**Syllabus:** Concepts of Biology I for *Non- Science Majors* - **LABORATORY**
**Course Number:** **BIOL 1108.H51 -HYB (Hybrid)**
**Semester & Year:** SPRING 2017

**Instructor Information**

 Name: Mark Storey
 Office: Chemistry Building Rm. 202
 Telephone: 903-823-3298
 E-mail: Mark.Storey@texarkanacollege.edu

Office Hours: by appointment (Please email for an appointment)

**Textbook Information**

 Required Lab Kit www.esciencelabs.com Kit Code # 1452 (TC bookstore)

 *(do not purchase a printed lab manual, manual is included inside kit)*

**Student Learning Outcomes for the Course**

*At the conclusion of the* ***laboratory portion*** *of this course students should be able to:*

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.

**Lab Reports** are due at the conclusion of the lab unit normally SUNDAY evenings before midnight (11:59pm). These can only be submitted as an attachment to an email message (no paper copies of Lab Reports will be accepted for credit).

**TURNING IN ASSIGNMENTS and Quizzing**

If you miss a scheduled Lab Quiz day (selected FRIDAYS at 9:30AM) on campus, the materials that are due **can not be turned in late**. That means you will receive a zero on all of the things that were due at our face to face class meeting/quiz session.

However, I am DROPPING the lowest single grade for every grade category in the lab gradebook! So when bad things happen (they happen to all of us!) I will excuse that one time but after that, everything will count toward your overall grade in the course.

**ALL LAB REPORTS will be turned in via email attachment (before deadline). NO PAPER COPIES of lab reports will be accepted. You may either include the correct number of photos documenting your work within the lab report OR you may send them as an attachment to a separate email message.**

I will be providing you Lab Report grading keys ☺ (for all labs covered on the lab quiz that week) to help you answer the multiple choice questions on the lab quiz. You may bring print outs and hand written/typed notes from the lab manual if you wish. Of course you will turn in your select data pages and answers to questions from the lab manual for a grade after you take the test.

**IMPORTANT**: Be sure to look at your posted grades and attendance record on myTC. If you see any issues there please bring them to my attention ASAP. Be sure to save my reply emails to your email submissions and copies of all correspondence as proof of completing your work if any questions arise later in the semester.

**The only exception to this policy is: I will take late Lab Reports that are due on Sunday nights before midnight via email attachment. This exception is only on the weeks that we don't meet on the TC campus on Friday morning** (see above). There will be a 10% penalty for the first 24 hours past due (MON by 11:59PM), and an additional 10% penalty for an additional 24 hours (TUE by 11:59PM). A grade of zero will be recorded after that. *CAREFUL!! Remember, failure to turn in an assignment (lab report) will result in an absence in the lab course and you only can accrue a maximum of 2 absences before being dropped (W) from the course.*

**Student Requirements for Completion of the Course**

**Laboratory Topics/ Exams - Biology 1108.H51 SPRING 2017**

**The following units will be completed per the schedule on the BIOL 1108H Laboratory page on TC Online Course LMS (Moodle)**

Lab 1 Activity - Safety and Laboratory Techniques

Lab 2 Activity - Polar Bonding

Lab 3 Activity - Biomolecules

Lab 4 Activity - Cells

Lab 5 Activity - Enzymes

Lab 6 Activity - Diffusion and Osmosis

Lab 7 Activity - Photosynthesis

Lab 8 Activity - Respiration

Lab 9 Activity - Mitosis **(virtual lab - no lab manual material)**

Lab 10 Activity - DNA Extraction

Lab 11 Activity - Gene Expression

Lab 12 Activity - Meiosis

Lab 13 Activity - Mendelian Genetics

Lab 14 Activity - Human Genetics **(virtual lab - no lab manual material)**

Lab 15 Activity - Reproduction and Development **(virtual lab - no lab manual material)**

**The course grade will be calculated from the following schedule:**

|  |  |
| --- | --- |
| **Laboratory Unit Quizzes**  | **50%** |
| **Lab Reports**  | **50%** |
| **Total** | **100%** |

