



## BI 101: General Biology - Spring 2020- Online Syllabus

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### General Information

#### Instructor Information and Availability

**Name:** Derric Jacobs

**Phone:** (541) 979-2652 (Email preferred)

**Email:** [derric.jacobs@linnbenton.edu](mailto:derric.jacobs@linnbenton.edu)

**Office hours:** By appointment only.

- Minimum of 24-hour notice required via email.
- Office hours can be conducted via phone, Skype, Facetime or other. No in-person meetings can be arranged this Spring 2020 term.
- **Q & A forums** in the Moodle course are a great way to address many questions with your fellow students. I will chime in here and there on the forums but if you need to ask a specific question to me, please email. Q & A forums work well when all students engage in them and frequently. Think of these as the classroom equivalent of class discussions and study halls. It works if you all make it work.

**Special announcement regarding COVID-19:** Please be advised that some of the labs require you to go outside. There is nothing in this class that is worth your health and safety so I want you all to be conscientious of your well being and regional policies. You can do these labs alone and in areas where there are no people, keep that social distance please! For those that can, do it in a yard or the grounds of your apartment. If for any reason, you cannot safely go outside and do a lab, please notify me early in the week and we can work something out.

## Course Information

**Course name:** General Biology 101 - Online

**Section:** 01 INTNET

**CRN:** 441901

**Credits:** 4

**Location:** Online only, access to course materials on Moodle at [elearning.linnbenton.edu](http://elearning.linnbenton.edu).

If you have never logged into Moodle before, you will have to claim your account, at

[identity.linnbenton.edu/](http://identity.linnbenton.edu/). If you have any problems logging into Moodle, contact the **Student Help Desk** at 541-917-4630 or [student.helpdesk@linnbenton.edu](mailto:student.helpdesk@linnbenton.edu).

## Prerequisites:

None, MTH 65 highly recommended.

## Required Course Materials

- [OpenStax Concepts of Biology](#), free online textbook
  - Links to the assigned chapters each week will be provided in the Moodle course.
  - A limited number of hardbound copies are available at the LBCC Campus Store for approximately \$35.
- Custom-built lab kit, available only at the LBCC Campus Store
  - Must be purchased by Wednesday of week 1.
  - The BI 101 Lab Packet (plastic wrapped packet) is **NOT required**
- Access to Moodle
- Proficiency with standard computer processes and applications. This includes having experience with a word processing program such as Google docs or Microsoft Word, web browser function and applications, and basic computer literacy.



## Course Description

General Biology 101 is a course designed to introduce the student to basic concepts of biology and ecology, including the process of science and hypothesis testing. This course aims to increase the student's level of ecological literacy, develop a deeper understanding and appreciation of the diversity of life with which we share our planet. This course is designed for students at LBCC who are non-science majors. Students typically have little to no science background, yet are enrolled in this course to fulfill requirements needed for a degree and/or who seek to transfer this credit to a four year institution.

Biology 101, 102 and 103 need not be taken in numerical order, but only one theme course in Biology 101 can be used to meet graduation requirements. This means that if you have taken a different BI 101, Oregon Ecology for example, this section will not fulfill any other prerequisites for your degree program – talk with the instructor for clarification.

## Student Learning Outcomes

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

- Discuss biological community interactions.
- Explain how changes in human populations and/or actions impact natural ecosystems.
- Describe the movement of energy and nutrients through trophic levels.
- Recognize the appropriate taxonomic level of an organism based on key characteristics or traits.

## Changes to the Syllabus

Your instructor reserves the right to change the contents of this syllabus due to unforeseen circumstances. You will be given notice of relevant changes through LBCC email or Moodle message.

**Please be aware:** Under the COVID-19 the above statement may be more relevant for this term. Please watch the course announcements regularly! I am hoping I will not need to change much but something may come up.

