

ONLINE LEARNING
BI 101
General Biology (non-major)

COURSE SYLLABUS
Winter Evening Term 2014

Chaminade University Mission Statement – Biology

The mission of the biological sciences programs at Chaminade University of Honolulu includes a recognition of its Catholic/Marianist tradition and addresses the five principles that make Chaminade unique in its curriculum. Those principles are providing a quality of education; educating for formation in faith; in maintaining family spirit; working towards service, peace, and justice; and preparing students for adaptation and change. The biology curriculum has successfully offered a broad based, quality education for years. This has resulted in our graduates successfully applying to graduate and professional schools, as well as employment in a community. Faith is involved in many educational pursuits and biology works unceasingly towards improving the human condition and society in which we live. The laboratory environment of the program encourages and fosters a family spirit amongst biology students and faculty. Additionally, many students and faculty offer their talents and skills in community service projects and voluntary experiences at health or scientific institutions. The very nature of science (including the cornerstone of the scientific method) encompasses adaptation and change, which are fundamental components of a scientific and biological education.

INSTRUCTOR INFORMATION:

Dr. Louis Primavera (call me “Louie” or “Dr. Lou”)
Cell Phone: (808) 489-1204
Email: louis.primavera@adjunct.chaminade.edu
Students: Please include course section and your name in any emails or voicemails sent to the instructor.

INSTRUCTOR EDUCATION:

BS in Biology
MA and PhD in Microbiology

PLEASE NOTE: For course syllabi posted prior to the beginning of the term, the instructor reserves the right to make changes prior to or during the term. The instructor will notify students, via e-mail or eCollege announcement, when changes are made in the requirements and/or grading of the course.

OFFICE HOURS:

****I am always available via cell phone or e-mail.****

You can contact me 24/7 via cell phone. If I am unavailable, please leave a message.
I will respond to all student email messages within 24 hours.

COREQUISITES:

Biology Laboratory. Students must register for both the lecture (BI 101) and laboratory (BI 101L) concurrently. Please note: If a student has previously passed the lecture or lab, then a student may be allowed to register for only the lecture or lab). If a student drops the lecture (BI 101), then the student MUST also drop the lab (BI 101L).

Biology Laboratory is a separate course and has separate requirements. It is your responsibility to follow all of the guidelines for that course. Please make sure that you read the laboratory syllabus and follow all of the directions.

ENTRANCE COMPETENCIES:

The student must possess the knowledge and skills of a high school graduate and the capability to perform on a college level. To assess student outcomes, students in the non-majors science courses will be given a pre-test at the beginning of the term, and post-test at the end of the term.

STUDENT EXPECTATION STATEMENT:

This is not a correspondence course. You are required to perform your work following the schedule provided by the instructor. Students will be given weekly assignments, quizzes, or exams to minimize the chance of students falling behind.

1. There will be weekly assignments (writing assignments, discussion boards, quizzes, exams) in this course. Therefore students must log-in at least three times per week to stay caught up in the course.
2. Students must view the posted lecture PowerPoint presentations to obtain or supplement information for their assignments (including the quizzes and exams). These presentations directly supplement your text material. The presentations may also provide additional information, links to other sites, and material for discussion.
3. All exams and assignments will be due on time as posted (very few exceptions will be granted when arrangements are made with the professor). The exams and assignments are posted several days before the due date. Do not wait until the last second, and risk missing the deadline (computers always seem to crash 5 minutes before the deadline).

CATALOG DESCRIPTION:

BIO 101 is an overview of biology that includes scientific methods, biological chemistry, cell biology, biological energy transformations, physiology, genetics, gene expression and regulation, population genetics, and ecology.

Collected Program Learning Outcomes – Biology

Upon completion of the B.A. or B.S. Degree program in the Biological Sciences, the student will demonstrate an understanding of the following:

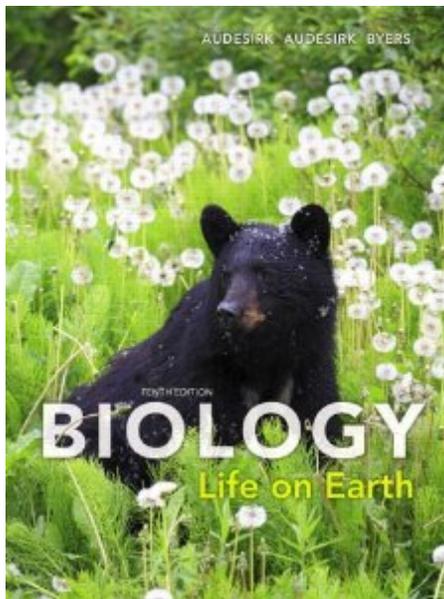
1. The scientific method and its application in the Biological Sciences
2. Living organisms and their relationship to each other and the environment
3. Theoretical and practical experiences in Biology
4. Opportunities available in the Biology Discipline

MORE SPECIFIC STUDENT OBJECTIVES:

BIO 101 offers students the following opportunities:

- (1) to gain basic knowledge of facts and concepts in biological science;
- (2) to comprehend molecular and Mendelian genetics and their applications in the allied health professions;
- (3) to understand the ultrastructure, cellular processes, chemistry, and anatomy and physiology of biological systems.

TEXTBOOK(S) AND/OR OTHER MATERIALS NEEDED:



Biology: Life on Earth with Physiology and MasteringBiology, 10th/E (ISBN-10: 0-321-79403-6)

Gerald Audesirk, *University of Colorado, Denver*

Teresa Audesirk, *University of Colorado, Denver*

Bruce E. Byers, *University of Massachusetts, Amherst*

The textbook is available in the bookstore.

Or, you can order it online (you can check Amazon.com, textbook.com, etc. for copies)

Students should have their text the first week of class. Not having your book will not be an acceptable excuse for late work.

RESEARCH COMPONENT:

Discussion board assignments and the PowerPoint slideshow assignment will require Internet research.

DISTANCE LEARNING COURSES AT CHAMINADE UNIVERSITY:

In every Distance Learning course, students should read all information presented in the course site and should periodically check for updates—at least every 48 hours.

All Students

- All students are responsible for ensuring that the correct email address is listed by the beginning of Week #1. Email is the only way the instructor can, at least initially, communicate with you. It is your responsibility to make sure a valid email address is provided. Failure on your part to do so can result in your missing important information that could affect your grade.

Students are responsible for the information that is sent to their CHAMINADE account.

COURSE REQUIREMENTS:

- Upon Enrollment: check eCollege and email address!!
- Discussion Forum writing assignments/ “web page”/PowerPoint slideshow
- Quizzes and Exams

STUDENT/FACULTY INTERACTION:

- Interaction will take place via e-course messages, e-mail, or telephone (if needed).
- The student will participate in this course by following the guidelines of this syllabus and any additional information provided by the instructor, or Chaminade University

- The student is expected to remain in regular contact with the instructor and class via email or other communications means, by participating in the discussion forums, submitting assignments and taking exams, all in a timely fashion.
- As instructor, I will communicate on the Announcement page and/ or via e-mail.

MAKE-UP WORK POLICY:

Missing any part of this schedule may prevent completion of the course. If you foresee difficulty of any type (i.e., an illness, employment change, *etc.*), which may prevent completion of this course, notify the instructor as soon as possible. Failure to do so will result in failure for an assignment and/or failure of the course.

If I have not heard from you by the deadline dates for assignments, exams, or forums, NO MAKE-UP WORK WILL BE ALLOWED (unless extraordinary circumstances existed, such as hospitalization). Requests for extensions must be made in advance and accompanied by appropriate written documentation if the excuse is acceptable to the instructor. "Computer problems" are not an acceptable excuse.

METHOD OF INSTRUCTION:

This is a distance learning class. It is not a "correspondence course" in which students may work at his or her own pace. Each week there will be assignments, on-line discussions, and/or exams with due dates. Refer to the schedule at the end of this syllabus for more information.

<u>METHOD OF EVALUATION</u>	<u>Percent of Final Grade</u>
1) Chapter quizzes (24) and Exams (3)	35%
2) PowerPoint slideshow	35%
3) Discussion Board	15%
4) Student webpage	15%

ASSIGNMENT OF GRADES:

All grades will be posted in the student grade book in Blackboard and will be assigned according to the following or similar scale:

A	90 – 100%
B	80 – 89%
C	70 – 79%
D	60 – 69%
F	59% and below

SUBMITTING ASSIGNMENTS:

- No e-mail attachments will be accepted, due to the risk of viruses.
- Assignments will be submitted to the Instructor via the Dropbox.
- Exams and Quizzes are expected to be submitted on or before posted due dates.

EXAMINATION SCHEDULE & INSTRUCTIONS:

- Exams/Quizzes will be available for a specific time period. See the Course Schedule in the back of this syllabus for the dates during which time the Exams/Quizzes will be available.
- The exams and quizzes will be timed. You will have two hours to complete each exam and one hour for each quiz.

TECHNOLOGY REQUIREMENTS:

Students must have:

- A Chaminade e-mail account that you can access on a regular basis
- E-mail software capable of sending and receiving attached files.
- Access to the Internet with a 56.9 kb modem or better.
- A personal computer capable of running Netscape Navigator 7.0 or above, Internet Explorer 6.0 or above, or current versions of Firefox or Mozilla.
- Microsoft WORD software. (I cannot grade anything I cannot open! This means NO MS-Works, NO Wordpad, NO Wordperfect)
- Virus protection software, installed and active, to prevent the spread of viruses via the Internet and email. It should be continually updated!

Internet Access:

- This is an on-line class. Students must have access to a working computer and access to the internet.
- “Not having a computer” or “computer crashes” are not acceptable excuses for late work.

NON-HARASSMENT, HOSTILE WORK/CLASS ENVIRONMENT:

Chaminade University expects students to treat fellow students, their instructors, other faculty, and staff as adults and with respect. No form of “hostile environment” or “harassment” will be tolerated by any student or employee.

AMERICANS WITH DISABILITY ACT (ADA): Chaminade University supports Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which insure that postsecondary students with disabilities have equal access to all academic programs, physical access to all buildings, facilities and events, and are not discriminated against on the basis of disability. Eligible students, with appropriate documentation, will be provided equal opportunity to demonstrate their academic skills and potential through the provision of academic adaptations and reasonable accommodations.

HONESTY AND PLAGIARISM:

The awarding of a university degree attests that an individual has demonstrated mastery of a significant body of knowledge and skills of substantive value to society. Any type of dishonesty in securing those credentials therefore invites serious sanctions, up to and including suspension and expulsion. Examples of dishonesty include actual or attempted cheating, plagiarism*, or knowingly furnishing false information to any university employee.

*Plagiarism is defined as submitting anything for credit in one course that has already been submitted for credit in another course, or copying any part of someone else’s intellectual work – their ideas and/or words – published or unpublished, including that of other students, and portraying it as one’s own. Proper quoting, using strict APA formatting, is required, as described by the instructor.

- Students must properly cite any quoted material. No term paper, business plan, term project, case analysis, or assignment may have no more than 20% of its content quoted from another source.
- This university employs plagiarism-detection software, through which *all* written student assignments are processed for comparison with material published in traditional sources (books, journals, magazines), on the internet (to include essays for sale), and papers turned in by students in the same *and* other classes in this *and all previous terms*. The penalty for plagiarism may range from zero credit on the assignment, to zero in the course, to expulsion from the university with appropriate notation in the student's permanent file.

HOW TO SUCCEED IN AN ONLINE COURSE:

Chaminade University eCollege is designed to serve any student, anywhere in the world, who has access to the Internet. All Distance Learning courses are delivered through the *eCollege* Learning System.

In order to be successful, you should be organized and well motivated. You should make sure you log in to our course on *eCollege* several times each week. Check all "announcements" that have been posted. Begin reviewing for the exams early in the semester. Do not wait until the last minute and "cram" for these exams. You should review the material frequently, so you will be prepared to take the exams.

CLASS PROCEDURES:

1) Group PowerPoint Slideshow

TOTAL POINT VALUE = 50 points (35% of the total course grade)

Outline due (10 points of total):	2/1/15 -	11:55 PM HST.
Mandatory preliminary version due:	3/1/15 -	11:55 PM HST.
Edited final version due (40 points of total):	3/28/15 -	11:55 PM HST.

Please note the important guidelines displayed below.
Contact the instructor for additional clarification.

