Syllabus

Biology 1308
Biology Fundamentals
Fall Semester 2016

Section: 12470 (018) (T/H)

Lecture 7:30 P.M. → 8:50 P.M. CYP5 - 2207

Instructor: Rob Lewis

Preferred Phone: 512.775.6940

Office hours: T&H 7:00 pm – 7:30 pm CYP adjunct office cube or Micro Prep room (Cyp1 1133)

By appointment: CYP - TBA

For conferences outside of office hours, leave a voice mail message or e-mail me at rlewis3 (at) austincc.edu
Course Description:
An introduction to basic biological concepts including the metric system, physical and chemical properties of life, cell structure and function, cell reproduction, and metabolism. Critical thinking skills, study skills, and basic math skills are also included. This course is designed to prepare students to take:

- Anatomy and physiology assessment tests
- Anatomy and physiology courses (Biol 2304, Biol 2305, Biol 2404)
- General biology courses (including Biol 1408 and Biol 1406)

Skills Requirements:
Reading proficiency as determined by the COMPASS or ASSET test, or by the statewide THEA test, or by providing an official transcript from another college.

Course Rationale:
This course is designed to provide the fundamentals of biology and critical thinking skills to prepare students for BIOL 2304 (Human Anatomy), BIOL 2305 (Human Physiology), BIOL 2404 (Intro to A&P), BIOL 1406 (Cellular and Molecular Biology) and BIOL 1408 (Introductory Biology—Unity of Life). It is recommended as preparation for the anatomy and physiology assessment tests.

Student Learning Outcomes

- Specific skills and competencies expected of students who complete this course include:
- Describe basic physicochemical concepts that underlie the structure and function of cells
- Describe the structure and function of the four classes of biomolecules
- Describe the structure and function of eukaryotic cells and their organelles
- Describe the processes by which substances move into and out of cells
- Describe the structure and function of enzymes
- Discuss energy transfer in cells and the pathways of cellular respiration
- Describe DNA replication, protein synthesis, mitosis and meiosis
- Analyze, synthesize, evaluate and apply information
- Apply mathematical, logical and scientific principles and methods

Departmental Common Course Objectives:
The ACC Biology Department has specified the content for this course in the departmental common course objectives. The departmental objectives are located at http://www.austincc.edu/biology/ccobjectives.
Recommended Textbooks and Materials:
The following text book is recommended. I provide the lecture notes in the form of pdfs. If you choose to purchase or borrow the book, it is not necessary to bring it to class.

Mader, INQUIRY INTO LIFE
ISBN: 9781259693090

http://www3.austincc.edu/it/textbooks/

Instructional Methodology:
This Biology Fundamentals science course is taught as a lecture presented in the classroom and supplemented with outside reading assignments.

The class is an introduction to basic biological concepts.

Attendance
Attendance in lecture is the student’s responsibility. Students with unexcused excessive absences (2 or more) can be dropped from the class.

Lectures
The lecture schedule indicates textbook topic assignments and posted notes for each lecture period. Students are expected to read the assigned material before the scheduled date and be prepared to discuss assigned material in class. Students cannot use electronic devices during lecture without permission. Please!
No laptops, electronic pads or telephones.

Exams
Students are expected to prepare for examinations that encompass all material scheduled, regardless of lecture coverage. Exams are scheduled in advance and are administered in class on the scheduled dates. Each successive exam may contain previous material, thus necessitating continuous review.

Exam Format
Exams can include some combination of matching, multiple choice, short answer, fill-in-the-blank, and discussion or essay questions. There can also be charts, graphs, or tables to read, interpret or complete.
Course Grades and Their Calculation

The grades for this course are calculated as the average of the values earned on the lecture exams.

Grade Calculation:

<table>
<thead>
<tr>
<th>Lecture Exams</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possible exam points = % correct on each exam</td>
<td>Sum of total earned % points</td>
</tr>
</tbody>
</table>

Grade = average of lecture exam values

Policies
The following describe policies for this course.

