**South Plains College**

**Common Course Syllabus: BIOL 1406-002**

Revised 01/09/20 for **Spring Semester 2020**

**Department:** Biology

**Discipline:** General Biology

**Course Number:** 1406-002

**Course Title:** Biology for Science Majors I (lecture + lab)

**Available Format:** conventional

**Campuses:** Levelland

**Instructor**: Dr. Harriet L. Strickland **Office Hours:** Monday: None (in class & lab)

Office: Science Building S183 Tuesday: 4:00-5:00 p.m.

Office Telephone: 806-716-2306 Wednesday: 10:00-11:30 a.m. and

E-mail: hstrickland@southplainscollege.edu 3:30-5:00 p.m.

 Thursday: 4:00-5:00 p.m.

 Friday: 8:00-11:00 a.m.

**Section 002:** **Lecture 1:00-2:15 p.m. Mon & Wed, Science Building, Room S181**

 **Lab 2:30-5:00 p.m. Mon, Science Building, Room S197**

 Classes are scheduled to meet Monday, January 13 – Wednesday, April 29, 2020

 **Final Exam Scheduled: Monday, May 4, 2020 from 1:00-3:00 p.m.**

**Course Description:** This course focuses on fundamental principles of living organisms including the physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included. Laboratories will allow hands-on investigation of lecture topics. This is the first semester of an integrated course for majors inbiological sciences and related studies, including the medical disciplines.

**Prerequisite:** None. Must be TSI Compliant in Reading- Must be completed prior to taking this course.

**Credit:** 4:3:3 (4 semester credit hours: 3 lecture contact hours/week: 3 lab contact hours/week)

**Textbooks:**

 **Recommended text:** Campbell *Biology*, 11th Ed. by Reece et.al. (Available from multiple outlets. If

 shopping at the Levelland SPC bookstore, approximate prices Rental from $103-138, Purchase from

 $206-275.)

 **On the website openstaxcollege.org, you will find a free online textbook that will also be**

 **acceptable.**

 **Required Lab Manual:** *Biology for Science Majors I & II Lab Manual*, 3rd edition (Available only at

 the Levelland SPC bookstore, can be used for two semesters BIOL1406 & 1407, priced @ 60.)

**Supplies:** Notebook for taking notes, and writing instruments (pencil with eraser + blue or black pen) for class, lab, and testing.

**This course partially satisfies a Core Curriculum Requirement:**

 Life and Physical Sciences Foundational Component Area (030)

**Core Curriculum Objectives addressed:**

* **Communications skills-** to include effective written, oral and visual communication
* **Critical thinking skills-** to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
* **Empirical and quantitative competency skills-** to manipulate and analyze numerical data or observable facts resulting in informed conclusions

**Student Learning Outcomes:**

**Upon successful completion of this course, students will:**

1. Describe the characteristics of life.
2. Explain the methods of inquiry used by scientists.
3. Identify the basic requirements of life and the properties of the major molecules needed for life.
4. Compare and contrast the structures, reproduction, and characteristics of viruses, prokaryotic cells, and eukaryotic cells.
5. Describe the structure of cell membranes and the movement of molecules across a membrane.
6. Identify the substrates, products, and important chemical pathways in metabolism.
7. Identify the principles of inheritance and solve classical genetic problems.
8. Identify the chemical structures, synthesis, and regulation of nucleic acids and proteins.
9. Describe the unity and diversity of life and the evidence for evolution through natural selection.
10. Apply scientific reasoning to investigate questions and utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data.
11. Use critical thinking and scientific problem-solving to make informed decisions in the laboratory.
12. Communicate effectively the results of scientific investigations through laboratory activities.

**Online Course Content: Blackboard** is the primary source for all course information. Students need to access Blackboard regularly. Firefox and Safari are recommended. Specific course materials available will include: messages and announcements from the instructor, assignments and changes to the course schedule, study aids, some slides from PowerPoint lectures, absence and tardiness records, grades on certain assignments, etc.

