ONLINE BIO 11 (Science of Living Organisms) Syllabus

It is your responsibility to read and understand ALL elements in this syllabus. It is expected that you will abide by all course and CCSF rules and policies, as stated in the syllabus. Please see the instructor if you have any questions.

Instructor: Dr. Eliza Woo
Office: STEAM Building 203B
Email: Please use the Canvas Inbox to contact me. If you cannot log in to Canvas, then you may email me at eliza.woo@mail.ccsf.edu
Office Hours: Tuesdays from 11-12pm in S341 (in-person), or by appointment
Course webpage: https://sites.google.com/mail.ccsf.edu/bio-11-online/home

How to access the course:

Go to https://ccsf.instructure.com
Username: CCSF ID, examples: W12345678 or @12345678
Password: your RAM ID password (claim your RAM ID here)
Once logged in, the course can be located in the "Courses" tab in the left sidebar.

Course Description:

During this 16-week course, you will be introduced to the general biological principles needed to understand life on earth. To do this, we will study life at all levels, from the atoms that comprise all matter on earth to the interactions of organisms with each other and the environment. We'll tackle questions such as how human DNA is 96% identical to chimpanzees and yet we are still so different, what it means to "discover" a new species on our planet, and why one of our closest relatives is a sea squirt and not a crab – all while learning the process of science!

This is a full semester, **online course with mandatory face-to-face laboratory meetings every week**. Check the CCSF Schedule of Classes for your meeting day, time, and location. Our course will follow a module schedule that runs Monday through Monday. Weekly online assignments will be due throughout the week (e.g., Mondays, Tuesdays and Thursdays). Be sure to look at the schedule at the bottom of our CANVAS home page to understand how this now more flexible, modular course will work. While this allows for flexibility in accessing the material note that **this is NOT a self-paced course and weekly participation in lecture and lab is required.**

> **BIO 11. Science of Living Organisms (4)**
> Lec-52.5, Lab-52.5   P/NP Available
>
> Credit, Degree Applicable
>
> An introduction to the biology, evolution, and ecology of animals. Topics include chemistry, cell biology, anatomy, physiology, behavior, evolution, classification, genetics, and the diversity of invertebrate and vertebrate organisms.
> UC/CSU

Course Prerequisites:

None. However, students are STRONGLY advised to have completed *ESL 188 (College Reading and Writing)* or *ENGL 1A (College Reading and Composition)*.

CCSF Major Learning Outcomes for Area C (Natural Sciences):

Upon completion of this coursework, a student will be able to:
1. Apply scientific inquiry and investigation of evidence to critically evaluate scientific arguments.
2. Communicate scientific ideas and theories effectively.
3. Apply scientific principles, theories, or models to explain the behavior of natural phenomena.
4. Apply scientific knowledge and reasoning to human interaction with the natural world and issues impacting society.

BIO 11 Course Specific Major Learning Outcomes:

Upon completion of this course a student will be able to:
1. Classify living organisms using phylogenetic and genetic analysis.
2. Apply the theory of evolution to explain the morphology and adaptive strategies of organisms.
3. Communicate the interrelationships between organisms using ecological concepts and the impact of human interaction with the natural world.
4. Apply principles of genetics to genetic engineering methodologies and describe their impact on issues impacting society.
5. Investigate scientific principles in the laboratory including the analysis and communication of scientific data.

How much time will this course take? Hours you will spend:

- Hours in *online "virtual" lectures*: 3 hours/week
- Hours for *online assignments (e.g., discussions, quizzes, etc.)*: 1-2 hours/week
- Hours in the *in-person laboratory*: 3 hours/week
- Hours for *ACTIVE study*: 4-9 hours/week
- How to succeed: **Video of Advice for Success** **or Handout Advice for Success**

Course Website:

Students will use the *Canvas Learning Management System* [for assignment instructions, submitting assignments, viewing classmates' work, sharing resources, and viewing grades]. I can help with the course material and with some Canvas issues. But, if you need help uploading an assignment or with the mechanics of Canvas, Canvas help is the number to call. For 24/7 help with Canvas call: 415-239-3711 or toll free at 877-379-2491.