Missed Exams
A missed exam can be made up with instructor permission if the absence is excused. The exam must be made up as soon as possible after the scheduled date of the missed exam. Make-up exams can differ in format and level of difficulty from that of scheduled exams.

Outside Assignments
In addition to reading and preparing for both lecture and lab classes, students are required to work on hand-out materials, such as current articles and readings from the text book, throughout the semester.

Late Work
Grades for late assignments can be reduced by ten percent (10%) of the maximum possible points on that assignment for each day the assignment is late up to the day of the unit exam. Late work will not be accepted after the end date for the unit for which it is assigned.

Withdrawals
It is the responsibility of each student to ensure that his or her name is removed from the roll if they decide to withdraw from the class.
Although the instructor reserves the right to drop a student if they feel it is necessary, they are not required to. It is your responsibility to withdraw.
If you do not withdraw, a failing grade will be assigned.
If you decide to withdraw, verify the withdrawal is submitted before the final withdrawal date for the current semester (Nov 28th 2016). You are strongly encouraged to retain a copy of the withdrawal form for your records.
Students who enroll for the third or subsequent time in a course taken after Fall 2002, may be charged a higher tuition rate for that course.
State law permits students to withdraw from no more than six courses during their entire undergraduate career at Texas public colleges or universities. With certain exceptions, all course withdrawals automatically count towards this limit. Details regarding this policy can be found in the ACC college catalog.
**Incompletes**

An instructor may award a grade of “I” (Incomplete) if a student was unable to complete all of the objectives for the passing grade in a course. An incomplete grade cannot be carried beyond the established date in the following semester. The completion date is determined by the instructor but may not be later than the final deadline for withdrawal in the subsequent semester.

**Reinstatement**

To be reinstated within a class, the student must be enrolled in the course on the state reporting date, as demonstrated by the twelfth-day class roll. The student must have been withdrawn from the course in error and the student must show evidence of capability of passing the course within the time that remains in the semester. The instructor must have documentation that the student is eligible to be reinstated in the course.

**Extended Hours Support Services**

The following extended hours for services are available to our students:

- **Open Laboratory hours** are normally available throughout the semester on Friday. Check with the laboratory assistant to determine available times, and to verify that someone will be available to let you in the lab.
- **A science study lab** is available at the Riverside Campus, Building A, Room 2233 Monday through Thursday 9:00 a.m. to 8:30 p.m. and Fridays 9:00 a.m. to 2:00 p.m.
- **Tutoring is available** in the learning labs of some campuses. See page 9 of the ACC Student Handbook for additional information.

**ACC Academic Policies and Services**

**Statement on Scholastic Dishonesty**

A student attending ACC assumes responsibility for conduct compatible with the mission of the college as an educational institution. Students have the responsibility to submit coursework that is the result of their own thought, research, or self-expression. Students must follow all instructions given by faculty or designated college representatives when taking examinations, placement assessments, tests, quizzes, and evaluations. Actions constituting scholastic dishonesty include, but are not limited to, plagiarism, cheating, fabrication, collusion, and falsifying documents. Penalties for scholastic dishonesty will depend upon the nature of the violation and may range from lowering a grade on one assignment to an “F” in the course and/or expulsion from the college. See the Student Standards of Conduct and Disciplinary Process and other policies at [http://www.austincc.edu/current/needtoknow](http://www.austincc.edu/current/needtoknow)

**Student Rights and Responsibilities**

Students at the college have the rights accorded by the U.S. Constitution to freedom of speech, peaceful assembly, petition, and association. These rights carry with them the responsibility to accord the same rights to others in the college community and not to interfere with or disrupt the educational process. Opportunity for students to examine and question pertinent data and assumptions of a given discipline, guided by the evidence of scholarly research, is appropriate in a learning environment. This concept is accompanied by an equally demanding concept of responsibility on the part of the student. As willing partners in learning, students must comply with college rules and procedures.

