BIOL 120:001 Biological Concepts- Cells, Metabolism, and Genetics
Spring 20 COVID-19 Syllabus

MWF: 11:30 AM - 12:25 PM, OGDEN COLLEGE HALL 1006 & ONLINE

This course is designed for Biology and science majors and will emphasize: cellular organization and processes, metabolism, DNA structure and replication, and Mendelian and population genetics. This course requires that Biol 121 be taken as a corequisite.

INSTRUCTOR

Dr. Natalie Mountjoy
Email: natalie.mountjoy@wku.edu (best contact method)
Office: 3017 KTH Office Hours: TBD

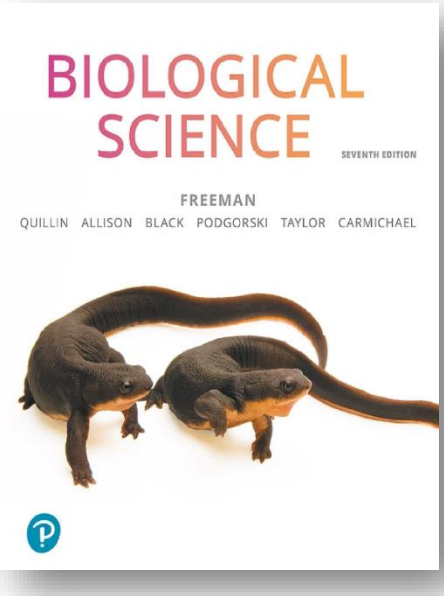
GENERAL EDUCATION CONTENT AND GOALS

After a student completes this course they will have a foundational knowledge in the fields of biochemistry, cell biology, molecular biology and genetics. Specifically, they will be able to:

- Recognize and describe the structure and function of biological molecules
- Outline and compare cellular energetics, cellular metabolism, and photosynthesis.
- Recognize and describe the structure and function of prokaryotic and eukaryotic cells, as whole entities and in terms of their subcellular organization and processes.
- Describe and explain the synthesis, structure, and function of nucleic acids and proteins in prokaryotes and eukaryotes.
- Understand and apply the principles of inheritance from molecular mechanisms to population consequences (diversity).
- Appraise and evaluate biological knowledge in an ethical and social context.

In addition, this course fulfills 3 hours of the Colonnade Program – Part II. Explorations: Knowledge of Human Cultures and the Physical and Natural World – Natural Sciences and achieves Learning Outcome 1c.

COURSE MATERIALS



WKU has institutionalized the purchasing process for our course materials. You will automatically have access to all the online course materials from day one, just by being registered on TopNet for this course.

REQUIRED ONLINE MATERIALS

- *E-copy of: Biological Science, 6th edition, by Freeman*
- *The learning assistant: Mastering Biology*

Two weeks into the semester, you will be billed the cost of the above materials. ONLY the digital format of our text will be used in this course. If you desire a supplemental printed copy ($40), you must order it through the WKU Store during the first week of class. Links to this text, and Mastering Biology will be available in Blackboard along with all other course materials and announcements.

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COURSE POLICIES

GRADING: 820 POSSIBLE POINTS

Attendance & Participation = 120 points MAX

- Attendance = 48 pts (drop up to four "days" or up to 8 points) = 40 pts MAX
  - 2 points for each lecture = 11 in-class lectures = 22 pts
  - COVID Correction: I will add other participation activities available through Blackboard= 26 pts
    - Covid/Syllabus Survey = 5 pts
    - What Do I Need to Know = 8 pts
    - Bio @ Home = 8 pts
    - Pay it Forward = 5 pts
- 10 in-class activities = 100 pts (drop 2) = 80 pts MAX
  - We did 4 in-class assignments = 40 pts
  - COVID Correction: I will add 6 10-pt assignments in Mastering or Blackboard = 60 pts
    - LabBench: Enzymes
    - LabBench: Cellular Respiration
    - LabBench: Photosynthesis
    - LabBench: Cell Division
    - LabBench: Biotechnology
    - The Central Dogma & COVID-19
- Point totals over the MAX are not extra credit

Assignments = 200 points

- Syllabus quiz: Mandatory = 10 pts
- Dynamic Study Modules (DSMs): You will have 25 10-point modules, through Mastering Biology = 250 pts (drop 6) = 190 pts MAX.
- DSMs continuously assess performance and target particular strengths and weaknesses. Late assignments will not be accepted. Point totals over the MAX are not extra credit.

