

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**
Ten hours of office hours per week. Times vary each semester.

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Lecture: Meets twice a week for 90 minutes. Times vary each semester

Laboratory: Meets twice a week for 120 minutes. Times vary each semester.

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,

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

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, or rent a textbook, a connect code can be purchased separately. There is a direct link between our MCC blackboard course and the course's Connect site. Electronic assignments from the CONNECT website will be due by 10am each Friday.

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 may not respond to 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.

Instructor Initiated Drop:

Students with excessive absences may be dropped by the instructor. Examples of excessive absences include missing two or more assessments, missing 2 or more consecutive lab sessions, or online students not viewing 2 or more consecutive lectures online.

Lecture Attendance:

ONCAMPUS: It is in a student's best interest to attend and participate in all the lectures. Please arrive on time so that you do not disturb others. Lectures will be recorded and available through Tegrity. If a paper assignment is due, or there is a quiz or test, students are required to attend lecture to participate in the assessment.

ONLINE: You are required to visit Blackboard and Tegrity to view lectures online for a minimum of 3 hours each week. Online students that do not view 2 or more consecutive online lectures are in danger of being dropped for excessive absences.

If you are absent when something is due or there is quiz/test email me within 24 hours or call my office and leave a voice message 231-777-0395.

Types of Assignments:

Paper assignments

Paper assignments are due at the beginning of lecture or lab as indicated by the course calendar. LATE WORK is NOT ACCEPTED without a **written satisfactory explanation**. If you are unexpectedly absent the day an assignment is due, you must email a satisfactory explanation within 24 hours. For extreme cases, email within 3 days.

Electronic Assignments

Electronic assignments from the CONNECT website will be due by 10am each Friday.

Lab Reports:

Lab reports are described later in this syllabus

Types of Assessments:

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. Quiz and Test dates are listed on the course calendar, but are subject to change if necessary. STUDENTS ARE NOT ALLOWED TO TAKE THE QUESTION BOOKLETS, BUT MAY REVIEW THESE ON CAMPUS DURING LECTURE OR LAB TIME. *The instructor will collect quizzes and tests question booklets and keep them for a period of one semester at which time they will be destroyed.*

Lab Practical Examinations:

A laboratory practical is a hands-on test of lab material. It may involve identifying specimens, analyzing or interpreting lab results, or conducting a quick experiment.

Laboratory practical examinations 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. **THERE WILL BE NO MAKE-UPS for lab practical examinations,** except in extreme cases with proper documentation.

Scantron answer sheets

Students will need to purchase Scantron answer sheets for on campus quizzes, tests & lab practical examinations. On campus students will need a total of 14 Scantron sheets. Online

students will need a total of 8 Scantron sheets. Please keep them in a folder so that these stay flat and are not creased along the edges.

ONCAMPUS: *If you arrive late, 10% will be deducted from your quiz or test score.*
If you are absent email me within 24 hours or call my office and leave a voice message 231-777-0395. You must make arrangements with the testing center to take a make-up before the next lecture session. 777-0394

ONLINE: Students will be given 19 hour window of time in which to complete the quiz online through blackboard. Starting at 5:00 am and running until midnight. This will usually occur the same day that students on campus take the quiz.

IF YOU HAVE TECHNICAL DIFFICULTIES email me immediately or call my office and leave a voice message 231-777-0395. You must make arrangements with the testing center to take a make-up within 3 days. 777-0394

Major Unit Tests are to be taken in the testing center immediately following lab. Lab practical examinations will be taken on campus during lab time.

Academic integrity and online quizzes: Online quizzes will be taken on “the honor system” in which students should not use any books or other resources. Random blocks of questions and time limits will be used to deter cheating. Any student that performs 10% higher on online quizzes than their on campus tests will be required to take all future quizzes in the testing center and not be allowed to participate in the online quiz format.

Lab Attendance, Lab Reports: *you will need dissection gloves for this course.*

Students are expected to read and complete all pre-lab work prior to each lab session. During lab students should follow all directions in the lab manual. Students are expected to make their own lab observations, record results and will be responsible for lab material on assessments; however students will work in small groups to complete many of the lab experiments and will turn in one group lab report for grading purposes. Each student is expected to serve as a group leader once per unit.

Laboratory work requires special equipment. Any student that misses a lab must email a **satisfactory explanation** within 24 hours and 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.

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: 70% assessments, 20% lab reports, and 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 = 70% of total grade:

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

Lab Reports = 20% 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

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| | 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- |

Extra Credit: Students can earn a maximum of 3% in extra credit. Opportunities for extra credit will be posted and explained on blackboard.

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>

Special Services *If you have special needs, contact the special services coordinator, Janice Alexander at 231-777-0309 or visit room 206. If you qualify for special services it is your responsibility to inform your instructor and provide proper documentation.*

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 7th, 2012.

Statement on 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.

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*.
- MCC has a Behavioral Intervention Team whose responsibility is to identify and coordinate services or intervention strategies for a broad range of troubling student

behaviors, including but not limited to substance abuse, disruptive conduct and mental illness. Students are encouraged to report any issues of concern to the BIT team through the MCC website at www.muskegoncc.edu/BIT.

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.

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*.

Helpful phone numbers

My office: call and leave a voice message 231-777-0395

Biology Office Secretary Hillari Thompson 231-777-0273

MCC IT Helpdesk 866-718-5170. This is available 24/7.

CONNECT Helpdesk call (800) 331-5094 If the issue is related to Blackboard integration with CONNECT call 1-877-382-3509

MCC TESTING center 231-777-0394