Biology 100IN Biology Concepts
Spring 2012

CRNS: 21395, 20350

Teaching Format: Self-paced, Internet-directed, and on campus in the Biology Learning Center
Prerequisites: None.

Course Web URL: http://dtc.pima.edu/blc (Click on the “Bio 100” link). You can also access your course from your Blackboard homepage (by clicking on the “BIO 100 Course Content” link).

Classroom Location: Biology Learning Center (BLC), ST 107, Downtown Campus
First Day of Class: Tues., January 17
Last Day to Withdraw: Thurs., April 5
Coursework must be completed by: Fri., May 11 by 2pm

Estimated Weekly Class Workload: 6 hours in the classroom, 12 hours outside the classroom (double these times if taking the class during the summer). Because this is a self-paced class, study time will vary greatly with experience and study skills.

Target Audience: Introductory course for biology and non-biology majors. Fulfills 4 hours of AGEC credit for biological and physical sciences.

Biology Learning Center Schedule: Monday 9am-5pm
Tuesday through Thursday 9am-8pm
Friday and Saturday 9am-2pm
Extra Testing ONLY periods: Mon 5-8 pm and Sat 2-5 pm

YOUR INSTRUCTOR IS BASED ON YOUR SECTION OR CRN#:

Instructor #1:
If your CRN# is 20350, then your instructor is: Nan Schmidt
You can email me at nan.schmidt@pima.edu
My hours in the BLC are: Tues. 9-1; Wed. 9-2; and Thurs. 12:30-5:30. My office hours are Tues. 1-3 and Thurs. 10:30-12:30.

Instructor #2:
If your CRN# is 21395, then your instructor is: Sue Kelly
You can email me at sekelly@pima.edu
My hours in the BLC are: Wed. 5-8pm and various Saturday hours

*Voicemail messages for all 100 instructors can be left on the BLC phone at (520) 206-7176. However, email is always preferred over voicemail. All emails must be sent from your MyPima email account. Your Pima email address ends in “@mail.pima.edu”. Do not send messages from your UofA or personal email accounts. Emails will usually be answered within a 24-48 hour period, excluding holidays and weekends. You can come into the BLC anytime that we are open. It does not have to be when your instructor is present.
# BIO 100 Schedule

<table>
<thead>
<tr>
<th>Deadlines and Holidays</th>
<th>Date</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Classes Start</td>
<td>Tuesday, January 17</td>
<td></td>
</tr>
<tr>
<td>Online Syllabus Quiz due</td>
<td><strong>Friday, February 3</strong> (2:00 pm)</td>
<td>Complete the online syllabus quiz in Blackboard (15 points!)</td>
</tr>
<tr>
<td>1st Deadline</td>
<td><strong>Friday, February 3</strong> (2:00 pm)</td>
<td>You MUST have completed all work for Unit 1 (Labs and Exam); incomplete work will receive no credit</td>
</tr>
<tr>
<td>Rodeo Holiday</td>
<td>Thurs. Feb. 23–Fri. Feb. 24</td>
<td>(College closed)</td>
</tr>
<tr>
<td>2nd Deadline</td>
<td><strong>Friday, March 2</strong> (2:00 pm)</td>
<td>You MUST have completed all work for Units 2-4 (Labs and Exams); incomplete work will receive no credit</td>
</tr>
<tr>
<td>Spring Break</td>
<td>Mon. March 12–Sun. March 18</td>
<td>(College closed)</td>
</tr>
<tr>
<td>3rd Deadline</td>
<td><strong>Friday, March 30</strong> (2:00 pm)</td>
<td>You MUST have completed all work for Units 5-7 (Labs and Exams); incomplete work will receive no credit</td>
</tr>
<tr>
<td>Last day to Withdraw</td>
<td>Thur., April 5</td>
<td>(College closed)</td>
</tr>
<tr>
<td>4th Deadline</td>
<td><strong>Friday, April 20</strong> (2:00 pm)</td>
<td>You MUST have completed all work for Units 8-10 (Labs and Exams); incomplete work will receive no credit</td>
</tr>
<tr>
<td>Last day for Lab Points*</td>
<td><strong>Monday, May 7</strong> (8:00 pm)*</td>
<td>You MUST have completed all labs for Units 11 &amp; 12 (Units 13-15 do not have labs); incomplete work will receive no credit</td>
</tr>
<tr>
<td>Last day for Regular Unit Exams</td>
<td><strong>Wednesday, May 9</strong> (8:00 pm)</td>
<td>You MUST have completed all exams for Units 11-14; incomplete work will receive no credit</td>
</tr>
<tr>
<td>Last day for Optional Extra Credit Final Exam and/or Retake, if necessary</td>
<td><strong>Friday, May 11</strong> (2:00 pm)</td>
<td>Note that the BLC closes early today; last chance to begin the optional extra credit final exam is <strong>1:00 pm</strong> and last chance to begin a retake <strong>1:30 pm</strong>! No Exceptions!!</td>
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</tbody>
</table>

