**Biology 103/103L: Biology Survey II and Lab (Tentative Syllabus for Spring 2019)**

**Prerequisite:** None

**Course Description:** The second of two courses in the general course sequence for non-majors in the biological sciences. The course will cover major concepts concerning Evolution, biological diversity, and ecology. Relevance of biology to current issues will be considered. A lab component (BIOL 1031L – U820T) is required with the course. This undergraduate biology course is designed to be a broad survey of the general principles of Biology. In addition to the concepts presented students will also be learning the vocabulary of biology and scientific method.

Through the course and laboratory experience, the following Goal of the South Dakota System General Education Requirements will be met:

- **BOARD OF REGENTS GOAL #6:** Students will understand the fundamental principles of the natural sciences and apply scientific methods of inquiry to investigate the natural world.

As a result of taking this course, students will:

<table>
<thead>
<tr>
<th>Learning Outcomes</th>
<th>Assessment</th>
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<tr>
<td>1. Explain the nature of science including how scientific explanations are formulated, tested, and modified or validated.</td>
<td>Evaluation of online quizzes and exams.</td>
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<tr>
<td>2. Distinguish between scientific and non-scientific evidence and explanations, and use scientific evidence to construct arguments related to contemporary issues.</td>
<td>Evaluation of online quizzes or exams, homework assignments, or lab questions and experiments</td>
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<tr>
<td>3. Apply basic observational, quantitative, or technological methods to gather and analyze data and generate evidence-based conclusions in a laboratory setting.</td>
<td>Evaluation of lab reports and worksheets.</td>
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<tr>
<td>4. Understand and apply foundational knowledge and discipline-specific concepts to address issues, solve problems, or predict natural phenomena</td>
<td>Evaluation by online quizzes, homework assignments or exams</td>
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LearnSmart assignments, LearnSmart labs, other lab assignments, OneNote Class notebook for lab reports and proctored exams are required parts of this course and will be described later in this document.

Required Materials:

Textbook and Labs: This course will be using the “First Day Access” option for obtaining course materials. This includes access to the E-text and Connect (SmartBook, practice homework and assigned LearnSmart Modules and Learn Smart labs) the very first day of class, and the option to order the text (loose leaf) for a discounted price. Another aspect of this process is that you will be directly billed for the course’s materials—**you will not need to obtain them from the bookstore.** The cost will be applied to your regular university bill, along with your tuition and fees.

To initially access your e-Text or e-Materials, you must log into your course via Desire2Learn. Your instructor will give you details on how to access the e-Text and e-Materials within the course.

Office 365 Pro Plus: We will be utilizing the OneNote Class Notebook for investigations of current topics in Human Biology. All USD students are eligible to get Office 365 Pro Plus for free (PC and MAC). A link is provided to get the software in the USD technology page at the USD web site [http://www.usd.edu/technology](http://www.usd.edu/technology) You will be required to login to your USD Portal where you will find access to the software on the Technology Tab.

**NOTE1:** If you own MS Office 2016 or have built in OneNote in your version of Windows 10, you already have the software needed for the class notebook.

**NOTE2:** You will receive an e-mail invite for the OneNote class notebook once it is set-up from the instructor to your institutional e-mail (@coyotes.usd.edu or other South Dakota BOR intuitional e-mail such as @jacks.sdsu.edu)

Respondus Lockdown Browser and Monitor: required for exams. These will be available in D2L. See notes later in this document about your options for proctored exams.

Instructional Method: This course is instructed online via three resources

1. Desire2Learn - also known as D2L. (See Section below on Desire 2 Learn) where you will find course information (Syllabus, Schedules, Homework, E-text and SmartBook Information)
   a. Dropbox for submitting other assignments
   b. Discussion board
   c. Grades
   d. McGraw-Hill Connect (assignments and labs)- Access is through D2L Content.
2. MS OneNote Class Notebook (Some labs and Lab reports)

This course, taught entirely online, makes use of current technology to help students master the material. Instead of lectures; e-text reading assignments, practice homework assignments, and graded adaptive learning modules with a SmartBook are used to help you master the material. All labs are online and will be accessed through D2L. The MS OneNote Class notebook will be utilized for submitting lab reports.

D2L Exams will be given to assess your mastery of the assigned material.

While this is an online class, it does not mean it is a self-paced or a correspondence-like course. Readings, learning modules and exams have specific due dates, which are outlined in the schedule at the end of this document and in D2L. Planning a schedule for the semester is highly recommended!
Expectations:

Students
Students are expected to read, understand and abide by all policies and procedures outlined in this syllabus, as well as those in the CDE Online Orientation guide, which can be accessed from the “Getting Started” widget on the course homepage. The guide contains valuable information about the various academic, student and technical resources and services available at USD.

The South Dakota Board of Regents defines a credit hour as one hour of classroom or direct faculty instruction, and two hours of out of class student work. This is a four credit-hour course, so students should expect to invest about twelve (12) hours per week in the course (lecture 9 hrs.; Lab 3 hrs.).

