

BIO 100 Principles of Biology
Section 1
Prof. Atwood
Fall 2014
M/W 9:30-10:45 MH 307
Labs: MH 300
Lab 1: Wednesday 2:00-3:55
Lab 2: Friday 8:00-9:55
Lab 3: Friday 10:00-11:55

Office: MH 309D

Office Hours: M: 8:15-9:15, 11-12, & 1-2 TU: 11-12 & 1-2 W: 8:15-9:15, 11-12, & 1-2 TH: 11-12 & 1-2

(Appointments can be made for other times. Check the Biology labs if I am not in my office.)

Phone: (615) 444-2562 ext. 1262 or 547-1262

E-mail: katwood@cumberland.edu

Text: Biology: Science for Life with Physiology, 4th ed., by Colleen Belk & Virginia Borden Maier (eBook is available and acceptable)

Clicker: You are required to have a Turning Technologies personal response system, or clicker, for this course. You must have your clicker device registered by 9:30AM Wednesday, September 10th. Each class after 9-10 that you do not have your clicker device, two points will be deducted from your final grade. Registration instructions are included in this syllabus.

No lab manual required. Lab materials will be posted under "Files" on Canvas. You are responsible for printing and bringing the materials with you to lab, including your textbook, notes, paper, and pencil. You may be asked to leave a lab session that you arrive unprepared for, which may result in a 0 for that assignment. You will still be responsible for the material missed.

Course Description: Biology 100 is an entry-level course designed to familiarize the student with basic concepts necessary to understand Biology of importance to literate citizens. This course will equip non-science majors with the knowledge to make educated decisions regarding modern topics and questions related to life science.

Student Learning Outcomes: The student will:

- demonstrate a basic understanding of the organization of life (such as the cell, its contents, and functions, organs/organ systems, and organisms as a whole).
- demonstrate a basic understanding regarding an array of organisms on Earth, including humans, as well as their interactions/roles with one another.
- articulate an understanding of the scientific process.

Attendance: Attendance is mandatory for all lecture and lab sessions. It is imperative that you contact me as soon as you know when you will miss a class, quiz, lab, or exam. In general, work cannot be made-up/submitted late. If you know that you will be out for a good reason (school-related event, surgery, etc.), you must let me know **BEFORE** the event so that other arrangements may be made. This does not include athletic practice/performing arts rehearsal, etc. If you miss an exam for a good reason (illness, death in the family, etc.) you may take 1 make-up exam at the end of the semester. All tests and quizzes missed without contacting me in a timely manner (within 2 days) will result in a 0, even for an excused absence.

Please see the University Attendance Policy from the student handbook below:

Attendance Policy

Regular and punctual attendance at class sessions, laboratories, and examinations is an obligation that all students are expected to fulfill. Attendance is viewed as essential to effective participation in the instructional program. Faculty members specify attendance policies in their individual course syllabi. Any student missing more than three (3) hours of class instruction will be considered to be in academic difficulty. Absences will be reported by faculty members to appropriate University officials. Absence from class does not constitute official withdrawal from the course. Students who fail to attend the first class meeting without prior approval of the Vice President for Academic Affairs may be dropped from the course to make space available to other students. A student who misses classes due to illness should inform the Registrar, who will notify the appropriate faculty members. As a matter of courtesy, a student absent from any class should explain the absence to the faculty member teaching the course. Faculty members and coaches in charge of activities which require students to be absent from class should notify the instructor prior to the absence. Each student must assume personal responsibility for all information, discussion, and conceptual analysis that took place during the class. Absence from class will not be accepted as an excuse for not knowing class material.

Instructor Absence Policy: It is university policy that if an instructor is more than fifteen (15) minutes late to class the class is officially cancelled. Students should return the next class period prepared with the material and assignments due for the cancelled class as well as prepared for any additional work scheduled on the syllabus.

Conduct: You are expected to conduct yourself in a respectable manner in accordance with University policy. In addition, the following rules will be strictly enforced:

1. No food, beverages, or gum will be consumed in lab (tobacco included).
2. Disruptions in class or lab will not be tolerated!
3. Tardiness will not be tolerated. The classroom will be closed after class has started and no one will be admitted. If you enter class or lab after instruction has begun, you may be asked to leave.