Course Schedule:

You can find a brief **BIO 11 class schedule here** with all exam dates noted (can also be found via a link on Canvas or in your Welcome Letter). **All exams will be taken in-person: Exams 1-3 will be taken in-person during your scheduled lab meeting and Exam 4 will be given in-person during the scheduled final week's exam time.** If you have any issues with the mandatory exam dates, please let me know at the very beginning of the semester, as the dates are already provided to you in the class schedule. **There are no make-up exams in this course.** It is your responsibility to know the course schedule, including assignment due dates, lab activities, and exam dates. Put all dates in your calendar now!

Required Materials:

1. Suitable non-majors biology books, such as Taylor, Simon, Dickey, Hogan & Reece. *Campbell Biology: Concepts and Connections, 9th Ed*. Print ISBN: 9780134240688, 0134240685; eText ISBN: 9780135213827 (Available for purchase at the CCSF bookstore, online, or directly through **Pearson Publishing**)
2. Computer, printer, reliable internet access, and Canvas account. All of the course announcements, assignments, and other important information will be available ONLY through Canvas. There are several computer labs with printers and internet access on campus. Check out these **computer lab locations** if they will help you! Note that you can also **borrow laptops and hotspots through CCSF** as well – because this is a hybrid course, use of a computer is necessary so check out these resources if needed!
3. Pen and paper (or a notebook) for lecture notes and laboratory recordings.

Optional texts:

- *Dictionary of Word Roots & Combining Forms.* Donald Borror.

Grades:

Students are evaluated on tasks listed below with final grades based on accumulated points using the following criteria: A = 90-100%, B = 80-89%, C = 70-79%, D = 60-69%, F = <60%. **Your score for the course will be based on the following items. Details are on Canvas.**

Evaluation Procedures	% of Grade (total points)
17 Weekly Online Lessons	4% (32 points, drop lowest)
15 Weekly Online Quizzes	16% (140 points, drop lowest)
12 Weekly Online Discussion Forums	13% (110 points, drop lowest)
10 Weekly Lab Assignments	15% (135 points, drop lowest)
Term Project with Peer Reviews	14% (113 points)
4 Exams	38% (300 points, drop lowest)
Total	100%*

*EXTRA CREDIT: Periodic Self-Assessment Surveys.

Your final grade will be determined as follows:

A = 90.00% or better of the total points earned (747-830 points)
B = 80.00-89.99% of the total points earned (664-746.9 points)
C = 70.00-79.99% of the total points earned (581-663.9 points)
D = 60.00-69.99% of the total points earned (498-580.9 points)
F = 0 – 59.99% of the total points earned (0-497.9 points)

Weekly Assignments

Each week you will follow a general module schedule that begins on Monday at 10 am and closes the following Monday at 10 am. I will open the module early each week on Saturday

morning. Modules are broken down into a lesson with graded assignments, as well as a general discussion and readings. Weekly assignments will consist of:

- MX Lesson with assessment
- MX Lesson Quiz (may be repeated as many times as you'd like, I will keep the highest score)
- MX Lab with submission of lab assignment (e.g. quiz, worksheet, discussion forum)
- MX: Discussion Forum that will require a post to a prompt and replies to fellow student's posts

Term Project

The semester-long term project is a set of assignments that threads its way through the entire term. You will have the option to work in a group for this project (up to 4 students who are interested in the same topic). However, I understand that not all students like to work in groups, so I am giving the option for students to work alone, but only in extenuating circumstances.

