

BIOLOGY- Online Course Syllabus
General Biology I Lecture with Lab (BIO 1134)
CRN 24333 Bio 1134 V03

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Required

Text: e-book – which is already be built into Canvas under the tab MyLab and Mastering

Lab Kit: **Kit Ordering Instructions: Also see how to order your lab kit in the Orientation and Week 1 tab in Canvas.**

eScience Custom Lab Kit. Redemption code to be purchased through the PRCC bookstore. Please be sure to redeem your coupon at www.esciencelabs.com left hand side REDEEM HERE or www.esciencelabs.com/redeem will take you directly to the place to enter their redemption code.

Please allow 3- 5 business days for UPS delivery of your kit. Holidays and weekends not included. If a kit is redeemed Friday after 12:00pm Mt time it will not be processed until Monday. Standard processing and delivery time is 10 days but many times we deliver under that time frame.

If at any time a student has questions, please email info@esciencelabs.com or call 888-375-5487. Lastly, you will be instructed to check the kit contents as occasionally items can be broken or missing and eScience will replace, but you do not want to wait until the lab is due. Simply contact them at email address provided.

Of course, please always direct students to e-mail us at info@esciencelabs.com or call 888-ESL-KITS with any questions related to lab kit ordering or contents.

Materials:

Working Computer at home,
Textbook, eScience Kit
Straight Edge 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
EMAIL
Head Phones (Your ear buds from your I-Pod or MP3 player will work)

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. Four hours credit. Lab is included in this course.

Student Learning Outcomes:

- 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.

Course Goals:

General Biology I is an introductory course that attempts to cover scientific concepts that may affect you as an individual in our society. As is the case with any science course, there will be a large number of terms for you to learn. Do not try to learn all of these the night before the exam. Taking this course is like taking a foreign language because of all of the scientific terminology. Material at the end of the semester will build on material from earlier in the semester; therefore, you truly need to learn the material as we go. Cramming the night before the exam will not put the material into your long term memory. At the end of this course you should have a basic understanding of important biological processes and understand the terminology associated with these processes.

Class Objectives:

These can be found in the orientation folder of the course and the course information folder. 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 will include online discussions and assignments, mastering biology assignments, web links, supplemental reading, weekly quizzes, online videos & tutorials, & etc....

Methods of Evaluation:

- There are two proctored exams during the semester (Midterm and Final) covering information from the textbook, study guides, notes, weekly, and any additional handouts that I give you. Your Midterm proctored exam will count as 15% of your overall grade for the class. Your Final proctored exam will count as 15% of your overall grade, and your weekly assignments (which are your weekly quizzes, tests, and any discussions you may have) count for 25% of your overall

grade. Weekly exams (tests) will count as 45% of your grade. These weekly exams (tests) are taken online through canvas.

- You will have **One lab proctored practical** (final). This will be scheduled in conjunction with your Lecture Midterm Exam and Lecture Final Exam.
- Instructions on how to schedule a proctored exam is in the orientation link and on the extended education distance learning website for PRCC.
- Weekly Quizzes, Tests & 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. Tests, Quizzes and Assignments count for 35% of your final lecture grade. Your lowest lecture weekly Test grade will be dropped at the end of the semester. **There are NO make-up quizzes/tests and NO late assignments accepted after the date has passed.**
- Lab assignments will come from the eScience Custom Lab Kits. Assignments will include lab reports, quizzes, etc.
- Assignments will always be graded within one week of the student completing it.
- **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!!!
 - do not write in ALL CAPS. Writing in ALL CAPS is an indication of screaming/yelling in emails.
 - all written communication should contain correct grammar and sentence structure. Writing in "slang" or abbreviated words, such as when texting to friends, is not an acceptable format to email an instructor or post in a college course.
 - **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.**
- **How Grades are calculated:**

This course includes both lecture and lab. You will receive 1 final grade for the class which includes grades from both lecture and lab assignments. Your lecture

and lab averages are calculated using the percentages below, then the two are combined for your final overall average.

LECTURE

- **ASSIGNMENTS**: 15% of your grade (Assignments include weekly Homework & quizzes, discussion board assignments, & blogs)
- **Weekly ONLINE TESTS**: 15% of your grade
- **MIDTERM EXAM**: 20% of your grade
- **FINAL EXAM**: 25% of your grade

LAB

- **WEEKLY LAB**: 10% of your grade (Assignments include weekly quizzes & lab reports.)
- **Practical**: 15% of your grade (Final Practical)

OVERALL AVERAGE

- **LECTURE**: 75% of your FINAL AVERAGE (3 hours credit)
- **LAB**: 25% of your FINAL AVERAGE (1-hour credit)

- **Grading Scale**:
 - A – (100-90)
 - B – (80-89)
 - C – (70-79)
 - D – (60-69)
 - F – (Below 60)

Attendance:

Attendance is based on your weekly tests & quizzes (if you miss either of them you will be counted absent for that week). **You are only allowed to miss 2 assignments, and on the 3rd assignment that is missed you will be dropped from the class.** According to school policy, upon the 3rd absence the student will receive a “W” for 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.

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:**

- **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!

Other Important Information: Where to go to locate important materials:

- **NOTES & HANDOUTS:** Your notes and handouts for each chapter can be found in the “Modules” tab on the left hand side of the screen under the proper week. Please always go to pages first.
- **ASSIGNMENTS:** These can be found in the “Modules” tab on the left hand side of the screen. Then click the appropriate week to view all assignments due for that week. Assignments due can also be found in that week's section of the course. Assignments include your weekly reading assignments, weekly 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 announcement page. Each assignment needs to be completed and turned in on time. **No late assignments will be accepted without proper documentation.** Each week you will be given a weekly quiz 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 and HOMEWORKS will be given weekly in the course, and instructions for the quiz will be found in that week's section of the course. You will only be allowed to take weekly tests 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 completing assignments. All quizzes will come from the notes and assigned readings.

MyLab and Mastering: This is very important! Quizzes and Homework will be done through mastering biology which is located in Canvas in the tab “MyLab and Mastering. Under week one you will see a link for MyLab and Mastering that will help you register. If you do not register you will not be able to take quizzes and do the homework assignments.

Weekly tests on canvas: Weekly tests can be found under the modules tab but the pages tab can get you there as well. on the left and then click the test that pertains to that week's chapter test. These test can only be taken once and count for 45% of your grade.

- **PROCTORED MAJOR EXAMS:** In lecture you will have 2 major proctored exams in the lecture portion (MIDTERM EXAM and your FINAL EXAM). You will only have ONE Final Practical proctored exam in lab. **Proctored exams mean that you must make an appointment at the Proctored Testing Center** (instructions found in course information and orientation folder) 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. **When sending me an email ALWAYS include your name (first and last) and that you are in my online class (PRCC BIOLOGY ONLINE).**

For example:

Subject line of email: Chris Christen – PRCC BIOLOGY ONLINE

This is really important because I have numerous classes and students. Your email will not be answered if you do not have the correct information for me.

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.**

- **WITHDRAWS:** **To withdraw from the class, you must contact the Distance Learning Coordinator at your home college.**

Americans with Disabilities Act (ADA):

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 tmood@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 tmoody@prcc.edu.

NOTE:

***If you are planning to attend Medical School in the State of MS, they will not accept Biology Online. You will need to take this class face to face.**

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.
- **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.



As a PRCC student, you need to become familiar with GradesFirst. GradesFirst is an online tool where you can email your instructors, view your schedule, and look up midterm and final grades. GradesFirst is used by instructors to track your absences. When you are marked absent for a given day, you will receive an email from GradesFirst notifying you of the absence.