be filled with activity, almost daily. I hope it is clear, discussions require many enteries per person. These enteries cannot be “good job Mary” or “I agree with you Tim”. Each post must be reflective of your knowledge and each post must contain questions that you ask to further conversation on the topic. This is referred to as “threaded discussion”. I will jump in for the first discussion, then I will expect most of it to be among you – the class. ***Discussions are worth 40% of the overall final grade.***

2. **Reading Assignments** – The modules will have assigned reading from the text. Some lessons will also require supplemental materials or websites that I will provide. It is imperative that you read the text. The discussion topics will require you to use the information from the text as well as your own experience and perspective.
3. **Critical Thinking Assignments** – The journal assignments are similar to the discussion questions in that you will need to use your own perspective and experience in addition to the information from the text. The difference is that the journal assignments will be more literal in nature. You will use the journal function to answer comprehension and critical thinking questions. These assignments are not accessible by your course mates; only the instructor will see these assignments. Critical thinking means you become familiar with the topic, then you give thought to it, how do you feel about it. What findings do you conclude? Think about then expand on your thoughts. ***Critical Thinking assignments are worth 15% of the overall final grade.***
4. **Lab Activities** – This course is a 3-credit course with a 1-credit lab. The lab activities will be completed online through interactive web sites. It is important that you do the lab exercises and activities because they are designed to help you learn the content on a deeper level. You will also need to do them before you can answer some of the discussion or journal questions, as your understanding of these labs are part of learning the topic. ***Lab Activities are worth 20% of the overall final grade.***

5. **Examinations and Quizzes** – You will take several exams or quizzes throughout this course. The exams will cover the vocabulary, terms and concepts for each chapter. You can expect to take an exam after every couple of chapters, at midterm and at the end of the term (the final exam). Exams are to be completed by each due date given. No points will be given for an exam that is submitted after the due date, unless prior arrangements have been made. You will be given approximately 1 week notice for each exam, which is plenty of time to work around unexpected occurrences or other issues. You will be allowed to take the exam one time, and each exam will be timed. You may have your book open during exams, but will have only a very little time to look up a couple of concepts. You will not have time to look up each answer to the test. ***Exams are worth 15% of the overall final grade.***

6. **Final Project** – This is the final assignment for the course. You will receive further directions concerning this project toward the end of the course. ***The Final Project is worth 10% of the overall final grade.***

#### **Assessment Methods:**

Grading will include the total number of points achieved from exams, and labs, divided by the total number of points possible. The points will be weighted toward the final grade as defined in the Course Requirements section above.

#### **Academic Honesty (Plagiarism)**

If you use the words of someone else without citing them, you are committing plagiarism and will be penalized on assignments where plagiarism occurs. A paper will be assigned the "F" grade if there is evidence of plagiarism with no opportunity for make-up.

#### **Participation Policy:**

Participation is mandatory for this class. This means you will be required to log on a minimum of four times per week that class is in session. (You will not have to logon during the weeks that we have a break unless you are behind schedule.) The instructor has access to logon information, but just logging on is not enough. You must post to the discussion area and complete other assignments as required by the designated DUE DATES. I will not support students who do not actively engage. If you can't get online to complete the course requirements, then you will need to rethink online classes. They are not easy, and they do not require minimal effort on your part. This is a four credit course, and you are required to apply yourself. This course is time consuming and you will be asked to perform to that limit. Set aside a minimum of 5 hours per week (as on campus students are required to do), as well as a minimum of 3-6 hours minimum for studying and writing. Writing is crucial as this is my way of assessing your understanding. I understand that we all have families, jobs, and other challenges. None of these are an excuse to not complete your assignments. If you do not have the time or equipment to be actively engaged in this class, as required, it may be an option for you to take the course at a time more conducive to your lifestyle.

### **The criteria for discussion is as follows:**

- You must respond **at length**, as described above, to all of the discussion topics that I post for each module. Responses must be posted within three days to the topic posted by the instructor so that your course mates have a chance to read your answer and you can read their answers.
- Then for the following 5-6 days, you must also respond to all of your peers' comments. In that response it is mandatory that you expand on their post, ask deeper questions to further the conversation, and respond to them when they answer you. All conversation must refer to the topic. If you do not post with those three days, you will be considered absent.
- This means that for each Lesson, you will respond to all of the discussion topics I post AND respond to the other students' responses. The postings you make must be relevant to the content of the discussion. Simply stating "I agree" is not enough. You must support your statement. If there is any question on this criteria, contact me immediately as this is a major component of this course!

