

BIOL 104, Introductory Biology II and Laboratory, BIOL 104L&L-W01.W02.W03
Muskegon Community College
Winter 2012

Instructors Mary Elizabeth Walker (Daytime Lectures and Labs) Joann S. Flejszar

Campus Hours Walker: M/W- 8:00-8:30am, 1:00-2:30pm
T/R- 10:00am -1:30pm
OR by appointment.
Flejszar: _____

Office RM 245 (Walker), RM 243 E (Flejszar)

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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 – F (no weekends), 8am to 3pm but not during lab and lecture periods. Expect about a two day response time (exempting weekends).

Lecture	On campus	(W01) M W Lecture 8:30-9:55am	RM 248
	On campus	(W02) M W Lecture 8:30-9:55am	RM 248
	Online	(W03)	

Laboratory	On campus	(W01) MW 10:10am-12:10pm	RM 245
	On campus	(W02) T TH 8:00-10:00am	RM 245
	On campus	(W03) T TH 4:30-6:30pm	RM 245

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:

- Starr, Evers, Starr. 2008. Biology: Concepts and Applications. 7th ed. Thomson Brooks/Cole.
 - In the bookstore, it is a custom package with selected chapters from the entire book. ISBN 978-1111-487-119
 - OR the entire textbook can be purchased used from your favorite on-line bookstore. ISBN 13 978-0-495-11981-4 , paperback or ISBN 13 978-0-495-11997-5, hardback (*Has many on-line resources and mp3 downloads*)
 - Or you can purchase e-chapters on line from Thomson Brooks/Cole.
 - Or you can rent a textbook from the bookstore.

- Perry, Morton, & Perry. 2008. Laboratory Manual for General Biology. 5th ed. Thomson Brooks/Cole. ISBN 10: 0-495-46657-3
- 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).

Optional/Recommended for Biology majors or visual learners:

- Van De Graaff and Crawley. 2009. A Photographic Atlas for Biology. 6th ed. Morton Publishing. ISBN 978-0-89582-803-3

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.

Final letter grades will be based upon points earned:			
		+	-
A		800-736	735-720
B	719-704	703-656	655-640
C	639-624	623-576	575-560
D	559-544	543-496	495-480
E	Below 479		

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%)	<u>200</u>	(worksheets, weekly quizzes, case studies, two lab practicals*)
TOTAL	800	

* Lab practicals can NOT 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 and testing center to make a testing appointment within one day's time from the schedule below.
 - Exam 1- Wed., Feb. 9 (8:30-9:55am) in Room 248
 - Exam 2- Mon., March 7 (8:30-9:55am) in Room 248
 - Exam 3 – Mon., April 4 (8:30-9:55am) in Room 248
 - Exam 4 & Final – TBD in room 248 sometime on April 28 – May 2

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 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 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>
- 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>
- **FREE tutoring is available.** 777-0393. <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>
- On-line students: Read the *Students' Guide to Distance Education at MCC* go which is located on your class's Blackboard site.

Academic Integrity Policy

Cheating or plagiarism will not be tolerated and may lead to a failing grade. Cheating is using or attempting to use, give, and obtain materials or information including computer material pertaining to a quiz, examination, written paper or other work that a student is expected to do alone. Plagiarism is the use of another's words or ideas without acknowledgement. Papers/tests will be immediately taken from the student and the instructor will notify the student on what action the instructor will take. See student handbook for more information.

NOTE: Our campus subscribes to *SafeAssign* which is plagiarism monitoring program for Blackboard. You must submit all of your written assignments via the *SafeAssign* link in your course's Blackboard site in order to receive a grade for the assignment.

Student Behavior

Treat everyone with respect. See student handbook for more information.

Withdrawal

See catalog, internet, and schedule book for more details about Withdrawing which must be done before final's week.

Campus Wide Student Assessment

Muskegon Community College is fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. 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 may be asked to participate in assessing student academic achievement this semester by evaluating your course and your instructor by completing a Student Opinion Survey, usually given toward the end of the semester and sent to you via email.

