

**BSC1005 Online**  
**Fall (8/15/22 – 12/2/22)**

## I. Course Information

<p><u>Course Title:</u> <b>Introduction to Biology</b> <u>Sections:</u> BSC 1005: 70, 71 <u>Instructor:</u> <b>Leann Manley M.S.</b> <u>Credits:</u> 3                    <u>Course:</u> fully online <u>Office Location:</u> Ocala, Building 2, room 217C <u>Office Hours:</u> simultaneously online and on campus* <b>M</b> : 9:30am – 12:30pm &amp; 3:15 – 4:45 <b>T</b> : 9 – 9:30 am ; 12:15pm – 2:15pm   *<u>Online only</u> 4-6pm <b>W</b> : 9:30am – 12:30 pm &amp; 3:15 – 3:45pm Synchronous? e mail me for a Zoom appt If needed</p>	<p><u>E mail:</u> through canvas only (to be sure that it doesn't go into a spam folder). It is best to make an appointment if you want to meet face to face. I check e mail frequently on weekdays (24 hours or less for a reply), though not from Friday night through early Monday morning.</p> <p>Extended Emergency Closure: "For emergency campus closings (natural disasters, etc.) call 352-291-4499 or 800-831-9244 or check our website (CF.edu)."</p>
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## II. Course Description

### What are a few basic facts I need to know about this class?

My hope is that you will enjoy learning the many seemingly miraculous facts about biological organisms presented in this course. We will merely skim the surface of the multitudes of biological processes (metabolism) that keep us alive! The topics are taught on an applicable basis and address many areas such as health, nutrition, ecology, genetics, and biotechnology. To do well in this class, it is helpful to have a sense of curiosity about the human body, a reasonable attention span, a willingness to study, and general knowledge of this syllabus. The vocabulary is extensive in introduction college courses, an efficient and consistent (daily studying) work ethic is necessary in order to do well; for **each credit hour**, set aside, minimally, 1 hour of studying. For a regular term, this would mean that for a 3 credit class an additional 3 hours (outside of attending class) of homework/studying is needed each week (minimally 6 hours weekly). This is actually less time than typically expected in college courses; to compare these study time requirements, click on and complete this online [studying time calculator](#) (be sure to enter in the correct # of weeks in the term). Also know that all communication will be through Canvas e mail; get in the habit of checking canvas e mail often, and check often for announcements! If you're interested to know the specific topics that you will learn in this class, open the digital textbook and look over the table of contents. Another quick peek into this class is to read the opening 1 - 2 paragraphs in each chapter.

One other thing, in order for instructors to teach effectively they have a few basic expectations when addressing a class of students; some of those expectations are that each student: **a.** has the ability to participate (a computer and internet), **b.** will participate consistently and wants to learn (understands [habits are more important](#) than goals); [top habit apps](#) – help to build good habits; **c.** will reach out for assistance as needed in a timely, and professional, manner rather than after a due date, or near the end of the semester.

### What text and materials do I need for this course?

1. A consistently working computer (with internet) with working knowledge of Office 365 (offered free to all CF students). Canvas issues? [dlhelp@cf.edu](mailto:dlhelp@cf.edu), or click on the help link (left hand margin in canvas). CF portal issues? e mail, [ithelp@cf.edu](mailto:ithelp@cf.edu) It is assumed that students have a **contingency plan** for internet or computer outages; neither of these outages is an acceptable excuse for a missed due date. Suggestions to this end: \*if you have minor tech issues: youtube searches typically yield successful solutions; \* it is good planning to complete assignments at least one day in advance of a due date. Also, Chrome browser and adding the Stands (ad blocker) extension really helps!
2. Textbook: online (free) E textbook located in the Modules on the Canvas page (pdf file). For a printed copy, download the file onto a USB drive, any office supply store can print the book for ~\$20 (download pdf reader on your device, it is free online) \*\*If you do not have access to Canvas during the first week of the term, e mail me your student ID # and section # to add you.
3. Exams are proctored through [Honor Lock](#), so a working computer, internet, computer camera and microphone are required. If needed a CF computer lab could be used to take the exams (e mail me at least 1 week before each exam). If you would rather take a paper exam with the campus class, e mail me a few weeks before the exam.

