I. Instructor Information

- Name: Dr. Darrellyn Williams
- Email: dawilliams@pulaskitech.edu
- Office Telephone: (501) 812-2215
- Office Location: Main Campus, Science Building, Room 106A
- Office Hours: By appointment.

II. Catalog Description

- 3 hours of lecture and 2 hours of lab
- This is a study of the general principle of biology and their relationship to society. Topics covered include genetics, the diversity of and unity of life, molecular and cellular biology. Laboratory experiences are integrated with lecture topics. A general education course for non-science majors
- Prerequisites: Completion of DEVE 0324 (Composition Fundamentals) with a grade of “C” or better, or a score of 19 or above on the English section of the ACT, or a score of 75 or above on the COMPASS Writing Placement test and completion of DEVE 0316 (College Reading) with a grade of “C” or better, or 82 or above on the COMPASS Reading Placement test.

PLEASE NOTE
This course CANNOT be used as a prerequisite for any other Biology course including Anatomy & Physiology. If you plan on taking Anatomy & Physiology in the future you will need to take General Biology (BIOL 1401) or Structure & Function (BIOL 1411).
III. Course Resources

The following items are required for this course.

1. Resource Material Packet:
   Edited for PTC, chapters 1-16 only.
   ISBN: 978-1-25-940670-6
   Product is pre-packaged and includes:
   1. Textbook
   2. Access code for Connect Plus which includes:
      - eBook,
      - LearnSmart/Smartbook Adaptive Learning Program &
      - LearnSmart Labs

2. McGraw-Hill Connect:
   You are required to register with McGraw-Hill Connect during the first week of the semester. (Refer to instructions on the next page to register access code.) You may register with the access code included in the resource material packet, purchase a code online, or if you are new to Connect you may begin a limited courtesy trial. **You are required to purchase and successfully register an active access code (license) with McGraw-Hill Connect by 11:59 pm on Sunday January 31, 2016 of the semester or you will be dropped from the course even if you utilize the courtesy access and regardless of when it expires.** You are required to always access your McGraw-Hill Connect assignments through Bb.

3. Computer:
   You are required to have regular access to a dependable computer, dependable internet access, and ability to use the Internet. (There are several open computer labs on campus.) You are required to use Google Chrome or Firefox to access your online assignments.

4. LMS: (Learning Management System)
   You are required to have the ability to access and use Blackboard and Jenzabar eLearning LMS.
   - Blackboard Information: http://www.pulaskitech.edu/online_courses/
   - Bb Help Desk: (866) 588-3194

5. PTC Email:
   You are required to know your PTC email account and have the ability to access and use your PTC email account. **You are required to check and, if necessary, respond to your PTC student email at least once a week. Routinely checking it daily would be best.**
   How to access Student Email: http://www.pulaskitech.edu/email/
   - How to Forward PTC email to a Personal Email Account: https://itunes.apple.com/us/app/owa-for-iphone/id659503543?mt=8

6. Orientation Assignments:
   You are required to complete all orientation assignments by the due date and time.

7. Handouts as necessary. These will be supplied to you through Blackboard

8. Internet resources as necessary.

9. OPTIONAL: NONE
How to register with McGraw-Hill Connect and Check Computer Compatibility

1. Access internet using Google Chrome or Firefox. DO NOT use Explorer.

2. Access and log into Blackboard (Bb) for this course

3. When you click on your first online assignment you will then be prompted to register for Connect.

4. “Welcome to Connect” screen - click [Continue]

5. The next screen will display a picture of the textbook and course information.

6. Click [Register Now] located below the textbook information.

7. Enter PTC email address to join the class. Then click [submit]
   - You are required to use your PTC email address when you register with McGraw-Hill or grades will not sync with Blackboard and zero points may be earned on completed assignments.
   - PTC email is usually the first two letters of your first name followed by your last name and the last 4 digits of your student ID number @students.pulaskitech.edu.

8. Enter registration access code in capital letters then [submit].
   a. You will find a registration code card included with the required resource material packet you purchased.
   b. Don’t have a code: If you do not have a registration code you will need to:
      i. Buy an access online or
      ii. Begin the limited time Courtesy Access

9. Create your McGraw-Hill Education account then go to next step.

10. Click on [Complete My Registration].

11. Click on [Go to Connect Now].

12. DO NOT access any assignments from this screen.

13. Click [return to Blackboard]. You must return to Bb to complete the registration or your grades will not sync with Bb and points may be lost.

14. ALL assignments MUST be accessed through Bb or grades will not sync and points may be lost.

Purchase of Required Resource Materials

Financial Aid: http://www.pulaskitech.edu/financial_aid/
If you are approved for financial aid then have that money made available in the bookstore. It is your responsibility to make sure that the financial aid has been processed so that it will be available in the bookstore before you arrive to purchase your resource material packet. Most of the time financial aid is available the week before classes begin until the second week of classes. Make sure you file early and complete all paperwork accurately so that your financial aid will not be delayed.

“Waiting on payday.”
If you are waiting on “payday” you can register for the McGraw-Hill Connect free limited time courtesy access. This will give you access to online assignments so you can begin your assignments immediately.

Campus Bookstore: http://www.pulaskitech.edu/current_students/bookstore.asp
The campus bookstore is usually open extended hours and Saturdays for two weeks at the beginning of the semester to accommodate the students.

“Sold Out”:
In the unlikely event that the campus bookstore is “sold out” then you will need to register with McGraw-Hill using the free courtesy access. This will give you access to assignments immediately. You will also need to order your materials from the campus bookstore so a copy will be reserved for you when the backorder arrives.

Purchase of required resource materials from locations other than the PTC Bookstore:
If you choose not to purchase the required resource packet from the campus bookstore you are still responsible to purchase all required resource materials within the first two weeks of the semester or you will be dropped from the course. If an alternate bookstore is “sold out” it is still your responsibility to purchase the required resource materials within the first two weeks of the semester.

