
Instructor Information:

Name: Clovis Stacey

Email: cstacey@odessa.edu

Office Location: Wilkerson Hall 130
Odessa College
201 W University
Odessa, TX 79764
432-335-6543

Office Hours: By appointment

Course Information:

Course

Title: Biology 1409 WB

Course Dates: June 10 –August 15, 2013

Course Credits: 4

Location: This course is a full Web course

Course Prerequisites: Biol. 1408

ICO: 1, 2, 3, 4, 5 & 6

Course Catalog Description: This course is a continuation of Biol. 1408. Biology of protists, fungi, plants, animals and animal behavior is presented. Emphasis is placed on general human anatomy and physiology. Current topics in biology and medicine will be discussed. This course is designed as a transferable lab science course for non-science majors.

Required Materials:

Textbook: **Biology: A Guide to the Natural World** by David Krogh, 5th ed.; Pearson-Benjamin Cummings Publishing

Course skills and Other Requirements: Computer skills necessary to navigate “Blackboard”. Biology 1408.

Important Course Dates:

Classes begin: June 10

Last Class Day: Aug. 15

Final Exam: Aug 15

Final Exam: 20% of total score; The final exam is a comprehensive exam.

Course Grading System: Final grade is determined by adding the total number of points accumulated and dividing that by the total number of points possible.

Grading Rubric: TBA

Policies and Procedures:

I. Grading:

Animation Quizzes are worth 10 pts.

Bio-Flix Quizzes are worth 5 pts.

All Chapter Exams are worth 25 pts.

All Lab Quizzes are worth 10 pts.

All Unit Exams are worth 100 pts.

II. Cheating/Academic Dishonesty: Anyone cheating or anyone who displays academic dishonesty will be subject to automatic withdrawal from the course.

III. Plagiarism: Anyone who demonstrates plagiarism will be subject to automatic withdrawal from the course.

IV. Discussion Board Topics: N/A

V. Disabilities: In accordance with federal and state laws and regulations, Odessa College does not discriminate on the basis of disability in the recruitment and admission of students, the employment of faculty and staff, and the operation of any of its programs and activities. Students with disabilities should contact the ADA Accommodation/Support counselor, Becky Rivera-Weiss, directly: brivera@odessa.edu All requests, including VCT, for accommodations must be channeled through the Accommodation counselor.

VI. Incomplete Policy: An Incomplete (I) may be given only if the student has earned a passing grade on all submitted coursework and if the student has completed a minimum of 75% of the required coursework. A grade of "I" will only be assigned when the conditions for completions have been discussed and agreed upon by the instructor and the student. Furthermore, it is the student's responsibility to contact the instructor to complete the missing assignments. Remember, an Incomplete will automatically roll to an F at the end of the first long semester after the Incomplete was issued.

VII. Withdrawal Policy: (page 42-43 of the Odessa College Catalog). The last day to drop this class with a W is Tuesday, April 16. I will not do administrative withdraws past that date due to grades!

VIII: Course Mid-Semester and semester-end Evaluation: Students will be required to participate in a mid-term and end-of-semester course evaluation survey.

IX. Instructor Response Time: I check my email daily and will respond to your email within 24 hours. If you do not receive a timely response from me, please assume that I did not receive your email and resend it. According to Odessa College policy, all communications between us must be done via your OC student email account, no exceptions. I will not respond to any email sent via a personal email account.

X. Special Needs: Odessa College complies with Section 504 of the Vocation Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability Services at 335-6861 to request assistance and accommodations.

XI. Student Success: The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact you to work toward a solution.

XII. Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will

- provided my contact information at the beginning of the syllabus;
 - respond to all messages within 24 hours if received Monday through Thursday and within 48 hours if received Friday through Sunday; and,
 - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies **during the time I'm unavailable.**
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
 - provide clear information about grading policies and assignment requirements in the course syllabus, and
 - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
 3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
 - post grades for discussion postings within one week of the discussion thread closing.
 - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

XIII. Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
 - line up alternative computer and internet access in case my primary computer crashes or my internet services is unavailable;
 - recognize that the college provides free wi-fi and computer labs during regular campus hours to help me with accessing my course; and,
 - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or service is unreliable.
2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to
 - **getting "kicked off" of the system during tests or quizzes;**
 - having trouble submitting assignments; and
 - dealing with a traumatic personal event.
3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
 - seek out help from my instructor and/or from tutors;
 - ask **questions if I don't understand; and,**
 - access my course several times during the week to keep up with assignments and announcements.

Hardware/Software Requirements

Computer:

A minimum of 64 MB RAM, 1 G of free disk space, 150 MHz or higher recommended, a monitor capable of at least 800 x 600 resolution

Peripherals: Speakers to be able to listen to audio files.

Software: Anti-virus software is highly recommended for students and instructors. Online courses involve much file sharing, which increases your risk of computer virus infection. Anti-virus software will help protect your computer in case of exposure to a computer virus.

