#

# BSC 1010C: General Biology I

**Poinciana Campus**

**Course Syllabus and Classroom Policies**

**Fall 2019**

|  |  |  |  |
| --- | --- | --- | --- |
| **PROFESSOR:**  | Brenda Colon | **CRN:** | 17116 |
| **OFFICE LOCATION:** | Poinciana Campus #319  | **CREDIT HOURS:** | 4 |
| **OFFICE PHONE:** | 407-582-6100 | **CLASS MEETINGS:** | T- 4:45- 8:20 pm (Class- PC #316)R- 4:45- 8:20 pm (Lab- PC #326) |
| **EMAIL:**  | bcolon27@valenciacollege.edu | **OFFICE HOURS:**  | By appointment PC#319 |

# COURSE OVERVIEW

##

## Course Description

**Description**: Introduction to fundamental biological principles emphasizes common attributes of all living organisms. Unifying concepts include chemical structure of living matter, structure and function of the cell, specialized cells, major metabolic functions, control systems, reproduction, and genetics. Students should be prepared to complete college level reading, writing, and mathematics assignments as part of this course. This course meets the General Education science requirement for graduation.

**Prerequisite**: Satisfactory completion of all mandated courses in reading, mathematics, English, and English for Academic Purposes. (**Note:** This course is a prerequisite for advanced biology courses.)

## Major Topics / Learning Outcomes

By the end of the semester, the student will have met the following learning objectives:

1. Describe the fundamental characteristics of living things; differentiate between living and non-living entities.
2. Model and categorize the fundamentals of molecular structure and functions associated with living organisms.
3. Compare/contrast the structure, function, and evolution of eukaryotic and prokaryotic cells.
4. Demonstrate an understanding of the structure and functions of cell membranes and the implications for cellular processes.
5. Explain the process of energy transformation as they relate to cellular metabolism.
6. Evaluate asexual and sexual reproduction as they relate to genetic variation.
7. Model the processes and patterns of inheritance in eukaryotic organisms.
8. Describe or model the regulation and expression of genetic information.
9. Demonstrate competency in the application of critical thinking and scientific reasoning.

## Core Competencies of a Valencia Graduate

Valencia’s Student Core Competencies are complex abilities that are considered the essential elements of a successful student.  This course will help you develop and demonstrate the abilities to: (1) think clearly, critically, reflectively, and creatively; (2) communicate with others verbally and in written form; (3) make reasoned value judgments and responsible commitments; and (4) act purposefully, reflectively, and responsibly. Our goal is to provide these global competencies in the context of application; this means that students will be required to understand problems and effectively communicate an appropriate solution.

## Canvas

Significant portions of this course may take place online using Canvas. It is recommended that you review the tutorials before beginning this material, and set up your phone or e-mail to give alerts for Canvas (support 407-582-5600). To manage notifications by text, log into Canvas (<https://online.valenciacollege.edu/login/canvas>) and click on:

* Account
* Settings – Other Contact – Contact Method (right side of screen) – enter text information – Register SMS
* A text will go to your phone with a code to enter to confirm your number
* Notifications – select the notifications that you want and where the notification should go to

Canvas also has a mobile app! Download the app, click Find My School, search for Valencia College, and enter your Atlas login. Click “allow” to enable notifications.

Required Course Materials/Textbooks

1. *Campbell Biology (w/ Mastering Biology New Design)*; Vol. 1 *11th ed.* by Reece et al. (ISBN 9781323744130)

(**Note:** This book is available in both printed and electronic-text format)

1. *Lab Manual for BSC 1010C* by Skambis & Dougherty (ISBN 9781681355788)

(**Note:** only available through the campus bookstore)

1. Chapter Homeworks (available on Canvas-Mastering Biology Access)
2. Proper lab attire (full coverage clothing and shoes) a lab coat, post-it, basic calculator

## Educational Supplies

These supplies are not required, but are strongly recommended. A student should own or have access to a current edition of a college-level dictionary and thesaurus. If you cannot obtain a copy, you should have access to a computer or smart phone with online capabilities; I can recommend a number of websites to you (www.webster.com, www.wiktionary.org, or www.dictionary.com are excellent starting points). I’d also recommend purchasing a flash drive (small portable USB storage device) to assist in storing papers (this is a helpful tool through the rest of college). You may also want to investigate online cloud-based storage sites, like Google Drive or Dropbox. Additionally, students should bring a blue or black pen to each class and have access to paper – we will be completing exercises in class. Any paper will do just fine, so long as it absorbs ink and can be handed in. Alternatively, having a laptop or tablet that can e-mail/message me the assignment will be acceptable. Please remember most of our work will be submitted thru Canvas, therefore internet connection access will be needed.