**SPC E-mail:** Each student has an SPC E-mail account and should check it regularly. Instructors and the administration will use this E-mail address to contact the student.

**Tutoring Service:** Peer Tutorsareavailable for one‑on‑one tutoring sessions that are **free of charge.** Tutor information is available on Blackboard and posted in lab and lecture rooms. **SPC has awesome tutors, use them!!!!**

**The last day for a student to drop themselves from this course is Thursday, April 23, 2020.**

**This course must be completed with a grade of C or better in order for the student to take General Biology II (Biology 1407) at South Plains College.**

**Course Evaluation/ Student Performance Assessment:**

**Student Performance Assessment using Examinations:**

* **Four major exams (Unit Exams or Tests) will be given during the semester.** The exams will be announced in advance and will be primarily questions covering lecture material and assigned reading materials but may include some questions over the lab exercises covered during that particular unit. Test #1 will cover Unit One material, Test #2 will cover Unit Two material and Test #3 will cover Unit Three material. Test #4 will be the Final Exam (given during finals week) and will cover Unit Four materials **as well as a large comprehensive portion of the exam covering all the material from units one, two, and three and all laboratories**. Each exam is worth 100 points.
* Tests #1 through #3 will be scheduled during lecture class time. Test #4 (the Final Exam) is scheduled according to the SPC Spring Semester Final Exam Schedule and is set for **Monday, May 4, 2020 at 1:00 p.m. until 3:00 p.m.**, to be held in the regular laboratory room (Science Building, Room S197). There is no separate final exam in laboratory.
* Make-up exams will be given only in the event of a serious illness, a legitimate emergency, or the death of an immediate family member-- in each case, the appropriate documentation must be

**(Student Examinations continued)**

provided to the instructor in order for accommodations to be made. **The student must contact the instructor within 24 hours of the missed exam** (hstrickland@southplainscollege.edu) in order to be considered for eligibility for exam make-up; however, notice before the exam is preferred. DO NOT MISS EXAMS!! Any make-up exams allowed will be essay-format. Make-up exams do not include any bonus point opportunities.

* If it is known in advance that an absence will occur on an exam date, and the instructor is notified **ahead of time,** it may be possible, under special circumstances, to take the exam at an alternate time.

**Student Performance Assessment using Lecture Worksheets**:

* Throughout the semester there will be worksheets (handed out at the beginning of select lecture classes) that coincide with material to be presented during that class lecture hour. These worksheets should be completed during the class lecture, and then turned-in at the end of class for a grade (up to 10 points each). They will be returned to the student at the next scheduled class lecture. These worksheets do NOT contain all the lecture material that will be included within the Unit Exam; however, they may be useful when reviewing course material for each unit examination.

* Absence from class equals a grade of zero on the missed Lecture Worksheet. There is no makeup for missed Lecture Worksheets unless the student’s absence is pre-arranged and pre-approved by the instructor (in which case, an alternate assignment may be provided when requested by the student). There will be up to 5 potential lecture worksheets during the semester, worth up to 10 points each.
* If a student requires **Special Accommodations** (see policy above) which preclude the completion of Lecture Worksheets during lecture class-time, then alternate arrangements will be made for that student.

**Student Performance Assessment using Homework Assignments or Quizzes:**

* Homework assignments will be given throughout the semester related to both laboratory and lecture materials, and may include completing worksheets, performing reading assignments, working genetics problems, writing short reports and watching specific video clips, etc. and will be worth up to 15 points each. These assignments will be announced in lecture class or during laboratory, and will be posted on Blackboard, along with instructions, format and due dates.
* Late homework assignments will be accepted for up to 2 lecture class meetings or 1 laboratory meeting after the due date, but will lose 25% of their value per lecture class meeting after the due date. After 1 week, the value of the assignment becomes a zero, whether lecture or lab related.
* Alternatively, Quizzes may be given at the beginning of class (lecture or lab), both Pop Quizzes (unannounced) and Scheduled Quizzes (announced ahead of time) to cover course material from the previous week (lecture and lab materials), and each quiz could be worth up to 15 points.
* Absence from class equals a grade of zero on any missed Quiz. There is no makeup for missed Quizzes (Pop Quizzes or Scheduled Quizzes) unless the student’s absence from a Scheduled Quiz is pre-arranged and pre-approved by the instructor (in which case, an alternate assignment may be provided when requested by the student).
* There will be up to 10 potential Homework Assignments or Quizzes, in any order or combination during the semester.

