### BIOL 104 L & L, Introductory Biology II Lecture and Laboratory
Muskegon Community College
Winter 2013

#### Instructors
Theresa Van Veelen (MCC daytime & labs), Joann Flejszar (W04)

#### Campus Hours
Van Veelen: M (12:30-2pm), T-TH (10am-12:30pm), W (12:30-2:30pm) OR by appointment.
Flejszar: ________________

#### Office
RM 243 D (Van Veelen), RM 245 (Flejszar)

#### Telephone
231-777-0672 (Van Veelen), 231-777-0674 (Flejszar)

#### Secretary
Life Science Department, 231-777-0273

#### E-mail
theresa.vanveelen@muskegoncc.edu, joann.flejszar@muskegoncc.edu

*When emailing, you must use your Muskegon Community College email address and put BIOL 104 in the subject area and subject of email.*

- E-mail will be answered only (use email instead of the Blackboard posting) between M – TH (no weekends), 8am to 3pm but typically not during lab and lecture periods. Expect about a day response time (exempting weekends).

#### Lecture

<table>
<thead>
<tr>
<th>On campus</th>
<th>(W01 &amp; W02)</th>
<th>MW 8:30-10:00am</th>
<th>RM 248</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-line</td>
<td>(W03)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>On-campus</td>
<td>(W04)</td>
<td>MW 4:30-6:00pm</td>
<td>RM 153</td>
</tr>
</tbody>
</table>

#### Laboratory

<table>
<thead>
<tr>
<th>On campus</th>
<th>(W01)</th>
<th>MW 10:10am-12:10pm</th>
<th>RM 245</th>
</tr>
</thead>
<tbody>
<tr>
<td>On campus</td>
<td>(W02)</td>
<td>TTH 8:00-10am</td>
<td>RM 245</td>
</tr>
<tr>
<td>On campus</td>
<td>(W03)</td>
<td>T TH 1:00-3:00pm</td>
<td>RM 245</td>
</tr>
<tr>
<td>On campus</td>
<td>(W04)</td>
<td>MW 6:15-8:15pm</td>
<td>RM 245</td>
</tr>
</tbody>
</table>

#### Course
With relevance to students’ lives, Introductory Biology II will provide exploration into the diversity, classification, ecology, and evolution of the natural world and the importance of photosynthesis and other cellular processes. Different types of organisms, such as bacteria, protists, fungi, plants and animals, will be studied to compare structure and function. Several field trips may be taken but hours will most likely not extend beyond weekly contact hours for laboratory. Students may also be required to attend one committee/council meeting from a list of designated environmental groups from the Muskegon area.

This course is four credits with seven contact hours per week for 15 weeks (3 hours for lecture and 4 hours for laboratory) and is an option for the Science/math elective for General Education. No prerequisites are needed, although lecture and lab are co-requisites.

#### Required Texts/programs:
  - In the bookstore, it is a custom package with selected chapters from the entire book. ISBN 13 978-1 285 041049
  - OR the entire textbook can be purchased used from your favorite on-line bookstore. ISBN 13 978-1-4390-4673 9, ISBN 10 4390 4673 5 (*Has many on-line resources and mp3 downloads*)

1/14/2013
o Or you can purchase e-chapters on line from Thomson Brooks/Cole.
  o Or you can rent a textbook from the bookstore.
  
- Supplement pages will be provided via Blackboard for downloading and printing. **You must print these off before coming to lab or lecture.** No extra copies will be provided.
- Goggles and 7 pairs of gloves for laboratory work (dissections and mixing chemicals). Available through the bookstore.

**Optional/Recommended for Biology majors or visual learners:**

**Required for On line Students and recommended for on campus students:**
Internet, BlackBoard access, PowerPoint Viewer (free), Microsoft Word (or free software from internet "Open Office), media player. **Recommended:** High speed Internet access, speakers, QuickTime

**Fees**
Course fee of $14.00. If student opts not to carpool in the school’s van for the field trips, then they will need to provide their own transportation (no gas costs or mileage will be paid to students and carpooling is highly recommended).