## Weekly Schedule

Each week you can expect to spend approximately 15 hours a week (including study time) on this course. Every week is divided into 4 sections that provide predictable expectations:

- 1. Learn and Study:** This section will include a lecture slideshow, study guides and web activities to help you learn the material, but are not submitted for a grade. You should plan on spending anywhere between 4 - 6 hours a week using these study tools to learn the material, depending on your learning style and dedication to the learning process.
- 2. Reinforce and Practice:** This section contains a variety of different activities, depending on the content that week. This section includes the weekly review quiz, **due by 11:59 pm on Sundays.**
- 3. Research and Report:** This section includes all lab activities and resources for the week. Lab reports are **due by 11:59 pm each Sunday.**
- 4. Explore and Discuss:** Each week you will participate in one **Forum discussion** relevant to the learning materials. Participation is **required by 11:59 pm each Sunday.**
  - Although the discussion is due on Sundays, I strongly encourage you to begin by Wednesday of that week with your initial post. By doing this you have Thursday-Sunday to login, review and comment to your fellow students posts in an engaging manner.
  - I consider forums important, please do not take them lightly. Forums are the online equivalent of classroom discussions and reinforce your learning of the materials. This is a way to learn from your peers and give back to your colleagues.

## Recommended and Required Due Dates

In general, all weekly assignments are due on the last day of the week (Sunday). I strongly encourage you to start the Forums by Wednesday and to stay engaged in them through the remainder of that week. For more details on each week, you will need to log in to Moodle and locate the appropriate week. Also, pay attention to Announcements for any potential changes! The following table includes a recommended schedule to keep you on track and ensure you do not get behind.

<b>Weekly section</b>	<b>Estimated completion time (Variable depending on week)</b>	<b>Recommended or required due date/time</b>
Learn and Study Activities	~2 hours to read and review materials	Recommended complete by Tuesday
Reinforce and Practice Activities	~ 2 hours	Recommended complete by Wednesday
<b>Weekly Quiz</b>	<b>15 minutes</b>	<b>Required by Sunday 11:59 pm</b>
Research and Report	~3 hours	Recommended complete by Saturday
<b>Lab Report</b>	<b>~ 30 minutes</b>	<b>Required by Sunday 11:59 pm</b>
Explore and Discuss	~ 1 hour	Begin by Wednesday but must be completed by Sunday
<b>Forum Discussion</b>	<b>~ 30 minutes</b>	<b>Required by Sunday 11:59 pm</b>
Independent review and study	~ 4 - 6 hours depending on your learning style, comprehension of materials, and dedication	N/A

## Grading

Final grades will be determined by points accumulated throughout the term and will be based upon the mastery of information presented in course materials. Grades will be assigned on a standard A - F scale and may be curved. There will either one extra credit assignment or one make up lab for the course. This will be announced later in the term and will fall toward the end of the term.

Category	Points	Percentage of Total Grade
Exams (2 @ 60 pts)	120	~27%
Comprehensive Final (100 pts)	100	~23%
Labs (9 @ 10 pts)*	90	~20%
Review Quizzes (8 @ 10 pts)	80	~18%
Forum Discussions (9 @ 4 - 5 pts)	41	~10%
Secrets to Your Success Activities	10	~2%
<b>Total</b>	<b>441</b>	<b>100%</b>

\*Must submit at least 6 labs in order to pass the course, regardless of points earned in other categories.

## Tips for Success in This Class

For details on due dates, Moodle course navigation, how to find instructor feedback and more, review the following document: [“Getting Started in BI 101 Online”](#)

Please consider each assignment fundamental to your final grade. Procrastination can be hard to overcome when you have a busy schedule and you have time until the assignment is due. **Do not** procrastinate on any assignment! Try to start and complete the assignments earlier than Sunday night.

Please **do not underestimate the labs** in terms of time and difficulty. I would strongly encourage you to start the labs earlier in the week and break them up into parts if you need to. Being online, you do not get the luxury of working in a lab with classmates and an instructor. You need to meet and overcome the challenges on your own or you need time to communicate with me over email. I would try to have the entire lab completed by Saturday at the latest so all you need to do is spend time on the final report.

The reports should be thorough. I like to see complete paragraphs that reflect the question(s) for each part. One liners are rarely appropriate. Show me your learning by critically thinking about the lessons and your lab work in each question or question set. Finally, please read each question completely and make sure you address it and all its parts.