* You will be able to work on and get signed off on labs until 8pm on the Last Day for Lab Points.
**Instructional Materials**
(*please consult the “Course Resources” page on the 100 course website for more detailed information regarding the textbook and other course materials*)


**Required Lab Worksheets:** You are required to download and print all of the necessary BLC lab worksheets for the corresponding units. You must print these on your own, somewhere outside of the Biology Learning Center.

**Course Description:** Basic principles and concepts of biology. Includes methods of scientific inquiry, cell structure, chemistry, metabolism, reproduction, genetics, molecular biology, evolution, ecology, and current issues in biology.

**Course Outline:**

- **Unit 1** - Can Science Cure the Common Cold? Introduction to the Scientific Method
- **Unit 2** - Are We Alone in the Universe? Water, Biochemistry, and Cells
- **Unit 3** - Diet: Cells and Metabolism
- **Unit 4** - Life in the Greenhouse: Photosynthesis, Cellular Respiration, and Global Warming
- **Unit 5** - Cancer: DNA Synthesis, Mitosis, and Meiosis
- **Unit 6** - Are You Only As Smart As Your Genes? Mendelian and Quantitative Genetics
- **Unit 7** - DNA Detective: Complex Patterns of Inheritance and DNA Fingerprinting
- **Unit 8** - Genetically Modified Organisms: Gene Expression, Mutation, and Cloning
- **Unit 9** - Where Did We Come From? The Evidence for Evolution
- **Unit 10** - An Evolving Enemy: Natural Selection
- **Unit 11** - Who Am I? Species and Races
- **Unit 12** - Prospecting For Biological Gold: Biodiversity and Classification
- **Unit 13** - Is the Human Population Too Large? Population Ecology
- **Unit 14** - Conserving Biodiversity: Community and Ecosystem Ecology
- **Unit 15** - Where Do You Live? Climate and Biomes (this unit is optional for extra credit)

**BLC Exams:** There are 14 proctored exams that you must complete onsite in our Biology Learning Center (BLC) testing room. These exams are not timed, but must be completed before we close. Many of the proctored BLC Exams require that you first complete a series of onsite BLC labs that must be checked off by a BLC staff member.

**BLC Lab Activities:** Many of the units have labs that must be completed in the learning center and require sign offs from BLC staff members. You are not allowed to take any exams that require BLC staff check offs until you meet that requirement. Lab check offs and lab activities are not available during testing-only periods.

**Lab Points:** You earn your lab points by getting all of your required labs signed off by a staff member. After you take the corresponding unit exam, these lab points will be entered into your Blackboard gradebook. Note that it can take up to a week after you complete an exam to have your exam and lab points entered into your gradebook. Units 13, 14 & 15 do not have labs or lab points.

**Extra Credit:** You have some extra credit opportunities in this course. See course website for details.
Group work: Working with another person can be a great way to help both of you to learn better and to enjoy yourself more while you do so. So, we encourage you to work cooperatively with others at the Biology Learning Center. With that said, however, there are some general "rules" that you must follow:

1. Group work is limited to groups of 2 students.
2. When working with another student in the Biology Learning Center, you both must talk quietly so that you don't disturb other students. If you disturb other students, you will be asked by the BLC staff to either move to another location or to work separately.
3. Although you may share an experiment, microscope, or model, you MUST fill out your own lab worksheets and put your answers in your OWN words.

