

**Syllabus:** Concepts of Biology I Lab
**Course Number:** BIOL 1108
**Semester & Year:**

**Instructor Information**

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Office Hours:

**Textbook Information**

We will be using the Inquiry into Life laboratory manual by Sylvia Mader (17th edition). It can be purchased from the TC Bookstore or online. ISBN: 978-1-264-40694-4.

**All students are required to have a laptop or device that will work with Microsoft TEAMS, the Internet, and Moodle.**

If students have technology problems this term using Moodle, they should contact the Texarkana College helpdesk at <https://www.texarkanacollege.edu/helpdesk/> and then submit a ticket requesting help for a specific issue. Students can also call the TC help desk at (903) 823-3030.

**Student Learning Outcomes for the Course**

1. Apply scientific reasoning to investigate questions and utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data.
2. Use critical thinking and scientific problem-solving to make informed decisions in the laboratory.
3. Communicate effectively the results of scientific investigations.
4. Distinguish between prokaryotic, eukaryotic, plant and animal cells, and identify major cell structures.
5. Identify stages of the cell cycle, mitosis (plant and animal), and meiosis.
6. Interpret results from cell physiology experiments involving movement across membranes, enzymes, photosynthesis, and cellular respiration.
7. Apply genetic principles to predict the outcome of genetic crosses and statistically analyze results.
8. Identify the importance of karyotypes, pedigrees, and biotechnology.
9. Identify parts of a DNA molecule, and describe replication, transcription, and translation.
10. Analyze evidence for evolution and natural selection.

**Student Requirements for Completion of the Course and Due Dates**

|  |  |  |
| --- | --- | --- |
| **Exams** | **Topics** | **Dates** |
| **Exam 1** | **Scientific Method, Microscopes, Chemical Composition of Cells (Labs 1, 3, and 4)** | **Week 3** |
| **Exam 2** | **Cells, Enzymes, Cellular Respiration (Labs 5, 8, and 9)** | **Week 5** |
| **Exam 3** | **Mitosis, Photosynthesis, Meiosis, and Genetics (Labs 6, 10, 7, 22, and 23)** | **Week 7** |
| **Final Exam** | **Comprehensive (includes Lab 24 and 25)** | **TBA**  |

**\*Dates are subject to change\***

**Note:** This outline is subject to change for reasons of course interest, time constraint, or instructor decision. The exams will be administered on the dates given unless material relevant for a given exam has not been covered. Under such cases, an exam may be moved a class period or two to aid in the clarity and understanding of the material.

**Student Assessment**

Students will be evaluated on a combination of lecture examinations, quizzes, articles and other class assignments, and a comprehensive final examination.
**This course is worth a combined total of 700 points**. **All lecture exams may include multiple choice, matching, and labeling questions. All exams and daily assignments will be graded within a one-week time period.**

**The point breakdown is as follows:**

|  |  |
| --- | --- |
| **Grade**  |  |
| **A** | 89.45-100 |
| **B** | 79.45-89.44 |
| **C** | 69.45-79.44 |
| **D** | 59.45-69.44 |
| **F** | 59.44-below |

**Bookwork, Daily Assignments 200 points**

**Exam 1 100 points**

**Exam 2 100 points**

**Exam 3 100 points**

**Lab Final 200 points**

 **700 points**

The cutoff point for rounding is .45. A final average of 89.45 is an A, and a final average of 89.44 is a B.

As extra credit, an additional 20 points will be added for attendance and participation. Each absence will result in a deduction of 2 points.

**Any extra credit assignments will be given out to the entire class well before the end of the semester. No extra credit opportunities will be given to individual students so that they can raise their grade.**

**Power Point slides, out of class assignments, and study guides will all be available on** <https://tconline.texarkanacollege.edu/> **If you have problems accessing the materials, please let me know.**

**Attendance Policy**

Texarkana College attendance policy allows students to be dropped by instructors for excessive absence. TC considers excessive absence to equate to anything greater than 15% of the class. In an 8-week term, this means that instructors may drop students for attendance if student absences exceed more than one week of class meetings and/or online assignments. In a 16-week term, instructors may drop students for attendance if student absences exceed more than two weeks of class meetings and/or online assignments.

If an enrolled student stops attending class and chooses to receive an F, the last date they attended will be listed on the final grade sheet and they will most likely have to pay back money received from grants or scholarships. If a student leaves and returns during class or leaves the class before the class is over, he/she **may** be considered absent. Three tardies constitute one absence.

Withdrawal from a course(s) may affect a student’s current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short- and long-term consequences of a withdrawal.

**Hybrid (HYB)**

**Our class has been designated as HYBRID (HYB). That means that about 50% of the class is face-to-face, and 50-80% is done online and outside of class. There will be online activities for you to complete in Moodle or some work that must be done outside of class. If the** **pandemic forces our class to become a completely online class, you will receive further instructions on how to make that transition.**

**Excused Absences:** A student’s absence due to school trips and/or school business will not be counted against a student’s allowable number of absences. Military duty and absences for Holy Days (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by Texarkana College. Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absences due to other reasons.

