

2015

Biology 100 Introduction to Biology Online Spring 2015

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BIOLOGY 100 W051
Introduction to Biology
SYLLABUS and COURSE OUTLINE
Spring 2015

(subject to change at the discretion of the instructor)

Instructors: Rosetta Dalton and Mike Retzer

Office Location: L-214 and online

Student Office Hours: Please feel free to email me anytime through Cobra. I will get back to you as soon as possible, however, please allow 24 hours Monday-Friday for a response. I do not necessarily check email on the weekends. If you email me after 5:00 p.m. on Friday, I will not get back to you until Monday. Do not postpone an important question. Also, feel free to call me anytime @ 351-2292. If you call me outside of my office hours, I will call you back as soon as possible. My office hours on campus are on Mondays-Wednesdays from 6-6:50 p.m.; and Thursdays from 6-7:50 p.m. You are also more than welcome to stop by my office during office hours and/or make appointments with me to see me in person.

Email: Email through our Cobra website.

The following are required to take Biology 100 online:

- **Required Textbook:** *Biology for a Changing World with core Physiology, Shuster, Publisher: W.H. Freeman and Scientific American* Your textbook is available at the Parkland Bookstore (217-351-2212).
- **LAB NIGHT Friday March 6th from 3-7 pm** You are required to come to campus on one day.
- You need a computer that will allow you to download and save needed software and play animations. Parkland has free software downloads. Feel free to use them if you need them.
- You should have speakers or headphones associated with your computer. (You can pick up headphones at a local dollar store.)
- **You must have computer skills. This is a highly intensive computer course.**
- You should have a printer. Some information will need to be printed off.
- **TIME!** An on-line class takes just as long (if not longer) than an in-house class. You will most likely be working on this course **every day for several hours.**

Course Objectives:

- To introduce basic biological ideas and principles that you can apply toward your own life.
- To prepare students for other science courses, including Bio 101, Bio 104 and Bio 111.
- To familiarize students with basic lab techniques.

MODULES		
1	How Science Works	January 12-23
2	Organs and Organ Systems Part I	Jan. 26-February 6
3	Organs and Organ Systems Part II	February 9 -20
4	Atoms, Molecules and Cells	Feb. 23-March 6
5	DNA, Protein Synthesis and Biotechnology	March 9-20
6	Cell Division and Genetics I	March 30-April 10
7	Genetics II, Adaptations and Evolution	April 13-24
8	The Environment	April 27-May 8th

Course Expectations

Module Quizzes:

This course is broken up into eight packets of information called modules. Each module will be followed by a **multiple choice** test to be taken online. **All quizzes and tests are timed.** Since the tests are timed, you should study the material like you would NOT have your books or notes in front of you, before you take the quiz. The quiz dates by which you must finish taking the quizzes are in your syllabus. It is your responsibility to **know these dates. THERE ARE limited MAKE-UPS FOR MISSED QUIZZES.** Test make-ups will be determined at the discretion of the instructor (Please see "Class Work" and "Attendance" below).

Please Note: All tests are 30 minutes, starting at the beginning of the class. You will have 20 minutes to complete a

Labs/Assignments:

Each module will include lab activities and/or assignments, as seen in the

accompanying schedule. All assignments have to be turned in using **doc (Microsoft Word), rtf (Microsoft Wordpad) files or pdf files**. No other type of file will be accepted.

Lecture material:

All material will be presented in PowerPoint. If you have any problems please contact me early. Parkland has an online help center where you can find free downloads. You will need either PowerPoint viewer or PowerPoint on your computer to view the material.

Class Work:

You do not need to live in the Champaign area to complete this class, however, you will need to come to campus one day, Friday March 6th, 2015, from 3pm – 7pm, to complete two dissection labs and a lab practical. We will meet in room L127. Park in the M6 parking lot. If you are facing Dodds Athletic Center, take the path on the far left the leads to the Dental Clinic. Go up the stairs and inside the building. Once inside the building, take the stairs to the lower level and turn right. Follow the hallway until you come to your first right turn and turn right. Follow this hall. After going up a very short flight of stairs, you will see our lab, L-127, in front of you.

You will need to read and study the information in the book and the information on the Cobra website. I encourage you to also explore the publisher's website too. There you will find animations, and other features that will help you master the material.

No late work will be accepted. Check the schedule in this document for due dates. All assignments have to be turned in using **doc, rtf or pdf files**. **No other type of file will be accepted.**

Remember there is one day you will have to come to campus.

You will always be expected to **use your own words** in any assignment. **No credit** will be **given for assignments copied** from a classmate, an article, the textbook, a lab handout or any other source. A second offense may result in failing this class. **Copying is plagiarism.** **Parkland College and all educational institutions have serious penalties for plagiarism.** You can read about **Parkland's policies in your Student Policy Handbook** regarding these matters.

Discussion Questions with Cobra:

Within Cobra is a conferencing tool that I will use to post the biweekly discussion topics. The questions will be posted on Sunday at 11:55 p.m. on the week that they are due. You will have until Wednesday at 11:45 p.m. of that week to make your initial post and until the following Sunday at 11:45 p.m. to respond to other students posts.

All students are expected to respond to the question/discussion and then also respond to at least one other person's response. (I highly recommend that **you respond to more than one student to earn the maximum number of points.**) You will receive a maximum of 10 points for each question, 5 pts. for your initial response and up to an additional 5 pts. for responding or commenting on another person's response or comments. The purpose of the bi-weekly question is twofold:

a) To encourage you to keep up.

b) To provide an avenue for discussion and exchange of ideas. It's no secret that online courses often are criticized for their lack of student/student and student/teacher interaction. I hope the discussion questions will help substitute for the discussions that would go on in a physical classroom. If we do this right, a lot of learning will take place.

Remember, you must answer the question/discussion and respond at least once to someone else's response. **(It is recommended that you respond to others multiple times. Your points will add up. You will not receive the full 5 points for only responding to one other student. Please respond multiple times and stay involved in the discussion to earn all of the points.)** I hope the questions and responses will be thought provoking enough that you will want to respond more than once.

I'm not using the points to rule on what is a "right" answer, but more to encourage a response. **However**, an "it's obvious you haven't thought about this much" or a very brief answer will result in fewer than the 10 points being given. It's subjective, but I think you will see that I'm fair and you have nothing to worry about if you make the effort.

To take full advantage of the discussions on Cobra, you must keep up. But unlike some of the other things in the course, the discussions are not primarily designed to keep you on pace. The real purpose is to try and provide some of the interaction that occurs in a classroom course. As I've said before, online discussions have the potential to be even more interactive since they allow everyone to participate and you are not limited by a 50 minute class period. I have high hopes we can use the conferencing function of Cobra to really enhance your experience in the course.

Newspaper/Magazine Article File

One of the goals of the course is to help you see how the course is relevant to the outside world. The easiest way to do this is to ask you to collect and turn in copies of newspaper/magazine articles pertaining to biology. This includes sources you find on the Internet. There is a separate information page posted on Cobra explaining the details.

Final Exam: a comprehensive, multiple-choice exam

Attendance:

Checking the website daily for updates and assignments will help you stay on track with the course and increase your chance of success. **You are responsible for all announcements made on the cobra website.** It is important to check due dates and get assignments and quizzes in on time. E-mail me through Cobra immediately with any questions or problems you may have through the angel email.

In order to get excused from an assignment, you must contact your instructor on or before an assignment, lab, quiz, ect. is due. You get one exception to this rule all semester. Attendance and assignments will go very quickly. It is important to

Learning Tools:

- **Disability**
 - If you feel you have a disability for which an academic accommodation (special testing, auxiliary aids, non-traditional formats) is needed, please inform me as soon as possible and/or contact one of the following for assistance.

Cathy Robinson, Director
Office Disability Services, Room X148
(217)353-2338
crobinson@parkland.edu

- **Center for Academic Success:**
 - Located in D120, it contains the following services:
 - **Writing Center**
English teachers are on duty to assist you.
 - **Study Skills Clinic**
Helps you learn how to study and cope with testing anxiety.
 - **Peer Tutoring**
Various students and faculty are on duty to help you.
 - **Advising and Advocacy:**
Work with a team of advocates and academic advisors to plan a semester schedule, understand transfer requirements, or manage issues that stand in the way of school.

For more information, please contact:

Anita Taylor
D120
403-4580

Sue Schreiber
D120
351-2441

You may also email the CAS at CenterforAcademicSucess@parkland.edu.

- **Counseling Center:**
 - The Counseling Center can assist you in evaluating your class schedule or with personal problems that are interfering with your education. Their phone number is 217-351-2219.

- **Withdrawal Procedures:**

I am required by Parkland to assess your attendance, after one week of class. After one week of class, if you have done the following four things, I will consider you a part of the class.

1. Send me an email through the cobra system.
2. Post your initial response to Discussion #1.
3. Respond to an answer posted by someone else in the class for Discussion #1.
4. Submit the written part to your “Getting Started Assignment” in the appropriate submission dropbox.

If you have not completed the four items listed above by the seventh day of class and **you have not contacted me to explain why**, I will be forced to withdraw you from class.

Again, at midterm, I will be assigning midterm grades. The same rules apply. If you are not making satisfactory progress toward completion of the course **and have not contacted me to explain why**, I will be forced to withdraw you from class.

After midterm I will not be able to withdraw any student from the class.

If you need to withdraw from the class the ultimate responsibility is yours. **Do not assume that I am going to drop you from this class.** Make sure you know the final date for withdrawal. If you leave the class after midterm and fail to officially withdraw, you will be given an "F".

QUIZ DUE DATES

MODULE	QUIZ
Module One	Friday January 23
Module Two	Friday February 6
Module Three	Friday February 20
Module Four	Monday March 9

Module Five	Friday March 20
Module Six	Friday April 10
Module Seven	Friday April 24th
Module Eight	Friday May 8th

Assignment/Lab/Exam/Discussions	Due Date
Metric Lab	Wednesday January 21
Article File	Wednesday February 4
Life's Greatest Miracle Movie Summary	Wednesday February 18
Microscope/ Cell Lab	Wednesday February 25th
*Heart Dissection Lab	Friday March 6
**Lab Practical	Friday March 6
*Eye Dissection Lab	Friday March 6
Osmosis Lab	Wednesday March 4
DNA Extraction Lab	Wednesday March 11
DNA Worksheet	Wednesday March 18
Mitosis/Meiosis Lab	Wednesday April 8th
Genetics Lab	Wednesday April 15
Natural Selection Lab	Wednesday April 22
Food Web Design	Wednesday May 6
Final Exam	Wednesday May 13

***This lab is due when you come to campus. Please print it out and bring it with you.**

**** The lab practical will be performed on campus.**

GRADE BREAKDOWN / RECORD SHEET

Possible – 20 points**		Points Earned		Discussion Question Points	Possible – 80 pts.
Quiz 1	20pts			#1	10 pts
Quiz 2	20pts			#2	10 pts
Quiz 3	20pts			#3	10 pts
Quiz 4	20pts			#4	10 pts
Quiz 5	20pts			#5	10 pts

Quiz 6	20pts			#6	10 pts	
Quiz 7	20pts			#7	10 pts	
Quiz 8	20pts			#8	10 pts.	
Total Points	160pts			Total Points 80pts		
				Lab Practical	25 pts.	
				Comprehensive Final	50 pts.	
Labs		Possible	Actual			
Metric		10 pts.				
Food Web		10 pts.		Article File and Miracle of Life Assignments	Possible	Actual
Microscope/Cell Lab		20 pts.		Article File	22 pts	
Osmosis Lab		20 pts.		Life's Greatest Miracle Summary	10 pts.	
Mitosis/meiosis lab		37 pts.				
Heart Lab		15 pts.				
Eye Lab		25 pts.				
DNA extraction Lab		15 pts.				
DNA/Protein Synthesis Worksheet		10 pts.				
Genetics Lab		35 pts.				
Natural Selection Lab		20 pts.				
Total Possible Points		217 pts.				

Grading:

90% = A, 80% = B, 70% = C, 60% = D and 59.9 and below = F

564-507 = A

506-451 = B

450-395 = C

394-338 = D

Less than 338 = F

