

**Syllabus:** Biology for Non-Science Majors II Lecture Hybrid
**Course Number:** BIOL 1309.H1 HYB (Hybrid Course) Lecture ONLINE via TC Online LMS (Moodle)
**Semester & Year:** Fall 2017-2018

**Instructor Information**

Name: Holley Robinson
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Office Hours: 7:45-8:00 AM Monday-Thursday, 12:30-3:30 PM Monday-Wednesday; other times by appointment

**Textbook Information**

During this semester for Concepts of Biology, we will be using an open source textbook developed by Rice University. You can purchase a copy of the textbook at the TC Bookstore, or you can download it as a PDF to your computer, tablet, phone, etc. **for free** from the Rice OpenStax website.

<http://openstaxcollege.org/textbooks/concepts-of-biology>. Select “Get this Book” in the orange box toward the center of the page and select how you would like to receive the book.

1. Print-allows you to order a copy from OpenStax. You can also purchase a copy from the TC Bookstore.
2. PDF-This format can be read on most tablet devices like iPad, Kindle, and most smart phones. You can select high resolution which takes up more space and takes longer to download or lower resolution.
3. Web View-you can read the book live on the web from your computer or device connected to the Internet. The book does not download.
4. EPUB-another format for popular mobile devices such as the NOOK.

**Please know that this textbook is OPTIONAL for students. Additional materials will be provided within each unit.**

**Course Communication**

Official communication is through TC student email.

**Student Learning Outcomes for the Course**

Upon successful completion of the lecture portion of this course, students will:

1. Describe modern evolutionary synthesis, natural selection, population genetics, micro and macroevolution, and speciation.

2. Describe phylogenetic relationships and classification schemes.

3. Identify the major phyla of life with an emphasis on plants and animals, including the basis for classification, structural and physiological adaptations, evolutionary history, and ecological significance.

4. Describe basic animal physiology and homeostasis as maintained by organ systems.

5. Compare different sexual and asexual life cycles noting their adaptive advantages.

6. Illustrate the relationship between major geologic change, extinctions, and evolutionary trends.

**Student Requirements for Completion of the Course**

This is a hybrid course with the lecture component delivered online through the TC Online LMS, or Moodle. **A laboratory that meets on campus on selected Friday mornings is recommended and encouraged for all students. The course number for lab is BIOL 1109 H51 HYB.**

Class materials, videos, quizzes, and assignments will be made available as the class proceeds through the semester. **This class will also involve seven unit exams, and each unit exam is made available for students to take Wednesday through Sunday (5 days) online. The student is permitted to use the textbook and any notes needed on quizzes and tests (excluding the final).** All course content will be available on Moodle through <https://tconline.texarkanacollege.edu/>

**Technical Requirements & Solutions for this course**

***A basic level of technical competence and equipment are necessary for participating in this online class. You should already be able to perform the following tasks:***

* **Attach document files to e-mail.**
* **Complete assignments using word processing software.**
* **Locate, save, and retrieve files on the computer.**
* **Send/receive email.**
* **Submit comments to a discussion board.**
* **Use a web browser like Internet Explorer or Firefox and search engines like Google.**
* ***You should have regular, reliable access to the following software and Internet resources (access to only a mobile device is NOT enough to succeed in this class).***

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| **Hardware/Software Required** | **if using a PC** | **if using a Mac** |
| **Operating System** | **Windows 7 or above** | **OS 10.5 or later** |
| **RAM** | **at least 512 MB** | **at least 512 MB** |
| **Free disk space** | **at least 2 GB** | **at least 2 GB** |
| **Audio and Visual Capabilities** | **Screen display set to 1024x768 or higher*** **sound card and speakers**
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| **Internet connection** | * **Ethernet (Local area network)**
* **Wireless network card**
* **T1, DSL, cable, or satellite**
* ***a 56K modem is not recommended***
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* **Wireless network card**
* **T1, DSL, cable, or satellite**
* ***a 56K modem is not recommended***
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| **Web Browser** | ***at least one of these:*** * **Mozilla Firefox v3.6 or higher**
* **Internet Explorer v8 or higher**
 | ***at least one of these:*** * **Mozilla Firefox v3.6 or higher**
* **Safari v4.0 or higher**
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| **Plug-ins *and*****Media Players** | * **Java JRE v6 or higher**
* **Adobe Flash Player v10 or higher**
* **Adobe Shockwave Player v10 or higher**
 | * **Java JRE v6 or higher**
* **Adobe Flash Player v10 or higher**
* **Adobe Shockwave Player v10 or higher**
 |
| **PDF Viewer** | * **Adobe Reader v9 or higher**
 | * **Adobe Reader v9 or higher**
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| **Word Processing** ***and* ability to view Powerpoint shows** | * **Microsoft Word /Office**
* **Powerpoint Viewer**
* **OpenOffice.org**
 | * **Microsoft Word /Office**
* **OpenOffice.org**
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| **Miscellaneous** | * **Printing capability (infrequent)**
* **Turn pop-up blocker OFF!**
 | * **Printing capability (infrequent)**
* **Turn pop-up blocker OFF!**
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**You can access all course materials at:** [**https://tconline.texarkanacollege.edu**](https://tconline.texarkanacollege.edu)

(Pop-up blocker within your internet browser must be disabled or an exception must be made for this site)

Technical Trouble? Contact the **HELP DESK SERVICE:24/7 submit a ticket @:**

[**http://www.texarkanacollege.edu/helpdesk/**](http://www.texarkanacollege.edu/helpdesk/) **MON - FRI 8AM - 5PM** **(903) 823-3030**

**Lecture Course Schedule: Topics/Exams-BIOL 1309 H1 Fall 2017**

**Class Schedule**

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| **Dates** | **Material to be covered** |
| Week 1; August 23-25 | Syllabus; Begin Chapter 11 on Evolution |
| Week 2; August 28-September 1 | Finish Chapter 11-Evolution, Complete Chapter 12 on Diversity of Life, **Evolution worksheets p. 1-2, Quiz 1 and Exam 1 over Evolution/Diversity Unit** |
| Week 3; September 5-8 | Labor Day (school closed); Begin Chapter 13 on Microbiology; **Webquest over Bacteria**  |
| Week 4; September 11-15 | Continue Chapter 13; **Quiz 2 over Microbiology**  |
| Week 5; September 18-22 | Finish Chapter 13; **Exam 2 on Microbiology**  |
| Week 6; September 25-29 | Begin Chapter 14 on Plants; **Quiz 3** **on Plants** |
| Week 7; October 2-6 | **Exam 3 on Plants** |
| Week 8; October 9-13 | Begin Chapter 15 on Invertebrates; **Quiz 4 on Invertebrates** |
| Week 9; October 16-20 | Chapter 15; **Exam 4 over Invertebrates** |
| Week 10; October 23-27 | Begin Chapter 15 over Vertebrates; **Quiz 5 over Vertebrates** |
| Week 11; October 30-November 3 | Finish Chapter 15; **Exam 5 over Vertebrates** |
| Week 12; November 6-10 | Begin Chapters 16-18 over Body Systems; **Quiz 6 over Body Systems** |
| Week 13; November 13-17 | Finish Chapters 16-18; **Exam 6 over Body Systems** |
|  | Thanksgiving Break-no classes |
| Week 14; November 27-December 1 | Begin Chapters 19-21 over Ecology and Ecosystems; **Quiz 7 over Ecology** |
| Week 15; December 4-8  | **Exam 7 over Ecology Unit** |
| Week 16; December 11-18 (semester ends on Monday) | **Final Exam; taken in Testing Center** |

**Student Assessment**

Students will be evaluated on a combination of lecture examinations, quizzes, videos and other written class assignments, and a comprehensive final examination.

**This course is worth a combined total of 1,000 points**:

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| **Grade**  |  |
| **A** | **89.45-100** |
| **B** | **79.45-89.44** |
| **C** | **69.45-79.44** |
| **D** | **59.45-69.44** |
| **F** | **59.44-below** |

**Exam 1 100 points**

**Exam 2 100 points**

**Exam 3 100 points**

**Exam 4 100 points**

**Exam 5 100 points**

**Exam 6 100 points**

**Exam 7 100 points**

**Final (Comprehensive) 200 points**

**Quizzes and Assignments 100 points**

 **1,000 points**

As extra credit, an additional 20 points will be added for attendance and participation. Each absence will result in a deduction of 2 points.