REQUIRED Resource Materials:
Regardless of the reason, there are no exceptions or extensions granted for purchasing the required resource materials and registering with McGraw-Hill Connect within the first two weeks of the semester. This course begins on day one of the semester and not on the day you purchase the resource materials.

I. Course Objective and Course Content

Expected Student Learning Outcomes:
The student will explain, describe, discuss, recognize, and/or apply knowledge and understanding of the following:

- Scientific method
- Classification
- Cell and membrane structure & functions
- Biochemistry
- Enzymes
- Respiration and photosynthesis
- Mitosis and meiosis
- Metabolism
- Genetics
- DNA
- Evolution
- Ecology
V. Attendance Policy

YOU ARE ADVISED THAT Agencies granting financial assistance may be notified of the violation of the attendance policy by students receiving financial aid.

In an online class, eligibility for financial aid is based on student participation. Simply logging in to the course does not by itself constitute participation. Examples of participation include, but are not limited to, posting to the discussion board, submitting an assignment, taking an assessment, or emailing the instructor about the course.

Students who do not participate will not be able to collect financial aid for an online class.

Although you have a certain amount of freedom in deciding when you will complete the course work there is a timetable and deadline for completion. If you experience significant personal difficulties that prevent you from meeting these deadlines, you will need to contact your instructor prior to the deadline for the assigned materials. If this becomes a routine occurrence during the semester no further accommodation will be granted.

**Attendance Requirements:**
- Attendance and Participation are both required for this course and are traced using course login records, assignment, and/or test submissions.
- Attendance is VERY important. The week’s online course work assignments are structured in such a way that logging on and immediately logging off will not be possible! There will be weekly course work including, but not limited to, assignments, labs, and quizzes. Then about every three weeks there will be a unit examination.
- To meet attendance each week you must complete the weekly lab assignment by the due date and time. There are other assignments and exams required to pass this course but this is the designated assignment which will be use to confirm attendance. You do not have to wait until the due date. You will receive attendance credit for working ahead. If you fail to complete the required weekly lab assignment two weeks in a row you may be dropped from the course.
- Attendance will be monitored and checked beginning the first day you are registered for the course, not the first day you login to the course.

**Academic and/or Administrative Drops:**
- ADMINISTRATIVE DROP POLICY FOR ONLINE COURSES: Students enrolled in online courses must demonstrate active engagement and participation in online course activity every seven (7) days or they may be dropped from the course. Simply logging into the course is not sufficient by itself to demonstrate active course engagement and/or academic attendance.
- You will be dropped if you do not successfully register with a purchased access code for McGraw-Hill Connect with LearnSmart Labs by 11:59 pm on Sunday January 31, 2016 of the semester even if you utilized the courtesy access and regardless of when it expires.
• You will be dropped if you do not complete the Course Agreement Test by **11:59 pm on Sunday January 31, 2016**.

• You will be dropped if you do not complete the Syllabus Agreement by **11:59 pm on Sunday January 31, 2016**.

• If you fail to complete weekly required assignment (Lab) by the due dates for two weeks in a row you may be dropped from the course.

• You may be dropped if you miss an entire week of course work, unless prior approval has been obtained.

• **You will be dropped if you receive zero points or do not even attempt a total of four regular labs regardless of the reason.** (This does not include any labs assigned as bonus.) If this occurs after the drop date then you will automatically fail the course regardless of total points earned.

**Extenuating Circumstances:**

• If the student experiences an unavoidable absence due to extenuating circumstances it is the responsibility of the student to contact the instructor as soon as possible to alert him/her of the situation. Initial contact should be made through email for documentation purposes. Unavoidable absences may include, but are not be limited to, jury duty, military duty, life threatening illness, severe injuries, and/or funerals (immediate family only). In the case of a planned absence such as military or jury duty it is the student’s responsibility to supply adequate written documentation directly to the instructor at least two weeks prior to the anticipated absence so that any alternate arrangements can be made within the limits of PTC and class/lab policies. If an unplanned event occurs then it is the student’s responsibility to supply adequate written documentation directly to the instructor within one week of the occurrence of the extenuating circumstance(s) along with completing any necessary form(s) to be considered for an extenuating circumstance. Delay in supplying adequate written documentation within the stated time frames will forfeit any consideration and policy allowed accommodation for extenuating circumstances.

• In the case of a lengthy catastrophic event it will be the student’s responsibility to apply for an incomplete grade in the course. If the student meets the criteria to receive an incomplete grade then the policy and protocol for such will then be initiated.

• Any event other than those listed must be approved as an extenuating circumstance by the instructor, Department Chair and/or Dean before any consideration of exceptions to the policies of this syllabus will be considered.

• Please note: Home life, routine child care, car trouble, computer trouble, minor illness (not involving hospital services), and work are **NOT** considered extenuating circumstances.
VI. Online Course Policies (Class Policies)

The Pulaski Technical College Student Handbook rules and regulations will be enforced in this course at all times.

- PTC Academic Catalog: [http://www.pulaskitech.edu/admission/web_catalog/](http://www.pulaskitech.edu/admission/web_catalog/)

**Blackboard:**
- Blackboard Information: [http://www.pulaskitech.edu/online_courses/](http://www.pulaskitech.edu/online_courses/)
- Blackboard Direct Access: [https://elearning.pulaskitech.edu/](https://elearning.pulaskitech.edu/)

**Username:** nine digit Student ID number --- **Password:** same as portal password.

**Communication:**

**Announcements:**
Announcements may be made in class/lab and/or posted to electronic media (Bb, Jenzabar Gradebook, and/or sent to your PTC email). Most announcements and/or information will usually be sent to your PTC email. Announcements and/or information may include, but are not limited to, course content information, “housekeeping”, reminders, extra learning credit assignments, and/or alterations to the course schedule.