Grading: You may view your grades at any time by accessing your gradebook in Blackboard. The BLC Exam points that you earn on campus in the Biology Learning Center will be entered into the gradebook about once a week, so be patient if you completed an onsite exam, but the grade does not yet appear. Your grade for the course will be based on the following:

On campus, proctored exams (14 units x 40 points per unit) = 560 points
Lab points (12 units x 20 points per unit) = 240 points
Syllabus quiz = 15 points

Every unit (except Units 13-14 and extra credit Unit 15) is worth a total of 60 points. If you wish to know how well you have done on a unit, add up all of your total unit score (e.g., for Unit 1 that would be your points on EX-1 + 20 points for the labs), and then divide by 60 to get your percent (90% or better is an A, 80-89% is a B, 70-79% is a C, 60-69% is a D, and below 60% is an F). For example, if you got 30 points on your EX-1 and 20 lab points, you have a total of 50 points for Unit 1. Divide your total unit score by 60 and you get 83 or 83%, which is a B.

Note: lab points help a lot in this course! In the example above, the student got 30/40 on the exam, which is a 75%, or a “C”. However, when the 20 lab points are factored in the student actually got a “B” on that unit.

Total Possible Course Points = 815 points

A = 90-100% (730 or more)
B = 80-89% (648-729)
C = 70-79% (567-647)
D = 60-69% (485-566)
F = less than 60% (484 or less)

Taking Exams in the BLC: BLC Exams are handed out at the front desk, and you complete them in the testing room of the Biology Learning Center.

- You must use a #2 pencil on the exam. The BLC staff will provide a calculator if needed.
- Please ask for scratch paper if you think you will need it. You may not write on the Exam!
- Place ALL belongings in the bookcase at the front desk. You can leave valuable items with staff. You may not reserve a workstation while taking an exam.
- While taking an exam, do not talk to anyone except BLC staff. When finished with the exam, return it immediately to the front desk. Your exam will be graded as quickly as possible, and recorded in your Blackboard gradebook within about a week.
- You will be allowed to retake only one of your exams, but only after all other regular unit exams are complete. Note: you cannot retake an exam on the same day as you took the original unit exam (you must wait until the next day).
• Regular unit exams will not be given out less than 30 minutes before the lab closes, and the extra credit final exam (Unit 15) will not be given out less than 1 hour before the lab closes! There are no exceptions!!!
• There are no excuses for cheating. If you choose to cheat, we will impose academic and disciplinary sanctions, including receiving a "0." See the Student’s Rights and Responsibilities section of the syllabus for more information.

Course Schedule and Deadlines:

You are enrolled in a self-paced class with a somewhat flexible schedule. Much of your work can be done at home by accessing the BIO 100 Course Website, as long as you have an Internet connection. Consult the “Course Resources” page of the 100 course website for a “Course Schedule” indicating the DEADLINE dates, holidays, and withdrawal deadline. In order for you to stay on track and finish the course by the end of the semester you should complete about 1 unit a week (2 units a week during the summer). And by the way, you can always work faster than the suggested pace! You can finish your class as fast as you wish (and are able)!

By completing about a unit a week (2 units a week during the summer), you will spread out the workload evenly over 16 weeks (8 weeks in the summer), and will be much more likely to finish the course successfully. Don’t try to "cram" too much work into the last few days of a deadline. This is a common mistake that does not work. It also tends to get very busy in the learning center around deadlines (especially late Thursdays and all day Fridays), leading to long waits in lines, and competition for models, lab kits, and computer workstations. The DEADLINE dates indicate minimum required work that is due. These dates are not optional!

If you have reached a deadline, that means that you will not be allowed to go back and do the work for that deadline once it has passed. All incomplete work that was due at the deadline will receive no credit. It is very important that you stay on track. If you find yourself falling a little behind, get yourself caught up quickly! Most students who do not finish this class successfully, fail or withdraw because they allowed themselves to fall too far behind.

Withdrawals: Once the Pima College Withdrawal Deadline approaches, it is your responsibility to assess your progress and grade in the class up to that point, and decide if withdrawing is the best option for you because you will not be able to successfully complete the course. Note: It is always the student’s responsibility to initiate a withdrawal from the course; if that is what he or she desires! Your instructor WILL NOT withdraw you from the class! If you decide to remain in the class after the Pima College Withdrawal Deadline, then you are committed to finishing the course. You will not be allowed to withdraw after the date passes.

If you are severely behind and/or have poor grades in the course so far, and are considering whether or not you should withdraw, it is YOUR responsibility to discuss your progress with your instructor.

It is YOUR responsibility to stay on track and complete the required work by the deadline dates. If you do not expect to complete the course, be sure to withdraw yourself by the withdrawal deadline; otherwise you may not receive a passing grade. If you are concerned about your progress, please email your instructor as soon as possible.

