

Course Syllabus, Autumnal Term 2015 C.E. (Last Updated 18 August 2015 C.E.)

BIO181: General Biology for Biology Majors I
Section Number 75025
24 August - 30 November 2015 C.E.
Laboratory: W 13:30 - 16:15 CLCC353

Instructor Information:

Ty C.M. Hoffman, Ph.D.
ty@asu.edu
Office: FAB N181E
Office Hours: M 16:25-17:25; R 10:30-11:30; and by appointment via email

Course Website:

As stated on Blackboard, you will be using my own (non-Blackboard) website. The URL for the general site is:

<http://www.public.asu.edu/~thoffman>

From that site, you can find the link to your specific section. Be sure to bookmark the site, so you can access it even if Blackboard is down. You are REQUIRED to check the website often, even if nothing changes. The website includes (or will include) various resources to help you succeed. It is also where official announcements will be posted (whether I make those announcements in class or not). Failure to notice an announcement posted on the website will not be a valid excuse, so check the website frequently.

Rules Consent Form

You will not receive any credit in this course until you electronically submit the Rules Consent Form found on the website. I cannot overstress how important it is to fully read and understand that form. You can easily receive a zero if you take this lightly. Believe me; it happens every semester.

Deadlines and Electronic Submission of Assignments:

Completing the two laboratory reports will require you to electronically submit your documents through Blackboard. Students frequently encounter technical problems, so I tell students not to wait until the last minute to submit an assignment. Despite this advice, most students wait until the last minute to submit assignments. If a technical problem occurs, then students miss the deadline and promptly send me messages telling me that it's not their fault. In an effort to force you to take my advice, I'm implementing two separate and official deadlines for each laboratory report. The Final Deadline is the date and time at which the assignment becomes late (regardless of circumstances within or beyond the control of the student). The Preliminary Deadline is exactly twenty-four hours before the Final Deadline. If you fail to submit your assignment by the Preliminary Deadline, then you will be on your own, and if you encounter any technical problems while trying to submit your assignment, that will be your penalty for procrastinating. Therefore, I encourage you to submit each assignment well ahead of the Preliminary Deadline.

The remaining pages contain information common to all sections.

FALL 2015 LABORATORY SYLLABUS: GENERAL BIOLOGY 1 (BIO 181)

Lecture: MWF 9:00 – 9:50 am. Sands Kiva. Office Hours: xxxxxxxx

Laboratory Sections:

M 6:30 – 9:15 pm. T 9:00 – 11:45 am. T 6:30 – 9:15 pm. W 1:30 – 4:15 pm. CLCC 353

Course Description: Biology 181 laboratory is designed to give students a survey of the basic theories of the discipline and the relationship between structure and function in living organisms at the molecular, cellular, organismal and population levels. This course is designed to be taken as the first of a two-semester series. The second semester (BIO 182) should be taken after this course.

Attendance: Attendance at all laboratory exercises is essential to performing well in this course. It is the student's responsibility to obtain information from missed laboratory exercises. Laboratory Quizzes, Exercises and Reports cannot be made up. If you absolutely must miss a laboratory period, inform the instructor at least one week in advance so that other arrangements can be made if possible. Tardiness to Laboratory will not be tolerated. It disrupts the lesson, and can be especially disruptive of laboratory work. If it is unavoidable, please inform the instructor in advance. Reasonable accommodations will be made in cases of religious holidays or emergency situations. It is the student's responsibility to provide the instructor with documentation of holidays and or emergencies and a plan to cover the missed course material.

Students that miss more than two laboratory exercises will not pass the course.

Course Materials:

Campbell Biology with Mastering Biology, 10th edition (2013), Campbell et al. Pearson/Benjamin Cummings

Biology Laboratory Manual, 10th edition. (2014), Vodopich & Moore. McGraw Hill

Writing Papers in the Biological Sciences, 5th edition (2012), McMillan. Bedford/St. Martin's

Goggles are available for sale in the bookstore: Safety goggles must be worn during the lab periods when chemicals are used, as well as gloves (provided during the lab). Close toed shoes are required for all labs.

