BIOL 1409: Non-Majors Biology II

Steve Sofge
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Instructor Information:

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Course Information:

Course

Title: Introduction to Biology II
Course Dates: Jan. 17 – May 10, 2012
Course Credits: 4
Location: This course is a full Web course
Course Prerequisites: None

Course Catalog Description: This course is a continuation of Biol. 1408. Biology of protistans, fungi, plants, animals and animal behavior is presented. Emphasis is placed on general human anatomy and physiology. Current topics in biology and medicine will be discussed. This course is designed as a transferable lab science course for non-science majors.

Required Materials:

Textbook: Biology; A Guide to the Natural World by David Krogh, 5th ed.; Pearson-Benjamin Cummings Publishing

Course skills and Other Requirements: Computer skills necessary to navigate "Blackboard". Biology 1408.

Important Course Dates:

Classes begin:	Jan. 17
Spring Break:	Mar. 12-17
Good Friday Holiday:	Apr. 16

Last Class Day:	May 4
Final Exam:	May 7-9
Spring Graduation:	May 11

Course Evaluation:

Final Exam: 20% of total score; The final exam is a comprehensive exam**.**

Course Grading System: Final grade is determined by adding the total number of points accumulated and dividing that by the total number of points possible.

Grading Rubric: TBA

Policies and Procedures:

I. Grading:

Animation Quizzes are worth 5 pt.
Discovery Video Quizzes are worth 10 pt.
Bio-Flix Quizzes are worth 5 pt.
All Chapter Exams are worth 25 pts.
All Lab Quizzes are worth 10 pts.
All Unit Exams are worth 100 pts.

II. Cheating/Academic Dishonesty: Anyone cheating or anyone who displays academic dishonesty will be subject to automatic withdrawal from the course.

III. Plagiarism: Anyone who demonstrates plagiarism will be subject to automatic withdrawal from the course.

IV. Discussion Board Topics: There are five units which can be located

V. Disabilities: In accordance with federal and state laws and regulations, Odessa College does not discriminate on the basis of disability in the recruitment and admission of students, the employment of faculty and staff, and the operation of any of its programs and activities. Students with disabilities should contact the ADA Accommodation/Support counselor, Becky Rivera-Weiss, directly: brivera@odessa.edu All requests, including VCT, for accommodations must be channeled through the Accommodation counselor.

VI. Incomplete Policy: An Incomplete (I) may be given only if the student has earned a passing grade on all submitted coursework and if the student has completed a minimum of 75% of the required coursework. A grade of "I" will only be assigned when the conditions for completions have been discussed and agreed upon by the instructor and the student. Furthermore, it is the student's responsibility to contact the instructor to complete the missing assignments. Remember, an Incomplete will automatically roll to an F at the end of the first long semester after the Incomplete was issued.

VII. Withdrawal Policy: (page 42-43 of the Odessa College Catalog)

VIII: Course Mid-Semester and semester-end Evaluation: Students will be required to participate in a mid-term and end-of-semester course evaluation survey.

I**X. Instructor Response Time:** I check my email daily and will respond to your email within 48 hours. If you do not receive a timely response from me, please assume that I did not receive your email and resend it.

X. **Special Needs:** Odessa College complies with Section 504 of the Vocation Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability Services at 335-6861 to request assistance and accommodations.

Hardware/Software Requirements

Computer:
A minimum of 64 MB RAM, 1 G of free disk space, 150 MHz or higher recommended, a monitor capable of at least 800 x 600 resolution

Peripherals: Speakers to be able to listen to audio files.

Software*: **Anti-virus software*** is highly recommended for students and instructors. Online courses involve much file sharing, which increases your risk of computer virus infection. Anti-virus software will help protect your computer in case of exposure to a computer virus.

Other software: You are required to submit assignments typed in Microsoft Word document, and I will ask you to view course content that is in the form of Microsoft Word. In this case, you must have access to Microsoft Word (2003), and documents must be sent in that format.

