

SYLLABUS

BIO 134 The Web Based Course

CONTEMPORARY BIOLOGY

3 Credit Hours

—2008—

FALL & SPRING SEMESTERS

Class Meeting Room: N/A

Class Time: N/A

Instructor Name: Dr. J. C. Turner, Professor of Biology

Office Location: Lee Drain Building, Room 134

Office Hours: Wednesday 0800-1200 Hrs and by appointment

Instructor Contact Information:

Phone: (936) 294-1537

E-mail: jturner@shsu.edu

NOTE: All email associated with this course must place **BIO 134 (11) SPRING (or FALL, as appropriate)** in the Subject line, and the text signed with your full name and student identification number. Failure to do so will result in the email being filtered as SPAM and never seen.

Course Description:

—Presentation for the non-science major of biological concepts and topical subjects related to science methods, embryological development, reproduction, genetics, evolution, human organ systems, disease, and environmental biology. Ethical considerations of reproduction and birth control, genetic engineering, environmental pollution and population control will be included. Credit in BIO 134 as a laboratory science is contingent upon completion of BIO 114. Credit in this course cannot be applied to either a major or minor in the sciences. There are no prerequisites for this course offering.

Visual lecture materials provided electronically online and CD based instructional aids (implied homework) that are provided with the textbook by its author(s) in addition to the materials that I provide you will assist your readings in preparation for each of the five 100 question multiple choice exams.

Course Objectives:

—Students are expected to grasp an understanding of:

- ☆ How cells are the basic fundamental units in the diversity of life,
- ☆ How the similarity of all life comports with evolutionary theory,
- ☆ How the biological ubiquity of the gene's form and function relates to the processes of evolution,
- ☆ How the process of evolution has resulted in the diversity of extant and extirpated biological forms, and
- ☆ How the distribution or existence of life relates to environmental conditions which ultimately have an influence on the processes of evolution

Required Textbook(s) and/or References:

—Campbell, N.A., J.B. Reece, and E.J. Simon (2007), *Essential Biology with Physiology*. Benjamin Cummings, San Francisco, CA. and the included student access *Course Compass Kit*, ISBN 0-3212-0130-2, available from the bookstore.

Required Supplies:

—Internet connection, Internet Explorer browser, and basic computer skills; Course Compass Kit.

Optional texts, References or Supplies:

—None are required.

Attendance Policy:

—N/A

Assignments:

—All of the chapter ancillary learning aids are assigned as part of the online learning process. These ancillary exercises include Power Point chapter reviews, MP3 Tutoring, a variety of Study Tools and repeatable practice quizzes to validate your comprehension and mastery of the chapter's subject before moving on to new materials. The study aids for each chapter embraced by an exam are assigned to you prior to your taking the exam, including the appropriate quizzes for the chapters included on each of the exams. This assures your successful performance on each exam.

Exams:

—There is a quiz for credit over each of the chapters in the text covered by this course. Check your **Exam Schedule** for this listing of course chapters in your text. Be sure to complete the appropriate quizzes before you take each exam. Each quiz is formatted in the same manner as the exams. When you take a quiz or exam, each question will be presented singly and must be answered and submitted before the next question is presented. You will be unable to return to a previous question so be sure your answer is correct. You will be provided 30 minutes to answer 20-25 questions (10 points per question = 200-250 points per quiz) on each quiz. Each exam or quiz may only be accessed once. Each of the five exams has 100 multiple-choice and/or true-false questions (10 points per question = 1000 points per exam) each question is based on the series of chapters indicated in the **Exam Schedule** listed at the end of this document. Each exam is timed; you are given 110 minutes to complete the 100 questions. You are provided a warning 10–minutes prior to the end of your exam period. You may be expelled from the exam program once your exam time has elapsed. Unanswered questions will be evaluated as incorrect and become part of your score. After completing each exam, it will be necessary to submit the exam for grading. Your score will appear on a screen indicating the number of questions you scored correct as well as the current class average for that specific exam. **Print a copy of each of your exam score pages. This will provide you a "receipt" for the exam and a basis of comparing your score that should now be listed under the "Tools" section in the "View Grade" file.** If there are any discrepancies, notify me immediately. It should go without saying; you are not to use ancillary materials to assist you in answering exam questions. Academic dishonesty and will meet severe consequences (see below).

