

## Important Information for Biol 101 Students

Welcome to your online ISU course. This packet of information contains critical material to get you started in this online course. Please read through it **ALL** carefully and contact your instructor if you have any questions. Dr. Carolyn JW Bunde ([bundcaro@isu.edu](mailto:bundcaro@isu.edu)).

Your level of success in any course is determined by a multitude of factors. Please complete a short, online survey to assess your readiness for learning online. Even if you have previously completed this survey for a previous online course – it is always important to re-evaluate your status for online education. It is available at <http://classes.isu.edu/online/students/>. This survey is meant to give you an indication of your aptitude for online (web-based) courses and is in no way a guarantee for success or failure in any course or program.

**After carefully reading this informational packet, there are three actions you will be asked to take immediately:**

- 1. First you will complete the surveys at <http://classes.isu.edu/online/students/>.**
- 2. Second, you will send an email to the instructor with information specified in this course packet. – [bundcaro@isu.edu](mailto:bundcaro@isu.edu)**
- 3. Third, you will view and complete the Moodle Introduction, included in this document.**

The following materials are included in this document:

- Welcome letter from instructors
- Tips for being a successful online student in Biology
- Moodle Introduction
- First Assignment
- Course Overview – Syllabus
- Tentative Topic schedule for Lecture and Lab
- Steps to get into Moodle (again)

## Welcome Letter

### Greetings and Welcome to BIOL 101 – General Biology I

#### Introduction

This packet contains critical information about your course, so please read it carefully. This section of BIOL 101 (lecture and lab) will be delivered in what is called an “online with workshop” format. Much of what you are familiar with in the classroom will take place online. This type of approach is not for everyone, so please read over this document carefully and evaluate yourself to determine if you will be successful in this type of a course. Keep in mind that although BIOL 101 is an introductory level course, it will be fast-paced and very challenging!

#### Lecture Format

Dr. Carolyn Bunde (Dr. B) and a lecturer will be teaching the lecture portion of this course. Lecture materials will be delivered using a combination of streaming-media video and online tools. You will be expected to view the lecture videos and complete weekly online activities that will cover material not addressed during lecture. Assignments and information will be presented in the lecture or update videos that will **NOT** be available in any other format – therefore **videos are required**. Course evaluation methods will be online quizzes/exams, lessons, assignments, etc. These will be completed online. It is critical that you have the necessary hardware, software and computer skills to be successful in this course (see attached Moodle and Computer Information).

#### Laboratory Format

A teaching assistant will be teaching the laboratory component of this course. All of you will be required to come to the ISU campus in Pocatello for a minimum of two (2) Saturday laboratory sessions. Current dates for workshops are **Jan 30 and April 17**. A significant amount of the laboratory sessions will be done in your homes or online. Most of the assignments associated with the laboratory sessions will be submitted online. Please read over the laboratory syllabus and schedule so that you know when you will need to come to campus!

Since application of biological principles (the lab) is such an integral part of the study of biology, we will keep the lecture and laboratory material in the same Moodle course site. This means there will be a tremendous amount of information made available to you. There will be online quizzes for lab and exams for lecture. We will make all learning modules, headings, and documents as clear as possible, by indicating either LECTURE or LAB

Where possible, the image at the right will be used to designate LAB information.



We have found from previous experience that it is easy to get Lecture and Lab mixed up – especially in an online environment. I encourage you to have a separate binder or notebook for lab materials that you print off and have a set time in your weekly schedule that you primarily focus on lab information.

#### Computer Hardware – Software - Skills and Moodle

Go to the Classes@ISU website (<http://classes.isu.edu/online/students>) and, if you haven't done so already, take the two evaluations, “Hardware/Software/Skills” and “Am I Ready to Learn Online?” These evaluations will help you decide if you are ready to take an online class.

The online components of the course will be taught through the Moodle system at ISU. While you can certainly count on all of the technical assistance that the ISU Help Desk can offer, your computer/digital skills should also be sound, since you will spend relatively little course time learning how to use your computer, per se. You should already be fairly comfortable or familiar with:

- a word processor program (including saving files in rich text format – “.rtf”),
- communicating through email (including sending and receiving attachments),
- submitting online assignments, quizzes and exams, and
- using discussion boards and chat rooms.

