Course Description

Number and Title:

BIOL 1111
Introductory Biology I

Credit Hours:

3.0 semester credit hours

Catalog Description:

The biology sequence (BIOL 1111-1112) covers basic and biological chemistry, cellular organization and function, cell division, bioenergetics, ecology and organ/system physiology as well as Mendelian genetics, molecular genetics, biotechnology, and evolutionary principles. BIOL 1111 includes the basic and biological chemistry, cellular organization and function, cell division, bioenergetics, ecology and selected topics in organ/system physiology.
This sequence is designed for non-science majors. The biology sequence of BIOL 1107 and 1108 is the sequence advised for science majors and most medical majors. If you have questions about the appropriate sequence for your major, please ask your instructor.

Course Co-requisite: BIOL 1111L, Introductory Biology Laboratory I (1 semester credit hour)

Note: Some students may be taking biology 1111 and 1111L together (although it is not required). If a student withdraws from BIOL1111, the student must also withdraw from BIOL 1111L. However, if a student withdraws from BIOL1111L, he or she does NOT have to withdraw form BIOL 1111.

This class is the online version of biology 1111.

By registering for this online class, you will need to participate in online discussions and other online activities. If you are not comfortable doing this, then I recommend that you sign up for the traditional face-to-face version of biology 1111.

GaVIEW Desire2Learn (Online Instruction):
On-line activities will take place in Desire2Learn, the virtual classroom for the course, and in LAUNCHPAD, the course textbook web site.

Discussions, announcements and other relevant course material will be posted in Desire2Learn. This should be your first point of contact for the class. However, extensive assignments will be given in the LAUNCHPAD. You must have access to both.

You can gain access to Desire2Learn, by signing on to the SWAN portal and selecting "GaVIEW" on the top right side. If you experience any difficulties in Desire2Learn, please email or call The HUB at TheHub@mail.clayton.edu or (678) 466-HELP (Do NOT email me because I cannot fix technical issues). You will need to provide the date and time of the problem, your SWAN username, the name of the course that you are attempting to access, and your instructor's name. Access to the LAUNCHPAD will be explained below under textbook information.

Notebook Computer Requirement:

Each CSU student is required to have ready access throughout the semester to a notebook computer that meets faculty-approved hardware and software requirements for the student's academic program. For further information on CSU's Official Notebook Computer Policy, please go to http://itpchoice.clayton.edu/policy.htm.
Computer Skill Prerequisites:

This class is an online class and as such requires that you have excellent computer skills. The class will be taught through Desire2Learn and the LAUNCHPAD. You must be proficient in your use of Desire2Learn. You will have to access Desire2Learn to participate in the class. You will need to work through Desire2Learn to access all relevant material for the class. You must also be able to use the LAUNCHPAD for the class.

In addition, you will need to be able to do the following:

- Able to use the Windows™ operating system.
- Able to use a the Microsoft Word™ word processing program.
- Able to send and receive e-mail using the Outlook™ or Outlook Express™ program.
- Able to use a Web browser.

If you are unable to perform these computer tasks, it is HIGHLY recommended that you do not take this online class. Biology 1111 is also taught as a traditional face-to-face class and this format will be better suited for you.

If you are having problems signing in to the LAUNCHPAD or other technical issues, you should contact the publisher’s technical support hotline. The phone number is 800-936-6899.

Course Objectives:

- To understand the basic concepts of chemistry which are applicable to introductory biology.
- To understand the principles of evolution and the means by which evolution is studied.
- To describe the structure and explain the function of the cellular organelles.
- To describe the processes involved in cellular division.
- To understand general chemical and energetic processes that occur within most eukaryotic cells.
- To understand ecosystem structure and function.
- To understand how the scientific method was employed in acquiring biological information.

STUDENT LEARNING OUTCOMES:

General education outcomes:
• Communication: knowledge base. BIOL 1111 will provide knowledge base information necessary for communication of information concerning biological chemistry, cellular biology and ecology.
• Critical thinking: all components (question/issue, method, evidence, conclusion). BIOL 1111 will require application of knowledge base information to understand biological relationships.

TEACHER EDUCATION STANDARDS:

The mission of the Teacher Education Unit is to prepare professional educators who engage in reflective practice and who are competent, caring, committed, collaborative, culturally responsive, and prepared to teach diverse learners in an ever-changing society.

The content of this course syllabus correlates to education standards established by national and state education governing agencies, accrediting agencies and learned society/professional education associations. Please refer to the course correlation matrices located at the following web site: http://www.clayton.edu/teachered/standardsoutcomes

Instructor Information:

Dr. Fran Norflus
Office: Lakeview Discovery and Science Building (LDSB), Room 135E
Phone: 678-466-4852
E-mail: FrancineNorflus@clayton.edu
Internet: faculty.clayton.edu/fnorflus/
Office Hours: Tuesdays and Thursdays from 3:00 – 4:00 PM and Wednesdays from 3:00 – 6:00 PM. These office hours will be in the LDSB room 135E or room 141 or in the LAB building, room 210.

Virtual office hours for online classes – Sundays, 8:00 PM – 9:00 PM.

Class Meetings:

<table>
<thead>
<tr>
<th>Section</th>
<th>CRN</th>
<th>Days</th>
<th>Times</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>90</td>
<td>20716</td>
<td>online</td>
<td>Class will be held asynchronously</td>
<td>F. Norflus</td>
</tr>
</tbody>
</table>

All exams in this class will be given online.

This class is 100% online. During the first week of class, you must participate in the discussion in D2L if you do not want to be dropped from the class. Post a
response in D2L in the week 1 discussion by January 21, 2015 at 5:00 PM if you do not want to be dropped from the class as a no show.

The midterm and final examinations will be given online. The midterm exam will be open for approximately 4 days but you will have 1.5 hours to complete the exam once you open it. The midterm exam will be open Thursday, Feb 18 at 9:00 AM until Sunday Feb 21 at 11:59 PM. I will not accept any final exams late. I would recommend that you make sure that you have no technical problems with your computer before you start.

The final exam will be open for approximately 4 days but you will have 2 hours to complete the exam once you open it. The final exam will be posted on Thursday, May 5 at 9:00 AM and it will be due on Sunday, May 8 at 11:59 PM. I will not accept any final exams late. I would recommend that you make sure that you have no technical problems with your computer before you start. The final exam IS NOT cumulative and will only cover material since the midterm exam.

Textbook Information:

Required:
**make sure you get the book with the core physiology. This book will be used for biology 1111 and 1112. If you get the book without the core physiology, you will need to purchase another book for biology 1112.

You will also need access to the LAUNCHPAD in this class.

My online course is open for student registration--follow the simple steps below to get started.

Go to [http://www.macmillanhighered.com/launchpad/sabiologyphys2e/2794044](http://www.macmillanhighered.com/launchpad/sabiologyphys2e/2794044)

**Bookmark** the page to make it easy to return to.

If you have an **access code**, click the button "Enter Your Student Access Code" in the upper right corner and follow the instructions.

If you don't have an access code, either click the **"Purchase Access"** or **"Temporary Access"** button.

If you have any questions or problems logging in, please contact Technical Support. Technical support will need a technical support incident ID if you continue to have trouble, so be sure to save that ID when you report your issue.

You can reach a representative:
- by phone at (877) 587-6534
- through our [online form](http://www.macmillanhighered.com/sysreq)

**Tech Support Hours** (all times EST)
Monday - Thursday 9:00 AM - 3:00 AM
Friday 9:00 AM - 11:00 PM
Saturday 11:30 AM - 8:00 PM
Sunday 11:30 AM - 11:30 PM

**System Requirements:** [www.macmillanhighered.com/sysreq](http://www.macmillanhighered.com/sysreq)

You MUST use this edition of the book. The web assignments will be based off this edition.

There is a lot of information on the web site to help you learn the material. Only a small portion will be assigned but if you want to do well in the class, you should go through much of the material.

**Recommended:**

Evaluation:

<table>
<thead>
<tr>
<th>Item</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Curve questions in the LaunchPad and other</td>
<td>100 (10 pts for 10 assignments)</td>
</tr>
<tr>
<td>assignments</td>
<td></td>
</tr>
<tr>
<td>Paper</td>
<td>100</td>
</tr>
<tr>
<td>Midterm exam</td>
<td>100</td>
</tr>
<tr>
<td>Participation in discussions</td>
<td>110 (10 pts for 11)</td>
</tr>
<tr>
<td>final exam</td>
<td>100</td>
</tr>
<tr>
<td>Total</td>
<td>510</td>
</tr>
</tbody>
</table>

Grading:

Your final grade will be determined as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100%</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89%</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79%</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69%</td>
</tr>
<tr>
<td>F</td>
<td>below 60%</td>
</tr>
</tbody>
</table>

Midterm Grade Reporting

The mid-term grade in this course will be issued by **Friday, March 4, 2016.** Based on this grade, students may choose to withdraw from the course and receive a grade of "W." Students pursuing this option must fill out an official withdrawal form, available in the Office of the Registrar, by mid-term, before **March 4th.**
This class contains factual material about biology and also many examples of how this material can be applied to your everyday lives. I have included assignments in this class to incorporate both facets of the class.

Learning curve questions and other assignments

For chapters 2, 4, 5, 6, 9, 10 and 12, there will be assigned and graded learning curve questions in the LaunchPad. These are adaptive questions so that they become more difficult with each one that you answer. If you answer questions correctly the first time, you will finish sooner but if you continue to answer the questions until you get the 600 points assigned by the system, you will get full credit. I will give you 10 points for each chapter that you complete these questions.

The learning curve questions will be due on Sunday at 11:55 PM. of the week that it is due. I will deduct 10% for every day that it is late. No assignments will be accepted following 3 days past the due date. The learning questions are due on Sunday at 11:55 PM in the LaunchPad. The only way to submit this assignment is to answer the questions in the web site for the textbook. If you want to submit the assignment late for reduced credit, you will need to contact Dr. Norflus and ask her to open the assignment. It is easier to just submit the assignment on time. The official grades for this assignment will be in D2L. Dr. Norflus will deduct points if the assignment was submitted late.

There are 7 sets of graded learning curve questions, one help wanted assignment and three quizzes. I will count only your top 10 grades. So, if you are busy and cannot complete these assignments, then one assignment will not count but you will still need to know the material. Also, for the first week of class, I will not assign a grade for the learning curve questions so it will give you a chance to make sure that you can log in to the LaunchPad and learn your way around.

For some week’s, there will be an assignment or quiz given instead of the learning curves. Your grade will be put in the same category of the learning curves. For the learning curve assignments, if you get the maximum score, then you will receive 10 points. For the quizzes, you may receive less than 10 points if you do not answer all the questions correctly. For the help wanted assignment, you may not get 10 points if your assignment does not show that you put in some thought, time and originality to the project.

For the helped wanted assignment and learning curve assignments, if your assignment is submitted late, 10% will be deducted from your grade for each day that it is late. No assignments will be accepted after 3 days past the due date.
Quizzes

For the quizzes, the assignments are due at the due date and time. No late quizzes will be accepted. You only have one attempt to complete the quizzes. The quizzes are available for you to see now but there is a due date attached to them. I HIGHLY recommend that you complete this quiz only when we are up to the material in the class. If you try to do it another time, you will not have another chance to do it.

If you want to complete the learning curves during the weeks when there is an alternative assignment, you can but you will not be given additional credit for them.

But, if you do not want to be dropped as a no show, you must complete the learning curve questions for chapter 1 or participate in the first discussion.

Paper

You will be required to write one paper in this class. It will be due on April 10, 2016 at 11:59 PM.

For this paper, you will watch a movie relating to some area of biology. The movie needs to somewhat portray real facts about biology. Dr. Norflus will put some DVDs on reserve in the library that you can use. You can check out one movie at a time for a maximum of one week. You may also select your own movie that you may have at home or can check out of the Clayton State library (general selections) or your local library. You can also go to www.walmart.com and then go to video on demand (VUDU). You can get some movies for free here and some for a small cost. Or, you may have some other information for getting movies online. If you do not use Dr. Norflus’ movies, then you must first get your movie approved by Dr. Norflus. If you do not, you will not get credit for this assignment.

