BIOL-1010: Introduction to Biology I  (Split/Hybrid | Fall 2019)

Instructor Information

<table>
<thead>
<tr>
<th>Instructor Name</th>
<th>Joyce Johnson, PhD.</th>
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<tr>
<td>Instructor Rank</td>
<td>Associate Professor</td>
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<tr>
<td>Instructor Email</td>
<td>Use the PAWS email tool to send emails to your professor.</td>
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<tr>
<td>Instructor Website</td>
<td>N/A</td>
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<td>Instructor Office</td>
<td>Maxine Smith 319D</td>
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<tr>
<td>Office Hours</td>
<td>Monday 12:00pm-3:00pm</td>
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<td>Wednesday 10am-12pm</td>
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<td>Thursday 11am-1:00pm</td>
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<td>Friday by appointments</td>
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<tr>
<td>Instructor Phone</td>
<td>901-333-6057</td>
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<td>Department Phone</td>
<td>(901) 333-5220</td>
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Course Information

Course Description
This is the first of a two-semester science course for non-science majors. An overview of the following is covered: chemistry of life, cell structure and function, cell division, protein synthesis, metabolism, photosynthesis, and tissue. In addition, several human organ systems are examined.

Student Learning Objectives
Goal: Issues in today's world require scientific information and scientific approach to informed decision making. Therefore, the goal of the Natural Science requirement is to guide students toward becoming scientifically literate. This scientific understanding gained in these course enhances students' ability to define and solve problems, reason with an open mind, think critically and creatively, suspend judgment, and make decisions that may have local or global significance.

Students will demonstrate the ability to:

- Conduct an experiment, collect and analyze data, and interpret results in a laboratory setting.
- Analyze, evaluate and test a scientific hypothesis.
- Use basic scientific language and processes, and be able to distinguish between scientific and non-scientific explanations.
- Identify unifying principles and repeatable patterns in nature, the values of natural diversity, and apply them to problems or issues of a scientific nature.
- Analyze and discuss the impact of scientific discovery on human theory and behavior.

Prerequisites
ENGL0810; READ0810

Corequisites
None

Instructional / Learning Methods
- The instructional method involved the use of the PAWS course for lectures. The course also requires laboratory participation, and collaborative learning exercises.
- Attendance is required to meet the requirements for this course during the weekly class session.

Textbooks, Supplementary Materials, Hardware, and Software Requirements

Required Text

ISBN for the ebook TBA
**Additional Text**


**Supplementary Materials**

- Scantron answer sheets and #2 pencils will be required.

**Hardware Requirements**

If this course requires the use of a computer, these are general recommendations for accessing any of the services that Southwest offers on the Web (e.g. My.Southwest, etc.).

- minimum Pentium IV or higher processor (recommended)
- SVGA monitor, minimum resolution 800x600 (1024x768 strongly recommended)
- CD-ROM or DVD drive
- floppy drive, zip drive, or CD-RW drive
- Mouse or compatible pointing device
- at least 512 MB of RAM (recommended)
- (optional) printer

**Software Requirements**

Any and all assignments:

- Your files are only accepted using the Microsoft Word .doc or .docx file path.
- Any file that cannot be opened will not be graded even if submitted by the deadline.

All word processing files sent through PAWS will only be accepted in Microsoft Office **Word**

The software listed below is recommended for any student accessing Southwest services through the Internet. Your course may have specific software requirements.

- Windows 10 or 7
- Mac OS X (up to 10.12) (OS 10.14 recommended)
- Firefox (latest)
- Microsoft Edge
- Chrome (latest)
- Internet Explorer: DO NOT USE WITH PAWS
• Current Anti-Virus protection
• Reliable Internet connection (broadband recommended but not required)

Many instructors may require assignments to be submitted using Microsoft Excel or Microsoft Word. To learn how to obtain discounted software from Microsoft, visit [http://southwest.tn.onthehub.com](http://southwest.tn.onthehub.com).

**Assessment and Grading**

**Method of Evaluation**

Lecture Exams (including comprehensive final) and lab practical will be given during the semester. The Final Exam date will be established by the school calendar. The Lab Practical date will be established in class and posted to your Calendar in PAWS.

- Students will not be permitted late entrance into the final exam. Please arrive on time. All EXAMS will be administered during the class time.

- Students are responsible for knowing the time and location of all exams. Students are also responsible for attending, participating, and completing the required lab exercises; any project/lab due dates are final. Deadlines are final.