Regular communication with the instructors (Dr. B or TA), will be vital to your success in the course. You will be spending a good deal of time on your computer, so you must be either comfortable with these technical aspects already or comfortable with your ability and commitment to learn them quickly. See the Syllabus for specifics about hardware and software requirements for this course.

### **Time Commitment**

You can expect to spend **at least 12-16 hours per week for a 16 week semester** working on the lecture and laboratory components of BIOL 101. **State board of education requires 3-4 hours of study for each credit - these are minimum values!** This includes time spent in lecture, working on laboratory assignments, reading, studying and working on computer-based assignments. You must be able to commit this amount of time in order to succeed in this class! If you are unsure about your ability to be an independent learner or your ability to manage your time, then you will be better off in a traditional face-to-face section of BIOL101. Once you fall behind in this course, it will be difficult to catch up.

Let me quickly explain that this course is **NOT** a self-paced, online individual study course or an online correspondence course. This course is a virtual BIOL 101 course that meets and works online and will require regular in-depth online academic interaction. While you will spend significant amounts of time working on your own to meet the course requirements, you must also be willing to spend consistent, scheduled time interacting with your peers and with me in the online environment. If you cannot make this commitment now or if you are unsure about your ability to be an independent learner or your ability to manage your time then you will be better off in a traditional face-to-face BIOL 101 section; once you fall behind in this course, it will be extremely difficult to catch up.

It is also critical that you do not wait until the last minute to work online for assignments or quizzes/exams. Server resources are often used to the maximum capacity, especially at the beginning and end of the semester.

In keeping with this approach, all of the details of BIOL 101 are available to you on our course Moodle site. The first assignment you will address will be a Moodle Lessons module that will take you through the Moodle orientation, essential to our course.

***\* Until you have completed the training, the rest of the course will not be released.\****

## Getting Started

Having gotten that out of the way, welcome again. In joining this class you have joined a community of learners. As members of this community we will strive to develop an understanding of BIOL 101. We will meet the goals of the course through a variety of means. Much of your understanding will come from lecture videos, readings in your textbook and the additional information I will provide. You will also be required to visit a number of websites associated with General Biology, where informative, short video clips or simulations will be used. It is important to recognize now, that you must complete the readings as scheduled in order to succeed in this class!

## Two bits of housekeeping details for the course:

1. Immediately email me indicating that you have picked up the course pack, read it, and understand the responsibilities of completing a course fully online. **Note that the bulk of our class emailing will take place inside Moodle; however, for the occasional contact outside Moodle, I will send messages to your ISU email account. If you use another email service, then you will have to forward your ISU email to your other email account.** Please note – all ISU students have a free ISU email account. Contact the ISU Helpdesk for assistance with this if you need it ([help@isu.edu](mailto:help@isu.edu), <http://help.isu.edu>, 208-282-4585). If you need to contact me through regular email – outside of Moodle – please put in the subject line of the email – BIOL 101 – Spring 2010 – Online.
2. Moodle Lessons. The first two activities are included in this document; the rest will be available from within our Moodle orientation course. These lessons explain the computer requirements to use Moodle, how to login to Moodle, and how to configure your computer correctly for Moodle. After you have completed the Moodle Lessons, the rest of the course materials will be made available to you.

Regular communication with the instructors (Dr. B or TA) will be vital to your success in the course. You will be spending a good deal of time on your computer, so you must either be comfortable with these technical aspects already or comfortable with your ability and commitment to learn them quickly. See the syllabus for specifics about hardware and software requirements for this course.

## Questions?

Finally, if you have any questions, please ask via Moodle email. Both Dr. Bunde and TA will have regular virtual office hours. Please check the respective syllabi for details. In addition, specific course schedules and policies, including outline of assignments and grading will be available on the Moodle course site. As needed, we will discuss all of these requirements in greater detail during our first lecture. We are both committed to ensure that this course works for you.

Take care and I'm looking forward to a good semester with all of you.

