Syllabus Biology 100

Section 1 covers general Pima College information and section 2 covers information pertinent to this particular class.

Section 1
General Pima College Information

Important dates
Jan. 19th Classes begin
Jan. 25th end of add period

Feb. 1st Drop/Refund/Audit deadline
Feb. 24th Graduation application for fall semester
Nov. 9th spring registration for ongoing students begins online
Feb. 25th & 26th Rodeo Holiday
Mar. 15th summer registration begins
Mar. 15th– 21st Spring Break Holiday
Apr. 5th fall registration begins

Apr. 8th Student withdrawal deadline
May 12th final exam week begins
May 18th Last day of semester

Important Information
Student behavior in the classroom which interferes with the teaching and learning environment

All students in the classroom have a right to learn and as an instructor I have the right to teach. If a student’s behavior interferes with these rights than the instructor will take the appropriate action. Student behavior that interferes with the ability of other students to learn and my ability to teach can include, but is not limited to the following: excessive talking; not allowing other students to ask questions, the use of electronic equipment; and coming in late.

I expect laptops to be put away and other electronic equipment to be turned off and put away unless you are using them for a class assignment. If you need to make a phone call - leave the room. If this becomes a disturbance to the leaning climate, you may be asked to leave for the day.
If a student is interfering with the teaching or learning process, I will ask them to leave the class for the day and if there are points for the day or an exam, the student will receive a zero. If I have to ask a student to leave on a second day, a meeting between me, the student, and the head of the science department will take place about this behavior. See the Student Handbook for more details concerning appropriate behaviors and process of problems. [http://www.pima.edu/studentserv/studentrights/code/index.shtml](http://www.pima.edu/studentserv/studentrights/code/index.shtml)

**Course Objectives for Bio 100**

1. Perform activities to demonstrate improvement in the general education goals of communication, critical thinking and mathematics.
2. Describe characteristics of living organisms that distinguish them from non-living constituents of the biosphere.
3. Utilize scientific methods to formulate and answer questions and discuss its strengths and limitations.
4. Describe and explain the properties and roles of biologically important molecules, including proteins, carbohydrates, lipids, and nucleic acids.
5. Describe the structure and function of cells and cellular components in single and multi-cellular organisms.
6. Describe how energy is acquired and used by living organisms.
7. Describe how traits are inherited and apply patterns of inheritance.
8. Explain the molecular biology of genes and their expression.
10. Explain possible origins of life on Earth and mechanism(s) of evolution that help us account for the amazing diversity of life we now find on our plant.
11. Explain how the flow of energy through an ecosystem influences its structure.
12. Describe how organisms interact with each other and their environment.
13. Apply biological and ecological principles to discuss current issues in human health, and human impact on the environment.

**Course Outline:**

I. The Nature and Science of Biology
   A. Characteristics of Living Things
   B. Scientific Processes
II. The Chemical and Cellular Basis of Life
   A. Fundamentals of General and Organic Chemistry
   B. Cellular Structure and Function
   C. Energy Pathways
III. Principles of Inheritance
   A. Cellular Life Cycles
   B. Patterns of Inheritance
IV. Molecular Biology
   A. DNA Structure and Function
   B. Genetic Technologies and Society
V. Evolution and Diversity of Life
Section 2

Pertinent information for CRN 10264

Instructor: Deborah Bird

Mailing Address: Deborah Bird/Adjunct Faculty Office
Pima Community College
East Campus
8181 E. Irvington Rd. 85709-4000

Turning in Assignments: Worksheets will not be accepted late under any circumstances. Worksheets have to be turned in early or in class on the day they are due. Worksheets are due the day the test goes into the testing center. If you are going to be out of town use the above address to mail your worksheets. You have to take your exam by the deadline given in class.
Other papers and assignments should be turned in during classroom time on the date the assignment is due. The Adjunct Faculty Office on East Campus can also be used to turn in papers. (See map on last page or go to http://www.pima.edu/maps/index.shtml?map=3 to find the adjunct faculty Office.) Have the staff stamp your papers with the date to insure meeting deadlines. Make sure your name and my name is on the paper. You will not lose points if assignments are handed in on the day due, but you will lose 5% of total points for every day the assignment is late. I will accept late papers until I return that test/worksheet package. This is usually about a week. Once I return papers I will not accept anything late. If the Adjunct Faculty Office is closed there is a slot in which you can leave papers. Make sure you have my name on the paper. The paper will be marked the next working day by Adjunct Faculty staff.