Students who successfully complete this assignment will be able to demonstrate the following civic learning objectives (CLO):

- CLO 1: Identify problems in a community that would benefit from further analysis and inquiry. (civic knowledge)
- CLO 2: Identify forms of published research and information that show causes or degree of a real-world problem. (civic skills)
- CLO 3: Conduct a basic and statistically sound survey of members of the community. (civic skills)
- CLO 4: Effectively communicate findings and data through charts and graphs in a manner that a member of the general public could understand. (civic skills)

The final project for this exercise in this class is meant to give you the opportunity to apply knowledge, research, statistics use, dissemination of information and reflection regarding a problem in your community. There are three major parts: the research, the presentation and the reflection. You will gather information both from academic sources as well as the community members.

Exams

There will be four in-person exams that cover material presented in the online Lessons ("lectures") and associated labs will cover only certain modules. Use the weekly Study Guides to help you focus on the material you will need to know. No make-up exams will be given. Your lowest exam score will be dropped and not considered in the determination of your final grade. It is your responsibility to take the exams at the scheduled date and time.

Exam Dates:

Exam	Topics Covered	Where	Due
Exam 1	Modules 1-3	during first 75 minutes of lab	09/24
Exam 2	Modules 4-6	during first 75 minutes of lab	10/15

| Exam 3 | Modules 7-10 | during first 75 minutes of lab | 11/12 |
| Exam 4 | Modules 11-15 | during finals week in lab | 12/17 |

Your grades will be posted in the Canvas grade book usually within one week of the due date. I will contact you regarding lack of participation if you have been inactive online and have not shown up for 2 or more weeks. Please note that you may receive private comments on your assignments and you should look at them for feedback (often shown in a rubric). **How do I view my grades, teacher comments, and an assignment rubric as a student?**

Course Policies:

Please feel free to contact me (via the Canvas inbox or via eliza.woo@mail.ccsf.edu if Canvas is inaccessible) if any of these policies are unclear or if any personal extenuating circumstances arise please contact me as soon as possible.

Drop Policy:
To avoid being dropped, you MUST participate in the "M1 Discussion: *Meet Your Classmates*" by Thursday, 09/04, at 11:59 pm. If you do not, you will be considered a NO SHOW and may be dropped from the course. The activity can be found in the Week 1 Module under assignments. There are many students who are trying to add BIO 11 this semester. Out of respect for them we will be adhering FIRMLY to this drop policy. Note that this due date reflects completion of the first module as we will follow a module structure with weekly asynchronous online lectures and discussions and in-person labs. **Please note that you are also required to attend your lab Wednesday, September 3 on the Ocean Campus in the new STEAM Building, Room 206; students who do not attend will be dropped from the course.**

If during the semester, a student is not regularly attending the online or laboratory part of the course (2 weeks of inactivity online and/or missed 2+ lab meetings), the instructor may drop the student. If extenuating circumstances arise that affect your attendance, please contact the instructor to see if a solution can be arranged. However, it is not the responsibility of the instructor to officially drop or withdraw students. Student's registration status is their responsibility. Please know all policies regarding **FREE CCSF**. A grade of incomplete (INC) can only be given if a major portion of the course has been completed at a passable level. An INC grade will not be given for poor performance or for lack of attendance. Documentation is required to justify a grade of INC. To withdraw from the course, see the College catalog or the schedule of classes for information and important deadlines.

DSPS Policy:
Your instructor is committed to working with you and the CCSF Disability Services and Programs for Students (**DSPS**) to make sure you have all the accommodations you need. Students with disabilities who need academic accommodations should request them from the DSPS located in the Rosenberg Library, Room 323 on the Ocean Campus. Telephone: 415-452-5481 (V) 415-452-5451 (TDD). DSPS is the campus office responsible for verifying disability-related needs for academic accommodations, assessing that need, and for planning accommodations in cooperation with students and instructors as needed and consistent with

course requirements.

