Bio 100: Principles of Biology
Orange Coast College Course Syllabus for Marc Perkins’s section
Fall Semester 2013 (August 26 – December 15, 2013)

Lecture time: Tuesday and Thursday 9:35 – 11:00 am
Lecture location: Bio Sci 200
Lab times: Variable  Lab location: Bio Sci 105

Instructor: Marc Perkins
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Office location: Bio Sci 212B
Office hours: Monday 10:45 – 11:45am & Wednesday 2:30 – 3:15pm. Office hours by appointment as well.


One-semester account with Poll Everywhere ($9) for in-class polling. Available at: http://bit.ly/As3jv6

Required to purchase course website access: Many assignments for this course, and many materials required to succeed in it, will be posted solely in the BioPortal Website that comes with the What is Life? A Guide to Biology with Physiology textbook. You must obtain access to this portal to take the class.

Supplies needed: Writing implement, paper, five ScanTron exam forms, and a device that can either send text messages or connect to websites via a wireless network. Access to a computer with word processing software, Adobe Acrobat Reader, a printer, and internet access, is required (and supplied by the college).

Official course description: A general study of life processes with emphasis on biological chemistry, cells, molecular biology, heredity, ecology, evolution, and the diversity of life. Suitable as a general education elective for the non-science major. 4 units (3 hours per week lab, 3 hours per week lecture).

Prerequisites: None. Transfer credit: CSU and UC

Field trips: The lab component of this course may require field trips; see the supplemental lab syllabus for more.

Grading and assignments:

1. Lecture examinations
   There will be three in-class exams to give you feedback on your progress in the course. The exams will cover material presented in both the readings and lecture, and will focus mainly on material presented since the prior exam, though may cover material from the entire semester. All content contained in the assigned readings may be tested on the exam. Exams will have a mix of multiple choice, short answer, and essay questions, and will be completed in class. Each exam will be worth 80 points.

2. Lecture final exam
   There will be a comprehensive final exam during the last week of the course. The final exam will likely be in the same style as the lecture exams, including a mix of multiple choice, short answer, and essay questions. The exam will be completed in class and will be worth 100 points.
3. Online assignments (in BioPortal, the online website for Phelan’s textbook)

I believe that only through regular reading and application of new knowledge can we learn and remember information for the long term. Therefore, to encourage you to read and apply the course material to other problems, there will be **regular online assignments, worth 15 points per chapter.** These online assignments will be administered through the course website, and will only be available online; they may include short reading quizzes, interactive assignments, watching animations, taking adaptive quizzes, and more. Their primary function is to help you check your understanding of the basic concepts and terminology that we are covering.

To compensate for any technical or scheduling issues, there will be 11 chapters’ worth of online assignments assigned, but the total of all online assignments will be a maximum possible score of 150 points for grading purposes. Thus, you can miss an entire chapters’ assignments and suffer no penalty.

4. Participation questions

We’ll be using an in-class response system that will enable every student to answer questions live in-class using a hand-held transmitter. The answers are immediately tabulated by the computer at the front of the room and displayed for the entire class to see. This system has many advantages over the traditional question-and-answer session in a lecture, one being that everyone gets a chance to participate and test their knowledge during class. Using this system we will be able to evaluate our learning as we progress through the material, and alter the course based on these results.

Every question asked will be worth one point, and every student who answers the question will receive full credit for the question, unless otherwise specified. The number of points will be proportionally scaled to a total of 40 points possible over the entire semester. You will need to be present in class with either a device that can send text messages or connect to a wireless network to answer these questions and receive points for them. Questions may be asked at the very beginning or end of class.

To make up for potential error in the system, and to encourage regular participation, anyone receiving 90% or more of the total possible points will receive a grade of 100% on the participation questions.

5. Laboratory grade

Students will receive one course grade that combines their performance in both lecture and laboratory. The laboratory portion of this course will include many diverse assignments not detailed here (see the laboratory supplemental syllabus for your section for more information). Note that each laboratory section is an independent course, and the different laboratory sections may be taught in different styles with different assignments and assessments.

**All points received in lab will be proportionally scaled to a total possible point value of 300 points and added to the lecture assignments to determine the total course grade.** If the total number of points for lab is different on the lab and lecture syllabuses, the lab points will be scaled to the total number of points specified on the lecture syllabus.

For example, if a student got 150 out of 270 possible points in lab, then the student would get 166.67 out of 300 points for lab in the context of lecture.

6. Fast feedback assignments

Fast feedback assignments are designed to give you non-graded (and non-stressful) feedback about your progress in the course. Fast feedback assignments are short assignments either during or at the end of a class period, usually consisting of only one or two short questions, which should take only a minute or two to answer. These assignments are NOT graded, but will help me understand how you are progressing with the course material.

7. Review sessions

I will hold review sessions each week throughout the semester; these review sessions are not required, and are intended solely to provide extra assistance with the course material to anyone who desires it. I may distribute assignments (e.g., problem sets) at these review sessions; any assignments distributed at these review sessions will be ungraded, and will not count towards the final course grade.
8. Re-grading

I, like most other humans, have been known to make mistakes. Thus I’m more than happy to go over returned assignments with you to attempt to clarify any questions and/or fix any grading mistakes. However, I ask that all regrading requests be made within two weeks of the assignment’s return.

