

# Biology 103 General Biology - Winter 2020

## General Information

### Instructor Information and Availability

Instructor name: Dr. Julio C. Gallardo

E-mail address: [gallarj@linnbenton.edu](mailto:gallarj@linnbenton.edu)

Office hours: after class and available by appointment (see page 9)

Office number: WHO 105

### Course Information

Number of credits: 4

#### CRN: 32295

Scheduled time/days:

- Lectures, 8:00-10:20 am, Tuesday at WOH-205  
& 8:00-8:50 am, Thursday at WOH-205
- Labs, 8:50-10:20 am, Thursday at WOH-205

### Course Materials

Required:

- **Access to Moodle:** Homework, articles for discussion, reading guides and other class news are or will be posted online,
- **Concepts of Biology-OpenStax** textbook accessible by free online access, hardcopy (purchase at bookstore), ibook, and downloadable pdf file (see the link above),
- **BI 103 General Biology Lab Packet** Plant and Animal Physiology (purchase at bookstore), and,
- **Three ScanTron Sheets:** You will need a ScanTron sheet for each exam.

You can buy them at LBCC Benton Center-Bookstore, for more information you can visit the following link:

[https://www.bookstore.linnbenton.edu/lbenton/site\\_bentonctr.asp?](https://www.bookstore.linnbenton.edu/lbenton/site_bentonctr.asp?)

### Course Description

An introductory lab science course intended for majors in disciplines other than the biological sciences. Topics presented include plant anatomy and physiology, human anatomy and physiology, and human diseases. Additionally the course is designed to help students discover the applications of science to their everyday lives, as well as provide elements of critical thinking. Different sections of this course may emphasize different themes as indicated by the subtitles.

## Student Learning Outcomes

Upon successful completion of this course, students will be able to:

1. List ways that organisms communicate or respond to the environment.
2. Explain the ways that organisms acquire and utilize nutrients.
3. Explain the role of transport in organism.
4. Relate an organism's structure to its functions.

## Class Policies

### Grading

The evaluation of student learning outcomes will be based on individual effort and performance through the term. For the final grade, the instructor will take in account all homework, labs, article discussion, quizzes, and exams to provide final grade.

### Primary Teaching Methods

The primary sources of information for this class will be lectures and the textbook. However, in-class activities, lab assignments, article discussions and the final project are meant to help the students to understand the class material and the expected class outcomes. Students are responsible for reading the required chapters or section of a chapter in preparation for that day's lecture and their familiarity with the material will be evaluated by the reading quizzes and reading guides. Questions on quizzes and exams will be formulated using reading assignments, lecture notes and in-class activities. The lecture slides will be available for download in pdf format on Moodle each lecture. **IMPORTANT: In case a lecture or any other class materials are not available on Moodle, you should expect it in your email, or, if you cannot access it, please send me an email to let me know and I will reply it with the materials. Be aware that the instructor keeps the right to modify the syllabus, assignments and point totals anytime during the term to improve the performance of the class outcomes.**

### Lab Assignments

The labs are designed to provide you with hands-on experience while applying what learned in class and to help them to make critical thinking decisions to analyze and interpret the material and/or data provided. You are required to read the lab material before to each corresponding lab. Pre-labs are the first one of two pages of the lab in the lab package. **IMPORTANT: Pre-labs assignments are useful guides to assist you to better understand the lab activities, they are due at the beginning of each lab and are worth 2.5 points of your final lab grade. You are required to attend at least 60%\* of the labs to be able to pass the course regardless of academic standing. \* In the event that the we miss lab days (e.g., weather), the students is required to attend at least 6 of out 9 labs, 5 of 8, or 4 out of 7.**

## Reading Guides, Homework Assignments and Article Review

The reading guides are designed to help you to identify and sensitize important information presented in the text book, and to get familiar with the subjects covered in each lecture. Reading guides are considered as homework assignments, so they will be graded up to 5 points each. Throughout the class the students will be required to do other activities such as article reviews and specific homework assignments. **IMPORTANT: You can use your completed reading guide during each reading quiz and you will turn it in after the quiz for credit. Preparing a reading guide can help you improve your quizzes and exams performance!**