# CLASSROOM POLICIES

## Attendance Policy

Attendance is a major contributing factor to student success; as such, attendance is mandatory. Students are expected to attend our face-to-face meetings (Tuesday and Thursday, 7:00 PM to 9:45 PM). Students are allotted a maximum of 2 absences. After the second absence and without adequate excuses and documentation, a student may be withdrawn from the course. As a student, here is my expectation of you: Arrive on time, complete all required assignments before class, and remain in class for the duration of the course, except on scheduled breaks. In the event of an absence, students are responsible for making up any missed work, as well as keeping up with announcements made during class time. I recommend you contact me with any questions regarding missed material.

## “No Show” Status

Class attendance is required beginning with the first class meeting. If you do not attend the first class meeting, you may be withdrawn from the class as a “no show.” If you are withdrawn as a “no show,” you will be financially responsible for the class and a final grade of “WN” will appear on your transcript for the course.

## Tardiness

Students are expected to be in class on time; please try to avoid any scheduling conflicts with this course. Special instructions for current assignments are often given at the beginning of class, so it is best to arrive at least five minutes early. If tardiness is excessive, a direct intervention and future plan may be required from the professor.

## Class Preparation

Please come to class prepared, meaning that you have a utensil or device for taking notes, have all required course material, and are prepared to be actively engaged in the course. Reading assignments should be completed prior to the class period where they will be discussed. All assignments must be submitted by designated deadlines. Assignments will not be accepted late without proper documentation of an emergency (illness, jury duty, etc.) and this will be at the discretion of the professor. Otherwise, students will receive a zero (0). Technology problems are no excuse for lateness (for example: “My printer broke…ran out of ink…etc.). Please use the computer labs on campus, when needed. Visit the Poinciana Campus Student Services website for hours of operation: http://valenciacollege.edu/poinciana/student-services.cfm.

## Online Participation

Students are expected to maintain proper decorum while online. Proper etiquette includes, but is not limited to, treating your fellow students with respect online, using appropriate language in all work submitted online, and acting the same way you would behave in a classroom – consider the digital classroom to be no different from the physical classroom you attend each week.

## Class Participation

Students are expected to actively participate in class discussions and activities. This will affect your performance in this course (students who are actively involved in course material tend to be more successful). Be prepared to discuss all materials in class: take notes while reading at home, complete all assigned tasks on the weekly schedule, and have at least one question or comment about assigned readings every session. Please be aware that participation doesn’t just mean talking in class (though I encourage you all to join in classroom discussions). Participation includes being attentive, joining in group work, and communicating with your professor.

## Improper Technology Usage

While you are allowed to use technology as a resource in class, it is expected that you will use the resource maturely. Please try to avoid using your cell phone/laptops for personal reasons during class time; please note you are encouraged to use these devices for material relevant to the class discussion. The occasional emergency is understandable: please leave class to check your phone if that is necessary. Otherwise, it is extremely disrespectful to the professor and your fellow classmates. Excessive texting, use of social media in class, playing digital games without inviting the professor, or any other inappropriate activities may result in you being removed from the class for the day and marked absent.

**International Students (F-1 or J-1 Visa)**

Please be advised that withdrawal from this course due to attendance may result in the termination of your visa status if you fall below the full-time enrollment requirements of 12 credit hours. Consult the International Student Service office for more information.

