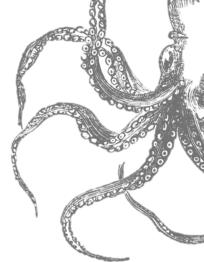**Kristin Bingham, Assistant Professor of Biology**
Department of Biology
South Plains College
Box 86
Levelland, TX 79336

BIOL 1413.151 General Zoology (Online)

Course Description: In this course, we will study fundamental biological concepts relevant to animals, including systematics, evolution, structure and function, cellular and molecular metabolism, reproduction, development, diversity, phylogeny, and ecology. Laboratory activities will reinforce these same concepts to ensure comprehension. (ACGM 2018)

Instructor: Kristin Bingham, Assistant Professor of Biology

Contact me:
- ☑ **Blackboard MESSAGE** – for ALL correspondence
- ☑ **Office:** Science 185
- ☑ **Office Hours:**
  - • Tuesday 9:00 am – 12:00 pm (F2F/Phone/Virtual)
  - • Thursday 9:00 am – 12:00 pm (Virtual)
  - • Friday 9:00 am – 11:00 am (Virtual)
    - ▪ Note: I am available by appointment outside of these hours – please don't hesitate to schedule a meeting with me if you have a need!
- ☑ **Office Phone: (**806) 716-2308 – leave a message.
  - • Note: Professor may be unavailable from noon on Friday until 7:00 am on Monday as well as on college holidays.
- ☑ **E-mail:** kbingham@southplainscollege.edu – to be used in case of emergency

Required Course Materials:

Text:	Zoology, 11th ed with Connect Access, Miller and Tupper. (ISBN13: 9781259880025) https://www.mheducation.com/highered/product/zoology-miller-tupper/M9781259880025.html#interactiveCollapse
Lab Atlas:	Van de Graaff & Crawley's "A Photographic Atlas for the Zoology Laboratory", 8th ed. (ISBN-13: 9781617317675)
Lab Kit:	I have created lab kits for your use this semester and will share additional details about pickup and shipping options during the course introduction.
Additional Required Materials:	You will need reliable access to the internet, as well as a computer with a functioning webcam and microphone. **NOTE:** Mobile devices (i.e. phones) may not be used for taking exams.

Core Curriculum Objectives and Student Learning Outcomes are found on the BIOL 1413 Common Course Syllabus.

To be successful in this course, you will need:

- ☑ Time management skills
    - o You must keep up with readings and assignments throughout the semester. Get a calendar!
- ☑ Reading skills
    - o You will be reading 2 chapters (on average) each week and will need to synthesize and use that information on assignments and assessments.
- ☑ Writing skills
    - o You will be required to write out your thoughts for me to read and grade. If I can't understand it, I can't grade it. SPELLING COUNTS.
- ☑ Curiosity and enthusiasm about the subject
    - o Your interest in the material will move you through this course. Biology courses typically are information heavy, and there is a lot that I want to share with you – your curiosity about the material we are covering, and your enthusiasm for the world around you will make this an amazing class. Get involved, get engaged, ask questions and discuss what you're working on.
- ☑ Computer and word processing skills
    - o You should be familiar with your device and programs to be able to participate in this course, as well as produce any required assignments as required using a word processor (i.e. Word, Pages, etc.). If you are not sure about your device, you should contact the SPC Levelland Technology Center for assistance. I am not a computer technician – you DO NOT want me trying to diagnose what's wrong with your machine/programs when you have an exam due in 30 minutes.

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.

Online Course Content:

- • **Blackboard is the primary source for course information.** We will use additional programs such as Connect (McGraw-Hill), FlipGrid, EdPuzzle, etc. for activities throughout the semester but all assignments will be listed on Blackboard and linked from Blackboard.
- • **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.

