

Biology 101: General Biology

Course Syllabus for Spring 2014

Cypress College CRN 22419 and 23020

Instructor: Mark L. Mayo - Email: mlmayo2@verizon.net

Lecture Class Hours: T/Th 4:15-6:20 pm	Class Location: SEM – 126
Lab Class Hours (22419): T 6:30-9:40 SEM-311	Lab Class Hours (23020): Th 6:30-9:40 SEM-311
Office Hours: T/Th 3:45-4:15	Office Location: SEM – 126

COURSE DESCRIPTION: This course is a survey of modern biological concepts from areas of molecular, cellular, organismic, and population biology, stressing evolution as the central theme of modern biology. The study of the flow of energy through biological systems is emphasized. This is a general education course in the biological science area. This course will satisfy the Biological Sciences portion of the state college and university general education requirements. This semester we will be investigating a wide range of topics in biology. It is my hope that you will *learn* biology by *doing* biology in the laboratory. The laboratory portion of the course will consist of individual experiments and observations to reinforce the lectures.

Course Prerequisite: There is no formal prerequisite. However, high school chemistry or CHEM 101 or 107 are recommended background.

REQUIRED MATERIALS: **Bring all materials, available in book store, to every class meeting.**

Lecture text is: Campbell et al. 2011. Biology: Concepts & Connections, Seventh Edition, Pearson Education, Inc. ISBN 10:1-256-31713-6

Laboratory text is: Cypress College Faculty (2011). Biology 101 Laboratory Exercises. Pearson Custom Publishing. ISBN 10:1-256-30732-7 Newest Copyright available! YOU MUST BUY A NEW LAB MANUAL! No used copies allowed.

OFFICE HOURS AND HELP: I will be in our lecture room (124) or lab room (311) before each class meeting a minimum of 15-30 minutes. If you have need for additional help, feel free to email me [mlmayo2@verizon.net (Lower case MLMAYO and the number two)] and request my help. I want to answer all of your questions promptly.

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

- List and briefly describe the characteristics of living systems
- Define metabolism and homeostasis and give specific examples of these life processes
- Define adaptation and describe its function in promoting perpetuation of a species
- List in sequence and briefly describe each of the levels of biological organization
- Describe the roles and interdependence of producers, consumers, and decomposers
- Apply the basic principals of chemistry, physics, and biology to the interpretation of biological adaptation at the molecular and cellular levels
- Identify the fundamental functional units of biological structures, processes, and classification
- Describe the role of the cell as the fundamental functional unit of life
- Apply the principals of biological information processing at the cellular, molecular, organismic, and population levels to demonstrate the mechanisms of genetic continuity and evolutionary change

Course Policies

Lecture Exams and Grades: The three lecture exams & Final exam will primarily consist of multiple choice, matching and fill-in questions worth 150 points each. **All exams will be given at the beginning of the class. BE EARLY ON EXAM DAYS** to ensure that you will not be late. The lecture exams and lab final exam total is approximately 70% of the total grade

in biology 101. You must bring a Scantron (form 882) to each lecture exam , a calculator and notebook paper. I expect you to communicate with me BEFORE you miss a class or exam; email is best for this purpose. It is your responsibility to obtain all documentation verifying why you had to miss an exam. It is your responsibility to inform me that you need to make up the exam within one week of missing the exam AND NO LATER. Makeup exams can be completely essay format and probably will not be the same as the exam given at the correct time.

Use of a cell phone or simply having it visible during a test or quiz will result in a 0% score.

Grades for this course will be available 24/7 on the web at Engrade.

URL = <http://www.engage.com/user/login.php>

Laboratory Quizzes and Grades: Quizzes will be based on the previous week's lab. You must thoroughly read the lab manual before you attempt to perform the lab. **All quizzes will be given at the beginning of lab time (aka the end of lecture).** There will be 15 quizzes during the semester. In addition to the laboratory quizzes, part of your laboratory grade will come from overall performance, attitude, cleanliness, and participation in the laboratory assignments. You can earn points for signing out at the end of each lab. **If you miss lab or do not sign out, you miss the points.** The lab final is scheduled for the meeting before the course final exam. The laboratory grade will account for approximately 30% of the total grade in biology 101.

