



BI 101: General Biology - Spring 2021- Online Syllabus

General Information

Instructor Information and Availability

Name: Derric Jacobs

Phone: (541) 979-2652 (Email preferred)

Email: derric.jacobs@linnbenton.edu

Office hours: By appointment only.

- Minimum of 24-hour notice required via **email**.
- Office hours can be conducted via phone, Skype, Facetime or other. No in-person meetings can be arranged this Spring 2021.
- **Q & A forums** in Moodle is a great way to address many questions with your fellow students. I will chime in here and there on the forums but if you need to ask a specific question to me, please email. Q & A forums work well when all students engage in them and frequently. Think of these as the classroom equivalent for class discussions and study halls. It works if you all make it work.

Special announcement regarding COVID-19: Please be advised that some of the labs require you to go outside. There is nothing in this class that is worth your health and safety so I want you all to be conscientious of your well being and regional policies. You can do these labs alone and in areas where there are no people, keep that social distance please! For those that can, do it in a yard or the grounds of your apartment. If for any reason, you cannot safely go outside and do a lab, please notify me early in the week and we can work something out.

Course Information

Course name: General Biology 101 - Online

Section: 01

CRN: 41901

Credits: 4

Location: Online only, access to course materials on Moodle at elearning.linnbenton.edu.

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

Prerequisites:

None, MTH 65 highly recommended.

Required Course Materials

- [OpenStax Concepts of Biology](#), 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 (**Do Not Procrastinate**)
 - The BI 101 Lab Packet (plastic wrapped packet) is **NOT required**
- Access to Moodle
- Access to SimUText (<https://www.simutext2.com/student/> an online lab) system (**Must be registered by Week 1!**)
- 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 a Moodle Announcement message. Please watch the announcements regularly and set up your Moodle page to send these announcements to your email.

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. **Due by 11:59 pm each Sunday** (Please see note below)
- 3. Quizzes and Exams:** Each week has either a quiz or an exam. These must be completed by 11:59 pm on Sunday. Please do not procrastinate as unplanned events can add unnecessary stresses. If there is a technical problem while you are taking these, please take a screenshot and send me an email right away. I will need to override your attempt and reset it.
- 4. Research and Report:** This section includes all lab activities and resources for the week. Lab reports are **due by 11:59 pm each Sunday**. Some labs will be done online and others will be done as an outside or inside activity. Some labs will require planning and preparation, please look ahead and plan out your labs.
- 5. Explore and Discuss:** Each week you will participate in one forum discussion relevant to the learning materials. Participation is required by **11:59 pm each Sunday**. There are 2 required posts for these activities. The first initial post you make that answers the assignment prompt should be one by **Thursday at 11:59 pm** as a courtesy to your classmates. Then reply posts to other students are required by **11:59 pm on that Sunday**.

Note: Complete all non-graded activities for the week by the weeks end (Sunday at 11:59pm) and considerations for rounding up your grade at the end of the course will be added. These assignments are advantages to you and designed to help you learn, but I will also consider them as course engagement activities that do not accrue points but show me your commitment to the course.

Recommended and Required Due Dates

Activities worth points are listed in **RED** 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 by Tuesday
Reinforce and Practice Activities	~ 2 hours	Recommended complete by Wednesday
Weekly Quiz	15 minutes	Required by Sunday 11:59 pm
Research and Report	~3 hours	Recommended complete by Friday
Lab Report	~ 30 minutes to 1 hour	Required by Sunday 11:59 pm
Explore and Discuss	~ 1 hour	Recommended complete by Saturday
Forum Discussion	~ 30 minutes	Required by Sunday 11:59 pm
Independent review and study	~ 4 - 6 hours depending on your learning style, comprehension of materials, and dedication	N/A
Exams (1, 2 and final)	~ 65 minutes & 90 Minutes	Required by Sunday 11:59 pm

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 @ 5 pts)	45	~10%
Secrets to Your Success Activities (Due Friday of Week 1)	10	~2%
Total	445	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”](#)

*****Success** in this class is fairly straightforward. Please follow these key elements: **(1)** Please plan out your weekly activities to align with your other commitments. **(2)** Do not procrastinate on assignments, unforeseen events occur and can cause disruptions to your planning and completion of assignments. **(3)** Take your own notes while you are reading the assigned materials and/or watching assigned videos. I have provided blank slides for you that go along with reading materials and it is easy to print these as slides with note bars (3 to a sheet) so you can take notes that help you with reading and the accompanying slide. **(4)** The quizzes and exams are not easy, but test anxiety can be a detriment to your success. Please consider activities that are designed to help with test anxiety and make sure you are completely prepared for the quiz or exam and have enough privacy to avoid distractions.

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. This is done by logging on and starting the Secrets to Your Success assignments. 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 Wednesday of week one, you will receive an email from me. You have until Friday evening to respond to my email, login to the course, and complete all tasks in “Secrets to Your Success” to prevent being dropped to accommodate those on the waitlist.

Be Respectful and Professional (This is fundamentally important!)

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, me included, has obligations outside of this course and deserves free time each week. This down time completes a work-life balance that is pivotal to people's overall health and well-being, respect it for yourself and in others.

