

BISC 102 online INQUIRY INTO LIFE - HUMAN BIOLOGY

Syllabus

Fall 2014

Dr. Wendy J. Garrison

Welcome students! Thank you for signing up for my class! I'm looking forward to exploring many biology topics with you, and getting to know you this semester. Each and every students has a reasonable chance of doing well.

What is a syllabus? A syllabus tells you what to expect in the class, and what is expected of you. It ensures that we all have the same expectations throughout the class. It is a reference guide that you will use all semester.

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I. Textbook requirements:

Required: "Biology: The Essentials" by Marielle Hoefnagels. 1st edition AND "Connect" access. Publisher McGraw-Hill

There are several options students have for purchasing these required materials:

1. Special package price at Oxford campus bookstore: ISBN 0077682467 Book with Connect Plus access code *special package price- TBA*

Below are the direct to student purchase prices-www.shop.mcgraw-hill.com

<http://shop.mcgraw-hill.com/mhshop/productDetails?isbn=0077315707>

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If the link is not working, please copy and paste the web address into your browser.

2. ISBN 0077315642 Connect Plus Biology with LearnSmart 1-Semester Access Card 85.00

*Connect Plus includes ebook.

This option is available IMMEDIATELY when students click on the first Connect assignment. The first assignments are found in "Week 1" under "Course Content" in Blackboard. [This option includes a free 3 week trial period in case a student decides later to drop the course!](#)

OR

3. If you buy a used book, you may get "Connect" access separately: ISBN 0077315669 Connect Biology with LearnSmart 1-Semester Access Card for Biology: The Essentials (no ebook).

OR

4. ISBN [0078096928](#) package online Hoefnagels, Biology: The Essentials 1e with Connect plus.

II. About the instructor: Dr. Wendy Garrison



My teaching philosophy is that students are interested in subjects that are real and that apply to their lives. Biology is that and more. Welcome!

I have a Ph.D. in Biology, and am an instructor of Biology in the Biology Department at the University of Mississippi, Oxford Campus. I have been an instructor here since 1996. The courses I teach most often are BISC102 and 104, and I also teach or have taught Honors College Biology classes, the Costa Rica Biology Study Abroad class, and upper level Biology classes such as BISC 342, Plant Diversity.

By the way, students usually like to address me as "Dr. Garrison" and this is the title I prefer. I am accustomed to calling students by their first name, but if you would like to be addressed by your title or Mr. or Ms., please let me know and I will do so.

I have been teaching online at the University of Mississippi since 2006 - I love it. Based on the course evaluations, students find it an effective and enjoyable way to learn.

Below is the University of Mississippi Creed:

"The University of Mississippi is a community of learning dedicated to nurturing excellence in intellectual inquiry and personal character in an open and diverse environment. As a voluntary member of this community:

I believe in respect for the dignity of each person

I believe in fairness and civility

I believe in personal and professional integrity

I believe in academic honesty

I believe in academic freedom

I believe in good stewardship of our resources

I pledge to uphold these values and encourage others to follow my example."

III. How to Contact the Instructor

For technical assistance please do not call the instructor. Instead please use any one of the methods below. Many students like the "chat" option best. Thank you.

Customer Experience Group (CXG) Hours of Operation:

Sun 6pm - 11pm

Mon - Thurs 8am - 11pm

Fri 8am - 6pm

(All times Central)

By Phone:

You can reach McGraw-Hill toll-free at 800-331-5094 (US Only).

By Email: Go to this webpage <http://mpss.mhhe.com/contact.php> 



You will have to fill in some information.

By chat: Please go to the McGraw-Hill Home Page <http://mpss.mhhe.com> and click the "Connect Chat" button (For US customers using the Connect product only).

Instructor Information for all other questions:

A. Email: bywjg@olemiss.edu.

I will answer your email within 24 hours Monday 8:00 AM through Friday 5:00 PM unless I have alerted the class that I will be unavailable. Normally, I will not be available to answer email Friday from 5:00 PM to Monday at 8:00 AM.

B. Office hours online. This is when I will answer you right away if you send me an email.

Monday 9:30 A.M. - 10:20 A.M.

Wednesday 2:00 - 2:50
Friday 1:00 - 1:50 P.M.

C. Office Hours in my office , 228 Shoemaker Hall, on the Oxford Campus. This is when you can stop by and I will be in my office to visit with you and talk about biology.