Grading summary:

- 3 lecture exams: 240 points
- Final exam: 100 points
- Online assignments: 150 points
- Participation questions: 40 points
- Laboratory points: 300 points

Total: 830 points

Grading policy:

Grades will be assigned based on the following point scale:

- > 89.5% and no academic dishonesty: A
- > 79.5%: B
- > 69.5%: C
- > 59.5%: D
- ≤ 59.5%: F

Assignments for which the majority of the class receives extremely low grades may be adjusted to account for the difficulty of the assignment.

Important dates:

- Last day for withdrawal with nothing on transcript: Sept. 8
- Last day for withdrawal: Nov. 16
- Final exam date(s): Dec. 11, normal lecture time

Attendance policy:

Attendance is mandatory for this course. You may miss up to three days of lecture with no penalty; however, additional unexcused absences may result in your being withdrawn from the class without notice.

Absence policy:

An absence will be excused if it is a documented instance of one of the following:

- an official absence (for a school function, verified by official absence verification memo)
- a religious holiday (provided that I am notified in writing at least 2 working days in advance)
- a serious personal injury or illness
- a serious illness, injury, or death in your household or family
- a major emergency or other severely time-sensitive matter beyond your control

Documentation verifying that an absence falls into one of the above categories must be received within 5 working days of the absence for it to be excused. Any other absence, or any absence without written documentation within 5 working days, is unexcused.

Late/missed work policy:

Assignments that were missed due to an excused absence may be turned in late without penalty (subject to the exceptions listed in this document); contact your instructor as soon as possible to arrange a makeup deadline. In general, makeup assignments must be turned in within a time period no longer than twice the amount of time that was missed due to the excused absence. For instance, if you have an excused absence for one week, any work you missed in that one week must be turned in during the two weeks following your return to class. However, all missed assignments must be turned in within four calendar weeks of the original assignment's
due date (or by the end of the semester, if that is within four weeks of the missed deadline) for them to count towards the course grade, even if the work was missed due to an excused absence.

There will be no makeup exams for unexcused absences, and there will be no makeup final exam for any reason except documented, genuine emergencies with notification within 12 hours of the exam. Except in the case of genuine emergencies I must be notified (by phone or e-mail) before the exam takes place to arrange a makeup exam for an excused absence.

The online assignments may not be completed late (but remember, you can miss one chapters’ worth with no penalty).

**Academic honesty:**

To put this simply, all work that you present as your own must be your own. If you do any work with another person you must indicate who you worked with. If you take any ideas from another source (e.g., another person, a website, a published work) you must cite that source. If you take direct wording from a source you must put those words in quotes and cite them. See my website’s section on plagiarism and academic honesty if you need help citing references (http://faculty.orangecoastcollege.edu/mperkins/occhome/Resources.html). I fully expect you to talk to other people about your assignments (other than exams and quizzes), and this policy is not designed to prevent that. If you do work with another student or another person simply say, somewhere in your assignment, that you worked with that person – no points will be taken off if you do this, assuming you haven't plagiarized or otherwise been academically dishonest.

If a project or other assignment is worked on by a group and turned in for a group grade, each individual must indicate their contributions to the final version; failure to do so will result in lost points. Individuals (or groups) writing separate papers that are based on the same experiment/data/research must work entirely separately on their final papers; any shared content (excluding raw data and statistical output) will be considered plagiarism.

Any student suspected beyond a reasonable doubt of plagiarism or academic dishonesty (e.g., cheating on an exam, turning in a paper with a few sentences directly copied from a source without quoting and citing them) will at the minimum receive no credit for the assignment in question, will be unable to receive a grade of A in the class, and may receive punishment as severe as expulsion from the college. All incidences of academic dishonesty will be reported to the Dean of Students.

**Incomplete policy:**

A grade of I may be awarded at the end of the semester to a student who has completed the vast majority of the coursework, is passing, and is unable to complete the remaining coursework due to illness or other circumstances beyond the student’s control. If approved, the student and I will fill out a contract before the semester’s end that specifies the work to be done and the deadline for completion (not to exceed 12 months).

**Audio/video recording:**

You may make audio recordings of the class sessions, but they may only be used as personal study aids. Video recordings may only be made with prior written approval, and may only be used as personal study aids.

**Disability accommodations:**

If you need disability accommodations in the class, please see me or contact either the Disabled Students’ Center or the Learning Center as soon as possible (both are located in the Special Services building); reasonable accommodations will be made. Information regarding disability will be held in strict confidence.

**Sexual harassment and discrimination:**

Sexual harassment and discrimination are not tolerated at Orange Coast College and will not be tolerated in my classroom. See the college policy on sexual harassment and discrimination if you have any questions. If you feel that you may have been sexually harassed or discriminated against, contact either the Orange Coast College Vice President of Student Services or the College Grievance Officer.

**Safe environment:**

Free and open discussions in this class will be critical. However, as some of the topics we will be discussing may be controversial and highly charged, please keep discussions on a professional level at all times.
Laboratory policy:
There will be a separate laboratory syllabus that details policies and procedures for the lab portion of this course. However, when not specifically stated otherwise in either this document or the laboratory syllabus, all policies set forth in this document also apply to the laboratory.

Student Learning Outcomes:
1. Identify the cellular components and cellular functioning of the various domains of life.
2. Solve genetic problems and determine the genotype and phenotype outcomes of a genetic trait cross.
3. Identify the major taxonomic groups of organisms and compare and contrast their major characteristics.
4. Identify the various mechanisms by which organisms evolve and the mechanisms by which new species are formed.
5. Analyze the interactions between organisms and the interactions between organisms and their environment.