Biology 101 General Biology - Spring 2020

# General Information

## Instructor Information and Availability

**Instructor name:** Julio C. Gallardo

**E-mail address:** [gallarj@linnbenton.edu](mailto:gallarj@linnbenton.edu)

**Office hours:** I will be available online (Moodle forum, Zoom, Skype or phone on Tuesday, Wednesday and Thursday from 10 am to 12 pm. However, you can make an appointment if you need to talk to me out of these hours or days)

## Course Information

Scheduled time/days:

* Lectures: you will have two PDF lectures per week.
* Reading guides and quizzes: both are semi-weekly and are due on Monday.
* Prelabs: are due on Wednesday
* Labs: are due on Wednesday of the following week (no lab report on week one)
* Exit ticket: on Thursday, you need to send me an email with 3 questions about the material of the week (2 points), and then I will post the answers on Friday.
* On Fridays I will be answering questions on a forum in Moodle.
* Moodle: check it constantly!!

Number of credits: 4

## Course Materials

Required:

* ***Access to Moodle***: PDF lectures, videos, homework, articles for discussion, reading guides, quizzes, and other class news are or will be posted online,
* ***Concepts of Biology*-**[OpenStax](http://www.openstax.org/details/concepts-biology) textbook accessible by free online access, hardcopy (purchase at bookstore), e-book, and downloadable PDF file (see the link above), and,
* ***BI 101 General Biology Lab Packet*** by Erin Chamberlain and Heidi Herring (posted in Moodle).

## Course Description

Biology 101 is an introductory class that aims to explore with the students the diversity of life, their ecology and the current threats that it faces. This course is designed to assist non-science major, or those that are not yet deciding on a major to see how life works, how nature drive our lives and how our actions impact nature.

## Student Learning Outcomes

Upon successful completion of this course, students will be able to:

1. Be able to discuss how biological populations works and how they interact in the more complex skim of biological communities,
2. Be able to discuss how human activities impact the health and function of natural systems,
3. Be able to interconnect the movement of nutrients and energy through the food web and the ecosystems, and
4. Identify organism base on their key characteristics and place them in the appropriate taxonomic level.

# Class Policies

## Grading

The evaluation of student learning outcomes will be based on individual effort and performance through the term. For the final grade, the instructor will take in account all homework, labs, article discussion, quizzes, and exams to provide final grade.

### Primary Teaching Methods

The primary sources of information for this class will be the lectures posted in Moodle, quizzes and the textbook. However, in-class activities, lab assignments, article discussions and the final project are meant to help the students to understand the class material and the expected class outcomes. Students are responsible for reading the required chapters or section of a chapter for a better understanding of the lectures and getting ready for the reading quizzes and reading guides. Questions on quizzes and exams will be formulated using reading assignments, lecture notes and class activities. The lecture slides will be available for download in pdf format on Moodle each lecture. **IMPORTANT: In case a lecture or any other class materials are not available on Moodle, you should expect it in your email, or, if you cannot access it, please send me an email to let me know and I will reply it with the materials. Be aware that the instructor keeps the right to modify the syllabus, assignments and point totals anytime during the term to improve the performance of the class outcomes.**

### Lab Assignments

The labs are designed to provide you with experience while applying what learned in class and to help them to make critical thinking decisions to analyze and interpret the material and/or data provided. You are required to read the lab material before to each corresponding lab. Pre-labs are the first one of two pages of the lab in the lab package. **IMPORTANT: Pre-labs assignments are useful guides to assists youto better understand the lab activities, they are worth 2 points of your final lab grade (10 pts total). You are required to submit at least 60%\* of the labs on time to be able to pass the course regardless of academic standing.**

### Reading Guides, Homework Assignments and Article Review

The reading guides are designed to help you to identify and sensitize important information presented in the text book, and to get familiar with the subjects covered in each lecture. Reading guides are considered as homework assignments, sothey will be graded up to 5 points each. Throughout the class the students will be required to do other activities such as article reviews and specific homework assignments. **IMPORTANT: You can use your completed reading guide during each reading quiz and you will turn it in after the quiz for credit.Preparing a reading guide can help you improve your quizzes and exams performance!**

### Quizzes

Using the text book, you will prepare yourself to take 7 reading quizzes. Reading guides and quizzes are due on Monday, you will be given 20 minutes to take the quiz through Moodle or by email. The lowest quiz score will be dropped.

### Other class Activities

We will be doing several graded class activities and discussions, so is important that you come to class so you do not miss out on learning activities and points!

### Exams

You will take two midterm exams and a final exam. The midterm exams will be one hour in length, and they will be limited to the specific subjects previously covered in classes. You will have one two hours for your final exam, and it will cover all material throughout the term (e.g., lectures, assignments, quizzes, and reading guides) and your score will represent your overall mastery of the subject matter. The exams are worth 75 points each. **IMPORTANT: for details on the exams, please see schedule and pay attention toany possibledates, hours or location changes. Please let me know in advance if you need special accommodations for the exams.**

### Make-Up Exams and Late Work

It is very important that you take quizzes and exams on the designated day. However, all excused midterms or quizzes can be made up with no penalty within three days or by appointment. **IMPORTANT: If you miss a quiz or assignment, please write me an email! Late homework, lab assignments, or other homeworkwill be accepted with a penalty. You will lose 25% of the overall valuefor each day that passes after the due day. Only with a proved and reasonable motive you may avoid penalties in your late work. Remember, it is your responsibility to approach me and ask for a late quiz or other late work.**

## Grading

The evaluation of student learning outcomes will be based on individual effort and performance through the term. For the final grade, the instructorwill take into account all homework, labs, article discussions, quizzes, and exams. Points towards your final grade will be awarded as follows:

* A = 90-100% B = 80-89% C = 70-79%
* D = 60-69% F = 50-59%

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| **Graded Assignments** | **Possible Points** | **Final Grade** |
| Labs: 10 labs, 10 pts each (drop lowest) | 90 | 18% |
| 7 Reading Guides, 5 pts each (drop lowest) | 30 | 8% |
| 7 Quizzes, 10 pts each (drop lowest) | 60 | 15% |
| 5 Class Activities/homework, 5pts each | 25 | 4% |
| 2 Midterms, 75 pts each | 150 | 30% |
| 1 Final Comprehensive Exam, | 115 | 25% |
| **Total** | **470** | **100%** |

Two additional final grades are possible, Y and Incomplete. The Y grade is final grade below 50% and neglected to drop the class on time. The Incomplete grade is when the students is not finishing the course, but complete most required assignments but missing the final exam and/or the last week of classes and activities.

Incomplete grade will only be grantedif all three of the below requirements are met:

1. the student talks to me in advance and we signed a written agreement,
2. the student has a health/family emergency to not complete the class, and,
3. the student has scored C or better in the overall class grade at that moment of the request.

**IMPORTANT: Please be aware of due dates and school deadlines, for example the last day to drop a class(**<https://www.linnbenton.edu/current-students/money-matters/student-accounts/refunds.php>**). Review carefully the academic calendar for any other event that may affect your final grade (**<https://www.linnbenton.edu/calendar/>**).**

## Behavior and Expectations

### Behavior in the Class

This class aims to create to be an inclusive and respectful learning space. The students are encouraged to participate, to discuss and share thoughts, ideas and opinions with respect. Conversations among students are allowed as long as they are class-related and are not interfering with the dynamic of the class (e.g., distracting other students or the instructor). If a students or a group of students fail to behave properly in class they will ask to leave the classroom.

### Academic Integrity

Academic dishonesty is any intentional act of deception in which a student or a groups of students go against the expected norms school. It includes (but not necessary limited to)plagiarism, cheating, fabrication, falsification, tampering, deception, sabotage, multiple submissions, or assisting/complicity to commit academic dishonesty. Any academic dishonesty will not be tolerated and will result in a grade of zero on the assignment or exam and/or you will be reported with the department dean. As student at LBCC, you are held accountable to the Student Code of Conduct, which outlines expectations pertaining to academic honesty, classroom conduct, and general conduct.

**IMPORTANT: Please review the following links to learn about your rights and responsibilities as a LBCC student:**

* <https://www.linnbenton.edu/current-students/administration-information/policies/students-rights-responsibilities-and-conduct.php>

**To learn more about how to avoid plagiarism, visit the following link:**

<https://www.plagiarism.org/article/what-is-plagiarism>

### Guidelines for communication

The primary communication methods for the class are through your Linn-Benton email address and our Moodle class page. Please check withregularity your LBCC email to prevent missing emails from me regarding assignments, due dates and exams and other important announcements**. IMPORTANT: In case of an emergency that might impact your performance in class, please send me an email explaining the situation.**

### Use of cell phones and Laptops

The use of cell phones is NOT allowed during class, so pleaseTURN IT OFF put it away before class. If you need to use your cell phone during class time, please quietly leave the class roomto avoid disrupting the class, otherwise I will ask you to do it. Laptops are allowed only to do class-related activities such as taking notes or accessing online activities. However, the instructor has the right to limit laptop use if it becomes a distraction.

### Grade or Points Dispute Policy

To dispute points of the grade of an assignment, quiz, or exam grade, please submit the following in a writing letter(two hard signed copies, I will sign one of them and give it to you) no later than one week after receiving your grade. On the letters you will specify the requested correction and explain a valid reason for that correction, additionally you will provide a copy of the disputed material. In the best of my capacities I will address all written requests within a week**IMPORTANT: Any correctionrequest made after one week after receiving a grade, made verbally or by email will not receive a reply.**

# College Policies

## LBCC Email and Course Communications

You are responsible for all communications sent via Moodle and to your LBCC email account. You are required to use your LBCC provided email account for all email communications at the College. You may access your LBCC student email account through Student Email and your Moodle account through Moodle.

## Disability and Access Statement

LBCC is committed to inclusiveness and equal access to higher education. If you have approved accommodations through the Center for Accessibility Resources (CFAR) and would like to use your accommodations in the class, please talk to your instructor as soon as possible to discuss your needs. If you believe you may need accommodations but are not yet registered with CFAR(main campus, Albany), please visit the [**CFAR Website**](https://www.linnbenton.edu/cfar) for steps on how to apply for services, send them an email ([cfar@linnbenton.edu](mailto:cfar@linnbenton.edu)) or call [(541) 917-4789](tel:5419174789).

1. You have a documented disability and need accommodations.
2. Your instructor needs to know medical information about you.
3. You need special arrangements in the event of an emergency.

If you have documented your disability, remember that you must make your request for accommodations through the Center for Accessibility Resources (CFAR: <https://www.linnbenton.edu/current-students/student-support/center-for-accessibility-resources/>) **Online Services webpage** every term in order to receive accommodations. To request your accommodations, please visit the following link: <https://cascade.accessiblelearning.com/LBCC/>.

## Statement of Inclusion and No-discrimination

To promote academic excellence and learning environments that encourage multiple perspectives and the free exchange of ideas, all courses at LBCC will provide students the opportunity to interact with values, opinions, and/or beliefs different than their own in safe, positive and nurturing learning environments. LBCC is committed to producing culturally literate individuals capable of interacting, collaborating and problem-solving in an ever-changing community and diverse workforce.

Linn-Benton Community College prohibits unlawful harassment as well as any form of discrimination based on race, ethnicity, religion, national origin, sex, gender, marital status, disability, veteran’s status, age, sexual orientation, or any other status protected by federal, state or local law, in any activity or operation of the college. For more information please visit the following link: <https://www.linnbenton.edu/faculty-and-staff/administrative-information/policies/board-policies-and-administrative-rules/1000-series-the-college/administrative-rule-no-1015-01-nondiscrimination-nonharass.php>

## Title IX Reporting Policy

If you or another student are the victim of any form of sexual misconduct (including dating/domestic violence, stalking, sexual harassment), or any form of gender discrimination, LBCC can assist you. You canreportonline a violation of our sexual misconduct policy directly to our Title IX Coordinator at the following link: <https://linnbenton-advocate.symplicity.com/public_report/index.php/pid268105?>.You may also report the issue to a faculty member, who is required to notify the Coordinator, or you may make an appointment to speak confidentially to our Learning and Career Center by calling 541-757-8944.

# Campus Resources

## Learning Center

The Learning Center provides students a comfortable place to study and with academic support services that includes counseling, career support, job search and employment services, financial aid and scholarship assistance, computer use, tutoring services, study areas, borrow text books and course placement test and proctor exams.

For moreresources and information about the Learning Center’sservices you can stop by BC-222 or call them at (541) 757-8944, ext. 5101.

## Library

Beaware that limited library services are available at Benton Center. However, a student can place a hold on library materials on the Library webpage (<http://library.linnbenton.edu/home>) and select for them to be picked up at the Benton Center’s Administration Office. Also, you can return library materials at the Administration Office to be checked back to the library of the main campus in Albany.

## Students Help Desk

To get assistance with your LBCC email or your Moodle please stop by the registration desk. To get further assistance you can email the Student Help Desk ([student.helpdesk@linnbenton.edu](mailto:student.helpdesk@linnbenton.edu)) or call them on office hours at (541) 917-4630.

. Visit the following link for more details: <http://library.linnbenton.edu/student-help-desk>

## Basic Needs

If you have problems to afford your basic needs such enough food, childcare, a stable place to live, or healthcare, please contact Single Stop Program at LBCCvia email: [singlestopatlbcc@linnbenton.edu](mailto:singlestopatlbcc@linnbenton.edu)orcall [(541) 917-4877](tel:5419174877). The coordinator of the Single Stop Program (Amanda Stanley) will hold office hours at the Benton Center’s Learning Center starting on October 8th, 2019, from 1 to 4:30 pm.For more details visit the following link: <https://www.linnbenton.edu/current-students/student-support/Single-Stop-at-LBCC/>

# Changes to the Syllabus

I reserve the right to change the contents of this syllabus due to unforeseen circumstances. You will be given notice of relevant changes in class, through a Moodle Announcement, or through LBCC e-mail.