**Testing Policy**

All lab exams will be taken in the Testing Center, which is located on the first floor of the TC Library. You must have a current Student ID (this year!!) to be able to take your test. You will only have one opportunity to take each test, but you will have a several days available for testing. The final exam location will be determined and announced.

**Make-up Policy**

# Make-up exams should not be required. Makeup exams must be arranged well ahead of time. Since there will be a testing window of several days, students should not need makeup exams unless there are extenuating circumstances. Students who have the COVID virus must provide documentation, and these situations will be handled on a case-by-case basis. Make-up exams may differ in format from the original test. Students who do not complete an exam on time, and have not made prior arrangements with Mrs. Robinson, will receive a zero for the exam grade. There are no exceptions. All make-up exams and missing daily work will be recorded as a zero until they are made up. Assignments that have a specific due date will have points deducted if they are late.

**Student Responsibilities**

It is the student’s responsibility to know and comply with the instructor’s policy and to contact the instructor to make up missed work.

**Cell Phone Policy**

All cell phones should be put on silent mode (or vibrate) and kept out of sight in class. If any phones are out while testing, I will assume you are cheating. There will be no talking on phones or texting while lecture and discussion is taking place. No social media is allowed during class time. You are not allowed to record lectures without teacher permission. Do not put lab material on social media at any time. If you cannot abide by this policy, you will be asked to leave. You are allowed to take pictures of lab results for studying purposes.

**Class Behavior**

# There will be a zero-tolerance policy for any behavior that is disruptive and prevents or deters from classroom learning. This behavior includes, but is not limited to, any use of vulgar language or rude behavior towards the instructor or any other student in the class. Violation could result in being asked to leave the class, withdrawal from the course, and/or investigation by the Dean of Students. Students who are dropped from the course for inappropriate behavior will receive a grade of F.

**Academic Integrity Statement**

Scholastic dishonesty, involving but not limited to cheating on a test, plagiarism, col­lusion, or falsification of records will make the student liable for disciplinary action after being investigated by the Dean of Students. Proven violations of this nature will result in the student being dropped from the class with an “F”.

This policy applies campus wide, including TC Testing Center, as well as off-campus classroom or lab sites, including dual credit campuses. This information can be found in the Student Handbook at <https://texarkanacollege.edu>. **Anyone found cheating on an exam given individually, in class, or in the testing center will be dropped immediately with a W/F grade. Also, disciplinary issues in the testing center will be dealt with as a W/F grade. There are no exceptions to this policy.**

**Using ChatGPT may be considered academic dishonestly. Please check with your instructor.**

**Academic Integrity and Use of AI Tools Policy**

As members of the academic community, you are expected to uphold the highest standards of integrity. The advent of artificial intelligence (AI) tools offers new opportunities and challenges in our pursuit of knowledge and academic growth. To maintain fairness and integrity in our academic work, the following guidelines are established for the use of AI in this course:

**Acceptable Use of AI Tools**

1. Research Assistance: AI tools may be used for preliminary research and to assist in locating academic sources. Proper citations must be provided for any materials found via AI tools.

2. Skill Development: AI may be employed for skill development in areas such as coding, languages, and mathematical problem-solving. Use these tools responsibly to enhance your understanding rather than replace your learning efforts.

**Prohibited Use of AI Tools**

1. Assignments and Examinations: AI tools must not be used to generate content or answers for assignments, projects, quizzes, or exams. Submitting AI-generated work as your own is considered academic dishonesty.

2. Paraphrasing and Translation: Using AI to paraphrase text or translate assignments is not permissible if it disguises the source material without proper acknowledgment. All work submitted should be in your own words and reflect your own understanding.

Disclosure and Citation

1. Acknowledgment: If any AI tools are used to aid in your learning process (e.g., for brainstorming or editing), their use must be disclosed in a brief statement in your submission.

2. Citation: All AI-assisted content must be properly cited according to the appropriate academic style guide mentioned in this syllabus.

**Consequences of Misuse**

**Violating this policy will result in disciplinary actions consistent with the College’s Academic Integrity Policy, which may include failing the assignment, failing the course, or further disciplinary measures.**

**Disability Act Statement:**

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Tonja Blase at (903) 823-3450 ext. 3349, or go by the Recruitment, Advisement, and Retention Department located in the Administration building for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations.

**Financial Aid**

**Attention!** Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

**Disclaimer**

The above syllabus, policies, schedule, and assignments in this course are subject to change in the event of extenuating circumstances or by mutual agreement between the instructor and the students.

**TC Police (903) 798-3330**

**Counselor on campus is Luretha Loudermill, (903) 823-3143 or** **tc.counselor@texarkanacollege.edu**

**Basic Needs Security**

Any students who has difficulty affording groceries or accessing enough food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in this course or ability to remain in school, is urged to contact Tonja Blasé, Director of Student Retention, at (903) 823-3349 for support. Furthermore, please notify the professor if you are comfortable in doing so. It will enable them to provide any resources that they may possess.