## Tips for Being a Successful Distance Learning Student

1. Taking an online course is very different than taking a traditional face-to-face course and not all students are prepared to be successful. In addition, Biol 101 will have several workshops throughout the semester which will complement the online component and allow some critical “hands-on” experiences. Review the tips below and ask yourself as to whether you are ready to commit to succeeding in a distance learning hybrid course. Recognize that courses with online components are **NOT** any easier than face-to-face classes, and in fact may be **harder** for some students. Since our course is “hybrid” we will have some “live” interaction; however, a significant component of both lecture and lab will be done in the “online” environment.
2. **Read** over all of the introductory materials and contact the instructor(s) immediately if you have any questions. Communication is essential – all course related questions are welcome!
3. **Assume an active role** in the learning process; whether you are working alone, or in a group, contribute your ideas, perspective and comments on the subject you are studying, and read about those of your classmates.
4. **Log on to your course every single day**, or a minimum of 5-6 days a week. It is very easy to get behind quickly, so stay active in the course.
5. **Manage your time** carefully. Schedule at least 3-4 hours per credit each week to work on your course and stick to your schedule. Certain courses may require more time! (Remember, these numbers are from the State Board of Education)
6. **Do not procrastinate**; follow the course schedule assigned by your instructor. If you need an external source to motivate you to do class work, then consider taking this class face-to-face.
7. Locate **resources to assist** you in being successful in this course, such as the Online Writing Lab, the Library article databases, or the Content Area Tutoring Center. Check out ISU’s Center for Teaching and Learning for these and other resources.
8. **Set aside a private space** where you can study and where you can work without interruptions.
9. Make sure that you have the **appropriate software and plug-ins** necessary for the course. See Moodle Intro (in this packet) for more information.
10. If you are unsure of your **computer skills**, develop them! See below for links to online tutorials that can help you improve your computer skills.

## Additional Resources

Is Online Learning Right for You?

<http://classes.isu.edu/online/students/>

Basic Computer Skills Tutorial, University of Maryland University College

[http://www.umuc.edu/distance/odell/ctla/basic\\_skills/](http://www.umuc.edu/distance/odell/ctla/basic_skills/)

Saba, F. 2004. Strategies to Succeed in Distance Learning. Distance-Educator.com.

<http://www.distance-educator.com/dnews/PrintArticle10461.phtml>

What makes a successful online student? Illinois Online Network.

<http://www.ion.uillinois.edu/resources/tutorials/pedagogy/StudentProfile.asp>

## Moodle Introduction Activities

You have been provided with these Moodle lessons because you are taking one or more courses that make heavy use of the online Moodle environment. If you have used Moodle before and feel confident with your skills, you may skip the lessons. However, we strongly recommend that you complete the lessons, since there may be information about Moodle tools that you have never used before.

The overview of Moodle Login is available in this packet for your convenience.

Moodle is a software package for producing internet-based courses and web sites. It's an ongoing development project designed to support a social constructionist framework of education. Moodle is provided freely as Open Source software (under the GNU Public License). Basically this means Moodle is copyrighted.

The word Moodle was originally an acronym for Modular Object-Oriented Dynamic Learning Environment, which is mostly useful to programmers and education theorists. It's also a verb that describes the process of lazily meandering through something, doing things as it occurs to you to do them, and enjoyable tinkering that often leads to insight and creativity. As such it applies both to the way Moodle was developed, and to the way a student or teacher might approach studying or teaching an online course. Anyone who uses Moodle is a Moodler.

### Recommended Hardware, Software & Connectivity Requirements for Moodle

#### 1. Computer Requirements

Operating System		Processor Speed		Memory (RAM)	
Macintosh OS X	Windows XP	800 MHz (min)	2+ GHz (preferred)	512 MB (min)	1 GB (preferred)

A dual core processor is highly recommended (Mac or Windows) for improved performance and stability. We are not aware of any compatibility issues with Windows Vista or Windows 7.

#### 2. Internet Connectivity Requirements

	Preferred
<b>Internet Service Provider (ISP)</b>	ISU ISP, Local or National ISP (AOL not recommended)
<b>Modem (not acceptable)</b>	Because of the extensive use of streaming video a modem connection is below the minimum requirement

#### 3. Browser Software Requirements

<b>Firefox</b>	2.0.3 or later (RECOMMENDED)
<b>Netscape</b>	Communicator 8.0 or later (potential problems)
<b>Internet Explorer</b>	USE AT YOUR OWN RISK
<b>Safari</b>	1.2 or later (potential problems)