This is an online course and meant to be an asynchronous experience. As we will not be meeting face-to-face, the SDBOR engagement requirement will be reproduced by the following activities: readings assigned in the textbook; LearnSmart assignments, LearnSmart online lab exercises and other online labs, practice homework activities, other online practice activities.

IMPORTANT: Updates may be provided during the week, so students should log into D2L to check for announcements at least three times per week, if not more frequently.

Students are also expected to have and maintain the appropriate technology required to complete the course. For more information about this, please see the “Technology Requirements” towards the end of the syllabus.

Instructor
I will strive to provide every possible opportunity for feedback and return feedback. LearnSmart Labs, LearnSmart assignments and Exams are graded automatically and immediately. I will address any questions or concerns about the material or assessments and give feedback as soon as possible (Within 24 hrs. during the business week.). I will also abide by the policies set forth in this syllabus and those by the CDE Online Orientation, The University of South Dakota, and the SDBOR.

Contacting Me
Please use the following e-mail to contact me; krasmuss@usd.edu. Also, when e-mailing me I ask that you identify yourself as one of my online BIOL 101 students. I will be happy to respond as quickly as possible (within 24 hrs during the business week (Monday – Friday)). I will have virtual office hours posted in D2L. During these times you can expect a quick response to any e-mailed or posted questions you may have. I ask that you do not use links in D2L to e-mail me! I will not be able to reply.

Course Objectives:

This course is designed to promote an understanding and appreciation of the biological world in which we live, the methods of science, and a better understanding of how our natural world works.

Specific Goals / Objectives, Assessments
● Identify the scientific principals behind the study of biology. (Assessment via Lab quizzes or reports, online assignments and online exams)
● Demonstrate the scientific method through virtual laboratory exercises (Assessment via lab quizzes or reports)
● Identify and explain the basic concepts, terminology and theories of the biological sciences (Assessment via exams, online assignments and online labs)
Apply biological concepts and theories to contemporary issues (Assessment via online assignments)

Assessments: Because of the online nature of this course, it is important that students receive regular feedback on their progress. To that end, there will be weekly assessments to assure that ample feedback is provided and that ample opportunity is provided to ask questions about the various course topics. You will be assessed for the above objectives by completing online exams, laboratory exercises, quizzes, and other activities as may be assigned. Homework assignments and D2L exams are graded automatically and immediately. Lab reports and some labs are graded later by the instructor.

*Lab questions, reports and LearnSmart assignments are open book or note, not timed or proctored. However; you will need to take adequate notes during the lab exercise in order to do well on the lab reports.

*Exams in D2L are closed book, timed and proctored, so you will want to be adequately prepared before starting. (Only one page 8.5 x 11 of handwritten notes allowed in the exam)

IMPORTANT: Make-up assignments and exams will only be available under conditions such as serious illness, family emergencies, etc., and will be provided solely at the discretion of the instructor. Students must notify the instructor prior to missing any assessment due date and be able to produce an official excuse.

Graded Assessments:
Graded assessments will be in the form of exams, LearnSmart assignments, lab exercises and reports. Listed in the table below is the percentage of your overall grade for each exam, homework and lab quizzes.

<table>
<thead>
<tr>
<th>Graded Item</th>
<th>Percent of final grade</th>
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<tbody>
<tr>
<td>Exam 1</td>
<td>10%</td>
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<tr>
<td>Exam 2</td>
<td>10%</td>
</tr>
<tr>
<td>Exam 3</td>
<td>10%</td>
</tr>
<tr>
<td>Exam 4</td>
<td>10%</td>
</tr>
<tr>
<td>Online Labs and (One Note) lab notebook</td>
<td>40%</td>
</tr>
<tr>
<td>Homework Assignments</td>
<td>20%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
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</table>

There are four exams, equally weighted and generally composed of 30 to 50 questions (multiple choice, matching, multi select and true or false). The four exams will comprise 40% of the course grade. The labs and OneNote Lab Notebook is worth 40% of the course grade. There will be LearnSmart assignments that will contribute to 20% of the course grade. Exams must be proctored—in other words, you will need to go to a specific place to take them.

WARNING: Exams must be proctored, you are allowed to one (1) 8.5 x 11 sheet of hand-written, notes (front and back). You are not allowed your book, notebook or any other materials or resources while taking the exam. There are a few options for this.

1. Use your own computer with a camera and Respondus Browser and Monitor.
2. Take the exam at one of the South Dakota testing centers or get a proctor. For proctor information, refer to pages 21 - 22 of the online student handbook, in the getting started widget on the homepage of the D2L course.
   a. If you opt to not use Respondus Browser and Monitor and you are an on campus USD student or a student residing near the University of South Dakota you are required to take your exams at the USD testing center. See page 22 of the online student handbook.
   b. If you opt to not use Respondus Browser and Monitor and will not be using one of the CDE testing centers in South Dakota, you must complete the CDE Proctor Form and return it to CDE within the first week of the semester. In order to maintain academic integrity, all proposed proctors must be approved by the CDE prior to their use. You will be responsible for any postage or proctoring fees incurred as part of this process. The Proctor Form can be accessed at http://www.usd.edu/~media/files/USD-online/proctor-form.ashx. You must return the completed proctor form to CDE, per the instructions at the top of the form. If you live in the vicinity of Pierre, Rapid City or Sioux Falls you are strongly encouraged to take the exams at the listed established testing centers in those areas, as they are equipped to meet the varied needs of students.

