



SYLLABUS

BIOL 1021 Biology Seminar Fall 2019

Instructor:	Cleveland O. Lane, Jr., PhD.
Section # and CRN:	P03 (12946)
Office Location:	E.E. Obanion Science Building, Suite 430V
Office Phone:	936-261-3173
Email Address:	colane@pvamu.edu
Office Hours:	Monday - Thursday 1:00 pm-2:00 pm and By appointment
Mode of Instruction:	Face to Face
Course Location:	P03: Room 122
Class Days & Times:	P03: M , 4:00 pm -4:50 pm
Catalog Description:	Seminar (1-0) credit 1. Discussion and presentations of current biological topics by students, faculty and guest lecturers.

Prerequisites:

Co-requisites:

Required Texts: *Keys to Science Success*, Authors-Janet R. Katz, Carol Carter, Joyce Bishop, and Sarah Lyman Kravits: Prentice Hall. Upper Saddle River, New Jersey 07458

Recommended Texts:

Biology 1021 is the first part of a two semester course. This course is oriented toward the improvements of cognitive strategies by learners that will enhance concept development and information processing. Students are encouraged to monitor their ability to acquire and retain scientific knowledge. Developing good study habits, improving retention of information, eliminating problems encountered during test taking, and managing time for effective learning are topics that will be emphasized in this course. Career information and training activities will be used to achieve the course objectives:

- Develop strategies in time management.
- Establish career goals and objectives.
- Demonstrate mastery of the scientific method.
- Develop good study habits.
- Achieve mastery of reading in the scientific content area.
- Achieve mastery of test taking strategies.

This seminar is designed to assist you with your transition from the high school environment to the college environment, which could be difficult for some and not for others. The course should be one of the main sources of information for making adjustments that will be necessary. You will be provided a

weekly audience with your academic and career advisor. Guest speakers in the areas of medicine, dentistry, optometry, podiatry, pharmacy, physical therapy and other allied health disciplines will make presentations.

Outcomes for Students: Upon completing BIOL 1021, the student will demonstrate the following competencies:

- ✓ An understanding of the importance of good study skills
- ✓ An understanding of the importance of time management
- ✓ Knowledge of career goals and objectives
- ✓ Mastery of scientific method and test taking strategies

Course Evaluation Method

This will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

Exams: written and oral exams designed to measure content knowledge of present course material

Case Studies: Individual and group assignments discussing and analyzing case studies related to human anatomy.

Projects: Collaborative group projects related to clinical concepts of the gross anatomy.

Course Evaluation Methods: This is a one (1)-semester credit hour course and will be followed by a sequential course that will be required and the major part of the course grade will be based on these activities. A mid-term and a final examination will be given and are required by all students enrolled in the course. Weekly attendance is required. No make up examinations or missed assignments will be given or allowed. A grade of zero will be recorded for any missed assignments or examinations. The final examination is REQUIRED BY ALL.

Grading Matrix:

Instrument	Value	Points Possible
Mid Term Exam	40% of grade	100
Final Exam	40% of grade	100
Attendance	20% of grade	100

Class Attendance: The University Attendance Policy requires students to be present for each scheduled class. Students are required to demonstrate their knowledge of each concept to modern biology covered by the course textbook and the instructor. Students with or without official excuses for missing class will be tested and evaluated the same as students attending and participating in class. There is no advantage for students to miss class.

Student Academic Appeals Process: Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

ADA Statement: Students with disabilities who believe they may need adjustment in this class are encouraged to contact the Office of Conduct Not Allowed: Smoking is not allowed in the New Science Building. Please do not bring food to the classroom. On exams, honesty is required at all times. Cheating on exams and quizzes is not allowed or acceptable. Failing grades (zero) are assigned to students that cheat. **Cell phones and Ipods MUST be TURNED OFF during lecture and ALL EXAMINATIONS.**

GRADING SCALE

90-100=A; 80-89=B; 60-69=D; Below 60 = F

Additional Information: This class is designed to provide you with an enriching experience in this subject matter. You may not disrupt the learning process in the classroom by exhibiting inappropriate behavior. Failure to adhere to expectations may result in removal from class and other sanctions as outlined in the Student Code of Conduct. Please review the Student Code of Conduct.

Disabilities Services at (936) 261- 3585 as soon as possible. Once you receive a letter of adjustment from the office, please make an appointment with me to discuss adjustments for this class

Student Support and Success

John B. Coleman Library

The library and its partners have as their mission "to provide resources and instructional material in support of the evolving curriculum, as a partner in Prairie View A&M University's mission of teaching, research, and service" and to support the University's core values of "access and quality, diversity, leadership, relevance, and social responsibility" through emphasis on ten key areas of service. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty.

Center for Academic Support

The Center for Academic Support (CAS) offers Tutoring via peer tutoring. The services include workshops (i.e., Save My Semester, Recalculate Your Route), seminars (i.e., Tools You Can Use: TI-84), group review sessions (i.e., College Algebra Topic Reviews, GRE Preparation), group study opportunities (i.e., TSIA, HESI, Study Break, Exam Cram), and test-taking strategies (How to take Notes, Study Buddy, 5 Day Study Guide). The Tutoring Center is a nationally certified tutoring program through the National Tutoring Association. The peer tutors are trained and certified by the coordinator each semester. Location: J.B. Coleman Library

COMPASS

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS) is designed to help Prairie View students in their second year and beyond navigate towards graduation by providing the following services: Academic Advisement, Targeted Tutorials for Personalized Learning, Campus-Wide Referrals, and Academic & Social Workshops. Location: J.B. Coleman Library

Writing Center

The Writing Center provides student consultants on all aspects of the writing process and a variety of writing assignments. Writing Center consultations assist students in such areas as prewriting, brainstorming, audience awareness, organization, research, and citation. Location: Hilliard Hall 121

University Rules and Procedures

Disability statement (See Student Handbook):

Students with disabilities, including learning disabilities, who wish to request accommodations in class should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator.

Academic misconduct (See Student Handbook):

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

Forms of academic dishonesty:

1. Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. Fabrication: use of invented information or falsified research.
4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.

Nonacademic misconduct (See Student Handbook)

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

Sexual misconduct (See Student Handbook):

Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

Attendance Policy

Prairie View A&M University requires regular class attendance. Excessive absences will result in lowered grades. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in assignment of a grade of "F". Absences are accumulated beginning with the first day of class.

Student Academic Appeals Process

Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

Disability statement (See Student Handbook):

Students with disabilities, including learning disabilities, who wish to request accommodations in class should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator.

TECHNICAL CONSIDERATIONS

Minimum Recommended Hardware and Software:

- Intel PC or Laptop with Windows 7; Mac with OS X; Smartphone or iPad/Tablet with Wi-Fi
- High speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, Internet Explorer or Firefox

Note: Be sure to enable Java & pop-ups

Participants should have a basic proficiency of the following computer skills:

- Sending and receiving email
- A working knowledge of the Internet
- Proficiency in Microsoft Word (or a program convertible to Word)
- Proficiency in the Acrobat PDF Reader
- Basic knowledge of Windows or Mac O.S.

Netiquette (online etiquette):

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussions boards. Foul or abusive language will not be tolerated.

Technical Support:

Students should go to <https://mypassword.pvamu.edu/> if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Office of Distance Learning at 936-261-3283

Communication Expectations and Standards:

Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.

Discussion Requirement:

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can take place in a seminar fashion. This will be accomplished by the use of the discussion board. The exact use of discussion will be determined by the instructor.

It is strongly suggested that students type their discussion postings in a word processing application and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, it should be copied and pasted to the discussion board.