Exam #1 —The first exam must be completed by the date stipulated in the course *Exam Schedule*. The exact date will vary between semesters, but will generally fall within the first three weeks of the semester. Failure to complete the first exam by this date will result in **a loss of ten (10) percent from your score for each week you fail to take the first exam.** For example, if you take the first exam one–week late, the highest score you can make is 90%; for two–weeks late, the highest score you can make is 80%. The remaining course exams do not have a specific time for completion, but must be completed no later than midnight the last day of classes for the semester. The specific dates may be found in the University's semester calendar on line.

Grading Plan:

—Grades will be determined from the scores on each of the one-hour exams. The cumulative average of the individual chapter quizzes will provide one additional exam grade. There is no comprehensive final exam. Should you fail to take more than 4 quizzes, the cumulative average will be a score of "0." The final grade will be based on the total points accumulated by each student in the course and assessed as a percent of the total points available to students in the course. Grades will be determined as follows: 90-

100% = A; 80-89% = B; 70-79% = C; 60-69% = D; 59% and below = F. Any curve applied to exams scores, final course scores or allocation of extra credit is at the discretion of the Instructor. Grades are posted to the University where they may be accessed in each student's on line grade file. I cannot discuss exam or quiz scores, or final course grades with you (or anyone else) by phone or email under the existing laws protecting your privacy. Please do not ask.

Academic Dishonesty:

— All students are to engage their academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of academic dishonesty including, but not limited to, cheating on examinations or other academic, plagiarism, collusion, and the abuse of resource materials. Penalties can include course failure and indefinite suspension from the University.



Figure 1. Course Compass navigational aids are labeled with orange and red “radio-buttons.” These compartments contain the assignment and assessment materials for BIO 134 course. The “Announcements” compartment is shown here. This section is my way of communicating with the class as a whole. Note the tabs indicating the various temporal frames for viewing announcements. It is recommended that you always check announcements under the “View All” temporal frame.

Course Specifics:

—The Course Compass website is divided into a series of twelve (12) compartments navigated by radio buttons or links on the course home page (Fig 1.). These compartments are:

Announcements— It is your responsibility to check for announcements to the course several times a week. I will communicate with the class collectively through the announcements. All announcements will be online for the duration of the course.

Note that announcements are categorized chronologically and grouped as to their age since posting.

Course Information— This compartment contains those essential pieces of information about this course including your exam schedule, syllabus, and student agreement. Other important documents may be added during the course of the semester. They will be prefaced by an announcement.

Chapter Contents— Here you will find the instructional ancillaries divided into folders that correspond to the chapters in your textbook. Only those chapters for which you have responsibility are listed here. There are various learning strategies for you to augment your textbook readings in addition to self-study quizzes that you are encouraged to take to test your preparation or review for the major exams. The CourseCompass program will grade your quiz, provide you a score, and give the correct answer to those questions you have missed. You can take the quizzes multiple times. These self-study quizzes are assigned as part of the course and graded and as such contribute to your grade.

PowerPoint Review— Here you have a graphical review of the salient points for each chapter discussed in this course. This review is essentially my lectures in graphical format.

Practice Quizzes— This program allows you to generate single or multiple chapter quizzes for you to “test” your comprehension. The program also grades your effort. Your quiz score is provided to you, but this score does not count toward your grade in the course. You may generate and take as many quizzes as you wish. This is a learning tool and not an assessment tool.

Quiz for Credit— As the name implies these are the chapter quizzes that are for course credit.

Take a Test— The five (5) major chapter exams are found here. All the items found here contribute to your course grade.

E-Book— The E-Book is a convenient, online version of the textbook.

MP3 Tutor— This is a collection of audio sessions walk students step-by-step through the most difficult topics in biology.

Study Tools— An interactive set of tools to facilitate your understanding of the subject of Biology.

Web Links— Here, you have access to on line tutoring.

Tools— From here you have direct access to your recorded grades. This is important since you will want to check your grade after each exam to be sure it has been recorded correctly. If it has not, be sure to send me an email alerting me of a problem.

—Computer System Errors

—Regardless the cause, if you experience a **System Error** you should contact me immediately so that we can resolve the situation. System errors occurring during an exam are generally of two types:

- (1) Systems errors that occur as a result of an SHSU server or related problem will allow you to retake the exam without prejudice or penalty if accompanied by a signed written note (not a phone call or email) from the SHSU Computer Lab technician on duty at the time of the SHSU system problem.
- (2) In all other system error situations one of three (3) resolutions may occur solely at my discretion:
 - A. You may be allowed an exam reset for the course on an incomplete exam if less than half of the exam has been completed or less than

half of the exam time has elapsed. This is generally limited to one reset per semester per student.

- B. If you have completed 50% or more of the exam or 50% or more of the exam time has elapsed, your exam grade may be extrapolated from that portion of the exam completed. The decision to extrapolate an assignment grade is solely at the discretion of the Instructor.
- C. System errors occurring during a quiz will result in the quiz being reset. This is generally limited to three resets per semester per student.

Visitors in the Classroom:

—N/A

Americans with Disabilities Act:

—It is the policy of Sam Houston State University that no otherwise qualified disabled individual shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic or Student Life program or activity. "Students with a disability which affects their academic performance are expected to arrange for a conference with the Instructor in order that appropriate strategies can be considered to ensure that participation and achievement opportunities are not impaired" (Academic Policy Statement 811006 ¶4.05 Revised 18 July 1994). SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may adversely affect your work in this class, then I encourage you to register with the SHSU Counseling Center and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. **NOTE:** Disabled students may request assistance with academically related problems stemming from individual disabilities by contacting the Director of the Counseling Center in the Lee Drain Annex or by calling (936) 294-1720. No accommodation can be made until you register with the Counseling Center. The Instructor may choose to discuss particular accommodations with the Counseling Center should they be contrary to course goals and requirements.

Religious Holidays:

—Students that are absent from class for the observance of a religious holy day are allowed to take an examination or complete an assignment scheduled for that day within reasonable time after the absence. The period of time during which assignments and exams will be excused includes travel time associated with the observance of the religious holy day. A student who wishes to be excused for a religious holy day must inform the Instructor of each scheduled class that he/she will be absent from class for religious reasons with a written statement concerning the holy day(s) and the travel involved. In such cases, the student will be required to take the test or submit the assignment early—unless there are good reasons for not being able to do so and the Instructor has agreed to those reasons.

Miscellaneous Considerations:

—My only way of communicating with you will be through your University email account. Be sure to keep it current and your account files clean. Too many unread or undeleted transmissions will block your account from receiving new transmissions. I have no failsafe way of determining whether you have received a particular transmission. I am unable to acknowledge all emails I receive, please do not ask. Your best bet is to use a program that sends you a receipt when the email has been read. If you have asked me a question, I will respond to you as quickly as possible. Should I not respond in a timely manner, please give my office a call. Sometimes the computer system can get a little troublesome. It is recommended that you use the same computer to take your exams. It should have a broadband

connection like DSL and not dependent upon a dial-up modem for connecting to an Internet browser. Course Compass works well with Microsoft's web browser, Internet Explorer and not as well with Firefox. If you have problems with compatibility, DO NOT CALL ME, rather you need to call the Course Compass help line 1-800-677-6337 between the hours of 0700 am and 4:00 pm.