Attendance Policy:
Students are required to attend a three-hour "face-to-face" (in-person) laboratory class meeting each week. **Your class meeting time is listed in the CCSF Schedule of Classes**. If a student is absent for more than six (6) hours of class, the instructor may drop/withdraw the student from the class and/or the student may receive an F. Excessive tardiness (amount of time or frequency) may be considered equivalent to absence. If a student is absent from any class for any reason, the student is responsible for the content covered during the absence and obtaining any materials handed out. *Exchange contact information with another student so that you do not miss any important information in the event of an absence. Being absent is not an excuse for missing information or announcements.*

Late Work Policy:
To effectively use the online platform for learning, you must engage. You will be part of a learning community and your "virtual" attendance makes the partnership between you, the other students, and myself work. This is **not** a self-paced class and many of your assignments are collaborative. Additionally, you will be learning important background information that you will be applying in the laboratory part of the course and will need this content to be successful. Likely, your commitments outside of class will be diverse and an advantage of this online class is that it does offer some flexibility in how you manage your time. I will open next week's module on Saturday before the module begins. Depending on the assignment, your **weekly online assignments will be due by either Tuesday 11:59 pm (lesson reflection and quiz), Thursday 11:59 pm (original discussion post) or Monday 10:00 am (replies to discussion posts). Lab assignments will be handed in at the end of the lab. *Exams* will be held at a scheduled time during lab meetings.** It is your responsibility to stay on top of the weekly deadlines. I do recognize that life gets complicated at times and even with the best of intentions, due dates may be missed. For this reason, I have developed the following policies regarding underline late work:

- ***Individual assignments***: Assignments (e.g. quizzes, lesson reflections) submitted after the posted deadline will not be accepted. However, the lowest assignment will be dropped.
- ***Collaborative assignments***: Assignments that include feedback to/from other students (e.g. discussion forums, peer review) require engagement and are not successful when handed-in late. That said, discussion forums are open for a few days after the due date; if you submit an original post after the due date, 2 points will be automatically deducted from your score. You will not be able to post after reply posts are due. Please note that I will drop your lowest score if you miss a discussion.
- ***Laboratory assignments***: You will attend in-person weekly labs and will hand-in the assignment at the end of the lab period. If you forget to turn in your assignment, 2 points will be automatically deducted from your score for each week that it is late. Laboratory assignments turned in after it has been covered on the corresponding exam will not be accepted. In addition, it is your responsibility to print out the provided linked labs to complete and turn in at the end of class; any lab turned in that is NOT completed on the provided linked lab will have 2 points deducted from their final score. Again, please note that I will drop your lowest laboratory assignment.
- ***Exams***: Late exams are NOT allowed. You will take your exam during the first 75 minutes of our lab meeting on the designated date of your exams. Your **final exam will also be taken in person** during finals week at a specific time (see the course schedule

for exact time and date). As I will drop your lowest exam, no make-up exams will be given in this course.

Remember that this course is NOT self-paced. Manage your time effectively, submit online assignments well in advance of due dates (to account for any technological problems or unexpected issues). Canvas will NOT accept late assignments, nor will it let you take quizzes after the closing date and time! To help with time-management, I will open the module the Saturday before it begins (modules officially start on Mondays).

Course Communication Policy:
You must check Canvas and your CCSF gmail every day for communication from me!
This is how I will contact you. Announcements, assignments, and other important course information will be delivered this way. Your grades will be posted in the Canvas gradebook usually within one week of the due date. I will contact you regarding lack of participation if you have been inactive online for 2 or more weeks.
- *By email*: The **best** method to contact me is by email. **You can email me anytime through CANVAS once you have logged into the course (via the "Inbox").**   If you are unable to reach me through Canvas, you can email me at eliza.woo@mail.ccsf.edu. I will check both of these regularly and usually respond within 48 hours during the week and by Monday morning if you email me over the weekend (after 5pm on Friday); please resend your email if you do not hear from me within the described time frame.
- *By Q & A Forum:* I will regularly check and respond to the Q & A forum on CANVAS, making this an efficient way to have your questions and concerns answered. You may also want to post information that might be of interest to the rest of the class, as long as it is relevant to BIO 11.
- *Office Hours:* I will hold office hours in-person in STEAM 203B on Tuesdays, from 11-12pm. If you cannot attend my regularly scheduled office hours but would like to meet another time, then please email me to arrange an appointment, either in-person or via Zoom.