Instructor withdrawals after the Last Day to Withdraw are only given out under exceptional circumstances; being behind or overwhelmed with work is NOT a valid reason for awarding an Instructor Withdrawal after the Last Day to Withdraw.
To Receive a Grade of Incomplete ("I"): Incomplete grades are only given out in exceptional circumstances. The incomplete grade (I) is given to the student who is on track all semester but is unable to complete the final portion of the course due to an unforeseen event. A grade of "I" will only be given if all of the following requirements are met:

- You must have completed at least 75% of the coursework (at least Units 1-11 fully completed) with a grade average on that coursework of C or better \textbf{AND}
- You must ask the instructor for an incomplete by the last day to take BLC Exams \textbf{AND}
- You must provide valid documentation showing a medical or other reason for needing an incomplete.

The final decision for awarding an "I" grade rests with the instructor. Being behind or overwhelmed with work is NOT a valid reason for an “I.” If you are returning to the BLC after earning an incomplete, you cannot retake exams or repeat completed lab activities from a previous semester.

If you ever have questions or concerns about your progress, please email your instructor.

Your MyPima Email Account: You are required to check for messages from your instructor in your MyPima email inbox at least \textbf{twice a week}. Failure to check your messages twice a week may result in you missing important messages from your instructor. Your instructor will only send course emails to your MyPima email account. If you wish to send an email to your instructor, you must send it from your MyPima address (it ends in \texttt{@mail.pima.edu}). If you send an email from your UofA or other email account you may have your reply delayed, because your instructor may ask you to identify yourself first, or send the message again using your MyPima account. Emails will usually be answered within a 24-48 hour period, excluding holidays and weekends (Sat/Sun).

Other Policies in the Biology Learning Center:

- The BLC will NOT stay open past closing time. Please plan your time wisely to make sure that you complete your work before we close.
- Friends, relatives, children and students not registered for a Downtown Campus Biology class are not permitted in the BLC. Non-students will be asked to leave.
- Please adjust cellular telephones and pagers to be silent while in the BLC. All phone conversations must take place OUTSIDE. If your cellular telephone or pager bothers other students, you will be asked to leave.
- Food, drinks, and tobacco may not be brought into the BLC.
- Do not leave your computer logged into Blackboard or MyPima when you are not present. This potentially gives other students access to your personal information. Make it a habit to close all windows before you leave your computer station. Also, if your computer asks you whether or not you want to save a password, always say NO. Never save passwords on the learning center computers! You do not want the next person to be able to login to your accounts.
- Lab activities are essential for understanding the course material. After you complete an experiment or focus a microscope slide, leave your materials on your desk until you are checked off by a staff member. If you put them away before the staff member approves of your work, you will have to perform the experiment again to receive credit.
- On Monday nights from 5-8pm and Saturday afternoons from 2-5pm, the BLC is open \textbf{ONLY FOR TESTING}. During these hours, there are no lab check-offs and/or in-class activities.
- Possession of drugs, alcohol or firearms on college property is illegal. Students creating disturbances that interfere with the learning of others will be asked to leave. Students not abiding by the Pima Community College Student Code of Conduct may be withdrawn from class and/or from Pima Community College.
Mandatory Reporting: Pursuant to Arizona law (A.R.S. §13-3620), College personnel, including faculty, staff, and administrators, who learn in the course and scope of their employment that a minor (defined as under 18 years of age) has been the victim of physical or sexual abuse, are required to report this information immediately to law enforcement.

Student's Rights and Responsibilities: Students are expected to abide by Pima Community College’s rules and regulations. A summary of the Student's Rights and Responsibilities, including the Student Code of Conduct and the Code of Academic Ethics, is available at http://www.pima.edu/studentserv/studentrights. A violation of the Code of Academic Ethics may result in a failing grade in the course and may be subject to further penalties.

ADA Compliance Statement: Pima Community College is committed to providing accommodations for qualified individuals with disabilities in a timely and effective manner. To request a reasonable accommodation, students must be registered with the campus Disabled Student Resources (DSR) office. Accommodations will be made based on eligibility determined by Disabled Students Resources. Services can be requested at any time during the semester. Requesting services well in advance will help to ensure that resources are available when needed. Please contact a DSR office at 205-4500 or DSRhelp@pima.edu

Syllabus and Schedule Changes: Please note that any corrections made to the original syllabus during the semester will supersede the original syllabus. Check your class email and message board for updates.