Additional information: Each individual or group of students (there is a maximum of four students in each group) will turn in, by 3/1/15 at 11:55 pm HST, a mandatory preliminary completed version of a PowerPoint slideshow concerning a topic that is relevant to the course and which has received prior approval from the Instructor. The slideshow will be worth a total of 50 points for each student and members of the same group will share an identical grade. Prior to the group slideshow outline deadline (as stated below), each group must send the proposed slideshow topic to the instructor for approval. Failure to do so will prompt a 50% penalty on the outline grade. An outline (worth 10 points towards the final grade of the slideshow) of the intended slideshow will be due by 2/1/15 at 11:55 PM HST. It is mandatory to utilize the **group slideshow outline form** that is posted on the course content page. It is important that each group posts the group PowerPoint slideshow outline to the **group Discussion Forum (Bulletin Board) folder (if available)** and then immediately sends a single e-course "Mail" message notifying the instructor that the file is available. All course assignments that are turned in after the due date will receive half (50%) credit for 7 days after the due date (also known as the "grace period"). Assignments turned in after the 7 day grace period will not receive any credit. Please contact the instructor for additional clarification.

The list of references (for the slideshow) should contain at least ten major citations from scientific journals, books, internet websites (with date accessed and address [URL] documented),

and/or a personal interview with an expert on the topic. Other references may be used (i.e.- textbook, newspapers, and/or encyclopedias) however these will not be considered as major references. Chat rooms will be available for student group meetings as well as the recommended scheduling of “real time” face-to-face encounters (via Skype, FaceTime, or in person). Please note that the posting of messages in your group PowerPoint slideshow discussion forum folder will count towards the 40 point post bulletin board total requirement.

The slideshows should contain 20 – 25 slides (including cover, introduction, conclusions, and work-cited slides [even for single member groups]) with an image on almost every slide. Each image in the slideshow must be properly cited (URL [website address] and access date). The mandatory preliminary (in completed form!) version of the PowerPoint slideshow should be submitted to the instructor by 3/1/15 at 11:55 pm HST. It is important that each group posts the preliminary version of the total group PowerPoint slideshow to the **group Discussion Forum (Bulletin Board) folder (if available)** and then immediately sends a single e-course “Mail” message notifying the instructor that the file is available.

All course assignments that are turned in after the due date will receive half (50%) credit for 7 days after the due date (also known as the “grace period”). Assignments turned in after the 7 day grace period will not receive any credit. Groups that do not turn into the instructor an acceptable preliminary completed version of the PowerPoint slideshow prior to their submission of the final version will only receive one-quarter (25%) credit (of the total of 50 points) for the assignment. Please contact the instructor for additional clarification. The instructor will proofread the slideshow and reply to the student group with suggested editorial changes. The student groups will then submit the edited final version of the PowerPoint slideshow to the instructor for grading by 3/28/15 at 11:55 pm HST. It is important that each group posts the final version of the total group PowerPoint slideshow to the **group Discussion Forum (Bulletin Board) folder (if available)** and then immediately sends a single e-course “Mail” message notifying the instructor that the file is available.

2) Bulletin Board (AKA Discussion Forum) Postings (if available)

TOTAL POINT VALUE = 55 points (15% of the total course grade)

A) One point/posting (maximum of 40 points): Due by 3/28/15 at 11:55 pm HST

B) Article and summary submissions (maximum of 15 points for a total of 3):

The due dates for the article and summary submissions are: #1 is due 2/1/15, #2 is due 3/1/15, and #3 is due 3/28/15 (all by 11:55 pm HST).

Please note the important guidelines displayed below.
Contact the instructor for additional clarification.

Additional information:

A) It is expected and mandatory that each student will post at least 40 messages (either original postings or replies to other students’ messages) to the e-course Bulletin Board **(if available)**. This assignment is due by the end of the semester (3/28/15 at 11:55 pm HST). Please note that only the bulletin board postings **(if available)** final tally will be entered in the e-course grade-book, which will occur at the end of the semester.