This term I am also allowing lab partners (one partner per student). This does not mean you and your partner need to physically work together on the labs, it can be in other ways, please be considerate to the pandemic we are in. This can instead be done via phone calls and sharing of documents and tasks. In these interactions, you must also remain respectful and professional with each other. Any violations of respect and professional misconduct should be reported to me as soon as possible. Also, out of respect for each other, labs that are done with a partner must be submitted independently, in your own voice, and must include your name and your partner's name on the top of the assignment. This allows me to pull both your lab submissions and grade them together to check for independent thinking and insure they are not just copied and credit can be given independently with considerations for the joint effort.

Guidelines for Communication: Use Forums Whenever Possible

At the top of every weekly module, there is a Q and A forum. This is a good resource for general communication between you and the class and to help you work together. Here, you can ask each other questions about the course contents and assignments. Please make sure you check these and reply to your classmates a couple times a week and try to help each other. This resource is meant to help you all by allowing a means to engage as you would in an in-class setting.

Communication with me is best done by direct email. I can answer questions and or address any concerns you may have. I do require a 24 hour response time so please keep that in mind. If I have not gotten back to you in 24 hours, you may want to resend the email. Emails have been lost in the past and technology is not perfect so please do not wait too long for a reply to an email that may have gotten lost. If the emailed question or concern is deemed pertinent to the class, I will post an announcement to the class so all can benefit. If the 24 hours lapses a due date and time, we can address that. Do not panic! Yet, this is why I ask you not to procrastinate on assignments either as it can add stress.

Maintain Academic Integrity

You are held accountable to the [Student Code of Conduct](#), which outlines expectations pertaining to [academic honesty](#) (including cheating and plagiarism) and general conduct. Plagiarism can fall under your joint lab assignments as well so please make sure you use your own voice and add your lab partners name to

your submitted assignment, this gives credit to your lab partners contributions! Also each student is required to submit their own lab report. Forums are also required to be your own voice and express your own thoughts and perspectives. 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. Again, this is why I cannot stress enough, you must use your own voice in lab reports even when working with a partner AND both names must be added to the lab report so I can grade them side-by-side. If a student is caught cheating or plagiarizing, he or she could be reported to the Dean and you may fail the course. It is not worth it really, just do not do it.

Additionally, attempting to receive an extension on an assignment by being dishonest about your activity in the course will not be tolerated. I have complete access to all student activity in Moodle, including timestamps, login 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. In addition to ensuring honesty, if there is a situation that arises that requires an adjustment to your due date and time, you must submit the request prior to the due date and time and/or provide proof of an obstruction to your completion of the task. This can be a letter from an employer, a Dr, a picture or a screen shot that documents a service error or some communication that shows there is an official obstruction to your completing the assignment.

Testing

All exams and quizzes are taken within the Moodle course pages and are automatically graded. These are objective tests consisting of multiple choice, matching, labeling, true/false, and graph interpretation. Although these are not proctored to ensure you are not using books or notes, these are tightly timed and the questions and potential answers are randomized. There is little to no time to look up answers so you really need to be prepared for the tests! Do not try to work on these together either, it will not work and you can set yourself up for failure. Also, please note I can see your access times and completion times.

Late Assignment Policy

No late assignments will be accepted, for any reason unless cleared by me prior to the due date and time or there is documentation of an unforeseen event (emergency) that obstructed you from completing the task. There are three major assignments due each week: Weekly Quiz (or exam), the Lab Report, and the Forum Discussion posts. You will need to login and make progress every day. Do not wait until the last minute to complete assignments. Again, procrastination leaves you open to unexpected events inhibiting you from meeting deadlines that 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 me 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. Please note, all assignments for a week are due on Sunday of that week at 11:59 pm. I grade all

my assignments for all my online courses over the following week and they are usually done by Friday evenings.

Extra Credit

The department allows for up to 2% extra credit for a class. If I offer an extra credit assignment, it will be offered in week 10 and will be required to be submitted along with your final in Finals Week. These are usually a short paper and will require lower division college level writing.

Each week you have the opportunity to complete **non-graded activities** made available that week. These activities are designed and offered to help you learn the week's lessons. If you complete all the "non-graded activities" (those not under quiz/exam, lab report, and forum). You will show commitment to the course and your learning and I will consider this part of course engagement and it will reflect how I review and adjust (round-up) your final score and grade. In other words, you are not required to complete these but if I see you did not complete them and you are sitting on a percentage that could be rounded up, I will unlikely not round up your grade. But if you are sitting on a percentage that rounding can benefit you, and you completed all the activities, I will round up your grade as you showed commitment and determination to your learning.

College Policies

School-wide policies are described in the [LBCC administrative rules](#). 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.

*****All emails** should include "**BI101**" in your subject line!!!! I receive dozens of emails a day (sometimes more than a hundred between all my institutional email accounts) and filtering what is most important is done by subject line so please make sure you add this so I know this is important when skimming through the list of new emails.

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](#) 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](#) in our [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.

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](#) 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 (Singlestop@LBCC@linnbenton.edu, 541-917-4877, or visit us on the web: [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.

Personal Note from Your Instructor

I have had lots of experience as both a student and an instructor in online courses. I understand many of the issues that students end up having and I want you all to know that I am here to help you, to the best of my ability. You are ultimately responsible for your success in this and any other courses you take. That being said, communication is your most valuable tool if you have questions or concerns. I cannot help you or cannot point you to who can help, if you do not communicate. As an online course, you may feel there are less opportunity to reach out for help and I want you to understand that is not true, I am only an email away. I check my emails a few times a day as I expect you too as well. If you need anything, email me and although I may require 24 hours to get back to you, I will rarely need that.

Now, let's have a great term!!!!!!