Phone: I am currently setting up my Pima Phone line and I will give you that information in class.

E-Mail: dbird@pima.edu

Pima Web Site: We may occasionally use the web site but you are in a traditional course. All of your handouts will be given out in class. If you are not at class than it is your responsibility to get materials you did not receive. The web site is http://ecc.pima.edu/~dbird I will let you know when the traditional class needs to go to this site.

Attendance: I do not take attendance, but there is usually some work for points in almost every class and these points cannot be made up.
Participation: I do not give points for participation, but I do know who is and isn’t participating in the course. If you are not participating in both the lab and lecture section I will drop you at the 45 day mark.

Prerequisites: None. Each of you needs to examine your work and family responsibilities to determine whether you are prepared to undertake the time commitments for this course. Education is not a commercial product and it takes time and effort on your part

Ethics: You are expected to do your own work. There are many assignments and exercises that are collaborative, but each person will be handing in their own paper. It’s certainly o.k. to ask me or your neighbor a question, but you are not allowed to just copy answers. When we do test in class at the end of the semester the same rules apply within common sense as the testing center. See the testing center rules at the end of the syllabus.

The Grade of Incomplete (I) Official Withdraw (W): I only give the grade of incomplete if 80% of the lab work has been completed, 80% of the exams and 80% of the worksheets have been completed and you are passing with a grade of C or better. This policy is for your protection. I find that very few students actually finish an incomplete. Students may request an Official Withdraw (W) by the given date listed under important dates on the first page of this syllabus. After the above date a W is left to the discretion of the instructor. I require all requests be in writing.

Disability: If you have a disability that requires special accommodations, you are strongly urged to notify me at the beginning of the semester so that reasonable accommodations can be made in a timely manner. Disabled student resources phone number is 206-5030

**Integrated Lecture and Lab:** This course is an integrated lecture and lab combination worth 4 units. One-half of your final grade is from the lecture section and one-half is from the lab section. Lecture scores are from exams and worksheets. You cannot pass this course by only doing the exam section or only doing the lab section. Each section is only 50% of your grade. There are 5 exams. Four of these exams will be given in the testing center and the last exam will be given in the classroom. Both the worksheets and the exams are worth 100 points with a total at the end of the semester of 1000 points. Everything else is considered lab. See cover sheets for each unit for the number of lab points and assignments. Lab points are approximately 1000 and like the exam section, it is 50% of your grade. All information concerning lecture and lab materials for each unit is listed on the unit sheet cover you will receive at the beginning of each unit of worksheet material and test material. These are handed out just before we begin a new unit. The way the class is run is that worksheets and tests with the same number are being done together.

**Below is An Overall Preview of the Lecture Part of the Course Containing Readings from the Text and Other Sources.**

*Unit 1 – The Framework on Which Life Works (Worksheet 1)*
Reading: Chapter 15 Ecosystems and Communities

*Unit 2 - Science from Hypothesis to Theory Test 1* in the testing center on notes given out. Reading: Chapter 1, handouts, and pp. 260-261 in text.

*Unit 3 - Chemistry Concepts and Water’s Relationship to Life (Worksheet 2)*
Reading: Chapter 2, Water and Chemistry handouts

*Unit 4 - The Cell Test 2* in the testing center
Reading: Chapter 3 and Cell handout

*Unit 5 - Feeding 9 billion (Worksheet 3)*
Reading: Chapter 5 pp. 179-183 and pp.189-195 and handout

*Unit 5 - Personal Nutrition Test 3* in testing center
Reading: Nutrition handout

*Unit 6 - The Relationship between Photosynthesis, Respiration, and Global Warming (Worksheet 4)*
Reading: Chapter 4 and chapter 16 pp.601-613

*Unit 7 - Mitosis and Meiosis –Test 4* in the testing center
Reading: Chapter 6 and Mitosis and Meiosis handout

*Unit 8 - DNA Replication and Protein Synthesis (Worksheet 5)*
Reading: Chapter 5 pp. 158-178 and handout
Unit 9 - Principles of Inheritance (Worksheet 5)  
Reading: Chapter 7 and handout

Unit 8 - Evolution Test 5 in class at end of semester  
Reading: Chapter 8 and handout

*You will receive a list of labs in the second week of school. Lab work will match what we are covering in lecture.*

**Testing:** The testing center is just down the steps from the computer Commons. Tests will be given in the testing center except for the last exam which will be given in class. You will have one week usually to complete the exam. When you go to the testing center you will need; a picture ID, you will need to know my name and which test you need. These three things are important and if you do not know these things you will not be given an exam. At this point stand back, take 10 deep breathes, and go over to admissions and have them bring up your schedule if you can’t remember. You also need to be there one hour before the deadline. Read the testing center rules at the end of this syllabus before you take the first exam. There is no excuse for not knowing the rules.