## Lab Safety

Because the labs might require the use of biological and chemical hazardous materials, there will be **NO EATING, DRINKING, OR CHEWING GUM** in the lab. Application of makeup and/or lip balm is also prohibited. **Water bottles or food should not be visible at any time.**

**Proper attire is required to participate in the experiments; without it, you will be asked to leave the lab room and receive a grade of zero.** Appropriate clothing should offer full coverage such as shirts with sleeves and no bare midriffs, long pants/jeans/skirts that reach the top of the shoe. Shorts are **NOT** acceptable. Proper attire also includes wearing shoes that completely cover your feet. Therefore, no one is permitted into the lab room without **CLOSED-TOE/CLOSED-HEEL SHOES** regardless of what we are doing. If your toes and heels are visible, then the footwear is not appropriate. Crocs, ballet flats, boat shoes, and high heels are not acceptable footwear for the laboratory. For additional safety, you must be present during instruction time to participate in any lab that involves chemicals or special equipment. A lab coat must be worn at all times. Safety goggles must be worn when working with chemicals or specimen. (**NOTE:** If the final exam is held in the lab room, closed-toe shoes will be required on that day.)

After each lab, you are expected to clean both your station and the community areas. You are also expected to clean, dry, and replace all glassware in order to receive full points on your lab grade.

If you are concerned about any medical conditions (including pregnancy) that may compromise your safety in the lab, I can provide a list of chemicals used in course experiments to show to your physician.

# EVALUATION AND GRADING

**Course Evaluation & Grading Scale**

Grades are based on the assignments/assessments listed below. Grades will be posted on Canvas. Please check your grades periodically for any discrepancies.

|  |  |
| --- | --- |
| 4 Lecture Exams (100 points each) | 400 points |
| Cumulative Final Exam (100 points) | 100 points |
| 2 Lab Exams (50 pts each) | 100 points |
| 10 Lab Quizzes / Assignments (10 pts each) |  100 points |
| Mastering Biology Assignments |  150 points |
| Lab Reports (individual) |  100 points |
| Lab Rules and Participation (see Lab Delinquencies) |  50 points |
| **Total**  | **1000 points** |

The sum of points earned throughout the course will determine a letter grade as follows:

|  |  |
| --- | --- |
| A: 1000-900 B: 899-800 C: 799-700 D: 699-600 F: below 599 | A: 90% - 100%B: 80% - 89%C: 70% - 79%D: 60% - 69%F: below 60% |

Lab Delinquencies

Participation in the lab is worth a total of 50 points. The following is a list for which points will be deducted per offense.

|  |  |  |
| --- | --- | --- |
|  | - 2 pts | No lab book or lab coat |
|  | - 2 pts | Food or drink visible at any time |
|  | - 2 pts | Lab table not cleaned |
|  | - 2 pts | Assigned microscope not cleaned or is put away improperly |
|  | - 5 pts | Missed lab after 1st absence (**Note:** No one is allowed in the lab with improper footwear) |

**Exam/Quiz/Project Make Up Policy**

One make-up exam will be given in emergency situations, provided the instructor is notified within a reasonable time frame. In the event of an emergency and the instructor has been notified, the exam will be placed in the testing center. The exam must be made up within the following 24 hours, or at an approved date set by the professor. Please note that missing an exam will have an adverse effect on your grade. Please also note that the final exam is required; missing the final exam will result in an automatic “0” on the final exam.

**Late Work Make Up Policy**

Homework and quizzes cannot be made up; if a student is absent, the student is responsible for determining required work, completing the assignment, and coming to the next class meeting prepared. If a student is absent on the day of a quiz, that student will receive a “0” for the quiz.

**Course Assignments**

BSC1010C (GENERAL BIOLOGY I) Lab Schedule (LABS ON THURSDAYS)