For quizzes and exams, here are some hints. Please pay close attention to your progress on these. The quizzes are indicators for what to expect on the exams and the quizzes and first two exams are indicators for the final (which is cumulative). I cannot reopen the quizzes and exams for studying later. Students in the past have expressed that the exams are fairly difficult. This is an online course with no proctors, the exams need to be set a little harder than you might see in a classroom setting. Take your time but not too much time as they are timed. Be prepared by studying and engaging with your fellow students. Take notes as you are reading and reviewing the materials. Make sure you do not have any gaps in your understanding of the materials. Everyone can succeed on the exams but only by being prepared.

In the Marines, we have a saying on the 7P's: **P**rior **P**roper **P**lanning **P**revents **P**iss **P**oor **P**erformance.

- Start each week off with a strong strategy for getting through it.
- Treat each assignment like it matters.
- Believe in yourself.
- Contact each other or me for support if needed.

## **Class Policies**

### **“Attendance” Policy: Login Required by Wednesday of Week One**

You **MUST** demonstrate within 3 days of week one that you are fully vested and prepared to move forward in the course. Before gaining access to week 1 material, you must perform a number of tasks that demonstrate that you are committed to this course. If you have not logged onto the course and started working on the tasks in the “Secrets to Your Success” module by Tuesday of week one, you will receive an email from your instructor. You have until Wednesday evening to respond, login to the course, and complete all tasks in "Secrets to Your Success" to prevent being dropped to accommodate those on wait list.

### **Be Respectful and Professional (This is fundamentally important!)**

You should maintain a professional voice and tone in your interactions with fellow students and your instructor. Forum discussions, lab submissions, and emails are expected to be well-written, professional and free from grammatical errors. Also understand that every participant in this course, instructor included, has obligations outside of this course and deserves free time each week. For the instructor, this down time is on Saturday and Sunday, and therefore will not always be available during that time.

### **Guidelines for Communication: Use Forums Whenever Possible**

At the top of every weekly module, there is a Q and A forum. This is where you can ask questions about the course content in a public format. For questions regarding materials presented in the learning activities, you are strongly encouraged to use these forums to pose questions. By shifting questions to the forums, everyone in the class will benefit from your questions, and even get the chance to chime in. These forums are a key to class performance and each of you a vital component.

Your instructor will log into the class each day, and you could get a reply to forum questions within a day. Things can move faster if your classmates are engaged and can chime in. If you need a faster response, please email me. I get my emails through my phone and can respond much more efficiently. As a general rule of thumb, if communications are sent after 5:00 pm the response may be posted in the next day. On weekends, the instructor may only check in once or twice over the course of the weekend. To avoid frustration, it is best to communicate with the instructor by Friday at 3:00 pm or earlier to guarantee a response before a deadline passes. The instructor may be unavailable to assist in last minute problems during the weekend. For personal matters such as grades or matters that need immediate attention, email is the best mode of communication.

## **Maintain Academic Integrity**

You are held accountable to the [Student Code of Conduct](#), which outlines expectations pertaining to [academic honesty](#) (including cheating and plagiarism) and general conduct. Each student is required to conduct their own experiments, collect their own data, and author their own lab reports and forum posts. Any appearance of **copied answers (either from other students or off the web), shared or fabricated data for experiments** will result in a zero for the assignment in question for the first offense. If that student is caught cheating or plagiarizing a second time, he or she will fail the course and be reported to the Dean.

Additionally, attempting to receive an extension on an assignment by being dishonest about your activity in the course will not be tolerated. The instructor has complete access to all student activity in Moodle, including timestamps, login information, IP address of your computer, and completion tracking. All of these will be checked to verify any reports of technical issues that prevented a student from meeting a deadline.

## **Testing**

All exams and quizzes are taken within the Moodle course and are automatically graded. These are objective tests consisting of multiple choice, matching, labeling, true/false, and graph interpretation. These exams are on a tight timeline (with some exceptions for CFAR students). There is no time to look up answers. You should be prepared to sit and take these quizzes and exams in a closed book setting and without notes just as you would in a classroom setting. Again, remember the 7P's!

## **Late Assignment Policy**

**No late assignments will be accepted, for any reason.** There are three major assignments due each week: Weekly Quiz, Lab Report, and Forum Discussion. You will need to login and make progress every day. Do not wait until the last minute to complete assignments. Procrastination leaves you open to unexpected events inhibiting you from meeting deadlines that will likely result in lower scores on assignments and quizzes.

