



**Text:** No text required, but required readings accompany most modules.

**Course Schedule:** See last two pages of Syllabus.

### Course Information

BIO 305 is a three-credit course designed for non-science majors. This course fulfills the GER Science requirement for a 3-credit, non-laboratory course. BIO 305 has also been approved as an LAC Tier 2 course that meets the Natural Sciences requirement. This is an online course; it is not a self-paced course. You are participating in the course in tandem with other students, not at your own pace. Readings are assigned for most modules, and test questions will be taken from these readings. World maps will be used in conjunction with lecture material. Pictures will be used to give you visual images of the organisms discussed, so that lecture material will be more easily remembered by associated mental pictures. Surfing the web should provide many sites with animal pictures for those students who wish additional visual aids. Some test questions will use maps and pictures.

The Animal World is a course that covers the entire world of animals, not just dogs, cats, horses and large zoo animals, all of which are vertebrates, animals with backbones. Over 99% of animals are invertebrates, animals without backbones; the majority of this course will be devoted to the invertebrates. The course will cover the basic biology of many animal groups, how these animals affect their environment, and how they interact with other animals, including humans.

Keeping up with assignments and meeting deadlines are essential in an online course. You must, as one of your own self-directed tasks, study the Syllabus with its Course Schedule carefully. You would be wise to use the Course Calendar Tool to remind yourself of assignment dates, test times, project deadlines, etc. (Be sure to click on the "Private" Button; if you do not, everyone in the course might be able to see your calendar.) If you do not already possess good time management skills, you might use this course to develop them: on your calendar indicate blocks of time each week for studying BIO 305, or get even more organized and split up the blocks of time based on different elements of the course. **NO EXCUSES** will be accepted for missing any course activity. If you are a procrastinator and put off taking a quiz or test until a few minutes before the deadline, fine, but if you get sick, if you have to take someone in your family to the emergency room, if the power fails, if you have computer problems, and on and on, that prevent you from taking a quiz/test or turning in an assignment . . . too bad, **ZERO**. Meeting deadlines is essential.

The assessment tools listed on the Course Schedule will determine your grade. You can pick up a few points simply by complying with the Animal House directions given for the first few days of class. You will garner a few more points by taking the mandated Pre-Test on which you must

eventually score 92% or better by the deadline. The main functions of the Pre-test are to familiarize you with the Course Syllabus (and Course Schedule) and to give you experience in using the Testing Tool. One quiz, shortly into the semester, will consist of 20 multiple choice questions and one short essay question (20 points + 5 points). This quiz will cover the material in Module 1 and in Module 2 through Slide 9 (up to just before “The Nature of Parasitism”). The quiz will be timed. The purpose of this quiz, in addition to assessing how well you know the material covered, is to give you an idea of what to expect on the tests and to make you feel comfortable, once again, with the Testing Tool. To this end, the time allowed for the quiz is generous. Lecture notes may be used for taking the quiz.

Four multiple choice and short-answer essay question tests will be given during the course. All tests will be worth 100 points each. The 4<sup>th</sup> test (=final) will be given only during the period indicated on the Course Schedule. Each test will usually consist of 80 multiple choice questions and 4 short-answer essay questions. Content (knowledge based on lecture material and reading material must be evident) will be considered most in grading the essay questions, but spelling, grammar and sentence structure will also be considered. Full sentences are to be used. Lecture notes, maps, and readings may be at your side while taking the tests. I caution you, however. The length of time allowed for each test WILL NOT permit you to look up that much; you MUST be familiar with the course material in order to do well on a test. IF YOU ENCOUNTER ANY TECHNICAL PROBLEM(S) WHILE TAKING A TEST, COMPLETE THE TEST AND THEN IMMEDIATELY NOTIFY [cit@easternct.edu](mailto:cit@easternct.edu) WITH A COPY TO ME. Because the length of time for taking tests is extended over days, getting permission for a make-up test will be extremely difficult. Make-up tests (all essay questions) will be given only for documented family deaths and illnesses; the make-up tests will be given only during the second to the last class week of the semester at a time determined by the instructor. No student will be given extra credit assignments for any reason.

Each student must participate in 2 out of 9 AnimalScussion projects, 50 points each. Details concerning these projects appear below, and in the Course Schedule and in the Details on Course Components section of the Syllabus.

Each student must complete 2 out of 9 AnimalSearch projects, 50 points each. Details concerning these projects appear below, and in the Course Schedule and in the Details on Course Components section of the Syllabus.

Each student must do 1 AnimalScussion from Modules 2 through 6 and 1 AnimalScussion from Module 7, Modules 8/9, Module 10 or Modules 11/12. Each student must do 1 AnimalSearch from Modules 2 through 6 and 1 AnimalSearch from the remaining 4 modular Search assignments. To discourage students from letting everything go until the end of the assigned period, an AnimalScussion done from Modules 2 or 3 and from 7 or 8/9, and an AnimalSearch done from Modules 2 or 3 and 7 or 8 garner a 20-point bonus each. So, you could get up to 80 extra points toward your final grade by participating in the Modules indicated.

Completion of AnimAlbum Quizzes by the deadlines given will result in a set number of points being earned regardless of your score/scores (or points taken away if not completed—see the Course Schedule). Most Modules have more than one quiz. You need to take only ONE quiz per Module by the deadline to meet the course requirement. Modules 3 and 6 are divided into two parts, each part with its own AniumAlbum quizzes. For these Modules you must take ONE quiz for each part by the deadline to meet the course requirement.

Note that there are “lag times” built into the columns under AnimalScussion, AnimalSearch and AnimAlbum Quizzes. These lag times allow you to study a module before discussing its contents, before completing a search project on the organisms covered in a module, or before taking a quiz on the photos you are responsible for in a module. For example, during the fourth week of the course you will be studying Module 3 on the sponges and cnidarians, but discussing, if you choose, the protozoans of Module 2, conducting, if you choose, an AnimalSearch on protozoans from Module 2, and taking a quiz on the photos you studied for the protozoans of Module 2.

Your grade, then, will be based on 700 points. Ninety-two & a half to 100% guarantees an A; 90-92.4%, an A-; 87.5-89.9%, a B+; 82.5-87.4%, a B; 80-82.4%, a B-; 77.5-79.9%, a C+; 72.5-77.4%, a C; 70-72.4%, a C-; 67.5-69.9%, a D+; 60-67.4%, a D; <60%, an F.

Students must take tests individually; not doing so will constitute cheating. Discussion of a test, by whatever means, with another student who has not yet taken the test, constitutes cheating also. Your answers on short essay questions are to be based on lecture and assigned reading materials. A “copy and paste” answer from a Google or Wikipedia (or whatever) search constitutes cheating. I reserve the right to use plagiarism detection software and rely on summary statistics to determine plagiarism probabilities, and will grade accordingly. Any of these transgressions will result in a grade of zero for the test, and the student(s) involved will be subject to university disciplinary procedures.

Behavior during the course deemed inappropriate by the instructor will not be tolerated.

### Detailed Information on Course Components

Welcome—a video message available to you via the Home Page.

Syllabus—what you are reading now! Read it and become familiar with the course layout and my expectations. If anything is not clear to you, contact me by using the Email Tool.

Announcements—You should check this Tool regularly (every 2-3 days) for reminders, corrections, or other information that the instructor may post throughout the duration of the course. There will usually be at least one announcement each week. **ONE OF THE BIGGEST MISTAKES A STUDENT CAN MAKE IN AN ONLINE COURSE IS NOT TO READ THE ANNOUNCEMENTS.**

Animal House—an asynchronous, always-open course Tool that allows you to participate in an open discussion about any and all aspects of the course with other enrolled students. Be respectful of your classmates and their opinions. Your entries in this section are to be in regular English, not in a “chat” or “text-messaging” mode. Keep in mind that the course instructor can visit the Animal House too! To encourage you to use this Tool, and to provide an avenue for members of the class to become acquainted with each other, your first assignment is to introduce yourself in the Animal House. Include your major, whether or not you live on campus, your reason for taking this course (honesty is fine), whether this is your first online course or you are a veteran, and any information about yourself and your interests that you wish to share with others. Inclusion of a favorite personal picture is absolutely optional (although I was not given a choice). Complete this assignment with all the information I requested by the time indicated on the Syllabus Course Schedule and you get an easy 5 points!

**Study Aids—a Tool with various components that you may use as you wish in your approach to studying for the course. For example:**

**Map Template—an “empty” world map that could be used for self-quizzing, for making a composite of map locales to be known for each test, or for . . .**

**PreTest, Quiz and Tests—a group of assessment tools for the course. Time frames for taking the quiz and tests are given on the Course Schedule. Material to be covered on the quiz and each test is given on the Course Schedule also. Further understanding of my expectations of you on these assessment tools appears in the “Course Information” section of this syllabus. When you take any of these assessments, be sure to read the instructions. The instructions will not always be the same.**

**Grades—the Tool that allows you to look up grades and self-assess your standing and progress in the course.**

**Learning Module—The fourteen Learning Modules make up the heart of the course. Most Learning Modules have the following components.**

**Introduction—a video introduction for each Module with the objectives verbally stated and visually displayed.**

**Objectives—the objectives mentioned in the module introduction appearing as a bulleted page.**

**AnimaLecture—the equivalent of an in-class lecture that uses PowerPoint slides with outlines and pictures, both accompanied by voice-overs. An approximate “in class” lecture equivalent in hours is given in parentheses for each module on the Course Schedule. The numbers do not always fit precisely into a 3-hr/week package, but you can adjust your approach to the AnimaLectures to suit your own schedule.**

**AnimaLiterature—your assigned readings, each page a pdf file.**

**AnimAlbum—a photo album of pictures taken from each module (or, sometimes, part of a module). You are responsible for recognizing these pictures and associating them with lecture material. Some will appear on tests--used as recognition questions or as a basis for a question on related material in lecture and/or readings. Note: pictures that appear in the PowerPoint lecture, but are not in the AnimAlbum, will not be used in tests.**

**AnimAlbum Quizzes—short quizzes that enable you to test yourself on animal recognition and on lecture/reading material related to the animals shown. You must take a quiz (or sometimes 2) on an AnimAlbum by the date given in the Course Schedule; you get points just for showing your instructor that you are keeping up with the course, but you get points deducted if you fail to take the quiz(zes). You may take these quizzes as often as you like.**

**AnimaList—a list of terms with whose definitions/explanations you should be familiar.**

**AnimaList of Maps—a list of organisms or phenomena and associated geographic locales that you should know.**

**AnimalSearch**—There are nine AnimalSearch projects. These projects are based on lectures and readings from individual or combined modules. You must complete two out of the nine, as indicated on the Course Schedule, for 50 points each. Your project is to find an article (e.g., newspaper, magazine) (only one—this is not a term paper) or creative endeavor that addresses the directions for the particular AnimalSearch project on which you are working. Use of non-professional Internet postings or instructional material from other courses found online will result in a grade of ZERO. NEVER use Wikipedia. You are then to write a one-page, double-spaced (12-point, 1” margins) summary as a Word document. At the top of your summary (single-space is fine), you must state clearly and completely the source of your article or creative endeavor. Send this summary to me as a Word attachment via the Assignment Tool. The attachment must be in “filename.doc” format, rather than in “filename.docx” format. An edited Word document will be returned to you along with comments.

Grading for this assignment is obviously subjective, but I will make the grading as fair as possible by using the following self-directives:

Spelling/grammar/sentence structure	6 points
Directions followed correctly	8 points
Quality of article/creative endeavor	10 points
Evidence of understanding the material	6 points
Clarity of summary explanation	20 points.

The summary is to be in YOUR words. The summary is only one page long, so do not use quotes. You must prepare and submit all written work individually. Claiming another’s work as your own is unethical and will result in a failing grade. Copy-and-paste operations from previously written reports, retrieval of essays, or portions of essays from web sites, and improperly citing the work of others all will result in a failing grade and in possible university disciplinary procedures. Eastern’s policy on plagiarism may be viewed at

<http://www.easternct.edu/smithlibrary/library1/plagiarism/plagiarism.htm>.

**AnimalScussion**—an asynchronous discussion on the question/situation raised for that module or group of modules. This is not a chat room, and I expect regular use of the English language. You may participate in as many of the AnimalScussions as you wish. You must participate in two out of nine AnimalScussions as indicated on the Course Schedule. You will be graded on these two AnimalScussions, and you must notify me by the day before the start day of each of your selected two AnimalScussions that this will be one of your graded assignments. Use the Email Tool to notify me. I cannot read minds; because you may participate in as many discussions as you want, I cannot tell if you are participating for a grade unless YOU TELL ME!

When you are being graded, you would be wise to enter all of your statements into “Word,” use the spell-checker and grammar tool, then copy and paste your statement(s) into the discussion. For grading, I will assess your

demonstration of knowledge of the facts and ideas presented in lecture and covered in your readings. Use of additional information (give credit to the source) will impact favorably on your participation. What you learn from these outside sources is to be presented in your own words. Remember that this is a **DISCUSSION**, not a series of short summaries on outside papers that you read; you must show me that you are incorporating material learned from the course lectures and assigned readings. Certainly feel free to add perspectives based on your background, interests and personal experiences. Be accepting of viewpoints different than your own. There is no need to try to be an AnimalScussion hog, and get your say in every hour, but the degree of your participation in the discussion will certainly be a factor in the grade assigned.

Grading for this assignment is obviously subjective, just as in AnimalSearch, but I will make the grading as fair as possible by using the following self-directives:

Spelling/grammar/sentence structure	6 points
Knowledge of lecture/reading	16 points
Degree of involvement	10 points
Independent thinking	10 points
Use of additional sources	8 points.

Students must prepare and submit all work individually. Claiming another's work as your own is unethical and will result in a failing grade. Copy-and-paste operations from previously written reports, retrieval of essays, or portions of essays from web sites, and improperly citing the work of others all will result in a failing grade and in possible university disciplinary procedures. Eastern's policy on plagiarism may be viewed at

<http://www.easternct.edu/smithlibrary/library1/plagiarism/plagiarism.htm>.

### Library Assistance

To assist you in finding articles for AnimalSearch, AnimalScussion and perhaps other parts of the course, you may wish to visit these two sites provided by the ECSU Library:

Tools & Tutorials for Library Research

<http://www.easternct.edu/smithlibrary/library1/tutorials1.htm>

Citing Your Sources

<http://www.easternct.edu/smithlibrary/library1/citing.htm>

In addition, Susan Herzog, a librarian at ECSU, made the following suggestions for you:

For your students' needs, I would suggest that you direct them to the EBSCOhost Tutorials and to use the database *Academic Search Premier*. It's our biggest and best multi-disciplinary database with a great deal of full text: "This database provides journal coverage for diverse areas of study, including social sciences, humanities, education, computer sciences, engineering, physics, chemistry, language and linguistics, arts & literature, medical sciences, ethnic studies, and others. It indexes over 8,000 periodicals, with full text (usually in PDF format) coverage of 4,595 titles." Includes newspapers, magazines & journals.

## Academic Assistance

The Academic Services Center, which includes Advising, tutoring, the MAC, and the Writing Center, is a resource that can be helpful to you. If you need help, do not wait until the end of the semester.

## Special Circumstances

If you are a student with a disability and believe you will need accommodations for this class, it is your responsibility to contact the Office of AccessAbility at 860 465 5573. To avoid any delay in the receipt of accommodations, you should contact the Office of AccessAbility as soon as possible. Please understand that I cannot provide accommodations based upon disability until I have received an accommodation letter from the Office of AccessAbility. Your cooperation is appreciated.

## Instructor Request

College professors are not infallible. Please feel free to point out any mistakes or inconsistencies you notice in the course, even spelling and grammatical errors. In addition, if you find any part of the course to be confusing or not fully clear, please make me aware of your opinion. I may not agree with you, but I will certainly consider your comments and may make changes that will benefit others in the class, as well as yourself, or future students who take this course. Use the Email Tool to send me your comments.

## “How do I do well in this course?”

We all have our own ways of studying, but perhaps a glance at the following list will give you some ideas on how to improve your study habits for this course—and, possibly, other courses.