  **Extra credit assignments are not given in this course, however there may be bonus opportunities given at the discretion of the instructor. Due dates for bonus points will be final.**

Evaluation is on a 1200 point scale. Points will be accumulated from lecture and lab.

Lecture will account for 75% and Lab will account for 25% of the final grade.

**Grading Scale**

A = 1200 - 1030 points / 100-90%

B = 1029 - 859 points / 89-79%

C = 858 - 688 points / 78-68%

D = 687 - 517 points / 67-57%

F = Below 516 points / Below 56%
Testing Procedure / Policy

450 points = 3 Lecture Exams at 100 points each; 1 Comprehensive Final Exam worth 150 points

- Absences from exams will be excused only if **adequate documentation is provided**.
- If the absence is excused, the student will take the **make-up exam** at the **end of the semester**.
- A student that arrives late for an exam risks being counted absent from that exam.
- The instructor may choose not to distribute an exam to late arrivals once someone in the class has turned in an exam.
- Scan trons required

** Scan trons will be available for review after the exam by office appointment only.**

250 points = Weekly Quizzes

There will be **no** make up given for the module quizzes.

Your quiz will be administered through PAWS. On PAWS, you will have 24-36 hours to login and complete the quiz. You will have **only** one attempt to the quiz; and 45 minutes to submit your saved responses. Be sure that you have a stong internet connection before entering into your quiz.

- Quizzes are short answer essay questions or fill in the blank questions. All quizzes taken in class or on PAWS will have to be graded by the professor. The computer will not automatically grade this assessment.
- Proof read your answers before you submit your quiz.
- Be sure to type exactly what you want to say to respond to the question. No assumptions will be made.
- Refrain from *text message short hand* in your responses -- points will be deducted for these types of mechanical errors.

Major Assignments

200 points = Lecture Assignments. All assignment deadlines are final.

- Module Assignments will be submitted into the Dropbox by the deadline.
• Discussion Board responses should be typed in the space provided; not in a Word document and uploaded into the topic area.

• Additional instructions on the Discussion board is posted under the Content.

• Any assignments and work submitted will need to be resourced from scholarly journals and/or scholarly references with complete citations; preferably using the American Psychological Association (APA) writing style or the Modern Language Association (MLA) writing style per your discipline.

300 points = Lab Assignments. All assignment deadlines are final.

• Lab assignment material and points will come from participation and presence during the lab exercises.

• Attendance is required!

• Lab final exam is a practical exam only given in class. Due to the set up involved, there will be no make up's for the lab final. You have to be present to take the exam.

**Total 1200 points. The points in this course have been divided in a way that participation in all aspects is vital.

** Participation / Attendance Policy**

The student is expected to attend all classes and laboratories regularly and punctually. No class cuts are authorized. Regardless of the nature of an absence, the student is responsible for all work covered by the instructor in lecture and lab. Veterans should refer to the STCC Bulletin for special attendance requirements.

Attendance will be taken daily and records of nonattendance will be reported to the appropriate college office. Excessive absentees may result in students losing financial aid.

**Additional Policies**

*Be on time for the weekly class meeting.*

Students may not leave the class during a quiz or exam. When you complete your quiz or exam, please do not leave the room because other students are still working. Please have a seat and prepare for the lecture.

*No texting* during the physical class time.
No cell phones, iphones, iwatches or any other type of watch interface, ipads, ipods, blackberrys, camera phones, electronic notebooks etc. are permitted to be used, exposed, or on the desk top during a quiz or exam.

Policy on Recording and Photography:

1) At no point during the course is the students permitted to video record or take pictures of the instructor or course materials.

2) Class recordings will be published to YuJa in your PAWS course for student use. NO personal audio recording is permitted.

3) Photography of instructional material is not permitted.

4) Failure to adhere to these policies may be considered a breach of the Southwest Academic Honor Code.

Guidelines for Communications

Email Guidelines
All emails to the professor must be sent through the PAWS email option.

Please refrain from using text message short-hand when sending emails to your professor!!

Each student has been provided a Southwest email account. Please do not email your classmates unless the topic relates specifically to this course. Emails that contain advertisements, solicitations, personal interests, etc. are strictly forbidden. Below are a few guidelines that you should keep in mind when sending email:

• Always include a subject line.
• Typing in all CAPS is considered SHOUTING in Cyberspace. So please use upper and lower case characters when sending emails.
• Remember, without facial expressions some comments may be taken the wrong way. Be careful in wording your emails and use good Netiquette
• Use standard fonts.
• Do not send large attachments without permission.
• Respect the privacy of other class members.