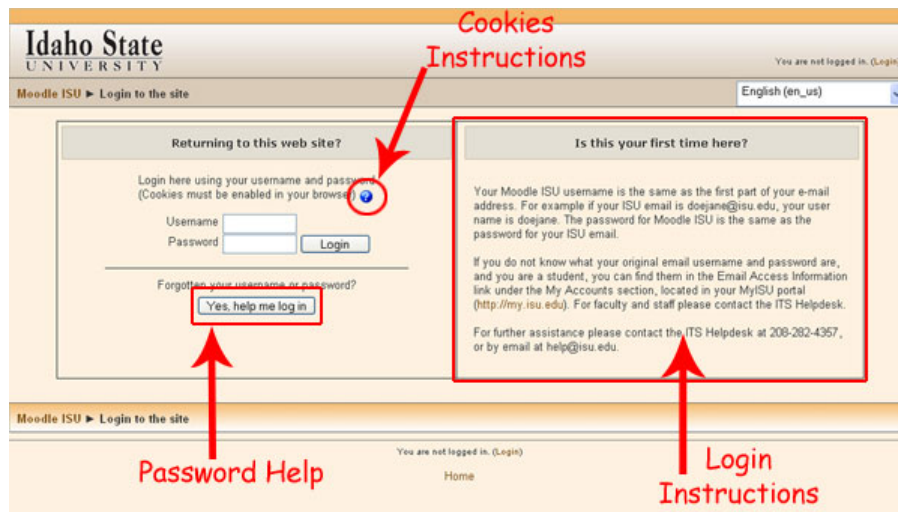
**4. Free Browser Plugins** – [http://www.isu.edu/~bundcaro/plugins\\_test.shtml](http://www.isu.edu/~bundcaro/plugins_test.shtml)

	Ideal
RealPlayer	Realplayer 10.5 or later
Adobe Acrobat Reader	Acrobat Reader 8.1 or later
QuickTime	QuickTime 6.5 or later
Flash	Flash Player 10 or later
Shockwave	Shockwave Player 10 or later
Windows Media Player	Media Player 9 or later

**1. Log onto the Internet**

Internet connection problems? Contact the ISU Computer Center Helpdesk at 208-282-4585 or [help@isu.edu](mailto:help@isu.edu).)

**2. Enter the Moodle url:** <http://elearning.isu.edu/>



**Cookie Instructions & Login Help**

For Cookie settings or login help, click on the appropriate Webpage links illustrated in the above image.

Your Moodle username is the same as your ISU email address **without** the @isu.edu part. If your ISU email address is smitjohn@isu.edu then your Moodle username is smitjohn. Your Moodle password is the same as your ISU email password. If you do not know your ISU email password, you can access it from your MyISU portal.

Please note – your default password is **NOT** your month/year of birth!

### ***Why can't I log in?***

There could be many reasons but the most probable is that you have simply forgotten your password, are trying the wrong one or are entering it incorrectly. Some other things to think about include:

- Your Moodle username is your ISU email **without the @isu.edu** and your default password is **NOT** your month and year of birth. Your Moodle password is the same as your ISU email password.
- Does your username or password contain a mixture of upper and lower case letters? It should be entered exactly.
- Are cookies enabled on your browser? If cookies are not enabled, the message “Unfortunately, cookies are currently not enabled in your browser” may appear and you will not be able to login until you enable cookies.

### **What to do next – Available on Jan 7, 2010 at Noon**

You should be able to access our Moodle orientation course – if for some reason access at this time is not available, you will be contacted via your ISU email and you can check my homepage for details at any time – <http://www.isu.edu/~bundcaro>

Once inside the course, please view the Moodle email presentation, and then begin your 1<sup>st</sup> assignment — details listed below.

### **Your first assignment will be the following! – 15 points possible**

1. You will need to complete a set of Moodle Lessons that will take you through the Moodle basics essential to our course. Until you have completed the training module, the rest of the course will not be released to you. **A short quiz will be given to determine if you understand the procedures for communication and tools in Moodle – there are no course points tied to the Moodle quiz; however, a passing score of 80% or better is required.** It is critical that you complete these lessons as soon as possible! They will be available on **Jan 7, 2010 at noon**. Contact the instructor immediately if you are having problems. **Due by 11:00 PM on Jan 13, 2010 – or you will be dropped. You will not be moved into the regular 101 course until orientation is completed.**
2. You will also need to complete a Knowledge Survey for this class as soon as possible. Must be completed by **Jan 22 at 11:00 PM** to receive the possible 10 points if at least 90% of the questions are answered. **This is NOT extra credit.** Please see the details about this survey in the syllabus.
3. For Lecture – View the introductory Videos and begin working on Videos for chapter 1 (if available).
4. Respond to the Getting to Know You activity in the Hallway – possible 5 points (**not extra credit**). Details will be provided in Moodle course.
5. Be sure that you are able navigate the course and understand the layout. Email Dr. Bunde via Moodle email if you have any questions.



