Syllabus for BIOL-1-E4942

Course Information

Semester & Year:	Spring 2023
Course ID & Section #:	BIOL-1-E4942
Instructors' names:	Julie Kelly
Course units:	4
Lecture (Face-to-Face):	
Day and Time	Tuesday and Thursday from 2:50 pm - 4:10 pm
Place	Humanities Building, Room HU 112
Lab (Face-to-face):	
Day and Time	Friday from 11:40 am - 2:50 pm
Place	Science Building, Room SC 108

Instructor Contact Information

Julie Kelly is the instructor for lecture and lab.

Office hours:	One-on-one meeting by arrangement
Email address:	julie-kelly@redwoods.edu

Study Sessions (optional)
Where: Science Bldg, Room SC 108
When: To be determined

Catalog Description

An introductory course in life science dealing with basic biological concepts including molecular and cell biology, metabolism, heredity, evolution, ecology, natural history, and biodiversity.

Course Student Learning Outcomes *(from course outline of record)*

1. Relate the mechanisms of evolutionary change to the production of biological diversity.
2. Describe attributes of life and how cells fulfill these characteristics.
3. Apply the process of science to critically evaluate observable phenomena.

Accessibility

College of the Redwoods is 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 your instructor or Disability Services and Programs for Students (DSPS). Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1st floor

Student Support

Clear communication about your needs will help you be successful. Please let me know about any specific challenges or technology limitations that might affect your participation in class. College of the Redwoods wants every student to be successful.

Evaluation & Grading Policy

Assessment

Your performance in the course will be assessed based on your execution of the following requirements:

- 3 Midterm exams
  Midterm exams will cover material from video lectures, classroom activities, the reading, and labs. Exams will consist of short answer, multiple choice, matching, and true/false. There are no make-up exams, unless you have a verifiable, unavoidable, and extreme circumstances.
- Final Exam **Tuesday, May 9, 2023, 3:15pm – 5:15pm at HU 112**.
- 2 Essays
- Lecture Activities
- Canvas on-line lecture discussions.
- Weekly lab quizzes
  Quizzes will be given at the beginning of lab. These quizzes will cover the lab reading material for that day's lab and the topics covered in the previous lab.
- Labs
  Lab handouts include activities and questions to help you master the content. All lab work is due at the beginning of the next week's lab.

Late Work

You will lose 20% within the first week after the assignment is due. You will lose 50% after one week.

Points breakdown

3 midterm exams (100 points each)	300 pts
2 Essays	100 pts
Final Exam	100 pts
Lecture Activities (25 x 5)	
(Two Lecture Activities will be subtracted)	115 pts
Lecture Discussion (25 x 5)	
(Two Lecture Activities will be subtracted)	115 pts

Final Group Project presentation	80 pts
Lab Reports (12 x 10 pts each)	
(One lab report will be subtracted)	110 pts
Lab Quizzes (12 x 10 pts each)	
(One lab quiz will be subtracted)	110 pts
	_____
	1030 points

Your course percentage score= (your total points ÷ 1030) * 100

(Example: total of 900 points means (900÷1030) *100= 87%, Grade = B+)

Letter Grades

I will use the following scale to determine the letter grade you earn in my class.

100 – 93% = A	89.9 – 87% = B+	79.9 – 77% = C+	69.9 – 60% = D
92.9 – 90% = A-	86.9 – 83% = B	76.9 – 70% = C	< 59.9% = F
	82.9 – 80% = B-		

Admissions deadlines & enrollment policies

Spring 2023 Dates

- *Classes begin: 01/14/23*
- *Martin Luther King's Birthday (all campuses closed): 01/16/23*
- *Last day to add a class: 01/20/23*
- *Last day to drop without a W and receive a refund: 01/27/23*
- *Census date: 01/30/23 or 20% into class duration*
- *Last day to petition to file P/NP option: 02/10/23*
- *Lincoln's Birthday (all campuses closed): 02/17/23*
- *President's Day (all campuses closed): 02/20/23*
- *Last day to petition to graduate or apply for certificate: 03/02/23*
- *Spring Break (no classes): 03/13/23 – 03/18/23*
- *Last day for student-initiated W (no refund): 03/31/23*
- *Last day for faculty-initiated W (no refund): 03/31/23*
- *Final examinations: 05/06/23 – 05/12/23*
- *Commencement: 05/15/23*
- *Semester ends: 05/12/23*
- *Grades available for transcript release: approximately 05/26/23*

Students who have experienced extenuating circumstances can complete & submit the Excused Withdrawal Petition to request an Excused Withdrawal (EW) grade instead of the current Withdrawal (W) or non-passing (D, F & NP) grades. The EW Petition is available from the Admissions and Records Forms Webpage. Supporting documentation is required

Other Business

- **Repeatability rules:** Each non-successful attempt at a course (D, F, NP, and W grades) is counted and students will have only three attempts (initial registration and two repeats) to successfully complete a class. A fourth attempt may be allowed by an approved petition and only in documented situations of circumstances beyond the control of the student. This will be "grandfathered", which in this case means that every electronic grade symbol we have for a student from 1985 forward will be used to calculate whether or not a student will be allowed to repeat a class.
- **The CR Nursing Program's "Repeatability Rule"**: Students must earn a cumulative 2.5 GPA in Bio 2, Bio 6, and Bio 7 in order to apply to the CR nursing program. If you pass these classes with C's, you will not earn a 2.5 GPA. However, if you pass a class with a C, you cannot retake it at CR to improve your grade. The only way you can retake a class at CR is if you fail it. Keep this in mind when deciding whether or not to drop one of these 3 biology courses.

Academic dishonesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the College Catalog and on the College of the Redwoods website.

Disruptive behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the College Catalog and on the College of the Redwoods website.

Inclusive Language in the Classroom

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.

Setting Your Preferred Name in Canvas

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact Admissions & Records to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. This does not change your legal name in our records. See the Student Information Update form.

Canvas Information

Log into Canvas at https://redwoods.instructure.com
Password is your 8-digit birth date
For help with Canvas once you're logged in, click on the Help icon on the left menu.
For tech help, email its@redwoods.edu or call 707-476-4160
Canvas online orientation workshop: Canvas Student Orientation Course (instructure.com)

Community College Student Health and Wellness

Resources, tools, and trainings regarding health, mental health, wellness, basic needs and more designed for California community college students, faculty and staff are available on the California Community Colleges Health & Wellness website.

Wellness Central is a free online health and wellness resource that is available 24/7 in your space at your pace.

Students seeking to request a counseling appointment for academic advising or general counseling can email counseling@redwoods.edu.

Emergency procedures / Emergency Alert System (Everbridge)

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.

In an emergency that requires an evacuation of the building anywhere in the District:

- Be aware of all marked exits from your area and building
- Once outside, move to the nearest evacuation point outside your building
- Keep streets and walkways clear for emergency vehicles and personnel

Do not leave campus, unless it has been deemed safe by the campus authorities.

Eureka Campus Emergency Procedures

Please review the campus emergency map for evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information on Public Safety go to the Redwoods Public Safety Page It is the responsibility of College of the Redwoods to protect life and property from the effects of emergencies within its own jurisdiction.

In the event of an emergency:

1. Evaluate the impact the emergency has on your activity/operation and take appropriate action.
2. Dial 911, to notify local agency support such as law enforcement or fire services.
3. Notify Public Safety 707-476-4111 and inform them of the situation, with as much relevant information as possible.
4. Public Safety shall relay threat information, warnings, and alerts through the Everbridge emergency alert system, Public address system, and when possible, updates on the college website, to ensure the school community is notified.
5. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet, (evacuation to a safe zone, shelter in place, lockdown, assist others, if possible, cooperate with First Responders, etc.).
6. If safe to do so, notify key administrators, departments, and personnel.
7. Do not leave campus, unless it is necessary to preserve life and/or has been deemed safe by the person in command.

Student Support Services

Food pantry

The following online resources are available to support your success as a student:

- CR-Online (Comprehensive information for online students)
- Library Articles & Databases
- Canvas help and tutorials
- Online Student Handbook
- Online Tutoring Resources

Counseling offers assistance to students in need of professional counseling services such as crisis counseling.

Learning Resource Center includes the following resources for all students

- Academic Support Center for instructional support, tutoring, learning resources, and proctored exams. Includes the Math Lab & Drop-in Writing Center

1. Library Services to promote information literacy and provide organized information resources.
    - CR's Laptop Lending Library
2. Multicultural & Diversity Center
3. Student Tech Help – provides students with assistance around a variety of tech problems.