|  |  |  |  |
| --- | --- | --- | --- |
| **Week** | **Dates** | **Lecture (Rm. 316)** | **Laboratory (Rm. 326)**  |
| 1 | Aug. 26 – Aug. 31 | Ch. 1: Studying Life Ch. 2: Small Molecules & Chemistry of Life  | Introduction & SafetyLab 1: Scientific Method\* Lab 2: Metric System |
| 2 | Sep. 2 – Sep. 7 (Monday: Labor Day) | Ch. 2 continued… Ch. 3: Water and Life  | Lab 3: Basic Chemistry |
| 3 | Sep. 9 – Sep. 14 | Ch. 4: Carbon & Molecular Diversity of Life  | Lab 5: Using the microscope |
| 4 | Sep. 16 – Sep. 21 | Ch 5: Structure/Function of Large Molecules  | Lab 4: Macromolecules |
| 5 | Sep. 23 – Sep. 28 | **Test 1: Ch.1-4**Ch. 6: A tour of the cell  | Lab 6: Cell Types and Parts |
| 6 | Sep. 30 – Oct. 5 | Ch. 7: Membrane Structure and Function | Lab 7: Osmosis and Diffusion |
| 7 | Oct. 7 – Oct. 12 | **Test 2: Ch.4-7** | **Lab Exam 1: Labs 1 – 7** |
| 8 | Oct. 14 – Oct. 19 | Ch. 8: An Introduction to Metabolism  | Lab 8: Enzymes |
| 9 | Oct. 21 – Oct. 26 | Ch. 9: Cellular Respiration & Fermentation | Lab 9: Cellular Respiration  |
| 10 | Oct. 28 – Nov. 2(Withdrawal deadline Nov. 1) | Ch. 10: Photosynthesis  | Lab 10: Photosynthesis |
| 11 | Nov. 4 – Nov. 9 | Ch. 12: The Cell Cycle Ch. 13: Meiosis and Sexual Life Cycles  | Lab 11: Mitosis & Meiosis |
| 12 | Nov. 11 – Nov. 16(Nov. 11: Veteran’s Day) | **Test 3: Ch. 8-10**Ch. 14: Mendel and the Gene Idea  | Lab 12: Genetics |
| 13 | Nov. 18 – Nov. 23 | Ch. 15: Chromosomal basis of Inheritance Ch. 16: The Molecular Basis of Inheritance  | Lab 13: DNA Isolation DNA Virtual Lab (online)  |
| 14 | Nov. 25 – Nov. 30 (Thanksgiving Nov 27 – Dec 1) | **Test 4: Ch. 12-14** | **NO LAB (THANKSGIVING HOLIDAY)** |
| 15 | Dec. 2 – Dec. 7 | Ch. 17: From Gene to Protein**Final Review** | **Lab Exam 2:** Labs 8 – 13 |
| 16 | Dec. 9 – Dec. 14 | **FINAL EXAM** |  NO LAB (FINAL EXAMS WEEK) |

## Extra Credit Assignments

The availability of extra credit opportunities is at my discretion.

# VALENCIA COLLEGE POLICIES & GENERAL INFORMATION

## Important Valencia Website Links

* College Calendar: <http://valenciacollege.edu/calendar/>
* Important Dates & Deadlines: http://valenciacollege.edu/calendar/documents/Important-Dates-Calendar-2018-2019.pdf
* Final Exam Schedule: <http://valenciacollege.edu/calendar/documents/2018-19-Academic-Calendar.pdf>
* College Catalog: <http://valenciacollege.edu/catalog/>
* Valencia Policy and Procedures: <http://valenciacollege.edu/generalcounsel/policy/>
* FERPA: <http://valenciacollege.edu/ferpa/>
* Poinciana Campus Scholarships: <http://valenciacollege.edu/poinciana/scholarships.cfm>

**Important Course and College Dates (Fall 2019)**

|  |  |
| --- | --- |
| * August 26: Classes begin
* **September 2: College closed**
* September 3: Drop/Refund deadline (midnight)
* September 13: Change of Program deadline
* October 17: Spirit Day
* October 17:  Half-way through the semester!
* October 30: Spring registration begins
* November 1: Withdrawal deadline
 | * **November 11: Veteran’s Day (No Classes)**
* November 11-15: International Education Week
* **November 27 – December 1: College closed**
* December 8: Last day of classes
* **December 9: Final exam week begins**
* December 16: Grades due
* December 17: Grades viewable in Atlas

**December 23 – January 1: College closed**  |

|  |  |
| --- | --- |
|  |  |

**NOTE: Visit the following website for the dates in the current academic year:** <http://valenciacollege.edu/calendar/>

## Withdrawal Policy

Please see the date above for the withdrawal deadline. During a first or second attempt in the same course at Valencia, if you withdraw or are withdrawn by the professor, you will receive a non-punitive grade of “W” (Withdrawn). You will not receive credit for the course, and the W will not be calculated in your grade point average; however, the enrollment will count in your total attempts in the specific course. **Students are not permitted to withdraw after the withdrawal deadline**. A student may be administratively withdrawn from the course due to violation of class attendance policy; if you are withdrawn administratively, you will receive a W. Any student who withdraws or is withdrawn from a class during the third or subsequent attempt to complete the course will be assigned a grade of F. Please note that withdrawal from a course may impact financial aid; it is strongly recommended a student consult with the professor, an adviser, and financial aid before withdrawing from the course.

## Student Code of Conduct

Valencia College is dedicated not only to the advancement of knowledge and learning, but the development of responsible personal and social conduct. By enrolling at Valencia College, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the classroom. Violation of any classroom or Valencia rules may lead to disciplinary action up to and including expulsion from Valencia. Disciplinary action could include being withdrawn from class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current *Valencia Student Handbook*.

## Academic Honesty

Each student is required to follow Valencia policy regarding academic honesty. All work submitted by students is expected to be the result of the student’s individual thoughts, research, and self-expression, unless the assignment specifically states “group project.” Any act of academic dishonesty will be handled in accordance with Valencia policy as set forth in the Student Handbook and Catalog. At Valencia, we expect the highest standards of academic honesty. Academic dishonesty is prohibited in accordance with policy 6Hx28: 8-11 upheld by the Vice President of Student Affairs (<http://valenciacollege.edu/generalcounsel/policy/>). Academic dishonesty includes, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive.

## Plagiarism

Plagiarism is the act of taking another individual’s writingsor ideas and passing them off as your own. This includes directly copying even a small portionof the text, indirectly taking thoughts by paraphrasing ideas without correctly attributing to thesource (meaning both with signal phrases and in-text parenthetical citations), using paperswritten in previous courses (self-plagiarism), and using another individual’s research without thecorrect attribution. Any act of plagiarism or academic dishonesty will result in an automaticfailing grade on the assignment, no matter how small the infraction; to clarify, this means theassignment will receive no points. Additional action may be taken with the college’sadministrative offices. Do not endanger your academic career: If there is a severe issue, you are confused about whatconstitutes plagiarism, or you feel dishonesty is your only solution, contact me immediately andwe will discuss the matter. Remember, once the assignment has been submitted, there is nodistinction between unintentional plagiarism and intentional plagiarism – it’s just intentional inmy eyes. Students’ work will be submitted through Canvas’s plagiarism assessment tool.

## Internet Research Statement

Because of the variety of sources, ease of publication, lack of central control, and proliferation of commercial information on the free Internet, it is often hard to tell if information obtained online is reliable.  Many sites contain research and information of high quality; however, unlike traditional print publications or library-based electronic resources, there is usually no process of peer review, nor is there an editor verifying the accuracy of information presented on the Internet. There are an increasing number of sites containing information that may be incomplete, anonymously written, out-of-date, biased, fraudulent, or whose content may not be factual. Students should, therefore, use caution in use of the free Internet for their research needs.  For academic topics that are addressed in scholarly literature, use of electronic databases or visiting the library may better meet your needs.  However, each professor makes the final determination of what is, or is not, accepted as a valid source, so review the syllabus for specific guidelines from your professor.

## Students with Disabilities

Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with their professor, preferably during the first two weeks of class. <http://valenciacollege.edu/osd/>

**Personal Policy:** If you require any special accommodations for the course, do not hesitate to let me know. You have my permission to tape record anything in the course; any additional accommodations must go through the Office for Students with Disabilities (see below).

***From the Office for Students with Disabilities:*** *Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities. All requests will be kept in strict confidence.*

## Student Assistance Program

Valencia College is interested in making sure all of our students have a rewarding and successful college experience.  To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management, as well as relationship problems dealing with school, home, or work.  BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

## Valencia ID Cards

Valencia ID cards are required for LRC, Testing Center, and IMC usage. No other form of ID at those locations will be accepted. Possession and utilization of a Valencia ID is mandatory in order to obtain these services.

## Disclaimer

The syllabus, assignments, and due dates are subject to change at the discretion of the professor.