

Syllabus Biology 100

10265	BIO	100IN	4.00	Th	01:00pm-03:40pm	East Campus E7 707	08/26- 12/20	Web and classroom	Bird
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This syllabus is divided into two sections. 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

Aug. 26 Classes begin
Sept. 1st end of add period
Sept. 7th Labor day school holiday
Sept 8th Drop/Refund/Audit deadline
Oct. 9th 45 day count (1/2 way through the semester)
Oct. 16th Graduation application for fall semester
Nov. 9th Spring registration for ongoing students begins online
Nov. 11th Veterans day holiday
Nov. 12th Student withdrawal deadline
Nov. 27th and Nov. 28th Thanksgiving holiday
Dec. 14th final exam week begins
Dec. 20 Last day of semester

Student behavior in the classroom which interferes with the learning environment!!!!!!!

All students in the classroom have a right to learn and if student behavior interferes with this right than the instructor will intervene. Student behavior that interferes with the ability of other students to learn can include, but is not limited to the following: excessive talking; the use of electronic equipment; and coming in late. If we are not using computers during class, I expect laptops to be put away and other electronic equipment to be turned off and put away. 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 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.

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.
9. Describe potential impacts of genetic technologies on society.
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 planet.
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
 - A. Principles of Evolution
 - B. Diversity of Life
 - C. Organismal Structure and Function
- VI. Principles of Ecology
- VII. Current Issues in Biology

Section 2

Pertinent information for CRN 10265

Instructor: Deborah Bird

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

Turning in Assignments: 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. Have the staff stamp your papers with the date to insure meeting deadlines. 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.** (See map on last page or go to <http://www.pima.edu/maps/index.shtml?map=3> When 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 day the Adjunct Faculty Office is open.

Worksheets are part of your lecture grade and will not be accepted late.

Phone: Leave a message at 903-9038. Talk slowly and leave your phone number.

E-Mail: deborahbirdus@yahoo.com or dbird@pima.edu

What's on the Pima Web Site and what's not on the web site: The following web site is where you need to go for part of your class materials. <http://ecc.pima.edu/~dbird> . **Part of this class will be on the web site and other materials you will have to attend the Thursday session to receive.** For instance, none of your worksheets will be up on the site. You can only receive these by attending class. Keep in mind that this class meets once a week and a large percentage of your lab points will be earned in that meeting once a week. If you miss these meetings you will not be able to make up these points which will affect your grade.

After you click on, *web enhanced course CRN 10265*, you will see that the units will be listed which are on the site. The readings are extra readings besides the reading in your book. The readings will have to do with the assignments listed. These assignments will be due on the final date of the test 2 in the testing center. See turning in assignments above. You will receive a unit summary in class.

Attendance: I do not take attendance, but there is always for points in every class meeting and these points cannot be made up. Attendance in the web and classroom course is especially important since we are only meeting once a week.

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

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

See the Student Handbook for more details concerning ethical questions.

<http://www.pima.edu/studentserv/studentrights/code/index.shtml>

The Grade of Incomplete (I) Official Withdraw (W) : I only give the grade of incomplete if 80% of the lab work has been completed and at least 4 exams and 4 worksheets have been completed. Also, you have to be 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

Support Services Offered by PCC: Advising, Academic Planning, and Goal Setting 206-7662, Career and Transfer Center 206-7626, Counseling 206-7662, Library Services 206-7656, Assessment/Testing Center 206-7874, Computer Lab 206-7656, Tutoring Center 206-7863

Integrated Lecture and Lab: This course is an integrated lecture and lab combination worth 4 units. One-half of your grade is from the lecture section and one-half is from the lab section. Lecture scores are from exams. Everything else is considered lab. See cover sheets for each unit for the number of lab points and assignments. There are 5 unit exams that make up 1/2 of your grade. The labs points are approximately are 1000 and this comprises 1/2 of your grade. All information concerning lecture and lab materials for each unit is listed on the unit sheet cover. These are handed out just before we begin a new unit.

Testing: Tests will be given in the testing center. Check the overall preview for the list of exams. 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. 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. There will be four exams given in the testing center. The last exam will be given in class.

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.

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.

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 classroom. There will be approximately 1000 points including exams and worksheets toward your lecture percentage which makes up 50% of your grade.

Lab: You will have various lab assignments over the semester. All work that is not an 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 unit for readings and assignments and due dates. (See the overall preview)

Due Dates: Due dates will be assigned when the assignment is given. Check each assignment for the due date. Some things will be due the day that day in class, others on another date. Many of the assignments are due in class the same day. See more information under section 1 Turing in Assignments.

Overall Preview of the Course

Unit 1 – What is Life? (**Worksheet 1**)

Unit 2 Science from Hypothesis to Theory (Lecture Notes) **Test 1** in the testing center

Unit 3 Chemistry Concepts and Water’s Relationship to Life (**Worksheet 2**)

Unit4 The Cell **Test 2** in the testing center

Unit 5 Nutrition (**Worksheet 3**)

Unit 6 The Relationship between Photosynthesis, Respiration, and Global Warming (**Worksheet 4**)

Unit 7 Mitosis and Meiosis –**Test 4**

Unit 8 DNA Replication and Protein Synthesis (**Worksheet 5**)

Unit 9 Principles of Inheritance

Unit 8 Evolution **Test 5 in class**

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 stapled 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).