**Email:**
If you have a question: Contact me via PTC email: dawilliams@pulaskitech.edu
Include your course section number in the subject of your email so I can identify and answer your email quickly. (Example: Section 07”). If you do not begin the subject line with your section number your email may be overlooked and possibly result in delayed response or no response at all. **You are required to use your PTC email account for all email correspondence. Due to privacy laws, replies concerning academic affairs cannot be sent to personal email accounts. You are also required to check and, if necessary, respond to your PTC student email at least once a week for this course. Routinely checking it daily would be best.**

**Course Overview:**
The course work is set up in Units. Each Unit will cover 3 to 4 calendar weeks of the semester.
A Unit consist of a set of weekly folders with corresponding assignments. Extra Learning Credit (Bonus) Assignments will also be listed. These assignments are optional. Each Unit will conclude with a unit exam. Special Unit folders will be displayed for the Information Literacy Assignment and/or other projects along with due dates. To earn points for a grade, assignments (including exams) must be completed by the due date and time. After the due date most assignments can be accessed for review, but no points will be earned. Most of the course work will be due on the same day each week which gives you flexibility with your academic schedule; however, **do not procrastinate** or you will get so far behind that you will not succeed in this course.
Course Work Expectations:
A successful student will read each chapter and take notes on the particular topics emphasized. College students should be aware that it is anticipated that you will need to spend 2 hours outside of a class studying and preparing for each 1 semester hour credit for any class. For a 4 credit hours class you should expect to spend 8 hours outside of class per week. Remember this is time outside of the traditional three hours of lecture and two hours of lab which would total 13 hours per week.

For an online course, such as this one, since you do not attend a traditional three hour lecture these hours are usually added to the amount of time required to complete assignments and cover the material bringing the total to 11 hours per week. Time required to complete the weekly online labs is similar to a live lab so plan on spending at least two hours a week for labs.

For some students it will take less time, for others it may take more. It is all up to YOU!!!

Set yourself up for success:

- Budget your time for each week:
  - Schedule a minimum of 2 hours to complete each lab,
  - Schedule 3 hours to complete weekly Assignments, and
  - Schedule 8 hours for reading and studying the material

- Make this time manageable by scheduling and spending a couple of hours each day studying and on completing the activities for this course 6 days a week and this will give you a break one day a week. You might want to break this down and spend one hour in the mornings and one hour in the evenings.

- Do not attempt to complete assignments, labs, quizzes, and/or exams at 10:00 pm on the same evening in which they are due. This a sure plan for failure.

“A lack of planning on your part does not constitute an emergency on my part.” –anonymous

Course Work Descriptions:

Read Chapter & View PowerPoint Lecture:
It is highly recommended that you read the chapter prior to beginning the assignments. Preparing for an assignment will usually result in less time needed to complete the assignments.

- Read current chapter for the week
- **PowerPoint with Lecture:** Follow along with the PowerPoint as you read the chapter or view the PowerPoint as a preview and/or review of the chapter.
**Weekly Assignments:**
These assignments are required for the course and must be completed when due.

- **Chapter Assignment:**
  Chapter Assignments are administered through McGraw-Hill Connect’s Smartbook. SmartBook is an adaptive learning program which quizzes you on your reading comprehension. Each chapter assignment is usually set for approximately 50 questions with an average completion time of 45 minutes; however, if you do not read and study the chapter prior to this assignment it will usually take you much longer to complete. The program learns with you. If you miss a question an additional question will be added to the original 50 questions. Rather than being asked 50 questions you may be asked to answer 75 + questions. The program may continue to ask you questions until you demonstrate that you comprehend the topic. If you are unable to master the topic after being asked several additional questions on the topic then you will not earn any points for that topic. These assignments have unlimited attempts and can be repeated up until the due date and time. The highest score achieved will be posted to Bb after the due date and time.

- **Chapter Quiz:**
  Chapter Quizzes are all online and will usually consist of multiple choice questions. Quizzes are timed. Once you begin you cannot save and exit. When the time runs out the quiz will automatically be submitted. Attempts are unlimited up until the due date and time. Exam questions are taken from the quizzes so work the quizzes as many times as you can. Your highest score will be posted to Bb after the due date and time.

- **Lab:**
  Labs are required for this course. All labs are to be accessed online through Bb then completed through McGraw-Hill Connect. McGraw-Hill Connect LearnSmart Labs usually consist of pre-lab questions followed by virtual simulated lab experiments. For the virtual lab you will usually perform experiments, gather data, analyze data, and then write a report of your findings. Each lab will take approximately 2 hours to compete. You have unlimited attempts to perform the labs so if you do not score well you can repeat the lab up until the due date and time. The highest score earned will be posted to Bb after the due date and time.

**Exams and other Assignments:**
These assignments are required for the course and must be completed when due.

- **Exams:**
  There will be a unit exam about every three to four weeks at the end of each unit. Unit exams will be over the chapters covered during the current unit. At the end of the semester there will be an online comprehensive Final exam. Comprehensive Final exam will be due during Finals week. Exams are timed. Once you begin an exam you cannot save and exit. When time runs out the exam will automatically be submitted. Only one attempt is allowed for the exams.

- **Bb Posting Assignments:** (Discussions/written assignments)
  These assignments may include, but not limited to: Bb Discussions, Journal entries, and/or blogs. Read and follow the individual instructions for the assignment. Blackboard posting assignments will be listed in the weekly folder of the week they are due. Actual due dates will be listed with the assignment. For these assignments you will be required to post a written assignment to a
Blackboard forum. Please follow standard netiquette protocol for all entries. Spelling and grammar are a part of the posting grade.

- **Information Literacy Assignment:**
  Pulaski Technical College is committed to the Information Literacy Competency Standards for Higher Education as established by the Association of College and Research Libraries and endorsed by the National Forum on Information Literacy. Therefore, all courses will incorporate an information literacy component so that, by graduation, all students will be able to recognize the need for information, then locate, evaluate, synthesize, and communicate information in an ethical manner. Information literacy encompasses critical thinking, research, media, technology, health, business, and visual literacy skills to produce lifelong learners who can make informed decisions in the workplace and in their personal lives. Instructions and rubric will be posted in a separate tab in the left panel of Bb titled “Information Literacy Assignment”. ILA may be submitted as a Bb posting.

