

Syllabus for BIOL 4 – General Zoology (online)

Course Information

Semester & Year:	F2020
Course ID & Section #:	E9870
Course units:	4
Instructor's name:	Dr. Karen Reiss
Required meetings:	Entirely online; any required synchronous activities will be recorded and/or have multiple time slots

Instructor Contact Information

karen-reiss@redwoods.edu
ZOOM Office hours: TBA

Catalog Description

A course intended for majors, covering the comparative structure, function and evolution of animal phyla and non-photosynthetic, single-celled, eukaryotic taxa. Topics include phylogeny, development, morphology, physiology, and behavior, as well as principles of evolution, mechanisms of evolutionary change, and speciation.

Course Student Learning Outcomes

1. Explain the essential elements of animal life, major hypotheses for animal evolutionary history, and mechanisms for the diversification of animal life.
2. Compare and contrast the development, life cycles, anatomical and physiological characteristics of major taxa of animals as well as selected non-photosynthetic unicellular eukaryotes.
3. Evaluate the ecological relationships of animals to each other and their environments.
4. Describe, identify key characteristics, and classify representative specimens to Phylum, or when appropriate, lower taxonomic levels.
5. Apply the processes of scientific inquiry, phylogenetic analysis, and experimental design to the diversity of animals.

Prerequisites

As of F2020, you are supposed to have already taken BIOL 3 – Fundamental Cell Biology. If you have NOT taken BIOL 3 please contact the instructor directly at karen-reiss@redwoods.edu to see if you are nevertheless ready for the course and eligible for a prerequisite waiver.

Course Materials

Hickman et al., *Integrated Principles of Zoology*

- This is your main textbook for the course. You will need access to the book's *Connect* site so the most inexpensive option is *Connect* plus the eBook for under \$100. If you click on *Connect* in Canvas you'll be taken to their website where you can make your purchase. If you go to the CR Online Bookstore they'll only give you the print option which costs more.

Smith and Schenk, *Exploring Zoology*

- This is your main resource for labs. Here too the bookstore will try to sell you the print version but the eBook is fine (about \$100), as is a used copy, because you'll be recording all your work in the online lab notebook.

Lab Archives online lab notebook

- This is where I will give you all your instructions for labs, including assignments in the *Exploring Zoology* book, and this is where ALL your work for lab will be recorded and graded. It'll cost you \$20, but the super cool thing is that you can save and/or print a pdf of your notebook at the end of the semester, so you'll have a record of all your work and sketches, etc., for future courses.

Nasco materials

- You will be ordering a couple of items from Nasco, a biological supply house, to the tune of about \$50. In particular, you will be ordering some preserved animal specimens, and a dissection kit. We won't be using these until about a month into the semester. I will be guiding you through your dissections via video. If you are squeamish about the thought of dissection, or have spiritual or ethical concerns, please talk to me. They are really helpful and actually incredibly cool, despite being a bit smelly, and you will be tested on photos and videos of dissected specimens.

Course Organization

The course is organized into three units. Unit 1 covers fundamentals of animal biology, Unit 2 focuses on the evolution of the invertebrate animals and animal organ systems, and Unit 3 focuses on vertebrate evolution, structure, and function.

Each week we will typically cover two topics in lecture and have two lab assignments and have one online quiz. Lectures are videotaped and posted online. I will sometimes invite you to join lectures live but they will always be recorded. The labs usually reflect directly on the lecture material. Lab assignments are detailed in your *LabArchives* lab notebook and more often than not refer to required reading, activities, and questions in your *Exploring Zoology* book. All work is recorded in your lab notebook and you are expected to complete and submit one lab activity before moving on to the next, and the deadlines are set accordingly. You will not be prohibited from submitting your labs "late" -- I will still accept them without a penalty, but this will impede your learning. At the end of each week I'll post a *Connect* quiz that will provide a low-stakes assessment of your learning and retention, and in particular, check that you're getting what I expect out of the reading.