**Objectives**
The objectives serve as a basis for the course, including lectures, laboratories, and exams. The student is responsible for an objective, whether it is covered in the laboratory only, lecture only, reading only, or a combination of these. Tests will be derived from these objectives, labs, lectures, and the textbook readings. **Use the objectives as study guides for the exams.**

**Assessment Overview**
Students will be assessed through exams, assignments, labs and lab practicals.

<table>
<thead>
<tr>
<th>Final letter grades will be based upon points earned:</th>
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<tbody>
<tr>
<td>+</td>
</tr>
<tr>
<td>A</td>
</tr>
<tr>
<td>B</td>
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<tr>
<td>C</td>
</tr>
<tr>
<td>D</td>
</tr>
<tr>
<td>E</td>
</tr>
</tbody>
</table>

Exams (50%) 400  **Note: all exams will be held on campus.**
(Four 75pt exams, 1 final 75pt comprehensive exam, 25 pts lecture quizzes or in class participation, see below for missed exams)
Assignments (25%) 200  **(see detailed assignments below)**
Labs (25%) 200  **(worksheets, weekly quizzes, case studies, two lab practicals*)**
TOTAL 800

* Lab practicals **CANNOT** be missed and no make up lab practicals will be given.

**NOTE:** Grades will be posted on Blackboard (current points) and Web Advisor (final grades). Except for web advisor’s final grade, the instructor’s gradebook file is the master document for all points/grade. After a grade is issued, you have one year to contest the grade. Graded papers and exams will be returned to you for temporary viewing within a week’s time of the assignment. Exams must be returned to instructor.

**I suggest that you save all graded papers until after final grades are posted.**
**On-line students:** Orientation (as needed) and Exam Schedule (on campus or testing center)

- **Orientation:** As needed, if you have never had an on-line course before and would like to meet with me. Please contact me for an appointment.
- **If this exam schedule is not conducive to your schedule, contact me first and then testing center to make a testing appointment within one day’s time from the schedule below.
  - Exam 1 - Wed., Feb. 6 (8:30-10am) in Room 248
  - Exam 2 - Mon., March 4 (8:30-10am) in Room 248
  - Exam 3 – Mon., March 25 (8:30-10am) in Room 248
  - Exam 4 & Final – TBD in room 248 sometime on April 26 – May 1

**Attendance and Absences**

**For lecture:**

- When in lecture or laboratory, all cell phones must be turned off.
- See Blackboard course site for PowerPoint lectures and assignments.
- Completed assignment and exam points will be posted on Blackboard grade center.
- Assignments must be submitted as instructed, either SafeAssign, Blackboard, or e-mail attachment.
- All papers, presentations, and creativity assignments must be submitted to SafeAssign before the deadline or 10 pts will be deducted from grade – no excuses (learn how to use SafeAssign prior to deadline).
- Each day that an assignment is late, 10 points will be deducted.
- When assigned, surveys, assignments, and timed quizzes must be taken via Blackboard within scheduled times.
- Exams must be taken in person and on campus. NOTE: Make up exams may be all essay questions and only ONE exam can be made up within one week of absence. Students must contact the instructor with a valid excuse and then the student must call the MCC Testing Center at 777-0394 (Room 134) to make an appointment to take the exam. Also let the instructor know when you are taking the exam so that an exam will be waiting for you at the MCC Testing Center.

