

BIO 131: Introductory Biology
Fall 2007
Course Syllabus

Course Information

- This Course is 50% Online. Lecture is delivered in an online format, and you must attend lab sections as scheduled.

Instructor Information:

- Instructor name: Dr. Charles W. Jacobs
 - Office number: S-107
 - Office hours: by appointment
 - Phone: (313) 845-9734
 - Email: cjacobs@hfcc.edu
 - Course Website henryford.ucompass.com
 - Science Division office: 845-6310

Textbooks:

Pruitt and Underwood. *BioInquiry*, 3rd edition. 2006. John Wiley
HFCC Biology Department: Lab Guide for Introductory Biology.

Course Description:

A study of living organisms including: cell biology, genetics, plant structure and function (emphasizing flowering plants), ecology, and animal structure and function (emphasizing human digestion, respiration, circulation, excretion, and reproduction). Lectures and laboratory work are coordinated. Three hours of lecture and three hours of lab per week.

Prerequisites:

Score of 43 or above on ASSET Reading Test or 84 or above on COMPASS Test or satisfactory completion of ENG 081

Course objectives:

Students who successfully complete Biology 131 *Introduction to Biology* should be able to:

1. List several ways in which scientists define life and classify living organisms.
2. Apply the scientific method to questions presented in the laboratory setting.
3. Recall and restate basic biological facts and concepts, as listed in the individual unit objectives.
4. Demonstrate use of critical thinking skills in the analysis of experimental data.*
5. Demonstrate proficiency in the use of basic biological laboratory equipment.
6. Describe how the evolutionary theory applies to the structure and function of living organisms and to their relationships to the environment.

7. Compare and contrast carbohydrates, proteins, lipids, and nucleic acids, including the monomers of which they are composed, and explain their importance to living organisms.
8. Differentiate between prokaryotic and eukaryotic cells.
9. Identify structures of eukaryotic cells and describe the functions of those structures.
10. Identify and describe the functions of major organs of the human body.
11. Give an example of the way in which a specific negative feedback loop maintains homeostasis in human physiology.
12. Identify the parts and describe the functions of the structures of a flowering plant.
13. Recognize the components of an ecosystem and explain the relationships among them.
14. Compare and contrast the roles of the nucleic acids in protein synthesis.
15. Discriminate between the processes of mitosis and meiosis and describe the end result of each.
16. Recognize basic inheritance patterns.

Instructional Policies

Course Completion requirements:

- You must complete all online activities and participate in all lab exercises as scheduled. You must take four lecture exams and four lab exams.

Grading policy:

The course is divided into four units. Each unit will conclude with a 100-point lecture exam, and a lab exam. The total of all points possible in the lab for each unit (lab exam, online assignments, lab assignments) will be 100. Your total course grade will be based on 800 total points: 400 from lecture and 400 from lab.

Grading Scale:

- A 721-800
- B 641-720
- C 561-640
- D 481-560
- E less than 481

There are 25 points of extra credit built into the grading system.

- . "Incomplete" grades will not be considered unless there are extenuating circumstances that prevent the student from completing the course and the student currently has at least a "C" grade. Students given an incomplete may only finish work; they may not repeat any work already done.

Late Assignments:

- All assignments have a deadline associated with them. There are no extensions of deadlines.
- Since you will have one week to schedule the unit exams, there will be no makeups for lecture exams.

- There are no makeups for the lab exams. If you contact me ahead of time and you have a documented emergency, I may, at my discretion and that of cooperative instructors, be able to schedule you into another lab section to take the exam. This possibility is only available in dire emergencies and is not guaranteed.

Drop policy:

Students who drop the course in the registrar's office on or before the official drop date are automatically assigned a grade of DR. ***Students remaining in the class after the official drop date receive a letter grade.***

Academic Honesty:

“Henry Ford Community College considers academic dishonesty to be a serious offense. It is the policy of the College that determination of and appropriate action in respect to academic dishonesty by a student shall be a matter of individual judgment by the instructor. The instructor may administer a penalty up to and including failure in the particular course.” From: *HFCC Catalog, Policy on Academic Dishonesty*. Incidents of academic dishonesty will be reported to the Registrar, who will maintain a file on each incident. Two reported incidents will result in the student’s debarment from the college. ***Attach the college's Policy on Academic Dishonesty (next page), and the Open Letter to Science Students (following).***

Course conduct:

Students must abide by the college's code of student conduct. ***Attach the excerpt from the Code of Student Conduct (follows the Policy on Academic Dishonesty)***

Tape recording lectures without the faculty member's consent is prohibited.

Tentative Instructional Plan:

The schedule for the course is listed in the links on the Announcements page. You may work ahead as you wish, but remember to go back and comment on starting assumptions and discussion questions of your classmates.

Policy on Academic Dishonesty (Cheating)

Excerpted from HFCC Catalog

Henry Ford Community College considers academic dishonesty to be a serious offense. It is the policy of the College that determination of and appropriate action in respect to academic dishonesty by a student shall be a matter of individual judgment by the instructor. The instructor may administer a penalty up to and including failure in the particular course. It is the professional obligation of the faculty to enforce academic integrity in their courses.

Academic dishonesty is any activity intended to improve a student's grade fraudulently.* It includes, but is not limited to, the following:

1. Unauthorized acquisition of tests or alteration of grades (such as the stealing of tests, test keys, or grade books from faculty offices or elsewhere, or the purchasing of tests or grade books);
2. Unauthorized use of notes, books, or other prohibited materials during an examination;
3. Open cheating on an examination (such as copying from another student's paper);
4. Permitting another person to take a test in the student's place or receiving unauthorized assistance with any work for which academic credit is received;
5. Providing unauthorized assistance with any work for which academic credit is received;
6. Revision of graded work in an attempt to receive additional credit fraudulently;
7. Plagiarism (using another person's work without acknowledgment);
8. Any other conduct intended to obtain academic credit fraudulently or dishonestly.

