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## Course Information: BIOL-1308 – General Biology

**This is a non-lab class for non-biology majors...**

**After you have read this course information, you must e-mail me that you have read and understand the information and agree to its terms. If I do not receive this e-mail from you by September 8<sup>th</sup> or you will be dropped from the course!**

Course Name	BIOL-1308
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Course Description	GENERAL BIOLOGY
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### Goals

Course Goals (Uncategorized)	Course Goals
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COURSE OBJECTIVES:

1. To develop an understanding of the basic biological principles that affect daily life.
2. To introduce the diverse forms of life found on planet Earth.
3. To gain knowledge in the structure and functioning of animals and microorganisms.
4. To provide general information on the basis, patterns and new developments in genetics, inheritance of traits, and immunology.
5. To give insight into the interrelationships between all living organisms and their environment.
6. To impart an understanding of the scientific method used by scientists.
7. To develop a level of scientific literacy in biology sufficient to comprehend new developments and medical reports as presented in current publications and television programming.

## Purpose and Text Book

### Introduction

**PURPOSE:** This is an introductory course that covers the fundamentals of biology. This course is designed to satisfy the science elective for Applied Science degrees. BIOL 1308 does NOT satisfy a laboratory science requirement.

**TEXTBOOK:** Biology, The Essentials, by Marielle Hoefnagels, 2<sup>nd</sup> edition. You will also need a connect code. The ISBN for the text with the connect code is **9781259638251**

**PLEASE NOTE:** A “connect code” from the publisher is required to complete the course. If you purchase the code direct from the publisher, it comes with a free “e-book” So, if you don’t mind using an e-book, you can skip having to buy a hard copy of the text! When you first log into the Unit 1 LearnSmart unit, you will be prompted to either input your code, purchase a code, or given a free two week trial until you get a code.

The textbook will be necessary to complete assignments. If you purchase the text used or the text did not have a Connect Code, you will also have to purchase a McGraw-Hill Connect code from their web site. You will be prompted to buy the code the first time you visit their web site.

A word about internet classes: Internet classes are very appealing because they allow students to complete a course within their own schedule. However, the downside is that the failure rate for internet classes is high. The only reason for a high failure rate is that students do not get their work turned in on time. It is too easy to wait until the last minute to complete assignments. Students must remain vigilant and get assignments turned in timely and regularly. Also, this course requires intensive reading and writing.

## Unit details

The course is divided into 12 Units plus three written assignments. Each Unit covers one chapter in the textbook. For each Unit, you will need to study the chapter. Then you will study through a program called Learnsmart. The Learnsmart module is designed to help you study and learn the material. After you complete the

Learnsmart module for each chapter, you will take a quiz over the material in the chapter. There are also three written assignments. Each written assignment will cover 1 or 2 chapters in the text, as well as require some internet research.

The details for each written assignment are listed on the tabs on the left.

Each Chapter will be worth 50 points toward your final grade. 20 points will be from studying the Learnsmart module. The more you study, the more points you will receive. There is absolutely no reason not to receive the full 20 points for the Learnsmart module. The other 30 points for each chapter will be from an on-line multiple choice quiz. The quizzes and the Learnsmart modules will only be available on specific dates. The dates you may take each quiz are listed further down this course information guide. The quizzes will have 30 questions and you will have 45 minutes to complete the quiz. Once you start the quiz, you cannot stop the timer... if you pause, lose your internet connection, etc...your 45 minutes keeps on ticking and will automatically submit your answers at the end of the 45 minute period! However, there is no time limit on the Learnsmart modules.

#### Summary

So, to sum it up. You will have three written assignments to turn in. You will also have 12 chapters to cover. Each written assignment will be worth 100 points. Each chapter will be worth 50 points. Your lowest two quiz grades and your lowest two Learnsmart grades will be dropped! You can NOT drop any written assignment grades!

#### Quiz information

The quizzes are open book, but they are detailed and cover a lot of material. To do well on the quiz, you must work on the Learnsmart module ahead of time and will need to make an outline or take notes. Also, some computers will disconnect you from the internet after a time of inactivity.

It is possible that while you are taking an assessment the internet connection will become inactive and disconnect. If your computer does this, you need to reset your inactivity time period to a longer time frame. You might want to set it to disconnect only after 3 hours of inactivity.

You must take the quiz on the days specified below. You can take the quiz as early as 4 AM on the first day the quiz is available and have until 11:55 PM on last day the quiz is available to complete the quiz. If you miss a quiz, then you will receive a zero for that quiz. But do remember, you get to drop your lowest two quiz and learnsmart grades.

#### More on assignments

**Introduction** Once the assignments for the unit are graded, I will post the grades on this web site. If you would like to see your comments about your grade, you must e-mail me and request them. LATE ASSIGNMENTS WILL NOT BE ACCEPTED. Let me repeat this, late assignments will not be accepted. If your computer malfunctions or there is a problem with sending e-mail, that is your responsibility. If you miss an assignment or if is late, you will receive a zero for that assignment. Do not wait until the last minute to turn in your assignment. When turning in your assignments, e-mail them directly to me.