### How can I earn a good grade in this class?

**1)** Develop a plan to complete the **7 steps** below to effectively complete the coursework. **2)** Read both CPR sections in this syllabus before EACH CPR assignment. **3)** Read the “what’s the skinny on how to do well in this course” section. **4)** Plan to meet the grade replacement criteria. If you did all these things, and did poorly on exam 1, make an appointment to see me and bring your work with you so that I can help you (see e mail template on the last page of the syllabus).

### What are **the steps** I should take to effectively complete the coursework?

- Step 1) **download** the textbook to your desktop: \*1<sup>st</sup> **read** the chapter’s objectives (first page of chapter); \*2<sup>nd</sup> **learn** the chapter outline (last page of chapter) . Use the Course Schedule table as a guide to pace yourself this term!
- Step 2) **read** the chapter: *question* and take notes in the margins as you read it (it helps to read it more than once)
- Step 3) try the **crossword puzzle** (*end of each Chapter*) \*(complete applicable concept map **templates** – last 10 pages)
- Step 4) take your **1<sup>st</sup> attempt** (of 3) at the Canvas homework for that chapter and **print it out** (or **save as a digital file**), then go back through the chapters and **take notes on the print out**. Your saved homework file/printout will be perfected by your third homework attempt! (note, some assignments contain *more than one* chapter). *To print canvas homework, copy/paste into a Word doc.*
- Step 5) work on **CPR assignment** due that week (start a discussion on canvas to share ideas for this if desired, it does help)
- Step 6) create your exam **study guide**, combining the *canvas homework questions and CPR material/content, and study it consistently*. **Exam litmus test** (*ready for an exam?*): about ~50 % of the canvas homework options are repetitive. When you see this, *do the following*:\*for each grouping of repetitive options that you identify, *keep the option most challenging, and discard all the easier ones*. This method will help you to *create a personalized and concise study guide*. If you yet don’t see the repetition in the homework options, keep studying, it will happen!
- Step 7) spend a **minimum of 30 minutes daily** following steps 2 - 6. You can do it if you plan to and study consistently!
- Addendums: \* *if needed, with the chapter outline and homework in front of you, start watching the video lessons and take notes!* A few students prefer only using the textbook, though the *video lessons* in each module walk you through the material; it depends on how you learn efficiently. \*note, not all is graded work, rather the suggested use of course materials in order to learn effectively (***the Course Schedule Table shows all graded work***).

### How are assignments and grades earned?

In a nutshell: the results of 6 Canvas Homework assignments, 4 CPR writing assignments and 2 Honor Lock Exams determine the course grade. Students are responsible for the material assigned and presented in this course. All class materials are posted in Canvas (modules), and students are expected to check canvas often to stay informed (notify me within the first week if you can’t access canvas). See the semester grading scale table in this syllabus for weights of assessments.

[Exam Grade Replacement Offer: life happens] \*If exam 1 is missed (or a low grade), it could be replaced by your exam 2 grade if all of the following **criteria** are met: **1)** all communication with me is professional; **2)** Canvas activity is consistent; **3)** earn at least a B on the CPR assignments and the Canvas Homework assignments; ; **4)** no flags during proctoring footage (for instance, keep eyes on screen and no talking); **5)** and send an e mail to me, through canvas, on the day you take exam 2, listing all of these criteria you met that you want me to consider for this grade replacement offer. NOTE: even if you don’t have time to do a good job on a Canvas Homework assignment, take a shot at it, this way you still will have access to the questions in order to study for the exams (if you don’t submit it, you have no access).

## III. Assessment

### What’s this CPR (Calibrated Peer Review) assignment all about?

The CPR system is a writing (brief) and rating assignment that employs critical thinking. Of all the work in this class, this assignment is the one that students tend to comment positively about. The topics of these assignments help students to prepare for the exams, so it becomes a guided study for exams. Another quick note on the CPR system: these are simply short writing assignments (using helpful guiding questions - a writing prompt), that require an additional step of rating (grading) 7 of them. The instructions may seem complex at first, but since guidance is needed these instructions need to be clear and detailed. Take them one step at a time, **they aren’t difficult, they only require critical thinking.** 😊

I. Getting started and registration for the CPR website (the site opens during the 2<sup>nd</sup> week of the term): All students will have access to **register** for the site during **week 2**, click here to do so. When registering, if you need assistance click here; I made a step by step image tutorial for that purpose. If you need assistance after you registered and logged on, click here. These assignments are a major part of this course grade, be sure to familiarize yourself early on leaving time enough to e mail me if assistance is needed. Upon registering, write down your username and password as

there are multiple CPR assignments for the term. Also, bookmark the CPR website on your internet browser as well, and do not attempt these assignments on a phone.

**\*TEXT (1st due date):** **1)** log on to the CPR site, open the CPR assignment for that week, read ALL instructions in the assignment, type your short response in a Word doc using the prompt and guiding questions (word count given in assignments). **2)** copy and paste your response from the Word doc into the CPR site text box and click [submit]. To copy and paste your text into the CPR site, you must use **keyboard shortcuts**: Ctrl C = copy; Ctrl V = paste. You are required to triple check that the CPR site accepted your written text/response (“The CPR site didn’t take my submission” will not be accepted as an excuse for no text submission...log out and log back in to check.) Note: if you don’t submit the text, you have no work for the computer to *randomize* (in other words, you cannot continue in the assignment – be SURE your text is submitted properly).

**\*RATINGS/READING (2nd due date) - 3)** wait till the text submission due date has passed (1st due date – see course schedule table), then you may move on to the ratings. The first section contains the Calibration responses; you will be assigned 3 random calibrated responses to rate – this will get you on track to the grading questions (I rated these responses in advance, *your aim is to score within 2 points of my rating*, in other words, within 2 *standard deviations* from the mean – the average). You will be provided questions (grading questions) that each have a point value to use when you rate the responses. Hint, once you find the calibration response that earned all 10 points – study it, this is preparation for the exams! Once you rate all 3 Calibration responses, then move on to rate the 3 Review responses. Lastly, you are to rate your own response (if you haven’t rated 7 responses, you aren’t finished). If you get stuck as you are rating, reflect on the calibration response that earned all 10 points to discern correct from incorrect. Note, on the CPR site only there is 3rd (calibration) due date - **ignore it. There is no calibration due date**, use the due dates on the course schedule table (syllabus table). **4)** You must rate all 7 responses: 3 calibrations, 3 reviews and your own response before the 2nd due date (see course schedule table). Remember to reflect on this information while completing each CPR assignment.

Each CPR assignment takes the average student approximately 2-3 hours total (1.5 ish to write their response, then 1.5 ish – to complete all of the 7 ratings. CPR assignments are a great study tactic to learn the content of this class! They also make you discern between reasonably written material that is correct from that which is incorrect. You will improve with each assignment. This is an excellent critical thinking component of your learning! Again, these instructions are a lot to take in before seeing the system, don’t stress about this! It will make sense when you get to use the system during week 2.

**Canvas Homework Assignments**

See the 7 steps - specifically steps 4, 6 and 7. Also, reread the homework instructions carefully (in the assignment itself).

**Exams**

Exams are done through [Honor Lock](#), so a working computer, internet, computer camera and microphone are required. Of the 7 steps, specifically reread step 6 and look over the Course Schedule Table for exam preparation hints.

**Is attendance and, or participation required?**

Why sign up voluntarily for something and then not attend or participate? Consistent work on the course materials is necessary to do well in college courses. It is helpful to attend any offered Zoom meetings, though not required; if attending, students should come with conceptual questions – I enjoy discussing course topics (especially as they are applicable to everyday life!) Official CF attendance is taken with the successful completion of the syllabus quiz, if the quiz is missed, it is the student’s responsibility to notify me of this and mentioning attendance.

