Instructor: Krista Henderson, M.S.
Office Hours: MH 45 Mondays and Wednesdays 3:30-3:50 and 6:50-7:30pm, Mon/Wed/Fri by appointment
E-Mail Address: khenderson@fullerton.edu

Contact Info: The best ways to reach me are by email or coming to office hours. You may phone my office at 657-278-5057 but be aware I am only there Monday and Wednesday afternoons/evenings.

Required Texts and Materials:
  Access to BioPortal or PrepU is required

COURSE REQUIREMENTS: All work for this course will be completed online – there are no required class meetings. Each student should have access to a reliable computer and internet connection (specifics listed on pg 4 of this syllabus). Each student should also identify an alternate computer that can be accessed in case of a technical problem with your primary equipment. The CSUF campus has several computer labs that can be used for this purpose. Most public libraries have computer access as well.

STUDENT RESPONSIBILITIES:

1. **Students should expect to spend 4-6 hours each week on this course.** You may spend slightly more or less depending on your level of knowledge and work habits, but be prepared to spend a significant amount of time on this class.
2. Read assigned material in the text, and view ALL lecture and support material
3. Take quality notes using the weekly study outlines as a guide
4. Listen actively to lectures – think about the material
5. Ask questions to both the instructor, and your classmates (via message boards)
6. Complete all assignments – PrepU quizzes, discussions, exams, assignments, and papers. All work must be done on your own, in your own words. It is a violation of this course’s academic integrity policy for students to work together.
7. Students are required to save digital receipts. If there is ever a question about whether an assignment was submitted, the digital receipt (from Turnitin.com) is the ONLY evidence of submission that will be accepted.

WEEKLY REQUIREMENTS:

1. Read from the textbook, and any required articles posted on Titanium
2. View lecture and supporting material
3. Complete the assignment (assignments make up 15% of your final grade)
4. Complete the PrepU quiz (quizzes make up 10% of your final grade). You must continue to take quizzes until you reach the mastery level specified. See the narrated syllabus overview on Titanium for more info. Also, some weeks have 2 quizzes – check the weekly requirements on Titanium carefully.
OTHER REQUIREMENTS:

Discussion Boards: Students will be randomly assigned to discussion groups, and must participate in the course discussion boards at least one week per unit. Participation in additional discussion boards will be counted as extra credit. See the attached explanation of discussion board grading. Credit is assigned based on the quality of each post to the board. Discussions are worth 5% of the final grade, plus extra credit up to a maximum of 8% added to the exam grade.

Term Paper: The writing assignment meets the Core Competency requirement for writing in the General Education curriculum. You will write a short (2-3 page) paper reviewing a biological issue related to what we are studying in class. The topic will be assigned, and a grading rubric will be provided. Your grade for the paper will be based both on the content of what you write AND the quality of your writing. LATE PAPERS WILL NOT BE ACCEPTED. All writing assignments must be submitted electronically to Turnitin.com. The paper and related assignments are worth 10% of the final grade.

Exams: Grades in this category include actual exam scores as well as tutorials that will help you prepare for exams. There will be 8-10 tutorials, and 3 exams (2 midterms and a final). The final exam is not cumulative. You must take the exam on the assigned days, or be able to document a valid excuse (make ups will be given at the discretion of the instructor, and may be done on campus, not online). Exams/tutorials are worth 60% of the final grade.

GRADING

- PrepU Quizzes: 10%
- Weekly Assignments: 15%
- Discussion Board: 5%
- Exams/tutorials: 60%
- Writing Assignment: 10%

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**GRADING AND FEEDBACK:**

Students are responsible for checking the gradebook regularly. You must notify the instructor within 2 weeks of the grade being posted if there is a problem or discrepancy.

I strive to provide quick feedback on all graded assignments. I am, however, constrained by the large size of this course. The following guidelines should help you understand when to expect grades and feedback on assignments

- PrepU quizzes give feedback immediately after the quiz. Keep track of your progress through the PrepU/BioPortal website. Scores from PrepU will be transferred to the gradebook in Titanium after each exam (for example, the scores for weeks 2-6 will be posted after exam 1).
- The tutorials and some assignments automatically grade, and your score will be available upon submission. Written assignments will be graded within 1 week of the due date.
- Exams consist of short answer and multiple choice. Scores for the multiple choice section will be available at the close of the exam period; short answers within 1 week of the exam.
- Papers will be graded within 4 weeks of the deadline.

