

**Basic Course Information**

Semester:	<b>Fall 2019</b>	Instructor Name:	<b>Fatima Villalobos</b>
Course Title & #:	<b>Principles of Biological Sciences – BIOL 100</b>	Email:	<b>fatima.villalobos@imperial.edu</b>
CRN #:	<b>11231</b>	Webpage (optional):	<b>N/A</b>
Classroom:	<b>2717</b>	Office #:	<b>2777</b>
Class Dates:	<b>8/19/19 – 12/14/19</b>	Office Hours:	<b>MTWR 11:30 am -12:30pm or by appointment</b>
Class Days:	<b>Monday and Wednesday</b>	Office Phone #:	<b>760-355-5743</b>
Class Times:	<b>8:00 am – 11:10 am</b>	Emergency Contact:	<b>Dept. Secretary 760-355-6155</b>
Units:	<b>4</b>		

**Course Description**

A comprehensive one semester general biology course for non-majors. Includes life from the molecular to the organismic level of both plants and animals and their interactions within the environment. Special emphasis is put on human biology within appropriate areas of study. Appropriate for general education as well as nursing, pre-professional, and higher level biology courses. Includes laboratory component. (CSU, UC)

**Course Prerequisite(s) and/or Corequisite(s)**

Appropriate placement as defined by AB705; or MATH 098 or MATH 091 with a grade of “C” or better.

**Student Learning Outcomes**

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. demonstrate an understanding of the steps of the scientific method. (ILO2)

**Course Objectives**

Upon satisfactory completion of the course, students will be able to:

1. identify the basic characteristics of all living things.
2. name basic chemical aspects that pertain to life and the concept of homeostasis.
3. describe the subcellular components of the cell including their structure and function.
4. explain the light and dark reactions of photosynthesis.
5. explain cellular respiration and its relations to the entire organism.
6. demonstrate knowledge of the structure and function of DNA and RNA.
7. explain protein synthesis and site the central dogma of cell biology.
8. compare and contrast the fundamentals of asexual and sexual reproduction.
9. define ecology and the overall impact of ecology to conditions in the environment.
10. solve problems in general genetics and in human genetics and relate advances in genetics to social responsibility of geneticists.
11. identify and relate the functions of the major systems of the human body; the interrelationship among body systems and nature of disease.
12. classify organisms in the kingdoms of plants and animals, discuss their evolutions and their relationships.

### Textbooks & Other Resources or Links

- Hoefnagels, M. (2019). Biology: The Essentials (3rd/e). New York, NY McGraw-Hill. ISBN: 978-1-259-82491-3
- Mader, Sylvia S. (2015). Laboratory Manual to accompany Biology 12th edition, Custom Edition (12th/e). New York, NY McGraw-Hill. ISBN: 9781308487557

### Course Requirements and Instructional Methods

Students will learn to use a microscope to identify various organisms and their parts. They will be able to describe various cellular processes such as photosynthesis, aerobic cellular respiration, enzymatic reactions, mitosis, and meiosis. Students will acquire a general knowledge of genetics and how genetic information is passed to offspring. Students will learn about the origin of life on Earth and how organisms underwent adaptation and evolution to give rise to life as we know it today. Students will learn the functions of the major systems of the human body, and some ways that these systems work cooperatively to maintain critical life functions.

**Exams:** The course will include four non-cumulative lecture exams, and two non-cumulative lab exams.

**There are NO Make-Up exams or class/ lab activities** except for extreme circumstances. If you have a valid, documented reason for missing an exam, it is your responsibility to tell me about it and provide valid documentation by the next class meeting, otherwise you will not have the opportunity to make up the exam and will be given a zero for that exam.

**Lab assignments:** There will be 12 collected labs throughout the semester. At the end of each lab you are responsible for turning in a completed lab worksheet worth eight points each. Lab groups cannot leave the lab until all members of the group have finished the experiments. Lab groups will have to show me the data from the lab, and may be asked to explain the data before the lab group is allowed to leave the lab. Lab groups must thoroughly clean up after themselves, or else groups will be assigned to do clean up at the end of the next lab!

