BI 101: General Biology - Spring 2019 Online Syllabus

# **General Information**

## Instructor Information and Availability

**Name:** Miranda Dudzik

**Phone:** (541) 917-4662 (Email preferred)

**Email:** dudzikm@linnbenton.edu

**Office hours:** By appointment only in White Oak Hall 211

* Minimum of 24 hour notice required via email. Skype and FaceTime options available.
* Q and A forums in the Moodle course are the preferred method of communication for non-emergency questions relating to the course content or structure.

## Course Information

**Course name:** General Biology 101 - Online

**Section:** 01 INTNET

**CRN:** 41901

**Credits:** 4

**Location:** Online only, access to course materials on Moodle at [elearning.linnbenton.edu](http://elearning.linnbenton.edu).

If you have never logged into Moodle before, you will have to claim your account, at [identity.linnbenton.edu/](https://identity.linnbenton.edu/). If you have any problems logging into Moodle, contact the Student Help Desk (541-917-4630 or student.helpdesk@linnbenton.edu).

## Prerequisites:

None, MTH 65 highly recommended.

## Required Course Materials

* [OpenStax Concepts of Biology](https://cnx.org/contents/s8Hh0oOc%4014.1%3ArLyPnvLx%4018/Preface), free online textbook
	+ Links to the assigned chapters each week will be provided in the Moodle course.
	+ A limited number of hardbound copies are available at the LBCC Campus Store for approximately $35.
* Custom-built lab kit, available only at the LBCC Campus Store
	+ Must be purchased by Wednesday of week 1.
	+ The BI 101 Lab Packet (plastic wrapped packet) is **NOT required**
* Access to Moodle
* Proficiency with standard computer processes and applications. This includes having experience with a word processing program such as Google docs or Microsoft Word, web browser function and applications, and basic computer literacy.

## Course Description

General Biology 101 is a course designed to introduce the student to basic concepts of biology and ecology, including the process of science and hypothesis testing. This course aims to increase the student’s level of ecological literacy, develop a deeper understanding and appreciation of the diversity of life with which we share our planet. This course is designed for students at LBCC who are non-science majors. Students typically have little to no science background, yet are enrolled in this course to fulfill requirements needed for a degree and/or who seek to transfer this credit to a four year institution.

Biology 101, 102 and 103 need not be taken in numerical order, but only one theme course in Biology 101 can be used to meet graduation requirements. This means that if you have taken a different BI 101, Oregon Ecology for example, this section will not fulfill any other prerequisites for your degree program – talk with the instructor for clarification.

## Student Learning Outcomes

By the end of this course you will be able to:

* Discuss biological community interactions.
* Explain how changes in human populations and/or actions impact natural ecosystems.
* Describe the movement of energy and nutrients through trophic levels.
* Recognize the appropriate taxonomic level of an organism based on key characteristics or traits.

## Changes to the Syllabus

Your instructor reserves the right to change the contents of this syllabus due to unforeseen circumstances. You will be given notice of relevant changes through LBCC email or Moodle message.

# **Weekly Schedule**

Each week you can expect to spend approximately 15 hours a week (including study time) on this course. Every week is divided into 4 sections that provide predictable expectations:

1. **Learn and Study:** This section will include a lecture slideshow, study guides and web activities to help learn material, but not submitted for a grade. You should plan on spending anywhere between 4 - 6 hours a week using these study tools to learn the material, depending on your learning style and dedication to the learning process.
2. **Reinforce and Practice:** This section contains a variety of different activities, depending on the content that week. This section includes the weekly review quiz, due by 8 pm each Wednesday.
3. **Research and Report:** This section includes all lab activities and resources for the week. Lab reports are due by 8 pm each Friday.
4. **Explore and Discuss:** Each week you will participate in one forum discussion relevant to the learning materials. Participation is required by 8 pm each Saturday.

Complete all non-graded activities for the week within 7 days of the content becoming available to earn extra credit points each week.