Please note: Although you are welcome (and encouraged) to submit your assignments early, I do not begin grading until after the deadline.

**MAKE-UP POLICY:**

You should have all your work completed and submitted by 8pm on the due date. However, work will be accepted without penalty until 11pm. The purpose of this grace period is so you can correct any technical issues that arise. If you have a problem with your internet or computer, you are expected to solve the problem before the grace period expires, or find another computer on which to finish your work. Further extensions (past 11pm) are not granted for technical issues. It would be a good idea to identify an alternate computer for you to use in case your regular computer has an issue – the campus computer lab or a friend’s computer would be a reliable choice. Be aware that Titanium undergoes regular maintenance after 10pm Thursday evenings. Email me any assignment you cannot submit during this downtime BEFORE the end of the grace period.

You are expected to keep track of deadlines. Work can be made up or submitted late ONLY if the student has a documented, valid reason for the need to complete work late. Make-up work is accepted at the discretion of the instructor. An example of such a reason would be a serious illness documented with a doctor’s note. Technical problems with your personal computer or internet connection are not considered valid reasons for missing deadlines. If you have a technical issue beyond your control (for example, the PrepU site is down), you must inform the instructor PRIOR to the 8pm deadline, and then wait for a response with instructions on how to proceed.

**TOOLS/TECHNOLOGY**

CSUF has a policy regarding computer competency for students (UPS 320.030, see http://www.fullerton.edu/senate/PDF/300/UPS300-030.pdf). You are expected to be knowledgeable in the use of a computer, familiar with Titanium, the WWW, email messages, and email file attachments.

All course work is completed through Titanium and BioPortal/PrepU.
Students participating in this course must:

- Have ongoing reliable access to a computer with Internet connectivity for regular course assignments (and a back-up plan in case your reliable computer isn’t so reliable);
- Utilize a word processing software program to complete assignments and papers;
- Access BioPortal or PrepU to complete assigned quizzes;
- Maintain and access DAILY a student email account;
- Use Internet search and retrieval skills to complete assignments;
- Utilize Firefox to access Titanium course materials and complete assignments (FIREFOX is required – you will not be able to use all Titanium features with another browser); and
- Conduct themselves appropriately and professionally when online.

Support Resources for Technical Problems

CSUF Student Help Desk: 657-278-7777, helpdesk@fullerton.edu, www.fullerton.edu/helpdesk/index.asp

Hardware, Software, and Infrastructure Requirements

FOR PC USERS: Minimum Hardware: Pentium III 233 MHz computer; 128 MB RAM; DSL or cable modem is recommended.

Minimum System Software: Internet Access (an Internet Service Provider) and an internet browser (You must use Firefox for Titanium features to work properly), * E-mail account. It is recommended that you use the CSUF email and access class through the portal http://my.fullerton.edu.

FOR MAC USERS: Mac requirements: OS 9.x or X. Minimum G3 Processor. Firefox.

Software Requirements: You will need a word processing program. If you have an older or rare software program, it must be able to save files as .RTF or .DOC. As a CSUF student, you may purchase MS Office at a reduced rate from the Titan Shops. Apple users may not submit assignments as .pages files!

Students are expected to know and follow rules of “netiquette”

See resource information at http://www.albion.com/netiquette/corerules.html

SUBMITTING ASSIGNMENTS: Assignments and papers will be submitted through Titanium – usually through the turnitin tool on Titanium. In the event of technical problems, students may submit work directly by email to the instructor prior to the end of the grace period at khenderson@fullerton.edu. HOWEVER, students are expected to seriously attempt to resolve technical problems before emailing assignments. Contact the instructor as soon as you have an issue. In the event of a Titanium technical problem, please report your concern to the Help Desk at 657-278-7777.

