

Instructor: Kathy Pollock
Office Hours: **Room 243-E**
MTWR 7:30 am – 8:00 am Tuesdays 12 – 1:00 pm
Telephone: 777-0395
Email: kathy.pollock@muskegoncc.edu

Course Description:

Biology 103 is a four credit, one-semester laboratory course in biological science. Biological concepts are studied as they relate to the human organism as part of the living world. Basic principles of organization of living matter, including cell structure and function, metabolism, human systems, reproduction, development, heredity and evolution are examined.

Detailed course objectives are listed in the lab manual. Lecture objectives are listed by chapter at the beginning of the manual and lab objectives at the beginning of each lab.

Lecture: Section S01 MTWR 8:00 am - 9:35 am Rm 239

Laboratory: Section S01 MTWR 9:45 am – 11:45 am Rm 255

Textbooks: **Required:** Inquiry into Life, Sylvia S. Mader, McGraw-Hill, 12th edition
An electronic version of the book is available through the bookstore website.
Required: Lab Manual for Biology 103 (2009 Edition)
On campus students will need to purchase a handheld student response device.

Blackboard: Blackboard will be used for the course. It is the responsibility of each student to check blackboard on a regular basis for announcements, lecture outlines, additional reading assignments, links to online study activities, and grades.

Email: *“All email communication originating from MCC to students will be via their MCC email account. CHECK YOUR MCC EMAIL FREQUENTLY!”* Instructions for forwarding email are on the MCC website, under Students→ Computer Login Info→ Forwarding Your Email. During the week, I usually respond to email within 24 hours. I do not check my email over the weekend.

Technology Requirements:

ON CAMPUS: Student Response Device, CPS RF is a handheld student response device approximately the size of a large cell phone. You will need to purchase this device in the bookstore and register it/enroll it online via blackboard. There is a registration/ enrollment fee, so you will need a credit card to pay online via blackboard fee –***if you do not wish to pay online or if you have financial aid or grant funds, you can purchase an enrollment code card in the bookstore.*** This device will be used during lecture to answer questions for class participation that will be included in your grade.

Powerpoint or Powerpoint viewer will be needed to print lecture outlines.

Lecture Attendance:

ON CAMPUS: Class participation is essential for success and participation with a CPS RF handheld student response device will be required. A student is expected to be on time, to bring all needed supplies, to have a cooperative attitude, and to remain in the room continuously until the class is dismissed by the instructor. ***If you arrive late to class, i.e. after attendance has been taken, you will not receive full participation points.***

Class participation:

ON CAMPUS: Using your handheld device, you will receive points for class participation everyday, unless we are having a quiz or test that day. ***If you arrive late to class, i.e. after attendance has been taken, you will not receive full participation points.***

To account for unexpected absence, forgotten handheld response devices, low participation scores and other unforeseen situations, you will be allowed to drop 1 CPS participation scores without any explanation, at the end of the semester.

Lecture Assignments:

Written and electronic types of assignments will be announced during class and/or posted on blackboard. These are due at the beginning of lecture for on campus lecture or by a specified time for online lecture.

LATE WORK is NOT ACCEPTED without a **written satisfactory explanation**. If you are unexpectedly absent the day an assignment is due, you must provide a written satisfactory explanation within 1 day. Students should turn in the assignment by attaching the assignment to an email or dropping it off in person to the biology office room 243. All work brought to the biology office must be initialed and dated by the secretary or another instructor if the secretary is not available. If the assignment can be attached to an email, a student absent from class is expected to do so the day it was due along with an explanation. Failure to provide a written satisfactory explanation within 1 day will result in a zero for any assignments missed. It is the sole responsibility of the student to contact the instructor within 1 day to make arrangements to make up missed work. Only 1 late assignment will be allowed per student, unless he/she can provide a doctor's note or other official paperwork demonstrating a legitimate reason for missing class repeatedly.

Quizzes & Tests:

Quizzes & Tests will include questions from lecture, textbook, and laboratory material. These will include a variety of types of questions including multiple choice, matching questions, short answer or essay, and lab practical. **CPS device required** for all tests and some quizzes as announced in class. *The instructor will collect tests and keep them for a period of one year at which time they will be destroyed.*

If you are unexpectedly absent for a quiz or test, you must provide a **written satisfactory** explanation and make arrangements to take a make-up version within 1 day. Make-up quizzes or tests will be an alternate version of the regular quiz or test and in a different format. For quizzes, expect to take the make-up version immediately upon return, i.e. you will take the quiz during lab time the following day. Students may not take make-up versions of quizzes or tests more than once unless he/she can provide a doctor's note or other official paperwork demonstrating a legitimate reason for missing class repeatedly.

Lab Attendance & Lab Reports:

Students are expected to read and follow all directions in the lab manual. A separate lab report form will be provided for students to complete and turn in at the end of the lab session. Some lab report forms may require more than one lab session worth of time to complete and will be worth more points. Other lab report forms may only require part of the lab session time

and will be worth fewer points. In this case you may complete up to three different lab report forms in one lab session. Students are expected to make their own lab observations and will be responsible for lab material on tests.

Laboratory work requires special equipment. Any student that misses a lab must provide a **written satisfactory explanation** and contact the instructor within 1 day and discuss arrangements to make up the lab at an alternate time within 3 school days following the missed lab day. Individual students will not be allowed to make up more than one lab at an alternate time unless he/she can provide a doctor's note or other official paperwork demonstrating a legitimate reason for missing lab repeatedly.

Laboratory practical tests involve a lot of set up. Lab practical set up must be taken down the following day to allow for set up of the next lab activity. Students that miss a lab practical will be required to contact the instructor immediately to make arrangements to make up the lab practical later in the day or early the next morning. In extreme cases an alternate type of make-up assignment will be used.

Instructor's Message:

I am available for help. Do not hesitate to contact me. When sending emails, please put "**BIOL103**" in as the subject of the email. I am also available during my office hours. Please feel free to stop by during these times.

Studying: Approximately 2-3 hours of studying time for each hour in class is recommended. Reading the text *before* lecture is necessary for the understanding of the lecture. Making note cards, outlines, concept maps, sketches, summaries, reciting facts out-loud and even "acting-out" or role-play are all additional ways to take a more active approach to studying. Watching computer animations/simulations and taking practice quizzes or tests are also acceptable. Find out your learning style by taking an online questionnaire at: www.vark-learn.com.

Learn the material well enough to be ABLE TO EXPLAIN IT to someone who knows nothing about it or WITHOUT YOUR TEXT OR NOTES.

Grading: Your grade will be calculated based on a variety of activities. Approximately 9% for class participation, 52% unit tests & quizzes, 27% lab reports & lab practicals, 7% comprehensive final exam, and 6% other assignments. Points will be assigned for each activity and total points earned tallied. The total points earned divided by the total points possible will be converted to a percentage. The following grading scale is based on that percentage. Grades will be posted periodically in Blackboard, however you are encouraged to keep track of your own grades.

This is an **estimate** of the breakdown of points. Points on individual assignments may vary and therefore alter these totals.

900 pts = 3 tests (200), 6 quizzes (50),
480 pts = Lab Reports (400) and 2 Lab Practicals (80)
150 pts = Class participation (6 pts each day)
100 pts = other assignments
138 pts = 1 comprehensive final exam

1768 pts = total possible for the course (estimate)

Grading Scale: Percent of total points earned.

88-89.9 = B+	78-79.9 = C+	68-69.9 = D+	
92-100 = A	82-87.9 = B	72-77.9 = C	62-67.9 = D
90-91.9 = A-	80-81.9 = B-	70-71.9 = C-	60-61.9 = D-
			59.9 or less = F

Academic Assistance:

College Success Center Rm 401 – see page 60 of student handbook
Tutor Services Rm 401 – see page 60 of student handbook

If you have special needs, please let me know and contact Janice Alexander at #309.