Exams = 500 points (FLEXIBLE, you can EXPECT changes here to best meet YOUR needs)

- COVID Correction: This is my current plan. A vast majority of voted for more/shorter exams.
  - ✓ Unit 1 Exam = 100 points
  - ✓ Unit 2 Online Exam = 50 points
  - ✓ Ch 8 Online Exam = 25 points
  - ✓ Ch 9 Online Exam = 50 points
  - ✓ Ch 10 Online Exam = 50 points
  - ✓ CH 12 & 13 Online Exam = 50 points
  - ✓ CH 14 & 15 Online Exam = 50 points
  - ✓ CH 16, 33 & COVID-19 Online Exam = 25 points
  - ✓ Comprehensive Final = 100 points
- Troubleshooting Exams: I will be on my email for the entirety of each exam. Email me immediately with tech questions if you have issues or you may not be allowed a make-up.

ACADEMIC INTEGRITY & CIVILITY

Students are expected to maintain an honest and respectful classroom and online environment. Students are prohibited from making offensive remarks, conducting prolonged personal conversations, gaming, listening to music, or engaging in any other form of distraction in class. Inappropriate behavior shall result in (minimally) lost participation points (as I see fit) and a request to leave class. Students must also follow all WKU guidelines on academic integrity. Failure to do so may result in a failing grade or further discipline based on the offense.

COVID Reminders about Academic Integrity while testing online: Obviously, I will not be in your home spying on you while you take this test (…or am I?). If integrity is important to you I don't need to say anything else. If it is not, there is nothing else I can say. If your online exam taking gets flagged by our system, there will be serious penalties on your final grade.

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CORRESPONDENCE

Email is the best mechanism to reach me and I care about your questions and connecting with you. I will do my best to answer emails within 48-72 hours. Please adhere to the following principles of general email etiquette:

- ✓ Ensure your question is not answered in the syllabus or on Blackboard or Mastering.
- ✓ Email **only from your WKU account** and use appropriate grammar and punctuation.
- ✓ Refrain from emailing after hours or on the weekends.
- ✓ Wait at least 48 hours before emailing a second time.

COVID Additions

- ✓ Slack!
- ✓ Scheduled Zoom Meetings & Zoom Office Hours

TECHNOLOGY IN THE CLASSROOM

While it is not prohibited to use your laptop (or ipad, etc) to take notes, it is not recommended. Many students use this method; however, research shows WRITING notes to be more effective.[1]

Cell phones are an integral part of modern day life. We will use them regularly in this course, so please bring them with you. Make sure the ringer is always off, be respectful and reasonable, and do not use them unless instructed to do so.

Alternatives will be available for those without smartphones. You should also get the Blackboard and iWKU app.

Use blackboard to access: grades, assignments, course documents, the e-book, and Mastering Biology content. All homework not submitted through Mastering will be submitted through Blackboard. I will post announcements here which will also forward to your WKU email address.

I will do my best to post our lectures beforehand, on Blackboard. The screens in our room are a bit small for the size of our space. You may not be able to see detail in the slides unless you sit close. I recommend you bring a laptop or ipad, etc., to follow along in the PowerPoint.