**For laboratory:**

- When in lecture or laboratory, all cell phones must be turned off.
- Students must concurrently register for a laboratory section consisting of an on campus, two 2-hour session times per week or a 4-hour session. For most of the semester, all lab time will be utilized.
- The course grade incorporates both lecture and laboratory points.
- See Blackboard site for additional information about laboratories.
- Laboratory points will be posted on BlackBoard.
- Students are required to attend all laboratory sessions. If a lab is not attended, 10pts for each lab time absence will be deducted from the lab grade (except with valid excuse with proof and instructor has been contacted AND the lab MUST be made up within the week of that lab). Only one lab can be made up except for the following: No labs can be made up during the lab practical weeks or for the photosynthesis lab, respiration lab, or soil lab.
- All laboratory safety rules must be followed. If not, instructor may deduct 2 points from the current lab points.
- No late post lab questions will be accepted except for a make up lab.
- Prior to attending the laboratory, read the lab manual including worksheet pages that pertain to the week’s topic so that procedures/activities are understood.
- Complete each week’s pre-lab questions (from the lab manual) and turn them in as you come into each laboratory session.
- Be prepared for random lab quizzes. Weekly Lab Quizzes are each worth 5 points. It may consist as a pre-lab quiz on the first lab day of the lab week, a post-lab quiz on the second day, or some other assignment. SO BE PREPARED.
- Lab worksheets should be filled out neatly and completely; otherwise points will be deducted if it is illegible.
- All post lab questions from the previous week will be due on the first day of a new lab week (usually every other lab day).
• Lab questions may be discussed with your lab group but absolutely no copying of others’ work will be allowed. **You must write your own responses unless instructed to do otherwise for group projects.**
• Some labs are required field trips (possibly two) or outside work (about three). Participation is required for lab points. **NOTICE:** The dune field trip is 3 hours so please sign up and make modifications to your schedules. **If you are physically unable to walk on dunes, please notify the instructor as soon as possible, so that you may complete an alternative dune laboratory.** DRESS APPROPRIATELY FOR THE WEATHER.
• Sign up for field trips when instructed.
• Two Lab Practicals will be given. Arrive early to lab and bring two pencils. You will be moving from station to station answering questions during timed periods. **You will NOT be able to go back to any previous station.**

**Studying**

• About 2-3 hours of studying time for each hour in class are recommended.
• Reading the text before a lecture is helpful in understanding the lecture.
• The end of each chapter contains a summary, questions and web sites for additional learning aids.
• Some good preparation techniques for exams are re-reading the chapters and notes, answering the course objectives, making note cards, recording lectures, studying with a group, and quizzing yourself.

**Have a Back up Plan (if your computer crashes or your car gets a flat tire...)**

• Complete assignments early and submit work early. **DON’T WAIT TO THE LAST MINUTE!**
• Have access to a friend’s computer in order to complete assignments (if your computer crashes).
• Recruit a friend or two that you may call if your car breaks down and you need a ride to campus. Ride the bus.
• Use our computer labs. Know their locations and open hours.
• Campus closure days: If in question, check BlackBoard, email, TV news, or radio. **If you do not have access to email or internet at home, please let me know at the beginning of class and I will call the phone number that you provide me @**

**Other assistance**

• Campus Computer Technical problem contact number 24/7: 1.866.718.5170. [http://muskegoncc.edu/pages/2648.asp](http://muskegoncc.edu/pages/2648.asp)
• Biology Computers with learning programs (room 249). Bring your own headset for audio listening.
• Additional exam review sessions (outside of regular class time) upon request.
• If you have special learning needs, please inform instructor and contact Janice Alexander at 777-0309. [http://www.muskegoncc.edu/pages/516.asp](http://www.muskegoncc.edu/pages/516.asp)
• **FREE tutoring is available.** 777-0393. [http://www.muskegoncc.edu/pages/646.asp](http://www.muskegoncc.edu/pages/646.asp)
• The Writing Center. They will help you with grammar, etc. 777-0474. [http://www.muskegoncc.edu/pages/500.asp](http://www.muskegoncc.edu/pages/500.asp)
• On-line students: Read the **Students’ Guide to Distance Education at MCC** go which is located on your class’s Blackboard site.

**Student Assessment and Accreditation**

Muskegon Community College is fully accredited by the Higher Learning Commission located in Chicago (http:ncahlc.org/). The Higher Learning Commission accredits degree granting postsecondary educational institutions in the North Central Region. 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 accreditation process: assessing student learning. You will likely be asked to participate in assessment activities as part of MCC’s assessment of programs and general education.
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.

