

2015

Biology 101 General Biology I Online Fall 2015

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Recommended Citation

Byers, LeeAnne, "Biology 101 General Biology I Online Fall 2015" (2015). *Biology Courses*. Paper 29.
http://spark.parkland.edu/bio_course/29

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**Parkland College
General Biology I
Biology 101 Online Sections
Fall 2015 Syllabus**

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ABOUT BIO 101

Bio 101, IAI L1 900L, will transfer to virtually all two and four year colleges in the state of Illinois by virtue of its approval as an IAI course. Bio 101 should also transfer to most colleges and universities outside of Illinois but you should check with the institution you plan to attend to make sure. This course meets the state of Illinois Life Science requirement. However, depending on your field of study and where you plan on transferring, a different Life Science course may be required. Since this is a general biology course, we will be covering lots of topics, quickly, but not in great detail. We will start with the Scientific Method then progress through some basic chemistry that is needed to understand cell structure and division. This will be followed by several modules dealing with DNA. The course will finish with evolution and ecology.

COURSE OBJECTIVES

1. To introduce basic biological principles and applications.
2. To utilize course information in a better understanding of global, national, and local issues.
3. To generate a more informed voting citizen in matters of biological concern.
4. To increase scientific literacy.

MATERIALS:

- Text: What is Life by Jay Phelan; 3rd Edition Published by Freeman with access code to the publisher's website.
- If you purchased a used or new text that does not have an access code to the website associated with the text, you will need to purchase this separately. This can be purchased at www.prep-u.com.
- Lab Kit: Biology 101 Lab Kit purchased through the Parkland Bookstore
- A list of additional materials needed to be purchased at the grocery store will be in the lab kit and should cost no more than \$15.00. Other materials are found in a normal household.
- Access to a reliable internet connection with a minimum connection speed of 28.8 Kbps (kilobits per second). It is not recommended to rely on wireless internet service while taking quizzes for this course. Connections may be dropped leaving uncompleted assignments which can't be re-taken. If you do not have reliable internet service or access to reliable service, an online course is not recommended. **For more information on requirements for taking online courses, please go to www.parkland.edu and click on the Online Services link.
- Windows 98, 2000, 2007, XP, Vista, OR Mac OS 9.2 or x 10.2
- Browser: Chrome, Safari, and Firefox are recommended. Internet Explorer can be used but currently is experiencing the most incompatibility issues with Cobra Learning/Desire 2 Learn (D2L)
- Adobe Reader (go to <http://online.parkland.edu/downloads.html> or <http://www.adobe.com> to

download free reader if you do not already have it)

- Macromedia Flash Player (at least 6.0) (go to <http://online.parkland.edu/downloads.html> or http://www.macromedia.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash to download free player if you do not already have it)
- Quicktime (go to <http://online.parkland.edu/downloads.html> or <http://www.apple.com/quicktime/download/> to download free quicktime if you do not already have it)
- Microsoft Word or other word processing program
- Microsoft Excel or other spreadsheet program
- Microsoft Powerpoint, or some other way to read ppt or pptx presentations
- Digital camera or cell phone for taking pictures of labs and capability of sending those photos electronically
- Course handouts are typically given to you in HTML, Microsoft Word documents (rtf, doc, or docx), Microsoft Excel (xls orxlsx), Powerpoint (ppt or pptx) or in Adobe pdf formats. You must have some word processing program capable of opening, reading, and writing these types of files. All documents were created in 2007 or newer programs. **All documents submitted to your instructor need to be in one of the previously mentioned formats.** Please contact the instructor if you have difficulties opening any file.
- Course Calendar: All of your assignments for the semester are posted in the calendar in Cobra. Please check there for due dates.

