



Pearl River Community College

Biology I Online Course Lecture Syllabus

General Biology I Lecture & Lab (BIO 1134)

The Mississippi Virtual Community College

Hosted by PEARL RIVER COMMUNITY COLLEGE

Spring 2017 SEMESTER

Instructor: Emily Carlisle

Phone: 601-403-1084

Email: ecarlisle@prcc.edu (I check my email approximately every 24-48 hours); if you have not heard a response within 24 hrs. please re-send your email. This is the best way to contact me.

Office: Science/Math/Business Building Room 116

Office Hours: Posted outside my office door & in the orientation folder

Textbook for Lecture: Biology 10th ed. By Campbell & Reece (There is a copy on the bookshelf in canvas, and for Biology I you can go to the bookstore and get a free paper copy of the book if you would like)

Materials:

- *Working Computer & Printer at home,
- *Textbook,
- *Three Ring Binder/notebook in which loose leaf paper can be added
- *Pencil/Pen
- *PRCC Student ID Card to be used in the Learning Lab & Proctoring Centers
- *WORKING EMAIL (You need to check your PRCC email at least 3 to 4 times per week)
- *Mastering Biology (this is loaded into canvas already)
- *Head Phones (Your ear buds from your I-Pod or MP3 player will work)
- *Mozilla Firefox, Google Chrome and JAVA on your computer
(If you have a MAC with Safari this will be fine)
- *You need Microsoft Word or Open Office to complete your work for lab
- *For Lab, you need the E-Science Lab kits (Information about this is under the lab orientation)

Lecture Course

Description: A course introducing the student to biological principles including biochemistry, cell structure and physiology, metabolic processes emphasizing respiration and photosynthesis, reproduction and development, genetics, and ecology. Three lecture hours per week. 3 hrs. credit. Lab (Bio 1131) is taken concurrently with this course.



The Wildcat Way: Pride, Respect, Class & Character

******NOTE****** Lab & Lecture is taken together in this course. If you drop, it will drop you from both courses...No exceptions.

Student Learning Outcomes: (these will be tested at the end of the semester)

At the end of the semester the student will be able to:

- describe the fundamental principles of cell biology
- describe the fundamental principles of Mendelian genetics
- describe the molecular basis for heredity, DNA structure and replication, and protein synthesis.
- describe the principles of adaptation and evolution in biology.

Class Objectives: These can be found in the orientation. Please read and print these and have them in the front of your notebook behind the syllabus.

Instructional Techniques: The instructional techniques for this class will be accomplished by a variety of teaching methods. Such methods include online discussions and assignments, mastering biology assignments, web links, supplemental reading, weekly quizzes, weekly practice quizzes that go along with your readings and notes, blogs, online videos (audio lectures), & tutorials, & etc....

Methods of Evaluation:

- There is three major **proctored exams for the lecture part of the course: TEST 1, TEST 2, & Final Exam** covering information from the textbook, Audio Lectures, notes, weekly & practice quizzes, and any additional handouts that I give you. Each exam will include multiple choice, true/false, matching, labeling, fill-in-the-blank, and short answer/discussion questions. TEST 1 will count as 50% of your overall grade for the class. Your Final exam will count as 25% of your overall grade, and your weekly assignments (which are your practice quizzes, weekly quizzes, and any discussions you may have) count for 25% of your overall grade.

The comprehensive **proctored final exam** will be given covering all of the chapters that we studied & discussed during the semester. The final will count as 25% of your final grade for the class. Instructions on how to schedule a proctored exam are found in the orientation, and on the extended education distance learning website for PRCC.

Weekly Quizzes, Weekly Practice Quizzes & other assignments will be given throughout the semester and they will go along with the chapters that we are on. I expect you to follow the academic honesty rules set forth by PRCC. Anyone who is suspected of or caught cheating will be dismissed from the class immediately. Quizzes and Assignments count for 25% of your final grade. Your lowest Quiz grade will be dropped at the end of the semester. **There are NO make-up quizzes and NO late assignments accepted after the date has passed.** If you do not miss any of your assignments throughout the semester I will give you 10 pts. on your final exam to count as a participation grade.