The consequences for not adhering to these rules may result in being excused from the current session, which may result in a grade of 0 for the assignments associated with that session, or being dismissed from/failing the course.

Cell phones, Laptops, & iPads: As a courtesy to everyone, please silence your cell phones. If a call is important enough for you to disrupt class to answer it, you will quietly leave the room and not return until the next session. If you must answer a call in lab, you will quietly leave the room and wait until instruction is over to re-enter the room. You are responsible for the information that you miss. Text messaging during class/lab and photographing material will not be tolerated! Consequences may result in, but are not limited to, being asked to leave that particular session and receiving a 0 on any associated assignment, or being dismissed from/failing the course. In addition, a CU academic integrity violation report form may be filed (see the academic dishonesty section below).

Laptops & iPads are permitted in lecture and lab, but space may be limited on lab benches. If you are observed using these devices for tasks other than the current session, you will lose your privilege of having them in class/lab. You may also lose this privilege if it is distracting you or others.

Course Grades: Grades will be determined by an accumulation of a total of 600 points. These points will be earned through exams, quizzes, and lab exercises. The point scale is as follows:

4 Exams x 100pts.	= 400
8 Lab exercises x 20pts.	= 160
4 Quizzes x 10	= 40
Total = 600	

Due to scheduling, laboratory sessions CANNOT be made up for any reason. Please contact me as soon as you know that you will miss a lab session to see if you may attend one of the other scheduled labs instead for that week only. I will drop your lowest lab exercise grade at the end of the semester if it better your final average (possible points being 140 instead of 160), therefore, you can miss one lab and not be penalized. However, you are responsible for the material on the exam.

Exams will cover current material and may be multiple choice, true/false, matching, labeling, short answer, or essay. Since the lab exercises correspond with the lecture material, exam questions may be derived from both lecture and lab. I am available for review sessions if there is interest.

Clicker Questions: Clicker questions will be asked during every lecture period (except when exams are taken). They cannot be made-up if you are absent (no exceptions). Points will be added to your exams based on the percentage of questions that you get correct.

80% - 100% correct = 5 pts.
65%-79% correct = 4 pts.
50%-64% correct = 3 pts.
30%-49% correct = 2 pts.
10%-29% correct = 1 pt.

Grade Scale:

Letter Grade	Numerical Average	Grade Points Earned
A	90-100	4.0
B+	87-89	3.333
B	80-86	3.000
C+	77-79	2.333
C	70-76	2.000
D+	67-69	1.333
D	60-66	1.000
F	<60	0.000

Policy regarding academic dishonesty: The policy regarding cheating can be found in the student handbook. The policy requires that each case be categorized as minor or major. All forms of academic dishonesty in this class/lab will not be tolerated. In this course, students are only allowed to help one another with lab exercises. Lab exercises are generally performed in pairs or in groups allowing students to help one another in addition to the instructor's guidance. However, simply copying another student's work is in direct violation of academic integrity and will result in a minor infraction. Consequences for cheating generally include, but are not limited to, receiving a 0 or having points deducted on the particular assignment in question or receiving an automatic FC in the course. All cheating incidences will be reported to the Dean of Students (CU academic integrity violation report form).

Cheating on an assignment or on an exam will be treated as a minor infraction and will result in point deduction/grade of 0 and will be filed with the Dean of Students. If one is caught a second time in this course during the same semester, the incidence will be reported as a major infraction, the student will fail the course, and a grade of FC will be on the transcript. Using someone else's clicker is a form of cheating and both persons (the person using the wrong clicker and the person who owns the clicker) will automatically receive an FC in the course (major infraction). The only equipment allowed during exams will be pencils and erasers. All other belongings will be placed away from the students. Hats, hoods, and headphones/earbuds will not be allowed. If a student is seen with his/her cell phone during an exam, he/she will receive an F on the exam and the incidence will be reported as a minor infraction. Each student may be asked to sign a declaration of honesty statement as a part of each exam/assignment. All cases involving any academic dishonesty will be considered on an individual basis and all actions taken will strictly adhere to all known academic regulations and/or guidelines as set forth by the University. Please see the excerpt from the student handbook below. Further explanation of violations, major/minor offenses, repeat offenses, etc., can also be found in the student handbook.