**Textbook:** The text is available in the PCC East Campus bookstore. Make sure you are in the Bio 100 section. The title is “What is Life? A Guide to Biology” by Jay Phelan. The readings are from this textbook.

**Grade Criteria:** Final grades are determined using the following criteria.  
A – 90.0 to 100%, B – 80.0 or higher but less than 90 % , C – 70.0 or higher but less than 80 % , D – 60.0 or higher but less than 70 % , F – less than 60.0%. You must make the cut off number to get that grade. There is no extra credit work in this class. The best way to get a good grade is show up and does the work. (This is a good habit to develop.)

**Lecture:** Points will be gained on the lecture portion only through the 5 exams and also the take home exam worksheets. You will be given the information you need to complete these worksheets in a timely manner. Worksheets have to be turned in early or at the due date. The worksheets will not be accepted late. All tests will be taken in the testing center except the last exam which will be given in class.  
**Lab:** You will have various lab assignments over the semester. All work that is not a exam or the worksheets counts toward your lab points. The lab section accounts for the other one-half of the final grade. There are also formal scientific labs that must be completed in class and cannot be made up if missed. The formal lab schedule will be listed after the first week of school. Many of the lab assignments are done with video in the class. I go through the video with you. These assignments also cannot be made up. If you miss, you have missed the points.

**Readings and Assignments:** You will receive a handout for each each test/worksheet section. unit for readings and assignments and due dates.
Due Dates: Due dates will be assigned when the assignment is given and will be listed on the Test/worksheet summary. Worksheets and tests are due about every 3 weeks.
* Picture of Darwin and the *Origin of Species* from public domain from Wikipedia.

STUDENT TESTING PROCEDURES

Welcome to the Instructional Testing Center! It is hoped that all students find this unique testing service to be convenient and user-friendly. The following Testing Procedures have been approved by the East Campus Administration of Pima Community College and must be followed in order to take exams in the Center. The course instructor utilizing the Center or the Testing Center staff can provide copies of the Testing Procedures. These procedures are necessary to provide an effective and secure walk-in testing service that meets the needs of the diverse East Campus Community. **ALL STUDENTS USING THE TESTING CENTER ARE REQUIRED TO READ AND UNDERSTAND THESE TESTING PROCEDURES PRIOR TO REQUESTING EXAMS.** All questions will be answered in detail by the staff. The Instructional Testing Center staff reserves the right to amend this document.

- **PHOTO IDENTIFICATION IS REQUIRED:** A PCC student ID card is preferred but not required. The Testing Center staff shall retain sole discretion as to whether or not identification presented is acceptable. Notes from instructors or staff are NOT acceptable.

- **STUDENTS WHO NEED SPECIAL TESTING ACCOMMODATIONS:** Students who need special accommodations such as extended test time, assistance of reader/writer or materials in an alternative format, must set up a file in the Disabled Student Resources Office (L-231, phone 206-7699).

- **REQUESTING EXAMS:** Students will be admitted for testing with only one exam at a time although they may test throughout the day. **In order to obtain an exam, students are required to know the following:**
  - Their PCC Student Number
  - The name of their course instructor
  - The course in which they are enrolled
  - The exam number they require
  - Students are to provide pens, pencils, and/or erasers

- **CELL PHONES ARE NOT ALLOWED:** If a cell phone, pager or any unapproved electronic device rings or is used for any reason during the testing process, the exam will be terminated.

Students request an exam, present identification, sign in, and then obtain a locker key to secure personal belongings. To check out a locker, students are to leave his/her
picture I.D. with the testing staff. Students may place items too large for a locker on the shelf prior to entering the testing room. Students not wishing to use the shelves or the lockers may not leave their belongings in the testing room or office. Pima Community College is not responsible for lost, stolen, or abandoned items.