\*Exceptions to this are only available through a [documented emergency!](#) The student will be required to submit medical or legal documentation that is provided on institutional letterhead and with contact information.

## **Disputing Grades**

In the event that you wish to dispute a grade, you need to contact the instructor to request a review or clarification of your score. For quizzes and exams, you have 7 days from the due date and time. For forum and lab submissions, you have 7 days from when a grade is entered in the gradebook. For this reason, it is essential that you make a habit of reviewing all assignments as soon as grades and instructor feedback have been submitted.

## **Extra Credit**

There is no extra credit specifically assigned in this course. I may issue an extra credit assignment or an assignment redo toward the end of the course. In general the department policy says extra credit should be no more than 2% of your final grade, so if issued these will be best considered if you are sitting on the fence for a higher grade. Extra credit or assignment redo's will NOT be issued or allowed for missed work - there are no exceptions to this rule. This means that if I issue an assignment redo, you will only be able to redo an assignment that was attempted but where you did not do as well as you would have liked. The general policy for all students is that "We cannot do for one student what we cannot do for all."

## **College Policies**

School-wide policies are described in the [LBCC administrative rules](#). You are strongly encouraged to read this webpage in its entirety. Some of the important sections are included below.

## **LBCC Email and Course Communications**

You are responsible for all communications sent via Moodle and to your LBCC email account. You are **required** to use your LBCC provided email account for all email communications.

## **Disability and Access Statement**

LBCC is committed to inclusiveness and equal access to higher education. If you have approved accommodations through the Center for Accessibility Resources (CFAR) and would like to use your accommodations in this class, please contact your instructor as soon as possible to discuss your needs. If you think you may be eligible for accommodations but are not yet registered with CFAR, please visit the [CFAR Website](#) for steps on how to apply for services. Online course accommodations may be different than those for on-campus courses, so it is important that you make contact with CFAR as soon as possible.

## **Statement of Inclusion**

To promote academic excellence and learning environments that encourage multiple perspectives and the free exchange of ideas, all courses at LBCC will provide students the opportunity to interact with values, opinions, and/or beliefs different than their own in safe, positive and nurturing learning environments. LBCC is committed to producing culturally literate individuals capable of interacting, collaborating and problem-solving in an ever-changing community and diverse workforce.



## **LBCC Comprehensive Statement of Nondiscrimination**

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. For further information see [Board Policy P1015](#) in our [Board Policies and Administrative Rules](#). Title II, IX, & Section 504: Scott Rolen, CC-108, 541-917-4425; Lynne Cox, T-107B, 541-917-4806, LBCC, Albany, Oregon. To report: [linnbenton-advocate.symplicity.com/public-report](http://linnbenton-advocate.symplicity.com/public-report).

## **Title IX Reporting Policy**

If you or another student are the victim of any form of sexual misconduct (including dating/domestic violence, stalking, sexual harassment), or any form of gender discrimination, LBCC can assist you. You can [report](#) a violation of our sexual misconduct policy directly to our Title IX Coordinator. You may also report the issue to a faculty member, who is required to notify the Coordinator, or you may make an appointment to speak confidentially to our Advising and Career Center by calling 541-917-4780.

## **Struggling to Meet Basic Needs Outside of the Classroom?**

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Single Stop Office for support ([SinglestopatLBCC@linnbenton.edu](mailto:SinglestopatLBCC@linnbenton.edu), 541-917- 4877, or visit us on the web: [Single Stop at LBCC](#), under Student Support for Current Students). This office can help students get connected to resources to help. If you are comfortable doing so, talk to your instructor for more resources.

## **Personal Note from Your Instructor**

I have had lots of experience as both a student and an instructor in online courses. I understand many of the issues that students end up having and I want you all to know that I am here to help you, to the best of my ability. You are ultimately responsible for your success in this and any other courses you take. That being said, communication is your most valuable tool if you have questions or concerns. I cannot help you or cannot point you to who can help, if you do not communicate. As an online course, you may feel there are less opportunity to reach out for help and I want you to understand that is not true, I am only an email away. I check my emails many times a day as I expect you too as well. If you need anything, email me and I although I may require 24 hours to get back to you, I will rarely need that.

Now, let's have a great term!!!!!!