Computer Access: Many of the documents necessary for this course will posted on the course's Blackboard web site. Students can access this from their myASU account (<https://my.asu.edu>). Computers for student use can be found in West Campus Computing Commons in the basement of Fletcher library.

Assignments and Grading: Final grades will be based on student performance in both the lecture and laboratory parts of the course. Assessment of learning for the course will be based on exams and quizzes in lecture and your performance in the laboratory section. Final grades will be determined using the following scale:

97% ≤ A+	87% ≤ B+ < 90%	77% ≤ C+ < 80%	E < 60%
93% ≤ A < 97%	83% ≤ B < 87%	70% ≤ C < 77%	
90% ≤ A- < 93%	80% ≤ B- < 83%	60% ≤ D < 70%	

Assignments and Grading for the Laboratory: Assessment of learning for the laboratory portion of this course will be based on the following point assignment and grading scale:

Quizzes	35%	Mendelian Genetics problem set	5%
Mini reports (4 at 15% each)	60%		

Laboratory Quizzes (35%): At the beginning of each laboratory class, a quiz will be given. Each quiz is worth 10 points. The quiz will be 50% over the current day's lab and 50% over the prior week's lab. The quiz starts PROMPTLY when class begins, and there will be a time limit. If you arrive late, you will not be allowed to take the quiz. There are no make-up quizzes.

Laboratory Mini Reports (60%): Students will be required to write multiple laboratory mini reports during the semester, based upon laboratory experiments. A separate handout will describe the format of the mini report. See pages 61- 103 of the writing book for details on how to write scientific papers.

Mendelian Genetics problem set (5%): For the genetics laboratory, a set of genetics problems will be given to the student to do on their own. The problem set is due the next laboratory period.

Late assignments: Assignments turned in after they are due will be penalized 10% for each day they are late. If the delay was caused by a serious emergency or other dire situation, and the student notifies the professor in advance, (or during lab), the instructor may choose not to penalize the assignment. Decisions are made on a case-by-case basis. The student is responsible for bringing all documentation to the instructor.

Cell Phones: Any use of a cell phone during the lecture is strictly prohibited. Students whose phones interrupt the lecture may be asked to leave and receive a penalty to their final course grade of 10% or one full letter of the final grade per infraction.

Missed Laboratory Exercises Policy

Missed laboratory sessions may NOT be made up. Students who miss a laboratory session as a result of illness (documented with a doctor's note), religious holiday, or other extenuating and documented circumstance (as determined by the instructor of the laboratory) should consult the laboratory instructor to resolve the situation on a case by case basis.

ASU Writing Centers

One Center, Many Places: The Writing Center, located on all four ASU campuses and online, offers Free tutoring for all enrolled students.

All writers—all ASU undergraduate or graduate students—can benefit from visiting the Writing Center to:

- explore, plan, and develop ideas;
- organize and structure a paper;
- integrate and cite sources; and
- write, revise, edit, and proofread.

For more information about ASU's Writing Centers, including how to make an appointment, please visit our website at: <https://studentsuccess.asu.edu/writingcenters>

SI (Supplemental Instruction)

SI seeks to help students process material presented in class through group facilitated discussion led by a trained peer (SI Leader) who has already successfully completed the course. More information will be available on Blackboard under the SI Study Group. Students can receive tutoring for various courses through University Academic Success Programs (UASP). Refer to our website:

<https://studentsuccess.asu.edu>.

Tutoring

Tutoring is available on all ASU campuses and Online for a variety of courses in small groups on a walk-in/drop-in basis. Appointments are not taken. For a full list of sites and courses, visit

<https://studentsuccess.asu.edu/tutoring>

Schedule For BIO 181 Laboratory – CLCC 353 (Subject to Change with Notice):

Date	Topic	Manual Exercise	Assignment
Aug 24-26	Introduction and safety talk Measuring & Graphing	2, handouts	
Aug 31 – Sept 3	Diffusion and Osmosis	handout	Mini report 1
Sept 7	Labor day – no lab this week		
Sept 14-16	pH	5	Mini report 2
Sept 21-23	Biologically Important Molecules	6	
Sept 28-30	The Microscope and the Cell	3 & 4	
Oct 5-7	Enzymes	11	Mini report 3
Oct 10-13	Fall break – no lab this week		
Oct 19-21	Respiration 1	12 & handout	
Oct 26-28	Respiration 2	12 & handout	Mini report 4
Nov 2-4	Mitosis & Meiosis	14 & 15	
Nov 11	Veteran’s Day – no lab this week		
Nov 16-18	Mendelian Genetics	17	
Nov 23-25	Bio-Rad pGLO transformation	16 & handouts	
Nov 30-Dec 1	Bio-Rad pGLO transformation	16 & handouts	