Communication Policy:

- • The Course Messages and Announcement tools in Blackboard will be our primary mode of communication beginning August 24th. I use the Course Messages option so that I can keep a record of communication with each student. If I need to reach you individually and you have not responded to my message using Course Messages within 48 hours, I will email you as a last resort using your SPC email. Check your Course Messages regularly, it functions as an email tool within Blackboard, but you **WILL NOT** receive notifications that you have received a message.
- • **NOTE: When you send me a message, please include something in the subject line that gives me an idea of the contents of the message.**
- • I will check my messages throughout the day Monday – Friday. I typically respond to all messages within 24 hours or less except for on weekends and holidays. If there is an emergency and you need to contact me immediately, please message me in Blackboard and email me at kbingham@southplainscollege.edu.
- • As a backup, **please send me an email during the first week of classes** so that I have an alternative way to contact you. This email should:
    - o Come from your **SPC email account**
    - o Have the subject line: Firstname Lastname – BIOL 1413.151
- • In the text of the message, please let me know what name you go by, and any specific information/pronouns/etc. you might want to share.

Attendance Policy:
- As this is an asynchronous online class, I will not be taking regular attendance as I would in a conventional course. You will work on your own schedule to complete the assignments by the date they are due. Regular and consistent interaction with online lessons and textbook materials is necessary for satisfactory achievement. There are no extensions for assignments without extenuating circumstances (i.e. life-threatening illness, death, etc.).
- 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 failed to turn in a total of four (4) graded assignments, quizzes, and/or exams (at any time; for any reason) AND the minimum course objectives cannot be met.
- If I notice that you are not progressing, I will reach out to you by course message, email, and telephone to try and determine what is happening, so that we can resolve it before it becomes too big of an issue.
- 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."

> Know this – I am incredibly dedicated to your success in this course. I want to hear from you. I want to talk to you. I want to see your face regularly so that this will feel less like you're alone in an online class and more like remote learning with your professor. I will make every effort to accommodate you, but you must communicate with me. I can't help you if I don't know there is something that isn't working for you. And please – turn on your video when we talk so I'm not talking to names on a screen!

Course Grade Policy:
- The grade for this course will be based on:
  - Four Exams (worth 100 pts. possible each)
  - Quiz Average (worth 100 points)
  - Reading Assignments Average (50 points)
  - Lab Submissions Average (50 points)
  - Endangered Species Presentation (worth 50 points)

- There are 650 total points possible for the semester. The grading scale will be as follows:

Letter Grade	Course Average*	Semester Points
A	90 - 100 %	585 to 650
B	80 - 89.9 %	520 to 584
C	68 - 79.9 %	442 to 519
D	60 - 67.9 %	390 to 441
F	0 - 59.9 %	0-389

*Course Average: Calculated by adding the eight grades indicated, then dividing by 650 (the total points available in the course). This gives the student's final average grade in the course. If a student's final average *is less than* one-half of one percentage point away from the next higher letter grade, the instructor will refer to total points earned during that semester to determine final grade. There are NO curves in this course.

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Exam Policy:
- Each major exam will cover material from BOTH lecture and lab. Lecture material will be approximately 60% of each exam and lab material will be about 40%.
- The lecture exam format will include multiple-choice questions, short answer questions, matching, and true or false questions, as well as diagrams to complete. Lab practical exams will include questions asking you to identify structures, label diagrams, name the organism, and resolve classifications.
- Your score is recorded as the number of (points earned/total points possible)*100. This number is the number of points you will have earned for this exam.
- The last ("final") exam will be given during final exam week. The final exam for this course **IS NOT** comprehensive.

> *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 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. **See exam testing procedures below.**

- **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
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.
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, blank paper, phone, earbuds/headphones, another computer, etc.) near the testing area will receive a zero for that exam.
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 will provide a practice activity prior to giving you the first online exam so that I can educate students about proper testing behavior. This suspending of consequences is done as service to students to prevent unintentional or honest mistakes during subsequent exams. Consequences will be suspended _only_ on that specific activity as it is meant to be a practice for you to familiarize yourself with the secure exam proctor. **I will provide feedback on any violations.**

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- **Any student who thinks that a penalty was misapplied can request that the penalty be reviewed according to the Grievance Procedure listed below in the document.**
- If you experience technical difficulties, please contact me immediately. You can also reach out to Blackboard for help if the issue is with the platform. When taking exams, Proctorio's chat function is a life saver – talk to them FIRST! Should issues arise that are out of your control (i.e. Blackboard shuts down indefinitely), I will adjust assignment availability and due dates as appropriate.