## Recommended and Required Due Dates

Only activities worth points are listed in the summary table below. For more details on each week, you will need to log in to Moodle and locate the appropriate week.

|  |  |  |
| --- | --- | --- |
| Weekly section | Estimated completion time(Variable depending on week) | Recommended or required due date/time |
| Learn and Study Activities | ~2 hours to read and review materials | Recommended complete byTuesday |
| Reinforce and Practice Activities | ~ 2 hours | Recommended complete byWednesday |
| **Weekly Quiz** | **15 minutes** | **Required by****Wednesday 8 pm** |
| Research and Report | ~3 hours | Recommended complete byFriday |
| **Lab Report** | **~ 30 minutes** | **Required by****Friday 8 pm** |
| Explore and Discuss | ~ 1 hour | Recommended complete bySaturday |
| **Forum Discussion** | **~ 30 minutes** | **Required by** **Saturday 8 pm** |
| Independent review and study | ~ 4 - 6 hours depending on your learning style, comprehension of materials, and dedication | N/A |

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## Grading

Final grades will be determined by points accumulated throughout the term and will be based upon the mastery of information presented in course materials. Grades will be assigned on a standard A - F scale and will not be curved.

|  |  |  |
| --- | --- | --- |
| Category | Points | Percentage of Total Grade |
| Exams (2 @ 60 pts) | 120 | ~27% |
| Comprehensive Final (100 pts) | 100 | ~23% |
| Labs (9 @ 10 pts)\* | 90 | ~20% |
| Review Quizzes (8 @ 10 pts) | 80 | ~18% |
| Forum Discussions (9 @ 4 - 5 pts) | 41 | ~10% |
| Secrets to Your Success Activities | 10 | ~2% |
| **Total** | **441** | **100%** |

\*Must submit at least 6 labs in order to pass the course, regardless of points earned in other categories.

# **Tips for Success in This Class**

For details on due dates, Moodle course navigation, how to find instructor feedback and more, review the following document: [“Getting Started in BI 101 Online”](https://docs.google.com/document/d/1bE70-KBKWZUyopJ3pYaPDnMV8_vsPG0SiRxKHHnJt5o/edit?usp=sharing)

# **Class Policies**

## “Attendance” Policy: Login Required by Wednesday of Week One

You MUST demonstrate within 3 days of week one that you are fully vested and prepared to move forward in the course. Before gaining access to week 1 material, you must perform a number of tasks that demonstrate that you are committed to this course. If you have not logged onto the course and started working on the tasks in the “Secrets to Your Success” module by Tuesday of week one, you will receive an email from your instructor. You have until Wednesday evening to respond, login to the course, and complete all tasks in "Secrets to Your Success” to prevent being dropped to accommodate those on wait list.

## Be Respectful and Professional

You should maintain a professional voice and tone in your interactions with fellow students and your instructor. Forum discussions, lab submissions, and emails are expected to be well-written, professional and free from grammatical errors. Also understand that every participant in this course, instructor included, has obligations outside of this course and deserves free time each week. For the instructor, this down time is on Saturday and Sunday, and therefore will not always be available during that time.

## Guidelines for Communication: Use Forums Whenever Possible

At the top of every weekly module, there is a Q and A forum. This is where you can ask questions about the course content in a public format. For questions regarding material presented in the learning activities, you are strongly encouraged to use these forums to pose questions instead of emailing the instructor directly. By shifting questions to the forums, everyone in the class will benefit from your questions, and even get the chance to chime in.

Your instructor will log into the class several times a day, and you will generally get a reply to forum questions within a few hours (during regular business hours). As a general rule of thumb, if communications are sent after 5:00 pm it will receive a response first thing the next morning. On weekends, the instructor may only check in once or twice over the course of the weekend. To avoid frustration it is best to communicate with the instructor by Friday at 3:00 pm or earlier to guarantee a response before deadlines pass. The instructor may be unavailable to assist in last minute problems during the weekend. For personal matters such as grades or matters that need immediate attention, email is the best mode of communication.

## Maintain Academic Integrity

You are held accountable to the [Student Code of Conduct](https://www.linnbenton.edu/faculty-and-staff/administrative-information/policies/board-policies-and-administrative-rules/7000-series-student-services/administrative-rule-no-7030-01-student-rights-respon.php), which outlines expectations pertaining to [academic honesty](https://www.linnbenton.edu/faculty-and-staff/administrative-information/policies/board-policies-and-administrative-rules/7000-series-student-services/administrative-rule-no-7030-02-academic-integrity.php) (including cheating and plagiarism) and general conduct. Each student is required to conduct their own experiments, collect their own data, and author their own lab reports and forum posts. Any appearance of **copied answers (either from other students or off the web), shared or fabricated data for experiments** will result in a zero for the assignment in question for the first offense. If that student is caught cheating or plagiarizing a second time, he or she will fail the course and be reported to the Dean.