The Cumberland Creed: Academic honesty is essential to effective learning. Therefore, we as seekers of knowledge hold these as our core values: personal integrity, individual worth, independent thinking, discipline, community responsibility

Definitions of Academic Dishonesty

Academic Integrity Expectations - Academic integrity is violated by any dishonest act which is committed in an academic context including, but not restricted to the following:

A. Use of Sources

1. Plagiarism is the use of someone else's language, ideas, information, or original material without acknowledging the source.

a. Examples of plagiarism:

i. Paper is downloaded from an Internet source and/or obtained from a paper mill.

ii. Paper contains part or all of the writings of another person (including another student), without citation.

iii. Paper contains passages that were cut and pasted from an Internet source, without citation.

b. While students are responsible for knowing how to quote from, paraphrase, and cite sources correctly, the ability to apply that information in all writing situations is an advanced literacy skill acquired over time through repeated practice. When a student has attempted to acknowledge sources but has not done so fully or completely, the instructor may determine that the issue is misuse of sources or bad writing, rather than plagiarism. Factors that may be relevant to the determination between misuse of sources and plagiarism include prior academic integrity education at Cumberland University and the program level of the student. Instructors are responsible for communicating their expectations regarding the use and citation of sources.

B. Course Work and Research

1. The use or attempted use of unauthorized aids in examinations or other academic exercises submitted for evaluation;

2. Fabrication, falsification, or misrepresentation of data, results, sources for papers or reports; in clinical practice, as in reporting experiments, measurements, statistical analyses, tests, or other studies never performed; manipulating or altering data or other manifestations of research to achieve a desired result; selective reporting, including the deliberate suppression of conflicting or unwanted data;

3. Copying from another student's work;

4. Actions that destroy or alter the work of another student;

5. Unauthorized cooperation in completing assignments or examinations;

6. Submission of the same written work in more than one course without prior written approval from both instructors.

C. Communications

1. Violating the confidentiality of an academic integrity investigation, resolution, or documentation;

2. Making a false report of academic dishonesty;
 3. Dishonesty in requests for make-up exams, for extensions of deadlines for submitting papers, or in any other matter relating to a course.
- D. Representations and Materials Misuse
1. Falsification of records, reports, or documents associated with the educational process;
 2. Misrepresentation of one's own or another's identity in an academic context;
 3. Misrepresentation of material facts or circumstances in relation to examinations, papers, or other academic activities;
 4. Sale of papers, essays, or research for fraudulent use;
 5. Alteration or falsification of university records;
 6. Unauthorized use of university academic facilities or equipment, including computer accounts and files;
 7. Unauthorized recording, sale, purchase, or use of academic lectures, academic computer software, or other instructional materials;
 8. Unauthorized removal, mutilation, or deliberate concealment of materials in university libraries, media, laboratories, or academic resource centers

Inclement weather: The best way to obtain information regarding severe weather, cancelled classes due to weather, emergencies, etc., is to sign up for the Emergency Alert System which is a text messaging service through the University. Information may also be obtained through major television outlets (Nashville stations 2, 4, 5, and 17) as well as radio stations. The automated switchboard announcement and the CU website may also reflect the decision that the University is closed. Faculty, staff, and students are expected to exercise personal discretion regarding their safety whether the University is open or closed. If the University closes after classes have begun, an announcement will be made through faculty/staff and the text messaging system.

Assistance information: Students with a disability must register with the Disability Services Office in Labry Hall, room 225, as early as possible in the semester to receive accommodations. Once registered, the student will receive Academic Accommodation Forms from the Disability Services Office, which need to be signed by the student and the professor and returned to Disability Services within 10 business days. You may also contact Disability Services via phone (615.547.1397) or by email (Jkissell@cumberland.edu). For additional information, please visit: http://www.cumberland.edu/disability_services/.