- **Projects and/or Special Assignments:**
  Projects and/or special assignments may be assigned. These assignments will take you into other parts of the virtual world and/or may require that you interact with the living world. Projects and/or Special Assignments will be posted in a separate unit folder. Description, instructions, rubric, and due date(s) will be included in the folder. Projects and/or special assignments may be designated as required or as optional extra learning credit.

**Extra Learning Credit Assignments:**

Extra Learning Credit Assignments (Bonus) are optional. Extra Learning Credit Assignments will be posted in the weekly folder they are due. Different types of Extra Learning credit are offered so that multiple learning styles are covered.

- **Section Quiz "practice"**
  Section quizzes are the questions at the end of each section of a chapter. Read the section of the textbook then take the section quiz. These quizzes have unlimited attempts and no time limit. These assignments can be repeated up until the due date and time. Your highest score earned will be posted to Bb after the due date and time. Please note: If you read the eBook the section quiz will be listed as assigned. Each section quiz can be launched (opened) at the end of the section. Though section quizzes are assigned for all sections in all chapters, points earned are for extra learning credit.

- **Video "practice"**
  View the video, take notes, and then answer the questions. Video homework assignments have unlimited attempts and no time limit. These assignments can be repeated up until the due date and time. Your highest score earned will be posted to Bb after the due date and time.

- **Workbook "practice"**
  Workbook "practice" assignments are created for you to work more than once (practiced over and over) to assist you with learning the material. These will usually consist of a combination of activities such as labeling, composition, matching, etc. Workbook assignments can be repeated up until the due date and time. Your highest score earned will be posted to Bb after the due date and time.
**Extra Learning Credit Policy:**

*ELC aka Bonus*

*Also listed under VII Grading.*

**Purpose:**
The purpose of extra learning credit is to enhance the student’s comprehension of the subject which may include topics not covered in the class, lab, textbook, nor lab manual during the course of the semester.

**Announcements of Extra Learning Opportunities:**
Extra learning assignments may only be announced in class and/or lab, and/or only printed in this syllabus, and/or only posted to only one electronic media source (a LMS and/or your PTC email). There may not be any written instructions and/or reminders for extra credit assignments. It is your responsibility to stay informed. Online extra learning assignment titles which begin with an “x” denotes extra learning credit assignment. Not all extra learning credit assignment titles will be marked with an “x”.

**Due dates and late submissions:**
Extra learning assignments are due on a specified due date and time and may be due on any day of the week or weekend when offered online. NO extra credit points will be awarded for late submissions except for those that meet the criteria described in the missed assignment policy.

**Grading:**
Any regular course work assignment points above the listed total points possible for the course will roll over as extra learning credit. This will not alter the letter grade scale for the course. There is no guarantee that any extra learning credit points will be offered or awarded. If extra learning credit is offered through online media grading will be based on points assigned for correct answers submitted. If extra learning credit is offered as a written assignment, project, and/or presentation then it will usually be graded as “all-or-none.” (In this case if ALL of the assignment is not submitted and completed correctly then NO points will be earned) or grading may be based on percentage. If graded by percentage, points will usually be awarded in 25% increments (50%, 75%, and 100%) Extra credit assignments may require that a minimum score (usually 50%) be achieved by the due date or zero points will be recorded regardless of the total points earned. Extra learning credit may be added to Course Learning assignments at the end of the semester, awarded for participation in an activity and/or discussion, and/or awarded for outstanding work submitted based on comparison with other submissions. No more than 10% of the total points possible will be awarded as extra learning credit even if the student earns more points.

**Posting of Extra Learning Credit:**
Earned ELC points may not be posted and added to your grade until the end of the semester.

*Do not contact your instructor at the end of the semester to argue your final grade if you have not bothered to take advantage of any and all of the extra learning credit points offered.*

**Study Attempts:**
Some course work assignments are programmed to allow “study attempts”. Study attempts allow you to access an assignment after the due date to “study” and review the material for exams. You will NOT earn any additional points if you complete an assignment after the due date. Study attempts for the LS Chapter Reading Assessment Assignment can be accessed by clicking on the “Recharge” tab.
Avoid Common Technical Issues:
- Register access code using your PTC email address NOT a personal email address.
- ALWAYS use Firefox or Google Chrome for internet access to Bb and McGraw-Hill Assignments. Hint: If one is not working then try the other.
- Access Connect assignments ONLY through Bb or grades will not sync and may be lost.
- Check your computer for compatibility: http://connect.mheducation.com/connect/troubleshoot.do

Use this direct website access ONLY if Bb is unavailable. If you ever use this emergency access you are required to inform your instructor via email so that the grades completed during this time can be manually synched to Bb. Failure to inform your instructor via email within 48 hours may result in loss of grades for the assignments completed and a grade of zero will be recorded.

Monitor Grades: It is your responsibility to monitor that your Connect grades are posting to Bb. If a Connect grade does not post to Blackboard within 48 hours after the due date it is your responsibility to email your instructor with the exact name of the assignment which did not post. You will then be required to follow and complete the instructions you receive. Instructions may include contacting McGraw-Hill Connect Technical Support. Failure to report a missing grade to your instructor via email within one week after the due date will result in zero points for the missing grade.

Study Attempts: Some assignments may allow study attempts. If study attempts are provided you can access an assignment after the due date to “study” and review the material. NO additional points will be earned if you complete an assignment after the due date.