Course/Instructor Evaluation

The course/instructor evaluation for this course will be conducted online 7-10 days before the last official day of classes of each semester or summer session. Your response(s) to the course/instructor are anonymous and will not be returned to your instructor until after grades have been submitted. The use of a course/instructor evaluation is an important process that allows our college to (1) help faculty improve their instruction, (2) help administrators evaluate instructional quality, (3) ensure high standards of teaching, and (4) ultimately improve instruction and student learning over time. Completion of the evaluation is not required for you to pass this class and will not affect your grade, but your cooperation and participation in this process is critical. About two weeks before the class finishes, watch for an e-mail with **"NCIAS Course/Instructor Evaluation"** in the subject heading. The email will be sent to your official ASU e-mail address.

Withdrawals: The instructor will NOT withdraw students for any reason. Specifically, students should be aware that non-attendance will **NOT** automatically result in their being dropped from the course. Therefore, if a student does not attend class during the first week or for any extended period of time during the semester, they should not presume that they are no longer registered. **It is the student's responsibility to be aware of their registration status.**

Please note the following dates:

Session Date & Deadlines	Session C (15 Week Session) Aug 20 – Dec 4, 2015 (Final Exams Dec 7 -12, 2015)
Classes Begin	August 20, 2015
Drop/Add Deadline (w/out College approval)	August 26, 2015
Tuition & Fees 100% Refund Deadline	September 2, 2015
Labor Day Holiday Observed – University Closed	September 7, 2015
University 21 st Day	September 9, 2015
Course Withdrawal Deadline	November 4, 2015
Complete Session Withdrawal Deadline	December 4, 2015
Veteran's Day Observed – University Closed	November 11, 2013
Thanksgiving Observed – University Closed	November 26 – 27, 2015
Deadline to Apply for Graduation	October 1, 2015
Classes End/Last Day to Process transactions	December 4, 2015
Final Exams	Last day of classes
Final Grades Due	Dec 7 – 14, 2015
Degree Conferral Date	December 14, 2015

Any withdrawal transaction must be completed by the deadline date in accordance to the appropriate session at the registrar's office. If not, you will still be officially enrolled and you will receive a grade based on your work completed.

*As part of a complete session withdrawal a student must withdraw from all classes in a session. Beginning the first day of classes, undergraduate students are required to work with a Student Retention Coordinator to facilitate the withdrawal process. Please refer to <http://students.asu.edu/StudentRetention>

For additional information about ASU's withdrawal policy and the possible consequences of withdrawing from a class, contact Registration Services or your academic counselor.

Students are responsible for their registration status!

The Grade of Incomplete: A grade of incomplete will be awarded only in the event that a documented emergency or illness prevents a student who is doing acceptable work from completing a small percentage of the course requirements at the end of the semester. The guidelines in the current general ASU catalog regarding a grade of incomplete will be strictly followed. **A grade of incomplete will NOT be awarded unless there is documented evidence of extreme personal or immediate family hardship.** Changes in work hours, child-care emergencies, or other similar personal problems will not be approved as reasons for awarding incompletes. The Director of the School of Mathematical and Natural Sciences must approve all incomplete grade requests.

Reasonable Accommodations for Students with Disabilities: The Disability Resource Center (DRC) provides information and services to students with any documented disability who are attending ASU West. Individualized program strategies and recommendations are available for each student as well as current information regarding community resources. Students also may have access to specialized equipment and supportive services and should contact the instructor for accommodations that are necessary for course completion.