COVID ADDITIONS: OTHER APPS/PROGRAMS WE MAY USE

- If you'd like to meet, I will use Zoom. I will email you a link, and its quick and easy to join! We will use the Slack App to easily communicate as a group! Just download the app, allow for notifications and use your @wku.edu email address for signing up. Here is the **link to sign up** for our "workspace" (BIOL 120 @ WKU: **https://biol120wku.slack.com/join/signup**).
- Lecture Formats Available in Blackboard: Regular PowerPoint file, MediaSite Link, YouTube Link, Podcast

[1] Smoker, TJ, Murphy CE, and Rockwell, AK. 2009. Comparing Memory for Handwriting versus Typing. 2009. Proceedings of the Human Factors and Ergonomics Society Annual Meeting. 53 (22), 1744 – 1747.

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BIOCOACHES

CAN WE STILL USE OUR BioCoaches?
Yes! They are all standing by and ready to help with your content questions. Please email them if they haven't been in contact already, or you can email me, and I can help you get in touch! They are already setting up help sessions!

COURSE SCHEDULE

Original Course Schedule

WEEK	TUESDAY		THURSDAY	
1	28-Jan	Introduction	**30-Jan**	Chapter 1
2	4-Feb	Chapter 2	6-Feb	Chapter 2-3
3	**11-Feb**	Chapter 3-4	13-Feb	Chapter 5
4	**18-Feb**	Chapter 6	20-Feb	**Exam 1**
5	25-Feb	Chapter 6	**27-Feb**	Chapter 7
6	3-Mar	Chapter 7	5-Mar	Chapter 11
7	10-Mar	Spring Break	12-Mar	Spring Break

Spring Break (week 7) extended through week 8, until Monday March 23rd

COVID Online Schedule

Week	Activities
9: 23-27 Mar	Transitioning to online: Unit 2 Exam Tuesday, Ch 8 lecture posted Wednesday and all assignments due on normal day/time

Week	Posted Monday	Due Tuesday*	Assessment Thursday
10: 30-Mar to 3-Apr	Ch 9 & 10	DSMs CH 8 1st & 2nd LabBench: Enzymes	Ch 8 = 25pts
11: 6-10 Apr	Ch 12 & 13	DSMs Ch 9 1st & 2nd LabBench: Respiration	Ch 9 = 50pts
12: 13-17 Apr	Ch 14	DSMs Ch10 1st & 2nd, LabBench: Photosynthesis "What Do I Need to Know"	Ch 10 = 50pts
13: 20-24 Apr	Ch 15	DSMs Ch 12 & 13 1st, LabBench: Cell Division "Bio @ Home"	CH 12 & 13 = 50pts
14: 27-Apr to 1-May	Covid (16 & 13)	DSMs Ch 14 & 15 1st LabBench: Biotechnology "Pay it Forward"	CH 14 & 15 = 50pts
15: 4-8 May		DSMs Ch 16 1st "Covid-19 Activity"	Covid (16 & 33) = 25pts
16: 11-15 May	**Comprehensive Final = 100 points DATE TBD**		

*Your DSMs and LabBench Activities are available through Mastering. The assignments in quotes are in-leu of "attendance points" and are available and submitted through Blackboard (under the assignments tab).

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FREQUENTLY ASKED QUESTIONS (COVID-RELATED)

These questions came up in the SURVEY…

WHAT IS GOING ON WITH FINAL GRADES THIS SEMESTER?

WKU has created a new grading policy for this semester to reflect the difficult nature of our current situation. The full policy (P/D/F) is ***available here*** *know absolutely nothing more than what is stated in this policy.*

WHAT IS GOING ON WITH REGISTRATION FOR FALL 2020?

WKU has pushed back registration to accommodate student and faculty "work-from-home" schedules and advising timelines. Please ***review the new dates here.*** *Priority registration will begin April 6th.*

I NEVER APPLIED FOR ANY ACCOMMODATION, BUT NOW I NEED ONE

It is vital for all our students to get these accommodations, especially now. PLEASE: email the ***Student Accessibility Resource Center*** *(SARC) at sarc.connect@wku.edu or call 270-745-5004. The staff are very kind and efficient so it should go smoothly. Keep in touch with me (you can cc me on your email to them if you'd like) and hopefully we'll get it worked out before our next exam!*

WHAT IF I MISS AN ONLINE EXAM?