Monday 10:30 - 11:20 A.M.
Wednesday 3:00 - 3:50; 4:00 - 4:50

and by appointment. For an appointment, just contact me by email, bywjg@olemiss.edu and we will set up a time

D. Telephone: I prefer not to communicate by telephone. Because of some vocal issues, it is difficult for people to hear me over the phone. Thank you. If it is absolutely necessary for you to call, you may leave a message for me in the at my office number 662-915-1089. I cannot return your calls, but I will be happy to email a response to you.

IV. What feedback to expect from the instructor :Individual or group feedback on assignments, interaction in discussion boards, one to one email and class email. In person office hours every week.

V. Course Description:

A survey course intended for nonbiology majors, introducing basic principles and emphasizing the function of the human body, including diseases, cellular processes, respiration, muscular system, reproduction, development, immunity, and inheritance. Will not count for credit if BISC 160 is counted. Applies to the science requirement of the core curricula. Associated laboratory is BISC 103.

Semester hours: The course is 3 semester hours.

Prerequisites: There are no prerequisites beyond regular admission to the University of Mississippi.

"A lower division course may be repeated twice (e.g. three attempts)." PLEASE SEE MOST RECENT CATALOG FOR MORE INFORMATION ON REPEATING A COURSE. <http://catalog.olemiss.edu/academics/regulations/credit>

Online course, instructional methods: The course is presented on a weekly schedule throughout the semester. Students will progress by written assignments, online quizzes, and by participation in discussion boards, as well as by other assignments . It is the student's responsibility to regularly access the course site and read the instructor's postings. Teaching methods include directed discussions, outside assignments, prescribed readings, and assigned projects.

Issues approach: Students should be aware that we have chosen to cover some controversial issues in this course. We have selected materials that present a balanced discussion of various controversies. We believe that being exposed to contrasting points of view, considering the merits of other points of view, and respecting people with other views is an essential part of being an educated person, and an essential part of being a member of the University community.

VI. Course Learning Objectives:

1. After taking this course, students will be able to better understand familiar actions such as eating, breathing, reproduction, circulation, immune system, hormones, nervous system, inheritance and exercise, at the individual, organ, tissue, cellular, and molecular levels, in order to better maintain and improve their health and to understand medical diagnoses.

2. After taking this course, students will be able to better understand the process of science - how science is done. Therefore, students will be better able to identify false claims, such as those seen in some advertisements, and will be able to evaluate the relative benefits of some medical advances.

3. After taking this course students will be able to access some reliable online resources and tools in support of their health, and will therefore continue to learn about their health and other topics covered in this class. After taking this course students will be able to apply the knowledge gained here in novel situations affecting their lives.

Weekly assignments will guide the student through the process of understanding concepts and objectives in 1. 2. 3. and 4.

VII. Course Schedule:

Details are found in Weekly folders which contain these Lessons	Chapter	Topic
#1	1	Scientific Study of Life
# 2	23	Animal Tissues and Organ Systems
#3	3	Cells
# 4	24	The Nervous System and Senses

#5	25	The Endocrine System
#6	2	The Chemistry of Life
	Midterm Exam	Proctored - dates to be confirmed
# 7	26	The Skeletal and Muscular System
#8	4	The Energy of Life
#9	27	The Circulatory and Respiratory Systems
#10	6	How Cells Release Energy
#11	28	Regulating Temperature, Nutrients, and Body Fluids
#12	29	The Immune System
#13	30, 8 & 9	Animal Reproduction and Development/DNA Replication and Cell Division/Sexual Reproduction and Meiosis
#14	10 & 11	Patterns of Inheritance/DNA Technology
	Final Exam	Proctored - dates to be confirmed

VIII. EVALUATION TOOLS/POINT DISTRIBUTION/DESCRIPTION OF MAJOR ASSIGNMENTS

Student work will be evaluated using a combination of "formative" assignments, such as homework and discussion boards, which actively help the student learn, and "summative" assignments such as timed quizzes and exams, which analyze what a student has learned.

The two major exams are taken in a

proctored, closed book environment. The two proctored exams make up approximately 60% of the final grade.

Most other assignments are open notes and open book and these approximately 40 other assignments collectively make up the remaining 40% of the final grade.

Student writing on discussion boards is graded on quality, originality, and the following of a specific checklist.

Because we do not meet as a class, deadlines are absolutely critical. All work must be turned in on or before the given deadlines for credit.