If an instructor fails a student in a course for academic dishonesty, the instructor must immediately notify in writing the student and the registrar of the infraction, retaining copies of both notifications.

The registrar maintains a record of all such violations. If a student fails two classes as a result of academic dishonesty, he or she is dismissed from the College for two academic years. In addition, a notation of the reason for academic dismissal is placed on the student's transcript. The notation may be expunged at the discretion of the appropriate vice president if the student petitions for its removal after at least two years have elapsed since the disciplinary action.

If a student believes that the accusation is false, he or she may appeal through the Student Complaint Procedure. If the appeal reaches the Student Complaint Board, the Board may consider only whether the charge is justified. The Board may not set aside or change the penalty given by the instructor unless the charge of academic dishonesty is set aside.

**Any action that violates the Student Conduct Policy and Due Process Procedure is also subject to review under that policy.*

Student Conduct Policy

Excerpted from the HFCC Catalog

RIGHTS AND RESPONSIBILITIES

Students have the rights and accept the responsibilities of participating in an educational environment when they enroll at HFCC. Each student is expected to respect the rights of others and to help create an environment where diversity of people and ideas is valued. A collegiate community should be free from intimidation, discrimination, and harassment, as well as safe from violence. Students are also expected to know and obey federal and state laws and local ordinances, as well as be responsible for following College policies. Students at HFCC have the same rights under the constitutions of our nation and state as other citizens. These rights include freedom of expression, press, religion, and assembly. Freedom of expression, for example, includes the expression of reasoned dissent and the voicing of unpopular views. With every freedom goes the responsibility of according the same right to others. All students have the right to be treated fairly and to have access to College policies. Students are entitled to appropriate due process should they be accused of behavior that is in violation of laws or College policy.

STUDENT CODE OF CONDUCT

- A. Students at HFCC are expected to show respect for order, law, the personal rights of others, and the educational mission of the College, as well as to maintain standards of personal integrity.
- B. Behavior or situations that violate these standards include, but are not limited to:
1. interference with normal College or College sponsored activities, including, but not limited to: teaching, College administration, and College Board meetings;
 2. non-compliance with the directions of College personnel, including campus safety, or with the orders of any College board, such as the Student Center Board;
 3. violation of accepted standards of decency;
 4. discrimination against an individual or group in any activity, opportunity, or organization on the basis of race, ethnicity, gender, religion, sexual orientation, creed, national origin, ancestry, age, disability, height, weight, or marital status;
 5. harassment that interferes with an individual's work or educational performance;
 6. physical assault;
 7. stalking;
 8. threats of injury or harm;
 9. arson;

10. theft;
11. gambling;
12. property damage;
13. possession of firearms or dangerous weapons;
14. possession, use, or distribution of alcohol or illegal drugs.

The complete text of this policy is available in the office of the Vice President/Dean of Student Services, 430A Administrative Services and Conference Center.

SAMPLE

An Open Letter to HFCC Science Students:

We have had a sudden increase in incidents of cheating among students in science courses. Cheating is defined in the Policy on Academic Dishonesty, and applies to tests, quizzes and exams, to in-class and out-of-class assignments, and to any other aspect of class for which you receive credit toward a grade. We consider cheating in class to be a very serious offense.

There are many ways students can cheat in class, some of which are quite sophisticated. Here are some recent examples of cheating on **Tests, Quizzes, or Exams**:

Communicating, or appearing to communicate with another person:

- Talking (no matter what you say)
 - Passing notes (no matter what is on the note)
 - Using suspicious signals of any sort (hand signals, tapping pencils, sniffing, etc.)
 - Sharing calculators or other implements (no matter what is on it)
 - Using cell phones, PDAs or similar items for any reason (even if it is only for the calculator function).
 - Sharing any items your instructor allows individual students to bring into the exam.

Sharing or appearing to share information:

- Copying from another person's paper
 - Allowing another person to look at your paper
 - Looking at another person's paper
 - Appearing to look at another person's paper

Possessing a prohibited item or information (even if you do not use it):

- Any notes you are not specifically permitted to bring with you
 - Any permitted sheet that contains any nonpermissible information (e.g., your instructor says you may have only equations on an equation sheet and you have anything else written on it.)
 - Notes written on your clothing, your body, or anywhere else (no matter what they say).
 - Using calculators, etc. other than those specified by the instructor.

Assisting other students:

- Creating a diversion that allows other people to cheat by distracting the proctor.
 - Passing information about an exam to students who have not yet taken it.
 - Taking an exam for another student.

Contrary to popular belief, the proctor does not have to catch you in the act of cheating – they may discover it beforehand, later, or while grading. The same rules apply.

Students who cheat or assist others in cheating will be subject to academic penalties up to and including failure in the course. Incidents of cheating reported to my office will be forwarded to the Registrar for action. Two reports to the Registrar will result in your being debarred from the College.

Instructors have the duty to enforce general test-taking conditions to ensure the integrity of exams. They may use generally accepted security practices in carrying out this duty, including assigning seats, restricting access to the room, setting the rules for answering questions during the exam (or refusing to answer them), enforcing reasonable dress codes (e.g., no ball caps, no jackets, etc.), requiring photo identification, specifying exactly what items you are allowed to have with you at the exam, and examining any items you have with you (whether they are allowed or not). If you do anything that appears to be cheating, they have a duty to confiscate your exam and

enforce the cheating policy without further notice.

You have been warned. If you don't do these things, you won't have a problem. If you do these things, you can't plead ignorance.

Charles W. Jacobs, Ph.D.
Associate Dean

SAMPLE