## Quizzes

Using your reading guide, you will prepare yourself to take 9 reading quizzes. At the beginning of class, you will be given 10 minutes to take the quiz. *The lowest quiz score will be dropped.* **IMPORTANT: If you need to miss a quiz, please contact me for a make-up quiz. However, you can only request up to 3 make-up quizzes. Remember, you can use your completed reading guide while taking your quizzes!**

## In-class Activities

We will be doing several graded in-class activities and discussions, *so is important that you come to class so you do not miss out on learning activities and points!*

## Exams

You will take two midterm exams during regularly scheduled lecture times and a final exam on December 12<sup>th</sup>. The midterm exams will be one hour in length, and they will be limited to the specific subjects previously covered in classes. You will have one hour and fifty minutes for your final exam, and *it will cover all material* throughout the term (e.g., lectures, assignments, quizzes, and labs) and your score will represent your overall mastery of the subject matter. The exams are worth 75 points each. **IMPORTANT: for details on the exams, please see schedule and pay attention to any possible dates, hours or location changes. Please let me know in advance if you need special accommodations for the exams.**

## Make-Up Exams and Late Work

It is very important that you take quizzes and exams on time. However, *all excused midterms or quizzes can be made up with no penalty within three days or by appointment.* Make up exams and quizzes will be taken in the Student Assessment Office, BC – 222 (<https://www.linnbenton.edu/future-students/make-it-official/student-assessment/benton.php>) or at office hours by appointment. **IMPORTANT: If you miss a quiz or assignment, please see me! Late homework, lab assignments, or other homework will be accepted with a penalty. You will lose 25% of the overall**

value for each day that passes after the due day. Only with a proved and reasonable motive you may avoid penalties in your late work. Remember, it is your responsibility to approach me and ask for a late quiz or other late work.

## Grading

The evaluation of student learning outcomes will be based on individual effort and performance through the term. For the final grade, the instructor will take into account all homework, labs, article discussions, quizzes, and exams. Points towards your final grade will be awarded as follows:

A = 90-100%; B = 80-89%; C = 70-79%; D = 60-69%; and, F = 50-59%

Graded Assignments	Possible Points	Final Grade
Labs: 10 labs, 10 pts each (drop lowest)	90	15%
7 Reading Guides, 5 pts each (drop lowest)	30	8%
7 Quizzes, 10 pts each (drop lowest)	60	15%
In-Class Activities/homework	20	2%
2 Midterms, 75 pts each	150	35%
1 Final Comprehensive Exam	150	25%
<b>Total</b>	<b>500</b>	<b>100%</b>

Two additional final grades are possible, Y and Incomplete. The Y grade is final grade below 50% and neglected to drop the class on time. The Incomplete grade is when the students is not finishing the course, but complete most required assignments but missing the final exam and/or the last week of classes and activities.

Incomplete grade will only be granted if all three of the below requirements are met:

1. the student talks to me in advance and we signed a written agreement,
2. the student has a health/family emergency to not complete the class, and,
3. the student has scored C or better in the overall class grade at that moment of the request.

**IMPORTANT: Please be aware of due dates and school deadlines, for example the last day to drop a class (<https://www.linnbenton.edu/current-students/money-matters/student-accounts/refunds.php>). Review carefully the academic calendar for any other event that may affect your final grade (<https://www.linnbenton.edu/calendar/>).**

## Behavior and Expectations

### Behavior in the Classroom

This class aims to create to be an inclusive and respectful learning space. The students are encouraged to participate, to discuss and share thoughts, ideas and opinions with respect. Conversations among students are allowed as long as they are class-related and are not interfering with the dynamic of the class (e.g., distracting other students or

the instructor). If a student or a group of students fail to behave properly in class they will ask to leave the classroom.

