WINDWARD COMMUNITY COLLEGE

Outline of Course Objectives

Biology 100 Human Biology WEB

INSTRUCTOR: Michelle Smith

ONLINE OFFICE HOURS: The scheduling for office hour for the week will be sent out in Sunday Announcements. Also available is office hour by appointment. They will be on Google meet.

Online office hours go to: https://meet.google.com/efn-pvsy-exj and join meeting

EMAIL: Use the email tab on the left panel to email me. It lets me know which class you are in. If you directly email me using miliefsk@hawaii.edu, you need to provide me with your class section.

Credits: 3

WINDWARD COMMUNITY COLLEGE MISSION STATEMENT

'O keia ka wā kūpono e ho'onui ai ka 'ike me ka ho'omaopopo i kō Hawai'i mau ho'oilina waiwai. Aia nō ho'i ma ke Kulanui Kaiāulu o ke Ko'olau nā papahana hou o nā 'ike 'akeakamai a me nā hana no'eau. Me ke kuleana ko'iko'i e ho'ohiki ke Kulanui e kāko'o a e ho'okumu i ala e hiki kē kōkua i ka ho'onui 'ike a nā kānaka maoli. Na mākou nō e ho'olako, kāko'o a paipai i nā Ko'olau a kō O'ahu a'e me nā hana no'eau ākea, ka ho'ona'auao 'oihana a me ka ho'onui 'ike ma ke kaiāulu — hō'a'ano a e ho'oulu i nā haumāna i ka po'okela.

Windward Community College offers innovative programs in the arts and sciences and opportunities to gain knowledge and understanding of Hawai‘i and its unique heritage. With a special commitment to support the access and educational needs of Native Hawaiians, we provide O‘ahu’s Ko‘olau region and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.

OFFICE HOURS

This class has 1 office hour. The meeting can be by phone upon request; however, the preference is for an online live meeting using Google Meet: meet.google.com/efn-pvsy-exj. I typically send out an announcement on Sunday for office hours. You need to be on time to be included in the meeting. I am happy to meet at other times as well; just send me an email. I will return all emails in regards to office hours within 24 hours. Also, weekends and holidays will have a slower response.

CATALOG DESCRIPTION

Introduction to structure and functions of cells, tissues, organs, and systems of the human body. Topics related to physical fitness, nutrition, health, and disease. Not intended for science majors. 3 credit hours.

Activities Required at Scheduled Times Other than Class Times: Watch online videos

STUDENT LEARNING OUTCOMES

By the end of this class, the student should be able to

• Use scientific reasoning to answer a question about phenomena in our natural universe or to determine the validity of a scientific claim.

• Distinguish between living things and inanimate objects.

• Relate cell structure and function to the architecture and functioning of the human body.

• Use information about the form (anatomy) and function (physiology) of the human body to make positive decisions about human health.

• Describe the interrelationships between humans and their environments.

REQUIREMENTS COURSE SATISFIES:

AT WCC: Partially fulfills AA degree Natural Science requirements. This class counts as a biological science.

AT UHM: Partially fulfills Natural Sciences area requirement for the UHM General Education Core and for the Colleges of Arts and Sciences. At UHM, this lecture class is included in Natural Sciences Group 1, Biological Sciences.

S-FOCUSED: This BIOL 100 class section is S-focused, meaning that content will focus primarily on sustainability from within a given academic discipline and/or the course will examine an issue or topic using sustainability as a lens. For more information please visit: https://windward.hawaii.edu/Committees/Sustainability_Curriculum/

PREREQUISITES: Grade of C or higher in ENG 21, or placement in ENG 100, or consent of instructor.

LEARNING RESOURCES

The required textbook is CK-12 Flexbook WCC Human Biology BIOL 100. It is an OER and free to download. Go to SYLLABUS and click on **BIOL 100 textbook** folder.