B) In order to prompt additional class discussions on the Bulletin Board (if available), each student is required to post (prior to the due dates delineated above and below) THREE (3) current articles (published within the last six months; Microsoft Word is preferred although any *.rtf or *.pdf document will suffice) and simultaneously submit a short summary of the article (the article must relate to the sciences of microbiology, virology, or immunology, be properly cited [website URL and date of website access], and be attached to the bulletin board message in the appropriate topic area). If a particular posted article duplicates what was already previously submitted via another student, the latter student will be asked to pick another article and resubmit the posting. In order to make this task easier for each student, the article title should be stated in the message "subject" box. If it is not, a penalty of one point will be assessed. Each submitted article and summary will be worth 5 points (for a maximum of 15 points for the entire semester) plus an additional 1 point for each bulletin board posting (which is counted towards the mandatory 40 bulletin board posting assignment [replies and/or original postings]). It is recommended that each student reply to these postings as frequently as possible to make sure that the forty-post goal is attained. The due dates for the article and summary submissions are: #1 is due 2/1/15, #2 is due 3/1/15, and #3 is due 3/28/15, (all by 11:55 pm HST). PLEASE SUBMIT THE ARTICLE AND SUMMATION TO THE APPROPRIATE DISCUSSION FORUM (AKA "BULLETIN BOARD") FOLDER (if available); THERE IS A SPECIAL FOLDER FOR EACH ARTICLE SUBMISSION.

IT IS MANDATORY that the posted article should accompany the bulletin board posting (via file attachment [Microsoft Word 2003 or Microsoft Word 2007 is preferred although any *.rtf document will suffice] or pasting the article into the message window); the posting of just an URL link will be assessed a penalty of three points (for a final score of 2 / 5). Also, if the assignment is submitted without a proper reference citation (the URL and date of web access are both missing) the final score will be 3 / 5.

All course assignments that are turned in after the due date will receive half (50%) credit for 7 days after the due date (also known as the "grace period"). Assignments turned in after the 7 day grace period will not receive any credit. Instructor-requested resubmissions of incomplete (or deficient) assignments will potentially receive full credit for 7 days after the original due date. If the resubmissions are turned in after the 7 day grace period, they may not receive any credit.

Due to the volume of generated messages and replies for this assignment, the instructor will not be able to comment on each posting. However, each original article posting will receive an e-course "Mail" reply from the instructor concerning the grading outcome of the assignment.

3) E-Course Student "Webpage" (actually only a document file)

TOTAL POINT VALUE = 100 points (15% of the total course grade)

The due date is 1/25/15 at 11:55 PM HST.
Please note the important guidelines displayed below.
Contact the instructor for additional clarification.

Additional information: An image of the student is mandatory. Each student should also "personalize" the "webpage" by including a "biographical sketch" of him/herself. This required assignment is due on 1/25/15 at 11:55 PM HST. Each student must submit a Microsoft Word (or pdf/rtf) file containing the webpage and submit it as an attachment in the Bulletin Board (AKA Discussion Forum) folder (if available) entitled "Student Webpages". Do not submit this assignment to the instructor via the e-course "Mail" tool.

This is an important assignment that allows classmates (as well as the instructor) to be able to put a face and background to the “virtual persona” that is exemplified in this e-course. It also comes in handy when people meet on campus (in the real world!).

All course assignments that are turned in after the due date will receive half (50%) credit for 7 days after the due date (also known as the “grace period”). Assignments turned in after the 7 day grace period will not receive any credit. Instructor-requested resubmissions of incomplete (or deficient) assignments will potentially receive full credit for 7 days after the original due date. If the resubmissions are turned in after the 7 day grace period, they may not receive any credit.

4) Virtual Quizzes and Examinations

TOTAL POINT VALUE = 540 points (and 35% of the total course grade)

Virtual Quizzes (one for each chapter) = 10 points each; each quiz can be taken only once. Each quiz will be allowed a maximum of 60 minutes and contains 10 questions.

Virtual Examinations = 100 points each; each examination can be taken only once. Each examination will be allowed a maximum of 120 minutes (2 hours) and will contain 100 questions.

Examination # 1 (Chapters 1 - 8) = 100 points

Examination # 2 (Chapters 9 - 13) = 100 points

Examination # 3 (Chapters 31 - 41) = 100 points.