Your participation in this course is central to learning for all learners enrolled in this course. This is how we encourage communication among learners. Learners typically contribute information that other learners and the instructor find very valuable. This means that timely participation and keeping up with assignments is important. Other assignment due dates are posted in the lessons. Late assignments will lose 10 percent of full grade points per day and will be a zero after 5 days. If a learner is not able to complete the assignment within the allotted time, it is the learner's responsibility to contact the instructor to make alternative arrangements. Exceptions can be made with prior notification (documented emergencies only).

### **Course Discussion Room Expectations**

- Each response should be respectful of the other learners. It is OK to disagree with your course mates or your instructor. It is **not** OK to put others down for their opinions or ideas.
- The online discussion room is similar to the face-to-face classroom discussion, only it happens asynchronously. In other words, the learners do not all have to be in the same place at the same time. Keep in mind the same courtesy and language rules that apply to a face-to-face classroom.
- In an online discussion room, others might not read what you wrote in the attitude and tone you mean it to read. ALL CAPITAL LETTERS is the same as shouting online. Bold and italic lettering place emphasis on words.
- You do not need to write in academic language, but you should proof your writing before you post it.
- Your messages need to be clear. Remember, the use of humor can be a little tricky online because no one can see your body language.

- No “off-color” jokes are acceptable.
- For a more detailed description of discussion room expectations see below.

**Grading:**

- A 90-100%
- B 89-80%
- C 79-70%
- D 69-60%
- F 59-below

**Class Attendance:**

For this class, "attendance" means that you post your discussion board entries by the three day deadline.

**Policy for late submission:**

**Late assignments will not be accepted.** If you know you are going to be absent for an extended period of time, please let me know. All assignments must be turned in by 8am on the day that they are due, **no late work will be accepted.** It is easy to get sidetracked during an online class. You have to be self-motivated. Online does not mean you can disappear. Stay focused. If you are having problems staying on task, let me know and I will refer you to someone who may be able to help you get back on task.

Online classes tend to move quickly. Exams, quizzes, and assignments are progressive. In order for the class to stay on target, none of these will be accepted late or be repeated. This policy keeps both the instructor and student on track. Please do not ask to be an exception – I play fair and am not willing to give special favors to any individual.

Any illness or emergency that keeps you from completing the coursework must be well documented to be excused. Online work allows for flexibility, which means there are days to get it completed. In the event of a tragedy or hospitalization, please contact me immediately and we can make the appropriate accommodations.

Athletics or any extracurricular activities are not excuses to turn in late work. If you know that you will be missing class because of extracurricular activities please make arrangements to have your assignments in BEFORE you leave or send it to me by e-mail (by the due time, CST) Remember that school always comes first and grade reports are often used to determine eligibility for college-related activities.

Computer problems are not an excuse. There are several computers on campus and several printers. If you encounter problems sending an assignment please contact me a day or so before it is due so you don't turn it in late. There are computers at most libraries as well as computer cafes. I will not accept late papers because you were having computer problems or because the printer did not work. You have enrolled in an online course, be certain you have the technology to complete it.

### **UTTC Students with Disabilities:**

We value you as a person and want you to succeed in your academic endeavors. If you have a disability that may impact your ability to carry out assigned course work, UTTC provides students with disabilities reasonable accommodation to participate in educational programs, activities or services.

United Tribes Technical College recognizes its responsibility for making reasonable accommodations to ensure there is no discrimination on the basis of a disability. The Office of Disabilities Services coordinates reasonable support services, accommodations, and appropriate referrals aimed at removing barriers and providing an equitable learning environment. If you have a disability, please contact the Disabilities Services office located in the Education Building Room 123B (first floor). The DSS department can also be reached at 701.255.3285 ext. 1516.

Together, with you, UTTC will determine what accommodations are necessary and appropriate to ensure your success. All information and documentation of disability is confidential.

**Online courses require students to be motivated. It is crucial that you keep up. In order to ensure that all students are engaging regularly, all modules will be closed on the due dates and students will not be allowed to complete any incomplete work for that time period.**