



Syllabus for BIOL-1-E5830 and BIOL-1-E7764

Course Information

Semester & Year:	Spring 2024
Course ID & Section #:	BIOL-1-E5830
Instructors' names:	Julie Kelly (lecture and lab) Michael Best (lab)
Course units:	4
Lecture:	
Day and Time	Tuesday and Thursday from 6:05 pm - 7:30 pm
Place	Humanities Building, Room HU 112
Lab:	
BIOL-1-E5830	
Day and Time	Monday from 6:05 am - 9:15 pm
Place	Science Building, Room SC 108
BIOL-1-E7764	
Day and Time	Wednesday from 6:05 am - 9:15 pm
Place	Science Building, Room SC 108

Instructor Contact Information

Julie Kelly is the instructor for lecture and Monday lab.

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

Study Sessions (optional)
Where: Science Bldg, Room SC 112
When: Tuesday and Thursday from 5:00 pm to 5:50 pm (before lecture).

Michael Best is the instructor for Wednesday lab

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

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.

Educational Accessibility & Support

College of the Redwoods is committed to providing reasonable accommodations for qualified students who could benefit from additional educational support and services. You may qualify if you have a physical, mental, sensory, or intellectual condition which causes you to struggle academically, including but not limited to:

- Mental health conditions such as depression, anxiety, PTSD, bipolar disorder, and ADHD
- Common ailments such as arthritis, asthma, diabetes, autoimmune disorders, and diseases
- Temporary impairments such as a broken bone, recovery from significant surgery, or a pregnancy-related disability
- A learning disability (e.g., dyslexia, reading comprehension), intellectual disability, autism, or acquired brain injury
- Vision, hearing, or mobility challenges

Available services include extended test time, quiet testing environments, tutoring, counseling and advising, alternate formats of materials (e.g., audio books, E-texts), assistive technology, on-campus transportation, and more. If you believe you might benefit from disability- or health-related services and accommodations, please contact [Disability Services and Programs for Students \(DSPS\)](#). If you are unsure whether you qualify, please contact DSPS for a consultation: dsps@redwoods.edu.

- Eureka: 707-476-4280, Student Services Building, 1st floor

Student Support Services

Good information and clear communication about your needs will help you be successful. Please let your instructor 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.

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](#)

To learn more about the resources available to you, click on a title bar below, or click the down arrow to expand them all.

Community College Student Health and Wellness

If you are in distress or are with someone at risk right now, call the National Suicide Prevention Lifeline at 1-800-273-TALK (8255) or TEXT 741-741

Timely Care

When you're feeling under the weather physically or distressed mentally, you can find the help you're looking for in just a few quick taps. Students can schedule an appointment anytime via phone, video, and chat. [Visit TimelyCARE here](#)

Mental Health Counseling

Students should text, email, or fax Shawna Bell directly for scheduling and/or services.

Contact info

Text: 707-496-2856

Email: shawnabmft@gmail.com

Fax: 707-237-2318 (voicemail can be left via fax)

Wellness Central

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 [Wellness Central](#).

Counseling

[Counseling & Advising](#) can assist students in need of academic advising and professional counseling services. Visit the Welcome Center in the lower level of the student services building Monday –Friday 9am – 4pm (during the semester, summer hours may vary).

Basic Needs Center

[The Basic Needs Center](#) provides for the health and safety of students by providing access to healthy food, financial resources, and referrals to safe and secure housing. Students can submit a request for services and information [here](#).

Contact info

Phone: 707-476-4153
Email: the-grove@redwoods.edu

Learning Resource Center

Learning Resource Center includes the following resources for students

- [Library Services](#) to promote information literacy and provide organized information resources.
- [Multicultural & Diversity Center](#)
- [Academic Support Center](#) – offers tutoring and test proctoring for CR students.
- [Student Tech Help](#) – provides students with assistance around a variety of tech problems.

EOPS

[Extended Opportunity Programs & Services \(EOPS\)](#)[Links to an external site.](#) provides services to eligible income disadvantaged students including: textbook awards, grants, career academic and personal counseling, transportation assistance, tutoring, laptop, calculator and textbook loans, priority registration, graduation cap and gown, workshops, and more!

TRiO Student Success Program

The TRiO Student Support Services Program provides eligible students with a variety of services including academic advising, career assessments, assistance with transfer, and peer mentoring. Students can apply for the program in [Eureka](#) or in [Del Norte](#).

Veterans Resource Center

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

CalWORKs – California Work Opportunity & Responsibility to Kids (CalWORKs). Provides supportive services to student parents with children under the age of 18, who are receiving cash assistance (TANF **benefits**), to become self-sufficient. Services include: transportation assistance, basic student supplies, tutoring, priority registration, laptop and calculator loans, career, academic, and personal counseling, and more!

Evaluation & Grading Policy

This is a grade only course. Your final grade in this course will be based on tests and assignments in lecture and lab.

Spring 2024 Dates

January 12	Last day to register for classes (day before the first class meeting)
January 13	Classes begin
January 15	Martin Luther King, Jr.'s Birthday Holiday (District-wide closure)
January 19	Last day to add a class
January 26	Last day to drop without a "W" and receive a refund
January 29	Census Date (20% of class)
February 16	Lincoln's Birthday Holiday (District-wide closure)
February 19	President's Day Holiday (District-wide closure)
March 7	Last day to petition to graduate
March 29	Last day for student-initiated withdrawal (62.5% of class)
March 29	Last day for faculty-initiated withdrawal (62.5% of class)
March 11-16	Spring break (no classes)
April 1	District-wide closure (Cesar Chavez Day) .
May 4-10	Final Examinations
May 10	Last day to file for P/NP Option
May 10	Semester Ends
May 17	Grades due
May 24	Grades available

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 [My CR Portal](#)

For help logging in to Canvas, visit [My CR Portal](#).

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 \(instructure.com\)](#)

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.

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. **Lecture activities** will 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.

Points breakdown Lecture

3 midterm exams (100 points each) 300 pts

Final Exam 100 pts

Lecture Activities (21 x 4)

(Two Lecture Activities will be subtracted) 84 pts

Lecture Discussion (21 x 4)

(Two Lecture Activities will be subtracted) 84 pts

Points breakdown Monday Lab

Lab Reports (11 x 20 pts each)

(One lab report will be subtracted) 220 pts

Lab Quizzes (10 x 15 pts each)

(One lab quiz will be subtracted) 150 pts

938 points

Your course percentage score = $(\text{your total points} \div 938) * 100$

(Example: total of 900 points means $(817 \div 938) * 100 = 87\%$, 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-		

Illness Protocols:

- 1) If you become sick, please stay at home until you feel better.
- 2) One week's worth of assignments will be dropped. Therefore, you can miss one week due to illness and it will not affect your grade.

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.

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 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](#).

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!