Types of Technical Issues and How to Report them:
- Posting of Grades: Email instructor immediately for instructions if grade does not post to Bb within 48 hours after the due date.
- Unable to see a posted assignment: Email your instructor immediately BEFORE the due date and time.
- Any Technical Issue occurring during an active assignment: Contact McGraw-Hill Tech support immediately! If you experience a technical problem with any Connect assignment you are required to report the problem immediately to McGraw-Hill tech support. If the issue is reported while you are logged into the assignment then tech support will be able to see what you are seeing. If the tech support line is closed for business then record the name of the assignment along with the question number so that you can describe where the problem was occurring when you do contact tech support. Take a screen shot of the problem and save it to a document. Often tech support will request that you send a screen shot. You also have the option to email tech support. Failure to report the problem by the due date and time of the assignment may result in losing all points for any assignment including quizzes and/or exams.

Customer Experience Group (CXG) Support Center
http://mpss.mhhe.com/
By Phone: Call toll free at 800-331-5094

Grade Adjustments:
Anytime you contact McGraw-Hill Technical Support you are required to email your instructor to become eligible for any grade adjustments. The email must include the case number assigned, a brief description of the reported issue (including the name of the assignments and specific question number if applicable), and any screen shots. Necessary grade adjustments cannot be made unless you email the required information to your instructor within one week of the occurrence of the issue. Please include only one issue per email. Multiple issues or topics within the same email will not be considered for grade adjustments.
Missed Course Work
*Also listed under VII Grading.

- **Missed Labs, quizzes, and all assignments:** There are **no make-ups** for any missed labs, quizzes, and/or any assignments including Bb postings, projects, and/or extra credit assignments.

- **Missed Unit Exams:** There is **no makeup** for missed unit exams regardless of the reason, not even for extenuating circumstances. If you miss one unit exam, to replace the missing exam grade, the grade for the missed exam will be the same percentage grade that is earned on the comprehensive final exam. If any additional unit exams are missed you will receive a grade of zero for the missed exam. Also **no unit exam scores will be dropped at the end of the semester.**

- **Missed Final:** There are **no make-ups** for the comprehensive final regardless of the reason. If you fail to complete a final exam by the due date and time you will receive a grade of zero for the exam. Alternate arrangements for the missed exam can be made only if criteria for extenuating circumstances are met. The makeup exam must then be completed during finals week. If makeup cannot be completed before the end of finals week then the student will need to make application for an incomplete grade, if approved, the exam will be made up at the start of the next regular Fall or Spring semester only. Make up final exam may be different and administered in alternate form than the original exam administered. (Alternate form: Make up for an online exam may be administered as a written exam on campus during a prescheduled date and time.)

- **There are NO MAKE UPS for any reason for any missed course work due to not successfully registering with a McGraw-Hill Connect access code.** Free courtesy access is offered to all students for the first two weeks of the semester. If you utilize the courtesy access you will receive zero points for any and all course work due from the time it expires until you purchase and successfully register a required paid license. Even if you are delayed in registering for any reason, financially, technically, or otherwise, you will not be allowed to make up any missed points. You are responsible for completing your registration with McGraw-Hill Connect.

Monitoring of Grades:

**It is your responsibility to routinely monitor the posting of grades to Connect, Blackboard, and the Jenzabar Gradebook for accuracy.** Email your instructor immediately if you discover a discrepancy. If a Connect grade does not post to Blackboard within 48 hours after the due date it is your responsibility to email your instructor with the exact name of the assignment which did not post and then follow and complete the instructions you receive. Instructions may include contacting McGraw-Hill Connect Technical Support. Failure to report a missing grade to your instructor via email within one week after the due date WILL result in zero points for the missing grade.

Posting of Grades:

All individual grades will be posted to Bb. Midterm and Final Grades will be manually transferred and posted to Jenzabar gradebook. Extra Learning Credit points may not be posted to Bb and/or transferred into Jenzabar until the end of the semester.

“A lack of planning on your part does not constitute an emergency on my part.” —anonymous
Pulaski Technical College’s General Education Outcomes

1. Information Literacy—Analyze Information from credible sources
2. Technology Literacy—Use technology responsibly and effectively
3. Communication—Communicate effectively with diverse audiences in multiple contexts
4. Critical Thinking—Apply appropriate critical thinking technologies to solve problems
5. Quantitative Reasoning—Use quantitative methods to solve problems
6. Cultural Awareness—Demonstrate awareness of cultural differences
7. Professionalism—Demonstrate professionalism in a variety of setting and roles.

VII. Grading

Letter grades will be based on the following scale:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 to 100%</td>
<td>A</td>
<td>9000 - 10,000</td>
</tr>
<tr>
<td>80 to 89%</td>
<td>B</td>
<td>8000 - 8999</td>
</tr>
<tr>
<td>70 to 79%</td>
<td>C</td>
<td>7000 - 7999</td>
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<tr>
<td>60 to 69%</td>
<td>D</td>
<td>6000 - 6999</td>
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<tr>
<td>0 to 59%</td>
<td>F</td>
<td>0 – 5999</td>
</tr>
</tbody>
</table>

Point Distribution:
- Orientation Assignments ................................................................. 150
- Chapter Assignments (16 @ 100 points each) ........................................ 1600
- Information Literacy Assignment ......................................................... 500
- Bb Postings (8 @ 50 points each) ...................................................... 400
- Labs (4 @ 100 points each, 11 @ 200 points each) .................................. 2600
- Chapter Quizzes (16 @ 60 points each) ................................................ 960
- Unit Exams (5 @ 500 points each) ....................................................... 2500
- Comprehensive Final ............................................................................. 1000
- Assessment: Microscope Practice ......................................................... 50
- Assessment: Microscope Practical .......................................................... 200
- Assessment: Microscope Quiz ............................................................... 40

Total Possible Points 10,000

LAST DAY TO DROP or WITHDRAW: April 22, 2016

Course Work

All labs, quizzes, assignments, and exams will be administered online through a LMS. Projects may require interacting with the “real” world. You are required to complete all course work. Completing and passing only a portion of the course work, such as the exams, will not result in passing this course.

