**General Biology I (BSC-1010C-26672)**

**Valencia College (West Campus)**

**Semester: Spring 2020**

**Professor:** Jennifer Skorupa, M.S.

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**Office Hours:** I will be available to meet after class. Alternatively, you may schedule time to meet via email.

**Course**: General Biology (BSC-1010C)

**CRN**: 26672

**Day and Time:** Lecture Monday WC-001 room 230 10:00am – 12:45pm

Lab Wednesday WC-AHS room 321 10:00am – 12:45pm

**Credit**: 4

**Prerequisites and Co-requisites:** Satisfactory completion of all mandated courses in reading, mathematics, English, and English for academic purposes.

**Course Description:**

Welcome to the Fundamentals of Biology I (BSC1010C) course. This course, and the accompanying laboratory, provides a foundation for future advanced biology courses and is primarily intended for those students who plan to major in Biology or for those students who plan to pursue a career in the allied health sciences.

This course is an introduction to fundamental biological principles emphasizing 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, genetics, evolution and ecology. Prerequisite for advanced biology courses. Students should be prepared to complete college level reading, writing, and mathematics assignments as part of the course. This course meets the General Education science requirements for graduation.

**Course Objectives:**

By the end of the course you will be able to:

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

**1) Textbook: 11th ed Volume 1 package of Campbell Biology for Valencia College, which includes MasteringBiology. ISBN 1323744134.**

**\*\*PLEASE TAKE NOTE: This package is custom specifically for Valencia College and is sold at a price negotiated directly with the publisher and can ONLY be purchased from the bookstore or directly from Pearson online via your Blackboard course registration process (access card w/ebook is only option that's available for purchase from Pearson online). Access codes purchased elsewhere WILL NOT WORK.**

**2) General Biology I: Laboratory Manual (BSC1010C).** Graeme Lindbeck and Susan Matthews, Science Department, Valencia College (West Campus). Latest Edition, Hayden McNeil; Purchase at West Campus Bookstore.

**3) Canvas (includes course material and MasteringBiology Registration Instructions).** You will need a code for Mastering Biology (purchased with the book or separately). You can also get free access for to Mastering Biology for three weeks and then they will restrict your access until you purchase the code and register it.

**4) Lecture and Lab study guides (prepared by student).**



**Valencia College Core Competencies:**

The faculty of Valencia College has identified four core competencies that define the learning outcomes for a successful Valencia graduate. These competencies are at the heart of the Valencia experience and provide the context for learning and assessment at Valencia College. You will be given opportunities to develop and practice these competencies in this class. The four competencies are:

1. **Think** – think clearly, and creatively analyze, synthesize, integrate and evaluate in the many domains of human inquiry
2. **Value** – make reasoned judgements and responsible commitments
3. **Act** – act purposefully, effectively and responsibly
4. **Communicate** – communicate with different audiences using varied means

**Vacations and other important dates:**

* January 13 – Drop/Refund Deadline
* January 20 – MLK (no class)
* March 9-15 – Spring Break
* March 20 – Withdrawal Deadline – “W” grade
* April – 20-26 – Finals Week

**Grading Scale:** \*Final Grade will be determined as a percentage that combines both the lecture and lab components

|  |  |
| --- | --- |
| **Component**  | **% Final Grade**  |
| Lecture Exam #1  | 8%  |
| Lecture Exam #2  | 8%  |
| Lecture Exam #3  | 8%  |
| FINAL LECTURE EXAM (Cumulative)  | 16%  |
| Lecture Quizzes (4)  | 16%  |
| Lab Midterm PRACTICAL  | 8% |
| Lab FINAL PRACTICAL  | 8%  |
| Mastering Biology Assignments  | 10%  |
| Lab Manual Exercises | 12% |
| Attendance and Participation | 6%  |

**A = 90 – 100%**

**B = 80 – 89.99%**

**C = 70 – 79.99%**

**D = 60 – 69.99%**

**F = 0 – 59.99%**

**You must take the final exam**. The student will receive an automatic “F” in the course if he/she does not take the final exam.
\*Grades will not be given out over the phone, or by email, by the instructor or the Department secretaries. Grades will be made available to students as soon as possible after the exam in a manner that preserves student privacy.