## General Biology I Lecture & Lab Syllabus Overview – Spring 2010



### LECTURE/LAB

Instructor: Dr. Carolyn Bunde  
Phone: (208) 282 - 3891  
Email: [bundcaro@isu.edu](mailto:bundcaro@isu.edu)  
Office: LS 209  
Office hours: By appointment

### Laboratory Workshops

Instructor: Provided in Moodle course  
Phone:  
Email:  
Office:  
Office hours:

### Course Description

This course will cover the major concepts in biology with an emphasis on the acquisition of new knowledge, cell structure and function, principles of inheritance, evolution, and ecological principles. This course is for students majoring in the biological sciences.

In addition, Laboratory (lab) is an integral part of **BIOL 101 – Biology I**. The lab will focus on major biological concepts presented in lecture. Primary emphasis will be understanding and application of new knowledge, cell structure and function, principles of inheritance, evolution, and ecological principles. Both the lecture and lab are designed for students majoring in the biological sciences.

**\*\*You must be registered for the Saturday (9-3) laboratory section 17 or 18\*\***

### Text Book

Sadava, Heller, Orians, Purves, Hill, 2008. *Life – The Science of Biology*. 8<sup>th</sup> ed. Freeman. **you MUST get the version with the BioPortal**. Lab materials will be provided in Moodle. **Do not buy a lab manual**. (Prices listed below are approximate)

There are 3 options - you must get a minimum of the BioPortal. The BioPortal is an online learning center with a full e-version of the text.

- 1 - The regular hardbound book w/ Portal ISBN 9781429208581 \$125.00 (Approx)
- 2 - Loose-leaf pages with 3-hole punch to put in a binder with the portal. Life 8e (loose-leaf) w/ Portal ISBN 9781429208666 \$75 (approx)
- 3 - BioPortal Only (directly from <http://courses.bfwpub.com/life8e.php>) \$88/18 months access (approx) - an e-version of the text is available in the portal that can be printed or downloaded to 2 computers.

### Instructor's Comments

Idaho State Board of education identifies a minimum of 3-4 hours for every credit hour. This is a 4 credit class therefore it is **12-16 hours per week for spring session**. Hopefully, you don't have additional classes, but many of you work and have family obligations – do the math – there are only 24 hours in a day – oh, don't forget to eat,

sleep, etc. I am not trying to be funny, but rather, realize all of you have tremendous loads you are trying to accomplish – don't forget to be "kind" to yourselves – your performance may not always be what you want or what you have the ability to do – try to stay focused, positive and have a little fun.

I assume and expect students will do all reading, assignments, and participate in lecture and lab. All information in the assigned reading, web material, and lecture/lab (unless specifically deleted by an instructor) will be "**fair game**" for testing.

***\*\* This course will not be your traditional, passive learning experience!  
Be prepared to work hard and actively participate.\*\****

***\*\* Students are required to have a computer and high speed Internet access  
in order to successfully complete this course \* \****

### **Lecture Objectives**

1. To provide a foundation in the major areas of biology in preparation for advanced courses.
2. To actively involve students in the process of science through inquiry-based laboratory experiences.
3. To emphasize the interconnectedness of the different disciplines in biology.

### **Laboratory Objectives**

1. Demonstrate a basic understanding of major areas of biology in preparation for advanced courses.
2. Design and implement an experiment by developing a scientific hypothesis, collecting and analyzing data, making conclusions and predicting additional scientific investigations.
3. Actively involve students in the process of science through inquiry-based laboratory experiences with emphasis on the interconnectedness of the different disciplines in biology.
4. Develop critical thinking skills and practice gathering information and preparing an argument using clear and concise prose.