Additional Helpful hints

- **Maintain a notebook of lecture notes, lab notes, etc.**
 - First page - contact information about study buddy, lab partner, emails, phone.
 - Next couple of pages – record all your grades on each assignment to monitor your progress and compare to Blackboard grade center.
 - Next five pages or so – reserve for all new terms and definitions.
 - Now finally your lecture notes.
- **How to calculate your grade percentage:**
 - If your exam grade was 50pts out of 75 pts, how do you calculate your grade percentage?
 - $50/75 = 66.7\%$
 - If you wanted to get at least 75% on a 75 pt exam, what should your points at least be? How did you calculate this?
 - $75/100=x/75$, $x = 56.25$ points

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.

	Lecture Assignment	Possible Points	√ Required or Your Choice	Due On	Submit to SafeAssign
REQUIRED	Newspaper articles	5 pts	√ Required	Jan. 11	No
	Where is the Prof's office?	5 pts	√ Required	Before February 15	No
	Learning Styles	10 pts	√ Required	01/23/2012	No
	Weekly Reading Questions (12 of 14 are required)	60 pts (5 pts each week)	√ Required	Every Wednesday	No
	Local Environmental Meeting	50 pts	√ Required	Due in your lab depending on Section # (see your schedule), 4/16/2012 or 4/17/2012	YES, by 04/15 by midnight
CHOOSE ONE	Paper on an Edible Plant, Fungi, or algae	35pts	Optional	02/20/2012	YES, 02/19 by midnight
	Website Research on Genetic Engineering in Plants	35pts	Optional	03/21/2012	YES, 03/20 by midnight
Choose one	Presentation	35pts	Optional	Variable, set date with Instructor	YES
	Creativity:	35pts	Optional	Variable	YES
	TOTAL POSSIBLE POINTS MUST ADD TO 200				

Fill in below, keep one copy for yourself and give the other to instructor at "The Office Appointment"

Name: _____ Lecture time _____ Lab time _____ Date of Appointment _____

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

Assignment		Yes/No	Due Date	Topic	Partner's Name
Edible P, F, A	Choose one				
Genetic Eng.					
Presentation	Choose one				
Creativity					

My Reminder Table

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

Assignment	Yes/No	Due Date	Topic	Partner's Name
Edible P, F, A				
Genetic Eng.				
Presentation				
Creativity				

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. 11.** **On line students: submit title to discussion board with web link by Jan. 11.**

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 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.

**Weekly Reading Critical Thinking Questions – Due every Wednesday.
Are from Textbook except where noted**

DUE DATE

Questions CT 3 & 6 pg 18	1/18
Construct a generalized fungi life cycle by comparing life cycles of basidiomycetes, zygomycetes, and ascomycetes for similarities.	1/25
Diagram a Concept map/web (see BB for detailed directions)	2/01
Compare and Contrast gymnosperms and angiosperms	2/08
Without using any resources except your own creativity, construct a dichotomous key for the organisms on pg 379 (12 pictures)	2/15
CT 1 & 8 pg 474	2/22
Questions CT 1 & 2 pg 409	3/07
Question CT 2 & 4 pg 439	3/14
Questions CT 1, 3, 4 pg 705	3/21
Question CT 1 pg 263, CT 1 pg 289 and summarize "The Endosymbiotic Hypothesis" and its supporting evidence.	3/28
Explain biomagnification within an aquatic food web, CT 3 pg 783.	4/04
Questions CT 2 & 4 pg 383	4/11
Questions CT 1 & 6 pg 731	4/18
Questions CT 1 & 2 pg 422, CT 2 pg 783	4/25

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 15, 2010 Midnight. All students must turn in a hard copy on your lab day of April 16, or 17 – see your schedule.**

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 02/19/2010 midnight. All students must turn in a hard copy to instructor in lecture on 02/20/2010 (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 3/20/2010 midnight. All students must turn in a hard copy in class on 3/21/2010 (on line students – turn in at your lab March 21 or 22).**

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 dropbox 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> - a website that you may find helpful for learning APA format.