

BIOL 1407 (4:3:3)

Biology for Science Majors II
ONLINE

Department of Biology

Division of Arts and Sciences

SOUTH PLAINS COLLEGE
Levelland Campus

Spring 2024

Megan Keith
Associate Professor of Biology

COURSE INFORMATION SHEET
BIOL 1407.151- BIOLOGY FOR SCIENCE MAJORS II ONLINE
SPRING 2024



Instructor: Dr. Megan Keith
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To meet virtually for office hours, students will need to email me to give me advance notice of their intent to attend. I will sign on to the virtual office hours link in Blackboard for that session to meet with you. Virtual meetings outside of the designated office hours must be scheduled via the link on Blackboard.

Office Hours:

Monday:	NONE
Tuesday:	1:00PM – 3:00PM
Wednesday:	10:00AM – 12:00PM
Thursday:	10:00AM – 12:00PM
Friday:	9:00AM – 11:00AM

Course Description: This course focuses on fundamentals of plant and animal form and function, biological diversity and ecology. This is the second semester of an integrated course for majors in biological sciences and related studies, including the medical disciplines.

Prerequisite: A grade of C or better in BIOL 1406, Biology for Science Majors I or permission from instructor.

Students who have completed this course will be expected to:

- A. Exhibit knowledge of the three domains of life and the diversity of organisms.
- B. Demonstrate knowledge of plant form and function.
- C. Demonstrate knowledge of animal form and function.
- D. Understand the basic principles of ecology.

Required Class Material:

TextBook Program: *This course is in the SPC TextBook program, so you do not need to purchase a textbook or access code for the course (unless you opt out).*

- **What is TextBook?** The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The fee for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition/fee payment.
- **How do I access my TextBook?** Access to your course material is provided either by VitalSource or other links inside your Blackboard course. VitalSource (and many publisher's) e-book features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download up to 20% of the book for offline access.
- **Help with TextBook issues and support:** check with your professor and/or contact <https://support.vitalsource.com/hc/en-us/requests/new> (available 24/7 via chat, email, phone, and text)
- **Opting out of TextBook:** Participating in TextBook is not mandatory, and you can choose to opt-out. However, by opting-out you will lose access to the course textbook/digital content and competitive pricing, and you will need to purchase the required course material on your own.

If you still feel that you should purchase the course textbook/materials on your own, send an opt-out email to pwells@texasbook.com. Include your first name, last name, student ID number, and the course you are opting out of. Once you have opted out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore:

Email: pwells@texasbook.com / Phone: 806-716-2097

Email: agamble@texasbook.com / Phone: 806-716-4610

- **Required textbook & virtual labs:** McGraw-Hill Connect Online Access for Biology w/ Raven Biology 13th edition (ISBN: 2818560535812) [e-book + virtual labs]
- **Other required materials:** A reliable internet connection and a webcam with microphone for use with Blackboard Collaborate, Zoom, etc. and the exam proctor. This can be a USB or internal webcam. **If you cannot meet the technology requirements for this course, SPC may be able to help. Contact your professor if you need more information. Mobile devices should not be used for quizzes or exams.**

Online Course Content

- Blackboard is the primary source for course information.
- **Students need to access Blackboard regularly. Google Chrome is the preferred browser for use with Blackboard and will be REQUIRED when taking exams.**
- Specific course materials available include: PowerPoint lecture slides, lecture videos, reading assignments, messages and announcements from the instructor, study aids, quizzes, exams, lab exercises, etc.

Communication

Email and course messages are the main methods that I have to communicate with you. Any announcements that I make via Blackboard will also be sent to your SPC email. Please check for messages frequently.

The course messages option in Blackboard is my preferred method of communication because it allows me to keep track of messages from students in individual sections. Please use this as your first option for communication.

NOTE: Include something in the subject line that gives me an idea of the contents of the message, including your course number.

I will check my email throughout the day Monday – Friday. I typically respond to all messages within 24 hours or less except on weekends and holidays.

Copyright Notice

All material presented by the instructor in the course is copyright protected. The material presented by the instructor may not be modified or altered in any way. You have permission to download or print any material presented by the instructor in this course (ex. course information sheet, contact information, and learning module checklists). Copies must only be used for your personal educational use during this semester. The material may not be distributed in any way. If any course material is found on other websites, this is an act of academic misconduct and will be dealt with appropriately following the guidelines of the college concerning academic integrity.

Assessment

Final grades for the course will be calculated on a weighted scale: five exams (55%), lab practicals (20%), quizzes (15%) and assignments (10%). I follow a traditional grading scale:

90 – 100% = A 80 – 89% = B 70 – 79% = C 60 – 69% = D ≤ 59% = F

***Course Average:** Calculated by the weighted average of the three grade categories indicated. If a student's final average is less than one half a percentage point away from the next higher letter grade, the instructor will consider giving the higher letter grade. For example, a student with an 89.51 would receive a letter grade of "A" for the course.

