**Syllabus:** Concepts of Biology I for non-science majors
**Course Number:** BIOL 1308.H1 -HYB (*Hybrid Course*) Lecture ONLINE via TC Online LMS (Moodle)
**Semester & Year:** SPRING 2018

**Instructor Information**

 Name: Mark Storey
 Office: Chemistry Building Rm. 202
 Telephone: 903-823-3298
 E-mail: Mark.Storey@texarkanacollege.edu

Office Hours: (see Prof. Storey’s office hours handout)

**Textbook Information**

Built in free textbook TC Online LMS (within weekly lesson modules).

**Optional additional textbooks for reference:**

 [Concepts of Biology 2013 Openstax Biology Free Textbooks Project – Rice Univ](https://openstaxcollege.org/textbooks/concepts-of-biology/get)

 [*https://openstaxcollege.org/textbooks/concepts-of-biology/get*](https://openstaxcollege.org/textbooks/concepts-of-biology/get)

**Course Communication**

 Official communication is through TC student email.

Remind Text Service – Students are required to register for the REMIND text service (Free to use). See REMIND Service handout for instructions on how to sign up.

**Student Learning Outcomes for the Course**

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| *At the conclusion of the* ***lecture portion*** *of this course students should be able to:*1. Distinguish between prokaryotic, eukaryotic, plant and animal cells, and identify major cell structures.
2. Identify stages of the cell cycle, mitosis (plant and animal), and meiosis.
3. Interpret results from cell physiology experiments involving movement across membranes, enzymes, photosynthesis, and cellular respiration.
4. Apply genetic principles to predict the outcome of genetic crosses and statistically analyze results.
5. Interpret the results of karyotypes, pedigrees, and biotechnology experiments.
6. Identify parts of a DNA molecule, and describe replication, transcription, and translation.
7. Analyze evidence for evolution and natural selection.
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**Student Requirements for Completion of the Course**

This is a *hybrid course* with the lecture component delivered online through the TC Online LMS.

**A laboratory that meets on campus on selected Friday mornings is strongly recommended and encouraged for all students BIOL 1108.H51**.

The lecture method will be used. However, the student will be required to participate in online “thread” discussions, and complete a multiple choice progress check and a lesson quiz each week during the semester. In addition, four (4) lecture unit exams are taken online and the student is permitted to use the textbook and any notes needed. Each unit exam is made available for students to take Monday through Friday (5 days). All course content is delivered through a cooperative arrangement between the Dallas Community College District and Texarkana College via the LMS TC website: [**https://tconline.texarkanacollege.edu/**](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***
 | * **Ethernet (Local area network)**
* **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**
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| **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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**Lecture Course Schedule: Topics/ Exams - Biology 1308.H1 -HYB Spring 2018**

**See BIOL 1308 1108 Course Roadmap document**

**Student Assessment**

Four (4) lecture exams will be given over four units and a comprehensive final exam, for a total of five (5) exams. The examination format will include multiple choice and True/False items. Exams will be administered according to the Lecture Topics and Exams schedule published on the TC Online LMS / Moodle BIOL 1308 H1 HYB course content page.

**Access 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**

**The course grade will be calculated from the following:**

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| **Lecture Exams I, II & IV (3)** | **35%** |
| **Lesson Quizzes** | **15%** |
| **Graded Discussion Weekly Posts****Lesson Practice Tests (80% or above)** | **10%** |
| **Exam III****(TC testing center)** | **20%** |
| **FINAL Exam - Comprehensive** **(TC testing center)** | **20%** |
| **Total** | **100%** |

Unit tests will be available for five (5) days Mon through Friday, on-line on the weeks indicated in the course schedule above. The tests are randomly generated from a test bank developed for this course. Each of the tests is different--no students will receive the same exam. Each test will consist of approximately 50 multiple choice questions. You will be allowed 60 minutes to complete each test, and you are allowed to use your book and notes. The tests will be made available **only** for seven (7) days: (Mon 12:01 am –Sunday 11:59pm) period posted on the course TC Online/ Moodle web site. For two (2) days following each test, detailed feedback will be available including grade, which questions were missed, and what the correct answers were.

When taking a test, be careful not to close the testing window, 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 mid-term exam (Exam III) and the Final Exam (comprehensive)  **must be taken at the TC testing center during testing center hours of operation**. The mid-term exam (Exam III) must be taken during the TC testing center hours of operation that week (Monday -Friday). The final exam must be completed during final exam week (last day of finals is Wednesday). The TC testing center is located downstairs in the TC Library. You will need to bring a student I.D., a picture I.D. See the testing center link on the upper left of our home page for more information and hours that the center is open for students to take exams.

**Grading Scale**

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| **Semester Grade**  | **Course Average** |
| **A** | 89.5-100 |
| **B** | 79.5-89.4 |
| **C** | 69.5-79.4 |
| **D** | 59.5-69.4 |
| **F** | 59.4-below |

**ABSENTEE POLICY**

**ONLINE/HYBRID COURSE ABSENCES
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 work (lesson units) and required posts in the discussion areas **cannot be made up**.

**I DO NOT GIVE MAKE UP EXAMS**. Tests taken at home (Exams 1,2 and 4) are available for a seven-day period (Mon-Sun) for the convenience of the students. Exams answers are available for two days after each test closes 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 there's 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 communiqués.

**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 Larry Andrews 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 which 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. This online version (*TC Online LMS*) is the official syllabus and supersedes all versions of this document in print.**  |

By signing this statement, I agree that I have read and understand what is expected of me to perform satisfactorily in this course of study.

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Student Name (**PRINT** First & LAST NAME)

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Legal Signature

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TC Course Number / Section Number