Students may also bring into the testing room and use only materials specifically authorized in writing on the exam by the course instructor. This may include items such as calculators, textbooks, notebooks, books, notes, note cards, crib sheets, scratch paper, dictionaries, etc. Test-takers may use only the scratch/graph/other paper provided in the testing room or with their exam and may not, under any circumstance, use their own material unless it has been authorized by the course instructor and inspected by the testing center staff. Test-takers may not share materials during exams. **PLEASE NOTE:** Use of the Testing Center constitutes the test-taker's implied consent to the staff's inspection of any item(s) taken into and/or out of the testing room. Personal items such as a caps, sweaters, coats, etc. taken into the testing room must remain off the desktop at all times. Earplugs are recommended for students sensitive to noise. No other items are allowed in the testing room.

At the completion of the exam, students are to discard or attach all scratch paper(s) to the exam. Materials such as note cards and or/crib sheets used during the exam must be stabled and turned in. The staff is not responsible for stapling students' work to exams. Students may not remove paper(s) of any kind from the Testing Center.

**GENERAL INFORMATION:**

- While the Testing Center staff makes every effort to ensure that students are issued correct exams, errors sometimes occur. Students must make sure that they have received the correct exam and bring any errors to the immediate attention of the staff.
- Test-takers may see the staff if there is a question about the exam. Test-takers may not ask a classmate.
- Once an exam has been issued, students are not to remain in the office for any reason but must proceed immediately into the testing room and begin. Students in possession of an exam may not talk to anyone except the staff, regardless of whether they are in the testing room or office area.
- Students are responsible for observing all time limits indicated in writing on the exam. The Testing Center staff will indicate the start date and time and the end date and time on all exams but will not be responsible for ensuring that students observe time limits imposed by the instructor.
- Students should not leave their seats until they have checked their work and are ready to turn in their test. Once a student has exited the testing room, the test must be turned in immediately. Students may not leave the area until the staff collects their exam.
- Breaks during exams are not allowed. **IF A TEST-TAKER MUST LEAVE THE TESTING ROOM, THE EXAM MUST BE SURRENDERED AND WILL NOT BE REISSUED WITHOUT INSTRUCTOR APPROVAL.**
• Test-takers should not sit near classmates taking the same exam unless there are no other seats available because the staff may relocate the students.
• Test-takers should keep work confined to one desk only. Furniture should not be moved for any reason. Aisles must remain free of clutter at all times.
• When finished, test-takers are not to discuss the exam with or within earshot of anyone who has not tested yet. Test-takers should not permit anyone to discuss the exam with them.
• In the event that all seats in the testing room are occupied, students will be given numbers and seated in the order in which they came to the Center. Students who do not immediately respond when their number is called will be bypassed and required to take a new number.
• Students not admitted for testing for any reason will be given a written "Gold Slip" to give to their instructor explaining why they were not admitted.
• Children are not allowed in the testing room nor are they permitted to remain unattended in the office. Please make baby-sitting arrangements prior to coming in for an exam.
• All tests must be turned in at closing time -- completed or not.
• Food, water bottles, beverages, tobacco, candy, personal stereo, walkie-talkies, pets/animals (except assistance animals), etc are not permitted in the testing room.

• **EXAMS REQUESTED LAST HOUR OF TESTING:** Tests will not issued during the last hour before closing. Exams issued after an instructor's deadline has passed will be marked as such and may or may not be accepted by the instructor. Any exam deadline information recorded on the Testing Center deadline calendar is unofficial and subject to change without notice. Official exam deadline information must be obtained from the course instructor. Students are encouraged to not wait until the last minute before their deadline or last test times because they may not get in for or have time to complete their exam. Students still waiting after the last hour of testing cannot be seated even if they are still holding a number.

• All students are expected to know and comply at all times with the College Student Code of Conduct and Code of Academic Ethics. Copies of these documents may be obtained from the Office of the Dean of Student Development. All students are; in addition, required to conduct themselves in a quiet, orderly fashion and cooperate with the Testing Center staff at all times. Violation(s) of the College Student Code of Conduct, the Code of Academic Ethics, and/or the Testing Center Student Testing Procedures will not be tolerated and will be reported in writing to the course instructor and the Division Dean. The course instructor will determine the course of action to be taken. Testing privileges may be suspended for cause. Incidents of a serious and/or disruptive nature may also be reported to the P.C.C. Department of Public Safety (Campus Police).