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:
• 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.
• Plagiarism. Plagiarism is defined as the use of another’s words or ideas without acknowledgement.
• Penalties for violation of these standards of conduct may result in sanctions of up to and including suspension or expulsion from MCC.

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.

Withdrawal
See catalog, internet, and schedule book for more details about Withdrawal which must be done before final’s week.
INTRODUCTORY BIOLOGY II (BIOL 104): LECTURE ASSIGNMENTS

Below are some required assignments and some optional assignments that you may choose for the 200 assignment points. The SafeAssign option is on the Blackboard course site.

<table>
<thead>
<tr>
<th>Lecture Assignment</th>
<th>Possible Points</th>
<th>√ Required or Your Choice</th>
<th>Due On</th>
<th>Submit to SafeAssign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newspaper articles</td>
<td>5 pts</td>
<td>√ Required</td>
<td>Jan. 9</td>
<td>No</td>
</tr>
<tr>
<td>Where is the Prof’s office?</td>
<td>5 pts</td>
<td>√ Required</td>
<td>Before February 15</td>
<td>No</td>
</tr>
<tr>
<td>Learning Styles</td>
<td>10 pts</td>
<td>√ Required</td>
<td>01/23/2013</td>
<td>No</td>
</tr>
<tr>
<td>Weekly Reading Questions (12 of 14 are required)</td>
<td>60 pts (5 pts each week)</td>
<td>√ Required</td>
<td>Every Wednesday</td>
<td>No</td>
</tr>
<tr>
<td>Local Environmental Meeting</td>
<td>50 pts</td>
<td>√ Required</td>
<td>Due in your lab depending on Section # (see your schedule), 4/15/2012 or 4/16/2012</td>
<td>YES, by 04/14 by midnight</td>
</tr>
</tbody>
</table>

**REQUIRED**

<table>
<thead>
<tr>
<th>CHOOSE One</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Paper on an Edible Plant, Fungi, or algae</td>
<td>35pts</td>
<td>Optional</td>
<td>02/20/2012</td>
<td>YES, 02/19 by midnight</td>
</tr>
<tr>
<td>Website Research on Genetic Engineering in Plants</td>
<td>35pts</td>
<td>Optional</td>
<td>03/20/2012</td>
<td>YES, 03/19 by midnight</td>
</tr>
<tr>
<td>Presentation</td>
<td>35pts</td>
<td>Optional</td>
<td>Variable, set date with Instructor</td>
<td>YES</td>
</tr>
<tr>
<td>Creativity:</td>
<td>35pts</td>
<td>Optional</td>
<td>Variable</td>
<td>YES</td>
</tr>
</tbody>
</table>

**TOTAL POSSIBLE POINTS MUST ADD TO 200**

My Reminder Table
These are my chosen Optional Assignments (please fill in the appropriate spaces):

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Yes/No</th>
<th>Due Date</th>
<th>Topic</th>
<th>Partner’s Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edible P, F, A</td>
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<tr>
<td>Genetic Eng.</td>
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<tr>
<td>Presentation</td>
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</tr>
<tr>
<td>Creativity</td>
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</tbody>
</table>
**Brief Assignment Instructions:** *More details with grading rubrics will be given to you during your “Where is the Prof’s office” assignment.*

**Newspaper Article (5pts)**
Bring two newspaper articles: one newspaper article that includes **Ecological** science information and one newspaper article that includes non-science information. For full points, must have titles of articles on the board with your initials before the beginning of lecture class, Jan. 9. **On line students:** submit title to discussion board with web link by Jan. 9.