Academic Dishonesty Policy:
Academic dishonesty (cheating and plagiarism) will, at a minimum, result in:
- 1st violation – The student receives zero points for that exam or activity and may be subject to disciplinary action from the college.

Cheating is:
- Copying classwork of any kind from someone else (this includes allowing another student to copy your work).
- Altering or interfering with grading; re-submitting an altered answer for review once an exam has been returned.
- Using electronic equipment (including cell phones and PDA's) and/or materials not authorized by the instructor during a quiz/exam/final.
- Collaboration (such as on lab reports) where it is specifically stated that students must work individually.
- Submitting computer generated answers from AI systems like ChatGPT.

Plagiarism is:
- Using the work of another person and claiming it as your own.
- If you are unsure of what plagiarism is, I encourage you to read this wonderfully detailed and descriptive link from UC Davis: **Avoiding Plagiarism**.

Lab Policies:

General Rules
- You must attend the lab each week.
- No food or drinks in the classroom at any time.
- Read all laboratory material before coming to class. The most important thing you can do to be safe in the lab is to be prepared and know in advance what you will be doing and why!
- Familiarize yourself with emergency exits, eyewash station, fire extinguisher, and first aid kit.
- Notify the instructor if you have any other medical conditions that might necessitate special precautions.
- If you are not sure of anything.....ask for help or clarification before you start!!

Behavior Rules
- No "horseplay" in the laboratory.
- No optional or original experiments are to be conducted without prior approval.
- Do not taste any chemicals.
- Cell phone use is not permitted in the lab, unless the instructor recommends it for a specific activity (e.g. on field trips). As stipulated in the CCSF Student Code of Conduct, persistent and willful use of a cell phone or other communication device by a student in a classroom or laboratory (e.g., talking, text-messaging, recording) without the prior consent of the instructor or laboratory monitor may be considered behavioral misconduct or non-compliance behavior.

Disposal/Clean-Up Rules
- Dispose of any trash or chemicals properly. Pay attention to disposal instructions.
- Broken glass is to be discarded only in a "broken glass" container and not in the regular trash can or sink.
- Do not pour unused chemicals back into a stock bottle.
- Wash the laboratory table surface before you leave.
- Clean all equipment and return it as instructed.
- Report any spill, accident, or injury to the instructor immediately, and follow emergency procedures as necessary.

COVID Rules:
- Do not attend if you are feeling at all sick!
- You may be required to wear an approved mask and socially distance.
- All non-compliance will be reported to student services.
- If absent due to COVID-19, students will not be allowed back in the classroom/lab until they receive a clearance from Student Services (please see **CCSF COVID-19 Updates**).

Course Expectations

Student Expectations

You will succeed in this course if you meet the following expectations:
- Complete the weekly assigned activities on time.
- Complete the discussion posts and replies within the given window of time. Our discussions are much more vibrant when we all participate!
- If there are issues that are preventing your success and participation, please let us know as soon as possible.

- Engage in the material, come to the course with an open mind and as a dedicated partner in your education.
- Do your own and your best work and abide by the Standards of Conduct (detailed below).

Instructor Expectations

Here is what you can expect:

- I will respond to your email or message within 48 hours during the work week.
- I will treat you and your ideas with respect.
- I will grade your assignments generally within 1 week and have them posted on the CANVAS Gradebook.
- I am a partner in your education and am dedicated to helping you learn and expect that you too will take your education seriously.

