

Master Syllabus
BIOL 1409 The Diversity of Life

Name:	Section #:
	Synonym:
Phone #:	Course hours:
Email:	
Web site:	Office location:
	Office hours:
	Appointments:

Course Description: Introductory biology course designed for non-science majors who desire a conceptual approach to biological topics. An introduction to the diversity of life: viruses, prokaryotes, protists, fungi, plants, and animals. Topics will include structures and functions, evolution, environmental and human interactions, and origin of life. BIOL 1407 and 1409 may not both be counted towards graduation. **Prerequisites:** reading and writing proficiency. Students who lack the prerequisites will be dropped from the course.

Required Texts and Materials:

- ♦ Textbook from the approved departmental list
- ♦ Lab manual from the approved departmental list
- ♦ ANSI Z87.1 Safety glasses or goggles
- ♦ Bound lab notebook

Instructional Methodology: This course is taught in the classroom as a lecture/lab combination

Course Rationale: This course is one of two introductory non-science major classes. This one focuses on the diversity of life and the similarities found among all living things. The course is intended to foster an understanding of biological issues and provide students with the tools to critically analyze biological data and intelligently relate these data to issues in our society such as extinction, global warming etc.

Course Objectives: The formal common course objectives for this class can be found at <http://www2.austincc.edu/biology/ccobjectives>. These list the material that all students are responsible for. Additional material will be presented in this class as appropriate.

Course Evaluation/Grading: [Faculty: Insert your own as desired]

Grades will be based on class exams (4, the last will be comprehensive but with an emphasis on material covered since the third test), lab notebook, lab homework and participation. The lecture exams will consist of a mix of definition/identification, fill in the blank, multiple choice, and essay/long answer questions with the majority of the test based on the essay/long answer portion. A lab notebook will be kept and notes for each lab will be recorded. This notebook will be checked and graded by me after each lab.

First three exams (15% each)	45%
Final exam (15% from last unit, 10% comprehensive)	25%

Lab Notebook	15%
Lab Homework, Participation and Clean Up	15%
	100%

Grading scale: A > 89.5%, B = 80%-89.5%, C = 70%-79.5%, D = 60-69.5%, F < 59.5%
Extra Credit: Minimal (< 5%) extra credit will be available on examinations.

Course Policies:

Late Work and Makeup Examinations: Late work will be docked 10% per Class Period.

There will no make-up exams or practicals! If you must miss an exam for some reason then you must contact me as soon as possible! Exceptions will only be made for documented emergencies (e.g., life threatening illness). There will be no make-ups for lab practicals, no exceptions!

Absences: Attendance at the lectures and labs is required. Your course performance depends on your attendance (if you do not attend it is very difficult to learn the material). You are responsible for all materials, activities, assignments, or announcements covered in class, regardless of your reason for being absent. If you do miss a class, get lecture notes from someone in the class and get handouts and assignments from me. I will not take roll (except to verify the roster), but you are responsible for your attendance.

Class Participation Expectations: This is a challenging course. It is important that you not only know the material but understand it as well. There are things that you can do to increase your chances of successfully completing this course.

- ♦ **Come to class.** This is the single most important predictive factor for success, those students who regularly come to class succeed at a much higher rate than those who don't (this seems like a no-brainer but it is an important factor)
- ♦ **Study.** Students tend to underestimate the amount of material covered in this course as well as the depth of understanding that is required. This is not high school; you cannot cram in one night. It is necessary to keep up with the material (meaning to review it every day!!). A good rule of thumb is that you should spend 2 hours preparing for each hour you spend in class. Thus, you should expect to spend 10 hours a week on lecture and lab material in order to make a C.
- ♦ **Read your text.** All information on tests can be found in your text. The text has been selected to match the information in the lectures and reading the text will only help you understand the material.
- ♦ **Use all the help available.** Your text contains a CD-ROM that has tutorials and links to content specific web sites. Use them. Come to office hours and come prepared with questions. Bother your instructor with incessant relevant questions (not necessarily during lecture, sometimes it is important to get through the material, but I am happy to answer even slightly relevant questions after class, in office hours, by email, etc.)

