

SYLLABUS PART II
BIO 124S HUMAN BIOLOGY
4 CREDIT HOURS
BIO-124S-801US

Faculty: Erin Reese
Master of Science in Biology, Wright State University, 2010

E-mail: ereese@edisonohio.edu
Office Phone: 937.778.7922
Office location: Piqua Campus: Room 121A
Office hours: Tuesday/Thursday: 10-11AM in office; Also, by appointment- email, Teams or Zoom
Class Meeting time: online
Location: online

COMPUTER REQUIREMENTS

Ability to navigate the Internet, Java, Flash Player, Adobe Shockwave Player, Edison Community College email and Blackboard access*, reliable access to high-speed Internet (strongly recommended as some assignments include audio/video), proficiency with Microsoft Word and PowerPoint

* *Contact the Edison IT Helpdesk with issues:*

- Phone: 937-778-7957 or 800-922-3722 ext. 7957
- E-mail: helpdesk@edisonohio.edu (include me in the email)
- Stop at the Helpdesk located in the library

TEXTBOOKS

Human Biology 9TH Edition Author: Michael D. Johnson

Virtual Lab for Human Biology—through McGraw-Hill online website (you will need to purchase the code for this)

Pearson Modified Online---through Blackboard (you will need to purchase the code for this)

NOT MANDATORY: Lab book: Human Biology Laboratory Manual Author: Bert Atsma

COMMUNICATION

The best way to communicate with me is via email. Except on weekends, I will respond within 48 hours. The best way for ME to communicate with YOU is also via email. **Check your Edison email every day.** You are also expected to check Blackboard at least once per day. Here you can find grading rubrics, assignments, your grades, and an extra calendar and syllabus (just in case you lose this one!). You will be expected to monitor your grades. If you find a mistake, let me know immediately via email.

SCHEDULE: June 8, 2026-August 2, 2026

Assignments are due on Sunday's at 10PM; Tests are due Thursday's at 10PM

Week 1:

Purchase Pearson and McGraw-Hill access codes

Complete McGraw-Hill lab simulations

Complete Pearson assignments

Chapters 1-4 in Pearson

Assignments are due by Sunday, June 14th @ 10PM

Week 2:

Chapters 5 & 6, and 11 & 12 in Pearson

Biology 124

Complete McGraw-Hill lab simulations

Complete Pearson assignments

Complete tissues, muscles worksheets

Test #1 due by Thursday, June 18th @ 10PM

Most assignments are due by Sunday, June 21st @ 10PM

Week 3:

Chapters 7, 8 & 13 in Pearson

McGraw-Hill lab simulations

Complete Pearson assignments

Tests #2, #3 & #4 are due by Thursday, June 25th @ 10PM

Complete endocrine, nervous worksheets

Most assignments are due by Sunday, June 28 @ 10PM

Week 4:

Chapters 9 & 15 in Pearson

McGraw-Hill lab simulations

Complete Pearson assignments

Tests #5 & #6 are due Thursday, July 2nd @ 10PM

Complete heart, innate and adaptive worksheets

Most assignments are due by Sunday, July 5th @ 10PM

Week 5:

Chapters 10, 14 & 16 in Pearson

McGraw-Hill lab simulations

Complete Pearson assignments

Test #7 is due by Thursday, July 9th @ 10PM

Complete worksheets on digestion and respiration

Most assignments are due by Sunday, July 12th @ 10PM

Week 6:

Chapters 17, 19 & 20 in Pearson

McGraw-Hill lab simulations

Complete Pearson assignments

Tests #7 & #8 are due by Thursday, July 16th @ 10PM

Mitosis web activity

Thoughts/opinion based on video on Human Cloning

Onion Root lab

1 & 2 test crosses web activity

Most assignments are due by Sunday, July 19th @ 10PM

Week 7:

Chapters 22-24 in Pearson

McGraw-Hill lab simulations

Complete Pearson assignments

Test #10 is due by Thursday, July 23rd @ 10PM

Most assignments are due by Sunday, July 26th @ 10PM

Week 8:

Chapter 18 in Pearson

McGraw-Hill lab simulation

Complete Pearson assignments

Tests #11-13 are due by Thursday, July 30th @ 10PM

Most assignments are due by Sunday, August 2nd @ 10PM

****Schedule is subject to change based on Professor and student involvement.**

ATTENDANCE

Attendance even online, is always important. If you miss completing an assignment due that day will be considered late and will be subject to the late work policy below. **Any labs you miss will earn a grade of zero.** I will NOT accept labs that you may have missed. This course counts towards graduation as lab credit; if you do not complete the labs, you should not still receive credit for a lab course. The assignments are open for the WHOLE WEEK, so you telling/informing me you didn't do it does NOT mean I will open it back up!

LECTURE NOTES

All PowerPoint slides are found in the folder POWERPOINTS. The objectives at the end of each PowerPoint are excellent tools to focus on your studying.

LECTURE GRADE.....appr. 1200 pts.

Chapter Homework:

This course will be taught in an online manner. MasteringBiology is an online format that will have your weekly homework and assignments. These are located in MasteringBiology online course work. MasteringBiology is in Blackboard, on the left tab, where you will be able to access homework, weekly assignments and tests throughout the semester. You will need to purchase the access code to get into MasteringBiology. I DO NOT have your code!

Exams:

Exams consist of 50-100 multiple choices, short answers, fill-in-the-blank questions randomly drawn from a pool of questions. Exams are in MasteringBiology and are due on Thursdays of the week they are assigned. Exams will require you to APPLY concepts as I already know you are capable of memorization of facts.

**Your lecture grade is calculated as the percentage of points earned from all of these assignments. **

LAB GRADE.....200-250 pts.

Most labs will have questions to be completed during the simulations through McGraw-Hill tab. Each lab is worth 10-50 pts. There are no late lab make-ups! Labs not completed in the week they are due will be considered a zero. Again, just because you inform me that you didn't and can't do the lab doesn't mean I will reopen it for you. This is my discretion. You will need purchase this access code to complete these labs.

MAKE-UP/LATE WORK

If you do not have your assignment by the due date, or if you miss any kind of deadline (regardless of the reason), you may turn it in late for a maximum of 50% credit. Missed labs cannot be made up and will incur automatic zeroes. Your ability to make-up a test is under the discretion of the Professor. **Do not assume that you can make up a test just because you tell me that you will not get it done during the week it is open.**

GRADING POLICY

Grades will be posted on Blackboard as I finish them. Check often in case I make an error. Your final grade will be calculated as the AVERAGE percentage of your lecture grade, lab grade, and online grade. Letter grades will be given as follows:

<u>GRADE</u>	<u>PERCENTAGE***</u>
A	90 and above
B	80 – 89.9
C	70 – 79.9

D	60 – 69.9
F	0 – 59.9

***I do not round above the 10ths place, i.e., an 89.78% = 89.8% which is a B

LIBRARY SERVICES

The Edison State library is not only a comfortable place to study, but we also have an expansive collection of online resources available to help you with your research. Check out the library webpage here: <https://www.edisonohio.edu/Library/>. Libguides and short instructional videos are available to help you use these resources and can be found at: <https://libguides.edisonohio.edu/>. Please contact the library staff with any library questions you may have at library@edisonohio.edu, 937-778-7950, or stop in!

TESTING YOUR FAITH ACT POLICY

Edison State Community College is committed to providing an environment respectful of students' beliefs. Students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty. Students must complete the Testing Your Faith Act Accommodations Form, <https://www.edisonohio.edu/Registration-and-Records/> and provide a copy to their individual faculty within 14 days from the start of the course. The entire policy can be found in the student handbook at <http://stage.edisonohio.edu/digipub/StudentHandbook/index.html>.

LEARNING ASSISTANCE

All students enrolled at Edison are eligible to receive learning assistance services. To schedule an appointment with an academic counselor or to receive more information on available services, students should visit Room 443, call 937-778-8600, or www.edisonohio.edu/learningcenter. The Writing Center, also located in Room 443, is staffed with trained readers who will respond to student writing and offer help with the paper's organization, expression, and mechanics. More information can be found in the Academic Catalog.