SCHEDULE OF LECTURE TOPICS

In laulima, select SYLLABUS and click on the **BIOL 100 Schedule** folder for the lecture schedule.

In laulima, select SYLLABUS and select **BIOL 100 Recorded Lectures** folder. All lectures can be found as a recorded PPT, MP4, and Youtube video channel (with subtitles). They are all the same. However, digestion and metabolism are only as videos.

STUDENT LEARNING OUTCOMES

Upon completion of the course, the student will be able to:

- Use scientific reasoning to answer a question about phenomena in our natural universe or to determine the validity of a scientific claim.
- Distinguish between living things and inanimate objects.
- Relate cell structure and function to the architecture and functioning of the human body.
- Use information about the form (anatomy) and function (physiology) of the human body to make effective decisions about human health.
- Describe the interrelationships between humans and their environments.

COURSE CONTENT

Concepts or Topics

The student will describe and integrate basic biological principles and define basic biological terms presented in lecture, required texts, and other instructional materials, citing specific examples when asked for. These principles include the following areas:

- Philosophy and characteristics of science and the scientific method
- Characteristics of living things and how living things differ from inanimate objects
- Chemical architecture of living things and the functions of the major groups of biological molecules
- Animal cells: the functions of their parts, how animal cells differ from plant and prokaryotic cells, cell metabolism and cell division
- Genetics and inheritance
- Human evolution, its mechanisms and history;
- Human nutritional requirements and the role of nutrition and fitness in human health
- Hierarchical architecture of the human body: molecules, cells, tissues, organs, organ systems, and whole organism;
- Anatomy and physiology of the systems that make up the human body, including skeletal, integumentary, muscular, circulatory, digestive, respiratory, excretory, nervous, endocrine, immune, and reproductive systems.

MODE OF INSTRUCTION

The previously described objectives will be achieved through the aid of the following learning activities:

• Pre-recorded lecture sessions viewable as PPT, MP4's, and YouTube, viewable on any media player. The slides are available for printing or saving to your hard drive. They can be accessed from the SYLLABUS tab, and click BIOL 100 Recorded lecture. Prior to attending the lecture, it is recommended that you print out the corresponding PowerPoint lecture. You may choose to print 3 or 6 slides per page, leaving enough room to take notes. You will find it easier to follow along if you bring the printouts to class with you.

• Internet-assisted activities and resources.

• Readings from textbook and instructor's study guides.

• Online discussions on human biology related topics

• Quizzes and examinations assessing the students' understanding of course content.

QUIZZES on Laulima (400 pts)

Ten quizzes will be administered throughout the semester (40 points each; 400 points total) administered on **Laulima**. They are open for **three days** during specified time period listed on your class schedule. These quizzes will address the detailed content and major concepts presented in the lectures, text readings, and study guide activities. Since these quizzes may be taken using home computers connected to the Internet, students may refer to instructional resources (text, study guide, lecture notes, etc.) while taking the quizzes. However, each quiz will be timed, the student having only **30 minutes** to complete it. No make-up quizzes for missed quizzes will be administered for ANY REASON, including illness or family emergency (the student will receive no score for missed quizzes). Quizzes missed or receiving zeros or low scores because of computer and/or Internet problems may not be made up either.

Weekly Engagement (100 pts)

Each week there will be a weekly engagenment activity to gauge your participation in this online class and to verify attendance. You will need to summarize what you learned during each week of class, write at least a few sentences, and provide an example.

EXAMINATIONS (500 points).

There are 4 exams the student will take to demonstrate understanding of information presented primarily during lectures (125 pts each). Exams will be delivered through the Internet via Laulima at the student's respective campus learning resource/testing center. These proctored exams will be closed-book exams and students will not be allowed to refer to texts, notes, nor other materials while taking the exam. NO RETESTS will be given. The student must take the exam during the scheduled time period. A student missing an exam because of an illness or legitimate emergency may take a make-up exam as soon as possible after the student returns from the illness and as determined by the instructor. In such a circumstance, the student should make every reasonable attempt to contact the instructor before the exam period is over (or as soon as possible). In addition, the student will be expected to provide formal documentation of the occurrence of the illness or emergency. While make-up exams will cover the same content area as a missed exam, the exam format and specific questions may be different.