COURSE COMMUNICATION:

Establishing your student email account at <http://stu.parkland.edu>

Please access this site and establish your Parkland account. All Parkland students have been assigned an e-mail account. Parkland and your instructor may be sending email to this account that may be vital for your success in the course. Your login will be your first initial and last name plus a number. Your password will be the last 5 digits of your Social Security number unless you have already accessed the account and changed your password. It is possible to forward your Parkland e-mail to an account that you use more often. You can send e-mails through this account or through Cobra Learning. ****Be aware there have been issues with forwarding e-mails to different accounts. They seem to be getting lost in the transfer.**

You also have an e-mail account through the Cobra course management system. This account has multiple mailboxes. You have a general Cobra mailbox and within that box are separate ones for each of your classes. You can forward e-mails from this system to other e-mail addresses that you check more often. **However**, this has been causing issues with mail being caught in spam filters. You may need to check multiple e-mail boxes and your spam box for e-mails.

Contacting your instructor during the course

Please see the e-mail address or phone number listed at the top of this document. Make sure all communication with your instructor includes your full name, course and section. Be as detailed as possible with asking your questions. This will allow for a better response from your instructor. If any issues arise during the course of the semester that will prevent you from being able to work on

the course, please contact your instructor immediately.

COURSE ADMINISTRATION:

All course components are located in Cobra Learning, a course management system. Since you are reading this, you have successfully figured out how to access the system. Cobra can be accessed by going to either of the following sites: my.parkland.edu or cobra.parkland.edu. Your login name is the same as your student e-mail and your password is your birth date in the form of MMDDYY, unless you have used Cobra before and have already changed it. It is recommended that you change your password.

TECHNICAL PROBLEMS:

If you don't have reliable access to the internet and/or a reliable computer or a back-up plan like going to a coffee shop for getting your work done in case your computer crashes, if you plan on vacationing somewhere without reliable internet service, you should sincerely reconsider taking this online course. If you have technical problems that seem to originate from Parkland's end, please inform your instructor as soon as possible. You may also need to contact Tech Services at 217-353-3333 or techhelp@parkland.edu to get things resolved. But, as technology is a requirement to participate in this course, you can't make technology excuses for not getting your work done. There have been times when the entire course management system has had issues and not been available. **IF** this happens, your instructor will notify you through your Parkland email account with instructions and possible changes in deadlines.

TIME REQUIREMENTS FOR THE COURSE:

Over the course of a regular semester, students spend 3 hours in lecture and 2 hours in lab for 16 weeks. Since this is a 4 credit hour course, it is recommended that students also spend an additional 8-12 hours outside of class reading, studying, and completing assignments. This gives a total of 13-17 hours a week for one course. If your online section is 16 weeks, anticipate needing to spend those 13-17 hours a week on the course. If your online section is accelerated to 8 weeks, expect to spend on average 20-30 hours a week on the course. An 8 week course will cover twice the amount of information each week as compared to a regular course. Some students will find that they need less time and others more. The calendar with due dates for all assignments is posted in Cobra under the calendar tab. This will give you an idea of how long we spend on each unit or module and how often assignments are due.

WITHDRAWING FROM THE COURSE:

Around the tenth day of a full semester class (or its equivalent for a class of shorter duration), I am required to assess your attendance. **If you have not logged in or attempted assignments by that point, you will be dropped with no refund of tuition and fees.** Online class attendance is determined by student participation in online learning activities, log-in record for the class, and contact with the instructor if appropriate. **You can also be dropped from the course at midterm if you are not logging into the course consistently or making progress towards completing the course.** After these two dates, you should not plan on an instructor initiated withdrawal if you want to

withdraw from the course. You are ultimately responsible for your own withdrawal by the final withdrawal date as posted in the official time table. Non-attendance after the census date will result in an F if you don't withdraw yourself. Withdrawing from the course can't be done online. The final drop date is usually one full week prior to the last day of class instruction. Students are responsible for checking this date if they wish to withdraw from the course.

GRADING:

All your grades will be posted in the Cobra gradebook; however, it is recommended that you also keep track of your grade and contact your instructor about your grades if you have concerns. Quizzes and assignments will be graded online. The computer will automatically grade the multiple choice quizzes and post those grades immediately after taking a quiz. Written assignments will be graded by your instructor and returned to you with comments or correct answers; usually within 1 week of the due date. Please check your grade book to see the feedback. If you have any concerns about the grading of any assignment, it is your responsibility to contact your instructor.

