INTRODUCTION TO BIOLOGY
BIOLOGY 20
Syllabus for FALL 2013
(Subject to Change)

IMPORTANT INFORMATION

<table>
<thead>
<tr>
<th>Instructor: Abby Sirulnik</th>
<th>Office: SM 257</th>
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<tbody>
<tr>
<td>Phone: (949) 582 - 4686</td>
<td>Office Hrs: MW 10:30-11:00; TTh 10:00-12:00</td>
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<tr>
<td>Email: <a href="mailto:asirulnik@saddleback.edu">asirulnik@saddleback.edu</a></td>
<td>Lecture MSE 313; LAB MSE 246</td>
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<tr>
<td>Ticket #10860(Monday lab) #10870 (Wednesday lab)</td>
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Objective: Biology 20 is a lecture and laboratory course designed to introduce students to the major principles and concepts of biology, including cellular biology, energy relationships, biological systems, heredity, evolution, and ecology.

Student Learning Outcomes (SLO): Students completing Biology 20 will be able to comprehend, analyze and evaluate biological concepts.

NECESSARY MATERIALS

Required Textbook: Biology, Concepts & Connection [2nd Custom Ed. or 7th Edition (regular edition) with Mastering Biology. *Mastering Biology may be purchased separately for $60.50 at http://www.masteringbiology.com/site/register/new-students.html. For $91.30, you can purchase Mastering Biology with the e-text (instead of getting the bound book)* Authors: Campbell, Reece, Taylor, Simon, and Dickey

Required Lab Manual: Biology 20 Laboratory Exercises – Available in the Campus Bookstore

Required Supplies:
3 Scantron # 882-E (50 per side)
1 Scantron # 884-E (100 per side)
14 Scantron # 815-E (15 questions)
scrap paper for lab
basic calculator for lab

**Do not write your name** on the Scantron forms, just paper clip (no staples) them together along with a piece of paper that has your name and ticket number. Turn them into to my office SM 257 on or before Sept. 9.**

Blackboard: Lecture outlines, changes to the syllabus, messages, postings, homework and grades will be posted on Blackboard. The syllabus is subject to change and it probably will. It is your responsibility to keep abreast of changes to the syllabus by checking Blackboard frequently.

How I Will Contact You: If I need to contact you, I will send you an email via Blackboard. Therefore, you must regularly check your campus email.

IMPORTANT DATES

<table>
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<tr>
<th>Refunds Given For Classes Dropped</th>
<th>9/1/2013</th>
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<tr>
<td>No Penalty Drop Date (no record on transcript)</td>
<td>9/3/2013</td>
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<tr>
<td>Scantrons Due (slip under door or hand in person)</td>
<td>9/9/2013</td>
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<tr>
<td>Last Day to Drop (with W on transcript)</td>
<td>11/5/2013</td>
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STUDENTS ARE RESPONSIBLE FOR ANY SYLLABUS CHANGES
*updated syllabi will be posted on Blackboard*

CLASS CONDUCT

DISRUPTING CLASS: If you disrupt class in any way, such as by talking or by a ringing cell phone then you may be dismissed from class.

TEXTING IN CLASS: If I see you using your phone during class or lab then you may have 5 points deducted from your total grade UNLESS you correctly answer a spontaneous pop-quiz question asked at the time I witness the infraction.

ATTENDANCE: If you are not present for a quiz or an exam then you will not be able to make it up. If you are not present for a lab then you will not be able to get credit for completing the lab worksheets. If you miss three assessments or assignments (i.e. labs, homework, or exams) in a row then you may be dropped from the class roster without notification.

POLICY ON ACADEMIC INTEGRITY: Cheating and Plagiarism are violations of the college's policy and are considered serious offenses. The Department of Biological Sciences takes all incidences of academic dishonesty seriously and acts accordingly. I reserve the right to give an "F" for the assignment, test and/or class and the matter will be brought up to the Director of Student Affairs as stated in the school's current College Catalog. In other words, “DON'T CHEAT OR PLAGIARIZE!!!!!!!”

LECTURE

Lecture Exams: There will be 3 mid-term exams and 1 comprehensive final exam. The final exam is mandatory. If you do not take the final exam then you will automatically receive an F for the class. Any lecture material delivered during lab may be included in lecture exams.