**Additional information** As Biology students, it is your responsibility to explain, tell me, what is going on, what that cell part is doing, etc.? You may not assume that I can read your mind or that I have just read the material that you have read. I will only grade what I read, so be sure to explain your answers thoroughly. If your answer fails to deal with the issues in the question, then you have failed to properly answer the question. These answers must be in your own words. I do not want answers that are copied or paraphrased from the textbook or a web site. This is plagiarism and will result in a grade of zero. Remember that your work replaces

your in-class time. I do not expect short answers for these questions. You will not receive credit for the class if only minimalist effort is given. Also, remember that spelling, grammar, syntax are all important. I will not grade work that is full of typos and other errors.

AGAIN, NO LATE ASSIGNMENTS WILL BE ACCEPTED!

### Units, quiz dates, and Chapter covered

Below is a list of the chapters and the dates that you can complete the work for the chapter:

Unit #	Date	Chapter covered
1	Aug 28 – Sept 14	Chapter 1
2	Sept 15 – Sept 21	Chapter 2
3	Sept 22 – Sept 28	Chapter 3
4	Sept 29 – Oct 5	Chapter 4
5	Oct 6 – Oct 12	Chapter 5
6	Oct 13 – Oct 19	Chapter 6
7	Oct 20 – Oct 26	Chapter 7
8	Oct 27 – Nov 2	Chapter 8
9	Nov 3 – Nov 9	Chapter 9
10	Nov 10 – Nov 16	Chapter 18
11	Nov 17 – Nov 30	Chapter 19
12	Dec 1 – Dec 7	Chapter 20

Written Assignment #	Due Date
1	September 26 <sup>th</sup>

- 2            October 24<sup>th</sup>
- 3            November 21<sup>st</sup>

#### More information

There are four ways you can communicate with me. You can e-mail me. I recommend using your personal e-mail address rather than through blackboard simply because that is generally the e-mail you are used to checking (please be sure to include what class you are in as I have several different internet classes). You can e-mail be through blackboard if that is what you are used to, just remember my reply e-mail will go to your school e-mail address. I check my e-mail several times a day on weekdays, but I may check it on weekends. Also, you can call me at my office, 894-9611 ext. 2314, you can set up an appointment and we can meet in person, or you may text/call me on my cell at 891-4159. I reply to my e-mails timely. If you do not hear from me within a day, then I did not get your e-mail. You may want to call me or text me.

All assignments should be submitted through the Blackboard assignment page as an attachment. I use Windows XP and have the latest versions of Microsoft Word. **All written assignments must be sent as an attachment that Microsoft Word can read. All written assignments must be submitted through the Blackboard assignment page. Do NOT send the assignments through regular e-mail!**

Just because this is an internet class where we never have to meet face-to-face or talk on the phone does not mean that you cannot contact me outside of the internet. Please feel free to telephone me or stop by my office.

If I determine that you do not have sufficient points to pass the course, I might drop you from the course if you do not drop yourself. Beware; however, you may be dropped from

the course with a grade of F. So please, if you are not passing, drop yourself from the course. **Also, if you go more than 7 days without logging into this course on Blackboard, you will be dropped from the course!**

Your work for this class is expected to be your own. You cannot copy someone else's work, work with someone to complete the assignments, or turn in another person's work. That is cheating. Anyone suspected of cheating will be turned over to the Dean for investigation and disciplinary action. Persons caught cheating will receive a grade of F for the course, as well as face academic suspension or expulsion.

Written assignments for the units are due no later than midnight on the due date. I do not answer e-mails on weekends, so you MUST work on your assignment ahead of time so you can contact me with any questions that you have. Be sure and allow plenty of time for your assignment to make it over the internet. Again, late assignments are not accepted.

The grade book part of the web site does not properly calculate your average only because it does not drop your lowest assessment grades. If you need to know your average with your lowest assessment grade dropped, please e-mail me and I will be happy to let you know your current status.

#### e-mail information

Our school server checks every e-mail for viruses. If it senses a virus threat, the-mail is stopped. Students who use Hotmail accounts have the most problem with this. This might happen to one of your e-mails without your realizing it. If I do not timely respond to your e-mail, this might be the case. On school days, I generally respond to e-mails the same day. On weekends and holidays, it will be the following Monday. If you do not hear back from me, then you need to contact me by phone at my office.

#### Disability Statement

A student who enrolls in this class that may need classroom accommodations is strongly encouraged to schedule an intake interview with the special services department before enrolling in this class or prior to the add/drop date for this semester.

## How the class is graded

Each chapter is worth 50 points toward your final grade. Your lowest two learnsmart grades you're your lowest two quiz will be dropped. This means that you will have chapters each worth 50 points toward your final grade, totaling 500 points.

Each written assignment is worth 100 points toward your final grade. You can NOT drop any written assignments.

So, you have a total of 800 possible points.

## Grading Scale

### Introduction

**GRADING SCALE:** Course grades will be assigned on the following scale based on the total points earned by the student:

#### Grade Total Points Earned

A 720 - 800 points

B 640 - 719 points

C 560 - 639 points

D 480 - 559 points

F 0 - 479 points

Remember to e-mail me that you have read, understand, and agree to the syllabus!

Section Instructor: Phil Ricker

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