

## BI 211 – Principles of Biology

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## Fall 2015

### Course Format:

Lecture: 11–11:50 M,W,F in WOH 212

OR 1:00-1:50 M,W,F in WOH 212

Lab: T & R in WOH 214 11-1:50 or 2-4:50

**Office Hours:** Monday 9-10:30 am, Tues & Thursday 10-10:50 pm

**Advising Hours:** Friday 2-3 pm

Contact instructor via email to make a special appointment outside of these office hours. I have an open-door policy, if I am in I will try to accommodate your academic questions, but grade checks and advising should occur during posted office hours.

### Introduction:

Principles of Biology: BI 211 is an *introduction to the study of living things*, intended for **science majors**. It is part of a three-term biology sequence, BI 211-212-213. BI 211 surveys the diversity of life. Major concepts covered in this course [BI 211] include the characteristics of life, an overview of life's diversity, major groups of organisms and their evolutionary relationships, principles of classification, and key structural/functional characteristics of the major taxonomic groups of organisms. BI 212 covers bio-chemistry, cell biology and the basic concepts of animal and plant structure and function. BI 213 focuses on cell division, genetics, evolution and ecology. BI 211, 212 & 213 do NOT need be taken in numerical order.

**Prerequisite:** Co-enrollment in CH 112, CH 150 or CH 221 this term, CH 150 has a co-requisite of MTH 095. ← Minimum standard.

### Course Materials:

#### Required

Text: **Biology**, 10<sup>th</sup> edition Raven, Johnson, Mason, Losos and Singer, McGraw Hill publishing, ISBN 978-0-07-7705701, with Connect. Connect Plus is a fully online product and may also be used.

Lab: **A Photographic Atlas for Biology Laboratory**, 7<sup>th</sup> edition by Kent Van De Graaff and John Crawley, Morton Publishing 2013. ISBN 978-1-61731-058-4

**BI 211 Lab Packet** – Revised F 2015. Contains labs and other handouts available at the LBCC bookstore. It is not possible to use a prior edition of this packet.

**Supplemental:** **Dictionary of Word Roots and Combining Forms** (*recommended* i.e. strongly encouraged but may not in LBCC bookstore). 1988. ISBN-13: 978-0-87484-053-7

### Grade Distribution: *Approximation*

Midterm #1	= 45 pts
Midterm #2	= 65 pts
9 Lab quizzes @ 8 pts each	= 72 pts
9 Pre-labs @ 2 pts each	= 18 pts
Lab Practicums 2 @ 12 pts	= 24 pts
McGraw Hill Connect ~10%	= 35 pts
In class Case Studies	= 6-10 pts
Ocean acidification expt.	= 10 pts
<u>Final Comprehensive exam</u>	<u>= 70 pts</u>
<b>Total</b>	<b>= ~ 350pts</b>

### Grading Structure:

A → 90% - 100%
B → 80% - 89%
C → 70% - 79%
D → 60% - 69%
F → Below 59.5%
Note: I round up at .5 e.g. 69.5=70%

## I. General Policies

**I. Attendance Policy:** You are required to attend all classes. To do well in this course it is expected that the student will attend all lectures and labs. If a situation arises that makes it necessary to miss class it is the student's responsibility to obtain notes and announcements from a peer. No lab work or in-class activities will be accepted if you were not in attendance for the class when the work was performed. This course is a lab science course, so it is expected that you will attend at least 60% of the labs to gain a passing grade. If a student misses more than three lab periods, then this will result in automatically failing the course, regardless of the overall percentage for the remainder of the course.

**Children are not allowed in the classroom while students are attending class, this is in consideration of your peers to maintain a professional learning environment.**

**II. Learning Platform:** To access the Moodle component, go to the Linn-Benton website at: <http://www.linnbenton.edu/> Select **Quicklinks**

> Scroll down and select (Moodle) – right hand side of screen.

> Create Account (if necessary). See yellow hi-lighted area in middle of the page.

> Login with User Name and Password

> On the left hand panel: Click on the respective course under “My Courses”

> You may need to expand the folder by clicking on the “+” symbol.

> Click on BI: Biology>Select BI211\_DW to enter the course area.

> If you require a password key to proceed the key is “**Biophilia**”

**Moodle's** most useful elements will be:

- 1) Powerpoint pdf files (posted typically the evening before delivery).
- 2) Schedule and Syllabus – should you misplace your copy or need to check your course schedule from an alternate location other than your notebook.
- 3) Handouts – this is to reduce copy costs for our department.
- 4) External Links – recommended websites, film segments etc. often featured in classes on a wide range of topics of interest to biology students.
- 5) Activity materials (after delivery in class), these may include tables, articles, matching exercises, review questions etc. No activities will be accepted though if you did not attend the class, these are simply posted should you want to refer to them in the event you missed class.
- 6) Announcements – including any updates related to changed schedules.