### **How to Succeed in BIOL 101**

1. View all lecture videos and attend all required laboratory workshops.
2. Complete the readings.
3. Ask questions whenever you need clarification about a concept.
4. Study for and complete practice chapter quizzes without using any supporting materials.
5. Use the Study Guide/Knowledge Survey as a way to assess your learning.
6. Recognize your strengths and weaknesses and act accordingly!

In addition to the Moodle Orientation there are numerous documents and presentations in the General Information Book located in the Biology 101 Moodle course:

- Introductory Videos - **Must View**
- Computer Tips Presentation - 5 mins
- Study Suggestions Presentation - 15 min
- Lecture Questions Submission Presentation
- Course Information Packet in Word and PDF formats
- Computer & Plugins Help
  - Backup Plans - Student's Responsibility
  - Browser Plugin Links (with links to test required plugins)
  - RealPlayer Controls

- RealPlayer Settings Demo
- RealPlayer FYI
- Breeze Player Controls
- Time-Out Solutions
- Moodle Help
  - Moodle Frequently Asked Questions
  - Moodle Password & Profile Demo
  - Moodle 101 - From Orientation Course
  - Moodle Email Part 1
  - Moodle Email Part 2
  - Forum Tracking

### Lecture Format

This course will be delivered primarily online. Streaming-media videos will provide the majority of the lecture materials. Students will participate in web-based or independent learning activities as well as online group activities.

The web component of this course will be offered through a software program called Moodle. Course materials will be made available here, including lecture and lab outlines, study suggestions, lecture and lab schedules, links to additional resources, and the web-based learning activities. In addition, the course site will provide access to practice quizzes, lab quizzes, online exams, and web-based communication tools.

### Laboratory Format

The laboratory component of this course will consist of three portions:

1. **Virtual Lab** (web-based) – including lab outlines, instructions, simulations, exercises and lab quizzes.
2. **Lab Workshops** – Students will attend two (3) 6-hour workshops at the Pocatello Campus – **Jan 30 and April 17**. Time 9 AM to 3 PM.

**Lab Workshops are NOT optional. Due to the limited number of workshops, if a workshop is missed you will NOT be able to makeup the workshop points! You will be responsible for the material and getting data/information from other students.**

### Computer Requirements and Moodle Access

At a minimum, you will need access to a PC running Windows 2000, or XP OS or a Macintosh running OS 9.x or 10.x. You will also need high speed Internet access. To access the course materials, go to <http://elearning.isu.edu/>. Your Moodle ID is your ISU email (**WITHOUT** the @isu.edu). Enter your password (which is the same as your ISU email password). Then click the "Login" button. For students needing further assistance logging into Moodle, please use the links on the Moodle login page or contact Dr. B. [bundcaro@isu.edu](mailto:bundcaro@isu.edu).

When you login, your Moodle page will list all of the courses that you are taking that use Moodle. Click on BIOL 101 Biology I to access this course. The link will be available after you complete the Moodle orientation course.

### Office Hours and Communications

We will be using Moodle's communication tools to keep in touch. You may access these tools by clicking on the **Moodle email** link on the course homepage. General course announcements will be placed on the Homepage or in the *Forum (Discussion)* area. Students

should post any questions they have concerning lecture or laboratory material here as well. If you need to contact the instructors privately, use the *Moodle email* tool. Instructors will be monitoring website communications on a daily basis.

## Time Commitment

This is a 4 credit class (3 credits of lecture and 1 credit of laboratory) **so you should expect to spend 12-16 hrs per week** attending lectures, working on class assignments, working on lab assignments, and reading. If you cannot commit this amount of time to this course, you are not going to do well. Below is a sample time management plan for this course:

In this “online” learning environment, you will need to be self-regulated learners. We will make every attempt to provide you with a structured format of instruction and clear directions. However, you must take responsibility to ensure your own learning processes and successful outcomes.

For purposes of this course, a week is defined as seven days from Sunday to the following Saturday. Activities will be assigned and due every week – just like if you had to come to a weekly class on campus. The advantage of the “hybrid” environment is that you get to choose when to access and complete the weekly assignments; meaning you may submit them earlier than they are due.

## Grading Scheme

Your performance in this course will be evaluated in a number of different ways. Please see the specific sections below for details on each item connected to the lecture portion. Information concerning specific laboratory activities will be provided in your BIOL 101L lab syllabus. You must be registered for the Saturday laboratory section (section 17 or 18). Your grades will be posted in the Moodle course via the *Grades* link. Please contact the instructor immediately if you notice a discrepancy. Please note that your final course grade is based on both your lecture work and your laboratory work.