Special programs are also available for eligible students include

- Extended Opportunity Programs & Services (EOPS) provides services to eligible income disadvantaged students including: textbook award, career academic and personal counseling, school supplies, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more!
- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in Eureka or in Del Norte
- The Veteran's Resource Center supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.
- CalWORKS – assists student parents with children under the age of 18, who are receiving cash assistance (TANF), to become self-sufficient.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821

Policies for General Biology

Our contract
This syllabus is a contract between us.

My assumptions about you
- You are here to learn, and you are motivated to truly master the content.
- You understand that you are responsible for your own learning. The degree to which you LEARN the content is entirely up to YOU and the time you are willing and able to put into the class.
- You will regularly check email, Canvas Announcements, Canvas Discussions, and Canvas Assignment Feedback for communications about this class.

Your assumptions about me
- I am fully committed to helping you learn about biology.
- I will offer prompt and valuable feedback to guide your progress.
- I will provide engaging, relevant, and creative activities to help you master the course content.
- I will provide regular communication about this class through email, Canvas Announcements, Canvas Discussions, and Canvas Assignment Feedback.

Exams, Lab Reports, and Group Presentation:

Lecture Exams
- Lecture exams will be taken during the lecture class time.
- There will be 3 Lecture Midterm Exams and 1 Final Lecture Exam.

- Lecture Exams will include (not limited to) multiple choice, matching, true/false, and short answer questions.

Lab Reports. Each student will complete lab reports for each lab. The lab report will include recorded data and answers to questions. I encourage students to work on the lab reports together, but your answers must be in your own writing. Your written lab report must be your own original work.
It is considered cheating for any 2 or more people to have exactly the same answers for any portion of a lab report. If an answer comes directly from the lab manual or other text, then you **must** cite the title, author, and page number of the source of your answer. If the answers on lab reports for two students are the same, both students will get a **zero** on their reports.

Late Work
You will lose 20% within the first week the assignment is late. You will lose 50% after one week.

One lab report will be dropped and will not be considered in the final grade total calculation.

Class participation and Attendance policy

All of us in the class, you, me, your peers, have a responsibility to create an environment in which we can all learn from each other. I expect everyone to participate in class so that we can all benefit from the insights and experiences that each person brings.

1. Students will participate in **lecture activities** to help students understand the lecture material.
    - During lectures students will earn participation points by answering questions about the lecture material.
    - After lectures students will participate in online Canvas discussions.
    - Two lecture activities and 2 lecture discussions will be dropped and will not be considered in the total calculation of the final grade.
2. If circumstances make you miss more than 2 **lab assignments** (two weeks' worth of labs) during the semester, you may be overextended. I ask that you contact me to discuss your options.
3. I will consider your participation in lecture discussions and activities (i.e. good attendance) for borderline grades.

MAKE-UP EXAMS ARE ONLY OFFERED WITH A WRITTEN MEDICAL EXCUSE and must be taken within one week of the scheduled exam. Make-up exams will be entirely essay questions that are not the same as the ones on the regularly scheduled exam.

COVID-19 Protocols:

1) Wear a well-fitted mask during lab since we will be working closely in lab to observe experimental results.
2) If you become sick, please stay at home until you feel better.

3) If you test positive for Covid-19, isolate for at least 5 days from date of positive test or when symptoms started. If you miss a lab due to illness, you can make up a lab during the next lab day.

Communication Guidelines

I welcome you to contact me.

- **CR email** - The best way to reach me is through Canvas email in the Canvas Help tab. I will check email every day and respond within 24 hours (except weekends).
- **Canvas General Discussion** - If you have a question about the General Biology content that you think other students might have, you may ask your question on the Canvas "General Discussion." I will check the Canvas General Discussion every morning.
- **Study sessions** once a week. They are optional. However, this is the time to ask questions. I encourage all students to attend these study sessions. At these study sessions, there will be specific group activities to help learn the material and we will review the types of questions that will end up on the exams.
- **Canvas Announcements Tab –** Check Announcements on Canvas regularly. This is where I will provide information about assignments. I recommend that you set up your Canvas site to inform you of new Announcements. If I need to get information to the whole class quickly, I will put the information in an announcement. If you have a question about an assignment, you can post a response to an announcement.
- Students have the legal rights that prevent information from being disclosed to anyone (including parents/guardians) without the student's prior written consent.

