

BIOL 1308

701, Spring, 2019

Syllabus



Basic Information

Tamara Davault, M.S.

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OFFICE PHONE: (432)552-2269
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OFFICE HOURS: Monday and Wednesday 9:00-10:30am; Thursday 12:00-3:00pm

This course is a Web Course and is conducted within Canvas
<http://utpb.instructure.com>

NOTE: The due dates and times for the activities will adhere to the Central Time Zone.

Course Description

Course Catalog Description: A survey of the fundamental principles that apply to living organisms. These include cell structure and function, genetics, evolution, physiology, biodiversity, and ecology.

Measurable Learning Outcomes:

By the end of this course, you will be able to:

1. Explain basic biology terminology and concepts.
2. Relate the concept of structure-function to everyday life.
3. Outline how cells obtain and transform matter and energy
4. Outline how genetic information is stored and propagated
5. Survey the diversity of life
6. Evaluate the role of different organisms in our ecosystems
7. Develop and use the scientific method to study natural phenomena

Prerequisites: There are no prerequisites for this course.

Materials

Required Materials:

Concepts of Biology. By Samantha Fowler, Rebecca Roush, and James Wise.

Hardcopy: ISBN-10 (1-938168-11-9),
eBook: www.openstax.org/details/concepts-biology

Recommended Materials:

You will need a functioning webcam to take module exams.

Important Academic Dates

UTPB [Academic Calendar](#)

Course Overview

Course Layout: This course is made up of eight modules. Each module is designed to take you two weeks to complete. The module will begin with a brief introduction that will explain the module objectives that you can expect to complete. You will also be given a reading assignment and topic videos to watch. At the end of your reading, you will take a quiz over your understanding of the material. Next, a discussion board will open and the class will be presented with questions over the videos in the module. I will place you in small groups and you will need to answer the question and reply to your groupmates responses. A rubric will be provided for each discussion board. Finally, at the end of two modules you will take an exam. The exam will be taken in Canvas, and will be a combination of multiple choice, true/false, and essay questions. There will also be a group project based on the ecology unit at the end of the semester.

Readings: Chapter readings are listed in the schedule below and in the module overview page. The module overview page will also point out the necessary topics to focus on during your reading. You will have a week to complete the reading assignment and take the reading quiz.

Quizzes: Quizzes are taken at the end of the reading assignments. You will be given 2 chances to pass the 10 minute quiz. If you cannot pass the topic quizzes you will be prompted to do a separate assignment that will take the place of the topic quiz. There will be a 20% deduction for this assignment.

Discussion Board Participation: Several questions will be given to the class every two weeks over the topic videos in the module. A rubric will be provided. Along with posting your answer, you are expected to read all messages. You are responsible for reading all of the messages that are posted in the online discussion. Not reading

messages is the equivalent of sleeping in class. You are also required to respond to at least one person's comments. Use the person's name in the body of your message when you reply to their message. It helps to keep all of us oriented. It helps us maintain a clearer sense of who is speaking and who is being spoken to. As we begin to associate names with tone and ideas, we come to know each other better. Change the subject line when you introduce a new topic. The value of this tip will become apparent as the number of messages grows.

Analytic Team Project: Towards the end of the semester you will work with your discussion board group to complete an analysis of Texas' ecosystem. You will use your basic knowledge of biology to analyze Texas' ecosystem. As a group, you will pick a region of Texas then create a joint document explaining the different features of that ecosystem. Check out the schedule below for due dates.

Exam: Exams will cover two modules worth of material. The exam will be 55 minutes and taken in Canvas. You will need a working webcam to take the exam. No notes or books are allowed while taking the exam. Any unauthorized use of study materials will result in an automatic zero on the exam.

Grading:

Course Activity	Points	Percentage of Total Grade
8 Reading Quizzes	160	20
7 Discussion Boards	140	20
Analytic Team Project	150	20
4 Module Exams	400	40
Total	850	

Grading Scale:

Grade Range	Letter Grade
90 and above	A

Grade Range	Letter Grade
80 to 89	B
70 to 79	C
60 to 69	D
Less than 59	F

**Unless otherwise stated, all materials, activities, and assessments are required and are not optional.*

Communication, Grading & Feedback:

This semester I will be checking in on all discussion boards and occasionally commenting on your post. Grades for the discussion boards and module exams should be posted within two weeks of their submission. The grades for the quizzes will post immediately after you take them. I also try to respond to all emails within 24 hours of receiving them.

If you need to reach me, you can meet me in my office ST 2234; call my desk at (432)552-2269; or live chat with me in Canvas during my office hours. Email is also a quick way of catching me outside of my office hours (davault_t@utpb.edu). I am also willing to set up appointments with you outside of my office hours if I can.

Time Management:

This course is designed to take you through each module in two weeks. The first week you should focus on reading the chapters. Each chapter is about 20 pages. I will also list the highlights of the chapter that I want you to take away from the reading. At the end of the first week you will need to take the reading quiz. If you read and took notes on the highlights listed, than you should be able to pass the quiz. The second week will focus on the topic videos and discussion boards. At the end of the week you will take your module exam.