Online instructors will respond to all emails within 48 hours.

Discussion Guidelines
Before beginning the Discussion Board, you must read the instruction under the Content tool in PAWS.

Refrain from using text message shorthand when typing your responses in the Discussion Board.

Below are a few guidelines that should be adhered to when using the Discussion forum. Messages that contain advertisements, solicitations, personal interests, etc. are strictly forbidden.

• Review the discussion threads thoroughly before entering the discussion.
• Please try to maintain threads by using the "Reply" button rather starting a new topic.
• Do not make insulting or inflammatory statements to other members of the class. Be respectful of others' ideas.
• Be patient and read the comments of other group members thoroughly before entering your remarks.
• Be positive and constructive in group discussions.
• Respond in a thoughtful and timely manner.

Technical Support

Technical Support
My.Southwest: Submit a Student Technical Support Request. Please provide a full detailed explanation of the problem.

PAWS: For course related questions, contact your instructor. For technical issues with the PAWS website, contact the College Helpdesk at (901) 333-4357 or Digital Learning at (901) 333-4612.

Course Topics

Tentative Schedule
The Study of Life

The Molecules of Cells

Cell Structure and Function

Membrane Structure and Function

Cell Division

Metabolism: Energy and Enzymes

Cellular Respiration

Photosynthesis

Patterns of Gene Inheritance

Chromosomal Inheritance and Genetic Disorders

DNA Structure and Control of Gene Expression

Human Organization

The instructor reserves the right to announce changes to this course outline and syllabus. Verbal notification of any revisions or adjustments will be given in class. Written changes will be posted on your PAWS course. Chapters will be covered as time permits during the term.

Student Services

Embedded Librarian Service

This service may be found inside PAWS courses.

Two Southwest Librarians are assigned to work with you and your instructor throughout the course for the entire semester. The Librarians will suggest library resources and answer questions sent to "Ask A Librarian."

To contact a Librarian by email, go to the Classlist and select "Ask A, Librarian."
Student Services Links

- **Academic Support Centers / Tutoring**
- **Advising**
- **Campuses, Centers, and Site**
- **Student Disability Services** Southwest Tennessee Community College is committed to serving all students, including students with disabilities, and adheres to the guidelines set forth in Title II of the Americans with Disabilities Act (ADA).
- Additional Links: **Student Information & Services**

Academic Support

The Academic Support Center (ASC) provides free services and resources to help Southwest students successfully reach their academic and career goals. These services include tutoring by peer and master tutors, computer labs, success workshops, academic coaching, early alerts from your instructors and areas for individual or group study at numerous locations. The ASC also provides Supplemental Instruction in some of our general education classes and the Center is also responsible for Academic Progress Reporting so that you will be aware of your academic standing during the 5th-6th week of the semester. Online tutoring services are offered through Smarthinking 24 hours a day, 7 days a week. Simply login to your PAWS to access this online tutoring resource.

Additional Information

Drop/Withdrawal Dates

See the current official college **academic catalog** for the withdrawal policies. Important semester drop and withdrawal dates can be found on the **Cashier's Office Important Dates** page.

Academic Misconduct

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. A student guilty of academic misconduct, either directly or indirectly, through participation or assistance, is immediately responsible to the instructor of the class. The instructor has the authority to assign an "F" grade or a zero for the exercise or examination, or to assign an "F" for the course. College sanctions for academic misconduct may include suspension or dismissal from the College. Please see the section in the current Catalog on Academic Misconduct.
**Classroom Behavior:** Any student engaged in disruptive conduct or conduct violating the general rules or regulations of the College may be ordered to temporarily leave the classroom. Extended or permanent exclusion from the classroom can be achieved only through appropriate procedures of the College.

**Open Labs**

**Macon Cove Campus**

- Bert Bornblum Library: Available during library hours
- Farris Building, Room 2131: Monday-Thursday 8 a.m.-5:30 p.m., Friday 8 a.m.-4:30 p.m.

**Union Avenue Campus**

- Jess Parrish Library - Available during library hours
- M Building, Room 105, 8 a.m.-6:30 p.m.

**Gill Center**

- Computer Lab, Room 101 (Please note this room is available when classes are not scheduled. Schedule fluctuates each semester.)
- Library - Available during library hours

**Maxine A. Smith Center**

- Open Lab, Room 101
- Library - Available during library hours

**Whitehaven Center**

- Open Lab, Building 6, Room 127
- Library - Available during library hours

**Syllabus Updates**

The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes.