

BIOL 1413 (4:3:3)

General Zoology

Department of Biology

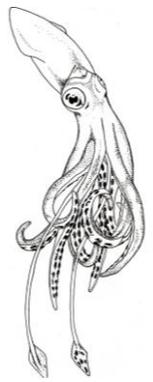
Division of Arts and Sciences

SOUTH PLAINS COLLEGE
Levelland Campus

Fall 2022

Megan Keith
Associate Professor of Biology

**COURSE INFORMATION SHEET
BIOL 1413- GENERAL ZOOLOGY
FALL 2022**



Instructor: Dr. Megan Keith
Office: Science 88
Email: mkeith@southplainscollege.edu

Office Hours: Mon. 1:00PM – 4:00PM
Tues. 8:00AM – 9:00AM
Wed. 2:00PM – 3:00PM
Thurs. by appointment only
Fri. 9:00AM – 12:00PM

Course Modality: Asynchronous online.

Course Description

A survey course of the major phyla of the animal kingdom. General principles of animal physiology, cytology, genetics, anatomy, ecology, embryology and adaptations are stressed.

To meet virtually for office hours, students will need to email me to alert me of their intent to attend. I sign on to the virtual office hours link in Blackboard for that session to meet with you. Virtual meetings outside of the designated office hours must be scheduled via the link on Blackboard.

Required Class Material:

TexBook Program: *This course is in the SPC TexBook program, so you do not need to purchase a textbook or access code for the course (unless you opt out).*

- **What is TexBook?** The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The fee for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition/fee payment.
- **How do I access my TexBook?** Access to your course material is provided either by VitalSource or other links inside your Blackboard course. VitalSource (and many publisher's) ebook features include the ability to hear the text read aloud, highlight, take notes, create flash cards, see word definitions, build study guides, print select pages, and download up to 20% of the book for offline access.
- **Help with TexBook issues and support:** check with your professor and/or contact <https://support.vitalsource.com/hc/en-us/requests/new> (available 24/7 via chat, email, phone, and text)
- **Opting out of TexBook:** Participating in TexBook is not mandatory, and you can choose to opt-out. However; by opting-out you will lose access to the course textbook/digital content and competitive pricing, and you will need to purchase the required course material on your own. If you drop the class or opt-out before the opt-out deadline, the TexBook charge will be automatically refunded to your SPC account. The opt-out deadline for Spring 2022 is the twelfth class day. **Please consult with your professor before deciding to opt-out.*

If you still feel that you should purchase the course textbook/materials on your own, send an opt-out email to tfewell4texasbookcompany@gmail.com. Include your first name, last name, student ID number, and the course you are opting out of. Once you have been opted-out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore:

Email: tfewell@texasbook.com / Phone: 806-716-2399
Email: agamble@texasbook.com / Phone: 806-716-4610

- **Required Course Materials:**
 - Zoology with Connect Access Code. 11th Edition. Miller and Tupper. E-book with Connect access code. ISBN: 9781260161991
 - Van De Graaff's Photographic Atlas for the Zoology Laboratory. 8th Edition. ISBN: 9781617317774
- **Other required materials:** A reliable internet connection and a webcam with microphone for use with Blackboard Collaborate, Zoom, etc. and the exam proctor. This can be a USB or internal webcam. **Mobile devices should not be used for quizzes or exams.**

Online Course Content

- Blackboard is the primary source for course information.
- **Students need to access Blackboard regularly. Google Chrome is the preferred browser for use with Blackboard and will be REQUIRED when taking exams.**
- Specific course materials available include: PowerPoint lecture slides, lecture videos, reading assignments, messages and announcements from the instructor, study aids, quizzes, exams, lab exercises, etc.
- Each week, new material becomes available on Monday at 8:00AM and is due by 11:59PM on Sunday.

Communication

Email is the main method that I have to communicate with you. Any announcements that I make via Blackboard will also be sent to your SPC email. Please check your email regularly.

I will check my email throughout the day Monday – Friday. I typically respond to all messages within 24 hours or less except on weekends and holidays.

Copyright Notice

All material presented by the instructor in the course is copyright protected. The material presented by the instructor may not be modified or altered in any way. You have permission to print out one copy of any material presented by the instructor in this course (ex. course information sheet, contact information, and learning module checklists). The one copy must only be used for your personal educational use during this semester. The material may not be altered or modified in any way. The material may not be distributed in any way. You have permission to download the same material to your computer hard drive or other medium in order to print out the material needed. Any material downloaded may not be altered or modified in any way. The downloaded material may not be distributed in any way. If any course material is found on other websites, this because an act of academic misconduct and will be dealt with appropriately following the guidelines of the college concerning academic integrity.

Assessment

Final grades for the course will be calculated on a weighted scale: five exams (60%), quizzes (20%), assignments (10%), and lab (10%). I follow a traditional grading scale:

90 – 100% = A 80 – 89% = B 70 – 79% = C 60 – 69% = D ≤ 59% = F

***Course Average:** Calculated by the weighted average of the three grade categories indicated. If a student's final average *is less than* one half a percentage point away from the next higher letter grade, the instructor will consider giving the higher letter grade. For example, a student with an 89.51 would receive a letter grade of "A" for the course.

I do not curve final grades; however, we have resources available to you if you feel you need help in improving your grades. I also offer the opportunity for bonus points on SOME exams.

Exams

- Each major exam will cover material from BOTH lecture and lab material.
- Exam dates are listed in the course schedule. All exams open on a Friday at 8:00AM and close that Monday at 8:00PM, except the final exam which opens the Friday before finals week at 8:00AM and closes that Tuesday at 8:00PM.
- The exam format may include multiple-choice questions, definitions, matching, short answer questions, and essay questions.
- ALWAYS read instructions carefully before beginning an exam.
- Each exam score is recorded as a percent score (number correct out of the total possible) with 100% being the maximum score.
- The final exam will be a comprehensive exam. This class lays a foundational knowledge of biology that you will need to build on as you continue your education.
- Students should **NOT** miss exams! Any student who misses an exam will have a 0 score entered for that exam unless documentation can be provided for an excused absence.

Mandatory proctoring of major exams- Online exams within this course require online proctoring. Therefore, students will be required to have a webcam (USB or internal) with a microphone when taking an exam or quiz. Students understand that this remote recording device is purchased and controlled by the student and that recordings from any private residence must be done with the permission of any person residing in the residence. To avoid any concerns in this regard, students should select private spaces for the testing. **Various academic sites on each SPC campus offer secure private settings and technology for recordings and students with concerns may discuss location of an appropriate space for the recordings with their instructor.** Students must ensure that any recordings do not invade any third-party privacy rights and accept all responsibility and liability for violations of any third-party privacy concerns. Setup information will be provided prior to taking the proctored exam.

Why do I require proctoring of online exams?- It is the goal of the college to offer quality online courses that are equivalent to student experiences in face-to-face courses. This includes maintaining high expectations for student performance, student conduct including complete honesty, and to maintain a high standard of integrity (see the Student Guide for more information: <http://catalog.southplainscollege.edu/mime/media/view/56/1774/2021-22StudentGuide.pdf>). Proctoring is required to set the standard for these expectations in this online course.

Exam testing procedures- The following table lists conduct requirements for online exams, as well as conduct violations. In general, behave as if you are taking the exam in a classroom with a live proctor.

| Exam conduct requirement | Consequence for violation of exam conduct |
|---|--|
| Valid photo ID shown. | A zero will be given for the exam until student identity is confirmed by a valid photo ID. |
| Microphone turned on and recording. | A 30% penalty will be given for an exam taken without the microphone being turned on and recording throughout the entire exam. Ensure that nothing is interfering with the sound quality (ex. fans blowing directly on you and your computer). |
| Sufficient lighting of the testing area. | A 30% penalty will be given for an exam taken without enough lighting for the instructor to assess the testing environment. |
| Student remains in webcam view during exam. | A student who leaves the webcam view during an exam for any reason will receive a zero for that exam. Take all bathroom breaks, etc. before beginning the exam. |
| No unauthorized materials near desk area. | A student who has any unauthorized materials (books, notes, phone, another computer, etc.) near the testing area will receive a zero for that exam. <i>*If it is suspected that students are utilizing unauthorized material, the room scan function will be implemented for exam proctoring to ensure academic honesty.*</i> |
| No talking with others during the exam or playing of music or other audio recordings. | A student who has any music or audio recordings playing during exams, or who talks with any ADULT for any reason during the exam, will receive a zero for that exam. |
| The exam is taken in an approved proctored environment. | Any exam taken without either the webcam software or in an approved testing center will receive a zero for that exam. <i>SPC offers several locations that would appropriate for testing should you not want to take the exam in your home. If you do not live near any of the SPC campuses, contact me and we can determine an alternative.</i> |

Any student who thinks that a penalty was misapplied can request that the penalty be reviewed according to the grievance procedure listed below.

Quizzes

- Quizzes will be administered weekly on Blackboard. Quiz dates are listed on the course schedule.
 - Quizzes will cover lecture and lab material. Read instructions carefully before beginning each quiz.
 - Students will be given a set amount of time to finish the quiz.
 - **Always review your quizzes as I may leave feedback. This can be done by going to My Grades and clicking on the grade you received for that quiz.**
 - Missed quizzes CANNOT be made up unless proper documentation is provided for an excused absence.
 - The lowest quiz grade (1) will be dropped at the end of the semester.
- *At this time, Proctorio will not be used on quizzes. This may change if academic dishonesty is observed by the instructor.**

Assignments

- Assignments include concept checks, EdPuzzle assignments, as well as additional exercises to reinforce concepts. All assignments will be posted with clear instructions.