Please note that your tests are proctored and it is in your best interest to look ahead and schedule your proctored exams at least 2 weeks before each exam. The dates of your exams can be found in the "Course Calendar" that is located in the orientation .

Please go ahead and schedule all of your exams now to ensure that I got the times that you want.



- In the lecture part of the course, assignments will always be graded within one week of the student completing it. If you have an assignment that does not have a grade after one week please contact me immediately. (Lab is different. Please check that syllabus for times.)

How Grades are calculated for Lecture:

- **ASSIGNMENTS:** 25% of your grade (Assignments include weekly & practice quizzes, discussion board assignments, & blogs)
- **TESTS:** 50% of your grade (TEST 1 & TEST 2)
- **FINAL EXAM:** 25% of your grade (FINAL EXAM)
- **Grading Scale:**
 - A – (100-90)
 - B – (80-89)
 - C – (70-79)
 - D – (60-69)
 - F – (Below 60)

Please Note****Lecture is 75% of your overall grade, and lab is 25% of your overall grade. The lab percentages will be discussed in the lab portion of the course.

Netiquette :

Discussion Boards, Blogs, & Emails Rules:

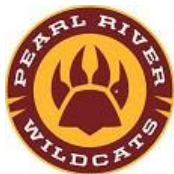
Okay guys, you are in college so hopefully you know how to act but please review the following guidelines to make sure that you don't get deducted points. Because this is science sometimes we may be discussing topics/issues that are sensitive. I expect you to conduct yourself in a proper manner (act like an adult).

Do not participate in any of the following behaviors:

- do not write vulgar comments or any type of vulgar language,
- do not write hateful comments to other classmates, and
- do not post any inappropriate pictures. Any student that does this may lose credit for his/her assignment!! I take this very seriously!

Email Netiquette:

- **Email me and proctors appropriately.** If you are upset about a situation please remember that you are emailing your instructor and/or proctor. Any type of rude words/comments results in your being dismissed. Please be careful of this. If you have any questions about this please let me know. I especially think that this one is very important
- **Please make sure when you email any of your instructors you address them properly.** Start your email with a greeting, usually "Dear Mrs. Carlisle" DO NOT just start your e-mail with "So..."
- **Do not email your instructors in text message format.** Please remember to use capital letters, periods, and commas where appropriate in your emails.
- **Stick to the point of your e-mails, keeping it short, and relatively formal.** Avoid emoticons, and don't use the abbreviations you use in IM's or texts. Your professors write letters of recommendation for you, so you want them to know that you can write in standard English.



- **End emails with a closing**, such as "Thank you," or "Best," or anything like that and make sure that you always include your name at the end of your emails
- **Never send a chain e-mail** to your professors.
- Also, in my class, please make sure in every email that you send that in the subject line of the email you put **your name-PRCC Bio Online**. For example: Jane Doe – PRCC Bio Online

Attendance: (This is the policy for the entire class – lecture & lab combined)

Attendance is based on your assignments each week for lecture and for lab. **You are only allowed 2 absences, and on the 3rd absence you will be dropped from the class.** If you have to miss a major test because of an extenuating circumstance you will need to provide proper documentation for the incident.

Let's Review that Policy to make sure there is NO confusion:

So, in class if you miss either your practice quiz or weekly quiz (due every Sunday), or lab quiz (lab quizzes are only due on Sunday) you will be counted absent. If you have any questions, please let me know. You are only allowed 2 absences. On the third absence you will be cut from the course. This is the PRCC policy.

Extenuating circumstances do occur, such as extreme illness, death, legal matters, or military duty.* It is the student's responsibility to provide appropriate documentation to the substantiate such circumstances, at which time the instructor will determine if an extension is warranted. Students and instructors of online courses will adhere to the academic calendar and the process of appeal.

***Circumstances that are NOT considered extenuating:**

- **Registering late for the class**
- **Failure to read the syllabus**
- **Failure to plan appropriately**
- **Not having the appropriate textbook or software**
- **Technical issues**
- **Forgot to come**

Attendance is always **Advantageous** to your success in the class!