**Semester grades** will be assigned as follows:

<p>A = (100-90%)          B+= (89.9-87%)          B = (86.9-80%)          C+= (79.9-77%)</p>	<p>C = (76.9-70%)          D = (69.9-60%)          F = (&lt; 59.9%)</p>	<p><b>Assignments/Assessments</b>          (6) Canvas (Ch Hmwk) @20/ea          (4) CPR (writing) @25pts/ea          (2) Honor Lock Exams @100pts/ea</p>
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Any grade disputes must be brought to the instructor’s attention within one week of grade posting.

**So after all this, what’s the skinny on how to do well in this class?**

Follow the suggestions in this syllabus, *find a study partner to hold you accountable* and understand *opportunity cost*.

#### IV. Course Schedule (aka., the syllabus table; print this out, Canvas notifications cannot be relied on)

<u>Week</u> Mon - Sun	<u>Weekly Chapter Reading Requirement</u> Commit to 30 minutes each day !	<u>Weekly Assessments, Assignments &amp; Due dates:</u> Assignments due Sunday 10 pm of that week (rows) No resetting of due dates; Do NOT rely on Canvas notifications!	
		<u>Assignments/Assessments</u>	<u>Due dates</u>
<b>Week 1</b> 8/15 - 21	<b>1</b> Introduction to Biology	Syllabus Quiz > > >	<b>Due 8/21, Sunday 10 pm</b>
<b>Week 2</b> 8/22 - 28	<b>2</b> Biological Chemistry *have you formed a study group yet?	Take CPR tour & Pre Test (Calibrated Peer Review)  *do a few Hmwk questions each day!	*Write down your CPR username & PW Read CPR section in this syllabus, links to site <b>Due 8/28, Sunday 10 pm</b>
<b>Week 3</b> 8/29 - 9/4	<b>2</b> Biological Chemistry	CPR # 1 Text Canvas Hmwk (Ch 1 & 2)	<b>Both Due 9/4, Sunday 10 pm</b>
<b>Week 4</b> 9/5 - 11	<b>3</b> Cellular Organization	CPR # 1 Ratings (*Calibrations, reviews & self = 7)	<b>Due 9/11, Sunday 10 pm</b>
<b>Week 5</b> 9/12 - 18	<b>4</b> Metabolism: Cellular Respiration	Canvas Hmwk (Ch 3 & 4)	<b>Due 9/18, Sunday 10 pm</b>
<b>Week 6</b> 9/19 - 25	<b>4</b> Metabolism: Cellular Respiration	CPR # 2 Text	<b>Due 9/25, Sunday 10 pm</b>
<b>Week 7</b> 9/26 - 10/2	<b>5</b> Metabolism: Photosynthesis	CPR # 2 Ratings Canvas Hmwk (Ch 5, <i>et al.</i> )	<b>Both Due 10/2, 10 pm</b>
<b>Week 8</b> 10/3 - 9	<b>Exam 1: Study Guide?</b> Merge your answers to the Homework and CPR assignments  <b>6</b> Metabolism: Cell Production	<b>Exam</b> (covers Chs: 1,2, 3, 4, 5) <a href="#">Honor Lock Guidelines</a> Know these for each exam	<b>Exam Due 10/9, Sunday 10 pm</b>  Potential Bonus? Fill in all concept map templates correctly (end of textbook), and create 4 of your own that helped you learn.
<b>Week 9</b> 10/10 - 16	<b>6</b> Metabolism: Cell Production	CPR # 3 Text *do a few Hmwk questions each day!	<b>Due 10/16, Sunday 10 pm</b>
<b>Week 10</b> 10/17 - 23	<b>7</b> Metabolism: Genotype to Phenotype	*do a few Hmwk questions each day! CPR # 3 Ratings	<b>Due 10/23, Sunday 10 pm</b>
<b>Week 11</b> 10/24 - 30	<b>7</b> Metabolism: Genotype to Phenotype	Canvas Hmwk (Ch 6 & 7)	<b>Due 10/30, Sunday 10 pm</b>
<b>Week 12</b> 10/31 - 11/6	<b>8</b> Diversity of Life	*do a few Hmwk questions each day!	
<b>Week 13</b> 11/7 - 13	<b>9</b> Body Systems	*do a few Hmwk questions each day! Thanks Vets! 11/11	Should be halfway done with chapter 8 & 9 Homework
<b>Week 14</b> 11/14 - 20	<b>9</b> Body Systems	CPR # 4 Text Canvas Hmwk (Ch 8 & 9)	<b>Due 11/20, Sunday 10 pm</b>
<b>Week 15</b> 11/21 - 27	<b>10</b> Biogeochemical Cycles	CPR # 4 Ratings Canvas Hmwk (Ch 10 <i>et al.</i> )	<b>Both Due 11/27, Sunday 10 pm</b>
<b>Week 16</b> 11/28 - 12/2	<b>Exam 2:</b> Know the answers to the Homework and CPR assignments	<b>Exam 2</b> (covers all chapters) <b>Due date Friday, 12/2</b>	<b>Exam 2 Due Friday, 12/2, 10 pm</b> <a href="#">Honor Lock Guidelines</a>