**Statement on Students with Disabilities**

Each ACC campus offers support services for students with documented disabilities. Students with disabilities who need classroom, academic or other accommodations must request them through the Office for Students with Disabilities (OSD). Students are encouraged to request accommodations when they register for courses or at least three weeks before the start of the semester, otherwise the provision of accommodations may be delayed.
Students who have received approval for accommodations from OSD for this course must provide the instructor with the ‘Notice of Approved Accommodations’ from OSD before accommodations will be provided. Arrangements for academic accommodations can only be made after the instructor receives the ‘Notice of Approved Accommodations’ from the student.

Students with approved accommodations are encouraged to submit the ‘Notice of Approved Accommodations’ to the instructor at the beginning of the semester because a reasonable amount of time may be needed to prepare and arrange for the accommodations. Additional information about the Office for Students with Disabilities is available at http://www.austincc.edu/support/osd/

**Safety Statement**

Austin Community College is committed to providing a safe and healthy environment for study and work. You are expected to learn and comply with ACC environmental, health and safety procedures and agree to follow ACC safety policies. Additional information on these can be found at http://www.austincc.edu/ehs. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the Emergency Procedures poster and Campus Safety Plan map in each classroom. Additional information about emergency procedures and how to sign up for ACC Emergency Alerts to be notified in the event of a serious emergency can be found at http://www.austincc.edu/emergency/.

**Note:** you are expected to conduct yourself professionally 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 future activities.

**Use of ACC Email**

All College e-mail communication to students will be sent solely to the student’s ACCmail account, with the expectation that such communications will be read in a timely fashion. ACC will send important information and will notify you of any college related emergencies using this account. Students should only expect to receive email communication from their instructor using this account. Likewise, students should use their ACCmail account when communicating with instructors and staff. Instructions for activating an ACCmail account can be found at http://www.austincc.edu/accmail/index.php.

**Testing Center Policy**

Under certain circumstances, an instructor may have students take an examination in a testing center. Students using the Academic Testing Center must govern themselves according to the Student Guide for Use of ACC Testing Centers and should read the entire guide before going to take the exam.

To request an exam, students must present:

- ACC Photo ID
- Course Abbreviation (e.g., ENGL)
- Course Number (e.g., 1301)
- Course Synonym (e.g., 10123)
- Course Section (e.g., 005)
- Instructor’s Name

Do NOT bring cell phones to the Testing Center. Having your cell phone in the testing room, regardless of whether it is on or off, will revoke your testing privileges for the remainder of the semester. ACC Testing Center policies can be found at http://www.austincc.edu/testctr/.

**Student And Instructional Services**

ACC strives to provide exemplary support to its students and offers a broad variety of opportunities and services. Information on these services and support systems is available at: http://www.austincc.edu/s4/

Links to many student services and other information can be found at: http://www.austincc.edu/current/
ACC Learning Labs provide free tutoring services to all ACC students currently enrolled in the course to be tutored. The tutor schedule for each Learning Lab may be found at:  
http://www.austincc.edu/tutor/students/tutoring.php

For help setting up your ACCEID, ACC Gmail, or ACC Blackboard, see a Learning Lab Technician at any ACC Learning Lab.

Inclement Weather:
If classes are cancelled due to inclement weather, ACC notifies instructors and students on the ACC homepage (http://www.austincc.edu), via text message (if subscribed) and via local radio and television stations.

Blackboard:
This class is hosted on the blackboard site. The site provides a copy of the syllabus, class schedules and lecture notes.

ACC Policy Concerning Copyrighted Materials:
All class materials provided on the instructor’s web page, Blackboard, CD, and/or in printed form (labs, objectives, assignments, etc.) are copyrighted and may not be reproduced without the written consent of the copyright holder. This may be the instructor, ACC, or a publisher. Reproduction consists of photocopying, scanning and copying files, or posting on a server or web site. Students currently registered for this section have permission to print one copy of course materials for their own personal use. No permission is given for posting any course materials on web sites.