The cutoff point for rounding is .45. A final average of 89.45 is an A, and a final average of 89.44 is a B.

Unit quizzes and tests will be available for five (5) days Wednesday-Sunday, online on the weeks indicated in the course schedule. You can take them outside the testing center (on a private computer is best). Quizzes are usually 10-20 questions each . Each exam will consist of approximately 40-50 multiple choice, matching, and true/false questions. You will be allowed 90 minutes to complete each test, and you are allowed to use your book and notes. These tests will be allowed only on the five (5) days posted on the TC Online Moodle web site. For two (2) days following each test, students can review their test and see what questions were missed. When taking a test, be careful not to close the testing window, do not attempt to open other windows, or try to print the exam. These actions will cause the test to close.

**It is also STRONGLY recommended that you only take exams on a private computer, NOT a workplace computer where pop-up windows and other programs running in the background and firewalls can cause your exam to be terminated early!**

The Final Exam (comprehensive and consists of 100 multiple choice questions)  **must be taken at the TC testing center during testing center hours of operation**. The final exam must be completed during final exam week. The TC testing center is located in the Business Building on the corner of Robison Road and Tucker Street. You will need to bring a current student I.D. See the testing center link on the TC website for more information and hours that the center is open for students to take exams.

**Absentee Policy for Online/Hybrid Courses**

**Absence in an online course is defined as the lack of an active post or submission within the course including required discussion board posts, written assignments and tests. This standard will be used to determine all lecture absentee issues***.* **All online students must complete an Enrollment Verification activity within the first week of class (activity depends upon the professor) or the professor may drop the student for not having attended. Students must complete at least one (1) activity in their online class per week. Each week in which a student does not complete an activity will be counted as an absence.**

If a student is taking a **hybrid course**, and it does not meet during the first week of class, **the student must also complete an Enrollment Verification activity within the first week of class or the student may be dropped for not having attended**.

**MAXIMUM ALLOWABLE ABSENCES**After official registration, the following number of unexcused absences will be the maximum allowable before a student may be dropped from the class:

**The maximum number of absences in this online class is two (2) per semester (the equivalent of two weeks of instruction).**

**IMPORTANT: For the purposes of officially attending class in this online course you must login to the course website (TC Online LMS) and participate in class activities and assignments for that week of class (as defined above) or you will be counted absent for that week. (Attending the on campus lab DOES NOT satisfy the weekly attendance requirement for this online lecture class).**

**WARNING: If you exceed the maximum number of absences for this course you will be dropped (W) from the course by the instructor.**

If circumstances develop (e.g. extended illness, moving from the city, etc.) which necessitates your withdrawal from this or any other course be sure to let me know AND officially withdraw in the Director of Admissions office located in the C. M. Nelson Administration building. The date each semester is posted on the inside page of the current Texarkana College Catalog/ Website under "Academic Calendar". A grade of W is recorded on your permanent transcript*if**you withdraw before the official deadline*.

**Make-up Policy**

Daily assignments that are turned in up to one week late will result in a reduction of points. Daily assignments that are turned in more than one week late will not be accepted. All exams must be taken within the time window given, otherwise it is an automatic score of zero. Late exams will not be accepted at any point in this course.

**I DO NOT GIVE MAKE UP EXAMS**. Tests are available for a five day period (Wednesday-Sunday) for the convenience of the students. Exams answers are available for two days after each test closes (Monday-Tuesday) by clicking on the exam link.

**Online Conduct**

Discussion Board responses, emails, and all other correspondence among faculty and students enrolled in this class are expected to conform to the level of conduct that would be expected in a regular classroom. Students should feel free to express disagreement with the instructor and other students but it must be done in a manner which is not abusive, threatening, or harassing in any form. Communication among students is encouraged but must end if one of the parties requests that it be terminated. Students will not send unsolicited email espousing a cause, religion, or activity to other class participants and will not add other class participants to any list-servers or other entity which distributes unwanted email or material.
Violation of these guidelines may result in disciplinary action against the offending student. This action can include termination of the student's participation in the class and a grade of "F".