#### Tutoring Options

1) e mail me to schedule a study group Zoom session (see office hours); 2) [Tutoring center](#) in the Ocala campus library – call to check; 3) Smarthinking (if issues, E Learning help desk - dlhelp@cf.edu or (352) 854-2322 x 1317 or ext 1847). **Note:** student feedback from those who found this class challenging and earned a B or higher, revealed that consistent studying of the canvas homework is the key to success. A few tried tutoring, though commented it was the repetitive studying that worked. Anonymous student surveys revealed the following study time requirement in order to do well: 25% said 15 min/day, 48% said 30 min/every day, 20% said 60 min/day; this is advice from your peers (former students).

**Things students do that could sabotage their education:**

Don't attend meetings: you paid for it, get the most out of it  
 Not read and acknowledge the syllabus: it's a contract  
 Not complete assignments on time (or at all)  
 Adopt the precept that cramming is the same as learning  
 Pay for classes, then not invest time and attention studying  
 Doing what you want, rather than what you ought (habits)

**CHECKLIST for grade improvement & meetings:**

\*Learn/know each chapter outline  
 \*Read and reread each chapter till it sinks in  
 \*Beef up each chapter outline (use Canvas questions)  
 \*Complete all assignments  
 \*Concept maps! (chapter outline terms & templates)  
 \*Study course materials 30 minutes daily  
 \*I look forward to reviewing your work when we meet!

**General BSC 1005 Policies**

1. Attend any online meetings, pay attention, follow study suggestions, ask questions as needed and you will succeed!
  2. There are no make up assignments or assessments (no resetting of due dates)
  3. Knowledge of computers and the internet is assumed; it is assumed that you have a contingency plan for internet or computer issues. An internet outage or computer issues are not viable reasons for missing a due date: **A)** do not procrastinate, and **B)** have a back-up plan for internet and, or computer issues
  4. E mail questions may not be replied to if sent within 24 hours of an assignment due date, do not procrastinate, especially on the initial assignments – there is always a learning curve on any new computer software interaction!
  5. Assistance of any kind during an exam will result in a 0 (and possibly an FF for the course)
  6. Any technical issue with the CPR site is due to user error. If you need assistance, you may bring your computer to the campus and schedule a meeting with me if you feel that it is not user error. This meeting must take place before a due date. If I.T. does determine that it is a CF server issue, I will address that as needed.
  7. If you want extra credit, study extra; studying time correlates to one's grade (grade = % of material learned)
  8. Cheating and plagiarism will not be tolerated; this will result in a grade of "FF" for the course
  9. If for some reason I deem that a make up exam is warranted, it will be an essay exam
  10. All Honor Lock requirements must be followed; be aware of their exam taking policies, infractions may result in a 0
  11. It is the student's responsibility to drop the class by the college drop dates (see dates below) if desired. Meet with an instructor if you have questions concerning your grade/class progress.
  12. Student services students must e mail me a notification at least 48 hours before a scheduled exam.
- \*if you would like a more in depth textbook to read, [click on this link](#) for the OpenStax Concepts of Biology text (free pdf)