Other software: You are required to submit assignments typed in Microsoft Word document, and I will ask you to view course content that is in the form of Microsoft Word. In this case, you must have access to Microsoft Word (2003), and documents must be sent in that format.

There will be audio/video files in the course for which you will need [Windows Media Player](#) or [QuickTime](#) or [Real Player](#).

Internet connection: 56 K modem or better

Browser and settings:

Microsoft Internet Explorer 6" (IE 6) works best with Blackboard on computers running the Microsoft Windows operating system.

Java and Cookies must be enabled. To enable Java:

1. In Internet Explorer 6, go to the "Tools" menu and choose "Internet Options".
2. Choose the "Privacy" tab and move the slider to "Medium" (which is the default setting) to enable Cookies.
3. To enable Java (if not installed, first see next item "Java Plug-in for Windows..." or Java Plug-in for Macintosh" below), while remaining in the "Internet Options" window choose the "Advanced" tab.
4. Scroll down until you see the "Java (Sun)" item and check the box beside "Use Java...".
5. Click "OK".
6. You may need to close your browser and all other applications and restart your computer before this setting takes effect.

Email: Go to <http://www.odessa.edu/dept/it/studentemail.htm> to set up your email account. The Student Success Center at OC is available to assist in setting up the email account if you need assistance.

Preparation for Computer Emergencies

Computer Crash

Not having a working computer or a crashed computer during the semester will NOT be considered as an acceptable reason for not completing course activities at a scheduled time. NOTE: Identify a second computer that you can use when/if your personal computer crashes.

Server problems

When the Blackboard server needs downtime for maintenance, the Blackboard administrator will post an announcement in your course informing the time and the date. If the server experiences unforeseen problems your course instructor will send an email.

Complete Loss of Contact

If you lose contact with me completely (i.e. you cannot contact me via Blackboard or email), you need to call me at my office, 335-6543, and explain the reason you cannot contact me and leave me a callback telephone number if I'm not in my office.

Lost/Corrupt/Disappeared files

You must keep/save a copy of every project/assignment on an external disk or personal computer. In the event of any kind of failure (e.g., Blackboard server crash or virus infection, students own computer crashes, loss of files in cyberspace, etc) or any contradictions/problems, I may/will request you to resubmit the files. In other words, if you submit a document to me, and I either do not receive it (lost in cyberspace) or it is corrupted when I open it, it is incumbent upon you to resend it to me, corrected, with little or no "downtime" in regard to the timeline for submission.

Student Support Services

Statement of Special Accommodations:

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact your instructor to discuss your concerns. You may also call the Office of Disability Services at 335-6861 to request assistance and accommodations. Students needing assistance because of a disability may contact the counseling office no later than 30 days prior to the start of the semester.

Support Services

Learning Resource Center (Library)

The Library, known as the Learning Resources Center, provides research assistance via the LRC's catalog (print books, videos, e-books) and databases (journal and magazine articles). Research guides covering specific subject areas, tutorials, and the "Ask a Librarian " service provide additional help.

Student Email

Please access your Odessa College Student E-mail, by following the link to either set up or update your account: <http://www.odessa.edu/gmail/>. All assignments or correspondence will be submitted using your Odessa College email.

Student Portal

Please access the Odessa College Portal, by following the link: <http://www.odessa.edu/portal.htm>
The Portal is a password protected website for OC students & employees. As a student you have access to the following information: Grades, Class Registration, Class Schedules, Specific Course Information, Smarthinking Tutoring and MORE.

Technical Support

Technical Support For Blackboard username and password help and for help accessing your online course availability and student email account contact the Student Success Center at 432-335-6878, 432-335-6538, or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm.

Important School Policies

For information regarding student support services, academic dishonesty, disciplinary actions, special accommodations, or student's and instructors' right to academic freedom can be found in the Odessa College Student Handbook.

Testing Center

432-335-6622

Access to Odessa College Library Online Catalog

<http://www.odessa.edu/dept/library/>

Access to Student Success Center Website

<http://www.odessa.edu/dept/ssc/>

Design for Completion Initiative

As part of the Design for Completion initiative, your Odessa College Student Success Coach and faculty mentor will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert. Your Student Success Coach or faculty mentor will contact you to work toward a solution.

Tutoring Services:

Tutoring services are available free of charge to OC students, and use of the Student Success Center is encouraged. The Center is located on the first floor of the LRC (Library Bldg). It is easy to find because it is the only three story building on campus. Online tutoring services are also available, and I encourage you to use them. Contact the Director (see info below) for help and directions.

Phone Number: 432-335-6878

Director Phone Number: 432-335-6714 (Susan Ferrini)

Please refer to their website for more information about the Center <http://www.odessa.edu/dept/ssc/> or email the director, Mrs. Ferrini at sferrini@odessa.edu

Access to Odessa College Library Online Catalog

<http://www.odessa.edu/dept/library/>