

Basic Course Information

Semester:	Winter 2019	Instructor Name:	Charlotte Murray
Course Title & #:	Biol 100	Email:	charlotte.murray@imperial.edu
CRN #:	15135	Webpage	NA
Classroom:	2713	Office #:	NA
Class Dates:	January 2 – February 1	Office Hours:	None
Class Days:	Monday - Friday	Home Phone #:	760-357-2865
Class Times:	3:00-5:15 pm Lec. 5:25-7:40 pm Lab	Emergency Contact:	Ofelia Duarte 760-355-6155
Units:	4		

Course Description

This is 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 a laboratory component. (CSU, and UC credit limited. See a counselor)

Course Prerequisite(s) and/or Co-requisite(s)

Math 90 or 91

Student Learning Outcomes

Students will learn to use a microscope to identify various species of algae, protozoa, plants and animals and their parts. They will also learn much of the taxonomy of these species. They will be able to describe various cellular processes like photosynthesis, aerobic cellular respiration, enzymatic reactions, mitosis, and meiosis. Students will acquire a general knowledge of genetics and how genetic information is passed on to offspring. Students will learn about the likely origin of life on Earth and how the original species underwent adaptation and evolution to give rise to life as we know it today. Students will be presented with a general review of all five Kingdoms with the greatest focus on eight animal phyla. The students will understand how over time phyla acquired characteristics that made them more advanced than those phyla without these characteristics.

Course Objectives

Upon satisfactory completion of the course, students with a grade of “C” or better 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 sub-cellular components for 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

- Lec. Text: Biology The Essentials (1st, 2nd or 3rd edition) by Marielle Hoefnagels – ISBN 978-0-07-802425-2
- Lab. Text: Laboratory Outlines in Biology VI: Peter Abramoff, & Robert G. Thompson ISBN 0-7167-2633-5
- Safety glasses – will be needed beginning January 18. You can purchase them at the book store for about \$7.00 and at Harbor Freight for about \$5.00.

Course Requirements and Instructional Methods

Students will learn to use a microscope to identify various species of algae, protozoa, plants and animals and their parts. They will also learn much of the taxonomy of these species. Students will dissect or aid in the dissection of animals from 4 phyla. Students will be able to describe various cellular processes like photosynthesis, aerobic cellular respiration, enzymatic reactions, mitosis, and meiosis. Students will acquire a general knowledge of genetics and how genetic information is passed on to offspring. Students will learn about the likely origin of life on Earth and how the original species underwent adaptation and evolution to give rise to life as we know it today. Students will be presented with a general review of all five Kingdoms with the greatest focus on eight animal phyla. The students will understand how over time phyla acquired characteristics that made them more advanced than those phyla without these characteristics. There will be weekly quizzes on the information covered in the lecture and on study guides given to students as new information is covered. There are three lecture exam and three lab exams during the semester (none of these exams is comprehensive).

Course Grading Based on Course Objectives

Class grading will be based on points accumulated in the following ways.

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|--|-------------------------------|
| • 3 Lecture Exams covering chapters assigned | 150-200 points each |
| • 10 Lecture Quizzes 12 to 45 points each | Total points 150 – 200 points |
| • 10 Lab Quizzes 20-40 points each | Total points 240 |
| • Approximately 1000 points possible | |

Exams may include true/false, multiple choice, essay and short answer questions. Missed quizzes and exams may be made-up. However, they must be made-up at the next class meeting unless otherwise discussed. Asking to make-up missed quizzes or exams is your responsibility. Lab exams cannot be made-up as it takes hours to set them up.

Grading: A = 100 – 90% B = 89 – 80% C = 79 – 70% D = 69 – 60% F = ≤ 59%

There is no extra credit offered. I need you to learn what I ask you to learn.

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. 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, no one who is not enrolled in the class may attend, including children.

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.

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.

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

- Winter 2019 --- Schedule -- subject to modification.

Wk	Day	Date	Lecture 3:00-5:15	Laboratory 5:25-7:40
1	Wed	1-2	Chapter 1 & Chapter 2	Roots & Stems pp229-239
	Thur	1-3	Chapter 2 Continued	Open Book, Open Note Quiz on Roots & Stems
	Friday	1-4	Chap. 3, Chap 4 pp 75-81,	Leaves, Flower parts, & Seeds pp 239-243
2	Mon.	1-7	Rest of Chap 3 & Chapter 8,	Open Book, Open note Quiz on leaves & Flowers --- Mitosis Lab. (no other exams or quizzes are open book open note)
	Tue	1-8	Chapter 9 pp 154-160, Rest of Chapter 4	Algae pp 171-181 & Mitosis Quiz
	Wed	1-9	Chap 5, Chapter 6	Algae Quiz
	Thur	1-10	Chap 6 & -----Test Review	Protozoa pp 185-193
	Friday	1-11	Lecture Exam 1-6, 8 and part of 9	Protozoa Quiz
3	Mon.	1-14	Chap 10 & Chap 9 pp 160-169	Cnidarians pp 291, 293-297
	Tue.	1-15	Chap. 10 Cont. Chapter 12	Platyhelminthes pp303-310
	Wed.	1-16	Fourth of July Holiday – No Class	
	Thurs	1-17	Chap 13 Chap. 14	Quiz Cnidarians & Platyhelminthese
	Friday	1-18	Chap 14 & Test review	Annelida, -- Earthworm Dissection – pp 325-333
4	Mon.	1-21	Martin Luther King Day	
	Tue.	1-22	Lecture Exam – Part of 9, & 10, 12-14	Annelida Quiz
	Wed.	1-23	Chap. 7 pp 125-133 Chap 15	Crayfish dissection pp 335-336, 341-344
	Thurs	1-24	Chap 15	Crayfish Quiz
	Friday	1-25	Chap 15 & Chap 16	Grasshopper dissection – pp 346-350
5	Mon.	1-28	Chap 16 & Chap 17	Grasshopper Quiz
	Tue.	1-29	Chap 17	Starfish dissection – 351-354 Amphioxus slides 359-360
	Wed.	1-30	Chap 17	Frog dissection 393-396, & 405-406
	Thurs	1-31	Chap 17	Lab Final--- Starfish, Amphioxus and Frog
	Friday	2-1	Final: Chapters: 7, 15, 16 & 17	

THINGS YOU MUST DO:

1. Purchase a pair of safety glasses. They can be purchased at the book store for about \$7.00 or Harbor Freight for about \$5.00. We will need them when we start to do dissection around January 18th.
2. Go to webstar -- login --- choose "Services and IVC Safety Policy" from list. Complete the safety policy form (found below the sports survey) for the lab safety information as required by the department. * Failure to complete the form may affect your grade.

1. You may record the class
2. **Important dates:** Last day to Drop; **January 24, 2019**

Prerequisite: Math 091 or Math 090.

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