EXAM	CHAPTERS	OPENS	CLOSES	EXAM OPENS
1	1 - 8	1/12/15	2/15/15	2/9/15
2	9 - 13	2/16/15	3/8/15	3/3/15
3	31 - 41	3/9/15	3/28/15	3/23/15

GRADING: Please note that the instructor has the final word on all grading practices and the pace at which the lectures/chapters are delivered. The instructor reserves the right to change the course (lecture) outline, the course syllabus, and/or the examination date and content as is seen appropriate. There will be no extra-credit available. Grading will be accomplished by the following point scale:

(90 - 100%) = A
 (80 - 89%) = B
 (70 - 79%) = C
 (60 - 69%) = D
 (0 - 59%) = F

Policy on late Assignments: Since your assignments are available only during certain periods, missing an assignment means a zero for that particular assignment unless an excuse of an emergency nature is submitted.

Online Attendance: Each student will be expected to contribute to the online Bulletin Board each week as well as interact with all facets of the course ON AT LEAST A WEEKLY BASIS. PLEASE NOTE THAT EXTENDED PERIODS OF ABSENCE FROM THE COURSE WILL BE DETRIMENTAL TO YOUR FINAL COURSE GRADE DUE TO MISSED ASSIGNMENTS AND IMPORTANT MESSAGES FROM THE INSTRUCTOR.

BI 101 ONLINE E-COURSE SUGGESTED SCHEDULE

WEEK	DATES	CHAPTER TITLES	CHAPTERS
1	1/12 – 1/18	1. Introduction to Life on Earth 2. Atoms, Molecules, and Life CHAPTER 1 - 8 QUIZZES OPEN - 1/12 /15	1 - 2
2	1/19 – 1/25	3. Biological Molecules 4. Cell Structure and Function STUDENT WEB PAGE - DUE 1/25/15	3 - 4
3	1/26 – 2/1	5. Cell Membrane Structure and Function 6. Energy Flow in the Life of a Cell BULLETIN BOARD ARTICLE #1 - DUE 2/1/15 POWERPOINT OUTLINE - DUE 2/1/15 (Note the sample outline in the “Doc Sharing” folder)	5 - 6
4	2/2 – 2/8	7. Capturing Solar Energy: Photosynthesis 8. Harvesting Energy: Glycolysis and Cellular Respiration	7 – 8
5	2/9 – 2/15	9. The Continuity of Life: Cellular Reproduction 10. Patterns of Inheritance EXAM # 1 AND CHAPTER 1 - 8 QUIZZES DUE EXAM # 1 OPENS 2/9/15 AND CLOSSES 2/15/15	9 – 10 Exam # 1
6	2/16 – 2/22	11. DNA: The Molecule of Heredity 12. Gene Expression and Regulation 13. Patterns of Inheritance CHAPTER 9 - 13 QUIZZES OPEN – 2/16/15	11 - 13
7	2/23 – 3/1	31. Homeostasis and the Organization of the Animal Body 32. Circulation BULLETIN BOARD ARTICLE #2 – DUE 3/1/15 MANDATORY PRELIMINARY VERSION OF POWERPOINT SLIDESHOW – DUE 3/1/15 CHAPTER 31- 41 QUIZZES OPEN - 2/23/15	31 - 32
8	3/2 – 3/8	33. Respiration 34. Nutrition and Digestion EXAM # 2 AND CHAPTER 9 - 13 QUIZZES DUE EXAM # 2 OPENS 3/3/15 AND CLOSSES 3/8/15	33 - 34 Exam # 2
9	3/9 – 3/15	35. The Urinary System 36. Defenses Against Disease	35 - 36

10	3/16 – 3/22	37. Chemical Control of the Animal Body: Endocrine System 38. The Nervous System	37 - 38
11	3/23 – 3/28	39. The Senses 40. Action and Support: The Muscles and Skeleton 41. Animal Reproduction FINAL EDITED VERSION OF THE POWERPOINT SLIDESHOW – DUE 3/28/15 BULLETIN BOARD ARTICLE #3 – DUE 3/28/15 BULLETIN BOARD / DISCUSSION POSTINGS – DUE 3/28/15 EXAM # 3 AND CHAPTER 31 - 41 QUIZZES DUE EXAM # 3 OPENS 3/23/15 AND CLOSSES 3/28/15	39 - 41 Exam # 3