

SYLLABUS BIOLOGY 101

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Course Title: BIOL 101 General Biology (5 credits)

Credit Hours: 5

Course Description

Biological principles applied to selected groups of plants and animals.

Prerequisite: None

Textbook Information

1. Required Textbook:

Biology Concepts and Investigations, 3rd Ed., M. Hoefnagels
(ISBN 978-0-07-352554-9)

Course Objectives

Upon Completion of this course, you will be able to:

1. Demonstrate the ability to use scientific methodologies as they apply to the development of scientific experiments and the interpretation of data.
2. Apply common scientific principles to the structure and function of living organisms.
3. Demonstrate an understanding of the structure, function and importance of biological molecules.
4. Use evolutionary and genetic principles to explain the process of evolution.
5. Explain the interactions between organisms and their environment.
6. Read and critically evaluate biological information in the media.

Communication and Turnaround Time

1. Communication Types:

- Announcements: will be posted by the instructor in the Announcement Page.
- Course Messages:
 - If you have specific, personal questions for the instructor, please send a message through the Blackboard Course Messages link on the left.

- Discussion Boards: Questions and answers will be posted in the discussion board forums that you will want to read. Weekly discussion questions are posted for class interaction.
 - Help Forum: If you have a general question regarding the course policies and procedures that have not been answered in the syllabus or course orientation materials, there is a discussion board forum labeled General Questions. Your question and the instructor's response will be available there to help others who may have had the same question.

2. Communication Turnaround Time:

You can expect all correspondence via discussion board or messaging to be responded to within 24 hours Monday through Friday. The instructor will notify the class if there will be longer periods of time where responses may be delayed.

Grades and Feedback Turnaround time

It is imperative in an online class that you are aware of your grade status in the class at all times.

Please refer to the link below to see how to check your grades and feedback:

- [How to check my grades written tutorial](#)
[How to check my grades video tutorial](#)
- [How to check assignment grades written tutorial](#)
[How to check assignment grades video tutorial](#)

Here are the expected turnaround times for each assignment type.

1. Discussion forums will be graded within 3 days after the due date.
2. Multiple-choice, True/False, Match and other non-essay type questions in Quizzes and Exams are auto-graded immediately after you take them.
3. Papers, journals, essays, short-answer questions and other manually graded written assignments will be graded within one week after the due date.

Grades

Points/Percentage Grade:

Total points and grade percentage correlations, may vary from what is shown if the Instructor makes changes to assessment during the duration of the semester.

Exams	400 pts
Comprehensive Final	100 pts
Syllabus Quiz	10 pts
Orientation	10 pts
CE Paper	50 pts
Lab quizzes	90 pts
Group Project	100 pts
Discussion Participation	90 pts
TOTAL	850 pts

Letter Grades

- A = 850-765
- B = 764-680
- C = 679-595
- D = 594-510
- 59% or less will result in failing the class

Assignment Types and Grading Policy

Exams

Three (3) unit exams and a comprehensive final exam will be given during the semester. All exams will be found in their corresponding Learning Unit during the dates indicated in the course schedule. No make-up exams will be given. Exams will be open for 6 days beginning on a Friday at 12:00 am and closing on the following Wednesday at 11:55 pm. Any exams missed will be recorded as a zero (0). If a student misses the final exam without prior arrangements or without an acceptable excuse, the student will receive a failing grade for the course. Exams will be available on the course website between the dates indicated in the course schedule. The exams will be timed and you will have 90 minutes to complete each test. If you exceed the time limit Blackboard still permits you to submit your exam. However, it notifies the instructor of the exceeded

time limit. The following table indicates potential penalties for exceeding exam time limits:

Time over limit	Points deducted
1-30 minutes	0-5 pts
31-60 minutes	15 pts
61-90 minutes	25 pts
Over 90 minutes	50 pts

The instructor and MCC are not responsible for the quality of your internet connection unless you are using a computer in a MCC computer lab. If you believe that your internet access is unreliable it is recommended that you take your exams at MCC computer labs (if you have problems with internet service, there it will be documented and easier to address). Exams are set to allow you to “save the exam and resume at a later time.” This is to avoid problems that arise when people lose their internet connection during an exam. If this happens to you, simply log back into the exam and it will take you to the last question you were answering. **Note: The timer runs continuously from the first time you enter the exam and will record the time until the exam is complete and finally submitted. Don’t start an exam and decide that you can finish it tomorrow. Your time will be well beyond the 90 minute limit.**

Make sure you are confident about your answer and that you have fully answered the question before going on to the next question. Copying and pasting text from any source to provide answers for short answer questions on quizzes or exams is plagiarism and will not be accepted. Any question answers that have been plagiarized will earn zero (0) points. Repeated acts of plagiarism may result in a zero (0) for the entire exam or quiz.