Assignments are meant to challenge you to apply what you are learning in class to various situations. This skill is needed in your upper level biology courses, so it is my goal to help you develop this skill early in your academic career.

Policies, Procedures, and Rules

This course will be conducted according to the policies and procedures of the South Plains College Student Handbook and General Catalog.

- 1. Attendance-** Regular and consistent interaction with online lessons and attendance in lab is necessary for satisfactory achievement.
 - Attendance will be measured by a student's ability to consistently log on to Blackboard and COMPLETE the assigned work. Failure to turn in assignments will be recorded as an "absence." The instructor will monitor student statistics throughout the duration of the course and will contact you if your personal statistics deviate from what is "normal" for the rest of the class.
 - The student may be administratively withdrawn from the course when they have a total of **four infractions including failure to turn in graded assignments, quizzes, etc. (at any time; for any reason) AND the minimum course objectives cannot be met.**
 - Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of "X."

Students who miss multiple assignments typically fall so far behind that they are unable to catch up and their grades suffer on that section of material. Set yourself up for success; attend class.

2. **Technical difficulties-** If you experience technical difficulties, please refer to the list of offices/personnel to call in Course Resources on Blackboard for help with your unique issue(s). Please send an email *immediately* to notify the instructor of these difficulties. **You will be allowed one, and only one, reset on any assignment/exam for the semester.**

Should issues arise that are out of your control (i.e., Blackboard shuts down indefinitely) then the instructor will adjust assignment availability and due dates as appropriate.

3. **Make-up policy-** Students may make up missed work if they have an excused absence. Make-up work is due one week from the day that it is assigned.
4. **Online Course Netiquette-** Remember that you are addressing a professor and/or a group, even though you don't see them.
- Don't say things that you wouldn't say publicly in a traditional class setting.
 - Don't address comments to individuals unless you want all to know what you are telling that person.
 - Don't share confidential information.
 - Read any messages or comments before sending; once it is out there, you can't change it.
 - Access Blackboard frequently and read through an entire message before you reply.
 - Because electronic communication does not show smiles and frowns (other than the graphic kind), or employ intonation, humor and sarcasm might be misunderstood. Use these carefully and employ good word choice so that your meaning comes through clearly.
 - Avoid sending unkind messages. Besides angering others and reflecting poorly on you, they may have the effect of shutting down discussion.
 - Aim for clarity and readability in your text. Paragraph often, avoid using only capital letters, and stay away from character symbols and conventions that get in the way of visual comfort.
 - Although electronic communication can be very informal, try for good language usage so that your message comes through rather than your mistakes (many mail programs have spell checkers). Avoid correcting other people's language, however. Try to be clear, indicating what you are talking about fully instead of presuming that others know which message you are responding to, what chapter or assignment you are referring to, etc.
 - Use of inappropriate or disrespectful language, cyber bullying, etc. will result in a zero for that assignment and will require that the student attend a meeting with the instructor and/or any other appropriate faculty to address this issue.
5. **Academic Integrity-** *It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity.* The attempt of any student to present any work as their own which he or she has not honestly performed is regarded at SPC as a most serious offense and renders the offender liable to serious consequences, possibly suspension. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.
- Plagiarism violations include, but are not limited to, the following:
 1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
 2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
 3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
 4. Missing in-text citations.
 - Cheating violations include, but are not limited to, the following:
 1. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, an administered test's content;
 2. Discovering the content of an examination before it is given, including bribing another person to obtain an unadministered test or information about an unadministered test;
 3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;
 4. Entering an office or building to obtain unfair advantage;
 5. Taking an examination for another;
 6. Altering grade records;
 7. Copying another's work during an examination or on a homework assignment;
 8. Collaborating with or seeking aid from another person during a test;
 9. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's; or
 10. Taking pictures of a test, test answers, or someone else's paper.
6. **Privacy-** The federal law guaranteeing student privacy is the policy of this instructor as well as that of SPC. This means that I will not discuss your grade with anyone other than YOU.

7. **Grievance procedure:** If a student is having a problem with the course policies or the instructor, he or she should *first* try and resolve any such problems with the instructor. If the problem is not resolved, the student may proceed to the Biology Department Chair, who can advise the student on how to resolve the problem, or direct them to the appropriate office.
8. **Student Code of Conduct Policy:** Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class (see the Student Guide for more information: <http://catalog.southplainscollege.edu/mime/media/view/56/1774/2021-22StudentGuide.pdf>).
9. **Diversity Statement:** In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.
10. **Disability Statement:** Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.
11. **Nondiscrimination Policy:** South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.
12. **Title IX Pregnancy Accommodations Statement:** If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Director of Health and Wellness at 806-716-2529 or email dburleson@southplainscollege.edu for assistance.
13. **COVID-19:** If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19.
 - Cough, shortness of breath, difficulty breathing
 - Fever or chills
 - Muscles or body aches
 - Vomiting or diarrhea
 - New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376. Proof of a positive test is required. A home test is sufficient but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication.

Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.

Note: The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester.