BIOL 108 (Hybrid)
Human Biology

March Session 14/14
Monday, March 23, 2015 - Saturday, May 16, 2015

Course Description
Human Biology examines the human structure and function and the relationships between humans and their environment, including other living things. Fundamental biological principles as they apply to humans are explored. This course is intended for non-majors and those majors who need an introductory course before enrolling in BIOL 110.

Prerequisite: -- None
Proctored Exams: -- Midterm

Class Day and Time: Monday, 5:00 pm – 8:00 pm

This is a hybrid course which is defined as an online course supported by a weekly in-seat class. Our class will consist both in-seat and online instruction through various resources, discussion and homework. Please note that we will meet every week, unless otherwise noted.

You are expected to attend every class. If you know prior to the beginning of the session that you will miss more than one in-seat class, it is strongly recommended that you wait to take this course at another time.

The online portion of our course is located in D2L. You will access the course through CougarTrack.

Textbooks


Textbooks for the course may be ordered from MBS Direct:

- online at http://direct.mbsbooks.com/columbia.htm
- by phone at 800-325-3252

For additional information about the bookstore, visit http://www.mbsbooks.com.
Course Overview

Welcome to BIOL 108 Human Biology, online! In this course you will be introduced to scientific reasoning and methods, examine the characteristics common to all life forms, and explore basic human cellular structure and function. Each week we will focus on different issues and concepts relating to life through our online discussions which will be reinforced and expanded by readings and study aids from the text, Human Biology. This class is designed to give you a good, basic understanding of human biology.

We will cover the following topics:

- **Week 1**: Introduction, characteristics of life, organization, basic chemistry
- **Week 2**: Cell structure and function; organization and regulation of body systems
- **Week 3**: Cardiovascular system-heart and blood vessels and blood
- **Week 4**: Cardiovascular system-blood continued; lymphatic system
- **Week 5**: Digestive systems and nutrition; reproductive systems
- **Week 6**: Patterns of chromosome inheritance; patterns of genetic inheritance
- **Week 7**: DNA biology technology; human evolution
- **Week 8**: Global Ecology and Human Interferences; Human Population, Planetary Resources, and Conservation

Technology Requirements

Participation in this course will require the basic technology for all online classes at Columbia College:

- A computer with reliable Internet access,
- A web browser,
- Acrobat Reader,
- Microsoft Office or another word processor such as Open Office.

You can find more details about standard technical requirements for our courses on our site.

Course Objectives

- To practice scientific reasoning and methods.
- To examine basic characteristics common to all life forms.
- To examine basic human structure and function.
- To describe how humans have evolved.
- To describe how living organisms interact with their environment.
Measurable Learning Outcomes

- Describe and be able to use the scientific method.
- Define the characteristics shared by all life forms.
- Summarize basic structures and functions of cells.
- Explain the human life cycle.
- Demonstrate basic genetic crosses.
- Explain the basis for several human genetic diseases.
- Define biotechnology and give examples of its use.
- Describe the structure and function of one or more human organ systems.
- Define evolution and list the evidence for evolution.
- Characterize and distinguish between the different taxonomic levels.
- Describe a population using demographics.
- Summarize the components of an ecosystem.
- Describe how humans impact their environment.

Grading

### Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Percent</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>540 - 600</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>480 - 539</td>
<td>80-89%</td>
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<tr>
<td>C</td>
<td>420 - 479</td>
<td>70-79%</td>
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<tr>
<td>D</td>
<td>360 - 419</td>
<td>60-69%</td>
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<tr>
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### Grade Weights

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<th>Assignment Category</th>
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<tbody>
<tr>
<td>Discussions (Online)</td>
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<td>8%</td>
</tr>
<tr>
<td>Discussions (In Class)</td>
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<td>8%</td>
</tr>
<tr>
<td>Dropbox Homework (Online)</td>
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</tr>
<tr>
<td>Presentation (In Class)</td>
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<tr>
<td>Quizzes (Online)</td>
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</tr>
<tr>
<td>Midterm Exam (In Class)</td>
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<td>20%</td>
</tr>
<tr>
<td>Final Exam (Online)</td>
<td>120</td>
<td>20%</td>
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</tbody>
</table>

| Total                        | 600    | 100%    |

Schedule of Graded Assignments

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<th>Week</th>
<th>Assignment</th>
<th>Points</th>
<th>Due Online</th>
<th>Due In-Seat</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>In Class Discussion 1</td>
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<td></td>
<td>In Class</td>
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<tr>
<td></td>
<td>Online Discussion 1</td>
<td>5</td>
<td>Sunday</td>
<td></td>
</tr>
<tr>
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<td>Dropbox Homework 1</td>
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<td></td>
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<tr>
<td></td>
<td>Quiz 1</td>
<td>15</td>
<td>Sunday</td>
<td></td>
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<tr>
<td>2</td>
<td>In Class Discussion 2</td>
<td>5</td>
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<td>In Class</td>
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<tr>
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</tr>
<tr>
<td></td>
<td>Dropbox Homework 2</td>
<td>20</td>
<td>Sunday</td>
<td></td>
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### Assignment Overview

#### Plagiarism Tutorial (Online)

A tutorial on plagiarism and a quiz are required to be completed before any assignments can be accepted. The tutorial is located in the Content area and the quiz is in the Quizzes area.
Readings (Before Class)

All readings and lecture review should be completed prior to coming to the in-seat portion of class. I encourage you to take advantage of the self-study resources available in the course.

Self-Guided Activities (Optional)

There are significant weekly learning and study aids available through the text. These learning tools are incorporated into the course as optional assignments that include information from the text website - Connect Biology (http://www.mhhe.com/maderhuman13e). Spend time reviewing these learning resources so you can maximize your learning experience. After you access Connect Biology (http://www.mhhe.com/maderhuman13e), click on “Student edition;” then “Choose a Chapter” - this will enable you to review the different materials associated with each chapter. Frequent use of this website is strongly encouraged throughout the course.

Discussions

Discussions are an integral part of this course and represent a significant portion of the final grade. The discussions for this course are broken into In Class and Online discussions. You must complete both portions to receive full points. Discussion activities are designed to help extend your learning into the real world and bridge the gap between theory and practice.

Discussion topics will be based on the chapter material defined in the weekly course schedule. You are encouraged to interact with your classmates in all discussions. Additional online discussion topics may be introduced as needed. Participation in all discussions will improve performance on exams and will be considered holistically by the instructor.

In Class Discussions

We will also have Discussions as part of our in-seat portion of the hybrid. In order to earn these points, you must attend the in-seat class. These in-seat discussions will cover topics from the readings and the previous week’s work. You should come prepared to the in-seat session ready to actively participate in all classroom discussions.

Online Discussions

Since this is a hybrid course, half of your discussion points will be awarded for your online discussion work and half will be awarded for your classroom discussion participation. You should read the requirements and do any required internet research necessary. Then prepare a well worded and thoughtful response to each question asked, relating your answer directly to the results of your research and the classroom discussion. Conventions of “netiquette” (online etiquette), which include courtesy to all users, will be observed online and the equivalent will be observed in
the classroom setting. Your initial online discussion post is due by Sunday at 11:59 pm Central Time (CT).

You must respond to at least two other students by Sunday at 11:59 pm CT.

**Dropbox Homework (Online)**

Each week, a Worksheet assignment must be completed and posted to the Dropbox by Sunday at 11:59 pm CT. The worksheets are located in the course's Content area. Answers to questions must come from the textbook unless otherwise noted and must include the page number and paragraph from which they were found for full credit. If you are using an older edition, please indicate which edition.

Please save and submit files to the Dropbox with the .doc, .docx, .rtf, or .txt extension. If you use Microsoft Works or some other word processing program other than Word, please save your file with the .txt extension. Blank assignments, assignments in the wrong format, assignments for other classes, or corrupted files will not be accepted. Late points will accrue until an acceptable version of the assignment is submitted.

**Presentation (In Class)**

You will be required to give a 5-7 minute presentation over one of the topics relating to human biology we are studying during this course. You will be assigned to a topic and presentation week during the first In-Seat class.

**Quizzes (Online)**

There will be four quizzes throughout the course. There will be two quizzes before the Midterm and two before the Final. Each quiz will be composed of 10 multiple choice or true/false questions and is worth a total of 15 points (for a total of 60 points possible in the class). Quizzes are available through the Quizzes area. You have 20 minutes to complete each quiz. If you exceed the 20 minutes, you will incur an automatic deduction of 20% from your score for each minute you go over. (Minutes over time are rounded up.) Quizzes are due no later than Sunday at 11:59 PM CT during the week assigned.

**Exams (In Class & Online)**

There will be a Midterm and Final Exam, each worth 120 points. Each exam will consist of two parts and cover information taken from the textbook.

The **Midterm Exam** will be during Week 4 and will take place during the In Class portion of the course. The first part of the Midterm Exam will consist of 40 multiple choice and true/false questions and Part 2 will consist of four essay/short answer type questions.

There will be a **Final Exam** during Week 8 that will take place in the online portion of the course. The final exam consists of two parts, which are separately submitted. Part
1 consists of 40 multiple choice and true/false questions, while Part 2 consists of 4 essay/short answer type questions.

**Course Schedule**

**Week 1: Exploring Life and Science; Chemistry of Life**

**Readings (Before Class)**
- Chapter 1
- Chapter 2

**Self-Guided Activities (Online)**
Review the Virtual Labs for this week. Other optional activities for Chapters 1 & 2 require accessing the Biology Connect website at: http://www.mhhe.com/maderhuman13e. Standard study practice for each weekly assignment must include the reading and may also include a review of the chapter and review of the Biology Connect website, especially the PowerPoint presentations, quizzes and the flashcards.

**In Class Discussion 1**
During the in-seat portion of the class, discussion will focus on the topics from the readings and questions that you and your classmates have from the week’s information. You must be in attendance to receive credit for this portion of the discussion.

**Online Discussion 1**
Identify and discuss the characteristics of life. Do not cut and paste answers. Post your answers in the appropriate Discussion topic.

Your initial discussion post is due by **Sunday at 11:59 pm CT**. You should also respond to at least two other posts by **Sunday at 11:59 pm CT**.

**Plagiarism tutorial and Plagiarism Tutorial Quiz (Online)**
A tutorial on plagiarism and a quiz are required to be completed before Worksheet 1 can be accepted. The tutorial is located in the Content tab and the quiz is in the Quizzes tab. The Plagiarism Tutorial Quiz does not count toward your grade, but students will not be able to submit Worksheet Assignment 1 until this quiz has been completed.

**Dropbox Homework 1 (Online)**
Complete the assigned worksheet in the Content area for this week and submit it via Dropbox 1 by **Sunday at 11:59 pm CT**. Remember, that answers to questions must include the page number and paragraph of the textbook from which they are found or they will not receive full credit. Also Worksheets are to be submitted in a file format with the .doc, .docx, .txt or .rtf extension. Please review Assignment Overview section above for instructions.
Quiz 1 (Online)
Your quiz will be 10 questions long (multiple choice or true/false) and you will have 20 minutes to complete the quiz online. If you exceed the 20 minutes I will deduct 10% from your score for each minute you go over. The questions will come from Chapters 1 and 2. You must take and post the quiz by Sunday at 11:59 pm CT.

Presentations
You will be assigned a topic and presentation date during this week during the in-seat portion of the class.

Week 2: Cell Structure and Function; Organization and Regulation of Body Systems

Readings (Before Class)
- Chapter 3
- Chapter 4

Self-Guided Activities (Online)
Review the Virtual Labs for this week and the link Learn. Genetics. Other optional activities for Chapters 3 & 4 require accessing the text site at: http://www.mhhe.com/maderhuman13e.

In Class Discussion 2
During the in-seat portion of the class, discussion will focus on the topics from the readings and questions that you and your classmates have from the week’s information. You must be in attendance to receive credit for this portion of the discussion.

Online Discussion 2
Chapter 1 identified "being homeostatic" as a characteristic of life. What does "being homeostatic" mean? Explain the types of feedback that are involved. Give your answers in the appropriate thread.

Your initial discussion post is due by Sunday at 11:59 pm CT. You should also respond to at least two other posts by Sunday at 11:59 pm CT.

Dropbox Homework 2 (Online)
Complete the assigned worksheet in the Content area for this week. The answers are to be from the text and submitted on a paper via Dropbox 2 by Sunday 11:59 pm CT.

Week 3: Cardiovascular System

Readings (Before Class)
- Chapter 5
- Chapter 6 (pgs. 113-126)
Self-Guided Activities (Online)
Review the Virtual Labs for this week, specifically Chapter 5’s Lab experiment, “Blood Pressure.” Other optional activities for Chapters 5 & 6 require accessing the text site at: http://www.mhhe.com/maderhuman13e.

In Class Discussion 3
During the in-seat portion of the class, discussion will focus on the topics from the readings and questions that you and your classmates have from the week’s information. You must be in attendance to receive credit for this portion of the discussion.

Online Discussion 3
How do erythrocytes (red blood cells) and leukocytes (white blood cells) differ in function? Identify the different types of granular and agranular leukocytes and give the function of each.

Your initial discussion post is due by Sunday at 11:59 pm CT. You should also respond to at least two other posts by Sunday at 11:59 pm CT.

Dropbox Homework 3 (Online)
Complete the assigned worksheet in the Content area for this week. The answers are to be from the text and submitted on a paper via Dropbox 3 by Sunday at 11:59 pm CT.

Quiz 2
Your quiz will be 10 questions long (multiple choice or true/false) and you will have 20 minutes to complete the quiz online. If you exceed the 20 minutes I will deduct 10% from your score for each minute you go over. The questions will come from Chapters 5 and 6. You must take and post the quiz by Sunday at 11:59 pm CT.

Week 4: Cardiovascular System; Lymphatic System and Immunity

Readings (Before Class)
- Chapter 6 (pgs. 126-130)
- Chapter 7

Self-Guided Activities (Online)
Review the Virtual Labs for this week. Other optional activities for Chapter 7 require accessing the text site at: http://www.mhhe.com/maderhuman13e.

In Class Discussion 4
During the in-seat portion of the class, discussion will focus on the topics from the readings and questions that you and your classmates have from the week’s information. You must be in attendance to receive credit for this portion of the discussion.
Online Discussion 4
What are the functions of the lymphatic system? (List) Give one difference and one similarity between the cardiovascular and lymphatic systems.

Your initial discussion post is due by Sunday at 11:59 pm CT. You should also respond to at least two other posts by Sunday at 11:59 pm CT.

Dropbox Homework 4 (Online)
Complete the assigned worksheet in the Content area for this week. The answers are to be from the text and submitted on a paper via Dropbox 4 by Sunday at 11:59 pm CT.

Part I of the worksheet should be completed prior to taking the midterm exam. Part II may be completed after the Midterm.

Midterm Exam (In Class)
Your midterm exam will consist of 40 multiple-choice or true/false questions and four essay type questions. The exam will cover all the material covered in the first four weeks of class including Chapters 1 – 7. The midterm will be administered In Class.

Week 5: Digestive Systems and Nutrition; Reproductive Systems

Readings (Before Class)
- Chapter 8
- Chapter 16
- Chapter 17 the section “Pre-Embryonic and Embryonic Development” (Processes of Development, Stages of Development. Extraembrionic Membranes and Embryonic Development) and “Fetal Development” (Just sections: Third and Fourth Months through Eighth through Ninth Months).

Self-Guided Activities (Online)
Review the Virtual Labs for this week, specifically Chapter 8’s Lab experiment, “Nutrition.” Other optional activities for Chapters 8 & 16 require accessing the text site at: http://www.mhhe.com/maderhuman13e.

In Class Discussion 5
During the in-seat portion of the class, discussion will focus on the topics from the readings and questions that you and your classmates have from the week’s information. You must be in attendance to receive credit for this portion of the discussion.

Online Discussion 5
Estrogen-progesterone oral contraceptives such as the pill have been ranked a class 1 carcinogen by the WHO (World Health Organization). However, those who promote the pill argue that deadly or devastating side effects are actually less common with
hormonal birth control than they are with pregnancy. Evaluate these two statements using reliable sources on the internet and post your findings. Show your references.

Your initial discussion post is due by **Sunday at 11:59 pm CT**. You should also respond to at least two other posts by **Sunday at 11:59 pm CT**.

**Dropbox Homework 5 (Online)**
Complete the assigned worksheet in the Content area for this week. The answers are to be from the text and submitted on a paper via Dropbox 5 by **Sunday at 11:59 pm CT**.

**Quiz 3**
Your quiz will be 10 questions long (multiple choice or True/False) and you will have 20 minutes to complete the quiz online. If you exceed the 20 minutes I will deduct 10% from your score for each minute you go over. The questions will come from Chapters 8 and 16. You must take and post the quiz by **Sunday at 11:59 pm CT**.

**Presentations**
If you are assigned to this week, you will provide a 5-7 minute presentation on the topic you were assigned during the first week of class. The scoring guide for this activity can be found in the Content area of the course.

**Week 6: Patterns of Chromosome Inheritance; Patterns of Genetic Inheritance**

**Readings (Before Class)**
- Chapter 18
- Chapter 20

**Self-Guided Activities (Online)**
Review the Virtual Labs for this week, specifically Chapter 20’s Lab experiment, “Punnett Square,” “Sex-linked traits,” and “DNA and Genes.” Other optional activities for Chapters 18 & 20 require accessing the text site at: http://www.mhhe.com/maderhuman13e.

**In Class Discussion 6**
During the in-seat portion of the class, discussion will focus on the topics from the readings and questions that you and your classmates have from the week’s information. You must be in attendance to receive credit for this portion of the discussion.

**Online Discussion 6**
The only way to get red hair is to be homozygous recessive for the red hair allele. You are observing hair color in a crowd of unrelated people. Can you tell who has two copies of the red hair allele? one copy? no copies? Explain your answer without discussing any genetic crosses (possible scenarios of parents and offspring). What is/are the possible genotypes for this allele for the phenotype of red hair? Not red
hair? (Use “r” to represent the recessive allele for red hair and “R” to represent the corresponding dominant allele that codes for not-red hair. You do not need to consider other hair colors other than red or not-red here. Other colors are controlled by different alleles.)

Your initial discussion post is due by **Sunday at 11:59 pm CT**. You should also respond to at least two other posts by **Sunday at 11:59 pm CT**.

**Dropbox Homework 6 (Online)**

Complete the assigned worksheet in the Content area for this week. The answers are to be from the text and submitted on a paper via Dropbox 6 **by Sunday at 11:59 pm CT**.

**Presentations**

If you are assigned to this week, you will provide a 5-7 minute presentation on the topic you were assigned during the first week of class.

**Week 7: DNA Biology and Technology; Human Evolution**

**Readings (Before Class)**

- Chapter 21
- Chapter 22

**Self-Guided Activities (Online)**

Review the Virtual Labs for this week and the Learn Genetics links for more information on stem cells, cloning, therapy and transgenic mice. Other optional activities for Chapters 21 & 22 require accessing the text site at: http://www.mhhe.com/maderhuman13e.

**In Class Discussion 7**

During the in-seat portion of the class, discussion will focus on the topics from the readings and questions that you and your classmates have from the week’s information. You must be in attendance to receive credit for this portion of the discussion.

**Online Discussion 7**

What are the fundamental differences between Lamarck’s theory of evolution and Darwin’s theory? Explain why later scientists thought Lamarck’s theory would not work. You may also include your personal views on the subject.

Your initial discussion post is due by **Sunday at 11:59 pm CT**. You should also respond to at least two other posts by **Sunday at 11:59 pm CT**.

**Dropbox Homework 7 (Online)**

Complete the assigned worksheet in the Content area for this week. The answers are to be from the text and submitted on a paper via Dropbox 7 **by Sunday at 11:59 pm CT**.
Quiz 4
Your quiz will be 10 questions long (multiple choice or True/False) and you will have 20 minutes to complete the quiz online. If you exceed the 20 minutes I will deduct 10% from your score for each minute you go over. The questions will come from Chapters 21 and 22. You must take and post the quiz by Sunday at 11:59 pm CT.

Presentations
If you are assigned to this week, you will provide a 5-7 minute presentation on the topic you were assigned during the first week of class.

Week 8: Human Population, Planetary Resources and Conservation

Readings (Before Class)
- Chapter 23
- Chapter 24

Self-Guided Activities (Online)
Review the Virtual Labs for this week, specifically “Model Ecosystems,” “Population Biology,” and “Plant Transpiration.” Other optional activities for Chapters 23 & 24 require accessing the text site at: http://www.mhhe.com/maderhuman13e

In Class Discussion 8
During the in-seat portion of the class, discussion will focus on the topics from the readings and questions that you and your classmates have from the week’s information. You must be in attendance to receive credit for this portion of the discussion.

Online Discussion 8
What eventually happens to all the energy that enters the ecosystem? What happens to the chemicals that are used as nutrients in an ecosystem?
Your initial discussion post is due by Sunday at 11:59 pm CT. You should also respond to at least two other posts by Sunday at 11:59 pm CT.

Dropbox Homework 8 (Online)
Complete the assigned worksheet in the Content area for this week. The answers are to be from the text and submitted on a paper via Dropbox 8 by Sunday at 11:59 pm CT.

Final Exam (Online)
Your final exam will cover Chapters 7, 8, 16, 18, 20, 21, 22, 23, 24 and the sections we covered in Ch. 17 about embryonic development. The exam will be taken online and will consist of two parts.
- The first part will be a multiple-choice section located in the Quizzes area. You will have 90 minutes to complete the test by Saturday at 11:59 pm CT.
• The second part will consist of 4 essay type questions. The questions will be posted in the News area of the course homepage at the beginning of Week 8 and must be submitted to the appropriate Dropbox folder by **Saturday at 11:59 pm CT**.