Labs are required to pass this course.

You are required to complete the lab portion of this course. **You will be dropped if you receive zero points or do not even attempt a total of four regular labs regardless of the reason.** (This does not include any labs assigned as bonus.) If this occurs after the drop date then you will automatically fail the course regardless of total points earned.

Instructor: Dr. Darrellyn Williams
**Extra Learning Credit Policy:** *ELC aka Bonus*

*Also listed under VI Online Course Policies*

**Purpose:** The purpose of extra learning credit is to enhance the student’s comprehension of the subject which may include topics not covered in the class, lab, textbook, nor lab manual during the course of the semester.

**Announcements of Extra Learning Opportunities:** Extra learning assignments may only be announced in class and/or lab, and/or only printed in this syllabus, and/or only posted to only one electronic media source (a LMS and/or your PTC email). There may not be any written instructions and/or reminders for extra credit assignments. It is your responsibility to stay informed. Online extra leaning assignment titles which begin with an “x” denotes extra learning credit assignment. Not all extra learning credit assignment titles will be marked with an “x”.

**Due dates and late submissions:** Extra learning assignments are due on a specified due date and time and may be due on any day of the week or weekend when offered online. NO extra credit points will be awarded for late submissions except for those that meet the criteria described in the missed assignment policy.

**Grading:** Any regular course work assignment points above the listed total points possible for the course will roll over as extra learning credit. This will not alter the letter grade scale for the course. There is no guarantee that any extra learning credit points will be offered or awarded. If extra learning credit is offered through online media grading will be based on points assigned for correct answers submitted. If extra learning credit is offered as a written assignment, project, and/or presentation then it will usually be graded as “all-or-none.” (In this case if ALL of the assignment is not submitted and completed correctly then NO points will be earned) or grading may be based on percentage. If graded by percentage, points will usually be awarded in 25% increments (50%, 75%, and 100%) Extra credit assignments may require that a minimum score (usually 50%) be achieved by the due date or zero points will be recorded regardless of the total points earned. Extra learning credit may be added to Course Learning assignments at the end of the semester, awarded for participation in an activity and/or discussion, and/or awarded for outstanding work submitted based on comparison with other submissions. No more than 10% of the total points possible will be awarded as extra learning credit even if the student earns more points.

**Posting of Extra Learning Credit:** Earned ELC points may not be posted and added to your grade until the end of the semester. 

Do not approach your instructor at the end of the semester to argue your final grade if you have not bothered to take advantage of any and all of the extra learning credit points offered.

**Missed Course Work**

*Also listed under VI Online Course Policies*

- **Missed Labs, quizzes, and all assignments:** There are **no make-ups** for any missed labs, quizzes, and/or any assignments including Bb postings, projects, and/or extra credit assignments.

- **Missed Unit Exams:** There is **no makeup** for missed unit exams regardless of the reason, not even for extenuating circumstances. If you miss one unit exam, to replace the missing exam grade, the grade for the missed exam will be the same percentage grade that is earned on the comprehensive final exam. If any additional unit exams are missed you will receive a grade of zero for the missed exam. **Also no unit exam scores will be dropped at the end of the semester.**

- **Missed Final:** There are **no make-ups** for the comprehensive final regardless of the reason. If you fail to complete a final exam by the due date and time you will receive a grade of zero for the exam. Alternate arrangements for the missed exam can be made only if criteria for extenuating circumstances are met. The makeup exam must then be completed during finals week. If makeup cannot be completed before the end of finals week then the student will need to make application for an incomplete grade, if approved, the exam will be made up at the start of the next regular Fall or Spring semester only. Make up final exam may be different and administered in alternate form than the original exam administered. (Alternate form: Make up for an online exam may be administered as a written exam on campus during a prescheduled date and time.)

- **There are NO MAKE UPS for any reason for any missed course work due to not successfully registering with a McGraw-Hill Connect access code.** Free courtesy access is offered to all students for the first two weeks of the semester. If you utilize the courtesy access you will receive zero points for any and all course work due from the time it expires until you purchase and successfully register a required paid license. Even if you are delayed in registering for any reason, financially, technically, or otherwise, you will not be allowed to make up any missed points. You are responsible for completing your registration with McGraw-Hill Connect.
McGraw-Hill Connect- Online Learning Media

*Also stated under VI. Online Policies

Avoid Common Technical Issues:

- Register access code using your PTC email address NOT a personal email address.
- **ALWAYS** use Firefox or Google Chrome for internet access to Bb and McGraw-Hill Assignments. 
  Hint: If one is not working then try the other.
- **Access Connect assignments ONLY through Bb** or grades will not sync and may be lost.
- **Check your computer for compatibility:** [http://connect.mheducation.com/connect/troubleshoot.do](http://connect.mheducation.com/connect/troubleshoot.do)


Use this direct website access **ONLY** if Bb is unavailable. If you ever use this emergency access you are required to inform your instructor via email so that the grades completed during this time can be manually synched to Bb. Failure to inform your instructor via email within 48 hours may result in loss of grades for the assignments completed and a grade of zero will be recorded.

Monitor Grades: It is your responsibility to monitor that your Connect grades are posting to Bb. If a Connect grade does not post to Blackboard within 48 hours after the due date it is your responsibility to email your instructor with the exact name of the assignment which did not post. You will then be required to follow and complete the instructions you receive. Instructions may include contacting McGraw-Hill Connect Technical Support. Failure to report a missing grade to your instructor via email within one week after the due date will result in zero points for the missing grade.

Study Attempts: Some assignments may allow study attempts. If study attempts are provided you can access an assignment after the due date to “study” and review the material. NO additional points will be earned if you complete an assignment after the due date.