I do not curve final grades, however, we have resources available to you if you feel you need help in improving your grades. I also offer the opportunity for bonus points on SOME exams.

Exams

- Each major exam will cover material from BOTH lecture and lab. Exams will be split into two parts: lecture and a lab practical.
- Exam dates are listed in the course schedule. All exams open on a Friday at 8:00AM and close that Monday at 11:59PM, except the final exam. See your course schedule for more details.
- The exam format may include multiple-choice, definitions, matching, fill in the blank, short answer, and essay questions.
- Each exam score is recorded as a percent score (number correct / the total possible) with 100% being the maximum score.
- The final exam will be a comprehensive lecture exam and a lab practical covering unit 5 material only. This class lays a foundational knowledge of biology that you will need to build on as you continue your education, so being able to recall previous material is essential.
- Students should NOT miss exams! Any student who misses an exam will have a 0 entered for that exam unless documentation can be provided for an excused absence.

Mandatory proctoring of major exams- Online exams within this course require online proctoring. Therefore, students will be required to have a webcam (USB or internal) with a microphone when taking an exam or quiz. Students understand that this remote recording device is purchased and controlled by the student and that recordings from any private residence must be done with the permission of any person residing in the residence. To avoid any concerns in this regard, students should select private spaces for the testing. **Various academic sites on each SPC campus offer secure private settings and technology for recordings and students with concerns may discuss location of an appropriate space for the recordings with their instructor.** Students must ensure that any recordings do not invade any third-party privacy rights and accept all responsibility and liability for violations of any third-party privacy concerns. Setup information will be provided prior to taking proctored exams.

Why do I require proctoring of online exams?- It is the goal of the college to offer quality online courses that are equivalent to student experiences in face-to-face courses. This includes maintaining high expectations for student performance, student conduct including complete honesty, and to maintain a high standard of integrity (see the Student Guide for more information: <http://catalog.southplainscollege.edu/mime/media/view/56/1774/2021-22StudentGuide.pdf>). Proctoring is required to set the standard for these expectations in this online course.

Exam testing procedures- The following table lists conduct requirements for online exams, as well as conduct violations. In general, behave as if you are taking the exam in a classroom with a live proctor.

Exam conduct requirement	Consequence for violation of exam conduct
Valid photo ID shown.	A zero will be given for the exam until student identity is confirmed by a valid photo ID. This does not have to be a license, any photo ID is appropriate; most students use their student IDs from SPC or other institutions.
Microphone turned on and recording.	A 25% penalty will be given for an exam taken without the microphone being turned on and recording throughout the entire exam. Ensure that nothing is interfering with the sound quality (ex. fans blowing directly on you, noise from your computer, televisions, etc.).
Clear camera image. Remain in full view of the camera (from your shoulders – up; your whole FACE must stay in the frame).	A zero will be given for any obstruction of the camera’s image or of your face/eyes. No hats, sunglasses, hand gestures, or other accessories may block your eyes during exams. Do not lean out of the frame.
Sufficient lighting of the testing area.	A 25% penalty will be given for an exam taken without enough lighting for the instructor to assess the testing environment. I must be able to see you and your testing area clearly.
Student remains in webcam view during exam.	A student who leaves the webcam view during an exam for any reason will receive a zero for that exam. Take all bathroom breaks, etc. before beginning the exam.
The exam is taken in an approved proctored environment at a desk or table.	Any exam taken without either the webcam software or in an approved testing center will receive a zero for that exam. Any exam taken on an unapproved surface, such as a couch, bed, or floor will receive a zero for that exam. <i>SPC offers several locations that would be appropriate for testing should you not want to take the exam in your home. If you do not live near any of the SPC campuses, contact me and we can determine an alternative location.</i>
No unauthorized materials near desk area AND student follows instructions for room scan.	A student who has any unauthorized materials (books, notes, phone, another computer, etc.) near the testing area will receive a zero for that exam. A 25% penalty will be applied for incorrectly performed or incomplete room scans. Instructions/demonstration video will be posted on Blackboard.
No talking with others during the exam or playing of music or other audio recordings.	A student who has any music or audio recordings playing during exams, or who talks with any ADULT for any reason during the exam, will receive a zero for that exam.
No vulgar or disrespectful language.	Disrespectful language regarding the exam or this course will not be tolerated and will result in a zero for that exam.

Any student who thinks that a penalty was misapplied can request that the penalty be reviewed according to the grievance procedure listed below.