I will be on my email for the entirety of each exam. Email me immediately with tech questions if you have issues or you may not be allowed a make-up. I will work with you on a case-by-case basis.

WHAT ABOUT ATTENDANCE POINTS AND IN CLASS ACTIVITIES?

Refer back up to the "Grading" section. Essentially, you will do LabBench activities in Mastering to make-up for lost In-Class Activity points and few other student feedback assignments to get your "attendance" points.

I AM IN THE MILITARY…WHAT HAPPENS IF I GET ACTIVATED?

*First, thank you for your service. The Military Absence Policy (****available here****) provides policies for missed work. Students called to duty for an extended amount of time should refer to the Military Withdrawal policy (****available here****) for guidance.*

I CAN'T DO THIS, I NEED TO WITHDRAWAL

If you are feeling this way…FIRST! I need to hear from you.
WKU will push the final withdrawal date to May 1 to give students additional time to make their decision. It is vital that students consult with their advisors before taking this drastic action. Withdrawing from a course may impact financial aid. Students should contact The Office of Student Financial Assistance for help making this decision. Due to measures put in place due to COVID-19, counseling from the Department of Student Financial Assistance will primarily be accommodated through telephone, email, and Zoom. For more information on how to connect with remotely, ***please click here*** *or call at 270-745-2755.*

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FREQUENTLY ASKED QUESTIONS (ORIGINAL)

THE MASTERING E-TEXT IS NOT WORKING FOR ME. WHAT'S GOING ON?

You must use Firefox or Chrome web-browsers with Mastering. It will not work well with Safari. You must also have a very strong internet connection, preferably wired. If you are having problems, please contact Pearson's customer support (they're very helpful) ***at this LINK****. When you work with student support, be sure to inform them we use Mastering with a special "DIRECT INTEGRATION" link in blackboard. You never need to sign-in!*

I MISSED A CLASS OR ASSIGNMENT. WHAT DO I DO?

As long as these infractions are rare, this is not a problem. There is flexibility in both your participation grade and homework grade. You can miss a few. Review the grading policies for details. Please do not ever send me Dr.s excuses, etc. The flexibility is built-in to this course. There's no reason to ever petition with an excused absence. Assignments are NEVER accepted late or for "partial credit."

WHAT IF I MISS AN EXAM?

Make-up exams are ONLY, EVER available for students who contact me BEFORE the exam with a University-recognized excuse (e.g., doctor's excuse, accident report, court date, military service, etc.).

IS IT TOO LATE TO DROP OR WITHDRAW FROM THIS CLASS?

January 29th is the last day to add a class, last day to drop a class without a grade, last day to change a class from audit to credit and the last day to receive 100% refund for a class. March 18th is the last day to drop a class with a "W" and the last day to change a class from credit to audit.

DO YOU GIVE EXTRA CREDIT?

Not to individuals. Occasionally, I may offer extra credit to the class as a whole.

IS MY "CURRENT GRADE" ON BLACKBOARD ACCURATE?

It's close. Due to the flexible grading, it will change some as the final grades are calculated and points are dropped from attendance, in-class assignments, and HW. It may go up or down a bit.

MY FINAL GRADE IS ALMOST AN A, OR B, OR C, ETC…WHAT CAN I DO?

Nothing. By the end of the semester your grade is what it is. If you have 89.5, I will round to an A. If you have an 89.4, you will have a B, and so on. Please do not EVER email your college professors asking for your grade to be rounded up or points to be added. INSTEAD, begin the semester with the end in mind. You don't want to look back and say, "if I'd only gone to one more class or done one more assignment, I could have the grade I want/need to move on.

HOW CAN I CALCULATE MY FINAL GRADE?

In Blackboard, in our "Course Documents" tab you will see a document entitled, "Calculate Your Final Grade." This is an excel spreadsheet with the formulas built-in. You can enter your grades or prospective grades and it will calculate your final grade as we go through the semester.