Additionally, attempting to receive an extension on an assignment by being dishonest about your activity in the course will not be tolerated. The instructor has complete access to all student activity in Moodle, including timestamps, log in information, IP address of your computer, and completion tracking. All of these will be checked to verify any reports of technical issues that prevented a student from meeting a deadline.

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## Testing

All exams and quizzes are taken within the Moodle course and are automatically graded. These are objective tests consisting of multiple choice, matching, labeling, true/false, and graph interpretation. They are closed book and closed note, just as on campus, but obviously a high level of integrity on the part of the student is expected. There is no time to look up answers and this is considered a breach of ethics.

### Late Assignment Policy

**No late assignments will be accepted, for any reason.** There are three major assignments due each week: Weekly Quiz, Lab Report, and Forum Discussion. You will need to login and make progress every day. Do not wait until the last minute to complete assignments. Procrastination leaves you open to unexpected events inhibiting you from meeting deadlines will likely result in lower scores on assignments and quizzes.

### Disputing Grades

In the event that you wish to dispute a grade, you need to contact the instructor to request a review or clarification of your score. For quizzes and exams, you have 7 days from the due date and time. For forum and lab submissions, you have 7 days from when a grade is entered in the gradebook. For this reason, it is essential that you make a habit of reviewing all assignments as soon as grades and instructor feedback have been submitted.

### Extra Credit

Each week you have the opportunity to earn 2 points extra credit by completing all non-graded activities made available that week. Extra credit will NOT be issued or allowed for missed work - there are no exceptions to this rule. The general policy for all students is that "We cannot do for one student what we cannot do for all.”

# **College Policies**

School-wide policies are described in the [LBCC administrative rules](https://www.linnbenton.edu/faculty-and-staff/administrative-information/policies/board-policies-and-administrative-rules/7000-series-student-services/administrative-rule-no-7030-01-student-rights-respon.php). You are strongly encouraged to read this webpage in its entirety. Some of the important sections are included below.

## 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.

## 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 this class, please contact your instructor as soon as possible to discuss your needs. If you think you may be eligible for accommodations but are not yet registered with CFAR, please visit the [CFAR Website](http://www.linnbenton.edu/cfar) for steps on how to apply for services. Online course accommodations may be different than those for on-campus courses, so it is important that you make contact with CFAR as soon as possible.

## Statement of Inclusion

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.

## LBCC Comprehensive Statement of Nondiscrimination

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. For further information see [Board Policy P1015](https://www.linnbenton.edu/faculty-and-staff/administrative-information/policies/board-policies-and-administrative-rules/1000-series-the-college/board-policy-series-number-1050-equal-opportunity-statement.php) in our [Board Policies and Administrative Rules](https://www.linnbenton.edu/faculty-and-staff/administrative-information/policies/board-policies-and-administrative-rules/). Title II, IX, & Section 504: Scott Rolen, CC-108, 541-917-4425; Lynne Cox, T-107B, 541-917-4806, LBCC, Albany, Oregon. To report: [linnbenton-advocate.symplicity.com/public report](http://linnbenton-advocate.symplicity.com/public_report).

## 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 can [report](https://linnbenton-advocate.symplicity.com/public_report/index.php/pid073717) a violation of our sexual misconduct policy directly to our Title IX Coordinator. 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 Advising and Career Center by calling 541-917-4780.

## Struggling to Meet Basic Needs Outside of the Classroom?

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Single Stop Office for support (SinglestopatLBCC@linnbenton.edu, 541-917- 4877, or visit us on the web: [Single Stop at LBCC](https://www.linnbenton.edu/current-students/student-support/Single-Stop-at-LBCC/), under Student Support for Current Students). This office can help students get connected to resources to help. If you are comfortable doing so, talk to your instructor for more resources.