Types of Technical Issues and How to Report them:

- **Posting of Grades:** Email instructor immediately for instructions if grade does not post to Bb within 48 hours after the due date.
- **Unable to see a posted assignment:** Email your instructor immediately BEFORE the due date and time.
- **Any Technical Issue occurring during an active assignment:** Contact McGraw-Hill Tech support immediately! If you experience a technical problem with any Connect assignment you are required to report the problem immediately to McGraw-Hill Tech support. If the issue is reported while you are logged into the assignment then tech support will be able to see what you are seeing. If the tech support line is closed for business then record the name of the assignment along with the question number so that you can describe where the problem was occurring when you do contact tech support. Take a screen shot of the problem and save it to a document. Often tech support will request that you send a screen shot. You also have the option to email tech support. **Failure to report the problem by the due date and time of the assignment may result in losing all points for any assignment including quizzes and/or exams.**

  Customer Experience Group (CXG) Support Center
  [http://mpss.mhhe.com/](http://mpss.mhhe.com/)

  **By Phone:** Call toll free at 800-331-5094

Grade Adjustments:

Anytime you contact McGraw-Hill Technical Support you are required to email your instructor to become eligible for any grade adjustments. The email must include the case number assigned, a brief description of the reported issue (including the name of the assignments and specific question number if applicable), and any screen shots. Necessary grade adjustments cannot be made unless you email the required information to your instructor within one week of the occurrence of the issue. Please include only one issue per email. Multiple issues or topics within the same email will not be considered for grade adjustments.

. Multiple issues within the same email will not be considered for grade adjustments.
VIII. ACADEMIC INTEGRITY

It is expected that all students who attend Pulaski Technical College conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The student handbook states: “The gaining of knowledge and the practice of honesty go hand-in-hand.”

The handbook also states, “The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.”

*The complete Academic Integrity Policy can be found in the PTC Student Handbook.*

- PTC Academic Catalog: [http://www.pulaskitech.edu/admission/web_catalog/](http://www.pulaskitech.edu/admission/web_catalog/)

IX. ACCOMMODATION POLICY

Services for Students with Disabilities:

Pulaski Technical College is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Coordinator of Disability Services in Counseling Services (501-812-2220 or [www.pulaskitech.edu](http://www.pulaskitech.edu)) prior to the semester of planned enrollment, and must provide recent documentation of medical, educational, and/or psychological records. Students who need accommodations should inform the instructor at the beginning of the course. Accommodations will only be provided if the instructor receives a letter of approved accommodations from the Coordinator of Disability Services. Failure to communicate with your instructor about your disability may result in a delay of services.

- Disability Services: [http://www.pulaskitech.edu/current_students/disability_services.asp](http://www.pulaskitech.edu/current_students/disability_services.asp)

| If you have a letter from Disability Services describing Academic Accommodations for Testing |
| Please note the following: |
| For online course work, extended time accommodation letter must be sent via email to the instructor at least 24 hours prior to the due date of any online course work. You will receive a confirmation email from the instructor upon receipt. If no confirmation is received please contact your instructor immediately. Not all assignments will allow an extension to be programmed if it has already been started by the student. NO extensions will be granted after a due date has passed regardless of the reason. |

- Office 365 Direct Access: [https://outlook.office365.com](https://outlook.office365.com)  Instructor Email: dawilliams@pulaskitech.edu

X. COURSE EVALUATIONS

Students may be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.

- To access course evaluations: Login to MyPTC Portal / click Academics tab / click Home tab on left / click Course Evaluations in drop down menu.
XI. INFORMATION LITERACY

Pulaski Technical College is committed to the Information Literacy Competency Standards for Higher Education as established by the Association of College and Research Libraries and endorsed by the National Forum on Information Literacy. Therefore, all courses will incorporate an information literacy component so that, by graduation, all students will be able to recognize the need for information, then locate, evaluate, synthesize, and communicate information in an ethical manner. Information literacy encompasses critical thinking, research, media, technology, health, business, and visual literacy skills to produce lifelong learners who can make informed decisions in the workplace and in their personal lives. Pursuant to this end from time to time you will be sent to the internet or library for short exercises in acquiring knowledge outside the scope of your text book.

XII. NEW STUDENT PHILOSOPHY STATEMENT

Pulaski Technical College is committed to the academic, personal, and professional development of its students. The quality of the new student experience is critical to the achievement of the college’s mission and lays the foundation upon which future educational successes will be built. This commitment obligates the PTC community to cooperatively and intentionally structure programs, activities, and services to promote the success of new students.

XIII. PTC Board Email Policy

Pulaski Technical College provides each currently enrolled student an electronic mailbox (email). This electronic mailbox is used as an official means for communication between Pulaski Technical College and the enrolled student. Each currently enrolled student will monitor and read messages sent to the mailbox address in a timely fashion. Use of this electronic mailbox is governed by the Pulaski Technical College Code of Computing Practices

- How to Access Student Email: [http://www.pulaskitech.edu/email/](http://www.pulaskitech.edu/email/)
- Office 365 Direct Access: [https://outlook.office365.com](https://outlook.office365.com)

XIV. Disclaimer regarding changes to the syllabus

The instructor reserves the right to amend the course syllabus. Any amendments will be announced in class, and provided in writing.

- Written notification will be sent to your PTC email account.

XV. Campus Safety & Counseling

- Campus Police – Main Campus: Office Telephone (501) 812-2711  Duty Phone: (501) 580-1831
- Campus Police – South Campus: Office Telephone (501) 812-2856  Duty Phone: (501) 626-7152
- Campus Police – Website: [http://www.pulaskitech.edu/campus_police/](http://www.pulaskitech.edu/campus_police/)
- Emergency: If dialing from a campus telephone dial 9 then Campus Police Emergency number or 9-911
- Emergency Notification Setup for Text Alerts:
  Sign in to the PTC Portal, scroll down, then click on Emergency Notification Setup.
- Order of Protection: If you have an Order of Protection please file a copy with Campus Police
- Counselor: Sharee L. Young, LMSW.  Email: syoung@pulaskitech.edu
  Location: Disability and Counseling Services Main Campus. Office Telephone: 501-812-2814.
XV. Course Schedule/Course Content

*Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.