I highly recommend that you create a schedule in which you pace your efforts, e.g., M/T work on watching a lecture, taking notes, doing the assigned reading, and do the lab completely, and then W/Th repeat with the new material, and then dedicate some time each weekend to reviewing the past week's material. We cover an enormous amount of material and the goal is to allow yourself to learn, study, and integrate before moving on. Creating a well-paced study schedule will facilitate the movement of new material from short-term to long-term memory, and will save you time and make you more successful in the long run.

There is a set of exams at the end of each unit. A "written" exam will consist of a variety of questions: matching, fill in the blank, labeling, sketches, definitions, explanations requiring a paragraph, short

essays...everything but multiple choice! A “practical” exam will be specimen-based and will require that you identify specimens to taxonomic group or identify various anatomical structures and describe their functions. These exams will be online, unproctored, and timed. This means that while, in theory, they are open-book, you will not have time to look up every answer. You will need to study hard for these exams. We will work together on strategies, and use some practice sessions to figure out how to know if your studying is working. If you’re used to being half-present in your classes and then cramming right before the exams...give it up. It won’t work here.

You are required to participate in weekly Discussions, in addition to your lab assignments and unit exams. These threaded Discussions will vary in topic but will require that you post something original each week as well as respond in a meaningful way to your classmates’ posts.

You will write a paper that reflects original research into a topic of your choosing will serve as your final exam.

Evaluation & Grading

If you earn 90-100% of total points you will receive some flavor of A; 80-89% earns a B; 70-79% earns a C; 60-69% earns a D; < 60% results in a grade of F. There is no curving, extra credit, or otherwise creative grading. The breakdown is as follows:

Unit Exams: Written	3 x 100	300
Practical	3 x 100	300
Lab Assignments	25 x 20 (2 lowest dropped)	500
Weekly Discussions	15 x 10	150
Weekly Connect Quizzes	15 x 10	150
Final Paper or Project		100
TOTAL		1500

Exam Make-Up Policy

For unit exams, there will typically be a multi-day window within which exams are available. Once you open an exam, it must be completed within a specified time frame (usually 1-3 hours). It is up to you to find a good time that doesn’t conflict with other aspects of your life when you can work in an uninterrupted fashion.

If you can’t find a time within the allotted window, or if an unexpected situation arises, ***you must contact me BEFORE the exam begins AND have a serious and verifiable excuse*** to qualify for a makeup exam:

Contact me by leaving a message on email or phone voicemail.

Serious excuses include emergency room visits, quarantine due to contagious infectious disease, and deaths in the family.

Verifiable means you have a doctor’s note, a police report, or some other form of evidence.

Cheating

Truth matters! Cheating sucks! Academic dishonesty of any kind will result in an instant F on the quiz/exam/assignment and a memo to the Dean of Math and Science and to the Vice President of Instruction that will become part of your permanent record. Disciplinary action will be taken if they already have your name on “the list” of past offenders. In other words, you get one warning. The Student Code of Conduct ([AP](#)

5500) is worth reading. Many students don't realize that complicity...allowing or encouraging cheating...is as bad as being the one doing the cheating. Many students don't understand that using a Wikipedia answer, *even if you cite Wikipedia*, is plagiarism. It's far better to earn an F with integrity than pass the class through cheating.

Communication Guidelines

We need to communicate, regularly, effectively, and meaningfully if we are to be successful. Communication takes effort and commitment.

If you have a question:

- **You can email me any time using the *Message* tool on Canvas.** This is preferable to using my campus email (karen-reiss@redwoods.edu) because it keeps my class related emails in one place, and your comments/concerns are less likely to get lost in the tsunami of emails I receive on a daily basis. In either case, an email is ideal for questions that are personal and/or unique to you. I will usually respond that day but I go to bed early so if you email me after 9 I probably won't see it till morning. During the week, expect a quick response. On the weekend, it might take a day.
- **You can post your question on the *Questions for Karen* Discussion thread on Canvas.** This is ideal for questions that may be relevant to other members of the class. I usually check these each weekday morning, and once on weekends, but much more frequently if there's an assignment due or a test coming up. Do know that if I think your question will actually benefit the whole class I might repost it (without your name) in the *Discussion* thread.
- **You can visit the regularly scheduled ZOOM Office Hours.** This is ideal for questions that may require some discussion to resolve.

When you communicate:

- **Please put the specific topic in the subject line or top of the post in the Discussion,** set off by a separate "Heading" font, e.g., "Question about lizard thermoregulation", or "Help! Freaking out about exam."
- **Please use appropriate salutations, closings, and grammar** in your messages, e.g., "Dr. Reiss, My name is Sam and I'm in your Zoology class. I'm worried because I have dyslexia and reading the textbook is really hard. Do you have any suggestions for how I should study? Thanks, Sam".
- **Please be considerate of each other's questions and comments.** You will be required to participate in threaded *Discussions* with one another and I expect your comments to be thoughtful, meaningful, and respectful.

Plug for Office Hours:

In the online environment with asynchronous lectures it is very easy for us to feel disconnected. ZOOM Office Hours are a great way to see each other, hear each other, and be real. Please try to attend at least one session each week, and be sure to let me know if none of the sessions fit your schedule.

Necessary Skills

Your success at online learning depends on your facility with some basic computer-age skills. It's important to let me know sooner rather than later if any of these hold you up...talk to me and I can help before you get behind in actual coursework.

- Be able to reliably receive and respond in a timely fashion to messages sent to your CR email account.
- Be able to navigate the course in Canvas, our online learning management system.

- Be able to download and upload files in Canvas.
- Be able to use a phone or digital camera to take photos and videos that will be uploaded to Canvas and/or your online lab notebook.
- Be able to access internet resources including your textbook Connect site and your lab notebook LabArchives site.
- Be able to use a word processing program (such as Microsoft Word or Google Docs).
- Be able to use a graphing program (such as Microsoft Excel or Google Sheets).

Technology Requirements

Doing all of the above requires some equipment.

Hardware

Computer - You should plan on doing the majority of your work (especially exams and assignments) from a reasonably recent model notebook or desktop computer (Mac or PC). I don't recommend that you plan on participating in this class solely from a portable device (phone or tablet).

Portable Devices - You can use recent model portable devices (such as Android or iOS phones & tablets) for some activities, and we will be learning about some cool apps that you may want to download. Minimally, be sure to acquire the free Canvas, Canvas by Instructure, available in iTunes or the Google Play Store.

Camera - You will need to be able to take photographs and record videos for this class, sometimes of your assignments, sometimes of the outside world, and sometimes of yourself doing something. A digital camera or phone are ideal, especially when you are outside, but a computer webcam will also be handy.

Connection and Software

High-speed internet - You'll need high-speed internet service from cable, DSL, or satellite providers in order to access video lectures that are integral to this course, and your internet needs to be reliable. This is Humboldt County and outages do happen, so it is best not to wait until the last minute to submit assignments. It is your responsibility to meet the class deadlines.

Browsers - You will need to use the most recent version of Mozilla, Firefox, and/or Chrome to best access the course and course activities. Internet Explorer and Canvas don't get along.

Word Processing and Graphing Software - You need Microsoft Word or a similar word processing program for writing assignments, Microsoft Excel or a similar spreadsheet program for graphing assignments, and Acrobat Reader or a similar program to allow you to read and download pdf files. All students at CR have access to Office 365 (Word, PowerPoint, Excel, and OneNote) free with a valid @mycr.redwoods.edu email account. Go to [Office 365 for Education](#) to get started.

Technology Support

We have a great support team, but before you call them, check [Online Course Support](#) and the resources therein. If your issue can't be resolved, scroll down for the phone numbers to talk to real people. If you need help getting your password to work (needed for email, Canvas, and WebAdvisor) call 707-476-4160 between 8 and 4, M-F.

Accessibility

College of the Redwoods is also committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact me or [Disability Services and Programs for Students](#) (DSPS).

Frequently Asked Questions

Is this a hard course? Yes...but it's my hope that you'll find the hard work to be rewarding. Also, your work here will make you better prepared for the upper division courses in your major.

Isn't it all just rote memorization? No. There will be a lot of memorization since you will be learning a new language of taxonomic and anatomical terminology, but if all you do is memorize it you will fail the class. You need to know not only what everything *is*, but how it works and how it connects to everything else. For this, you need to understand, deeply, the processes that guide animal function and organic evolution.

How can I ease the memorization load?

1) *Learn what the words mean by analyzing their structure.* Many anatomical names have similar prefixes, or suffixes, and if you learn these Greek and Latin word roots you'll be able to deduce what words mean, even if you've never seen them before.

2) *Use the language.* You have to practice any language to become fluent in it. Don't just say "pesky mosquitoes", say "pesky blood-sucking dipterans". Don't just say "oh gross, I stepped on a banana slug", say "yuk, gastropod mucus between my phalanges." This will make you especially popular at parties.

3) *Connect the dots.* If you look at the course content as thousands of isolated facts you will miss the point. Everything is connected: structure is related to function, ecology is related to evolution, predators co-evolve with prey. By appreciating connection you will find that many things simply make sense.

What do I need to do to ace the class?

1) *Develop good study habits, now!* In the online world, pacing is critical. Make a schedule, and stick to it. Always start with the lecture since my job is to highlight what I think is important, and it will help focus your reading and lab work. And make review a part of your weekly routine.

2) *Be engaged.* Be active, not passive. Be alert during lecture and when you're reading. It's hardest to stay alert when you're reading. Avoid the temptation to underline everything in your text. Just relax and read for the "story". If you must make notes, use pencil in the margin. Then later, go back and review the reading, focusing on the details that were addressed in class. And don't just read. Get active...make lists, draw pictures or flow charts. Do your lab exercises seriously, intentional, and with curiosity and creativity. You can insert pages into your lab notebook anytime and anywhere you wish. Tutor your classmates, or ask them for help. The idea is to actively work with the material.

3) *Be patient.* Stress results when you're impatient with how slowly you're learning. The problem with stress is that too much of it actually prevents your brain from functioning. Every brain has its own rhythm when assembling new information into useable databases. Work hard, but be patient and have faith that eventually the fog of confusion will rise, and you will see something clearly (and yes, then it will get foggy again as we move on to new material...but be patient!).

What do I do if I'm having trouble (or have had trouble in the past)? See me... sooner, not later!! I'm a nice person and I'm here to help. If you have any concerns about your ability to thrive in this course, or if there is anything about you that might impede your ability to learn, see me right away so we can devise a plan.

Admissions deadlines & enrollment policies

Fall 2020 Dates

- Semester begins 8/22/20
- Last day to add a class 8/28/20
- Last day to drop without a W and receive a refund 9/4/20
- Labor Day (all-college holiday) 9/7/20
- Census date 9/8/20 or 20% into class duration
- Last day to petition to file P/NP option 9/18/20
- Last day to petition to graduate or apply for certificate 10/29/20
- Last day for student-initiated W (no refund) 10/30/20
- Last day for faculty-initiated W (no refund) 10/30/20
- Veteran's Day (all-college holiday) 11/11/20
- Fall break (no classes) 11/23/20-11/28/20
- Thanksgiving (all-college holiday) 11/25/20-11/27/20
- Final examinations 12/12/20-12/18/20
- Semester ends 12/18/20
- Grades available for transcript release approx. 1/8/21

Everbridge Emergency Communication

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones. Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into WebAdvisor <https://webadvisor.redwoods.edu> and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions. For more information see the [Redwoods Public Safety Page](#).