

Principles of Biology I Lecture and Lab Syllabus

BIO 1114 Online

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Pearl River Community College Mission Statement: Pearl River Community College is a public institution committed to providing quality educational service opportunities to all who seek them.

Student Learning Outcomes: At the end of the course, a successful 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

For the Lab portion—develop laboratory skills that allow a student to perform experiments through the use of the scientific method and experimentation and analyze data based on the concepts listed in the lecture portion.

Required Text: *Biology: Concepts and Applications*, Starr, Evers, Starr, 10e. All course materials for all aspects of this course are accessed through Canvas directly and included in the course fee.

Catalog Description: (4 hours) A combined lecture and laboratory course for non-science majors that provides an introduction to the basic principles of modern biology, and their relevance to modern life. Emphasis is placed on the nature and history of scientific thought, basic biological chemistry, cell structure and processes, genetics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in the lecture portion.

Course Goals and Objectives: The course is designed to give students a functional science literacy and appreciation for the concepts discussed. This includes developing scientific thinking, understanding basic cell biology, and discussion of genetics and heredity, with real-life implications.

This course is designed for non-majors. Specifically, if your major is Biology, some other science field, or entering a health profession, or taking this course to satisfy a requirement for another course (such as BIO 2513) that requires General Biology (BIO 1133), this course will NOT satisfy those requirements. It will satisfy the requirements for a lab science for programs outside of the Sciences (English, Accounting, etc.). In other words, if your program needs “a science,” but does not specify which science, this course will probably suffice. It is **your responsibility** to verify with your program that this course will accommodate your needs. This course will transfer to other Mississippi state institutions as a biology credit for non-majors.

Course Expectations: To improve your chances for success in this course, I ask that you adhere to the following:

- **Complete** the Course Orientation on Canvas during the first week of class
- **Check** email frequently (**daily** is best)
- **Log in** to the class frequently (I know that time constraints may allow some students to only work at specific times during the week. I ask that you at least log into the course early in the week to check for any announcements, suggestions, or updates for that week, even if you have to wait until later in the week to do “the work.”)
- **Respond** to emails in a professional and polite manner (remember the netiquette rules)
- **Allow** for a 48-hour response time on emails (I can sometimes respond to an email within a few hours, but please allow for at least 48 hours before you begin to worry)
- **Expect** a response from every email sent, even if it is just to say “thank you.” If you don’t receive a response to an email after 48 hours, I didn’t receive it, so please send another email.
- **Schedule** your proctored exams early in the semester (times fill up fast). The exam is timed at 1½ hours.
- **Please** use proper grammar and spelling in your correspondence. This is a college course; I expect college-level writing and communication (I speak English, not textspeak).

Materials: Reliable working Computer, Internet access, appropriate updated software, PRCC Student ID Card to be used in Proctoring Centers, EMAIL.

- While some course materials can be accessed through mobile devices, I *will not* guarantee that everything will work. A computer is **ESSENTIAL** for this course.

Instructional Techniques: The instructional techniques for this class will be accomplished by a variety of teaching methods. Such methods will include online discussions and assignments, MindTap assignments, web links, readings, weekly quizzes, notes, blogs, online videos & tutorials, etc. Homework, quizzes, and lab activities are conducted through MindTap, so it is **essential** that you be mindful of the online supplement as soon as possible after the course begins.

Assignments: As a short-term course, this course is fast-paced, but is NOT self-paced. There may be several assignments and chapters covered in one week. Each week begins on **Monday at 8:00am**, and ends **Sunday at 12pm (midnight)**. *Everything* is due by Sunday at 12pm. *Except* for the course orientation, **NO late work** is accepted (*outside of documented extenuating circumstances, below). Weekly assignments are found in Canvas under Modules, separated into each week. Instructions for that week are included in the Overview for that week (**Weekly Overview**).

Attendance: In order to be counted as "present" in a week, you must have done some activity. Logging into the course, sending an email, reading a page, or submitting a discussion post to another student does *not* count as having attended. There are activities each week--whether a discussion, a quiz, a file upload--something that must be submitted. You must "do" something in the course; else you will be marked absent. Not doing any "work" in a week constitutes an absence for that week. Students who are absent more than once (1) time will be dropped from the course in accordance with the student handbook/college catalog, and you will receive a grade of W in the course (**you will be dropped on the 2nd absence**). Students will be contacted by the instructor upon an absence through a Gradesfirst email to inform you of the absence. *Note:* While doing "something" each week will count you as "present," you are reminded that there might be multiple graded activities each week. Completing *only* one activity to be counted as "present" means you will still lose the points from any other activities not completed. If you are unable to take proctored exams during the exam weeks because of an extenuating circumstance, you will need to provide proper documentation for the incident.