Academic Integrity and Code of Conduct:

As defined in the *ASU Student Academic Integrity Policy*: <http://provost.asu.edu/academicintegrity> each student has an obligation to act with honesty and integrity, and to respect the rights of others in carrying out all academic assignments. A student may be found to have violated this obligation and to have engaged in academic dishonesty if during or in connection with any academic evaluation, he or she:

- Engages in any form of academic deceit;
- Refers to materials or sources or employs devices (e.g., audio recorders, crib sheets, calculators, solution manuals, or commercial research services) not authorized by the instructor for use during the academic evaluation;
- Possesses, buys, sells, obtains, or uses, without appropriate authorization, a copy of any materials intended to be used for academic evaluation in advance of its administration;
- Acts as a substitute for another person in any academic evaluation;
- Uses a substitute in any academic evaluation;
- Depends on the aid of others to the extent that the work is not representative of the student's abilities, knowing or having good reason to believe that this aid is not authorized by the instructor;
- Provides inappropriate aid to another person, knowing or having good reason to believe the aid is not authorized by the instructor;
- Engages in plagiarism;
- Permits his or her work to be submitted by another person without the instructor's authorization; or
- Attempts to influence or change any academic evaluation or record for reasons having no relevance to class achievement.

General Biology 1 (BIO 181) follows the ASU Academic Integrity Policy in the administration of all course examinations and assignments. Violations of the University Academic Integrity policy will not be ignored. Penalties include reduced or no credit for submitted work, a failing grade in the class, a note on your official transcript that shows you were punished for cheating, suspension, expulsion and revocation of already awarded degrees. The university requires that the implementation of any of these penalties for violations of the academic integrity policy be reported to the Dean's office. The Integrity Policy defines the process to be used if the student wishes to appeal this action.

In **General Biology 1 (BIO 181)** you are expected to follow the *ASU Student Code of Conduct* (<http://students.asu.edu/srr/code>) especially when communicating with your peers, instructors, and teaching assistants. Violations of the student code of conduct may result in withdrawal from the class.

Final Exam Make-up Policy: The final exam schedule listed in the Schedule of Classes will be strictly followed. Exceptions to the schedule and requests for make-up examinations can be granted only by the director of the School of Mathematical and Natural Sciences for one of the following reasons:

1. religious observances
2. the student has more than three exams scheduled on the same day
3. two finals are scheduled to occur at the same time

Make-up exams will **NOT** be given for reasons of non refundable airline tickets, vacation plans, work schedules, weddings, family reunions, or other such activities. Students should consult the final exam schedule before making end-of-semester travel plans.

If there is a last-minute personal or medical emergency, the student may receive a grade of Incomplete and make up the final within one calendar month. The student must provide written documentation and be passing the class at the time to receive an Incomplete. A signed "Request for Grade of Incomplete" must be submitted by the student and approved by the student's instructor and the Director of the School of Mathematical and Natural Sciences.

The instructor reserves the right to make changes to this syllabus as needed.

If you find it necessary to leave a note for this instructor, please contact the administrative reception desk of the School of Mathematical and Natural Sciences located at FAB North Level 1 room N101-1.

Policy against Threatening Behavior:

In the classroom and out students are required to conduct themselves in a manner that promotes an environment that is safe and conducive to learning and conducting other university-related business. All incidents and allegations of violent or threatening conduct by an ASU student will be reported to the ASU Police Department (ASU PD) and the Office of the Dean of Students. Such incidents will be dealt with in accordance with the policies and procedures described in Section 104-02 of the Student Services Manual (<http://www.asu.edu/aad/manuals/ssm/ssm104-02.html>).

Potentially Offensive Content:

If you find any of the content of his class offensive, please bring your concerns to the instructor immediately.

Power Outage:

In the event of a campus power outage or other event affecting the ability of the University to deliver classes, any decision to cancel classes will be announced using the ASU emergency notification system. For this reason, it is imperative that students register with the ASU emergency notification system at: <https://cfo.asu.edu/emergency-alert>. In cases in which a limited number of buildings are affected, students should check the university website and/or call the School office at (602) 543-6050.

Emergency Evacuation Plan:

Students should be aware of the evacuation route posted on the exit door of each classroom. Students who cannot walk down stairs should notify the instructor as early in the course as possible so the instructor can provide information regarding the location of the designated meeting area on each upper floor of the building (marked with a blue sign that states Emergency Evacuation Response Area).