### **Academic Integrity**

Academic dishonesty is any intentional act of deception in which a student or a group of students go against the expected norms of school. It includes (but not necessarily limited to) plagiarism, cheating, fabrication, falsification, tampering, deception, sabotage, multiple submissions, or assisting/complicity to commit academic dishonesty. Any academic dishonesty will not be tolerated and will result in a grade of zero on the assignment or exam and/or you will be reported with the department dean. *As student at LBCC, you are held accountable to the Student Code of Conduct*, which outlines expectations pertaining to academic honesty, classroom conduct, and general conduct. **IMPORTANT: Please review the following links to learn about your rights and responsibilities as a LBCC student:**

- <https://www.linnbenton.edu/current-students/administration-information/policies/students-rights-responsibilities-and-conduct.php>

**To learn more about how to avoid plagiarism, visit the following link:**

<https://www.plagiarism.org/article/what-is-plagiarism>

### **Guidelines for communication**

The primary communication methods for the class are through your *Linn-Benton email address* and our *Moodle class page*. Please check with regularity your LBCC email to prevent missing emails from me regarding assignments, due dates and exams and other important announcements. **IMPORTANT: In case of an emergency that might impact your performance in class, please send me an email explaining the situation.**

### **Use of cell phones and Laptops**

*The use of cell phones is NOT allowed during class, so please TURN IT OFF put it away before class.* If you need to use your cell phone during class time, please quietly leave the classroom to avoid disrupting the class, otherwise I will ask you to do it. Laptops are allowed only to do class-related activities such as taking notes or accessing online activities. However, the instructor has the right to limit laptop use if it becomes a distraction.

### **Attendance/Tardiness Policy**

Attendance is not taken into account for the final grade. However, you are expected to attend all lectures and labs. However, if you are missing two consecutive weeks without contact me I will notify to the department chair. If you miss class it is your responsibility to determine material missed, obtain handouts, make-up assignments and quizzes (see make-up exams and late-work section), and to keep track of all upcoming class

assignments and due dates.**IMPORTANT: If you know that you have to miss a class activity please contact me! Remember that if you are late to class, you may miss a quiz!**

### **Grade or Points Dispute Policy**

To dispute points of the grade of an assignment, quiz, or exam grade, please submit the following *in a writing letter*(two hard signed copies, I will sign one of them and give it to you) *no later than one week after receiving your grade*. On the letters you will specify the requested correction and explain a valid reason for that correction, additionally you will provide a copy of the disputed material. In the best of my capacities I will address all written requests within a week**IMPORTANT: Any correction request made after one week after receiving a grade, made verbally or by email will not receive a reply.**

## **College Policies**

### **LBCC Email and Course Communications**

You are responsible for all communications sent via Moodle and to your LBCC email account. You are required to use your LBCC provided email account for all email communications at the College. You may access your LBCC student email account through Student Email and your Moodle account through Moodle.

### **Disability and Access Statement**

LBCC is committed to inclusiveness and equal access to higher education. If you have approved accommodations through the Center for Accessibility Resources (CFAR) and would like to use your accommodations in the class, please talk to your instructor as soon as possible to discuss your needs. If you believe you may need accommodations but are not yet registered with CFAR, please visit the [CFAR Website](#) for steps on how to apply for services, send them an email ([cfar@linnbenton.edu](mailto:cfar@linnbenton.edu)) or call [\(541\) 917-4789](tel:5419174789).

1. You have a documented disability and need accommodations.
2. Your instructor needs to know medical information about you.
3. You need special arrangements in the event of an emergency.

If you have documented your disability, remember that you must make your request for accommodations through the Center for Accessibility Resources (CFAR: <https://www.linnbenton.edu/current-students/student-support/center-for-accessibility-resources/>) **Online Services webpage** every term in order to receive accommodations. To request your accommodations, please visit the following link: <https://cascade.accessiblelearning.com/LBCC/>.

## **Statement of Inclusion and No-discrimination**

To promote academic excellence and learning environments that encourage multiple perspectives and the free exchange of ideas, all courses at LBCC will provide students the opportunity to interact with values, opinions, and/or beliefs different than their own in safe, positive and nurturing learning environments. LBCC is committed to producing culturally literate individuals capable of interacting, collaborating and problem-solving in an ever-changing community and diverse workforce.

Linn-Benton Community College prohibits unlawful harassment as well as any form of discrimination based on race, ethnicity, religion, national origin, sex, gender, marital status, disability, veteran's status, age, sexual orientation, or any other status protected by federal, state or local law, in any activity or operation of the college. For more information please visit the following link: <https://www.linnbenton.edu/faculty-and-staff/administrative-information/policies/board-policies-and-administrative-rules/1000-series-the-college/administrative-rule-no-1015-01-nondiscrimination-nonharass.php>

## **Title IX Reporting Policy**

If you or another student are the victim of any form of sexual misconduct (including dating/domestic violence, stalking, sexual harassment), or any form of gender discrimination, LBCC can assist you. You can report online a violation of our sexual misconduct policy directly to our Title IX Coordinator at the following link: [https://linnbenton-advocate.symplicity.com/public\\_report/index.php/pid268105?](https://linnbenton-advocate.symplicity.com/public_report/index.php/pid268105?). You may also report the issue to a faculty member, who is required to notify the Coordinator, or you may make an appointment to speak confidentially to our Learning and Career Center by calling 541-757-8944.

## **Public Safety/Campus Security/Emergency Resources:**

In an emergency, call 911. Also, call LBCC Campus Security/Public Safety at 541-926-6855 and 541-917-4440.

From any LBCC phone, you may alternatively dial extension 411 or 4440. LBCC has a public safety app available for free at the following link: [http://lbccpublicsafety.mobapp.at/landing/Desktop#.XJ\\_9VphKjIU](http://lbccpublicsafety.mobapp.at/landing/Desktop#.XJ_9VphKjIU). We encourage people to download it to their cell phones. Public Safety also is the home for LBCC's Lost & Found. They provide escorts for safety when needed. Visit them to learn more.

## **Campus Resources**

### **Learning Center**

The Learning Center provides students a comfortable place to study and with academic support services that includes:



- Tutoring in a variety of academic disciplines (Tutoring Center): <https://www.linnbenton.edu/current-students/study/learning-center/tutoring/index.php>
- Help in gaining skills to improve your academic performance (College Skill Zone): <https://www.linnbenton.edu/current-students/study/learning-center/college-skills-zone/index.php>
- Help in becoming a more confident and effective writer (Writing Center): <https://www.linnbenton.edu/current-students/study/learning-center/writing-assistance/index.php>
- Help in gaining skills to learning strategies to improve your college experience (College Learning Strategies): <https://www.linnbenton.edu/current-students/study/learning-center/college-learning-strategies/index.php>

For more resources and information about the Learning Center's services please view the website for each service area for their hours of operation: <https://www.linnbenton.edu/current-students/study/learning-center/>

## Library

Computers and printing available are available at the LBCC library. Details about services, calendar and schedule visit: <http://library.linnbenton.edu/home>

## Students Help Desk

To get assistance with your LBCC email or your Moodle please visit the Student Help Desk at the Library. Visit the following link for more details: <http://library.linnbenton.edu/student-help-desk>

## Basic Needs

If you have problems to afford your basic needs such enough food, childcare, a stable place to live, or healthcare, please contact Single Stop at LBCC via email: [singlestopatbcc@linnbenton.edu](mailto:singlestopatbcc@linnbenton.edu) or call (541) 917-4877. For more details visit the following link: <https://www.linnbenton.edu/current-students/student-support/Single-Stop-at-LBCC/>

## Changes to the Syllabus

I reserve the right to change the contents of this syllabus due to unforeseen circumstances. You will be given notice of relevant changes in class, through a Moodle Announcement, or through LBCC e-mail.



## My Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>8:00</b>	<b>BI 103</b> WHO 218 CRN: 32602	<b>BI 103</b> WHO 205 CRN: 32295	<b>BI 103</b> WHO 218 CRN: 32602	<b>BI 103</b> WHO 205 CRN: 32295	<b>BI 103</b> WHO 217 CRN: 32602
<b>9:00</b>					
<b>10:00</b>					
<b>11:00</b>	<b>Office</b> (by appointment)		<b>FW 251</b> RCH 216 CRN: 31774		<b>FW 251</b> At: RCH 216 CRN: 31774
<b>12:00</b>	<b>Department Meetings</b>	<b>Office</b>			
<b>1:00</b>				<b>Office</b>	
<b>2:00</b>			<b>Office</b>		
<b>3:00</b>					
<b>4:00</b>					