1. Keep up with lectures and readings; take well-organized lecture notes. Take advantage of having lectures online—you can go over segments as often as you need to in order to make sure you understand the material.
2. Adhere to deadlines. Do not wait until the last minute to take tests or complete projects. Use the Calendar Tool for reminders and for setting a study schedule for yourself.
3. Devise a system for learning to recognize the slides in AnimAlbum and associate them with lecture and reading material.
4. Use the Study Aids.
5. Think about issues and questions raised in lectures and in readings in terms of AnimalSearches and AnimalScussions. Think of life experiences you may have had that relate to these issues and questions—you could do this while walking across campus!
6. Bounce ideas and study hints around with other students in the Animal House. You could even quiz each other there.

## **Sign-off**

**Please email me through the Email Tool if you have any questions relating to academics or logistics in this course. In case of an emergency, contact me at [gable@easternct.edu](mailto:gable@easternct.edu). If your questions are technical, please send an email describing your problem(s) via regular electronic mail to [cit@easternct.edu](mailto:cit@easternct.edu). Please copy me on your email at [gable@easternct.edu](mailto:gable@easternct.edu). I will try to acknowledge receipt of all your emails to me within 24-48 hours (business days), and answer you within 72 hours (business days).**

**I truly hope that BIO 305, The Animal World, will be an educationally profitable and enjoyable course for you.**

## Syllabus Schedule S2010

Week	Week of (Monday)	Module Number	Topic(s)	AnimalScussion	AnimalSearch	AnimAlbum Quizzes	Pre-Test Quiz Tests
			( ) = approx. equiv. #s of lectures	Sun (day before "week of") to Wed; 2/9, 50 pts each (See Syllabus for specifics.)	Due Sun 2/9, 50 pts each (See Syllabus for specifics.)	By T, except Week 14 (5 pts each Module, but see Modules 3&6; -10 pts for each not taken)	
1	Jan 25	1	Course Introduction; Basic Bio Background (3)				(Animal House 5 pts, by F)  Pre-Test 5 pts (-25 if 92%not achieved by Sunday)
2	Feb 1	2	Protozoans I; Nature of Parasitism (2)				
3	Feb 8	2	Protozoans II (3)			on Module 1	Quiz (Up to Nature of Parasitism) 25 pts WR
4	Feb 15	3	Sponges; Cnidarians (3)	Module 2	Module 2	on Module 2	
5	Feb 22	4	Flatworms (3)	Module 3	Module 3	on Module 3 (10 pts)	Test 1 Modules 1-3 (including material covered on Quiz) 100 pts RFSat

<b>Week</b>	<b>Week of (Monday)</b>	<b>Module Number</b>	<b>Topic(s)</b>	<b>AnimalScussion</b>	<b>AnimalSearch</b>	<b>AnimAlbum Quizzes</b>	<b>Pre-Test Quiz Tests</b>
6	Mar 1	5	Roundworms (3)	Module 4	Module 4	on Module 4	
7	Mar 8	6	Segmented Worms; Chelicerates (3), Myriapods	Module 5	Module 5	on Module 5	
8	Mar 15	7	Crustaceans (3)	Module 6	Module 6	on Module 6 (10 pts)	Test 2 Modules 4-6 100 pts RFSat
	Mar 22		<b><u>SPRING BREAK</u></b>				
9	Mar 29	8	Insects I (3)	Module 7	Module 7	on Module 7	
10	Apr 5	9	Insects II (2)		Module 8	on Module 8	
11	Apr 12	10	Mollusks (4)	Modules 8,9		on Module 9	Test 3 Modules 7-9 100 pts RFSat
12	Apr 19	11, 12	Echinoderms; Chordate Intro; Fishes; Amphibians (4)	Module 10	Module 10		
13	Apr 26	11, 12 cont.				on Module 10	
14	May 3	13	Reptiles (2)	Modules 11, 12	Modules 11, 12, 13, 14	F on Modules 11, 12	
15	May 10	14	Birds; Mammals (2)				
	May 17						Test 4 (Final) Modules 10-14 100 pts MTW