The movies that Dr. Norflus will have on reserve in the library are:

- Awakenings
- Rainman
- My Sister’s Keeper
- Away from Her
- Pandemic
- Extraordinary Measures
- A Beautiful Mind
- GATTACA
- Promised Land (Matt Damon)
- Lorenzo's Oil
- Contagion
• Outbreak

For this paper, you should:

1. You will need to write a paper 2-3 pages in length.

2. Describe in YOUR OWN WORDS the main idea(s) behind the movie.

3. Explain three biology concepts in detail that were discussed in the film. This will be a more detailed explanation than was discussed in #2 above.

4. Discuss one thing mentioned in the movie that you would want to research in more detail. You can use the movie and textbook as sources but you should use one additional reliable source of information (that means don’t use any random websites where the information cannot be verified).

5. You must cite your references within the paper and at the end of the paper. You do not need citations for the movie but you do for your other sources.

Your paper will be graded in the following fashion:

**Grading**

1. **Content (70 points)**

Your paper should be written in your own words. You will be graded on how you express your ideas on the content that you provided. If you do not provide enough detail, points will be deducted. You should analyze and defend your ideas based on what you have viewed from the film and from your outside source(s).

You need to first describe in YOUR OWN WORDS the main idea(s) behind the movie (20 points).

You should then start a new paragraph/section where you explain three biology concepts in detail that were discussed in the film. You should write it so I know that these are the different concepts. This is where you should cite your outside sources. For example, if you watched a movie about a disease, you should find an outside source that discusses this disease. Each biological concept is worth 10 points so this section is worth 30 points.
You also need to discuss one thing mentioned in the movie that you would want to research in more detail. Do not leave this section out as it is worth 20 points. Think about what you viewed and then discuss what would be something more to research.

2. **Form (10 points)**

You will be expected to write a paper with proper formatting, spelling, and grammar.

3. **Citing references within the text (10 points)**

You must cite your reference(s) within the text. You must summarize the material that you read and then put the authors name and the year of publication in parentheses. For example, lysosomal storage diseases result when a person does not make certain enzymes (Smith, 2010). You must cite your references when you provide a direct quote (which is discouraged) or when you read the material and write about it in your own words (which is encouraged).

4. **Citing references at the end of the paper (10 percent)**

You must also provide a list of your reference(s) at the end of the paper in an acceptable format. I would suggest looking at a scientific paper and see how the references are cited in the back of the paper.

**Discussions:**

In this class, you will need to participate in asynchronous group discussions. This means that not everyone will be participating at the same time. These discussions will not take place in a chat room. Instead, you will post a response and either the instructor or other students will respond at a later time.

You may participate in these discussions 24 hours a day, 7 days a week. However, there are definite deadlines for the discussions.

These discussions will relate to the material that you have read. They will also give you an opportunity to clarify any questions that you may have.

There will be 12 graded discussions that you may participate in. I will count your highest 11 grades. The introductory discussion will not be graded but you need to participate so you are not counted as a no show.

There will be a discussion section setup for the midterm and final exams. I highly encourage you to participate but these discussions will not be graded.
The discussions are a key component for this class. For most weeks, you will need to participate in discussions with other students on topics related to the chapter readings. This will frequently require you to find outside materials.

For the discussions, you will need to post an initial response by Thursday at 11:59 PM. Then you will be required to respond to AT LEAST one other student by Sunday at 11:59 PM. You are encouraged to participate with many other students.

Your initial response is worth 5 points and your response to another student is worth 5 points.

You will be graded on both your initial post and also your response to other students. You must write a response that shows some thought. If you just write, “I agree,” then you will not get any credit.

For every day that you initial response is late, you will have 10% deducted. Your initial response will not be accepted after Sunday at 11:59 PM of the week it is due. For every day that your response to another student is late, you will have 10% deducted. Your response to other students will not be accepted after Wednesday at 11:59 PM following the week it is due.