<b>Activity</b>	<b>Points</b>
Web-based learning activities – Assignments, Lessons, Crosswords, Lecture Questions – Pre & Post knowledge surveys	500
Online Exams and Quizzes	400
Laboratory score – Lab Exercises, Workshops	300
<b>Total possible points</b>	<b>1200</b>

**Please note – the grade breakdown is tentative. Occasionally adjustments need to be made depending on the student’s understanding of material. You will be notified if any adjustments are made. Standard University Grading Scale (plus/minus) based on percentage of total points will be used.**

### **Make-ups**

It is extremely difficult to handle make-ups in the online setting. All make-ups must be approved by the instructor and if at all possible approval prior to the missed activity should be obtained. Missing an activity due to “you forgot” or “computer problems” will not be viewed favorably. Unless otherwise indicated by the instructor, any make-ups will be worth up to 50% of the possible score.

### **Extra Credit**

Students are not taking this course to get points. The course is to provide valuable information about the subject that is necessary for your major course curriculum. If you are having problems with the assigned material, I can assure you extra credit will **NOT** help with your understanding of material. Please **DO NOT** ask for extra credit or a way to get more points. Focus on the material at hand and seek to improve your understanding of the material.

### **Knowledge Survey (Study Guide)**

The Knowledge Survey is essentially a pre- and post assessment of your understanding of the material presented in this course. You can use it as a “road map” for what will be presented. You are encouraged to use it as a detailed study guide. Read more about the Knowledge Survey by clicking on the *Knowledge Survey* link on the course homepage. You will receive 10 points toward your final grade for completing both the Pre- and Post-Knowledge Survey, if **at least 90%** of the questions are answered. You must complete the pre-Knowledge Survey no later than **Jan 22, at 11:00 PM to earn 10 points**. You will also be required to complete a post- Knowledge Survey again at the end of the semester to earn 10 points. These points are **NOT** extra credit!

### **Weekly Web-based Learning Activities**

There will be weekly web-based learning activities. Be prepared to work hard on these activities. They will require that you have completed all of the assigned readings and viewed any required additional materials available via the website. These activities may require group work as well. In addition, questions will be asked in the lecture videos that will be submitted for a grade – these will not be available in any other format – directions for submission will be provided in the lecture videos.

### **Chapter Quizzes & Exams**

There will be online chapter quizzes/exams. The purpose of these quizzes/exams is to provide a way for you to determine if you understood the material in each chapter. Practice questions will be released to you as we cover the material in class. You will be allowed an unlimited number of opportunities to take the practice questions.

Questions will be drawn from the readings, lecture, and laboratory. Specific dates and chapters will be available in the Moodle course. Each quiz/exam will be available for a three-four (3-4) day period. Once you begin an exam, you will have adequate time to complete it. Each student will receive a different question set. Because of the enforced time limit, be aware

that you will need to study and prepare for the online exams, just as you would for any other type of exam.

**You will be notified in Moodle when quizzes and exams will be available. In all cases, you will have several days of notice as well as several days to take the quiz or exam.**

## **CONDUCT:**

You will be expected to conduct yourselves in a professional manner at all times. Courtesy and respect for your classmates and faculty is expected. According to University policy, rudeness and disrespectful behavior will not be tolerated. Any conduct which endangers a fellow student or instructor is grounds for dismissal. See the Student handbook - <http://www.isu.edu/studenta/handbook.pdf> or the Faculty/Staff handbook - [http://www.isu.edu/references/fs.handbook/part6/6\\_9/6\\_9d.html](http://www.isu.edu/references/fs.handbook/part6/6_9/6_9d.html) for more information.

**Cheating and Plagiarism** Cheating will not be tolerated. The ISU academic dishonesty policy allows an instructor to impose one of several penalties for cheating that range from a warning up to assigning a failing grade for the course. Plagiarism is a form of cheating that is also unacceptable and subject to the same penalties as cheating. Please note – instructors have the capability to monitor your online activities which are related to our Moodle course.

