



**BIOL 1111 P02 College Biology Laboratory
Fall 2019**

Instructor: Paul B. Drummond, Ph.D.
Section # and CRN: Section P01/ 14978
Office Location: E.E. O'Banion Science Building room
Office Phone:
Email Address: pbdrummond@pvamu.edu
Office Hours: Saturday 12:00 pm – 4:00 pm - E.E. O'Banion Science Building
Mode of Instruction: Face to Face

Course Location: Laboratory room 309
Class Days & Times: Saturday: 10:00 am – 11:50 a.m.
Catalog Description: BIOL 1111. College Biology. Credit 1 semester hours. This is an introductory course for non-biology majors. Emphasis is placed on basic biological principles and their application to human life.

Prerequisites: None
Co-requisites: None

Required Texts: Laboratory textbook: Stone, Julia: Biology 1111 Lab Manual. Publisher: Linus Publications, Inc.; 2012.
ISBN:1-60797-034-1

Recommended Texts: Blue / black pens, #2 lead pencils, notebook paper, pocket folder with brads, dividers with tabs, calculator, access to computer / printer, color pencils – red, blue, green, purple.

Student Learning Outcomes:

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	Develop fundamental concepts of biological principles.		
2	Develop an appreciation for the scientific method and its applications to problem solving.		
3	An awareness of the unity and diversity of life and to develop and understanding of the mechanisms for the identification of living organisms.		
4	Stimulate students to become intellectually self-reliant, and to enhance their aesthetic appreciation of life itself.		

5	To allow students to develop laboratory skills and techniques; to read and follow directions; and to perform experiments requiring analysis and interpretation of data, as well as written discussion of the results.		
6	To provide hands-on reinforcement of the concepts covered in the lecture portion of the course including cell structure, cell metabolism, cell division and genetics		
7	Students will gain proficiency in using the light microscope		

Course Procedures or Additional Instructor Policies

Taskstream

Taskstream is a tool that Prairie View A&M University uses for assessment purposes. One of your assignments may be considered an “artifact,” an item of coursework that serves as evidence that course objectives are met. More information will be provided during the semester, but for general information, you visit Taskstream via the link in eCourse.

Course Evaluation Methods: The University Academic Catalog grading policy is used. All exams are weighted equally. At least four exams will be given. Exams will be announced at least one week in prior to the administration of the exam. All exams will be cumulative in terms of the information covered. The final exam will be administered according to the University’s exam schedule. This schedule is in your registration booklet. Unannounced quizzes may be given to evaluate how well students are learning the covered information.

Grading Matrix:

Instrument	Value (points or percentages)	Total points
9 Quizzes	10 points each	90 points
Laboratory Report	1 at 10 points	10 points
Midterm	100 points	100 points
Project	50 points	50 points
Bonus points	50 points	50 points
Comprehensive Final Exam	100 points	100 points
Total points		400 points

Your final grade for the class is calculated by: $\frac{\text{your total points}}{400} \times 100 = \underline{\hspace{2cm}} \%$.

Grading Scale is as follows:

- A = 100 - 90
- B = 89 - 80
- C = 79 - 70
- D = 69 - 60
- F = below 60

Exam Policy: Students are strongly advised to take all exams at the scheduled time. Plan and schedule your activities so that you can be present to take all exams at the scheduled time. Students with non-valid or unofficial excuses for missing an exam will earn a grade of zero for the missed exam. Students may request a make-up exam with a valid or official excuse. The instructor will schedule the time and place of the make-up exam which will not interrupt the teaching of the class or delay the complete covering of the course topics. Students missing a make-up exam will not be provided a second opportunity to take a make-up for the original exam missed.

If you failed the first test, you will be required to attend tutoring each week until your grade improves.

Class Attendance:

The University Attendance Policy requires students to be present for each scheduled class. Students are required to demonstrate their knowledge of each concept of modern biology covered by the course textbook and the instructor. Students with or without official excuses for missing class will be tested and evaluated the same as students who were present for class. However, students attending class have the advantage of being taught knowledgeable information which they are expected to know. Excessive absenteeism will result in the student's grade being reduced.