Quiz Policy:
- Quizzes will be given frequently throughout the semester, including (but not limited to) reading quizzes, video quizzes, lab quizzes, and others as necessary. Quizzes will be listed on your Weekly Assignment page and the Calendar. Late submissions will be given a grade of zero. If you experience any technology interruption or issue while taking your quiz, you should screen shot what you see and message me immediately. If I receive your message before the due date, I will reset your quiz attempt. This is a good reason to take your quiz early!
- Spelling counts on quizzes (and all work you submit to me). Taxonomy lists are provided with your course materials. There is no reason for misspelled words in a college course. Use your lists, use good grammar, and use proper English, or you'll lose credit.
- Your quizzes will be combined and averaged and are worth 100 points toward the course grade.
- **Quizzes CANNOT be made up if missed for any reason.** Missed quizzes receive a grade of zero. Plan ahead – check your Calendar – Note your due dates!

Other Assignments Policy:
- Assignments include Connect homework exercises, FlipGrid discussions, Lab submissions, and EdPuzzle videos.
- All assignments will be posted with clear instructions.
- **Lab Submissions:**
    - You will be required to submit lab reports at times through this semester. These may be in the form of completed worksheets, scanned documents/PDFs, and photos.
    - You will upload the required item(s) in Blackboard in your Weekly folder.
    - Each lab submission will be graded for completeness, accuracy of information, how well you followed directions, and proper use of the English language.
    - Your Lab Submissions will be combined and averaged and will be worth 50 points toward your overall grade this semester. I will determine the number of point you earn using the formula: Lab Grade = Lab Avg/2.

Endangered Species Project:
- You will work in small groups using Blackboard Collaborate to research and create a presentation over an endangered species. You will learn more about this project as we move further into the semester.
- The total project will be worth 50 points. You will be graded based on the overall presentation, accuracy and thoroughness of information, and how well you work with your group mates.

Make-up Policy
- If you miss an assignment, quiz, fail to upload your lab submission, or miss an exam, you will receive a zero for that assignment. You will not be able to make up or retake the missed item. NOTE: If you have an extenuating circumstance (i.e. you're in the hospital, a natural disaster has wiped out electricity, etc.) that prevents you from taking an exam or submitting your work on time, please contact me as soon as possible to discuss this.

Drop Procedure:
- An official drop initiated by the student before the Last Day to Drop (**November 19, 2020**) will result in a W on your transcript. Any drop initiated by the instructor for excessive absences will result in either an X or F grade on the transcript. See the school policy on drops and the limit placed on "unexcused" drops which is available in the General Catalog on the school website. Students can drop a course online by completing the Student Initiated Drop form.

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Student Conduct

- **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.
  - A high standard of conduct is expected of all students. It is assumed that obedience to the law, respect for property, authority, personal honor, integrity, and common sense will guide the actions of each member of this class. Any student who fails to perform to the expected standards will be asked to withdraw from the course or will be administratively dropped from the course by the instructor.
  - Students should respect the academic situation and be considerate of others in the online classroom. Late arrivals should mute themselves before joinging and not disrupt the interaction. During lecture, students should be attentive and minimize distractions (food, pets, TikTok). Students should be alert and paying attention.

- **Online Course Netiquette:**
  - Remember – 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 your course messages 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 (use your spelling and grammar checkers). Avoid correcting another person'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.

Lab Safety:
Each student will be informed/trained on the "Chemical Hygiene Plan (CHP) for Laboratories at South Plains College" documentation and training during the first week of the semester. Each student will be required to acknowledge receipt of this information and be required to follow all procedures outlined by the instructor and/or staff of South Plains College. Students not complying with any regulation may be dropped from the course.

Academic Integrity (from SPC General Catalog)
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 as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

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Plagiarism and Cheating: Students are expected to do their own work on all projects, quizzes, assignments, examinations, and papers. 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. Obtaining an examination by stealing or collusion;
    2. Discovering the content of an examination before it is given;
    3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps, any secondary device) 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. Taking pictures of a test, test answers, or someone else's paper.

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.

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 becomes an act of academic misconduct and will be dealt with appropriately following the guidelines of the college concerning academic integrity.

COVID-19 Statement:

It is the policy of South Plains College for the Fall 2020 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation.

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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.

Disabilities 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, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Non-Discrimination Statement:

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.

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 806-716-2362 or email cgilster@southplainscollege.edu for assistance.

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