

Instructor: Kathy Pollock
B.S. Biology, Oakland University
M.S. Biological Science, Michigan State University
M.A. Educational Technology, Michigan State University

Office Hours: **Room 243-E**
Mondays - Thursdays 7:30 – 8:00 am
Tuesdays 7:30 – 8:00 am, 12:00 – 1:00 pm

Telephone: 777-0395

Email: kathy.pollock@muskegoncc.edu

Lecture: Section S01 M-Th 8:00 am – 9:25 am Rm 239

Laboratory: Section S01 M-Th 9:45 am – 11:45 am Rm 255

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 by chapter at the beginning of the lecture supplement and lab objectives and listed in the lab manual. These are also posted on Blackboard.

General Course Objectives:

- Identify selected structures of biological significance ranging from the molecular level of organization, through the cellular, systematic and finally organismal level, using the human organism as representative.
- Describe the relationship between structure and function in regard to the above levels of organization.
- Identify the processes which govern interactions between life and environment from the cellular level to the organismal level.
- Utilize observations and results obtained in lab to arrive at conclusions relevant to lab exercises.
- Relate observations, results and conclusions obtained through lab exercises to biological concepts discussed in lecture.

Textbooks & other supplies:

Required: Inquiry into Life, Sylvia S. Mader, McGraw-Hill, 13th edition

Textbook website "CONNECT" A code for the textbook website comes with each new book purchase. If you purchase a used book you will need to pay a registration fee to use the textbook website.

Required: Lab Manual for Biology 103 (Summer 2012 Edition)

Recommended: **Lecture Supplement** This is an outline on which you will take notes in class. It also contains review sheets. It is highly recommended.

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.

McGraw-Hill's CONNECT: is a web-based assignment and assessment solution required for this course. Connect is designed to assist you with your coursework based on your needs. As outlined in this syllabus, assignments will make up 10% of your overall course grade. Connect access codes are packaged with a new textbook in the bookstore, at no additional cost. If you purchase a used textbook, a connect code can be purchased online. There is a direct link between our course's Connect site and our MCC blackboard course.

Email: "All email communication originating from MCC to students will be via their MCC email account. **CHECK YOUR MCC EMAIL FREQUENTLY!**" During the week, I usually respond to email within 24 hours. **I do not always check my email over the weekend.**

Phones, Laptops, and other electronic devices:

Please be respectful of others around you while using electronic devices. These can be excellent learning tools, but they may also be a distraction.

PHONES and other electronic devices **ARE NOT PERMITTED DURING QUIZZES, TESTS, OR LAB PRACTICAL EXAMINATIONS.** These must be turned off and stored in a pocket, backpack or purse.

ABSENCE – MAKE-UP Policy: If you are absent the day an assignment is due or there is a quiz or test, email me immediately or call my office and leave a voice message 231-777-0395

- Written/paper assignments are due at the beginning of lecture: LATE WORK is NOT ACCEPTED without a **written satisfactory explanation**. Failure to provide a written satisfactory explanation within 24 hours will result in a zero for any assignments missed. It is the sole responsibility of the student to contact the instructor within 24 hours to make arrangements to make-up missed work.
- Pre-labs are due at the beginning of lab period
- Lab Reports are due at the end of the : Laboratory work requires special equipment. Any student that misses a lab must provide a **written satisfactory explanation** and contact the instructor to make up the lab at an alternate time within 3 school days following the missed lab day.
- Quiz/Test: 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 in the testing center within 3 days. Testing center phone number is 231-777-0394.
- Only 1 make-up is allowed.
- Lab Practical: due to the equipment set-up NO MAKE-UP for lab practical will be given.

Lecture Attendance:

Class attendance and participation is essential for success. Therefore, every 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.

Lab Attendance & Lab Reports:

Students are expected to read and follow all directions in the lab manual. To ensure that you are prepared to participate in the lab, each student must complete a Pre-Lab assignment due at the beginning of the lab period. During the lab, an additional lab report form will be completed and turn in at the end of the lab session. Some lab report forms will be completed individually; other lab report forms will be done as a group report. The lead person completing the report will be rotated so that each student is a lab leader once per unit. Lab groups will be assigned randomly. Students are expected to make their own lab observations and will be responsible for lab material on assessments.

Quizzes & Tests & Lab Practical:

Assessments 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. A lab practical is a hands-on test of lab material, such as identifying specimens using a microscope or identification of organs in a dissected fetal pig. Lab practicals also contain questions on the experimental design or results or an experiment conducted during lab. Assessment dates are listed on the course calendar, but are subject to change if necessary.

You will need to purchase Parscore answer sheets to submit answers to quiz, test and lab practical questions.

The instructor will collect quizzes and tests and keep them for a period of one year at which time they will be destroyed.

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 the following weighted categories: 65% assessments, 25% lab reports, 10% assignments(online CONNECT and written assignments). Assessments include quizzes, tests, lab practicals, and a comprehensive final exam. Within each category, points will be assigned to emphasize the importance of each item. For example, quizzes are worth 50 pts, but unit tests are worth 200pts. Grades will be posted periodically in Blackboard, however you are encouraged to keep track of your own grades.

Assessments = 65% of total grade:

Quizzes = 50pts each, Lab Practical = 100 pts each, Unit Tests = 200pts each, and Final Exam=150pts

Lab Reports = 25% of total grade:

points range from 10 – 20 pts depending about the amount of material covered and the level of difficulty

Assignments = 10% of total grade:

Assignments include online homework from CONNECT and worksheet/paper types of assignments.

Points range from 5 – 35 pts depending about the amount of material covered and the level of difficulty.