Student feedback policy

This class involves face-to-face lectures and labs. You will be required to participate in multiple threaded discussion forums. You will also be required to submit lab reports and essays.

You will find feedback on the Submission Details page on Canvas:
1. View Feedback – See comments that were placed directly on the assignment files submitted
2. Show Rubric – See the lab report answer keys and exam answer keys
3. Comments box

I tend to add a great deal of constructive comments. My goal is to help students learn how to answer science questions as well as learn the General Biology content.

All grades are entered into Canvas. You can also expect assignments to be graded within 2 weeks of being submitted.

CANVAS

We will be using Canvas, the official Learning Management System (LMS) of College of the Redwoods extensively this semester.

1. To log into Canvas, you will need to go to https://redwoods.instructure.com.
    a. Your login is the same as your webadvisor login.

b. Unless you have changed it, your password is your 8 digit birth date.
c. For tech help, email its@redwoods.edu or call 476-4160.

2. The class workflow is organized in MODULES. DO NOT rely on the To Do list or the Assignments Tab to organize your class work schedule.
3. If there is content you are looking for but can't find, PLEASE email me ASAP. There are probably other folks looking for the same thing.
4. New modules will show up at the BOTTOM of your module list. All new modules will be published the weekend before. All old modules will remain available for you throughout the course.

Necessary Computer Skills

This General Biology course will require some computer skills. Before beginning, make sure you can:

- navigate the course Learning Management System (Canvas)
- receive and respond to your CR email (This means you need to CHECK your CR email!)
- download and upload files to Canvas
- use a word processor program (such as Microsoft Word or Google Docs)

It is your responsibility to meet the technological demands of the course, which may often include troubleshooting technological adventures.

Required Materials

1. The lecture textbook for this class is ***OpenStax Concepts of Biology***, a **FREE** and open text, built by OpenStax College textbooks. You can access this text through the OpenStax website, https://openstax.org. If you would prefer, you can purchase a paper version through the website or the CR bookstore. The lecture material for this class will closely follow this textbook.
2. The lab manual for this class is ***General Biology Lab Manual***, *Hogue.*
    - You can access the labs on Canvas in the weekly modules.
    - Make copies of labs to bring to class.
3. A method for taking notes.
4. Mask

Technology Requirements (computer, other hardware, and software)

To participate in the online portion of this class, you will need **laptop or desktop-based** computers, which meet the following requirements (CR's Laptop Lending Library):

- **Supported browsers:** Latest version of Firefox and Chrome
- A **stable** internet Connection

- **Portable Devices:** You can use recent model portable devices (such as Android or iOS phones & tablets) for ***some*** things in this class. If you do decide to use your portable device for ***some*** of your class work, use the free Canvas app (called "Canvas by Instructure") available in iTunes (for iOS) and the Google Play Store (for Android).
    - **Do not** try to connect to Canvas using a web browser on a portable device. Your experience with Canvas will be a lot better using the app.

- **High-speed internet:** You need to have reliable access to the internet at least two times a week for 16 weeks. Anticipate problems with your computer and internet access (including power outages) by not waiting until the last minute to submit assignments. It is your responsibility to meet the class deadlines.

Software Requirements: It is important that you set yourself up for success by making sure that you have the necessary software in order to participate fully in the course. Please make sure that you have the following set up by the first week of class:

- **Browsers** - You will need to use the most recent version of one of the following browsers in order to best access the course and activities; Mozilla Firefox (10 or higher), Chrome (54.0.2840.99 m or higher), or Safari (1.2 or higher). Do not use Internet Explorer as it does not work properly with Canvas.
- **Word Processing Software** - You need Microsoft Word or a compatible software program in order to create Word or Word compatible documents.
    - All students at CR can get Office 365 (Word, PowerPoint, Excel, and OneNote) FREE with a valid @mycr.redwoods.edu or @redwoods.edu email account. Go to https://office.com/getoffice365 to get started.
    - There are free options such as Google docs (this requires a gmail account) or OfficeLibre.

Confirm your presence in the online classroom

Confirm your presence in **this General Biology class by attending lecture on Tuesday, January 17, 2023, from 2:50pm to 4:15pm in Humanities Bldg, Room HU 112. If you do not attend lecture on Tuesday, January 17th, you will be dropped from the class so that another wait listed student can be added.**

Technology Support

You are welcome to email the instructor to ask for technology support. But keep in mind her primary job is to help you learn BIOLOGY. Be ready to troubleshoot technological adventures and utilize all resources available to you. Here are some:

Before contacting Technical Support, please visit the Online Support Page. For password issues with Canvas, Web Advisor or your mycr.redwoods.edu email, contact Technical Support or call 707-476-4160 or 800-641-0400 ext. 4160 between 8:00 A.M. and 4:00 P.M., Monday through Friday.

Course Expectations

This four-credit hour class will require at least 6 hours per week just to gain content and then time to study the material on top of that. One hour of studying for every in-class hour is 12 hours per week if you want to succeed. You will need to attend lectures and take good notes; carefully read textbook chapters when something is unclear; participate in online discussions about lecture content; interpret data and results from lab experiments; work as a team in a face-to-face lab; work in a team to present a group project; write lab reports; complete online discussions; and take 4 lecture exams.

Conscientiousness, attention to details, and skills in reading, and writing are critical for success. You can do it!

Spring 2023 Bio 1 Schedule					
Week			*Lecture Topic*	*Open Stax Textbook*	*Laboratory*
1	T	1/17	Diversity & Data Analysis	Ch 1: Introduction to Biology	Lab: Data Analysis
	TH	1/19	Life		
2	T	1/24	Science	Ch 1: Introduction to Biology	Self-Guided Field Trip Cal Poly Humboldt's Natural History Museum
	TH	1/26	Chemistry	Ch 2: Chemistry of life	
3	T	1/31	Chemistry of Life	Ch 2: Chemistry of life	Lab: Chemistry of life
	TH	2/2	The cell	Ch 3: Cell structure and function	
4	T	2/7	The cell Membrane Membrane Transport	Ch 3: Cell structure and function	Lab: Microscopes and cells Group Project: Due - topic and subtopics
	TH	2/9	Practice test		
5	T	2/14	**Exam 1**		***Lincoln's Birthday Holiday***
	TH	2/16	Energy	Ch 4: How cells obtain energy	
6	T	2/21	Cellular Respiration	Ch 4: How cells obtain energy	Lab: Diffusion and osmosis
	TH	2/23	Photosynthesis	Ch 5: Photosynthesis	
7	T	2/28	DNA structure and replication	Ch. 9 Molecular Biology	Lab: Cellular Respiration
	TH	3/2	Protein synthesis	Ch. 9 Molecular Biology	
8	T	3/7	**Exam 2**		Lab: DNA Structure and Protein Synthesis
	TH	3/9	Mitosis	Ch 6: Reproduction at cellular level	
	T	3/14	***Spring Break***		
	TH	3/16			
9	T	3/21	Meiosis / Sex	Ch 7: Cellular basis of inheritance	Lab: Mitosis
	TH	3/23	Mendelian genetics	Ch 8: Patterns of inheritance	
10	T	3/28	Human Inheritance	Ch 8: Patterns of inheritance	Lab: Meiosis
	TH	3/30	Introduction to evolution	Ch 11: Evolution	
11	T	4/4	Exam 3		Lab: Mendelian genetics
	TH	4/6	Mechanisms of evolution	Ch 11: Evolution	
12	T	4/11	Speciation	Ch 11: Evolution	Lab: Human inheritance Group Project: Due - (1) hypothesis (2) draft of research (3) experiment.
	TH	4/13	History of life on Earth	Ch 12: Diversity of life	
13	T	4/18	Diversity: Prokaryotes, protists	Ch 13: Diversity of microbes and protists	Epidemiology
	TH	4/20	Diversity: Plants, fungi	Ch 13 and 14: Diversity of fungi and plants	
14	T	4/25	Diversity: Invertebrates	Ch 15: Diversity of animals	**Present Group Project**
	TH	4/27	Ecology	Ch 19-21: Ecology	
15	T	5/2	Ecology	Ch 19-21: Ecology	Lab: Natural Selection
	TH	5/4	Practice test		
16		5/9	**FINAL EXAM**: 3:15 pm -5:15 pm		