METHOD OF GRADING

The assignment of points will be according to the following protocol:
10 Quizzes at 40 pts each, total 400 points
16 Weekly Engagement, 100 points
4 Exams at 125 pts, total 500 pts

TOTAL 1000 points

Letter grades will be assigned as follows:
A 90% or above in total points.
B 80-89.9% of total points.
C 65-79.9% of total points.
D 55-64.9% of total points.
F Below 55% of total points or informal or incomplete official withdrawal from course.

I Incomplete; given at the INSTRUCTOR'S OPTION when student is unable to complete a small part of the course because of circumstances beyond his or her control. It is the STUDENT'S responsibility to make up incomplete work. Failure to satisfactorily make up incomplete work within the appropriate time period will result in a grade change for "I" to the contingency grade identified by the instructor (see catalog).

CR 65% or above in total points; the student must indicate the intent to take the course as CR/NC in writing by the end of the 10th week of classes (see catalog).

NC Below 65% of total points; this grade only available under the CR/NC option (see above and see catalog).

N NOT GIVEN BY THIS INSTRUCTOR EXCEPT UNDER EXTREMELY RARE CIRCUMSTANCES (e.g., documented serious illness or emergency that prevents the student from officially withdrawing from the course); not used as an alternative for an “F” grade.

W Official withdrawal from the course after the third week and prior to the end of the 10th week of classes (see catalog). Waiver of minimum requirements for specific grades may be given only in unique situations at the instructor's discretion. Students involved in academic dishonesty will receive an "F" grade for the course. Academic dishonesty is defined in WCC's college catalog.

STUDENT RESPONSIBILITIES

The student is expected to attend and actively participate in all course lectures and activities, and complete all quizzes and examinations on time. The student is expected to be prepared in advance before the class sessions. Being prepared includes the following: having read text materials (e.g., textbook readings, and lecture outlines) assigned for that day's activities and bringing required work materials (e.g., textbook, handouts, writing supplies, etc.) to the session. Any changes in the course schedule, such as examination dates, deadlines, etc., will be announced ahead of time in class or on the course Laulima site. It is the student’s responsibility to be informed of these changes. Students should visit the course Laulima at least twice per week. It is the student’s responsibility to be informed about deadlines critical to making registration changes (e.g., last day of erase period and last day for making an official withdrawal). The student should understand that “introductory” does not mean “easy”. The student should not assume that the lack of science prerequisites for this class ensures a low level of difficulty for this course. While the instructor assumes that students enrolled in BIOL 100 have little or no science background, the student should expect a level of difficulty comparable to other 100-level science classes. When difficult concepts and detailed information are presented, it is the student’s responsibility to take the appropriate steps to learn and understand these concepts and information. Science courses generally require two to three hours of independent private study time for each hour in class (depends upon the student’s science background). It is the student’s responsibility to

allocate the appropriate time needed for study in an environment conducive to quality study. The student must budget time efficiently and be realistic about all personal and professional commitments that consume time.