As a last resort, assignments may be surface mailed to Kris Henderson, Department of Biological Science, Cal State Fullerton, PO Box 6850, Fullerton, CA 92834-6850. Any mailed assignment must be postmarked by the due date.

SPECIAL NEEDS  Students with documented learning disabilities should make me aware during the first week of classes of the need for accommodations. I will work with you to ensure that you have the best possible learning experience.
ACADEMIC INTEGRITY: I assume that by remaining enrolled in this class your intentions are HONORABLE, and that you accept responsibility for dutiful completion of course requirements, and earnest effort toward understanding the subject.

- **Authentication of student work:** Students are expected to complete the required assignments, exams, and papers on their own, except when collaboration with your classmates is explicitly allowed or encouraged. Authentication of student work is accomplished by requiring multiple types of assessments: formal papers, assignments, email contact with instructor, short quizzes, and longer exams. Students may be asked to meet with the instructor for further authentication.

- **Plagiarism** is the unacknowledged used of another’s words or ideas as your own. Use your own words when writing. Use quotation marks and cite the source of any phrase that you "use". Changing one or two words in a sentence is still plagiarism; you must put the information into your own words. All research papers are checked for plagiarism through turnitin.com, however, any assignment that is of concern may be submitted to turnitin.com by the instructor.

Students who violate university standards of academic integrity are subject to disciplinary sanctions. University policies are strictly enforced in this course. Please familiarize yourself with the academic integrity guidelines found in the current student handbook. **All acts of academic dishonesty will be reported to the Dean.** The minimum penalty for cheating or plagiarism in this course is 10% of the final course grade, even if the assignment in question was worth significantly less than that. The maximum penalty is failure of the course. Penalties are given based on the severity of the incident (as determined by the instructor) and the weight of the assignment or exam in question. Penalties are at the instructor’s discretion. Students who have been accused of cheating or plagiarism must take the course exams in person.

The course material and assignments are my intellectual property. They may not be posted or shared on outside web sites. If I track a posting back to you from an outside source, you will be referred to the Dean for an act of academic dishonesty – even if the semester has ended.

WITHDRAWAL POLICY  The CSUF policy regarding withdrawal from classes (UPS 300.016) will be followed. After the first two weeks of the semester, students may be granted withdrawal ONLY by presenting compelling evidence outlining a physical, medical, or emotional condition that prevents completion of the course. Poor academic performance is not evidence of a serious reason for withdrawal. Students unable to produce official documentation will be required to take the grade they have earned in the class. Please refer to the course schedule for information on the last day to withdraw with a W grade. Important dates concerning registration are on the inside cover of the CSUF Class Schedule or at: http://www.fullerton.edu/admissions/.

FACULTY OBLIGATION TO MEET CLASSES

In the event of an emergency that disrupts normal campus operations or causes the University to close for a prolonged period of time due to circumstances such as an earthquake, we will do our best to continue class via Titanium, if it is available. Therefore, as soon as possible after such an event, and at least once a day, check your class Titanium site and your CSUF email for messages and instructions. You can obtain emergency information about campus operations on the CSUF website, via the Fullerton Campus Operation and Emergency Closure Line (657-278-4444).
Discussion Boards: Guidelines and Grading

Participating in the Discussion
Students have been randomly assigned to a discussion group in Titanium, and will remain in that group for the entire semester. The instructor will post several one or more discussion starters relating to each module. The discussions are expected to both expand your knowledge of the content material for the course, AND assist you in understanding the real-world social applications and concerns brought about by the scientific material we are learning. Students are encouraged to post additional threads if there are other areas of interest concerning the article or topic that are not covered by the instructor questions.

Posting
Your posts are required to be substantive, and advance or re-frame the discussion in some way. In other words, you must do more than say “I agree” or “I disagree,” and you must not merely restate what someone else says.

Grading
You must participate in the discussion at least once per unit.

What can/should you post on the discussion board?
- A response to the discussion starter posted by the instructor or your classmate
- A new discussion starter relevant to that week’s topic
- A response to a classmate’s post
- A question to a classmate regarding their post
- An answer or response to something a classmate posted to you
- A link to a relevant video or article (you are responsible for the content of your link – be sure it is from a reliable source before posting!)