Academic Honesty:

A hallmark of any profession is integrity and honesty. Academic honesty is expected of all students: therefore, each student is expected to accomplish his/her own work. Academic misconduct includes, but is not limited to deceptive acts such as:

- ❖ Plagiarizing from any source (all discussions will be run through a program to determine if the content has been copied)
- ❖ Cheating in any manner on tests, quizzes, assignments, etc... **(This includes looking in your book, notes, or the internet for answers on a quiz that you are taking at home or having someone help you while taking a quiz at home!)**
- ❖ Impersonating a student during weekly chat sessions or proctored exams
- ❖ Turning in someone else's work
- ❖ Improperly using technology
- ❖ Stealing, buying, or selling course materials
- ❖ Deliberately conveying false or misleading information during assignments, chats, tests, or quizzes.



Any of this type of behavior above will not be tolerated in this class! You need to have more respect for yourself and this college than to engage in any of the above situations. If you are caught or suspected of engaging in any of the behaviors listed above you will immediately be dismissed from the course. **NO EXCEPTIONS!**

Where to go to locate important materials:

- **NOTES & HANDOUTS:** Your notes and handouts for each chapter can under the module each week.
- **ASSIGNMENTS:** Assignment due dates can be found on the “Course Calendar” paper that you printed in the orientation. Assignments include your weekly readings, audio lectures, weekly quizzes, practice quizzes, blogs/discussion board postings, and mastering biology. I will also post an announcement each week reminding you of your assignments. If I add an assignment that is not on your “course assignments and due dates paper” I will always email it to you and have it posted on the home page. Each assignment needs to be completed and turned in on time. **Late assignments will be accepted without proper documentation.** Each week you will be given weekly quizzes, practice quizzes, and sometimes you may have either a blog posting or discussion board posting assignment. These are required for attendance so please make sure that you stay on top of your work!
- **QUIZZES:** Weekly Quizzes & Practice quizzes will be given weekly in the course, and can be found on the left hand side of buttons called “Quizzes”. Make sure you follow the course assignments and due dates paper to know when your quizzes close each week (they will close on Sunday’s by 10 pm)! You will only be allowed to take weekly quizzes once, and you will need to abide by the **ACADEMIC HONESTY** guidelines while taking your quizzes. **Every quiz is timed!** Please prepare yourself for timed quizzes! Also remember, that attendance in the class is taken from the quizzes. All quizzes will come from the notes, audio lectures, and assigned readings.

What is the difference between weekly quizzes and practice quizzes?

Practice Quizzes: First, practice quizzes are required to complete. They also count toward your attendance in the class. ALL practice quizzes are open book, open notebook, and open friend. You can also work them an unlimited amount of time to get the grade that you want! (isn't that great!); Please take me up on that! But, I have found that students get confused on what practice quizzes really are.....practice quizzes are only designed to help you with your readings and notes. You should **by NO MEANS** just study practice quizzes for your weekly quizzes and tests. If you do that you will fail. They are there to help you learn the material. These quizzes are required to complete each week

Weekly Quizzes: ALL weekly quizzes **ARE NOT** open book, **NOT** open notebook, and **NOT** open friend. If you participate in that behavior you will be removed from the class. **Weekly Quizzes come mostly from your notes, audio lectures, and readings.** Please make sure that you prepare yourself for that. Weekly quizzes count towards your attendance each week. Also, ALL weekly quizzes are timed! And....they are strictly timed, so please make sure that you have really studied hard before you take your weekly quiz.

Please always read directions before you take a quiz. This is in your best interest.