**Student Assessment using Laboratory Worksheets & Lab Participation**:

* For 12 of the 13 scheduled laboratories, there will be a Lab Worksheet or Lab Assignment due, worth up to 15 points each. The Worksheet will come from the Lab Manual (purchase required, available

**(Student Laboratory Worksheets & Lab Participation, continued)**

only at the Levelland SPC Bookstore), or will be provided as a Handout Worksheet.

* When completing the Lab Worksheet, the writing needs to be legible and organized, plus neatness counts! A Worksheet is due at the end of each laboratory class meeting unless announced otherwise.
* No late Lab Worksheets will be accepted. Obviously, if a student misses a lab then she/he will not be allowed to turn in a lab worksheet for that lab activity and will receive a zero. Similarly, if a student neglects to submit a completed Lab Worksheet at the end of lab, then she/he will receive a zero. There will be 12 total Laboratory Worksheets, and the highest 10 out of the 12 grades will be used in final course grade computation. If a student is absent from lab, and therefore has a grade of zero for that lab worksheet, then that will constitute one of the lowest (dropped) grades out of the 12 potential grades.
* When unavoidable situations such as a death in the family or an official college trip cause absences from lab, the instructor may permit the student to make up some lab work missed, including some portion of the Lab Worksheet for partial credit, when the student has arranged for an in-office meeting with the instructor to discuss and arrange makeup assignments.
* In addition, Laboratory Participation will be noted by the instructor, and if a student fails to follow safety instructions and/or cooperate within student groups, or fails to follow the Student Code of Conduct and/or the Electronic Devices & Cell Phone Policy, or fails to clean-up his/her workstation, etc., then points will be deducted from that student’s Lab Worksheet or Lab Assignment grade for that date, at the instructor’s discretion.

**Summary of Grades: Four major Exams: ≈ 53% of Final grade**

 **Lecture Worksheets: ≈ 7% of Final grade**

**Homework Assignments & Class Quizzes: ≈ 20% of Final grade**

**Lab Worksheets & Participation: ≈ 20% of Final grade**

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| --- | --- | --- |
| **Activities** | **Points** | **Approximate % of Final Grade** |
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| **Unit Exams (4)** | **4 @ 100 points = 400** | **≈ 60% Primarily Lecture Material with some laboratory concepts** |
| **Lecture Worksheets**  | **5 @ 10 points = 50** |
|  |  |  |
| **Homework Assignments & Quizzes (10)** | **10 @ 15 points = 150** | **≈ 20% Homework & Quizzes** **(lecture & lab)** |
|  |  |  |
| **Laboratory Worksheets & Lab Participation (top 10 of 12 possible)** | **10 @ 15 points = 150** | **≈ 20% Laboratory Only** |
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| **Total Points** | **750** | **100%** |

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| --- | --- | --- |
| **Final Letter Grade** | **Course Average\*** | **Total Points** |
| A | 90 – 100%  | 675 – 750  |
| B | 80 – 90% | 600 – 674  |
| C | 70 – 80% | 525 – 599  |
| D | 60 – 70% | 450 – 524  |
| F | 0 – 59%  | 0 – 449  |

**Final Letter Grade Policy:**

\*Course Average: Calculated by totaling points earned for all activities. If a student’s final course average is less than one half a percentage point away from the next higher letter grade, the instructor may consider giving the higher letter grade, related to bonus points/extra credit that may be available on unit exams.