Attendance Policy

It is easy to have good attendance in an online class, and I will be encouraging you and sending out reminders frequently:

Students will be considered to be PRESENT by doing the following each week:

1. Complete all assignments, such as quizzes, discussion boards, study guides, and homework assignments for the week by the due date and time.
2. Read all course email.

3. Respond to individual emails from the instructor on Blackboard within 4 days of the date they are sent. Individual emails are those that contain your name and apply to a particular issue that does not concern the whole class. Students do not need to respond to general reminders which are sent out to the entire class, and usually begin "Hello everyone" or "Hello class."

The reverse side is that if you are not organized, it is only too easy to get behind. Students will receive an ABSENCE for

1. Each assignment that is not turned in by the deadline. I am not able to accept late assignments or allow for makeups.
2. Each individual email from the instructor that is not answered within 4 days of being sent. Students do not need to reply to reminders about due dates and other general reminders

Excessive absences: A student with 8 or more absences as described above, before the drop date, will be dismissed from the class and removed from the class rolls - at the discretion of the instructor, following procedures set forth by the University.

The number of absences will be reported along with the midterm and final grade. Points are not awarded or subtracted per se for attendance.

Quizzes

In order to help students learn the material, quizzes are given online. Before the quiz deadline, students will receive a grade as soon as the quiz is submitted! Students WILL be able to review their quizzes after the deadline has passed.

All quizzes must be taken online by the scheduled time to receive credit. Unfortunately I will not be able to let students make up a quiz, so students are encouraged to work slightly ahead of deadlines.

Discussion boards:

Students will be able to learn from and interact with other students in guided discussions. Each discussion has a different focus, and students will analyze and discuss current health related topics. To get full credit for a discussion, students will follow the instructions and checklist provided with each discussion board.

Students are expected join the discussion forum prepared to exchange views honestly and respectfully. The discussion topics are designed to promote critical thinking. When reading responses, I will be checking for understanding of the topic, as well as student ability to effectively communicate ideas.

Homework:

Some homework is based on animations from the textbook. Homework is usually not timed, as long as it is turned in by the due date. Some assignment take students to links outside the course.

Learn Smart:

Learn Smart is an innovative system from McGraw Hill that lets students test themselves in a nonthreatening environment, until they get 100% on the assignment. The system keeps track of what topics students have trouble with and gives them additional questions in those areas, until the student is able to answer all questions correctly.

Midterm Exam: STUDENTS MUST TAKE BOTH THE MIDTERM AND FINAL EXAMS IN ORDER TO PASS THE CLASS

Students will be asked to illustrate their mastery of scientific concepts on the closed book, proctored midterm exam.

1. Mid-Term will be administered at the Oxford campus or as indicated below. You must sign up ahead of time to take the exam in a proctored environment. Please see the due dates part of the syllabus for available dates. Please note that for proctored testing on campus only a very limited number of hours are available during this 3 day window. If you use ProctorU, you may make your reservation for a fee, for any open times during that 3 day window. All reservations must and can easily be made using the convenient link **BELOW ON THIS SYLLABUS**. As soon as this link becomes available, you may sign up for a time. The link covers the Oxford campus, the regional campuses and ProctorU.

2. PROCTORED ASSESSMENTS POLICY.

This course has at least one proctored assessment. It is the student's responsibility to schedule the appointment(s) for any proctored assessment(s). Please note that your instructor has limited the date and time that the assessment(s) is available. Please check the course schedule for specific information about the proctored assessment(s).

If you do not see your course listed on the appointment schedule for the Oxford, Tupelo or Desoto campuses, please check the online appointment system at a later time or contact the proctor.

*It is important that the student report promptly at the appointed day and time. **ARRIVE AT LEAST 5 MINUTES BEFORE YOUR APPOINTMENT.** If you have to reschedule your exam appointment, contact your proctor directly.*

If an Ole Miss Online instructor requires their students to take an assessment in a proctored environment, then it is the students' responsibility to make all required arrangements for those proctored assessments. More information about the Proctored Assessments Policy is available at http://www.online.olemiss.edu/testing_information/scheduling_exams.html

If the student is located off-campus, the student will make arrangements thru [Proctor U](#) for the assessments required by the online instructors. We recommend that the request be made as soon as possible, but no later than 2 days prior, otherwise you might be charged a late registration fee.

I have no objection if ANY student wants to use ProctorU. This option allows you to take your exam at home with the proctor watching through a skype type set-up. You will be given the information as you click on the link to schedule your exam. There is a fee for this option, which must be paid ahead of time by credit card.