**Class Policies:
1. Attendance:** The College believes that regular attendance and class participation are significant factors which promote success in college. Students are expected to attend all lectures unless unavoidable emergencies prevent attendance. Documented absences will be dealt with on a case-by-case basis. Roll will be taken at the beginning of every class. Students arriving more than five (5) minutes late will be recorded as being absent from class unless they notify the instructor of their presence in class at the end of the period.

**2. E-mail:** Use the subject line “Meeting request” to set up a one-on-one meeting with me. Your message should include at least two times when you would like to meet and a brief (one-two sentence) description of the reason for the meeting. I strongly encourage you to ask questions about the syllabus and assignments during class time. For more in-depth discussions (such as guidance on assignments) please plan to meet in person before or after class time.

**3. Laboratories:** The labs are an integral part of the course and you are required to attend all laboratory sessions. You must come in on time and stay for the entire lab. Points will be deducted from your lab grade for the day due to late arrival or early departure. Your participation during the lab is critical. The instructor will be monitoring your progress throughout the lab. Lack of participation during the lab, which include late arrival or early departure and not being prepared to perform the lab, will result in the deduction of your lab grade for that lab. Your participation grade will also include having the lab book with you during all labs, ***wearing closed-toe shoes, and having a lab coat*** during all the labs (even on exam days).

***Laboratory sessions cannot be made up***. If you have a valid, documentable reason for missing a lab, you must contact the instructor within 24 hours of the lab; you must also present your documentation to the instructor as soon as possible. You are allowed one unexcused lab absence. Any further unexcused absences prior to the withdrawal deadline will result in your being administratively withdrawn from class. Please note any missed course work during unexcused absence cannot be made up. If the unexcused absences occur after the withdrawal deadline you will receive an “F” for the semester. The laboratory environment often will involve the use of and/or exposure to chemicals or other hazardous substances/equipment. If you are pregnant or plan on becoming pregnant during this course and are concerned about your exposure to these chemicals or hazardous substances/equipment, please see your instructor to discuss possible alternative arrangements. Students are also invited to contact Mr. Ryan Kane, Title IX Coordinator/Equal Opportunity Officer, 407-582-3421, rkane8@valenciacollege.edu, regarding requests for alternative arrangements relating to pregnancy.

Proper classroom etiquette is required for you to attend this class. Please do not talk in class while the professor is lecturing. Repeated warnings for improper classroom behavior, followed by the calling of security, will be grounds to be dropped from the course without a refund.

**4. Laboratory Manual Exercises and Assignments:** All lab manual exercises are to be completed during the lab session.

**5. Exams and Quizzes:** All exams and quizzes will be administered at the beginning of class. All exams and quizzes will be based on the lecture material, assigned reading, and assignments. There will be three 80-minute, 80 question lecture exams, each worth 8% of final grade. There will also be a 2-hour, 100 question comprehensive final examination at the end of the semester worth 15% of final grade. The exam will be mainly be multiple- choice, but other types of questions are also possible (ex. fill in the blank, matching, questions that ask you to explain, describe, or draw etc.). There will be 4 lecture quizzes administered at the beginning of the indicated lecture periods amounting to 16% of final grade. There will be a laboratory midterm practical and laboratory final each worth 8% of final grade. In addition there are in-class lab exercises and assignments.

***NOTE: During exams and quizzes, ALL personal effects must be placed in back packs or book bags.*** These must be placed under your desk during the exam. All cell phones must be turned off and placed upside down on the desk in front of you and visible to the instructor. If you miss an exam, you must contact the instructor, in person, by phone or by email, within 24 hours of the exam date and present an excuse from an appropriate authority (doctor, police, judge, etc) to account for your absence upon your return to campus. Missed exams may be made up at the discretion of the instructor, based on your excuse. If you are not able to make up the missed examination, the lowest score obtained on the remaining exams will be substituted for any missed exam except for the final examination. Failure to take the comprehensive final exam at the end of the semester will automatically result in an “F” grade. All multiple-choice exams will use machine-scored answer sheets. These can be purchased for a nominal price in packs of 6 at the campus bookstore. You are responsible for making sure you have a Scantron sheet of the correct type for each exam. The required Scantrons are the **Scantron Form 882-E type**. You need to bring a #2 pencil for marking the form as the scanner will only read pencil – do not use pen. Your name must be printed on the answer sheet and will be checked as you leave the exam room. Scantrons will not be returned to students; however, they may be examined in the instructor’s office during office hours the week following the exam. Grades will not be given out over the phone, or by email, by the instructor or the Department office staff. Grades will be made available to students as soon as possible after the exam in a manner that preserves student privacy.