- **PROCTORED MAJOR EXAMS FOR LECTURE:** There will be 3 major proctored exams (TEST 1 & TEST 2) and a Proctored Final exam (3 in all) given during this course FOR THE LECTURE PART OF THE CLASS (Please review the lab syllabus to see what exams are in there). Proctored exams mean that you **must** make an appointment at the Proctored Testing Center (instructions found in the orientation) for your home college and complete your exam under the supervision of a proctor. It is your job (not mine) to schedule your proctored test **at least one week in advance**. Please try to do it as soon as you can because spaces are limited. **A lack of planning and discipline on your part will not be an excuse to make-up an exam. If you are unable to take your exam because you did not set up an appointment in time you will not be able to make it up.** Please note that once you start your test, you must finish it.
- **CELL PHONE POLICY DURING TESTING:** There are to be no cell phones during the test at any time. A student who has a cell phone out or on it during a test will be dismissed and not allowed to make it up.
- **EMAILS:** Your emails will always be answered in a timely manner. You must always when you send me an email please put your name (first and last) and that you are in my online class (PRCC BIOLOGY ONLINE). Also, make sure that you check the email account you are signed up in regularly (at least 3-4 times per week) for updates for the class. I will be sending out email notifications periodically. If you send me an email I will respond within 48 hours. If I haven't responded within 48 hours you need to send the email again and check to see if you sent it with the correct information.
- **ORIENTATION:** You must complete the orientation part of this course before you can go on to anything else in the course. When you are done with orientation you will take a quiz on what you read. You have to make at least 90% on the quiz before you can go on to anything else in the course.
- **WITHDRAWS:** To withdraw from the class, you must contact the Distance Learning Office at your home college. Please remember that you are taking lab with this course. If you withdraw and/or cut from this class it drops you from both.
- **AUDIO LECTURES:** This is something new I have added to the class. This is a few audio lectures of me going over the material that you are learning in the class. Please make sure that you watch these audio lectures. I have them separated by sections under each weekly module. It is in your best interest to watch these before each of the quizzes.

Americans with Disabilities Act (ADA):

Non-Discrimination Statement: If you have a disability that qualifies under the Americans with Disabilities Act and you require special assistance or accommodations, you should contact the designated coordinator for your campus for information on appropriate guidelines and procedures: Poplarville Campus, Tonia Moody at 601-403-1060 or tmoody@prcc.edu; Forrest County Center, Beth Strahan at 601-554-5530 or bstrahan@prcc.edu; Hancock Center, Raymunda Barnes at 228-252-7000 or rbarnes@prcc.edu. Distance Learning Students who



require special assistance, accommodations, and/or need for alternate format should contact Tonia Moody at tmood@prcc.edu.

NOTE:

*If you are planning to attend Medical School in the State of MS, You will need to check with the medical school you are planning to attend to see if they accept Biology Online. This is up to you.

*Also, you may work ahead in this class (in fact I highly recommend it!). Please look ahead in your "Course Calendar" paper to see if you can read ahead and take quizzes ahead of time. If you have any questions, please let me know!

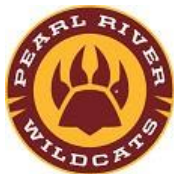
~EMILY CARLISLE

Other Things Good to Know.....

- Holidays are NOT recognized by online courses. So please make sure that if you have something planned for a holiday that you complete your assignments ahead of time.
- Just don't forget that if you drop either lecture or lab for any reason during the semester, it will automatically drop you from the other class.
- Please remember that I DO NOT accept late work for any reason. You have a week to do each assignment.....so excuses like my computer failed or Canvas was not working is NOT an acceptable excuse for the class.

Lecture Course Requirements review:

- 3 ring binder to add paper in and out of
- Reliable Internet access at home on a working reliable computer
- Follow all the polices set forth in the syllabus and orientation folder
- Follow email netiquette (this is found in the syllabus and orientation)
- A minimum of 6 to 9 hrs. per week dedicated to this class
- Good Attitude
- Schedule tests at least 1 week in advance (since the test dates are already posted, it is in your best interest to go ahead and schedule your exams now; seats fill up quickly in proctoring centers)
- An understanding that all assignments are due Sunday's by 10 pm and that Mrs. Carlisle does not accept late work at all; you need to complete your work on time
- Head Phones (optional) in order to listen to your audio lectures
- Microsoft word or Open Office downloaded on your computer



The Wildcat Way: Pride, Respect, Class & Character