THERE WILL BE NO MAKEUP FOR MISSED LABORATORY QUIZZES.

IMPORTANT NOTICE: IN ORDER TO PASS BIOLOGY 101 YOU MUST GET AT LEAST 60% IN THE LABORATORY PORTION OF THE COURSE REGARDLESS OF YOUR LECTURE GRADE. THIS MEANS THAT GETTING AN " A" ON ALL THE LECTURE EXAMS DOES NOT MEAN YOU WILL AUTOMATICALLY PASS THE COURSE. IF YOU FAIL THE LAB (et. a score below 60%) YOU WILL FAIL THE ENTIRE COURSE. This is a departmental rule and I will follow it.

Lecture Attendance: Attendance is mandatory for each class meeting unless you have *serious and compelling* reasons that can be *verified independently.* **You must sign "IN" to get points for lecture attendance!**

Laboratory Attendance: Missing the laboratory will result in serious reduction in your performance on the laboratory quizzes. **IF YOU MISS THREE OR MORE LABORATORY SESSIONS YOU CAN LEGALLY BE DROPPED FROM THE CLASS.** **You must sign "OUT" to get points for lab attendance!**

Tardiness and Behavior: BEFORE CLASS - turn off your cell phone; do not just turn it to vibrate. I cannot expect to teach you while your brain is focused on your phone and also **I find it rude and disrespectful.** If you expect to have an urgent call DO NOT COME TO CLASS, take the call and handle your important business. You will be asked to leave class for the night if you are seen texting, viewing or otherwise using your phone.

Please make every effort to arrive to class on time. It is distracting to other students and my lecture focus is disturbed when you walk in late. In addition, since this is a university-level course, I expect that you will all behave as university students. This means that conversing with your neighbor, making unnecessary noises and acting in a disruptive manner will not be tolerated. Please do not take my usual casual behavior as an indicator of a lack of care in this area. I find rudeness during lectures intolerable as it slows my only goal, which is to convey the information required as well as possible. Please do not get me wrong; I welcome, encourage and thrive on biology questions and discussions that relate to the topic under discussion. In fact, I would not expect anything less of you. There will be plenty of occasions for classroom discussion and questions.

ACADEMIC HONESTY POLICY: The college standards of academic honesty will be applied in this class. Academic dishonesty may result in an "F" on all or part of an assignment and referral to the dean. The complete policy may be found in the [2010-2011 College Catalog](#) (pp. 9), the official publication addressing and guiding academic and student services policies. An electronic copy of the College Catalog is on the college website. The instructor reserves the right to submit student assignments to www.turnitin.com to check for textual similarities between those assignments, Internet sources and the Turnitin.com assignment database. Students will be required to electronically submit their written work for plagiarism checking. Assignments submitted to Turnitin.com will become part of their database and will be used only for plagiarism prevention and detection.

ACADEMIC ACCOMMODATIONS: Students with verified disabilities requiring accommodations should make a specific request of the instructor in a timely manner, at the beginning of the semester and at least one week prior to the verified and identified need.

FOOD & BEVERAGE IN THE CLASSROOM: To maintain a cleaner classroom environment and to avoid distractions, food and drinks (except for water in closed containers) may not be consumed in the classroom. Students eating in the room will be asked to leave and will receive an absence for the class meeting.

TOBACO USE POLICY: Smoking is restricted to areas 20 feet or further from any building. **Electronic devices used in place of cigarettes are prohibited in class or visible during class.**

SEXUAL HARASSMENT/DISCRIMINATION POLICY: The North Orange County Community College District Non-Discrimination Statement is found on p. 37 of the [2010-2011 College Catalog](#).

GRADING POLICY: Your grade will be based on both the quantity and the quality of your work in the course. The following point system, which is an estimation of the semester assignments, will be used to determine each student's grade in the course. Minor adjustments in total points may be made at the instructor's discretion to better meet the needs of the class.

Point Distribution

Tests (3) + Final Exam	150 pts each	600
Lab Final		100
Lab Quizzes	15 x 12 pts each	180
Homework	varies	91
Lecture attendance	2 pts per lecture	24
Lab attendance	2 pts per lab	30
	Total	1025

Final grades are based on **percentages**; the number of total points may vary from 1025.