To receive full credit for weekly participation, in addition to submitting your responses on time, you must:

Participate individually, with meaningful and original comments, in the discussion area in DESIRE2LEARN. A minimum of two posts per week is required except for those weeks where you do not need to respond to another student (such as the introductory conference). Your posts should be written in your own words and should be about 100 to 150 words long. Repetitive (redundant) answers, copied articles or portions of articles from websites, books, magazines, and so on will not count toward participation. Proper citation of sources used for your responses is expected.

Questions

There will be an area in the Desire2Learn classroom where you can ask questions. These should relate to the course material or policies. Please post these questions here so that other students may read the answers. If you have more personal questions, then please send me a pager message in D2L or please e-mail me privately to my CSU email account. DO NOT USE THE D2L eMAIL. IT IS NOT USER FRIENDLY AND I CHECK THE OTHER eMAIL MORE FREQUENTLY.
**Interactive Animations and Vocabulary Flashcards**

Each week, these will be important sections for you to view in the LAUNCHPAD. They will help you learn the material along with reading the textbook but I will not grade them. There is a section for each week in DESIRE2LEARN where I have posted the vocabulary words that you should concentrate on when reading the material for the week.

There is a lot of information in the LAUNCHPAD for students to learn the material. Dr. Norflus will not be able to go over all of it.
**Tentative Course Schedule**:  

Textbook: *Biology for a changing world with core physiology, 2nd edition*, Shuster

<table>
<thead>
<tr>
<th>Week</th>
<th>Week of:</th>
<th>Topic</th>
<th>Chapters</th>
<th>Discussion</th>
<th>Assignment</th>
</tr>
</thead>
</table>
| 1    | Jan 11   |       | 1        | 1          | Learning curve questions chapter 1  
This assignment will not be graded  
*complete LC questions 1 or 
Discussion 1 by January 21 at 5:00 PM so I will not report you as a no show* |
|      |          | Introduction, Process of Science |          | Not graded but needed for no show reporting | |
| 2    | Jan 18   | Chemistry and Molecules of Life | 2        | 2          | Learning curve questions chapter 2  
Due Jan 24 |
<p>|      |          | (MLK day, Mon Jan 18) |          |            | |
| 3    | Jan 25   | Cell Function and Structure | 3        | 3          | Help wanted ad project instead of Learning curve 3 |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Learning Curve Questions Due</th>
<th>Midterm Exam Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 1</td>
<td>Nutrition, Metabolism and Enzymes</td>
<td>4</td>
<td>None</td>
</tr>
<tr>
<td>Feb 7</td>
<td>Energy Flow and Photosynthesis</td>
<td>5</td>
<td>None</td>
</tr>
<tr>
<td>Feb 14</td>
<td>Catch up and review for midterm exam</td>
<td>None</td>
<td>Midterm exam: open Thursday, Feb 18 at 9:00 AM until Sunday Feb 21 at 11:59 PM. You have 1.5 hours to complete it once you open it.</td>
</tr>
<tr>
<td>Feb 22</td>
<td>Dietary Energy and Cellular Respiration</td>
<td>6</td>
<td>Week ends Feb 28 Disc 6 due Feb 28</td>
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<tr>
<td>Feb 29</td>
<td>Dietary Energy and Cellular Respiration</td>
<td>6</td>
<td>Learning curve questions chapter 6 Due Mar 6</td>
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<tr>
<td>Week</td>
<td>Date</td>
<td>Topic</td>
<td>Quiz in place of</td>
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<td>9</td>
<td>Mar 14</td>
<td>DNA Structure and Replication</td>
<td>Quiz 1</td>
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<td>Learning curve</td>
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<td>10</td>
<td>Mar 21</td>
<td>Genes to Proteins</td>
<td>Quiz 2</td>
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<td>Learning curve</td>
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<td>chapter 8</td>
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<td>11</td>
<td>Mar 28</td>
<td>Cell Division: Mitosis</td>
<td>Learning curve</td>
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<td></td>
<td></td>
<td></td>
<td>questions</td>
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<td></td>
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<td>chapter 9</td>
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<tr>
<td>12</td>
<td>Apr 4</td>
<td>Genetic Mutations and Cancer</td>
<td>Learning curve</td>
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<td></td>
<td></td>
<td></td>
<td>questions</td>
</tr>
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<td>chapter 10</td>
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<td></td>
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<tr>
<td>13</td>
<td>Apr 11</td>
<td>Single Gene Inheritance and</td>
<td>Quiz 3</td>
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<td></td>
<td>Learning curve</td>
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<td>questions</td>
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<td></td>
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<td></td>
<td>chapter 12</td>
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<tr>
<td>Date</td>
<td>Assignment</td>
<td>Due Date</td>
<td>Notes</td>
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<tr>
<td>Apr 14</td>
<td>Meiosis</td>
<td>Apr 17</td>
<td>Learning curve questions chapter 11</td>
</tr>
<tr>
<td>Apr 18</td>
<td>Complex Inheritance</td>
<td></td>
<td></td>
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<tr>
<td>Apr 15</td>
<td>Complex Inheritance continued</td>
<td>Apr 24</td>
<td>Disc 13 due April 24</td>
</tr>
<tr>
<td>Apr 25</td>
<td>None graded</td>
<td>May 1</td>
<td>Learning curve questions chapter 12</td>
</tr>
<tr>
<td>May 2</td>
<td>Review for the final exam</td>
<td></td>
<td>None graded but you can ask questions in discussion area</td>
</tr>
<tr>
<td>May 8</td>
<td>None graded</td>
<td></td>
<td>Week ends May 8 – Happy Mother’s Day</td>
</tr>
<tr>
<td>May 8 – May 8 at 11:59 PM</td>
<td>Final exam available from May 5 at 9:00 am</td>
<td></td>
<td>You have 2 hours to complete it once you open it.</td>
</tr>
</tbody>
</table>
Dec 8