ACADEMIC HONESTY

It is the College's policy that students exhibit academic honesty and respect ethical standards in carrying out their academic assignments. Dishonest actions include but are not limited to cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research or self-expression. Academic work is defined as, but not limited to, tests, quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentations, and homework. Further information with respect to conduct during in-class evaluations, written assignments, or other academic activities, is available in the Student Handbook, online at www.edisonohio.edu/handbook or in the Student Development office.

TECHNOLOGY

An issue you may have with technology is **no excuse for late work**. It is your responsibility to protect yourself by managing your time and backing up your work.

COURSE NETIQUETTE

In our virtual classroom, you will communicate with your participants and facilitator using synchronous and asynchronous tools (i.e., chat, e-mail, discussion board, and messages). Your online conduct is generally referred to as "netiquette". A good rule of thumb, your conduct in the virtual classroom should mirror your conduct in a face-to-face class. In this class, please adhere to the following guidelines:

- Do not write messages in all capital letters as this is considered SHOUTING.

- Think before you write. Even if you are sending an email to only one person that person can forward it to anyone. Everyone in our course has access to the threads you post in the discussion board and the chat room conversations.
- Proofread and use the spell check feature because grammar and spelling count. Online classes are no different than traditional courses and the same academic standards will be used.
- Do NOT use profanity in any area of our course. As stated previously, a transcript of all chats is recorded and students do not have the ability to delete messages from the discussion board.
- Be polite to your participants. Do not criticize your fellow participants as this is considered “flaming”.
- Unlike a traditional class where we can see and speak to each other, an online course does not allow us the traditional nonverbal cues (i.e., facial expressions, voice tone). Please be cautious of what you say so it is not misinterpreted.
- Humor can be difficult in an online course, but you can use Emoticons to help.
- Use your participant’s first name when responding to them.
- Respond promptly to messages sent to you.
- Use reinforcement phrases (i.e., Thank you, good job, Great Suggestion)

TIPS FOR SUCCESS

1. **Participate!** Contribute your ideas, thoughts, and comments regarding the subject you are studying with your participants, teammates, and facilitator. Your facilitator will not be your only resource for learning in your online class...you can learn from your participants as well as they will learn when you share your ideas.
2. Get to know your online participants. Introduce yourself to the class by writing an introductory message; read your participants’ messages to get a sense of who they are. I encourage you to send them emails, ask about an interesting hobby someone mentions, or contact someone whose interests are the same as yours. Once you have started an online conversation, it quickly becomes an easy and natural way to communicate.
3. Take the class seriously. There will be times that everyone around you is having fun or will want you to play hooky from your class work. Your online course work is just as important as a traditional class so make sure you explain to your family and friends how important it is for you to do well in your studies.
4. Log into your course site as often as possible. You should log into your class at least 4 or 5 times per week. You will want to see what your participants are saying and read the feedback from your facilitator. If you log in less frequently you may fall behind and have a hard time catching back up with the discussion board postings, chats, or assignments.
5. **Budget your time.** Online is not easier than the traditional educational process. In fact, many students will say it requires much more time and commitment. Be aware of and keep up with the course schedule. Although these are online courses, they are designed to provide you with a semester schedule of course units, assignments, conferences, etc. These online courses require that you adhere to the course schedule, for you to benefit from the course material and discussions.
6. Online advantage. One of the biggest advantages of an online course is your anonymity. No one will be able to see you and affect how you feel about the thoughts and ideas you wish to share regarding the subject matter of your course. You can take as much time as you need to compose your thoughts before responding to your participants or facilitator.

7. Be courteous to your participants. Use proper Netiquette and remember just because you are online and do not meet your fellow participants in-person they are real people with real feelings.
8. Having problems... Your facilitator is limited to what you communicate to him/her. **You need to be very specific when you have problems or do not understand something about the materials you are covering.** If you are having technical difficulties, or problems understanding something about the course, you **MUST** speak up otherwise there is no way that anyone will know that something is wrong. Also, if you don't understand something, chances are several people have the same question. If another student is able to help you, he/she probably will, and if you are able to explain something to your participants in need, you will not only help them out, but you will also reinforce your own knowledge about the subject.