Standards of Conduct

Students who register in CCSF classes are required to abide by the **CCSF Student Code of Conduct**. Violation of the code is the basis for referral to the Student Conduct Coordinator or dismissal from class or from the College. See the **Office of Student Affairs** website.

Collaborating on or copying of exams or individual work in whole or in part will be considered an act of academic dishonesty and result in a grade of 0 for that test or assignment. I encourage students to share information and ideas, but not their work. See these links on Plagiarism: **Encourage Academic Integrity and Prevent Plagiarism** and **Citing Information Sources**.

Office of Student Equity

The City College of San Francisco Office of Student Equity is committed to inclusivity, equity, and diversity among our college community members, including students, staff, faculty, and administrators. We believe that all students, of varying backgrounds, races, abilities, nationalities, identities, sexual orientations, beliefs, religions, socio-economic statuses, have the right to access higher education and receive the resources and support they need to achieve their educational and professional goals. We welcome, encourage, and engage in diverse perspectives in respectful dialogue, and our commitment is to be critically race-conscious, anti-racist, and culturally responsive in all that we do. Education is for all who enter the doors of this college. We welcome you. Please visit the **Office of Student Equity** for more information.

Student Services

DSPS
There are thousands of people with disabilities at City College of San Francisco. Impairments in mobility, vision, hearing, and speech; and less obvious problems such as learning disabilities, psychological disorders, and developmental disabilities. Disability Services and Programs for Students (DSPS) are here to support all students with disabilities during their time at City College. Please reach out to **DSPS** for support.

We encourage students that are seeking disability-related accommodations to register with Disability Services and Programs for Students located in Room 323 of the Rosenberg Library

(415) 452-5481. Please see the DSPS website. for more information and alternate locations. Please also let me know how we can help you be academically successful.

Online Education
Additional help for online education is listed below.

- **Online Course Support Center** is a great place to start if you need help with Canvas, your computer, or using your RAM ID and email.
- For 24/7 help with Canvas call: 1-844-592-2198.
- **CCSF CANVAS Student Support Center** (the *Set-up for Success* page is especially helpful).
- **Tools for Success: Quest for Online Success** is a series of videos designed for students who want to learn more about online classes. Lasting between 10-12 minutes, each provides valuable insight and tips for success in online courses.

Bookstore
- Buy textbooks and other course materials at the *CCSF Bookstore*.

Learning Assistance
- **Tutoring**: provides comprehensive academic support.
- **CCSF Library**: workshops, library guides, reference, and research assistance.
- **Learning Assistance Department**: Learn about college success courses and in-person and online tutoring.

Student Support Services
- **CCSF Resources**: includes food resources, student support programs/groups, resource centers
- **Admissions & Records**: Oversees admission, registration, evaluation, graduation, and academic records/transcripts.
- **Financial Aid**: provides information about grants, loans, work study, and other resources to help students and families bridge the gap between their personal resources and the cost of attending college.
- **Assessment Center**: helps students with English and Math course placement and prerequisite issues.
- **Transfer Center**: Provides services to help you plan for transfer to a four-year university.
- **Career Services**: Provides services to help you select a college major and plan a career.
- **Student Counseling**: Provides programs and services that can help students reach their goals; including online advising.
- **Student Health Services**: Provides services including free personal counseling, referrals, first aid, and health and wellness information.

- **Veterans Services**: comprised of the Veterans Educational Transition Services (VETS) Office and the Veterans Resource Center (VRC). In the VETS Office we including Veterans Academic Counseling and Certifying of VA GI Bill®* educational/ vocational benefits), the SF VA Student Veteran Health Program and the Veteran Resource Center & Lounge.

Land Acknowledgement

Indigenous communities have lived in and moved through this San Francisco land over hundreds of generations and Indigenous peoples from many nations make their home in this region today. Please join me in recognizing and honoring the ancestors, descendants, elders, and all other members of the Ramaytush, Muwekma and Ohlone peoples.