The best way to do well in this course is to read the chapters early in the first week and take notes as you read. Create an outline of the chapter and focus on defining key vocabulary terms. You can also create tables and diagrams to illustrate concepts. You should spend around 3 hours on each chapter. The second week you should spend around 2 hour watching the videos and posting to the discussion boards. Also be reviewing the notes you made the previous week to prepare for the module exam at the end of the week. You should review at least 1 hour a day.

Policies

Discussion Board

Discussion Board is primarily for discussing course related topics and issues.

Best practices are:

1. Read all message postings in online discussion.
2. Respond to the question directly
3. Reply to minimum of two other student posts.
4. Use a person's name in the body of your message when you reply to their message.
5. Avoid postings that are limited to 'I agree' or 'great idea', etc.
6. Ensure responses to questions are meaningful, reflective.
7. Support statements with concepts from course readings; refer to personal experience, examples.
8. Follow **Rules of Behavior (below)**.

Rules of Behavior

Discussion areas are public to every student in this class (including your instructor) who will see what you write. Please pay attention to the language you use and adhere to the following guidelines:

- Do not post anything too personal.
- Do not use language that is inappropriate for a classroom setting or prejudicial in regard to gender, race, or ethnicity.
- Do not use all caps in the message box unless you are emphasizing (it is considered shouting).
- Be courteous and respectful to other people on the list
- Do not overuse acronyms like you would use in text messaging. Some of the list participants may not be familiar with acronyms.
- Use line breaks and paragraphs in long responses.
- Write your full name at the end of the posting.
- Be careful with sarcasm and subtle humor; one person's joke is another person's insult.

Make-Up/Late Submission Policy

All course activities must be submitted before or on set due dates and times. If the you are unable to abide by the due dates and times, it is your responsibility to contact me immediately. There will be a 30% deduction for late submission of the assignment.

Academic Dishonesty/Plagiarism/Cheating

The academic community regards academic dishonesty as an extremely serious matter, with serious consequences. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. Any suspicion of academic dishonesty will be reported and investigated. A student who engages in scholastic dishonesty that includes, but is not limited to cheating, plagiarism, and collusion will receive an “F” for the course.

All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. For complete information on UTPB student conduct and discipline procedures consult the [University's Handbook: Scholastic Dishonesty](#).

Academic dishonesty includes, but is not limited to cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor, or the attempt to commit such acts.

Plagiarism includes, but is not limited to the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, other expression and media, and presenting that material as one's own academic work being offered for credit.

Attendance and Class Participation

Regular and active participation is an essential, unmistakably important aspect of this online course. Students will log on a minimum of three times every seven days. All students are expected to do the work assigned, notify the instructor when emergencies arise.

Tracking

The learning management systems have a tracking features. Statistics are collected that quantifies how often and when students are active in the course and provides information if the student has accessed different pages of the course.

Absenteeism

All the course activities have set dates to be completed and submitted. After the due dates the activities will not be available for the students. Not logging into an online course is considered absenteeism. Contact instructor immediately in case of emergency medical situation.

Course Incomplete/Withdrawal/Grade Appeal

All students are required to complete the course within the semester they are signed up. Incomplete grades for the course are rarely given, will only be granted if the student provides a valid, documented excuse for not being able to complete the course on time, and has contacted the instructor prior to the scheduled last class to request an extension. The student signs a contract that includes the incomplete course activities and the new due dates.

Find information and dates regarding drops and withdrawals consult the University Handbook: [Drops and Withdrawals](#) and [Appeal Process](#).

Accommodation for Students with Disabilities

Students with Disabilities: The University of Texas of the Permian Basin in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act provides “reasonable accommodations” to students with disabilities. Any student with a disability who is requesting an accommodation for this course must provide the instructor with official documentation in the form of a letter from the ADA Officer for Students. Only those students who have officially documented a need for an accommodation will have their request honored.

ADA Officer for Students: Mr. Paul Leverington

Address: Mesa Building 4243

Voice Telephone: 432-552-4696

Email: ada@utpb.edu

For the accessibility and privacy statements of external tools used within courses, go to [Accessibility and Privacy Statements](#).

Computer Skills, Technical & Software Requirements

Students can use cloud version of Word, PowerPoint and other Microsoft products through use of their UTPB Outlook 365 and UTPB email address. For more information refer to [UTPB Office 365 Page](#).

Computer Technical Requirements

See [Technical Requirements](#).

Online Student Authentication

UTPB requires that each student who registers for a distance course is the same student who participates in, completes, and receives credit for the course. UTPB's Distance Education Policy requires faculty members to employ at least two methods of verification to ensure student identities. To access online courses students must login to the UTPB learning management system using their unique personal identifying username and secure password (this is the first method). The faculty member or academic program determines the second method. The second method is presentation of approved photo ID* through a web cam and video recorded proctoring during assessment (Respondus Monitor, Examity).

*Approved up to date photo identifications are: passports, government issued identification, driver's licenses, military ID from DoD. Dual credit and early college high school students use school district identifications.

Using LockDown Browser & Respondus Monitor for Online Exams

This course requires the use of LockDown Browser and Monitor for online exams. Watch this [short video](#) to get a basic understanding of LockDown Browser and Monitor.