An absence for the first week of classes (Orientation Week) means you are dropped from the class as a "no-show."

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 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 include, but are not limited to:** Registering late for the class, failure to read or adhere to the syllabus or course information provided in Week 1, failure to read the Weekly Overview, failure to plan appropriately, not having the appropriate software or browser plug-ins, internet issues, technical issues (including issues with Canvas or MindTap).

Methods of Evaluation: There will be a proctored midterm exam worth 15% of your grade and a proctored comprehensive final exam worth 25%. Homework is derived from MindTap activities as well as other online activities (discussions, readings, etc.) and are worth 15% of your grade. The Mastery Training for each chapter is worth 10% of your grade. Chapter tests (through MindTap) are worth 10% of your grade. The lab component (each activity related to a lab assignment) is worth 25% of your grade. Instructions on how to schedule a proctored exam is in the orientation module and course information page, and on the extended education distance learning website for PRCC.

PRCC uses a 10-point scale: (90-100 = A, 80-89 = B, 70-79 = C, 60-69 = D, below 60 = F).

There is **NO EXTRA CREDIT** in this course. There are occasionally bonus points offered to everyone on an individual assignment, but there are no extra assignments available to bring your grade up. Completing your work to the best of your ability *all term* is the best way to help you achieve the grade you want.

Proctored Exams: This course requires that exams be proctored. This means each student must take exams at a testing site that you schedule. The dates provided for exam can be found on the Course Calendar and the Syllabus link in Canvas. Proctor sites fill quickly and it is recommended students schedule exams at the beginning of the semester. It is the responsibility of the student to schedule proctored exams. Instructions are in Canvas. Plan to block off 2 hours at a proctoring center for your exam. Note: A missed proctoring appointment time (absence for appointment without notice) is subject to a \$25 fee by the PRCC proctoring center. You can reschedule exams any time the exam is available in Canvas.

Academic Misconduct: Academic misconduct is a serious offense because it diminishes the quality of academic scholarship; defrauds society, the institution, faculty, and other students; and undermines the efforts of those who eventually depend upon the knowledge and integrity of our faculty and staff. It includes, but is not limited to, all forms of cheating, such as plagiarizing from any source, cheating in any manner on proctored exams, quizzes, assignments, etc. This includes having someone help you while taking a quiz at home, impersonating a student during discussions or proctored exams, turning in someone else's work, improperly using technology, or stealing, buying, or selling course materials. In MindTap, I encourage you to use the text should you wish to look something up, but NOT the internet (no Google or Wiki searches—use the resources included in the price you paid for the course). **Anyone caught or suspected of cheating will be dismissed from the class immediately.**

Americans Disabilities Act (ADA) – Disability Accommodation 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 Seal 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 Seal at 601-403-1060 or TMoody@prcc.edu.”

Last Day to Withdraw: posted in the calendar on Canvas.

Canvas Messages/Emails: Your messages and emails will always be answered in a timely manner, provided you adhere to the guidelines for messages found in the Course Information in Canvas. Sending messages through Canvas is the preferred method. When you send me a message, YOU MUST please put your name (first and last), especially if you're not using Canvas messages. The Subject of your message or email should relate to the email itself; do not reply to a previous message with a different subject. Your email will not be answered if you do not have the correct information for me. You MUST check your Canvas messages REGULARLY (at *least* 3-4 times per week), as I will be sending class notifications to that through Canvas. If you send me a message, I will respond within 48 hours. I answer ALL messages, even just to acknowledge that I have received it. If I haven't responded within 48 hours, you may then conclude that I haven't received it and resend the message.

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 the information. You have to make a 100% on the quiz before you can go on to anything else in the course. If you make less than a 100, you are to review the information and retake the quiz as many times as needed until you answer every question correctly. The course orientation and quiz should be completed by Sunday of orientation week by 12 midnight. The Course Orientation can be accessed from the front page of Canvas (the Week 1 button) or through Modules, Week 1.

An absence for the first week of classes (Orientation Week) means you are dropped from the class as a “no-show.”

Withdrawal: To withdraw from the class, you must contact the Distance Learning Coordinator at your home college. For PRCC students, information is listed in the Course Information page and at prcc.edu/elearning. To be guaranteed a W in the course that will not count in your GPA, this must be completed by the date posted on the Syllabus link in Canvas. After the withdrawal deadline, your grade will be whatever you earn in the course.

Discussion Boards, Blogs, & Emails Rules: Because this is science sometimes we may be discussing topics/issues that are sensitive. I expect you to conduct yourself in a proper manner, subject to loss of points or administrative action.

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 (flaming or trolling), and
- do not post any inappropriate pictures. Any student that does this may lose credit for his/her assignment. 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.

For a more thorough explanation of these policies, log into Canvas and read through the Course Information pages.