**FINAL EXAM:**

6-12

Final exam available from May 5 at 9:00 am – May 8 at 11:59 PM. You have 2 hours to complete it once you open it.

*This lecture schedule is tentative and may change. The final exam IS NOT cumulative. Please consult the syllabus and course schedule in D2L which will be the most up to date version.*

**Final Examination Schedule:**

<table>
<thead>
<tr>
<th>Section</th>
<th>CRN</th>
<th>Days</th>
<th>Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Day of Final</th>
<th>Time of Final</th>
</tr>
</thead>
<tbody>
<tr>
<td>90</td>
<td>20716</td>
<td>Open, Thursday Dec. 5, 9:00 AM Due, Sunday, May 8 at 11:59 PM 2 hours given for exam during this time block</td>
<td>online</td>
<td>Dr. Norflus</td>
<td>May 5-8</td>
<td>Due Sunday May 8, 11:59 PM</td>
<td></td>
</tr>
</tbody>
</table>

**Course Policies:**

Students must abide by policies in the [Clayton State University Student Handbook](#), and the [Basic Undergraduate Student Responsibilities](#).

**University Attendance Policy**

Students are expected to attend and participate in every class meeting. Instructors establish specific policies relating to absences in their courses and communicate these policies to the students through the course syllabi. Individual instructors, based upon the nature of the course, determine what effect excused and unexcused absences have in determining grades and upon students’ ability to remain enrolled in their courses. The university reserves the right to determine that excessive absences, whether justified or not, are sufficient cause for institutional withdrawals or failing grade.

**Submitting Assignments**
All Learning Curve assignments MUST be submitted online through the LAUNCHPAD. You may NOT e-mail them to the instructor. If you do, you will receive a grade of 0. The one paper in the class will need to be submitted through DESIRE2LEARN. All discussions will take place in DESIRE2LEARN.

The midterm and final exam will also be submitted through D2L. The questions will be posted in D2L under quizzes.

Your computer not working is NOT a valid reason for not submitting an assignment or participating in a discussion. You signed up for an online class. One of the expectations is that you will have a working computer. If the assignment is not received, you will receive a grade of 0.

All assignments and discussions are expected by the due date. For every day that it is late, 10% of the possible points for the assignment will be deducted from the grade. No assignments or discussions will be accepted 3 days past the due date. Quizzes, the midterm exam and the final exam are due by the due date. If it is not submitted then, a grade of 0 will be assigned.