No points are weighted or curved in this course. Your points will be added and grades will be determined simply on the following scale: A= 90% and above; B= 80%- 89%; C= 70%- 79%; D= 60%- 69%; F= 59% and below.

ACADEMIC HONESTY:

Please read the statement in the Syllabus Addendum on the course homepage concerning Academic Honesty. Students caught cheating in any form will receive a 0 for that assignment and risk failing or being dropped from the class.

CENTER FOR ACADEMIC SUCCESS:

The Center for Academic Success provides a wide range of academic support services to enable you learn well, grow as a student, succeed in your classes, and excel at what you do. These services include the following:

1. **Tutoring and Learning Assistance:** Make use of walk-in tutoring services provided by faculty, staff and trained peer tutors, Monday through Friday. Many students come to get help in study skills, reading, writing, math (all levels), and many other subjects.
2. **For-credit Modules and Tutorials:** Enroll in one-credit hour Tutorials to supplement classroom instruction in reading, writing, ESL, math, chemistry, and study skills. Modules are available for eligible students to complete certain developmental coursework requirements.
3. **Advising and Advocacy:** Work with our team of advocates and academic advisor to plan a semester schedule, understand transfer requirements, or manage issues that stand in the way of school.

For more information, please contact

Tracy Hickox
Room: D128
Phone: 351-2431

Anita Taylor
Room: D120
Phone: 353-2005

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

DISABILITY SERVICES:

Students with approved accommodations through the Office of Disability Services are expected to meet privately with instructors to discuss accommodations listed on their Disability Services ID card. (e.g. Extended time on exams, notes, etc.) This personal introduction officially marks the beginning of your accommodations for the semester. Instructors should be allowed to view your Disability Services ID card and note approved accommodations.

Reader/Scribe and Extended Time Testing Accommodations are not accessible in the classroom. Students should work with Disability Services staff to schedule tests/quizzes with accommodations.

If you believe you have a disability for which you may need an academic accommodation (e.g. an alternate testing environment, use of assistive technology or other classroom assistance), please contact: Cathy Robinson, Room U264, 217-353-2082, crobinson@parkland.edu

IRIS – Immediate Response Information System

In the event of a significant campus emergency, Parkland College will activate its mass notification system. We encourage you to sign up for this free service and select how you would like to be notified: text message, audio message, or email message. Sign up at:

<http://www.parkland.edu/publicsafety/alerts.htm>

Note: Returning students must register for IRIS each fall.

***If during the semester, issues arise that may cause you to not be able to complete an assignment, please notify your instructor immediately. Extensions may be granted on due dates for assignments at the instructor's discretion.**

NAVIGATING THE COURSE MANAGEMENT SYSTEM AND ADDITIONAL COURSE INFORMATION OR POLICIES

Navigating Cobra Learning and the Course:

In the course navigation system, there is a top tool bar with several tabs. Much of the course can be found under the content tab and should show up in an outline form. Some materials listed under the content tab are also available under the other tabs by category.

Calendar

You can find the calendar for the course posted on the right side of the course homepage. You can use the calendar to find due dates for all assignments and activities, and to get an overall feel for the course layout. It is the student's responsibility to keep up with assignments and due dates. In most cases, no additional reminders will be sent out. The dates that are posted are the **DUE** dates for those assignments. Work may be submitted earlier than the posted due date. If you click on the word Calendar, it will open up the entire calendar in a new window. You have the option of switching this to daily, weekly, or monthly view. I recommend switching to the monthly view to be able to see all activities that are due for the month. This will better help you plan your time. In the calendar, clicking on a specific date will show a list of items that are due on that date.

News You Need

On the course homepage, you will find this section towards the left and center of the page. Course announcements will be posted here. It is your responsibility to keep an eye out for course announcements.