**Note:** I do not post grades in Moodle, these will be delivered only in class.

## III. McGraw-Hill Connect

This is a publisher based learning system that will be used every week for review purposes. There will be two components each week assigned, a review card set of approximately 40 cards called Learn Smart (LS) and a weekly practice quiz. Your instructor will explain how to access this resource the first day of class and how the points relate to your grade. You will need to have the following section web address, your email address and your Connect code, purchased with your textbook to log in. <http://connect.mheducation.com/class/d-wheat-fall-2015-lbcc-biology-211>

Weekly LS & Weekly quizzes are due on Thursday nights\* at 11:59 pm.

\*Week 1 is an exception to allow time for purchase & registration (Sat 11:59 pm).

**IVa. Make up exams:** There will be **NO** make-up exams unless I am informed, **in writing**, PRIOR to the exam that you will need to miss it for a “documentable” reason. You need to talk with me directly for approval to make up an exam, exceptions are rare, but I do understand complications that can make it impossible to meet an exam date. Exams may NOT be taken early. Approved late takes must be made up before the next class session following an exam. ***I do not drop any exam grades.***

**IVb. Eligibility to take late takes:** On the exam day if you have a life situation come up that makes it impossible to attend the exam, then you must call me and leave a message on my voice mail [541-917-4772] or send me an immediate email (see top of syllabus). Only then, with your instructor’s expressed approval, will you be eligible to take an exam. You then need to come into the next scheduled office hour to take that exam or make special arrangements with the instructor. A student contacting the instructor two or more days after the test will be ineligible to take a late take test.

➔ A missed lab practicum cannot be made up after the day it is administered.

**V. Special Accommodations:** Students who need accommodations due to documented disabilities, or who have medical information which the instructor should know about, or who need special arrangements in an emergency, should speak with the instructor during the first week of class. If you have not accessed services and think you may need them, please contact the Center for Accessibility Resources, 917-4789 or visit RCH 105. If you have already documented your disability, remember that you must complete a **Request for Accommodations** form every term in order to receive accommodations. It is the student’s responsibility to make any needs known to me within the first week of the semester, *in writing*, so that I can give appropriate accommodation. This includes but is not limited to disabilities of visual, hearing, learning, dates needed for religious holidays, court dates etc.

**VIa. Academic Misconduct:** This will not be tolerated and includes any form of cheating. The student is encouraged to read the college catalog or Student Handbook for further details. If a student is found to have cheated on an exam, after due process the resulting grade will be a zero on the exam or quiz. All group work should still be written in the student’s own handwriting and language. Repeat violations of this policy will be referred to the Dean of Science, Engineering and Math Division. Violations of academic honesty will be met with severe measures that may include failing the course or expulsion from the college. Using computers or smartphones on graded assessments i.e. exams and quizzes is NOT permitted and is considered cheating, with the same consequences mentioned above.

**VIb. Plagiarism:** Plagiarism is the taking of ideas that are not your own and attempting to submit them as your own this is also considered academic misconduct. Using someone else’s work as your own, including your classmates work, can lead to serious consequences. Plagiarism is subject to disciplinary action and when appropriate will affect your grade. If you use a published source to quote or even paraphrase a reference it is critical to cite your sources, when in doubt ask your instructor specifics about this policy – do not assume that “not knowing” will excuse you from this college-wide policy.

**VII. Cell Phones:** As a courtesy to your fellow students and instructor, please turn off all cell phones and pagers during the instructional period. Cell phones are not to be used in class. It must be put away while class is in session. *If you leave class to answer/place a call/text message, you will be expected to leave for the rest of the day. Break times are the only exception.* Anyone who needs to have a phone connected (e.g., spouse close to labor, a child sick at home) must inform the instructor at the beginning of the class period. Cell phones may not be used for calculators during class, labs, or exams - you must use the calculators provided or bring your own – no exceptions. Any internet resource used on exams, quizzes or lab analysis questions will result in a zero on that assessment – no exceptions!

**VIII. Withdrawing from Classes (Dropping a Class After the Refund Deadline)**

To drop a class or withdraw from school, you must turn in a Schedule Change form at the Registration Counter or at a community center or use the SIS system. If you withdraw from a course after the refund deadline, you will receive a "W" grade in the class, and you will forfeit all claims to refunds, and be financially responsible for any tuition and fees. Failure to drop a class may impact your grade point average and financial aid eligibility. Note: For classes meeting eight or more weeks, the deadline to withdraw from the class is 5 p.m. on Friday of the seventh week of the term.