To take the tests, students will be seated based on the professor’s decision. If a student refuses to change her/his seat, the professor will not allow her/him to take the test and the result of the student’s test will be zero. During the test, the professor might ask students to change their seats, and the students are expected to follow the professor’s decision.

**6. Make-up:** If you are late for quizzes or exams, extra time will not be given. *There will be no quiz or lecture/lab exam make-ups unless you have a valid excusable absence. There will be no class activity make-ups.* After due date/time, take home assignments, lab activities, class activities, practice activities, and projects will not be accepted.

**7. Extra Credit:** There will be opportunities for extra credit throughout the semester worth no more than 2% of final grade total.

**8. Withdrawal:** You are responsible for initiating a voluntary withdrawal from the class prior to the published withdrawal date. You must withdraw prior to the withdrawal date in order to avoid being given an “F” grade. After the official withdrawal date, you cannot withdraw from the course and your grade will be what you have earned. Any student who withdraws from a class during a third or subsequent attempt in the same course will be assigned a grade of “F”. For a complete policy and procedure overview on Valencia policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals) please go to http://valenciacollege.edu/generalcounsel/policy/ValenciaCollegePolicy.cfm?policyID=7

**9. Academic Dishonesty:** All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a test situation, and misuse of identification with intent to defraud or deceive. All work submitted by students is expected to be the result of the student’s individual thoughts, research and self-expression. Whenever a student uses ideas, wording or organization from another source, the source shall be appropriately acknowledged.

Students shall take special notice that the assignment of course grades is the responsibility of the student’s individual professor. When the professor has reason to believe that an act of academic dishonesty has occurred, and before sanctions are imposed, the student shall be given informal notice and an opportunity to be heard by the professor. Any student determined by the professor to have been guilty of engaging in an act of academic dishonesty shall be liable to a range of academic penalties as determined by the professor which will include, but not be limited to, one or more of the following: loss of credit for an assignment, examination or project; a reduction in the course grade; or a grade of “F” in the course. At the option of the professor, the campus president may be furnished with written notification of the occurrence and the action taken. If such written notice is given, a copy shall be provided to the student. Students guilty of engaging in a gross or flagrant act of academic dishonesty or repeated instances of academic dishonesty shall also be subject to administrative and/or disciplinary penalties which may include warning, probation, suspension and/or expulsion from the college.

**10. Electronic devices:** You may use a laptop computer or small tablet device for note-taking purposes in class with the instructor’s approval. If you are discovered using the device for other purposes, or it creates a distraction to other students in the class, you will be required to turn the device off. Failure to comply, or repeated violation of this policy will result in your removal from the class. All other electronic devices must be either in silent mode (not vibrate) or turned completely off. This includes all cell phones, pagers and beepers. If your device disrupts the class, you may be asked to leave the classroom. If you leave the classroom to answer or make a call, you may not return to the classroom that day. Recording is not allowed in this course (lecture & lab). No photos or recordings of the professor’s lecture/lab presentation.

**11. Asking for help:** Ask for help if you need it! Do not wait until the end of the semester to ask for help. The sooner you ask, the more beneficial it will be. Tutoring is also available through the Tutoring Center in Building 7-240.

**12. Smarthinking Online Tutoring:** Smarthinking is a free online tutoring service, where you can receive live, online tutoring as well as submit your essays for comments. To access this resource, log into Atlas, click on the “Courses” tab, and click on “Tutoring (online) – Smart Thinking,” located under “My Courses.”