**Grading Scale**

|  |  |
| --- | --- |
| **Semester Grade**  | **Course Average** |
| **A** | 89.5-100 |
| **B** | 79.5-89.4 |
| **C** | 69.5-79.4 |
| **D** | 59.5-69.4 |
| **F** | 59.4-below |

**Make-up Policy**

**Lab Unit Quizzes and Lab Manual Unit Data pages with Q&A turned in at the time of the Lab Unit Quiz sessions can not be made up in this course. The lowest unit quiz & Lab Manual Data Q&A pages scores will be dropped.**

**ABSENTEE POLICY**

**Texarkana College’s absentee policy allows instructors to withdraw a student from a course due to excessive absences**

**Faculty members are not obligated to provide opportunities for students to make-up missed assignments and tests as a result of a student’s absence from class.****Do no stop attending a class without formally withdrawing from the course by the institution’s published Last Day to Drop. If a student does not attend class and does not withdraw from the class, the student will receive a grade of F in the class.** *The published Last Day to Drop applies to students; an instructor may withdraw a student for excessive absences at any time during the semester.*

**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.**

**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 types of absences that are considered excused 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.**

**MAXIMUM ALLOWABLE ABSENCES**After official registration, the following number of unexcused absences will be the maximum allowable before a student may be dropped from the class:

This LAB course is a **hybrid course**, and as such **the student must also complete an Enrollment Verification activity within the first week of class or the student may be dropped for not having attended**.

**ONLINE/HYBRID COURSE ABSENCES
Absence in a hybrid course is defined as the lack of an active post or submission within the course including discussion board posts, written assignments and tests. This standard will be used to determine all laboratory absentee issues***.*

**If lab reports are turned in LATE (accepted up to 48 hours past due ONLY if the report was due on SUNDAY night at 11:59PM but NOT accepted late if class meets on a Friday on campus quiz session) the student will be counted TARDY for that week. Three tardies will count as an absence for the course.**

**Students must complete at least one activity in their online / hybrid class per week. Each week in which a student does not complete an activity will be counted as an absence.**

**The maximum number of absences in this laboratory class is two (2) per semester (the equivalent of two (2) weeks of instruction).**

**WARNING: If you exceed the maximum number of absences for this course you will be dropped (W) from the course.**

**You can view your attendance record on the *myTC* portal under the student tab.**

If circumstances develop (e.g. extended illness, moving from the city, etc.) which necessitates your withdrawal from this or any other course be sure to let me know AND officially withdraw in the Director of Admissions office located in the C. M. Nelson Administration building. The date each semester is posted on the inside page of the current Texarkana College Catalog / Website under "Academic Calendar". A grade of W is recorded on your permanent transcript*if**you withdraw before the official deadline*.

**Class Conduct**

 **There will be a zero tolerance policy for any behavior that is disruptive of classroom learning.  This includes ANY use of vulgar language or rude behavior toward instructor or any other student in the class.** Any student who acts in such a manner as to disturb the class and interfere with the learning process will be expelled from the course with a grade of "F".

**Any student that has a cell phone or any electronic communications device in their possession during any quiz or examination will receive a zero (0) for the quiz or examination. NO EXEPTIONS! You will also be counted absent for that class session.**

**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>.

**Disability Act Statement:**

Texarkana College complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations upon request. Please contact Larry Andrews at 903.823.3283, 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.

# Course Continuity Plan

In the case that the college officially closes because of an emergency (inclement weather etc.) which causes a short term disruption of this course, we will use the TC Moodle CMS (“TC Online”) and TC student e-mail to continue this course in the short term (1-3 weeks). All students need to use their campus e-mail to receive course related information.

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| **I reserve the right to modify the syllabus at any time during the semester. The online version of this syllabus (*TC Online CMS*) is the official syllabus and supersedes all versions of this document in print.**  |

By signing this statement, I agree that I have read and understand what is expected of me to perform satisfactorily in this course of study. *I also understand that any photographic and or audio recordings that are made of students including myself) during this class of are the property of Texarkana College and can be used to promote the educational mission of Texarkana College.*

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Student Name (**PRINT** First & LAST NAME)

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Legal Signature

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Date