Tutors are available free of charge to CU students. Visit the Academic Enrichment Center (Room 121 in the Learning & Career Commons) or contact Mr. Sheridan Henson at ext. 1285 to request a tutor.

The instructor reserves the right to make changes to this syllabus with notification of the student.

Study tips for success in this course:

- Attend all lecture & lab sessions.
- Be prepared – Bring your textbook, paper, pen, highlighter, clicker, etc., to class. Bring your textbook, notes, paper, pencil, and lab materials to lab sessions.
- Read/look over the material **BEFORE** class and lab.
- Read the material in the book.
- Ask questions: I am here to help you be successful! It is important for you to understand the material. If you do not want to ask questions in class, set up an appointment with me.

- Study/review: Take time everyday to go over/study your notes & read your textbook. The standard requirement for college courses is that you spend 2-3 hours studying outside of class for every 1 hour you spend in class. However, every student is different; you may need more or less study time. Try re-writing or typing your notes outside of class. Look at the quizzes/questions at the end of the chapters. Use any study materials that I post on Canvas. Keep up & stay on track.
- Request a tutor, form study groups, try different study methods such as making flash cards, etc.
- Take advantage of review time & office hours. If you finish your lab assignments early, take that extra time to review and ask questions. I am here to help you!

Tentative Lab Schedule

9-3 rd & 5 th	Safety, Scientific Method
9-10 th & 12 th	Microscope, The Cell
9-19 th	Colloquium
9-24 th & 26 th	Cell Transport
10-8 th & 10 th	Cell Cycle
10-15 th & 17 th	Genetics I
10-22 nd & 24 th	Genetics II
11-5 th & 7 th	Survey I
11-12 th & 14 th	Survey II

Important Dates:

Sept. 1st – Labor Day

Sept. 3rd – Last day to add a class

Sept 24th – Last day to drop with a grade of W

Oct. 17th – Midterm grades due

Oct. 20th & 21st – Fall Break

Oct. 31st – Last day to drop with a grade of WP or WF

Nov. 27th & 28th – Thanksgiving Holiday

Dec. 4th – Last day of class

Tentative Lecture Schedule

8-27	Syllabus, Intro
9-3	1
9-8	2
9-10	2 (Clickers begin)
9-15	3
9-17	3 (Quiz 1 over 1 & 2)
9-22	4
9-24	4
9-29	Exam 1 (1-4)
10-1	5
10-6	6
10-8	6
10-13	7
10-15	7 (Quiz 2 over 5 & 6)
10-22	8
10-27	8

10-29	Exam 2 (5-8)
11-3	10
11-5	10/13
11-10	13
11-12	13 (Quiz 3 over 10 & 13)
11-17	15
11-19	Exam 3 (10, 13, 15)
11-24	17
11-26	17/19
12-1	19/21
12-3	21 (Quiz 4 over 17 & 19)
12-8	Final 1:00-3:00

Instructions for registering your clicker

You **must** register your clicker for BIO 100 by 9:30AM Wednesday, September 10th.

1. Go to the website <http://student.turningtechnologies.com>
2. Enter your ResponseCard ID (found on back of unit). It is a six-digit series of letters and numbers, after the text "Device ID."
3. Enter your first name and last name in the appropriate fields (you do not have to input anything in "Other Field").
4. Complete security entry.
5. Press **Next**
6. Enter instructor's email address (katwood@cumberland.edu). Click Display Classes.
7. Select class name (**BIO100-1 FA14**) that you are in for this instructor and add it to the list on the right.
8. Click **Next** and confirm information. You may click **Back** if you find information you need to correct.
9. Click **Complete Registration**.

Channel selection: The channel assignment for BIO 100 is 31. You need to make sure your clicker is set for channel 31 when you are in Bio 100 class. If you are using the clickers in multiple courses, you will need to change it each time they enter the different courses. This is a very simple process. Go to this website for directions:

<http://www.turningtechnologies.com/resources/RF-ChannelSetting.pdf> . We will also go over this short process on 9-10.