Final Grading: Your final grade is calculated using straight percentages:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>80-89%</td>
</tr>
<tr>
<td>C</td>
<td>70-79%</td>
</tr>
<tr>
<td>D</td>
<td>60-69%</td>
</tr>
<tr>
<td>F</td>
<td>up to 59%</td>
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</tbody>
</table>

IMPORTANT: You can check your current grade at any time during the semester by clicking on the Grades under the Assessments drop down box in D2L.

Suggested Weekly Schedule (Student)
While every student has differing work and class schedules here is a general suggestion for distributing the workload for a typical week:

<table>
<thead>
<tr>
<th>Day</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Start of the week; Start the week with your textbook reading. (NOTE: At any time during the week you may complete the homework activities for each chapter assigned and complete the lab.)</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Continue with studying the concepts presented in the weekly reading.</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Finish readings and begin the assigned chapter LearnSmart assignments (graded). Start assigned lab.</td>
</tr>
<tr>
<td>Thursday</td>
<td>Open for work on assessments/quizzes, lab or exams</td>
</tr>
<tr>
<td>Friday</td>
<td>Open for work on assessments/quizzes, lab or exams</td>
</tr>
</tbody>
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Technology Requirements: The University of South Dakota has established minimum technology requirements for participation in online courses. These are outlined under the “Technology Support and Requirements” section in the CDE Online Orientation document in the “Getting Started” widget on the D2L course homepage. If you opt to use the Respondus Browser and Monitor your computer must be equipped with a working camera.

1. Desire2Learn (D2L):
D2L will be used to facilitate these aspects of the course. In D2L, you will be able to:

- Complete exams
- Access course materials and syllabi and schedules
- Access your course progress and grades
- Access connect (for e-text, Smart Book, assignments and labs)
- Access other assigned labs

To access D2L, please visit the following URL: http://d2l.sdbor.edu/ and enter your user name and password. You can also access D2L by logging into your USD Portal.

Student Resources:
The University of South Dakota provides several useful services to students:

- **CDE Online Orientation Guide (see link in the “Getting Started” widget on the D2L course homepage):**
  This contains very important information related to the services provided by the University of South Dakota as well as the University policies. In it, you will find such information as:

  - Academic support services such as the library, writing center, proctor and testing information, book purchasing, etc.
  - Student support services such as advising and enrollment information, financial aid, student life, and counseling, etc.
  - Technology support services like technology requirements, ITS Help Desk contact information, discounts on computers and software, etc.

- **USD Portal (http://my.usd.edu/):**
  The USD Portal is your one-stop place for a majority of services offered to any student taking a USD course—like this course. You can access the following services from the “Academics” tab in the portal:

  - WebAdvisor
  - I.D. Weeks Library

- **The USD Writing Center (http://www.usd.edu/academics/writing-center):**
  The USD Writing Center was established to provide writing assistance to students in order to help them become better writers. It is available on campus during regular business hours and online in the evenings. Please visit the URL above for more information.
**Academic Integrity:**
The College of Arts and Sciences considers plagiarism, cheating, and other forms of academic dishonesty imimical to the objectives of higher education. The College supports the imposition of penalties on students who engage in academic dishonesty, as defined in the “Conduct” section of the University of South Dakota Student Handbook.

No credit can be given for a dishonest assignment. A student found to have engaged in any form of academic dishonesty may, at the discretion of the instructor, be:

a. Given a zero for that assignment.
b. Allowed to rewrite and resubmit the assignment for credit.
c. Assigned a reduced grade for the course.
d. Dropped from the course.
e. Failed in the course.

**Freedom in Learning:**
Students are responsible for learning the content of any course of study in which they are enrolled. Under Board of Regents and University policy, student academic performance shall be evaluated solely on an academic basis and students should be free to take reasoned exception to the data or views offered in any course of study. Students who believe that an academic evaluation is unrelated to academic standards but is related instead to judgment of their personal opinion or conduct should first contact the instructor of the course. If the student remains unsatisfied, the student may contact the department head and/or dean of the college which offers the class to initiate a review of the evaluation.

**Disability Services:**
Any student who feels s/he may need academic accommodations or access accommodations based on the impact of a documented disability should contact and register with Disability Services during the first week of class. Disability Services is the official office to assist students through the process of disability verification and coordination of appropriate and reasonable accommodations. Students currently registered with Disability Services must obtain a new accommodation memo each semester. For information contact:

Room 119 Service Center
(605) 677-6389
Email: disabilityservices@usd.edu

**Diversity and Inclusive Excellence:**
The University of South Dakota strives to foster a globally inclusive learning environment where opportunities are provided for diversity to be recognized and respected.