Examples:522-524 total points = 69.6%-69.86%, may be given a C instead of a D.

Sometimes the final number of points available for the course will not reach the 750 mark or it will exceed it. In either case, the scale will be recalibrated and students will be notified.

**Policies, Procedures, and Rules:**

This course will be conducted according to the policies and procedures of the South Plains College Student Handbook and General Catalog.

**South Plains College Class Attendance Policy:**

Students are expected to attend all classes in order to be successful in a course. The student may be administratively withdrawn from the course when absences become excessive as defined in the course syllabus.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up work missed. It is the student’s responsibility to complete work missed within a reasonable period of time as determined by the instructor.  Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have “Never Attended” by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records.  A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester may be administratively withdrawn from that course and receive a grade of “X” or “F” as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student’s responsibility to be aware of that policy.

It is the student’s responsibility to verify administrative drops for excessive absences using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

**Class Attendance Policy:** The class attendance policy follows the guidelines outlined in the SPC class attendance policy above, but addresses this course specifically.

* Punctual and regular class and lab attendance are required of all students. Students are responsible for all class work covered during absences from class, even in cases in which they are able to satisfy the instructor that the absence was unavoidable. When unavoidable situations such as illness, weather, an official college trip, or a death in the family cause absences, the instructor may permit the student to make up class work missed. In such cases, it is the student's responsibility to arrange for an in-office meeting with the instructor to discuss and arrange makeup assignments. Those makeup assignments must be completed within one week of the student’s return to class. See specific makeup policies in this document related to Lecture Worksheets, Homework Assignments & Class Quizzes, Laboratory Worksheets & Participation, and Unit Exams.
* When absences become excessive and, in the instructor’s opinion, the minimum course objectives cannot be met, the student will be withdrawn (dropped) from the course. Students with more than 4 absences in a row (regardless of the reason) will be dropped from the class with an F or X without

further warning. Any student with 4 unexcused absences or more (either lecture or lab) “throughout the semester” will be considered excessively absent, and the instructor reserves the right to withdraw (drop) that student from the course (with an F or an X).

* Should a student, for any reason, delay in reporting to a class after his/her official enrollment, absences will be attributed to the student from the first meeting of the class. A student who does not

**(Class Attendance Policy continued)**

attend a classbythe 12th day of class (Wednesday, January 29, 2020) will automatically be withdrawn (dropped) from the class roll.

* Students are expected to be attentive during lectures and to be working during lab sessions. Students found to be studying other classes, sleeping or spending time on their cell phones are marked absent for the entire class period and will be asked to leave, with a grade of zero for that date. Unless an early dismissal is pre-arranged and pre-approved by the instructor, any student who leaves the lecture or lab classroom early will not get credit for that day’s participation or assignment.
* Regardless of the reason for a student’s absence, it is her/his responsibility to contact the instructor during office hours to find out what work was missed, ask whether it can be made up, and if so when it will be due. You will not be allowed tojust e-mail the instructor to ask what was missed and leave it at that, or ask the instructor what was missed 2 minutes before class starts. **The student must come to the instructor’s office during office hours to discuss making up work.**

**Tardy Policy:**

Excessive tardiness will not be tolerated. If you do arrive late to Lecture Class, quietly take your seat. It is the student’s responsibility to come to the instructor **after Lecture Class to have their attendance record changed** for that date from absent to tardy. If you arrive late to Laboratory Class, you must see the instructor to obtain permission to stay and participate in lab for a grade on that date. A student who is consistently tardy, and/or disturbs the class, will be withdrawn (dropped) from the class.

**Plagiarism and Cheating**:

Students are expected to do their own work on all projects, quizzes, assignments, examinations, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

Plagiarism violations include, but are not limited to, the following:

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Missing in-text citations.

Cheating violations include, but are not limited to, the following:

1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain unfair advantage;
5. Taking an examination for another;
6. Altering grade records;
7. Copying another’s work during an examination or on a homework assignment;
8. Rewriting another student’s work in Peer Editing so that the writing is no longer the original student’s;
9. Taking pictures of a test, test answers, or someone else’s paper.