Conduct Not Allowed: Smoking is not allowed in the New Science Building. Please do not bring food to the classroom. On exams, honesty is required at all times. Cheating on exams and quizzes is not allowed or acceptable. Failing grades (zero) are assigned to students that cheat.

Additional Information: Be aware of current events. Read the newspaper, look at CNN and look at local and national news.

Student Academic Appeals Process: Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

ADA Statement: Students with disabilities who believe they may need adjustment in this class are encouraged to contact the Office of Disabilities Services at (936) 261-3535 as soon as possible. Once you receive a letter of adjustment from the office, please make an appointment with me to discuss appropriate adjustments for this class.

Course Outline:**Tentative Examination Schedule (Dependent on the pace that chapters are covered)**

Class Day	Chapter Title	Pages
August 31	Measurement	1 - 14
September 7	Quiz 1 (Scientific Method)	15 - 24
September 14	Scientific Method	
	Microscope	25 - 36
September 21	Quiz 2 & 3 (Life Chemistry)	37 - 48
September 28	The Cell	49 - 60
October 5	Quiz 4 & 5 (Cell Membrane)	61 - 72
October 12	Cell Membrane and Review for Midterm Exam	
October 19	Midterm Exam	
October 26	Enzymes and Photosynthesis	73 - 92
November 2	Quiz 6 & 7 Cell Respiration	93 - 104
November 9	Mitosis and Genetics	105 - 132
November 16	Quiz 8 & 9 (Genetics and Nucleic Acid)	133 - 140
November 23	Final Exam	

Holiday:

Labor Day Holiday - September 2, (Monday)

Thanksgiving Holidays - November 28 - 30, (Thursday – Saturday)

Student Support and Success**John B. Coleman Library**

The library and its partners have as their mission "to provide resources and instructional material in support of the evolving curriculum, as a partner in Prairie View A&M University's mission of teaching, research, and service" and to support the University's core values of "access and quality, diversity, leadership, relevance, and social

responsibility" through emphasis on ten key areas of service. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty.

Center for Academic Support

The Center for Academic Support (CAS) offers Tutoring via peer tutoring. The services include workshops (i.e., Save My Semester, Recalculate Your Route), seminars (i.e., Tools You Can Use: TI-84), group review sessions (i.e., College Algebra Topic Reviews, GRE Preparation), group study opportunities (i.e., TSIA, HESI, Study Break, Exam Cram), and test-taking strategies (How to take Notes, Study Buddy, 5 Day Study Guide). The Tutoring Center is a nationally certified tutoring program through the National Tutoring Association. The peer tutors are trained and certified by the coordinator each semester. Location: J.B. Coleman Library

COMPASS

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS) is designed to help Prairie View students in their second year and beyond navigate towards graduation by providing the following services: Academic Advisement, Targeted Tutorials for Personalized Learning, Campus-Wide Referrals, and Academic & Social Workshops. Location: J.B. Coleman Library

Writing Center

The Writing Center provides student consultants on all aspects of the writing process and a variety of writing assignments. Writing Center consultations assist students in such areas as prewriting, brainstorming, audience awareness, organization, research, and citation. Location: Hilliard Hall 121

University Rules and Procedures

Disability statement (See Student Handbook):

Students with disabilities, including learning disabilities, who wish to request accommodations in class should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator.

Academic misconduct (See Student Handbook):

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

Forms of academic dishonesty:

1. Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. Fabrication: use of invented information or falsified research.
4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.

Nonacademic misconduct (See Student Handbook)

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

Sexual misconduct (See Student Handbook):

Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

Attendance Policy

Prairie View A&M University requires regular class attendance. Excessive absences will result in lowered grades. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in assignment of a grade of "F". Absences are accumulated beginning with the first day of class.