EXAM SCHEDULE

CHAPTER — SUBJECT/ACTIVITY

<u>SUBJECT</u>	<u>CHAPTER</u>
INTRODUCTION	CHAPTER 1
ESSENTIAL CHEMISTRY	CHAPTER 2
MOLECULES OF LIFE	CHAPTER 3
A TOUR OF THE CELL	CHAPTER 4
THE WORKING CELL	CHAPTER 5
<i>EXAM I</i>— EXAM I MUST BE COMPLETED BY MIDNIGHT, SUNDAY 10 FEBRUARY 2008	
CELL RESPIRATION	CHAPTER 6
PHOTOSYNTHESIS	CHAPTER 7
REPRODUCTION & INHERITANCE	CHAPTER 8
PATTERNS OF INHERITANCE	CHAPTER 9
<i>EXAM II</i>	
BIOLOGICAL DIVERSITY	CHAPTER 14
MICROBIAL EVOLUTION	CHAPTER 15
TERRESTRIAL INVASION	CHAPTER 16
ANIMAL EVOLUTION	CHAPTER 17
<i>EXAM III</i>	
ORGANISMIC ECOLOGY	CHAPTER 18
COMMUNITY ECOLOGY	CHAPTER 19
HUMAN IMPACTS ON ECOLOGY	CHAPTER 20
UNIFYING CONCEPTS	CHAPTER 21
<i>EXAM IV</i>	
NUTRITION & DIGESTION	CHAPTER 22
CIRCULATION & RESPIRATION	CHAPTER 23
ENDOCRINE SYSTEM	CHAPTER 25
REPRODUCTION & DEVELOPMENT	CHAPTER 26
<i>EXAM V</i>—EXAM V MUST BE COMPLETED BY <u>MIDNIGHT, FRIDAY 09 MAY 2008</u>	

**ALL Assigned Course material must be completed
by Midnight, Friday 09 MAY 2008.**

STUDENT AGREEMENT

You have enrolled in the online Biology 134, Contemporary Biology for three (3) credit hours. In order to complete this course you will require:

- (1) A current and active SHSU email account. Without this, we (you and I) will not be able to communicate. Check with the University Computer Help Desk for assistance if you need it by calling: (936) 294-1950. It is your responsibility to provide me a usable email address.
- (2) You will need the CourseCompass website address.
- (3) You will need the course identification number.
- (4) You will need the specific course access code that is included in your textbook package. That specific access code is in the *Course Compass Kit*, and is different from the access codes provided inside the jacket of your textbook.

You have already been instructed to read the course syllabus, which also imparts the course administrative policies. Once you have read and understand the contents of the syllabus, you will need to reply to me by doing the following:

1. **COPY ONLY** the text indicated below, and
2. **PASTE** only the copied text into an email, **TYPE** your name (last name first) and Social Security or SAM identification number in the appropriate blank as indicated.
3. In the subject line of your email **YOU MUST** put the following:

BIO 134 SPRING Student Agreement

Failure to do so will place your correspondence into the SPAM file and not be received with undesirable consequences for your performance.

3. **E-MAIL** the above information to me at jturner@shsu.edu
4. In so doing, you will be certifying to me that you have read, understand and agree to abide by the policies governing this online course.
5. I will keep your email contract for my records.
6. Once again, BE SURE your email is properly addressed with correct subject line

When I have received your email contract, I will place a “5” in the grade book. You will be able to see when I have acknowledged receipt of your contract by accessing your grades under the “TOOLS” option on the CourseCompass start-up page (see description of “Tools” in the course syllabus). You may begin the course and take the quizzes, homework, and exams for credit when your contract has been acknowledged. Should you attempt to complete the quiz or any exam(s) prior to my acknowledgment of your signed contract, the exam will be **SCORED “0” WITHOUT THE POSSIBILITY OF A RETAKE.**

COPY ALL THE MATERIAL BELOW AND PASTE INTO YOUR EMAIL

I have read, understand and agree to abide by the policies detailed in the Course Syllabus found on the course website. Further, I fully understand those sections in the Course Syllabus related to *important semester dates and the exam and grading policy*.

- A) I am aware of the course Assignment Schedule
- B) I know the Exams and Quizzes are TIMED events
- C) I accept the Instructor's resolutions for Computer System Errors
- D) I understand that my exam/quiz score may be extrapolated from an incomplete exam/score if 50% or more of the exam/quiz has been completed. Exams/quizzes with less than 50% will be reset in accord with course policies.
- E) I will check my grades for errors after completing and submitting my quiz/exam
- G) All correspondence with the course Instructor will have **BIO 134 SPRING** in the subject line. The email message will be SIGNED with my complete name and **STUDENT IDENTIFICATION NUMBER**.

Type in your name and social security number or identification number below and then follow the above instructions.

TYPE YOUR NAME HERE (LAST NAME, FIRST) _____

TYPE YOUR S.S. or ID # HERE _____