## **HEALTH OR DISABILITIES**

Idaho State University is committed to equal opportunity in education for all students, including those with documented disabilities. Any student in this class who has a documented special need that may prevent full demonstration of ability should contact the Director of the Center for Students with Disabilities, Main Floor-Graveley Hall, 208-282-3599, to make an official request for academic accommodations. In addition, it is the responsibility of each special needs student to personally contact the course instructor before the end of the first week of classes to make an appointment to discuss the accommodations that will be necessary to ensure full participation in the course.

You are eligible for health insurance and the use of the student health facilities the same as any other student. Please refer to the student handbook. A minimum fee per visit to student health is charged. You must be a registered student to use the facility. ISU Student Health - <http://www.isu.edu/stuhlth/>

## **BACKUP PLANS:**

Use the following information as a guide for steps you need to take in specific situations that limit your ability to meet course requirements. Note, however, that this list may NOT include every situation. You are expected to communicate in a timely manner with the instructor if you encounter difficulties that will interfere with your ability to meet course deadlines. You are expected to meet course requirements and to have backup plans in place to work around any difficulties you might encounter. Here are some recommendations for your backup plan:

### **If you lose your internet connection, if your computer breaks down, or if your printer stops working.**

- At the beginning of the semester, make arrangements for an alternate location to sign in from, i.e. get an ISU computer account, or log in at a friend's house.
- Throughout the semester, save copies of homework, discussion and mail messages in two locations (e.g. computer hard drive and a CD or Zip disk).
- When the problem occurs, inform your instructor immediately by phone or email if the problem will affect submission of a quiz or assignment.
- Turn to an alternate resource (i.e. retrieve the file from disk, log in from on campus) and complete the assignment.

### **If you get sick.**

- Contact the instructor by phone or email immediately, or have someone else make contact if you are unable to do so. Inform the instructor of the problem and make arrangements. Except in extreme circumstances, failure to notify the instructor could result in affecting your grade if any course requirements are late or missing.

### **If you need to be away for more than a few days.**

- Notify the instructor in advance and complete assignments ahead of time if they are available. Except in extreme circumstances, failure to notify the instructor could result in affecting your grade if any course requirements are late or missing.

## Tentative Lecture Readings

<b>Date – Week of</b>	<b>Topic</b>	<b>Readings In Purves</b>
1/11	Introduction – Science	Chapter 1
1/18	Nature of Molecules	Chapter 2
1/25	Chemical Building Blocks	Chapter 3
2/1	Cell Structure	Chapter 4
2/8	Membranes & Cells	Chapter 5
2/15	Cell Communication	Chapter 15
2/22	Energy and Metabolism How Cells Harvest Energy	Chapter 6 & 7
3/1	Photosynthesis	Chapter 8
3/8	Cell Division	Chapter 9
3/15	Genetics	Chapter 10
3/22	Spring Break	Chapter 11
3/29	DNA and Gene Activity	Chapter 12
4/5	Continuation	Chapter 12
4/12	Genes in Populations & Evidence for Evolution	Chapters 22-25 (Portions to be identified)
4/19	Continuation	
4/26	Population Ecology	Chapter 54
5/1-7	Final Week	

## Detailed Lab Schedule will be provided in Moodle

### Below are the steps for accessing your online course site - Again

1. Access the Internet. (Contact the ISU Computer Center Helpdesk if you need help logging onto the Internet at 208-282-4585 or [help@isu.edu](mailto:help@isu.edu).)
2. Go to <http://elearning.isu.edu/> I encourage you to bookmark this page.
3. Enter your Moodle username (which is your ISU email **WITHOUT** the @isu.edu). Enter your password (which is the same as your ISU email password). Then click the "Login" button. For students needing further assistance logging into Moodle, please use the links on the Moodle login page or contact Dr. B [bundcaro@isu.edu](mailto:bundcaro@isu.edu).
4. Once you have logged into Moodle, you will see a page listing the Moodle courses for which you are registered. Our orientation course is BIOL Moodle 101. This is NOT the Student Guide to Moodle. Dr. Carolyn Bunde is the listed instructor. Click on the course link and you will see the Homepage for our course.
5. Click on the link for the Moodle Introduction and complete the listed activities. Once you have completed the Moodle orientation material, you will be moved to our BIOL 101 course. Once in BIOL 101 – Spring 2010 Online Section proceed with the introductory videos and 1<sup>st</sup> assignment. Please read over the course syllabus immediately and email me in Moodle me if you have any questions.