**Template of a professional e mail message for correspondence with instructors:**

Dear Professor, *^be sure the name is spelled correctly*

I am writing this e mail to you because *^replace this with your concern*

\*I have looked diligently over the class materials and syllabus for an answer but couldn't find it. My question to you is  
*^replace this with your question/concern*

Thank you in advance for your assistance and I look forward to your reply.

Sincerely,  
*^your full name here*

**Want to make a Zoom office appointment?** Use this same e mail template (above), though include these changes at the asterisk:

\* After looking at your office hours at the top of the syllabus, I would like to meet with you at *^fill in the date and time that works for you*  
 I realize that if I want any guidance on how to improve in this class I definitely will bring all my completed coursework and notes with me.

Sincerely,  
*^your full name here*

**College Policies** are located on your canvas page (left hand margin)

The College of Central Florida is committed to helping you succeed and achieve your academic, personal and career goals. There are a wide range of resources and support services available to you. When students are connected early to resources and support systems on campus they are more likely to stay in classes, perform better in those classes, and complete their path more quickly. One example is through an Early Support Program, where you may receive an email indicating your professor or advisor is reaching out directly to help connect you to support services. This may include connecting you to tutoring, financial support, psychological support services, and disability services just to name a few. Be aware, you can also reach out to these services on your own as well. Additionally, we offer disability services, a testing center, and many other resources which are all available to you. [Please refer to the College Resources, Dates, and Policies document in your Canvas course to learn more about these supports.](#)



**Stressed and need someone to talk to?** counseling services to students are available free of charge by State of Florida licensed clinicians either on campus or off campus. Off campus, CF has a system that is anonymous and free called Baycare. A student may call the toll free number, 1-800-878-5470 (twenty four hours per day, seven days per week) for assistance or visit the [Baycare website \(Links to an external site.\)](#). There are also counseling services at CF: Contact 352-854-2322, Ext. 1760, or 352-854-2322, Ext. 1286 for more information.

## V. Learning Outcomes

College of Central Florida Learning Outcomes (aka, student objectives for this course)	Assignments & Exams
<b>Critical Reasoning: The student will reflect, analyze, synthesize, and apply critical thinking.</b>	
1. Accurately interpret evidence, statements, graphics, questions, etc.	X
2. Identify important arguments.	X
3. Thoughtfully analyze and evaluate alternative points of view.	X
4. Draw valid conclusions.	X
5. Justify and explain assumptions and reasons	X
<b>Communication: The student will read, write, speak, and listen effectively.</b>	
1. Read materials and effectively understand essential facts and concepts.	X
2. Write an organized document that communicates effectively and appropriately for the situation.	X
3. Listen actively to comprehend main ideas and essential details.	X
<b>Quantitative and Analytical Reasoning: The student will understand and apply mathematical and scientific principles and methods.</b>	
2. Identify and organize relevant information and complete the solution of an applied problem.	x
3. Interpret and communicate understanding of visual representations of data.	x
4. Demonstrate mathematical number sense and unit sense.	x
<b>Global Socio-Cultural Responsibility: The student will be an informed and responsible citizen in social, cultural, and global matters.</b>	
2. Identify scientific principles underlying human influence upon the Earth and its inhabitants.	x
4. Understand the local and global connections among power, and knowledge	x
5. Understand the local and global connections between self-direction, cooperation, respect, responsibility, and integrity.	x
<b>Computer &amp; Information Skills: The student will be able to evaluate the importance of technology and its applications.</b>	
1. Organize data or information using appropriate electronic media.	x
2. Access, research, and retrieve information using the Internet.	x
3. Communicate with others using electronic media.	x