Missing an assignment because you are taking a vacation, traveling for work, or leaving early for a scheduled break are NOT considered excused absences. You will need to take your computer with you.

Missing Exams
The midterm exam will be given online. If you have a significant reason why you cannot complete the exam during the 4 day time period, then the final exam will count twice. Documentation will need to be provided NO LATER than 24 hours after the end of the midterm exam period. Otherwise, a grade of 0 will be assigned. Traveling is NOT a valid excuse.

If the final exam needs to be missed for an EXTRAORDINARY reason, a makeup final will be given.

No form of disruptive behavior will be tolerated in this class. While a variety of behaviors can be disruptive in a classroom setting, more serious examples include belligerent, abusive, profane, and/or threatening behavior. A student who fails to respond to reasonable faculty direction regarding classroom behavior and/or is found to be repeatedly disruptive while participating in classroom activities may be dismissed from class. A student who is dismissed is entitled to due process and will be afforded such rights as soon as possible following dismissal. If found in violation, a student may be administratively withdrawn and may receive a grade of WF. For more information, please refer to: http://www.clayton.edu/Portals/5/DisruptiveClassroomBehavior.pdf
Common examples of disruptive behavior in an online class are as follows, but are not limited to:

a. Monopolizing classroom discussions  
b. Failing to respect the rights of other students to express their viewpoints  
c. Inappropriate language  
d. Refusal to comply with faculty direction

Online Etiquette (Netiquette)

Discussion, chat, and e-mail spaces within this course are for class purposes only, unless otherwise stated. Please remember to conduct yourself collegially and professionally. Unlike in the classroom setting, what you say in the online environment is documented and not easily erased or forgotten.

The following guidelines apply:

• Avoid using ALL CAPS, sarcasm, and language that could come across as strong or offensive.
• Use proper punctuation, grammar and be sure to edit your contribution before posting.

The material posted in the D2L classroom and in the LAUNCHPAD is to be used for students in this class to learn the material. Do not transfer any of the written materials, audios or videos posted in this classroom or in the LAUNCHPAD to any other websites.

No form of academic dishonesty will be tolerated in this course. The most common forms are cheating and plagiarism, but any type of activity that is considered dishonest by reasonable standards will constitute academic dishonesty. The minimum penalty is a grade of zero on the work involved. The maximum penalty is expulsion from the university. Be aware that students found in violation of the university's academic dishonesty code have lost scholarships, athletic eligibility, and/or their U.S. student visa (if an international student). All forms of academic dishonesty will be reported to the Office of Student Affairs for investigation. Judicial procedures are described at http://www.clayton.edu/Portals/47/docs/discipline.pdf  

Writing Assistance

The Writers' Studio 224 is located in the A&S building, room 224. There you can talk with trained writing consultants about your writing projects. They are available to work with you at any stage of your paper, from generating ideas to organizing your paper to understanding how to format it correctly. The service is free; you may drop in and wait for a consultant or sign up for a regular
appointment. But remember: you, not your consultant, are ultimately responsible for the quality and content of the papers you submit.

Aside from meeting with consultants one-with-one, you can also participate in consultant-led writing workshops. In these workshops, consultants will guide you in discussions and activities important to academic writing topics. Consultants and student-writers will collaborate on ways to apply writing concepts and strategies to specific writing situations. You will be identify, analyze, integrate, and synthesize writing principles through a series of writing exercises. Remember that we are here to collaborate with you as you develop your own experiences as a student-writer.

http://www.clayton.edu/arts-sciences/english/writersstudio

Operation Study

At Clayton State, we expect and support high motivation and academic achievement. Look for Operation Study activities and programs this semester that are designed to enhance your academic success such as study sessions, study breaks, workshops, and opportunities to earn Study Bucks (for use in the University Bookstore) and other items.

Changes or additions to this syllabus, including reading, exam schedule, grading, and course policies can be made at the discretion of the instructor at any time. Regular participation in this class is highly recommended. Announcements concerning changes will be posted in DESIRE2LEARN.

Last update: 1/2/16