**Biology 103 General Biology - Winter 2020 Tentative Schedule  
(CRN 32295)**

Week	Weekly Readings	Tuesday (Class)	Thursday (Class/Lab)
1	Log on to Moodle and get course materials. Thursday: <b>Ch. 1.1-1.3, 30.1-30.4</b>	<u>January 7</u>  Introduction to the course & Scientific Inquiry	<u>January 9</u>  Scientific Inquiry & Introduction to plant anatomy Lab #1: Plant Tissues & Morphology <b>Due: Pre-Lab #1</b>
2	Tuesday: <b>30.1-30.5, 31.1 &amp; 31.3</b>	<u>January 14</u>  Plant Nutrition & Transport <b>Reading Quiz #1</b> <b>Reading Guide #1 (Due)</b>	<u>January 16</u>  Plant Nutrition & Transport Plant Reproduction & Germination Lab #2: Water Movement in Plants & Stomata <b>Due: Lab report #1 &amp; Pre-Lab #2</b>
3	Tuesday: <b>Ch. 32.1-32.3</b>	<u>January 21</u>  Plant Reproduction & Germination <b>Reading Quiz #2</b> <b>Reading Guide #2 (Due)</b>	<u>January 23</u>  Lab #3: Plant Reproduction & Germination <b>Due: Lab report #2 &amp; Pre-Lab #3</b>
4	Thursday: <b>Ch.30.6</b>	<u>January 28</u> <b>Midterm Exam #1 (1 hr)</b> <ul style="list-style-type: none"> <li>• Readings weeks: 1-3</li> <li>• Lab reports: 1-3</li> <li>• Quizzes/Reading guides: 1 &amp; 2</li> </ul>	<u>January 30</u>  Plant Responses Lab #4: Hormone Experiment & Tropism <b>Due: Lab report #3 &amp; Pre-Lab #4</b>
5	Tuesday: <b>Ch. 31</b>	<u>February 4</u>  Animal Homeostasis & Tissues <b>Reading Quiz #3</b> <b>Reading Guide #3 (Due)</b>	<u>February 6</u>  Animal Homeostasis & Tissues Lab #5: Tissues and Buffering Capacity <b>Due: Lab report #4 &amp; Pre-Lab #5</b>
6	Tuesday: <b>Ch. 34.1-34.4</b>	<u>February 11</u>  Animal Digestive Systems & Nutrition <b>Reading Quiz #4</b> <b>Reading Guide #4 (Due)</b>	<u>February 13</u>  Animal Digestive Systems & Nutrition Lab #6: Diet & Nutrition <b>Due: Lab report #5 &amp; Pre-Lab #6</b>
7	Tuesday: <b>Ch. 35.1-35.5</b>	<u>February 18</u>  Animal Nervous System <b>Reading Quiz #5</b> <b>Reading Guide #5 (Due)</b>	<u>February 20</u>  Lab #7: Nervous System & Equilibrium <b>Due: Lab report #6 &amp; Pre-Lab #7</b>
8	Thursday: <b>Ch. 42.1- 42.4</b>	<u>February 25</u> <b>Midterm Exam #2 (1 hr)</b> <ul style="list-style-type: none"> <li>• Readings weeks: 4-7</li> <li>• Lab reports: 4-7</li> <li>• Quizzes/Reading guides: 4 &amp; 5</li> </ul>	<u>February 27</u>  Defenses/Immune Systems Lab #8: Infections vs. Immune Systems <b>Due: Lab report #7 &amp; Pre-Lab #8</b>
9	Tuesday: <b>Ch. 42.1- 42.4</b>	<u>March 3</u>  Defenses/Immune Systems <b>Reading Quiz #6</b> <b>Reading Guide #6 (Due)</b>	<u>March 5</u>  Animal Circulatory & Respiratory Systems Lab #9: Respiratory Systems <b>Due: Lab report #8 &amp; Pre-Lab #9</b>
10	Tuesday: <b>Ch 40</b>	<u>March 10</u>  Animal Circulatory & Respiratory Systems <b>Reading Quiz #7</b> <b>Reading Guide #7 (Due)</b>	<u>March 12</u>  The Ecology of us Lab #10: Comparative Bone & Muscle <b>Due: Lab report #9 &amp; Pre-Lab #10</b>
11		<u>March 17</u>  <b>FINAL</b> 8 – 9:50 am <b>Note: date and hour may change</b>	