**Lab mini-quizzes:** At the beginning of each lab there will be two question quizzes that are 2 points each. One question will cover material from the previous week's lab and the other will cover the lab introduction of the current week's lab. There will be no lab mini-quiz for the first week lab. The miniquiz grade will be added to your lab assignment grade (8 points for lab assignment + 2 points for mini-quiz = 10 points total)

**In-class assignments and mini-quizzes:** Lecture class will include in-class assignments and mini-quizzes. While you will not be graded on attendance, you will be graded on these in-class activities.

**Presentation:** Students will work in groups (4-6) to present a biology topic of choice (cancer, animal adaptations, functions of brain, cloning, genetics, etc.). Details to follow.

**Homework:** Homework is online and will be posted on CANVAS under the Assignments tab. Homework will be posted on a Monday and is due by the end of the week, 11:59pm Sunday for the assigned weeks (see Homework Schedule below for due dates).

**Out of Class Assignments:** The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

### **DATES TO REMEMBER: (please check Imperial Valley College Important Dates & Deadlines)**

- Monday, September 2<sup>nd</sup>, 2019 : Last day to drop a course without it appearing on your transcript

- Monday, September 2<sup>nd</sup>, 2019 : Labor Day Holiday, campus closed. No classes.
- November 9, 2019: Last day to drop WITH “W”
- November 11, 2019: Veterans Day Holiday, campus closed. No classes

**Course Grading Based on Course Objectives**

Your course grade will be based on quizzes, exams, lab assignments, homework and research project/oral presentation. Anticipated points awarded toward the final grade include:

4 Equally-Weighted Non-Cumulative Exams.....	4 x 50 pts .....	200 pts
Lab Exams .....	2 x 50 pts .....	100 pts
Labs (+mini-quizzes).....	12 x 10 pts .....	120 pts
In class participation, activities, mini-quizzes.....	10 x 2 pts .....	20 pts
Online Homework.....	12 x 5 pts.....	60 pts
Presentation/Research .....	1 x 30 pts .....	30 pts
<b>TOTAL</b>		<b>530 pts</b>

Total possible points = 530 points. Calculating Grade Point; To calculate your grade, add all the points earned during the course, divide that value by total possible points, and multiply by 100. Example; if the total points that you earned is 455 points out of 530 possible points, your average grade for the course would be;  $(455/530) \times 100 = 86\%$  which equals the letter grade “B”. Extra Credit may be awarded in the form of critical thinking questions or bonus questions on exam.

Grading scale: A = 90 % or higher, B = 80-89 %, C = 70-79 %, D = 60-69 %, F =  $\leq 59$  %.

**Attendance**

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student’s status will be the same as that of any other student who desires to add a class. **It is the student’s responsibility to drop or officially withdraw from the class.** See [General Catalog](#) for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as ‘excused’ absences.

**Classroom Etiquette**

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. **Additional restrictions will apply in labs. There is to be no food or drink, including water bottles in lab class.** Please comply as directed by the instructor.

- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the [General Catalog](#).
- Children in the classroom: Due to college rules and state laws, only students enrolled in the class may attend; children are not allowed.

### Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].

### Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to "cite a source" correctly, you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

### Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- **CANVAS LMS.** Canvas is Imperial Valley College’s main Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The [Canvas Student Guides Site](#) provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- **Learning Services.** There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- **Library Services.** There is more to our library than just books. You have access to tutors in the [Study Skills Center](#), study rooms for small groups, and online access to a wealth of resources.

### **Disabled Student Programs and Services (DSPS)**

Any student with a documented disability who may need educational accommodations should notify the instructor or the [Disabled Student Programs and Services \(DSP&S\)](#) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

### **Student Counseling and Health Services**

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- **Student Health Center.** A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128 in Room 1536 for more information.
- **Mental Health Counseling Services.** Short-term individual, couples, family and group counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 or in the building 1536 for appointments or more information..

### **Veteran’s Center**

The mission of the [IVC Military and Veteran Success Center](#) is to provide a holistic approach to serving military/veteran students on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located in Building 600 (Office 624), telephone 760-355-6141.

### **Extended Opportunity Program and Services (EOPS)**

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, personal/academic counseling, tutoring, book vouchers, and community referrals to qualifying low-income students. EOPS is composed of a group of professionals ready to assist you with the resolution of both academic and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population.

Also under the umbrella of EOPS our CARE (Cooperative Agency Resources for Education) Program for single parents is specifically designed to provide support services and assist with the resolution of issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program, for additional information on CARE please contact Lourdes Mercado, 760-355- 6448, [lourdes.mercado@imperial.edu](mailto:lourdes.mercado@imperial.edu).