We reserve the right to require any student to come to the Oxford campus to write an examination if there is any doubt about the originality of the student's work.

&vβσπ;Our testing facility provides alternative testing for online students who have received a classroom accommodation from the Office of Student Disabilities Services. This includes students who have an extended time accommodation, that might increase their time to test to 3 hours. Please encourage these online students to contact our office directly for test appointments at 662-915-1267 or at detl@olemiss.edu.

Final Exam: STUDENTS MUST TAKE BOTH THE MIDTERM AND FINAL EXAMS TO PASS THE CLASS.

The Final Exam will be administered in the same way as the midterm exam. There is a 3 day window when students may take the exam. Please use the link under midterm exam to reserve a time.

IX. Make up policies.

1. In this particular course, make-ups unfortunately are not possible for discussion boards, homework, or online quizzes. This is necessary in order to keep the course academically sound. The good news is that students may work ahead and turn in any discussion board, homework assignment and/or quiz anytime between when it becomes visible and the due date and time. Even if a student is called away on a family emergency or job related task, the student will be expected to locate a computer, for instance with a family member, public library, community center, or office, and complete the required coursework while away. Students are able to and are encouraged to turn assignments in before the due date.

2. Students attending a University sponsored function may turn in assignments before but not after the class deadlines.

3. MIDTERM AND FINAL EXAMS. Because of the many steps that go into setting up a fair, proctored, online exam, and the fact that students are able to schedule anytime within a 2 or 3 day period, online multiple choice exam make-ups after the exam period are not possible. If an emergency arises and you are unable to take the midterm or final exam on the date you have reserved a spot, please immediately make arrangements with ProctorU. You do not need to ask me and you do not even need to tell me, just do what is needed to take the exam.

With the availability of laptops and the ease of ProctorU, students are expected to take the exam wherever they are. I have even had a student take the exam from a hospital bed.

Make-up ESSAY exams for the midterm and final exam will be given only in rare cases and only at the discretion of the instructor. All make-up exams will be essay and will be given in Shoemaker Hall on the Oxford campus.

4. Extra credit work will not be possible in this course. It won't be necessary either, because it is so easy to keep up with the regular assignments.

5. COMPUTER MALFUNCTIONS: By taking an online course, students are taking responsibility for having a functional computer, computer connection and proper browser. In order to do your best, please count on the fact that your computer, or sometimes even the University system will occasionally be down. There is no doubt that it will happen.

If you need technical assistance please contact online@olemiss.edu right away with a copy to me at bywjg@olemiss.edu. The earlier you can identify a problem, the more likely it is that we can help you get your assignments in on time.

If your computer is giving you problems, you will need to find a computer that is compatible with the class. The computer room at Weir Hall on campus is a good choice because staff are available to help you.

Unfortunately, it is not possible for me to count computer malfunctions as an excused reason for not turning in an assignment by the deadline. If an assignment is important to you, please give yourself some extra time to complete it. In general, you will be allowed to work 2 weeks ahead of the posted schedule. I am happy to, and have many times, helped walk students through computer problems, but this only works well in advance of due dates.

X. Grading: Grading serves several purposes. It can reassure you that you are on the right track, or let you know if you are not, it can be a kind of reward for a job well done, and the comments that come with some assignments will help you do better next time.

Your final grade will be determined as follows: Add up all the possible points. Add up the number of points you have received and divide. Your total points/Possible total points times 100 will give you a percent. At any time during the semester you can calculate how you are doing by adding up the points you got on assignments that have closed, and dividing that number by the maximum points possible for those assignments. **The + and - grading options are not going to be**

used in this or any section of BISC 102 this semester

Fall 2013. Because of the importance of proctored exams in an online class, students missing either the midterm or final exam will receive a grade of "F" in the class even if other grades add up to a passing score.

80 - 89% B

70 - 79% C

60 - 69% D

59% and below F

XI. Communication:

Communication between student and teacher is vital in online classes. I am eager to help you do your best in learning biology, and in successful completion of this class. It is to your advantage to check your Blackboard mailbox and announcements frequently.

Respect:

I expect every student to respect his or her classmates and contribute to a positive learning environment. Learning is an active process; none of us can expand our understanding without an active exchange of ideas. All of our experiences are potential resources in this course. Most importantly, mistakes are an expected part of learning and even a necessary part! Don't be afraid to make a mistake, because that is part of learning. The course provides a safe environment for all to make mistakes and learn from their own mistakes and those of others.