COURSE OUTLINE (This outline is tentative and may change as the semester moves forward)

Completing Chapter Assignments, Chapter Quizzes, Labs, and Exams is required for this course. Except for the final exam most Course work will usually be due each week on Saturday evenings at 11:59 pm.

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<th>F</th>
<th>Sat</th>
<th>Chapter &amp; PowerPoint</th>
<th>Chapter Assignment</th>
<th>Chapter Quiz</th>
<th>Lab</th>
<th>Other Assignments</th>
<th>Extra Learning Assignments (Bonus)</th>
<th>Unit EXAMS</th>
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<tbody>
<tr>
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<td>Jan</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>Chapter 1: A View of Life</td>
<td>LS Chapter 1 Assignment</td>
<td>Quiz 1</td>
<td>Lab 1 Scientific Method</td>
<td>Required Orientation</td>
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<td>2</td>
<td>Jan</td>
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<td>29</td>
<td>30</td>
<td>Chapter 2: The Chemical Basis of Life</td>
<td>LS Chapter 2 Assignment</td>
<td>Quiz 2</td>
<td>Lab 2 pH &amp; Cells</td>
<td>Bb Posting: Blog</td>
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<td>3</td>
<td>Feb</td>
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<td>LS Chapter 3 Assignment</td>
<td>Quiz 3</td>
<td>Lab 3 Chemical Composition of Cells</td>
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<td>12</td>
<td>13</td>
<td>Chapter 4: Inside the Cell</td>
<td>LS Chapter 4 Assignment</td>
<td>Quiz 4</td>
<td>Lab 4 Cell Anatomy</td>
<td>Bb Posting: Journal 1</td>
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<td>Unit Exam 1 (Ch 1-4)</td>
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<td>Feb</td>
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<td>Chapter 5: The Dynamic Cell</td>
<td>LS Chapter 5 Assignment</td>
<td>Quiz 5</td>
<td>Lab 5a. Osmosis Lab 5b. Diffusion Lab 5c. Enzymes</td>
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<td>6</td>
<td>Feb</td>
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<td>25</td>
<td>26</td>
<td>27</td>
<td>Chapter 6: Energy for Life</td>
<td>LS Chapter 6 Assignment</td>
<td>Quiz 6</td>
<td>Lab 8 Photosynthesis</td>
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<td>4</td>
<td>5</td>
<td>Chapter 7: Energy for Cells</td>
<td>LS Chapter 7 Assignment</td>
<td>Quiz 7</td>
<td>Lab 7 Cellular Respiration</td>
<td>Bb Posting: Journal 2</td>
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<td>Unit Exam 2 (Ch 5-7)</td>
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<td>11</td>
<td>12</td>
<td>Chapter 8: Cellular Reproduction</td>
<td>LS Chapter 8 Assignment</td>
<td>Quiz 8</td>
<td>No Regular Lab</td>
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<tr>
<td>9</td>
<td>Mar</td>
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<td>18</td>
<td>19</td>
<td>Chapter 9: Sexual Reproduction</td>
<td>LS Chapter 9 Assignment</td>
<td>Quiz 9</td>
<td>Lab 9 Mitosis &amp; Meiosis</td>
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Instructor: Dr. Darrellyn Williams
## Biology 1400

### Course Syllabus: Spring 2016

**Instructor:** Dr. Darrellyn Williams

<table>
<thead>
<tr>
<th>10</th>
<th>Mar 20</th>
<th>21</th>
<th>22</th>
<th>23</th>
<th>24</th>
<th>25</th>
<th>26</th>
<th>*Spring Break - No Classes</th>
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</thead>
</table>
| 11 | Mar/Apr 27 | 28 | 29 | 30 | 31 | 1 | 2 | Chapter 10: Patterns of Inheritance  
Chapter 11: DNA Biology & Technology |
| 11 | Quiz 10 | Assignment | LS Chapter 10 Assignment | Bb Posting: Lab 10 Mendelian Genetics |
| 12 | April 3 | 4 | 5 | 6 | 7 | 8 | 9 | Chapter 12: Gene Regulation & Cancer  
LS Chapter 12 Assignment |
| 12 | Quiz 12 | Assignment | LS Chapter 12 Assignment | Bb Posting: Lab 12 Human Genetics |
| 13 | April 10 | 11 | 12 | 13 | 14 | 15 | 16 | Chapter 13: Genetic Counseling  
LS Chapter 13 Assignment |
| 13 | Quiz 13 | Assignment | LS Chapter 13 Assignment | Bb Posting: Lab 15 Sampling Ecosystems |
| 14 | April 17 | 18 | 19 | 20 | 21 | 22 | 23 | Chapter 14: Darwin & Evolution  
LS Chapter 14 Assignment |
| 14 | Quiz 14 | Assignment | LS Chapter 14 Assignment | Bb Posting: Lab 15 Sampling Ecosystems |
| 15 | April 24 | 25 | 26 | 27 | 28 | 29 | 30 | Chapter 15: Evolution on a Small Scale  
LS Chapter 15 Assignment |
| 15 | Quiz 15 | Assignment | LS Chapter 15 Assignment | Bb Posting: Lab 15 Sampling Ecosystems |
| 16 | May 1 | 2 | 3 | 4 | 5 | 6 | 7 | Chapter 16: Evolution on a Large Scale  
LS Chapter 16 Assignment |
| 16 | Quiz 16 | Assignment | LS Chapter 16 Assignment | Bb Posting: Lab 15 Sampling Ecosystems |
| 17 | May 8 | 9 | 10 | 11 | 12 | 13 | 14 | Finals Week  
Study all material |

### Important Dates:
- Last Day to Drop or Withdraw: Friday April 22, 2016
- Spring Break: March 21-26

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Instructor: Dr. Darrellyn Williams

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