EOPS provides additional support and services that may identify with one of the following experiences:

- Current and former foster youth students that were in the foster care system at any point in their lives

- Students experiencing homelessness
- Formerly incarcerated students

To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala, 760-355-5713, [alexis.ayala@imperial.edu](mailto:alexis.ayala@imperial.edu).

### **Student Equity Program**

- The Student Equity Program strives to improve Imperial Valley College’s success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. Student Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program provides direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students’ access to education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.
- The Student Equity Program also houses IVC’s Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 100.

### **Student Rights and Responsibilities**

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

### **Information Literacy**

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.

**Anticipated Class Schedule/Calendar**

		LECTURE		LABORATORY	
Week	Date	Lecture Topic (Related Chapter)		Date	Laboratory Topic
1	8/19	-Class Introduction/ Ch. 1: The Scientific Study of Life		8/21	The Scientific Study of Life/Metrics (2.1)
2	8/26	-Ch. 2: Chemistry of Life		8/28	Chemical Composition of Cells (3.1-3.4)
3	9/2	<b>HOLIDAY</b>		9/4	Microscopy (2.2-2.5)
4	9/9	-Ch. 3: Cell Structure & Function		9/11	Cell Structure & Function (4)
5	9/16	-Ch. 4-6: Cell Energy & Enzymes		9/18	Enzymes (5)
6	9/23	<b>EXAM I</b> -Ch. 7-9: DNA Structure & Cell Division		9/25	No Lab. <u>Lecture- Ch. 7-9: DNA Structure &amp; Reproduction</u>
7	9/30	-Ch. 7-9: DNA Structure & Reproduction		10/2	<b>LAB EXAM I</b> , Cellular Respiration (7.2)
8	10/7	-Ch. 10-11: Genetics		10/9	Cellular Division (8), <u>Lecture-Animal Tissues (23)</u>
9	10/14	<b>EXAM II</b> -Ch. 27: Circulation & Respiration		10/16	Fetal Pig Dissection I (27)
10	10/21	-Ch. 28: Digestive & Urinary Systems		10/23	Fetal Pig Dissection II (29)
11	10/28	-Ch. 24: Nervous System		10/30	Nervous System & Senses (31) <b>Group Presentation Approval Deadline by email</b>
12	11/4	<b>EXAM III</b> - Ch. 12-13: Evolution		11/6	<b>Presentation Prep with Group</b>
13	11/11	<b>HOLIDAY</b>		11/13	Human Genetics (11.1), <b>Presentation Prep</b>
14	11/18	<b>Group Presentations</b>		11/20	Human Genetics: ABO Blood Typing
<b>11/25 – 11/29 Thanksgiving Break, No Class</b>					
15	12/2	-Ch. 15: Evolution of Microbial Life, -Ch. 18-19: Ecology		12/4	<b>LAB EXAM II</b>
16	12/9	-Ch. 19: Ecology, Review		12/11	<b>EXAM IV</b>

The last day to Drop a course with a “W” is 11/9

**\*\*\*Tentative, subject to change without prior notice\*\*\***

**Homework Schedule**

Homework will be related to the chapters that were lectured on for that week and can be found under the Assignments Tab in CANVAS.

Homework will be posted on Monday and is due on Sunday by 11:59pm.

<b>Week</b>	<b>Due Date (Sunday by 11:59pm)</b>	<b>Homework Assignments</b>
1	8/25	Lab Safety Survey
2		No Homework
3	9/8	Ch. 2: Chemistry of Life
4	9/15	Ch. 3: Cells
5	9/22	Ch. 4-6: Cell Energy & Enzymes
6	9/29	Ch. 7-9: DNA Structure & Cell Division
7	10/6	Ch. 7-9: DNA Structure & Reproduction
8	10/13	Ch. 10-11: Genetics
9	10/20	Ch. 27: Circulation & Respiration
10	10/27	Ch. 28: Digestive & Urinary Systems
11	11/3	Ch. 24: Nervous System
12		No Homework
13	11/17	Ch. 12-13: Evolution
14		No Homework
<b>Thanksgiving break, no class</b>		
15	12/8	Ch. 15: Evolution of Microbial Life, Ch. 18-19: Ecology
16		No Homework