***** PLEASE REVIEW ALL THE COURSE DOCUMENTS ON BLACKBOARD FOR OTHER ADVICE ON NAVIGATING BIOL 120 THIS SEMESTER! *****

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IMPORTANT UNIVERSITY POLICIES

Attendance: The faculty and staff of Ogden College of Science and Engineering are committed to providing you with learning experiences and opportunities. You must assume ownership of your education and be an active participant in the classroom and laboratory to take advantage of these opportunities. **Active participation requires you to attend.** Scientific studies have shown that attendance during scheduled classroom and laboratory meetings is directly correlated to your performance on assignments and exams and the potential to earn higher grades. Additionally, if you do not regularly attend class, you are missing important information about course topics, due dates, and assignment details that are crucial to your success in the course. Therefore, as a student enrolled in an Ogden course, you are expected to attend every class meeting and to inform your instructor regarding the reasons for any absences as soon as practical. Your instructor may incorporate class attendance/participation as part of the grading criteria.

Student Accessibility: In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, room 1074 of the Student Success Center. The phone number is 270.745.5004. or email at sarc.connect@wku.edu. Please do not request accommodations directly from the professor or instructor without a letter of accommodation from The Student Accessibility Resource Center.

Academic Integrity & Student Conduct: Cheating/academic dishonesty in any form (plagiarism, altering exams, crib sheets, cell phone usage, etc.) will result in dismissal from the course with a grade of 'F', and this policy will be strongly enforced. guidelines on academic integrity (https://www.wku.edu/handbook/academic-dishonesty.php).
Student behavior or speech that disrupts the instructional setting or is clearly disrespectful to the instructor or fellow students will not be tolerated. Disruptive conduct may include but is not limited to: 1) rude or disrespectful behavior, 2) unwarranted interruptions, 3) failure to adhere to instructor's directions, 4) vulgar or obscene language, slurs, or other forms of intimidation, 5) physically or verbally abusive behavior, or 6) inappropriate questions or advances toward your instructor. Any continuation of such conduct or actions will result in disciplinary action as specified in the WKU Code of Conduct (https://www.wku.edu/studentconduct/student-code-of-conduct.php).

Sexual Misconduct, Discrimination & Harassment: Western Kentucky University (WKU) is committed to supporting faculty, staff, and students by upholding WKU's Title IX Sexual Misconduct/Assault Policy (#0.2070) at https://www.wku.edu/policies/docs/182.pdf and Discrimination and Harassment Policy (#0.2040) at https://www.wku.edu/policies/docs/251.pdf. Under these policies, discrimination, harassment, and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121.Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and MUST report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's Counseling and Testing Center at 270-745-3159.

The Learning Center (TLC): The Learning Center (DSU 2141) provides free supplemental education programs for all currently enrolled WKU students. TLC offers CRLA Certified, one-on-one tutoring by appointment or walk-in. TLC also provides quiet study area, with side rooms designated for peer to peer tutoring, and offers a computer lab. For more information, or to schedule a tutoring appointment, please call TLC at (270) 745 - 5065 or log on to the website at https://www.wku.edu/tlc. **PASS (peer tutoring) for BIOL 120 will be offered from 5-6 PM on Tuesdays and Thursdays in DSU 2141 Conference Room.**

Food Insecurity: Food insecurity is defined as a condition where persons, in this case students, do not have adequate resources to feed themselves, either nutritiously or not at all (USDA, 2013). According to a recent national study (Hunger on Campus, 2016), food insecurity is common at colleges and universities across the country, potentially undermining the educational success of untold thousands of students. If food insecurity is an issue for you or someone you know, help is readily available. Contact the WKU Office of Sustainability at (270) 745-2508 or email sustainability@wku.edu or visit starvingtolearn.com.

For more important guidelines, policies and resources, visit: https://www.wku.edu/syllabusinfo/index.php.