Current Events Paper

Each student will write one current event paper this semester. Students may select any biological topic they are interested in as the subject of their paper. This paper is not simply a book report. It is important to provide a critical analysis of the topic and any information you find for that topic. This analysis can be performed using the Scientific Method. See the Critical Analysis document located in Course Documents for details on using the Scientific Method to analyze sources and information concerning your chosen topic.

The CE paper should be 3-4 pages in length, double spaced with 1 inch margins and saved in either Microsoft Office Word format (.doc) or Rich Text Format (.rtf). You should use/analyze a minimum of 3 sources for each paper and provide a complete bibliography with your submission. Papers should be submitted by 11:55 pm on the due

date listed in the course schedule. No late papers will be accepted. This paper is worth 50 points.

In the Course Orientation link you will find a link to Student Support which contains links to library resources including online databases that provide access to many scientific publications. These are generally considered to be reliable sources for information and should be used to confirm/contradict information found on the web, in magazines, on TV or other less reliable sources.

Class Participation/Discussion Board

Class discussions are an integral part of the learning experience in this class. All students will be expected to participate in these discussions. These discussions will involve the analysis of topics selected by the instructor. Student participation in these discussions will be worth fifty points (50) for the semester and will be earned by fully participating in the discussion groups. Each student is expected to submit comments on the discussion board at least twice a week. Submissions should include both original comments and responses to other students' submissions. Full participation also includes reading other students' submissions to the Discussion Board and will be considered in calculation of the Class Participation points. Use the information in the Critical Analysis document found in Course Documents as a basis of formulating submissions and analyzing the topics provided by the instructor.

The Help Discussion Board can be used to quickly get answers to common questions. I will closely monitor this forum and provide answers to the questions posed. Students should also answer any questions to which they know the answer. By checking this forum you may find that the question you have has already been answered and you will not have to wait on the Instructor to get back to you. Postings and answers on this Discussion Board **do not** count as part of your weekly requirement to post comments to the Discussion Board.

Lab

The lab component of the class will be performed at home by each student enrolled in the class. Labs can be completed with items easily found at home or in local stores. Students will be expected to provide supplies for the completion of the lab activities. These items will be readily available at local stores if not already found in the home.

The lab activities folder can be found in the Assignments link of the online course. Laboratory activities will be a combination of hands-on activities and computer simulations. Lab activities will be done each week. Each lab activity will be followed by a lab quiz. Each lab quiz will be worth 10 points.

For the online Biology101 class all the lab activities will be open the entire session (Labs 1-13). Quizzes will open on a weekly basis when they are due. There will be one or two lab quizzes due each week. Typically, lab quizzes will open at midnight on Saturday and be available until 11:55 pm the following Friday. Students are free to work ahead on the lab activities but must take each quiz as it becomes available. The lab quiz schedule is posted in the Schedule link.

Group Presentations

Students will be required to complete a group research project and presentation. Each group will be required to develop a presentation on a topic selected by the instructor. This presentation will focus on an international issue in biology and students will prepare the presentation to provide information and analyses of the issue in regard to both the US and abroad. Each group will submit a PowerPoint presentation to the instructor and those presentations will be posted for all class members to view. Details for the assignment will be found in the Assignments link. The group presentation will be worth 100 points. Groups will be assigned by the instructor.

Grades will be individually determined for the group project (you can't just ride on someone else's coat tails). Points earned by the group become the pool from which each group member will be awarded a grade. Individual grades will be based on 3 things: the instructor's evaluation of everyone, a self-evaluation completed by each individual and the group's evaluation of each person in the group. For example: if the group earns all 100 points but the three components of your evaluation indicate that you earned an 85% then you will receive 85 points.

Course Policies

1. Expectations

It is expected that you will access this blackboard site at least three times per week. Daily access is encouraged.

This course has been designed to be delivered in as flexible a manner as possible, but this does not mean that you will be able to leave it alone for more than a day. This is a 5-credit hour class that would meet for 12 hours a week and have approximately 16 - 20 hours of outside work and study[D1]. You should plan on spending about 28 – 32 hours a week on this course with the online time, reading materials, and study time.

2. Attendance Policy

Since this course is online, your "attendance" in class is based on meeting assignment deadlines. You must submit work for the class to be considered

attending the class. Federal Guidelines require you to login, participate, and submit assignments to be considered attending.

MCC regulations state that an instructor may withdraw a student from class after a consecutive absence equating to 15% of the total class time, or after total absences equating to 33% of the total class time. If you fail to submit any work for one week of an 8-week course or two weeks of a 16-week course, you may be withdrawn. If you fail to turn in 33% of your work in the course, you may be withdrawn from the course. An instructor may choose to enforce a stricter attendance policy.