Student Academic Appeals Process

Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

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TECHNICAL CONSIDERATIONS

Minimum Recommended Hardware and Software:

- Intel PC or Laptop with Windows 7; Mac with OS X; Smartphone or iPad/Tablet with Wi-Fi
- High speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, Internet Explorer or Firefox

Note: Be sure to enable Java & pop-ups

Participants should have a basic proficiency of the following computer skills:

- Sending and receiving email
- A working knowledge of the Internet
- Proficiency in Microsoft Word (or a program convertible to Word)
- Proficiency in the Acrobat PDF Reader
- Basic knowledge of Windows or Mac O.S.

Netiquette (online etiquette):

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussions boards. Foul or abusive language will not be tolerated.

Technical Support:

Students should go to <https://mypassword.pvamu.edu/> if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Office of Distance Learning at 936-261-3283

Communication Expectations and Standards:

Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.

Discussion Requirement:

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can take place in a seminar fashion. This will be

accomplish by the use of the discussion board. The exact use of discussion will be determined by the instructor.

It is strongly suggested that students type their discussion postings in a word processing application and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, it should be copied and pasted to the discussion board.

Calendar Fall 2019

Date	Description
	First Class Day
Aug 26	
Monday	Tuition & Fees Payment Due Date
Aug 26 - Sep 03	Attendance Reporting Period (NS/SH) Students who do not attend class during this period will have their courses removed and financial aid reduced
Monday through Tuesday	or cancelled
Aug 26	
Monday	Late Registration Fee Begins (\$50.00)
Aug 30	Final Day to Register with Late fee
Friday	12:00 am - 12:00 am
Aug 31	Final Day to Add a class(s) for credit
Saturday	
Sep 02	Labor Day Holiday (University Closed)
Monday	
Sep 09	Financial Aid Refunds Begin
Monday	
Sep 11	12th Class Day (Census Date)
Wednesday	
Sep 11	Final Day to Drop/Withdraw from Course(s) without Academic Record (A Financial Record will still exist)
Wednesday	
Sep 12	Withdrawal from Courses with Academic Record (“W”) Begins
Thursday	
Sep 17	Drop for Non-Payment of Tuition and Fees @ 5:00 p.m.
Tuesday	

Date	Description
Oct 17 - Oct 19	
Thursday through Saturday	Mid-Semester Examination Period
Oct 22	
Tuesday	Mid-Semester Grades Due
Oct 31	
Thursday	Final Date to Apply for Fall 2019 Graduation (ceremony participation)
Nov 01	
Friday	Final Day to Withdraw from Course(s) with Academic Record (“W”)
Nov 01	
Friday	Application for Graduation-Degree Conferral only for Fall 2019 Graduation Begins (no ceremony participation or name listed in the program)
Nov 01	
Friday	Final Day to Withdraw from Course(s) with Academic Record (“W”) – Fall 2019 16-week session
Nov 11	
Monday	Priority Registration for continuing students for Spring and Summer semesters
Nov 18	
Monday	Pre-Registration for all other student for the Spring and Summer semesters
Nov 28 - Nov 30	
Thursday through Friday	Thanksgiving Holiday (University Closed)
Dec 02 - Dec 03	
Monday through Tuesday	Course Review Days (Classes must convene and instructors will prepare students for final exams)
Dec 03	
Tuesday	Final Day to Apply for Degree Conferral only for Fall 2019 Graduation (no ceremony participation or name listed in the program)
Dec 03	
Tuesday	Last Class Day
Dec 03	
Tuesday	Final Day to Submit Application for Tuition Rebate for Fall Graduation 2019 (Undergraduate Candidates)
Dec 03	
Tuesday	Final Day to Withdraw from the University (from all courses) for the Fall 2019 16-week session

Date	Description
Dec 04 - Dec 10	
Wednesday through Tuesday	Final Examination
Dec 12	
Thursday	Final Grades due for Graduation Candidates (12:00 p.m.) – Fall 2019 16-week session
Dec 14	
	Commencement
Saturday	
Dec 17	
	Final Grades due for all other students (11:59 p.m.)
Tuesday	