**IX. Incomplete Policy:** An incomplete (IN) will only be issued when a student is unable to complete the last exam by the end of the term, and each incomplete grade will be accompanied by a signed contract specifying the conditions necessary to complete the course. A minimum of 70% of the course work must be accomplished (excluding the final exam) before consideration of an incomplete is granted, failure from lack of attendance or missing numerous labs is not grounds for an incomplete. The “Incomplete” contract will be signed by the student and the instructor and placed on file in the Division office. The deadline to drop the course is the end of the 7<sup>th</sup> week.

**X. Personal Computers (Notebook/Laptop/PDA):** To use a computer such as a Tablet, Laptop or PDA for class notes please make an appointment to speak with the instructor outside of class time to fully understand the limitations and responsibilities for their use. LBCC computers in the labs are only to be used for class or lab activities, not for personal reasons and under no circumstances should downloads of software be attempted on the lab computers. This can be a call for disciplinary action, due to a need to protect our class computers from viruses.

## **XI. Assessments:**

**Exams:** Are designed to monitor your mastery of the material that you have learned. There will be three exams in this course, each covering roughly one third of the course. The exam format will be multiple choice, short essay, diagramming, analyzing information, and matching. It may take up to one week to grade an exam. All students will receive their test back on the same day. I do not turn back exams early during office hours to individuals.

**Pre-Lab Assignment:** Found in your lab manual in the front most section. These are due at the beginning of each lab, the questions will be graded in class by peer students, and then turned in. In order to receive credit you will need to be present and on time. Each pre-lab assignment will be worth two points. Pre-lab assignments **will not be accepted if you are late to lab.**

**Labs:** Labs are a very important format of learning and “training” for scientists and future health care professionals. Students are encouraged to plan for being in the lab for the duration of the lab period. Read your assigned material that corresponds to lab BEFORE you come to lab and read the lab material in the course packet before you arrive – hi-lighting all instructions so that your lab goes smoothly. When you arrive you need to sign in to show that you were present. You are encouraged to ask questions if lab activities are not clear. At the end of the lab (last 20-25 minutes), you will complete a post-lab worksheet with your lab partners. On Fridays at the beginning of the class a quiz specific to the lab will be administered. You may use the Post-lab worksheet to help you with answering the questions, but otherwise this is closed book quiz. No lab quizzes will be accepted if you were not in attendance for the lab – be sure that you signed in on the lab sheet in order to gain credit, no quiz will be accepted without that prior signature. It is important to bring your lab manual/packet, photo atlas, AND textbook to **every** lab session.

**Make-up Labs:** Due to limited space availability, we *do not have* make up lab times outside of the regular lab session. If you know in advance that you must miss a lab e.g. due to a pre-scheduled Dr.’s appointment, speak to the instructor. This is a university transfer course, it is expected that the student will attend at least 60% of the labs, to pass the course.

**Late Work:** Will NOT be accepted without supporting documentation to show your inability to meet deadlines e.g. a doctor’s note or hospital admission form.

**Case Study:** Occasionally throughout the term, an article may be assigned that will involve an in-class group discussion worth points. It is the student’s responsibility to print off and read the article in advance to be prepared for this activity.

**Lab Report:** This term there are two holidays, for the students that have a lab the week of a holiday e.g. Tuesday of Thanksgiving week, there will be an investigation carried out in the lab that will involve a formal lab report worth 10 points. A rubric of expectations will be posted in Moodle prior to the lab. The data gathering phase will happen in lab and the subsequent report will be due one week from that lab.

## College Wide Policies

**XII. Comprehensive nondiscrimination policy:** LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws (for further information <http://po.linnbenton.edu/BPsandARs/> ). Policy 1015.

**XIII. Inclement Weather Policy:** If the campus is open class will be given (including lab days) and scheduled exams/quizzes will be administered. Only if the campus is closed will an exam be postponed, and this will occur on the next scheduled class date following the closure. If a late start is announced classes will resume on their usual scheduled times, early labs may resume and be held if the college opens during the scheduled lab period e.g. 2 hour delay. Please listen to local media coverage for notice of closures such as T.V. & radio stations. Closure information is also posted on the LB website.

**XIV. Course Evaluations:** Student feedback is important to improve this course and to help the instructor know how to change teaching methods. Changes will and have actually occurred as a result of student feedback. Starting in the Fall of 2014 student evaluations of teaching (SET) will be done electronically. It will activate week 5 and is due no later than week 9 of the term. The system is anonymous, and can be done from any electronic device. You will receive email notifications for each of your classes, please fill these surveys out in a timely manner – it takes approximately 10 minutes per each class and is a highly valued resource for guiding the progress and evolution of the course. Thank you in advance for your input!