**Where is the Prof’s office? (5pts)**
With your study group/partner (no more than 3 people), meet your instructor in her/his office before Feb. 15. Sign up for a ten minute appointment. Bring your syllabus and any questions about the course and assignments. Before coming to the meeting, contemplate on what optional assignments you would like to complete and complete as much of the above table as possible. **Required for on-campus and on-line students.**

**Learning Styles (10pts)**
Visit this website from North Carolina State University [www.ncsu.edu/felder-public/ILSpage.html](http://www.ncsu.edu/felder-public/ILSpage.html).
Explore and read this website. Complete the ILS questionnaire by completing the 44 questions (takes about 15 minutes). Submit your answers and you will immediately receive your scored results on-line. To receive full points, complete and turn in the following on Jan. 23:
- Print off your results page.
- After seeing your results, discover more about your learning styles by reading the website.
- Answer this question, what are two specific actions (from the website) can you do to improve your studies so as to monopolize on your strongest abilities?
- **On line students:** submit as attachments via the assignment.

**Weekly Reading Questions (60pts)**
**Due on each Wednesday.** Each week’s assignment is worth 5 pts and is graded on your explanation, thoroughness, and accuracy. By the end of the semester, you should have completed 12 of the 14 weekly assignments by each due date. **On-line students:** submit as a Blackboard assignment according to the following Wednesday dates.

**Local Environmental Meeting (50pts)**
Attend one local environmental meeting (a list of organizations is on Blackboard) and be sure to get a signature from one of the board members. DO NOT wait until the end of the semester to attend a meeting as many groups meet only once a month. Write a typed concise one page paper about the group’s mission, summary of the meeting, its relevance to you AND attach the signature with date of meeting. During the last two weeks of the semester you will give a 5 – 10 minute informal talk about your paper in lab. For citation style, use APA. 45 pts for paper and 5 pts for presentation. **All students: submit paper to SafeAssign by April 14, 2012 Midnight.** All students must turn in a hard copy on your lab day of April 15, or 16 – see your schedule.
Weekly Reading Critical Thinking Questions – Due every Wednesday.
Are from Textbook except where noted

<table>
<thead>
<tr>
<th>CT Week</th>
<th>Questions (science) CT 3 &amp; 4 pg 21</th>
<th>Due Date (MW)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Questions (science) CT 3 &amp; 4 pg 21</td>
<td>01/16</td>
</tr>
<tr>
<td>2</td>
<td>Construct/diagram a generalized fungi life cycle by comparing life cycles of basidiomycetes, zygomycetes, and ascomycetes for similarities</td>
<td>03/06</td>
</tr>
<tr>
<td>3</td>
<td>Summarize “The Endosymbiotic Hypothesis” and its supporting evidence</td>
<td>02/20</td>
</tr>
<tr>
<td>4</td>
<td>Construct/diagram the Concept map/web (see BlackBoard)</td>
<td>03/13</td>
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<tr>
<td>5</td>
<td>Compare and Contrast gymnosperms and angiosperms</td>
<td>03/20</td>
</tr>
<tr>
<td>6</td>
<td>Questions (photosynthesis) CT 1, 2, 3 pg 105, (ferns) CT 1 341</td>
<td>03/27</td>
</tr>
<tr>
<td>7</td>
<td>Questions (plants) CT 3 pg 341, CT 1 &amp; 2 pg 413</td>
<td>04/03</td>
</tr>
<tr>
<td>8</td>
<td>Questions (plants) CT 1 &amp; 2 pg 447, CT 2 pg 745</td>
<td>04/10</td>
</tr>
<tr>
<td>9</td>
<td>Questions (plants) CT 1 &amp; 2 pg 427, (nat. selection) CT 1 &amp; 2 pg 707</td>
<td>04/24</td>
</tr>
<tr>
<td>10</td>
<td>Explain biomagnification of mercury within an aquatic food web, CT 2 pg 721</td>
<td>01/23</td>
</tr>
<tr>
<td>11</td>
<td>Questions (protists) CT 2 pg 73, CT 1 &amp; 3 pg 323</td>
<td>01/30</td>
</tr>
<tr>
<td>12</td>
<td>Questions (animals) CT 1 pg 375, CT 1 395</td>
<td>02/06</td>
</tr>
<tr>
<td>13</td>
<td>Explain how a dune ecosystem is unique among ecosystems</td>
<td>02/13</td>
</tr>
<tr>
<td>14</td>
<td>Questions (evolution) CT 2 pg 255, CT 1 pg 281, CT 2 pg 689</td>
<td>Final exam day</td>
</tr>
</tbody>
</table>