Grading Scale: Blackboard’s gradebook program will calculate a total weighted percent

	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	59.9 or less =F
90-91.9 = A-	80-81.9 = B-	70-71.9 = C-	60-61.9 = D-	

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.

Academic Assistance:

College Success Center Rm 401 – see student handbook for details

Tutor Services Rm 204 231-777-0393 On campus or ONLINE tutoring available. 1-2 hours per week FREE depending upon your class load. Sign up online for both <http://www.muskegoncc.edu/pages/646.asp>

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 one week before final exam week. Friday December 9th, 2011.

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.
- D. For Biology 103 you may be required to submit your work to an anti-plagiarism web service.

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*.

If you are absent email me immediately or call my office and leave a voice message 231-777-0395

Other Helpful phone numbers

Biology Office Secretary 231-777-0273

Blackboard or MCC computer related issues call the MCC helpline at 866-718-5170. This is available 24/7.

Textbook Website CONNECT call (800) 331-5094 Sunday, 6pm to 11pm Monday – Thursday, 8:00am to 11:00pm, Friday, 8:00am to 6:00pm All hours are Central Standard Time (CST) Online help available at <http://www.mhhe.com/support> 24/7. If the issue is related to Blackboard integration with CONNECT call 1-877-382-3509

MCC TESTING center – 231-777-0394 Rm 134 Monday, - Thursday: 8 a.m. - 7 p.m. Friday: 8 a.m. - 2:00 p.m.

Tutor Center Rm 204 231-777-0393 On campus or ONLINE tutoring available. 1-2 hours per week FREE depending upon your class load. Sign up online for both <http://www.muskegoncc.edu/pages/646.asp>

Lecture	Chapter & Topic	Lab Number and Title
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Unit 1

1	Ch 1 Life's characteristics	1 The Compound Microscope
2	Ch 3 Cells	2 Cell Structure
3	Ch 2 Chemistry	3 Diffusion & Cell Size
4	Ch 4 Cell Membrane	4 Movement of Material through Cells
5	Ch 5 (first half) Mitosis	5 Mitosis
6	Ch 6 ATP, enzymes	6 Enzymes
7	Ch 7 Cell Respiration	7 Cell Respiration
8	Ch 8 Photosynthesis	8 Photosynthesis

Unit 1 TEST & Lab Practical 1

Unit 2

9	Ch 11 Tissues	9 Human Tissues & Organs
10	Ch 14 Digestion	10 Fetal Pig Anatomy & Digestive System
11	Ch 12 Circulation	11 The Circulatory System
12	Ch 15 Respiration	12 The Respiratory System
13	Ch 16 Excretion	13 The Urinary System
14	Ch 20 Endocrine	14 The Endocrine System & CNS
15	Ch 17, 18 Nervous	15 PNS & Sense Organs
16	Ch 19 Musculoskeletal	16 The Musculoskeletal System

Unit 2 TEST & Lab Practical 2

Unit 3

17	Ch 13 Immunity	17 Immunity & STD's
	Ch 28 Microorganisms pg. 571-575, 582, 585, 590-596	
18	Ch 21 Reproduction	18 The Reproductive System
19	Ch 5 (2 nd half) Meiosis	19 Meiosis
20	Ch 22 Development	20 Embryonic & Fetal Development
23	Ch 25 DNA pgs 504-511	
	Ch 26 pgs. 527-528	24 DNA Extraction & Electrophoresis
21	Ch 23 Patterns of Inheritance	21 Punnett Squares
		22 More Genetic Problems
22	Ch 24 Chromosome Inheritance	23 Chromosomal Inheritance
24	Ch 27 Evolution	25 Natural Selection (virtual lab)

Unit 3 TEST & Lab Practical 3

Biology 103 List of Assignments & Assessments Summer 2012
"Inquiry into Life" by Sylvia Mader 13th ed.

Pre-labs and lab reports are due every day. These are not listed on this schedule.

<u>Assignment & Assessments</u>	<u>Due Date</u>
Register for CONNECT Textbook website	Tuesday May 15 th
Chemistry worksheet	Thursday May 17 th
Prep for Quiz 1 Chapters 1, 2, 3 & 4 CONNECT assignments	Monday May 21 by 7am
Quiz 1 Chapters 1 – 4	Monday May 21st
Prep for Test 1 Chapters 5, 6, 7 & 8 CONNECT assignments	Tuesday May 29 th by 7am
TEST 1 Chapters 1 – 8 Lab Practical 1	Tuesday May 29th by 7am
Prep for Quiz 2 Chapters 11, 14, 12 & 15 CONNECT assignments	Wednesday June 6 th by 7am
Quiz 2 Chapters 11, 14, 12 & 15	Wednesday June 6th
Prep for Test 2 Chapters 16, 20, 17 & 19 CONNECT assignments	Wednesday June 13 th by 7am
TEST 2 Chapters 11 & 12, 14-19 Lab Practical 2	Wednesday June 13th
Birth Control worksheet	Monday June 18 th
Prep for Quiz 3 Chapters 13, 5, 21, & 22 CONNECT assignments	Thursday June 21 st by 7am
Quiz 3 Chapters 13, 5, 21, & 22	Thursday June 21st
DNA worksheet	Monday June 25 th
Prep for Test 3 Chapters 25, 23, 27, & 24 CONNECT assignments	Thursday June 28 th by 7am
TEST 3 Chapters 5, 19 -27 Lab Practical 3	Thursday June 28th
Final Exam	Monday July 2nd

Pre-labs and lab reports are due every day. These are not listed on this schedule.