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**Course Policies**

**Student Conduct**

All Columbia College students, whether enrolled in a land-based or online course, are responsible for behaving in a manner consistent with Columbia College's [Student Conduct Code](#) and [Acceptable Use Policy](#). Students violating these policies will be referred to the office of Student Affairs and/or the office of Academic Affairs for possible disciplinary action. The Student Code of Conduct and the Computer Use Policy for students can be found in the Columbia College [Student Handbook](#). The Handbook is available online; you can also obtain a copy by calling the Student Affairs office (Campus Life) at 573-875-7400. The teacher maintains the right to manage a positive learning environment, and all students must adhere to the conventions of online etiquette.

**Plagiarism**

Your grade will be based in large part on the originality of your ideas and your written presentation of these ideas. Presenting the words, ideas, or expression of another in any form as your own is plagiarism. Students who fail to properly give credit for information contained in their written work (papers, journals, exams, etc.) are violating the intellectual property rights of the original author. For proper citation of the original authors, you should reference the appropriate publication manual for your degree program or course (APA, MLA, etc.). Violations are taken seriously in higher education and may result in a failing grade on the assignment, a grade of "F" for the course, or dismissal from the College.

Collaboration conducted between students without prior permission from the instructor is considered plagiarism and will be treated as such. Spouses and roommates taking the same course should be particularly careful.

All required papers may be submitted for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers may be included in the Turnitin.com reference database for the purpose of detecting plagiarism. This service is subject to the Terms and Conditions of Use posted on the Turnitin.com site.

A plagiarism tutorial is located in the content area of the D2L website. Additionally, work that was completed in a prior course and submitted in the current course will not be accepted.
Non-Discrimination

There will be no discrimination on the basis of sex, race, color, national origin, sexual orientation, religion, ideology, political affiliation, veteran status, age, physical handicap, or marital status.

Disability Services

Students with documented disabilities who may need academic services for this course are required to register with the Coordinator for Disability Services at (573) 875-7626. Until the student has been cleared through the disability services office, accommodations do not have to be granted. If you are a student who has a documented disability, it is important for you to read the entire syllabus before enrolling in the course. The structure or the content of the course may make an accommodation not feasible.

Attendance Policy

Attendance for a week will be counted as having submitted a course assignment for which points have been earned during that week of the session or if the proctoring information has been submitted or the plagiarism quiz taken if there is no other assignment due that week. A class week is defined as the period of time between Monday and Sunday (except for Week 8, when the week ends in accordance with the campus end date). The course and system deadlines are all based on the Central Time Zone.

Email

All students are provided a CougarMail account when they enroll in classes at Columbia College. You are responsible for monitoring email from that account for important messages from the College and from your instructor. You may forward your Cougar email account to another account; however, the College cannot be held responsible for breaches in security or service interruptions with other email providers.

Students should use email for private messages to the instructor and other students. The class discussions are for public messages so the class members can each see what others have to say about any given topic and respond.

Late Assignment Policy

A hybrid class requires regular participation and a commitment to your instructor and your classmates to regularly engage in the reading, discussion and writing assignments. Although most of the communication for this course is asynchronous, you must be able to commit to the schedule of work for the class for the next eight weeks. You must keep up with the schedule of reading and writing to successfully complete the class.

Commented [HAD1]: This portion of the course policies is tabled until decided upon by nationwide directors.
Course Evaluation

You will have an opportunity to evaluate the course near the end of the session. Course evaluations will open on Sunday of Week 5 and will remain open until Thursday of Week 7. A link will be sent to your CougarMail that will allow you to access the evaluation. Be assured that the evaluations are anonymous and that your instructor will not be able to see them until after final grades are submitted.

Additional Resources

Orientation for New Students

This course is offered online, using course management software provided by Desire2Learn and Columbia College. The Student Manual provides details about taking an online course at Columbia College. You may also want to visit the course demonstration to view a sample course before this one opens.

Technical Support

If you have problems accessing the course or posting your assignments, contact your instructor, the Columbia College Helpdesk, or the D2L Helpdesk for assistance. Contact information is also available within the online course environment.

Online Tutoring

Smarthinking is a free online tutoring service available to all Columbia College students. Smarthinking provides real-time online tutoring and homework help for Math, English, and Writing. The Writing Center can be used for writing assistance in any course.

Smarthinking also provides access to live tutorials in writing and math, as well as a full range of study resources, including writing manuals, sample problems, and study skills manuals. You can access the service from wherever you have a Connection to the Internet. I encourage you to take advantage of this free service provided by the college.

Access Smarthinking through CougarTrack under Students->Academics->Academic Resources.