I expect that each of you will come to class prepared and willing to work, this includes: reading the chapter **before** the lecture, participating in discussions, asking questions where appropriate, preparing the prelabs **before** the lab (not 5 minutes before the lab starts), participating fully in the lab exercises, and clean up at the end of lab, being courteous to me and your fellow students, and being willing to think.

Withdrawal Policy: You are responsible for any decision to withdraw. **I will not withdraw you!** You do not need my permission to withdraw but please feel free to discuss any problems you have at any time (the earlier the better). The last day to withdraw is April 24. If you stop coming to class and are still enrolled at the end of the semester I will **have** to give you a grade (and zeros don't average very well☹). You should also be aware of recent changes in state law. *Students who entered a Texas public college for the first*

time in or after the fall of 1999 are subject to a Texas statute that limits the number of courses a student may take for which the state will pay the college. At the community college, the limit is 1.5 times the credits required for the two-year degree. Students who exceed the number of credits required for a degree by 50% may be charged additional fees. Courses for which students receive a grade of W (withdrawal) are included in the total credits calculation. Developmental courses are not included in the total credits calculation. This rule applies to university students and to community college students who transfer from ACC to Texas public colleges and universities. Students who leave ACC with excess hours may have to take fewer courses at the Texas institution to which they transfer or pay higher tuition for the extra hours.

Incomplete Policy: Incompletes are very uncommon. No incomplete will be given without a compelling documented reason (emergency etc.) and completion of at least 1/2 of the course work with a grade of C or higher. Furthermore, I will only give an incomplete if the emergency occurs after the withdrawal deadline or if withdrawal would impose a significant undue burden on the student (e.g., student visa, financial aid etc.)

Academic Dishonesty: *“Acts prohibited by the college for which discipline may be administered include scholastic dishonesty. Including but not limited to, cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research or self-expression. Academic work is defined as, but not limited to, tests, quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentations; and homework”.* Any incident of academic dishonesty will result in your automatically receiving a grade of "0" for the assignment. In addition, the incident will be reported to the Office of Student Affairs and they may assign additional penalties.

Academic Freedom: *"Institutions of higher education are conducted for the common good. The common good depends upon a search for truth and upon free expression. In this course the professor and students shall strive to protect free inquiry and the open exchange of facts, ideas, and opinions. Students are free to take exception to views offered in this course and to reserve judgment about debatable issues. Grades will not be affected by personal views. With this freedom comes the responsibility of civility and a respect for a diversity of ideas and opinions. This means that students must take turns speaking, listen to others speak without interruption, and refrain from name-calling or other personal attacks."*

Students with Disabilities: *"Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office of Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to do this three weeks before the start of the semester."* Students who are requesting accommodation must provide me with a letter of accommodation from the Office of Students with Disabilities (OSD) at the beginning of the semester. Accommodations can only be made after the instructor receives the letter of accommodation from OSD."

Lab Safety: Health and safety are paramount values in science classrooms, laboratories and field activities. Students are expected to learn, understand and comply with environmental, health and safety (EHS) procedures and protocols, and must agree to abide by the ACC science safety policy. Students are expected to conduct themselves with appropriate professional behavior and with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual will be immediately dismissed from the day's activity, may be withdrawn from the class, and/or barred from attending all activities. Specific safety information for each activity will be discussed at the beginning of the activity. For those activities that require specific safety

training, a student who is late and misses the safety training will not be able to participate in the activity. The comprehensive science safety policy can be found at:

http://www.austincc.edu/sci_safe/.

Testing Center Policy: We will be using the Testing Center for the lecture exams so you should be aware of the rules involved. The Testing Center guidelines and instructions can be found at: <http://www2.austincc.edu/testctr/>.

Student Services: There are a number of important services available to you at ACC. Please become familiar with what is available. You can find information at:

<http://www3.austin.cc.tx.us/evpcss/rss/Default.htm> and in the Student Handbook:

<http://www3.austincc.edu/marketing/handbook>.

Instructional Services: Campus based help and other services can be found at:

<http://www3.austincc.edu/evpcss/memos/reference.htm>, then click on "Campus Based Student Support Overview".