**Netiquette**

Here are the core rules for communicating with me and with each other for the duration of this course:

**Remember that there is a person behind every message.** It is very easy to forget, as all we see is a computer screen. We don’t see facial expressions, gestures, or hear intonation of voice. All we have are words, and if words are not well-chosen, they are easy to misinterpret. Words that ARE well-chosen are often easy to misinterpret too. Remember that, just as you have feelings, each human being out there in cyberspace has feelings as well. Give people the benefit of the doubt if you are the one reading their writing, and if you are the one writing, remember the feelings of others and take the time to construct your sentences as clearly as possible.

**Sarcasm does not translate well in cyberspace.** Cyberspace is more literal than a face-to-face conversation. For example, a phrase like "Yeah, I really believe that is true," can have the exact opposite meaning if you hear the person's delivery, see their body language, and observe their facial expressions in face to face conversation, but as just words on a page, it comes across literally, not figuratively. Again, make sure you say what you mean, and provide as few possibilities for misinterpretation as possible.

**“DO NOT TYPE IN CAPS ALL THE TIME.”** This is the online equivalent of screaming or yelling at someone. Please don’t do this, it is not appreciated. ☺

**Do not type in all lower case or use text message-like abbreviations, such as btw (by the way), or b/cuz, or lol (laughing out loud).** This is a college class and college-level writing (grammar, punctuation, vocabulary, etc.) is expected.

**Avoid "flaming."** Flaming is when someone expresses a bold point of view, sometimes overly bold or hyper-critical, and others follow up with equally overly-critical commentary and/or personal attacks. It is not that we cannot disagree - it would be a boring world if everyone had the same opinion about everything. It is also in pointed discussions that I've been able to refine my already-held opinions or even change them completely. That's the purpose of college: to make you think, to get you to see different points of view, to make you question your beliefs or to cement them more firmly than before with facts, etc. Discussion is good, disagreement is fine, even welcome, but remember rule #1 above: there are humans with feelings involved.

**Keep your comments and postings relevant**. Camaraderie is good, but please do not include conversation unrelated to the subject line or course material in discussion board communications.

**Identify yourself fully.** In the subject box of every email, please type your full name, course and section number (e.g. Sue Jones. BIOL 1408.H1). Please include full identification of who you are when you generate or reply to an email to your instructor. This should include your full name (first and last) as well as the course you are enrolled in. It is my policy that in order to preserve student confidentiality any email that I receive without proper identification will not be responded to.

**Write with civility and respect.** When asking questions, or making comments, do so in a respectful manner. If you are frustrated or irritated when you write the email, wait a minute to reread it asking yourself if the tone is appropriate for a student-teacher interchange before clicking Send. If you're really upset, write the email in Word and copy and paste it in later when you are calm enough to give it a reading with audience in mind. Practice patience. Emails will be answered within 24 hours of receipt Monday-Friday and often sooner. Usually I read email on the weekends, but some weekends, I will not be available.

**Copy yourself.** Send a copy of each email you write to yourself so you can be sure the email went through, and so you can resend it if there is any problem.

**Brevity.** Keep emails brief and to the point.

**Do not forward unsolicited material.** Do not forward material that you send to your friends to your classmates or professor. (Note: If you send emails to everyone in your address book, they will automatically go to your professor and any student in the class who has emailed you.)

(Excerpted from: <http://www.albion.com/netiquette/corerules.html>)

**Academic Integrity Statement**

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, col­lusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an “F”.

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <https://www.texarkanacollege.edu>.

**Disability Act Statement:**

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Tonja Blase at 903.823.3283, or go by the Recruitment, Advisement, and Retention Department located in the Administration building for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability that requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations.

**Financial Aid: Attention!** Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

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| **I reserve the right to modify the syllabus at any time during the semester. I will always inform all students by email if changes to the syllabus are made. This online version (*TC Online LMS*) is the official syllabus and supersedes all versions of this document in print.**  |