Simply logging in to Blackboard does not count as attendance.

3. Late Work

Due dates for assignments, exams, discussions and other work are posted on the course schedule or calendar. Late assignments will not be accepted.

4. Drop Policy

It is your responsibility to withdraw from the course if you decide to stop attending. If you choose to drop the course you must complete a drop form and submit it to the campus records office. Check myMCCCKC > Student Center for the specific dates, including the last date to drop your course without assessment (or grade posted) for the course

Before withdrawing, please contact an advisor to determine what if any impact this drop will have on your financial aid.

5. Code of Conduct

Students are required to follow the [Metropolitan Community College's Student Code of Conduct](#).

6. Student Support

If you need technical support for Blackboard, MCC student email, tutoring services, Library services, advising or counselling services, please click on the "Student Resources" tab on top of blackboard after you logged in to Blackboard.

Netiquette

Netiquette: Information on appropriate online conduct can be found in [The Core Rules of Netiquette](#). You are expected to follow these rules and any other specific rules your instructor may require for interacting in the class.

Satisfactory Academic Progress

To continue your eligibility for financial aid, you must make satisfactory academic progress toward your educational plan by maintaining a minimum grade point average and successfully completing a minimum number of courses throughout your enrollment at MCC, and completing your educational plan within a reasonable time. Your progress will be reviewed at the end of each semester. More information is available at [Satisfactory Academic Progress web site](#).

ADA

Metropolitan Community College (MCC) is committed to ensuring equal access to all qualified students with disabilities in accordance with the Americans with Disabilities Act (ADA). If you have a disability which may impact your ability to access or participate in any aspect of your online coursework, please contact the campus Disability Support Services (DSS) Coordinator or your choice. Phone numbers are listed at mcckc.edu/disability. The DSS Coordinator will work with you to determine what disability documentation/information is needed in order to provide accommodations. Accommodations are determined on an individualized basis and may take some time to put in place, so early notification to DSS is helpful. Students can identify themselves to DSS as a student with a disability and request accommodations anytime during their education. Please note that accommodations are not retroactive and may vary based on the nature and requirements of the class. More information is available at mcckc.edu/disability.

- [Blackboard Accessibility Information](#)
- [Smart Proctoring Accessibility Information](#)
- [Pearson REVEL Accessibility Information](#)
- [Cengage SAM 365 & 2016 Accessibility Information](#)
- McGraw-Hill
 - [McGraw-Hill Education Connect Accessibility Information](#)
 - [MCGraw-Hill Education Accessibility Policy](#)
 - [MCGraw-Hill Accessibility Information and hand-waving excuse](#)

Academic Integrity

The Metropolitan Community College, as an academic community, expects all administrators, faculty, staff, and students to behave as responsible members of the college community and to be honest and ethical in their academic work. MCC strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an

examination corrupts the essential process of higher education and the values of the Academy.

The Metropolitan Community College expects all students to act according to the rules of academic honesty as outlined in the [Student Handbook](#). What this really means is that you are expected to turn in only your own work and that you will complete all quizzes and examinations unassisted. If you should violate this trust, then you will be treated the same as any traditional student that cheats.

Academic Dishonesty includes:

1. Plagiarism - the intentional use of the ideas or words of another as one's own in a paper or other academic assignment.
2. Cheating during examinations, whether by copying from a fellow student or by using information in the form of unauthorized aids brought to the examination.
3. The submission of work for any assignment that has been prepared by another student.
4. Submission of a single paper to fulfill requirements in two courses without prior approval of the instructors in both courses.
5. Using a false name or signing the name of another individual without proper authorization in connection with any course work.

Disciplinary action will be taken for those students suspected of academic dishonesty. At no point in this course is it acceptable for students to submit someone else's work as their own, or use the ideas of someone else as their own. It is also unacceptable for students to share their own work with another student.

Unilateral Instructor Action – If objective evidence exists indicating that a student has practiced academic dishonesty, the instructor may assign a grade of "F" on the paper, examination, or assignment or assign a grade of "F" for the course.

If the instructor feels that a more severe action is appropriate, the complaint may be referred to the division chair and the dean of instruction. The dean has the authority to recommend an action to the president, or the student may request a hearing.

Grievance

Questions or concerns about any aspect of this course should be directed to the instructor so the student and the instructor can work together to resolve any problems that may exist. In the unlikely event that the problem cannot be resolved, then the next step is for the student to make contact the MCC Online Enrollment Manager at 816 604 4487.

Metropolitan Community College is strongly committed to providing workplaces and classrooms that are free of sexual harassment. MCC will not tolerate any behavior,

whether verbal or physical, which constitutes sexual harassment. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication of a sexual nature are prohibited. To file a complaint, contact the MCC Online Enrollment Manager at 816 604 4487.