How to See Your Past Exams: You may review past exams in my office. As you do so, you may take notes about the questions that are incorrect on your exam but you may not copy the questions.

Make-ups: Make-up exams will only be offered at my discretion (i.e. you must have a very good reason). If there is a problem with an exam date, see me well in advance. I will not allow you to make up a missed exam if you do not give me advanced notice that you can not make the exam. All make-up exams will be given during finals week. If you show up late to an exam, remember that you will have less time to complete the exam.

LAB

Worksheets: In the lab manual, at the end of each lab exercise, is a series of worksheets. These must be completed with your lab group for the respective lab session. All members of your group must put their names on one completed lab assignment and turn it in during the following lab period. Lab assignments will not be accepted any later than the lab during which they are due. If your name is not on the assignment when it is handed in then you will not receive credit for the lab. All members of a lab group will receive the same grade for an assignment, so be sure to participate in the write-up. It is essential that you write legibly. If I cannot read your handwriting then you will not receive credit for the answer, even though it may be correct.

Holiday Lab Notice: If you have lab cancelled due to a holiday then you will be given the lab data via Blackboard and you will still be responsible for completing the lab worksheets. You may work in groups OR independently on those labs.

Lab Cleanup: Cleanup is an essential aspect of your lab grade. If the lab is left messy and I have to clean up after you, then I will deduct 10 points from each member of the guilty lab group(s). This includes not properly putting things away in the correct location(s).

Lab Quizzes: There will a 5 question multiple choice quiz at the beginning of each lab period. The lowest grade will be dropped. Lab quizzes are not easy. To prepare, be sure that you understand how you derived the answers in the lab worksheets and review the lab study guides on Blackboard.

Laboratory Final Exam: There will be a laboratory final exam during the lab period of the last week of classes.
HOMEWORK
Homework assignments will be given each week via Mastering Biology. You must be registered with Mastering Biology to complete the assignments.

GRADING
Your course grade will be comprised of the following:

**Lecture Portion:**

| Points          |  
|-----------------|-------------------|
| Scantrons       | 10                |
| 3 Lecture Midterm Exams (80 pts each) | 240                |
| 1 Lecture Final Exam | 120                |
| Mastering Biology and LabSmart Homework (10 pts each) | 120                |
| 14 Labs (10 pts each, best 14 out of 15) | 140                |
| 13 Lab Quizzes (10 pts each, best 13 out of 14) | 130                |
| Lab Final       | 100               |
| **Total Points Possible** | **860** |

**Grading Scale:** A = 90-100%; B=80-89%; C=70-79%; D=60-69%; F≤59

**How to Calculate Your Grade:** Step 1: Add up all of the points that you have earned so far. Step 2: In a separate calculation, add up all of the points that you could have received so far. Step 3: Solve this division equation: (points earned so far / points possible so far * 100)

Example:

There have been 2 exams, 3 lab quizzes, and 3 lab exercises so far. You earned 20 and 25 points on the two exams (each out of 30 points). You earned 3, 4, and 4 points on the three lab quizzes (each out of 5 points). You earned 8, 9, and 9 points on the three lab exercises (each out of 10 points).

Your earned points so far = 20+25+3+4+4+8+9+9 = 82
Points possible so far = 30+30+5+5+5+10+10+10+10= 105
Your grade so far = 82/105 * 100 = 78% = C

**Extra Credit:** I will periodically post articles for extra credit on Blackboard. The exams will have extra credit questions about these articles. Be sure to read the articles before the exams to get some extra points!

**Accommodation of Disabilities:**

Students with verifiable disabilities may be entitled to appropriate academic accommodation. Please consult with the instructor immediately upon enrollment if you feel you will require reasonable accommodation. All discussions will remain confidential. You will need to provide documentation of your disability through the Special Services Office in the Student Services Center, Room 113 (582-4885).
Math, Science, and Engineering Division Policy on Academic Integrity

Statement of purpose
Academic integrity is not just a matter of “following the rules.” It is a matter of participating in an intellectual community in a way that fosters the values of that community. These values include the promotion of learning, the sharing of knowledge, and the honest acknowledgment of the various sources of information. This document is designed with the purpose of clarifying some specific student actions that promote or violate these values. It should be read as a reinforcement, clarification, and extension of the "Academic Honor Code" as stated in the Saddleback College Catalog (under the section of "Student Rights and Responsibilities") and in the Student Handbook as the "Code of Conduct".

This document is not designed to be an exhaustive list of academic “dos and don’ts.” Rather, students are expected to understand that all participants in an academic environment have an active and on-going responsibility to be self-critical and to assess whether their actions are in compliance with a true spirit of learning. Students are accountable for academic dishonesty in any form, whether their actions are explicitly listed below or not. Further, ignorance or confusion about this policy or its interpretation is not a valid excuse for violating it. It is each student’s responsibility to recognize when an action is questionable and to question it. When in doubt, a student should always ask his or her instructor.

Academic honesty
When you submit work for credit you must do so honestly. At a minimum, this means:

1. Any and all work you submit must be your own work. For lab work, this includes gathering, analyzing, and presenting data. Group projects, if assigned, should be submitted using only the names of group members who contributed to the completion of the project.

2. You may use only those resources explicitly allowed by the instructor in completing an assignment. Allowed resources will vary with classes, instructors, and assignments. It is your responsibility to know which resources are allowed on any given assignment.

3. You must acknowledge use of allowed resources in completing an assignment, unless the instructor does not require such acknowledgment. Many instructors allow, and even encourage, students to receive help from each other, other instructors, tutors, and/or printed or online materials. At the top of any assignment on which you have received outside help, you should list the sources of that help. For example, you might write: "I worked with [names of classmates worked with]" or "I got help in the LAP from [names of tutors]."

4. Unless given explicit permission, you may not submit work for credit if that work was completed for a different class. This includes work completed for the same course in a different semester. Learning is not just about the final product, but the process, and instructors give assignments with the expectation that completing the assignment will be a learning experience.

Academic dishonesty
The following actions are considered to be cheating. Again, this is not an exhaustive list, and students are expected to take an active role in assessing their own actions to ensure that they are honest.

1. Submitting a test or any other work (including homework, lab report, research or literature report, etc.) that is copied wholly or in part from another person's test or work, or knowingly allowing another student to copy from your work.

2. Having another person complete an assignment, take a test, or otherwise meet a requirement for you or you doing so for another student.

3. Using written or electronically retrievable notes or other unauthorized sources of information during a test.
4. Receiving specific information about a test from anyone but the instructor during the test, or giving to or allowing another student to get from you such information during the test.

5. Receiving specific information about the contents of a test before taking it, or providing specific information about a test after taking it in such a way that another student receives the information before s/he takes the same or a similar test.

6. Plagiarizing assignments from any source including Internet sources.

7. Falsifying or altering laboratory data, or copying results or answers from another student. Even if you were directed to work in a pair or other grouping, and although you may be allowed to share "primary data", it will be considered as evidence of cheating if you and another student report identical results that should naturally differ from one student to another, or identical wording in conclusions, answers to questions, etc. "Primary data" means numerical values or observations obtained directly by the experimenter or read directly from a measuring instrument.

8. Submitting a lab report using data you did not help to collect or sharing data with a student who did not help collect it. This does not include data provided by the instructor. While lab work is often done in groups, each group member is expected to participate in performing the experiment and analyzing and presenting the data collected.

9. Getting allowed help in preparing, writing, reviewing, editing, or proofreading an assignment for submission without acknowledging that help, if required by the instructor. This includes help from any source including other students, teachers, lab technicians, family members, friends, acquaintances, and even from anonymous sources (especially Internet sources). It may not be considered cheating to get the help, but it is definitely considered cheating not to note the source and extent of the help in a prominent way in the submitted work, if required by the instructor.

10. Using the whole of or substantial part(s) of any written assignment submitted for credit in another (concurrent or previously taken) course, without the explicit permission of the current instructor.

The penalties for any act of academic dishonesty are left to the discretion of the instructor. Possible penalties are listed in College Catalog and the Student Handbook.

It is the policy of this division that all acts of dishonesty are reported to the Division Dean and the Vice President for Student Services. The Vice President keeps records of all reported incidents, and repeated offenses are handled with increasing severity.

**Identification of each student** will be verified once during the semester by checking either a current driver’s license or student ID card at the end of any exam period.