I do not expect you to do all of these in 1 discussion, but you will need to do at least 2 of these things to get full credit for a discussion. If there is more than 1 discussion topic posted that week, do not feel like you need to participate in all — thoughtful participation in 1 discussion is enough for you to earn full points (and is better than halfhearted participation in 2 or 3 different discussions)

Your posts will be graded with the following in mind:
- Relevance to topic
- Evidence of thought/reflection, or seeking of information from other sources
- Evidence of critical thinking (i.e. these discussion topics ought to elicit some analysis on your part: ask questions, and more questions; posit some explanations, hypotheses, original ideas. What do you think?)
- Temporal Placement – To have a discussion, there must be an exchange of ideas. Therefore, it is not sufficient to post on a single day. I expect students participating in discussion to begin their participation early in the week, and come back to respond to further ideas or student comments later in the week as well. Posting on only 1 day will not earn full credit.
- Collegiality — adherence to the norms of courtesy appropriate in academic (but informal) discussion

The online discussions account for 5% of your final grade. I will be reading posts regularly throughout the semester but will only participate in the thread if necessary. Grading will be done at the closing deadline of each thread.

Community Standards and “Netiquette”
Your posts will not be graded based on grammar and spelling, but writing should be clear and understandable to get your point across. You are also required to adhere to the norms of online courtesy – known as “netiquette”
http://www.albion.com/netiquette/corerules.html Consistently inappropriate posting by any student will be treated similarly to consistently inappropriate classroom behavior, and may result in that student’s being barred from further online discussion in the class, with a resulting loss of the participation grade for the course. Please contact me if you have any questions about this.
Biology 101 is a General Education course:
The critical and creative thinking skills that you develop as you “do” science will help you in many areas of your life. For example, if members of your family have suffered from heart disease, how would you use genetic information about susceptibility to heart disease in thinking about your diet and lifestyle? The goals for Biology 101 are for student learning of the following major scientific ideas:

a. Living things are made of smaller structures whose functions enable the organism to survive.
   **Biology 101 Students should be able to:**
   - Define the characteristics of life
   - Differentiate between the main classes of biologically important molecules
   - Summarize cell theory
   - Explain the processes associated with cell growth & division
   - Compare & contrast characteristics of prokaryotic & eukaryotic cells
   - Relate cell structure to cell function
   - Explain how an organism maintains homeostasis
   - Organize functions within levels and explain relationships between levels of biological organization (cell, tissue, organ, organ system, organism)

b. Living things depend on each other and the physical environment as they interact to obtain, change, and exchange matter and energy.
   **Biology 101 Students should be able to:**
   - Describe how energy from the sun drives most activities on the earth's surface
   - Sketch the flow of energy & matter through higher levels of biological organization
   - Explain the ways in which organisms may interact
   - Identify factors that affect population growth and decline
   - Identify factors that affect ecological organization at the community & ecosystem level
   - Assess the role of humans in natural systems
   - Describe & give examples of the value of biodiversity & the natural world

c. The great diversity of living things is the result of billions of years of evolution of organisms through the mechanisms of heredity, random change, and natural selection.
   **Biology 101 Students should be able to:**
   - Illustrate the Central Dogma
   - Explain & apply the basic principles of inheritance
   - Summarize the evidence for evolution
   - Describe how different processes (e.g. mutation, gene drift, selection) can lead to genetic differentiation and speciation
   - Define and explain natural selection
   - Interpret evolutionary relationships among organisms
   - Explain how evolutionary principles & ideas influence daily lives (e.g. GMOs, AIDS, antibiotic resistance)

Biology 101 students will also possess the following skills:
**Biology 101 Students should be able to:**
- Retrieve information from a variety of sources (e.g. popular press, scientific papers)
- Apply the scientific method
- Critically evaluate data accurately (graphs, tables, text)
- Critically evaluate claims rather than accept authoritative statements
- Recognize the historical context of science
- Differentiate between science and non-science
- Analyze societal issues based on biologically sound principles