A (89.5%-100%) **B** (79.5%-89.4%) **C** (69.5%-79.4%) **D** (59.5%-69.4%) **F** (59.4% & lower)

Student Services

Student Support Services: A Quick Guide to Student Services is found on pp. 147-148 of the 2010 Schedule of Classes. A more comprehensive explanation of the Cypress College Students Services is found on pp. 138-140 of the Schedule of Classes.

Disabled Students Program and Services (DSPS): A student who feels he or she may need an accommodation based on the impact of a disability should contact Disabled Students Program & Services at 714-484-7104 or visit DSPS on the first floor of the Cypress College Complex, Room 100. For students who have already been determined eligible for DSPS services, please provide the instructor with the proper form from DSPS in a timely manner, at the beginning of the semester and at least one week prior to the verified and identified need.

Campus Safety Phone Number: For emergencies, lost and found, and parking, call 714-484-7387 or 714-493-6687(cell).

Emergency Procedures: If required to evacuate a classroom/building, students will proceed to a clear and safe area away from the evacuated building. Take all personal belongings with you.

Health Center: To make use of health services or to get further information, contact the Health Center located on the first floor of the south side of Gymnasium II Building by calling (714) 484-7361, or stop by the Center.

Library: The normal hours of operation are MON – THU 8:00am – 9:00pm, FRI 8:00am – 1:00pm, and SAT – SUN and HOLIDAYS CLOSED.

Learning Resource Center: FREE tutoring is available for Cypress College students writing a paper in any subject or taking any English course. Tutors in math, sciences, and other subjects are also available. Call 714- 484-7183 for information. The normal hours of operation are MON – THU 8:00am – 9:00pm, FRI 8:00am – 5:00pm, and SAT – SUN and HOLIDAYS CLOSED.

Student Rights and Responsibilities: Students are expected to be knowledgeable of the guidelines, policies and procedures in the College Catalog.

Tardiness and Behavior: BEFORE CLASS - turn off your cell phone; do not just turn it to vibrate. I cannot expect to teach you while your brain is focused on your phone and also **I find it rude and disrespectful.** If you expect to have an urgent call and you need to take the call, DO NOT COME TO CLASS and take the call. You will be asked to leave class for the night if you are seen texting, viewing or otherwise using your phone.

Electronic devices used in place of cigarettes are prohibited in class or visible during class.

Please make every effort to arrive to class on time. It is distracting to other students and my lecture focus is disturbed when you walk in late. In addition, since this is a university-level course, I expect that you will all behave as university students. This means that conversing with your neighbor, making unnecessary noises and acting in a disruptive manner will not be tolerated. Please do not take my usual casual behavior as an indicator of a lack of care in this area. I find rudeness during lectures intolerable as it slows my only goal, which is to convey the information required as well as possible. Please do not get me wrong; I welcome, encourage and thrive on biology questions and discussions that relate to the topic under discussion. In fact, I would not expect anything less of you. There will be plenty of occasions for classroom discussion and questions.

Student Responsibility:

- Come to office hours
- Communicate with me before you have to miss a class, an exam, or a quiz.
- Communicate with me if you have concerns about your grade.
- Communicate with me if you have questions (I am most interested in your learning and course success).
- **Not cheat**
- Obtain handouts you miss from me or someone else.
- Read handouts and assigned chapters before I attending the lecture.
- Staple everything you turn in.
- Take responsibility for your own learning.
- Turn in assignments on time.
- Write your name on everything you turn in.

Academic Honesty Code: According to the general catalog, students must abide by the following guidelines in order to maintain academic honesty and integrity:

- Students shall not plagiarize.
- Students shall not cheat.
- Students shall not submit an original paper or project to more than one class.
- Students shall not aid other students in their endeavor to plagiarize, cheat or any of the above.

All acts of academic dishonesty will be dealt with immediately in a manner that may include one or all of the following:

- Oral reprimand
- Assignment of a failing grade on all or part of an assignment, quiz, or exam
- Reportage of the incident to all appropriate personnel
- Formation of a review board comprised of three faculty members, which will decide final punishment for acts of academic dishonesty