Please keep your communication formal—as if you were in a classroom on campus. Please do not use abbreviations in your communications (for instance please spell out by the way, don't use BTW.)

Here is an example of an acceptable email to the instructor:

Title: DO put a title that indicates the topic of your email. DON'T just hit reply to one of my emails. Why: Helps me keep track of what you are asking so I can answer you faster and refer to it later. Example: If your question is about Quiz 6, title it "Question about quiz #6" Not Re: Quiz #7

Greeting: such as "Hi Dr. Garrison, Good morning Dr. Garrison, Hey Dr. Garrison," etc.

Pleasantry: such as "I hope you had a good weekend" or "How do you like this weather?" Why: It sets a professional and polite tone.

Reason you are writing, fully and politely stated: "I have a question about the second question on quiz #3. I thought the answer would be _____ but when I checked the quiz, I saw that it was _____. On p. ____ I read that..... Could you help me understand this better?" Why: I take each

and every question from students seriously, I research each and answer each. If you clearly state your question we don't need to go back and forth to establish what your question is. A polite tone is just good practice. You may be upset, but email is never a good way to vent frustration. If necessary we can meet in person.

Closing: such as "have a great day" "sincerely" "thanks for your help."

Your first and last name, (so I can quickly look up your records)

DON'T write something like this: "Quetin 2 was a truck question it wasn't fair, I got it right, change my grade!!" Why: It sets a negative tone and makes the author of the email look bad. It is possible that the question was unintentionally ambiguous, but a polite tone is much more likely to lead to an outcome that leaves everyone happy. Keep in mind that things come across more harshly in email than you may have meant them.

XII. STUDENT DISABILITY SERVICES:

The University of Mississippi is committed to ensuring equal access to an education for enrolled or admitted students who have disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). The office serves those with physical, nonphysical, and mental disabilities. University policy calls for reasonable accommodations to be made for eligible students with verified disabilities on an individualized and flexible basis.

It is the responsibility of any student with a disability who requests a reasonable accommodation to contact the Office of Student Disability Services (662-915-7128) in 234 Martindale Center to be verified with that office. SDS will then contact the instructor through the student by means of an Instructor Notification of Classroom Accommodations form. For more information, please visit their website at <http://www.olemiss.edu/depts/sds/>

XIII. ACADEMIC CONDUCT:

Academic honesty is the basis of a University. Academic honesty is expected from all students.

Academic honesty is expected and required of all students at The University of Mississippi. Please see The University of Mississippi's M-Book. You can find it online under at the University website under University Policies http://www.chaptertools.net/site_files/file_1231796593.pdf In this course, students may not reuse a paper written for another class and submitting it in whole or part for credit in another class. Plagiarism boils down to representing someone else's ideas as you own. If you have any questions about plagiarism please consult me.

The University of Mississippi's Academic Conduct policy will be followed, including Standards of Honesty, and Disciplinary procedures, which include several options, ranging from failing the course to being suspended from The University of Mississippi.

Fraud - Please forgive me for mentioning this because it is rare, but students suspected of fraud will be reported to the University Police.

Fraud includes selling information, turning in assignments not one's own, doing work for another student and accepting Federal money without meeting the requirements of the course

XIV. ABOUT BLACKBOARD COURSE MANAGEMENT SYSTEM:

Please be sure to follow the appropriate use policy of the University. You should not share your private personal passwords (for your Blackboard account or for your email) with anyone else, including brothers or sisters, friends, or parents. Logs of all your activity within the Blackboard course environment, including the Internet location from which you are accessing Blackboard, are available to the instructor and to the Ole Miss Online office. Any evidence of logins to a student's Blackboard course by someone other than the student will be treated as an act of academic dishonesty and procedures outlined in the M Book will be followed.

Most assignments will have instructions on them, but please feel free to ask if you are uncertain.

I prefer all submissions in Microsoft Word (.docx file). If you are using WordPerfect you should have no problem. Otherwise your best bet for saving a document is through "RTF" (Rich Text Format). PLEASE do not submit documents in works files because I am unable to open WORKS files. Please budget your time to allow for computer glitches.

Note to Mac users: When you go to save a file be sure to check the box "Append file extension" otherwise mac leaves off the file extension like .xlsx and it does not show up in the drop box.

AGAIN - THANK YOU FOR YOUR INTEREST IN BIOLOGY - IT'S GOING TO BE A GREAT SEMESTER - ENJOY!