HOW TO SUCEED IN THIS CLASS

Understanding biological science involves understanding many difficult concepts and vocabulary, not just knowing facts. The student should know that the details to these concepts are important. In addition, the student will be introduced to hundreds of new words. In some cases, words that are familiar in a context other than biology will be introduced in the context of biology. The student will need to understand and use these terms in a biological science context. While the student will have lecture outlines (downloadable from the Laulima site), the student will not succeed in this class without taking careful lecture notes and reading the corresponding material in the textbook. The lecture outlines are not to be used in place of the student's own note taking. As soon as possible (best if done on the same day), the student should copy over these lecture notes filling in gaps and missing information by referring to the lecture outlines and textbook. The student should carefully review these rewritten lecture notes as often as possible. In addition to reviewing these notes before an exam, it would be useful for the student to try to rewrite these notes from memory. In addition to copying over lecture notes, study activities should include drawing labeled diagrams or graphs that illustrate important biological phenomena (e.g., the internal structure of the cell, the stages of cell division, or the anatomy of the heart). These diagrams need not be works of art, but should clearly illustrate significant information. Before an exam, it would be useful to redraw these labeled diagrams and graphs from memory.

The student should make flashcards for each new vocabulary word presented (refer to lecture outlines for a lists of required terms). On one side of the card, write the word. On the other side, write the appropriate biological science definition for the word. The student should use these cards for self-testing as often as possible. The student should also practice using the words to explain biological concepts. The student should do all of the recommended study guide activities and review all of the Internet resource materials provided. The textbook and the lecture outlines include useful study questions. The student should write out answers to all of these questions as though they were required assignments. Students could exchange these answers and provide constructive feedback to each other. The student should read the textbook materials corresponding to a particular lecture before and after that lecture. Students are recommended to establish study groups and study together. The students in these groups may test each other's knowledge and understanding of the information. They may also take turns teaching each other. The student should ask the instructor to explain the things that the student does not understand.

DISABILITIES ACCOMMODATIONS

If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to fully participate in this class, you are encouraged to contact the Accessibility Counselor to discuss reasonable accommodations that will help you succeed in this class. Jodi Asato, Disabilities Counselor, can be reached at (808) 235-7472, jodiaka@hawaii.edu, or you may stop by Hale Kākoʻo 105 for more information.

SEX DISCRIMINATION AND GENDER-BASED VIOLENCE RESOURCES (TITLE IX)

Windward Community College is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking.

If you or someone you know is experiencing any of these, WCC has staff and resources to support and assist you. To report an incident of sex discrimination or gender-based violence, as well as receive information and support, please contact one of the following:

Leslie Cabingabang, UH System Confidential Advocate
Phone/Text: (808) 348-0432 or (808) 341-4952
Email: advocate@hawaii.edu
Office: Hale Kākoʻo 107 (Wednesdays)

Mykie E. Menor Ozo-Aglugub, J.D., Title IX Coordinator
Phone: (808) 235-7468
Email: mozoa@hawaii.edu
Office: Hale Kākoʻo 109

Desrae Kahale, Mental Health Counselor & Confidential Resource
Phone: (808) 235-7393
Email: dkahale3@hawaii.edu
Office: Hale Kākoʻo 101

Karen Cho, Deputy Title IX Coordinator
Phone: (808) 235-7404
Email: kcho@hawaii.edu
Office: Hale ʻAlakaʻi 120

As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator. Although the Title IX Coordinator and I cannot guarantee confidentiality, you will still have options about how your case will be handled. My goal is to make sure you are aware of the range of options available to you and have access to the resources and support you need.

For more information regarding sex discrimination and gender-based violence, the University's Title IX resources and the University's Policy, Interim EP 1.204, go to manoa.hawaii.edu/titleix/

ACADEMIC INTEGRITY

Work submitted by a student must be the student's own work. The work of others should be explicitly marked, such as through use of quotes or summarizing with reference to the original author.

In this class, students who commit academic dishonesty, cheating or plagiarism will have the following consequence(s):

Students will receive a failing grade for plagiarized assignments.

All cases of academic dishonesty are referred to the Vice Chancellor for Student Affairs.

Windward CC Student Conduct Information

UH System Student Conduct Policy EO 7.208

ALTERNATE CONTACT INFORMATION

If you are unable to contact the instructor, have questions that your instructor cannot answer, or for any other issues, please contact the Academic Affairs Office:

- Location: Alakaʻi 121
- Phone: (808) 235-7422