Content Tab

Under this tab is where you will find the instructions for the course work. The class is broken into units called modules. There are 15 modules in the course. During a full 16 week semester we will spend about 1 week on each module. Accelerated, shorter semesters will have only 3-6 days for each module. Under the content tab you will find folders labeled for each of the modules.

****Completion and submission of the quiz for each module is the key that unlocks the next module.**

Failure to submit a module quiz will prevent you from having access to the next module. The following are items that may be found in the module folders:

- **Module Objectives:** This is a list of topics covered in each module. Each module corresponds with a chapter out of the text so Module 1 is from chapter 1. The objectives are an outline for the information you are responsible for learning from each chapter. However, the objectives are not a complete set of notes for the chapter. You will need to fill in details to have a complete understanding of the objectives. If something is NOT in the objectives but in the chapter, you are NOT responsible for that information. Quiz questions will be based upon the objectives. Keep in mind that with this being college, you will need to do more than memorize the information; you will need to be able to apply the information.
- **Power Points:** There is a power point folder for each of the modules. These are to help you better organize the information from the chapter and objectives. Some of these may have links to video clips or other information. These are not meant to replace reading the text but to be a supplement. These are not an exhaustive set of notes for each module but

more of an outline.

- Homework: Some of the modules have a homework exercise. In order to complete these exercises, click on and open the homework document or instructions. You will need to save this document. Once the document is saved, you will be able to type in answers to questions directly on your computer. Resave and submit the **entire** document after completion in the appropriate drop box. See drop box instructions below. Due dates are listed on the calendar. Late homework will be accepted but at a 10% per day late penalty. Once a specific assignment has been graded and returned to the class, no further assignments will be accepted.
- Labs: Each of the modules will have a corresponding lab. Some labs will be movies, internet assignments, or done in your kitchen using items in the lab kit or purchased from a grocery store. Different labs will have different instructions so make sure to follow the individual instructions per each lab. Many of the labs will require photo documentation that the lab activity was actually completed. Students **MUST** have a means of taking and submitting photos to the instructor. **Failure to submit photos will result in a 0 for the entire lab assignment.** Labs and photos will need to be submitted in the correct drop box in order to be graded. See instructions below on drop boxes. Labs will be accepted late at a 10% per day penalty. Once a lab has been graded and returned to the class, no further labs will be accepted. This also extends to pictures and discussion boards that go along with some of the labs.
- Extra Credit: Some modules will have extra credit assignments that are optional. Please follow the instructions for each of the different assignments. Extra Credit assignments will NOT be accepted late. These assignments will also not have their grades posted until the last week of class. The course limit for extra credit is 30 points. Community service, workshops, lectures, and other activities may be allowed for extra credit. If you have an idea for extra credit that you are interested in doing, please contact your instructor to see if it can be used for extra credit and for the guidelines for getting points.

Discussion Tab:

- Several of the modules and labs will have a discussion board. This may also be labeled as a homework exercise. The idea behind these is to promote discussion between the students. Discussion boards will include a link to the instructions and one to the discussion board. Make sure to answer all parts of the questions for full credit. You can click on the “Help For Students” icon in Cobra to give you further instructions on how to use the discussion boards. Discussion postings will be accepted late at a 10% per day late penalty. Once the assignment has been graded by the instructor, no further submissions will be accepted.

Drop Box Tab:

- This is where you will attach your completed documents. To find instructions on using drop boxes, click on the “Help For Students” icon that can be found on the homepage for the course. This will open up a new window. Click on “Search” on the top tool bar then type in Dropbox. This will give you instructions on how to submit materials through a drop box.
- Please read the instructions associated with each different drop box. Some of these are set up to only allow 1 submission and others will accept multiple submissions. In the boxes

that only allow 1 submission, each new submission will overwrite the previous. DO NOT submit multiple copies of the completed labs or extra pictures.

- It is highly recommended that you DO NOT shut down your computer until you receive verification of submission of your documents. It is also recommended that you take and save screen shots of verification of submission pages of all assignments.
- **Assignments must be submitted in the correct drop box for credit. Your instructor will not go looking for your assignments.**
- You may go back to the drop box for an assignment to see comments that have been posted by your instructor.