**13. BayCare Services:** BayCare is a private and confidential counseling service contracted by Valencia College that provides short-term assistance to credit students who need to resolve problems that are affecting their college performance. Examples might include stress, relationship/family issues, alcohol/drug problems, eating disorders, depression, and gender issues. If you are experiencing any of these issues, call 1-800-878-5470 to speak to a professional counselor. For more information, log into Atlas, click on the “Students” tab, and “BayCare Health System,” located under “Health and Wellness.”

**14. 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 the semester. The OSD (West Campus SSB 102, ext. 1523) determines accommodations based on appropriate documentation of disabilities.

**KEY TO SUCCESS:**

“Learning is an action verb!! Most students need to do more than just sit through lectures and reread their notes. Spend 1-2 hour blocks of time every day actively writing or discussing concepts to make them a part of your memory. Use the words you learn often, they will sink in better ☺.

**Here are some study and classroom management tips that have assisted former students:**

* Attend every class and lab.
* Do not be tardy.
* Preview the chapter prior to lecture.
* Preview the labs prior to coming to lab.
* Make a list of all the biology terms and their definitions (use flash cards).
* Make a list of other English words that you may not be familiar with and their definitions (use flash cards).
* Rewrite your notes soon after the lecture.
* If you record the lectures, replay to refresh your memory when you rewrite your notes.
* Create flash cards with questions you make up from the lecture and lab with answers on the back.
* Make your own summary of each chapter (this becomes your study guide).
* Use mnemonic devises and other games to remember concepts; go to Google images, YouTube and Khan Academy for additional pictures and videos to clarify concepts.
* Become a member of a ***study group*** and meet with your study group on a regular basis. You have to be adequately prepared when you are studying in a group setting. You should help each other learn the material and not hold each other back. So if you come to your study group as prepared as possible, most likely you will help one of your study group members understand something and that person will help you understand some other concept that you may be having trouble with. If no one comes to a study group prepared, then it will be a waste of time for all the members involved.
* Make lists of confusing topics from your studying and ask questions!!
* Tutoring services are available in bldg. 7-240 (extension 1633).
* Do all the assigned homework.
* Take advantage of all the extra credit opportunities.

**SPECIAL RULES:**

**No cell phone use will be tolerated at any time. All cell phones must be TURNED OFF and STORED (phones can’t be visible at any time during class or lab).** You can check your phones during class breaks, then you have to turn them back off and store them away. If your phone disturbs the class, the instructor may ask you to leave the class for the day. Use of laptops is permitted, but only for class related use. You may only use audio recording equipment if you need to. You must agree that the audio recording will be used for the sole purpose of studying. **You can’t videotape or take pictures at any time.** You must not be disruptive to others. You are not permitted to fall asleep in class or lab. No eating or drinking in the lecture or lab. Instructor reserves the right to remove a student from class as a result of prohibited or unlawful acts. Students who violate classroom or Valencia rules will potentially face disciplinary actions up to and including expulsion from Valencia.

**SECURITY STATEMENT:**

We want to reassure you that our security officers are here around the clock to ensure the safety and security of the campus community. It’s important to remain alert and aware of your surroundings, especially during the early morning or evening hours. Remember that you can always call security for an escort if you feel uncomfortable walking alone on campus. White security phones can also be found in many of our buildings; simply pick up the phone and security will answer. Finally, report any suspicious persons to Campus Security or by using the yellow emergency call boxes located on light poles in the parking lots and along walkways. Also, please find and record on your cell phone the most up to date Campus Security phone numbers.

**DISCLAIMER:**

“The course outline and syllabus are subject to change as needed; changes will be announced in class and by email in a timely manner, when necessary.”

**CONSENT:**

By continuing in this course the student accepts the professor’s policies and procedures to conduct class and lab, accepts the grading procedure, accepts all other things outlined in this syllabus, and accepts amendments/changes.

*Valencia College is committed to providing each student a quality educational experience. Faculty members have set high standards of instruction for themselves and for you. If you have a problem in a class, your first step is to talk to your instructor. If you are still dissatisfied, you may talk with the academic dean of the division for your class. We will work together to resolve any issues that arise.”*