There will be audio/video files in the course for which you will need Windows Media Player or QuickTime or Real Player.

Internet connection*:* 56 K modem or better

Browser and settings*:*
Microsoft Internet Explorer 6" (IE 6) works best with Blackboard on computers running the Microsoft Windows operating system.

Java and Cookies must be enabled. To enable Java:

1. In Internet Explorer 6, go to the "Tools" menu and choose "Internet Options".
2. Choose the "Privacy" tab and move the slider to "Medium" (which is the default setting) to enable Cookies.
3. To enable Java (if not installed, first see next item "Java Plug-in for Windows..." or Java Plug-in for Macintosh" below), while remaining in the "Internet Options" window choose the "Advanced" tab.
4. Scroll down until you see the "Java (Sun)" item and check the box beside "Use Java...".
5. Click "OK".
6. You may need to close your browser and all other applications and restart your computer before this setting takes effect.

Email: Students enrolled in Odessa College must use Odessa College email address. Go to http://www.odessa.edu/dept/it/studentemail.htm to set up your email account.

Preparation for Computer 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 that you can use when/if your personal computer crashes.

Server problems

When the Blackboard server needs downtime for maintenance, the Blackboard administrator will post an announcement in your course informing the time and the date. If the server experiences unforeseen problems your course instructor will send an email.

Complete Loss of Contact

If you lose contact with me completely (i.e. you cannot contact me via Blackboard or email), you need to call me at my office, 335-6585, and explain the reason you cannot contact me and leave me a way to contact you.

Lost/Corrupt/Disappeared files

You must keep/save a copy of every project/assignment on an external disk or personal computer. In the event of any kind of failure (e.g., Blackboard server crash or virus infection, students own computer crashes, loss of files in cyberspace, etc) or any contradictions/problems, I may/will request you to resubmit the files. In other words, if you submit a document to me, and I either do not receive it (lost in cyberspace) or it is corrupted when I open it, it is incumbent upon you to resend it to me, corrected, with little or no “downtime” in regard to the timeline for submission.

Student Support Services

Statement of Special Accommodations:
Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact your instructor to discuss your concerns. You may also call the Office of Disability Services at 335-6861 to request assistance and accommodations. Students needing assistance because of a disability may contact the counseling office no later than 30 days prior to the start of the semester.

Support Services

Learning Resource Center (Library)
The Library, known as the Learning Resources Center, provides research assistance via the LRC's catalog (print books, videos, e-books) and databases (journal and magazine articles). Research guides covering specific subject areas, tutorials, and the "Ask a Librarian " service provide additional help.

Student Email
Please access your Odessa College Student E-mail, by following the link to either set up or update your account: http://www.odessa.edu/gmail/. All assignments or correspondence will be submitted using your Odessa College email.

Student Portal
Please access the Odessa College Portal, by following the link: http://www.odessa.edu/portal.htm The Portal is a password protected website for OC students & employees. As a student you have access to the following information: Grades, Class Registration, Class Schedules, Specific Course Information, Smarthinking Tutoring and MORE.

Technical Support
Technical Support For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878, 432-335-6538, or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies
For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the Odessa College Student Handbook.

Testing Center
432-335-6622

Access to Odessa College Library Online Catalog
http://www.odessa.edu/dept/library/

Access to Student Success Center Website
http://www.odessa.edu/dept/ssc/

Tutoring Services:
Tutoring services are available free of charge to OC students, and use of the Student Learning Center is encouraged. The Center is located on the third floor of the LRC (Library Bldg). It is easy to find because it is the only three story building on campus. Online tutoring services are

also available, and I encourage you to use them. Contact the Director (see info below) for help and directions.

Phone Number: 432-335-6878
Director Phone Number: 432-335-6714 (Angela Tombs)

Please refer to their website for more information about the Center
http://www.odessa.edu/dept/slc/ or email the director, Angela Tombs, at atombs@odessa.edu

Access to Odessa College Library Online Catalog
http://www.odessa.edu/dept/library/