Quizzes Tab

All quizzes and exams will be available online for you to take from any location with the exception of the final exam. It is not recommended to use a wireless connection when taking quizzes just in case your connection is broken.

- **Module Quizzes** are 20 question, timed, multiple choice quizzes that will test your understanding of content, vocabulary, and information from the text and the corresponding module objectives. (See note above on module objectives.) Module quizzes will not be accepted late without prior permission from the instructor. Due dates are posted in the calendar. It is recommended that you take and save a screen shot of the verification of submission page of your quizzes in case of technical problems. Module quizzes have a time limit so once you open the quiz, it will automatically submit when time expires. **Trying to leave the quiz and come back later does not stop the timer so make sure you give yourself up to 30 minutes to take each quiz.** If you have any questions about missed quiz questions, please contact your instructor. The quizzes are NOT set to show you the answer. The hope is that you will go back to the text and your notes to look for the answer. By doing so, this increases your chance of learning the information. ****Failure to take and submit a module quiz will prevent the next module from opening so make sure you are taking all your module quizzes.****
- **Essay Questions/Tests** may be given throughout the semester at the discretion of your instructor. There will be a separate file under the content tab that will include all the instructions needed to complete the assignment. Due dates will be posted in the calendar.
- **A Comprehensive Final Exam** will be given as part of the course. This is a 100 question, closed note, multiple choice exam worth 50 points. This exam will be given on campus or it can be taken at an approved, proctor site if you live outside of the Parkland College district. Under the content tab is a folder that has links to approved locations. You will be required to follow the guidelines set by the approved location for taking your final; including paying a fee. If there is no approved listing close to you, please contact your instructor. All students will be required to notify the instructor by a date posted under News You Need on the homepage for the course for information concerning their off campus exam. Towards the end of the semester, an announcement will be posted giving dates, times, and locations for taking the final exam on campus. The final exam will only be available during final exam week as posted in the Parkland Academic Calendar.

Grade Tab

- You can access your grades using this tab. Please check your grades occasionally to make sure your instructor has typed them in correctly.
- This is where you will also find feedback posted for an assignment that has been graded and returned to you.
- After assignments are graded and your grades are posted, you should also be able to go back into individual drop boxes and discussion forums to see a corrected assignment or comments posted in addition to finding comments in your grade book.
- If an assignment in the grade book has no score posted, then it does not count against your grade. The grade book may have more assignments than what are scheduled in the calendar. You are only responsible for doing the assignments that are posted in the calendar.
- Once you see a 0 posted in your gradebook for a specific assignment, it has been graded and returned to the class so no further late assignments will be accepted.

YOUR INSTRUCTOR WILL DO THE FOLLOWING:

1. Check their email every day Monday- Friday several times and at least once on a weekend.
2. Respond to your queries Monday-Friday within 24-36 hours, but usually much sooner.
3. Read and monitor all discussion postings, help direct the conversation if necessary, and work to maintain a safe environment for all.
4. Attempt to grade all assignments within one week of the due date.
5. Post your grades in the COBRA grade book in a timely manner.
6. Let you know how you are doing in the course when you ask.
7. Fix any discrepancy noticed in the course and return any points if necessary.
8. Be open to suggestion, comment, and changes in the course while the course is in session.
9. Be firm about deadlines.
10. Not tolerate plagiarism.
11. Treat you honestly, civilly and with respect.
12. Be fair to all students.

What Do I Do Now?

Under the content tab on the top tool bar, is a folder labeled Introductory Folder. In there, you will find a copy of the syllabus and some quick exercises to make sure you can use the different components of Cobra. After reading the syllabus, take the syllabus quiz. Then work your way through the rest of the Introductory Folder. This is a required component of the course and is worth points. Completion of the Introductory Folder is the key to unlocking the rest of the course so make sure you follow the instructions for each of the components.