Academic Withdrawal Policy:

Please come speak with me to discuss your situation if you are considering dropping the course. Drop deadlines with 100% and 50% refunds are listed in the schedule of courses – please pay attention to these dates. A student shall be entitled to withdraw from the course and receive a "W" grade up to the mid-way point of the course.

After the mid-way point in the course instructor's signature is required to receive a "WP" or "WF". A student may not withdraw after taking the last test.

Academic Integrity Policy

Muskegon Community College expects that all faculty and students will adhere to high standards of personal and academic honesty. This means that all academic work will be done by the student to whom it is assigned without unauthorized aid of any kind. Faculty members, for their part, will exercise care in the planning and supervision of academic work so that honest effort will be positively encouraged. Academic dishonesty consists of, but is not limited to:

- A. **Cheating.** Cheating is defined as using or attempting to use, giving or attempting to give, and obtaining or attempting to obtain, materials or information, including computer material pertaining to a quiz, examination, or other work that a student is expected to do alone.
- B. **Plagiarism.** Plagiarism is defined as the use of another's words or ideas without acknowledgement.
- C. Penalties for violation of these standards of conduct may result in sanctions of up to and including suspension or expulsion from MCC.

Statement on Student Behavior

Muskegon Community College is a community of scholars whose members include administrators, faculty, staff, and students. Mutual respect and civility are expected in the classroom or other college academic settings, as well as, in any communication.

- MCC has the duty of providing students with privileges, opportunities, and protections that best promote learning;
- Students have the right to a non-threatening learning environment;
- Students have the responsibility to refrain from infringing on the right of others to learn or the right of teachers to teach; and
- Any student whose behavior disrupts learning may be subject to disciplinary action as outlined in the Muskegon Community College *Student Handbook/Planner*.

Statement on Student Assessment and Accreditation

Muskegon Community College is fully accredited by the Higher Learning Commission located in Chicago. The College is currently seeking reaccreditation by completing a two-year process called a self-study. Accreditation helps ensure students that they are receiving a quality education and can transfer to other colleges and universities with ease and confidence. MCC is committed to an essential part of the reaccreditation process: assessing student learning. You may be asked to participate in assessing student academic achievement this semester by doing such things as:

- Evaluate your class and your instructor by completing a Student Opinion Survey, usually given toward the end of the semester.
- In some classes, you will find that one hour of class time may be devoted to completing a test of your general knowledge. Your performance on this test will not affect your grade in this course or your status in the College.
- You may also be asked to be part of a group of students who will be interviewed or surveyed about their views of the College's strengths and weaknesses.

If you have any comments you would like to make about the quality of education at MCC, please email the College's assessment coordinator at this address:
studentscount@muskegoncc.edu

Statement on Dispute Resolution Process

Should a student not agree with a faculty member's decision or actions as they may relate to this policy, the following steps shall be followed:

1. A student suspected of academic dishonesty shall be notified in writing within two school days of the time the violation is discovered. Copies of the written notification shall also be filed with the department chair and Vice President of Student Services.
2. The student should try to reach resolution of the matter through direct discussion with the involved faculty member within three (3) school days of the written notification.
3. If the matter is not resolved in Step 2, the student shall bring the matter to the attention of the department chairperson of the involved faculty member.
4. If the matter is not resolved at the department chairperson level, the student shall bring the matter to the attention of the Vice President for Academic Affairs who shall render a decision within five school days of the receipt of the dispute information.
5. If a satisfactory solution is not reached at the Step 4 level, the student may file a written request with the Vice President of Student Services for a hearing before the disciplinary board. This meeting shall be held not more than 20 days following the written request. A student may request a hearing before the disciplinary board. The disciplinary and judicial procedures are outlined in the Muskegon Community College *Student Handbook/Planner*.