**Student Code of Conduct Policy:**

Any successful learning experience requires mutual respect on the part of the student and the

**(Student Code of Conduct Policy continued)**

instructor. Neither instructor nor student should be subject to others’ behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

* As future professionals, students are to communicate with each other in a professional and civil manner. At all times we will treat each other with dignity and respect. That means **no profanity or conversations that the instructor believes are inappropriate.** The instructor has the final say for what may be considered “inappropriate”. If there are problems in this area, a student may be asked to leave the classroom.
* **Disruptive behaviors** such as use of a cell phone, leaving and returning to class while in session, arriving late to class, talking to others during lectures/discussions, checking e-mail or Facebook, sending/receiving text messages, eating or drinking in class, etc… may result in a request that such students leave the class.

**Electronic Devices and Cell Phone Policy**:

* All cell phones and other electronic devices should be **turned OFF or silenced** inside the classrooms (both lecture and lab).
* If the cell phone “rings” or “buzzes”, or is being used during class for text messaging or a student gets up from class to answer a phone call, then that student will be considered to have engaged in Disruptive Behavior (see above) and **may be asked to leave the classroom.**
* **Cell phones and Smartwatches must be put away during exams.** If the cell phone “rings” or “buzzes” during a Major Exam, the exam will be taken up and graded at that point.
* If a student is **a repeat offender** and cannot control their electronics usage out of respect of others, the student **may be dismissed (withdrawn)** from the course.
* **Earbuds cannot be worn** at any time during class (lecture or lab). **Students may not record the lectures or labs** (the instructor will do that if accommodation is required). **Students may not take photos/videos of the instructor.**

**Diversity Statement:**

In this class, the instructor will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate everyone to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, society will be modelled as it can be.

**Privacy Statement:**

The federal law guaranteeing student privacy is the policy of this professor as well as that of SPC. This means that the instructor will not discuss a student’s grade with anyone other than that student (which means that the instructor will NOT discuss a student’s grade with parents, guardians, friends, etc.)

**Disability Statement:**

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the

semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability

**(Disability Statement continued)**

Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

**Special Accommodations:**

Any student with disabilities or special needs should **identify themselves within the first week of enrollment in the class.** The instructor will do everything in her power to accommodate any special needs.

**Nondiscrimination Policy:**

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX  79336. Phone number 806-716-2360.

**Title IX Pregnancy Accommodations Statement:**

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education.  To [activate](http://www.southplainscollege.edu/employees/manualshandbooks/facultyhandbook/sec4.php) accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness.  Once approved, notification will be sent to the student and instructors.  It is the student’s responsibility to work with the instructor to arrange accommodations.  Contact the Director of Health and Wellness at 806-716-2362 or [email](http://www.southplainscollege.edu/employees/manualshandbooks/facultyhandbook/sec4.php) cgilster@southplainscollege.edu for assistance.

**Lab Safety:**

Each student will be informed/trained on the “Chemical Hygiene Plan (CHP) for Laboratories at South Plains College” documentation **during the first week of the semester.  Each student will be required to acknowledge receipt of this information** and be required to follow all procedures outlined by the instructor and/or staff of South Plains College.

**Material Safety Data Sheets** **(MSDS)**:

These data sheets detail any potential hazards which may be incurred while utilizing various chemicals in the laboratory. The MSDS notebook is located in Room S146 of the Science Building. All students are encouraged to read about the chemicals used in the lab in the MSDS notebook. Please ask the instructor if you need assistance.

**Campus Concealed Carry**:

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

**ALiCE Active Shooter Response Training Sessions** are made available to students each semester.

**Note:** The instructor reserves the right to modify the course syllabus and policies, the lecture and laboratory schedules, and the test and quiz dates, as well as notify students of any changes, at any point during the semester.