**Edible Plant, Fungi, or Algae Paper (35pts)**
One-two page typed paper on one edible non-agricultural organism (algae, plant, fungi) that you would find here in one of Michigan’s ecosystems. Use and cite all scientific resources (not Wikipedia) including picture citations. Include a picture & cite resources. Include where to specifically find the organism, which part is edible, any warnings, and how to prepare it. For citation style, use APA. **All students: submit to SafeAssign by 02/19/2012 midnight. All students must turn in a hard copy to instructor in lecture on 02/20/2012 (on line students – in your lab on 20 or 21).**

**Plant Genetic Engineering Paper (35pts)**
Use only scientific research sites (not newspapers, Wikipedia, or general magazine websites, although they may lead you to research centers). Print off the first page of the website, be sure it has the website address identified. In one typed page, describe the research, its usefulness for society, and your opinion on the matter. For citation style, use APA. **All students: Submit to SafeAssign by 3/19/2012 midnight. All students must turn in a hard copy in class on 3/20/2012 (on line students – turn in at your lab March 20 or 21).**

1/14/2013
Presentations (35pts)
About a ten minute presentation either in lecture or in laboratory with or without a partner. Must coordinate topic and due date with instructor during the office appointment. Look at course objectives for topics ideas. Each partner must do his/her share of the preparation and presentation. Each student will be graded individually. **A detailed typed outline** must be provided to the instructor in advance of presentation. Conclude the presentation with 3 questions to ask your peers (each from a different level of thinking, such as: recall, definitions, compare and contrast). Use college biology terms and appropriate SCIENTIFIC resources. Cite all your resources in your outline and presentation. You may use posters, overheads, whiteboard, and/or powerpoint projector. If powerpoint presentation, save your presentation on a UBS flashdrive and copy it to the digital dropdown on our class’ Blackboard site. **PRESENTATION HINT:** use the 7 x 7 rule. No more than 7 bullets/slide and no more than 7 words/bullet. **DO NOT PRINT OFF ALL YOUR POWERPOINT SLIDES AND MAKE COPIES FOR YOUR PEERS – INSTEAD and if desired make a single fill in the blank handout.** For citation style, use APA. If you would like to make copies for the class, get the master to the instructor about one week in advance. Also submit to SafeAssign. Due date variable.

Creative Alternative (35pts)
Write and/or perform a skit, song, game, structure model, painting, video, or other about one of the many topics we will be covering. Topic will be discussed and decided upon during the office meeting with your instructor. Prior to your creativity presentation in lab or lecture, give your instructor a **detailed typed outline/script of the project.** Include references and citations. Due date will be coordinated with instructor.

APA Format Websites
APA format means that you must list your citations/resources in proper form at the end of your paper AND also put short citations embedded in your main text whenever that you make a quote or paraphrase or use an idea from your resource.
- [http://flash1r.apa.org/apastyle/basics/index.htm](http://flash1r.apa.org/apastyle/basics/index.htm) - a website that you may find helpful for learning APA format.

### Fill in below and give to your instructor during the “Where is her Office” Appointment

<table>
<thead>
<tr>
<th>Name: __________________________</th>
<th>Lecture time_________</th>
<th>Lab time_________</th>
<th>Date of Appointment_________</th>
</tr>
</thead>
</table>

**These are my chosen Optional Assignments (2 of the 4, please fill in the appropriate spaces):**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Yes/No</th>
<th>Due Date</th>
<th>Topic</th>
<th>Partner’s Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edible P, F, A</td>
<td>Choose one</td>
<td></td>
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<tr>
<td>Genetic Eng.</td>
<td>Choose one</td>
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</tr>
<tr>
<td>Presentation</td>
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