Download and install [LockDown Browser](#).

To take an online test, open LockDown Browser which opens Canvas and navigate to the exam. (You cannot access the exam with a standard web browser.)

When taking an online exam, follow these guidelines:

- Setup web cam for exams using Monitor.
- Ensure you're in a location where you won't be interrupted.
- Turn off all mobile devices, phones, etc.
- Clear your desk of all external materials — books, papers, other computers, or devices.
- Remain at your desk or workstation for the duration of the test.
- LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

Preparation for Emergencies

Computer Crash

Not having a working computer or a crashed computer during the semester will NOT be considered as an acceptable reason for not completing course activities at a scheduled time. NOTE: Identify a second computer before the semester begins, that you can use when/if your personal computer crashes.

Complete Loss of Contact

If you lose contact with course connectivity completely (i.e. you cannot contact me via Canvas or email), you need to call instructor, and leave message regarding connectivity loss and contact information.

Lost/Corrupt/Missing Files

You must keep/save a copy of every project/assignment on an external drive, UTPB Outlook 365 OneDrive, or personal computer. In the event of any kind of failure (e.g. virus infection, student's own computer crashes, loss of files in cyberspace, etc.) or any contradictions/problems, you may be required to resubmit the files.

End-of-Course Evaluation & Instructor Evaluation

Every student is encouraged to complete an end-of-course evaluation/survey provided by UTPB. During the last few weeks of class, you will receive an announcement through email notifying you that the Course/Instructor Survey is available. You may follow the link in the email to complete the survey using the same credentials to access your courses here. When entering the emailed Survey link you will see a list of surveys for you to complete. Another way to find End-of-Course Evaluations is through your my.utpb.edu account > My Surveys & Evaluations are on the first page after you login.

The survey is anonymous and your responses are confidential. Your feedback is critical to us and to your instructor as we strive to improve our offerings, and our support of you, the students.

Student Support Services

SERVICE	CONTACT
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SERVICE	CONTACT
ADA Accommodation/Support	Testing Services & Academic Accommodations Department (432) 552-2630
Advising	UTPB E-Advisor (432) 552-2661 UTPB Academic Advising Center
Bookstore	UTPB Campus Bookstore (432) 552-0220
Email, Outlook 365, my.utpb.edu	Information Resources Division (IRD)
Financial Aid and Scholarship	UTPB Financial Aid (432) 552-2620
Library	The J. Conrad Dunagan Library Online at (432) 552-2370
Registrar	UTPB Registrar (432) 552-2635
Student Services	Dean of Students (432) 552-2600
Technical Support	Canvas 1-866-437-0867
Tutoring & Learning Resources	If you are taking courses through UTPB the following links provide services: Smarthinking Online Tutoring (provides tutoring services), SmarterMeasure (measures learner readiness for online course).

Disclaimer & Rights

Information contained in this syllabus was to the best knowledge of the instructor considered correct and complete when distributed for use in the beginning of the semester. However, the instructor reserves the right, acting within the policies and procedures of UTPB to make changes in the course content or instructional techniques without notice or obligation. The students will be informed about the changes, if any.

Copyright Statement

Many of the materials that are posted within UTPB courses are protected by copyright law. These materials are only for the use of students enrolled in the course and only for the purpose of the course. They may not be further retained or disseminated.

Schedule

	Module	Chapters	Assignment	Due Date
1	Introduction to Biology	1, 3	Reading Assignment Quiz	20-Jan
			Discussion Board Post	23-Jan
			Discussion Board Reply	25-Jan
2	Cellular Energy	4, 5	Reading Assignment Quiz	3-Feb
			Discussion Board Post	6-Feb
			Discussion Board Reply	8-Feb
			Exam I (Chpt 1, 3, 4, 5)	10-Feb
3	Cellular Reproduction	6, 7	Reading Assignment Quiz	17-Feb
			Discussion Board Post	20-Feb
			Discussion Board Reply	22-Feb
4	Diversity of Life	8, 12	Reading Assignment Quiz	3-Mar
			Discussion Board Post	6-Mar
			Discussion Board Reply	8-Mar
			Exam II (Chpt 6, 7, 8, 12)	10-Mar
5	Ecology	19, 20	Reading Assignment Quiz	17-Mar
			Analytic Teams pick their region of Texas to analyze	20-Mar
			Analytic Teams create a work timeline	22-Mar
6	Animal Diversity	15, 16	Reading Assignment Quiz	31-Mar
			Discussion Board Post	3-Apr
			Discussion Board Reply	5-Apr
			Exam III (Chpt 15, 16, 19, 20)	7-Apr
7	Microbiology	13	Reading Assignment Quiz	14-Apr
			Discussion Board Post	17-Apr
			Discussion Board Reply	19-Apr
			Analytic Teams turn in a rough draft of report	24-Apr
8	Plant Diversity	14	Reading Assignment Quiz	28-Apr
			Discussion Board Post	1-May
			Discussion Board Reply	3-May
			Analytic Team Project Due	5-May
			Exam IV (Chpt 13, 14)	9-May

Sample Syllabus