Quizzes

- Quizzes will be administered weekly on Blackboard. Quiz dates are listed on the course schedule and in your weekly checklists.
- Quizzes will cover lecture and lab material. Read instructions carefully before beginning each quiz. Students will be given a set amount of time to finish the quiz.
- **Always review your quizzes as I may leave feedback. This can be done by going to My Grades and clicking on the grade you received for that quiz after the due date has passed.**
- Missed quizzes CANNOT be made up unless proper documentation is provided for an excused absence.
- The lowest quiz grade (1) will be dropped at the end of the semester.

Assignments

- Assignments include concept checks, EdPuzzle assignments, as well as additional exercises to reinforce concepts. All assignments will be posted with clear instructions.

Assignments are meant to challenge you to apply what you are learning in class to various situations. This skill is needed in your upper-level biology courses, so it is my goal to help you develop this skill early in your academic

Policies, Procedures, and Rules

This course will be conducted according to the policies and procedures of the South Plains College Student Handbook and General Catalog.

1. **Attendance-** Regular and consistent interaction with online course material is necessary for satisfactory achievement.
 - Attendance will be measured by a student's ability to consistently log on to Blackboard and COMPLETE the assigned work. Failure to turn in assignments will be recorded as an "absence." The instructor will monitor student statistics throughout the duration of the course and will contact you if your personal statistics deviate from what is "normal" for the rest of the class.
 - The student may be administratively withdrawn from the course when they have a total of **four infractions including failure to turn in graded assignments, quizzes, exams, etc. (at any time; for any reason) AND the minimum course objectives cannot be met.**
 - Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X."
 - If a student decides to stop attending class, submitting assignments, or that they want to drop the course for any reason, **it is the student's responsibility to drop the course. After the second exam, I will not perform administrative drops. If you fail to drop the course, you will receive a failing grade at the end of the semester.**

Students who miss multiple assignments typically fall so far behind that they are unable to catch up and their grades suffer on that section of material. Set yourself up for success; manage your time wisely so that you can spend the time required to do well on your work and study effectively.

2. **Technical difficulties-** If you experience technical difficulties, please refer to the list of offices/personnel to call in Course Resources or your exam folders on Blackboard for help with your unique issue(s). Please send an email *immediately* to notify the instructor of these difficulties. **You will be allowed one, and only one, reset on any assignment/exam for the semester.**

Should issues arise that are out of your control (i.e., Blackboard shuts down indefinitely) then the instructor will adjust assignment availability and due dates as appropriate.

3. **Make-up policy-** If you experience computer problems or miss assignments, you *will not* be able to make up or retake the assignment. **DO NOT WAIT UNTIL THE LAST MINUTE TO SUBMIT YOUR ONLINE WORK.** All SPC campuses will have internet and computer access for students. A missed assignment will result in a zero on that assignment, *no exceptions*. I provide a checklist of tasks that need to be completed with each learning module in addition to the course schedule, therefore, there should be no confusion about what needs to be turned in and when it

is due. Make-up work will only be given in circumstances where students experience events that would qualify as an excused absence. All assigned make-up work is due within one week of the assignment date.

- 4. Academic Integrity-** *It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity.* The attempt of any student to present any work as their own which he or she has not honestly performed is regarded at SPC as a most serious offense and renders the offender liable to serious consequences, possibly suspension. Each student is expected to abide by absolute honesty. Infractions will result in penalties subject to an assignment of a grade of “F” for the course or expulsion from the college. Students should also regard civility online as a requirement to remain on the roll in class.
- Plagiarism violations include, but are not limited to, the following:
 1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
 2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
 3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
 4. Missing in-text citations.
 - Cheating violations include, but are not limited to, the following:
 1. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, an administered test’s content;
 2. Discovering the content of an examination before it is given, including bribing another person to obtain an unadministered test or information about an unadministered test;
 3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;
 4. Entering an office or building to obtain unfair advantage;
 5. Taking an examination for another;
 6. Altering grade records;
 7. Copying another’s work during an examination or on a homework assignment;
 8. Collaborating with or seeking aid from another person during a test;
 9. Rewriting another student’s work in Peer Editing so that the writing is no longer the original student’s; or
 10. Taking pictures of a test, test answers, or someone else’s paper.
- 5. For statements regarding ChatGPT and other AI, Disabilities Statement, Title IX, etc., please visit the following link: <https://www.southplainscollege.edu/syllabusstatements/>**
- 6. Privacy-** The federal law guaranteeing student privacy is the policy of this instructor as well as that of SPC. This means that I will not discuss your grade with anyone other than YOU.
- 7. Grievance procedure:** If a student is having a problem with the course policies or the instructor, he or she should *first* try and resolve any such problems with the instructor. If the problem is not resolved, the student may proceed to the Biology Department Chair, who can advise the student on how to resolve the problem or direct them to the appropriate office.
- 8. Student Code of Conduct Policy:** Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others’ behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class (see the Student Guide for more information: <http://catalog.southplainscollege.edu/content.php?catoid=58&navoid=1931>).

Note: The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester.