

Instructor: Shari Bookstaff

Office: 7217

Hours: <https://www.smccd.edu/accounts/smccd/doorcard>

Email: bookstaffs@smccd.edu; **SUBJECT LINE:** Bio 110, Su14

Email me any time—expect an answer within 24 hours M-F

Web Page:

<http://www.smccd.edu/accounts/bookstaffs>

Online Course: <http://smccd.mrooms.net/>

Technical Requirements:

- Internet Explorer (Windows 2000 or XP)
- Firefox (Windows XP or Vista)
- Firefox (Macintosh)
- Internet connection (high speed is best)
- Your my.smccd.edu email account

Earning points:

- Weekly assignments
- Online Participation
- Quizzes (based on PPT lectures/readings/videos/etc)
- Exams
- Labs
- Extra Credit (**available only IF all assignments are completed**)



<https://smccd.mrooms.net/>

Final Grades based on % points earned in each category:

On campus

Lab: 25%

Online:

Weekly Assignments/Quizzes: 30%

Participation (forums): 10%

Exams (Timed midterms/final): 35%



<http://session.masteringbiology.com/myct/courseHome?start=1>

Total %: Final Grade

- A: 90%-100%
- B+: 87%-89%
- B: 80%-86%
- C+: 77%-79%
- C: 70%-76%
- D+: 67%-69%
- D: 60%-66%
- D: 60%-66%
- F: Below 60%



Mastering Biology Course ID

Weekly quizzes: two attempts, no time limit

Midterm and Final Exams: One attempt, time limited. Available only at specified times.

Final exam is cumulative.

Midterm: Login between 12 AM (midnight), **7/10** and 12 AM, **7/13**

Final Exam: Login between 12 AM **7/31** and 12 AM **8/3**

NO MAKE-UPS!

**Got a question?**

Most questions should be asked in the online discussion forum titled "Questions." If your question needs to be asked in private, email Shari at Bookstaffs@smccd.edu.

Subject line should be **Biology 110 Su14, Topic.**
Emails without this subject line will not be read.

Make sure to try assignments early in the week. If something doesn't work (a video won't play), **ASK ME.**

Student Learning Outcomes:

- Demonstrate an understanding of the scientific method and the ability to use appropriate models to solve problems.
- Apply the knowledge of biological science to distinguish between observations, inferences, relationships, and testimonials under investigation.
- Demonstrate the ability to use scientific knowledge to assess personal and environmental health.
- Use the scientific knowledge and skills necessary for active citizenship.



Academic honesty. Plagiarized postings and papers will receive a score of **zero**. Refer to the Student Handbook. **All postings and assignments MUST be in YOUR words (regardless of citations).**

Students with Disabilities: In coordination with the DSPS office, reasonable accommodation will be provided for eligible students with disabilities. If you do not yet have an accommodation letter, please contact the DSPS office at (650) 738-4280.

Withdrawal: You are responsible for dropping the course if necessary. Do not expect to be automatically dropped. **You may be dropped for failure to participate online or in lab.**

Text: Campbell Essential Biology with Physiology, 3rd or 4th edition; registration to Mastering Biology; Biology 110 Lab Manual. See bookstore for details.

More details are online: <http://smccd.mrooms.net/>





Lecture/Lab Schedule, Summer, 2014*

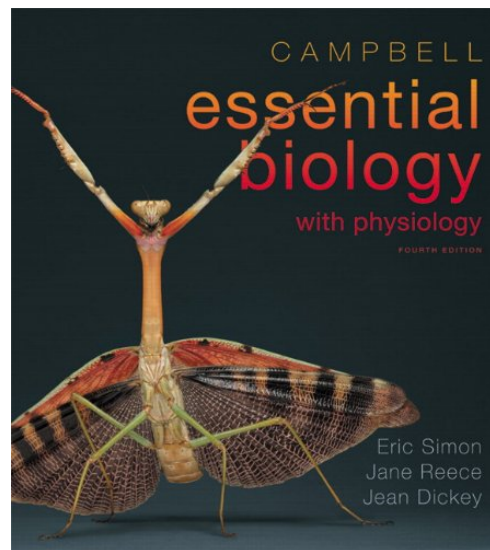
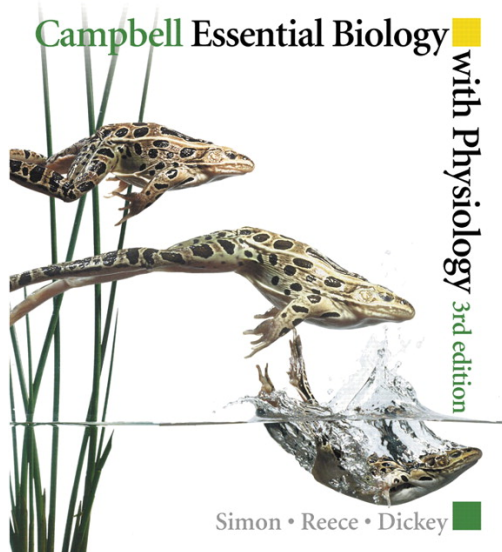
Text Reference from: Essential Biology with Physiology. Campbell, Reece & Simon.
Benjamin-Cummings 3rd OR 4th edition

Week of:	Topic	Reading	Lab
6/16	Introduction Chemistry Cell Basics	Ch 1, 2, 3, 4, 5	M, T: Orientation/ Process of Science W, TH: Microscopy
6/23	Respiration Photosynthesis Cellular Reproduction DNA Structure/Function Genes and DNA Inheritance	Ch 6, 7 Ch 8 Ch10, Ch11,12 Ch 9	M, T: Diffusion and Osmosis W, TH: Enzyme Activity
6/30	Evolution Biological Diversity/Classification Overview of Animals	Ch 13 Ch 14 Ch 17	M, T: Photosynthesis and Respiration W, Th: Karyotype
7/7	Evolution of Plants Life of a Flowering Plant The Working Plant	Ch 16 Ch 28 Ch 29	M, T: Genetics W, TH: Strawberry DNA Extraction/DNA
7/14	Overview of Animal Structure Animal Nutrition Animal Circulation/Respiration Defense Against Disease	Ch 21 Ch 22 Ch 23 Ch 24	M, T: DNA Fingerprinting (part 2) W, TH: Autotrophic Nutrition
7/21	Hormones Reproduction Nervous Systems	Ch 25 Ch 26 Ch 27	M, T: Plant Reproduction W, TH: Animal Fertilization
7/28	Ecology Ecosystems Populations STUDY FOR FINAL	Ch 18 Ch 19 Ch 20	M, T: Forensic Dissection W, TH: Field Trip



Follow the directions below VERY carefully.

1. Read all directions before taking any action.
2. Submit your name in the assignment “name” for extra credit.
3. Take a picture of yourself and post it in the forum “picture.”
4. Explore the student tutorial.
5. Read the syllabus.
6. Take the “Syllabus Quiz”.
7. Update your WebAccess profile.
8. Edit your profile to receive one daily email with all forum posts.
9. Read the first week’s material.
10. Ignore number 2





Skyline College
Biology 110 Lab – Principles of Biology
Summer 2014

Instructors: Ms. Genievive del Mundo & Mr. Gustavo Pesce

Email: delmundog@smccd.edu

Lab: Monday/Wednesday 9:30 AM-12:55 PM Rm 7238 (Del Mundo)

Thursday 12:45-4 PM Rm 7238 (Pesce)

CLASS MATERIALS

- Email address (use your free my.smccd.edu email account)
- BIO 110 lab manual- available at bookstore



Please do not hesitate to speak with us if we can be of any assistance in your coursework. While Professor Bookstaff is your primary resource for the Bio 110 lecture material, we are happy to support your studies in Bio 110 (and your studies at Skyline College in general) whenever possible.

LAB Policies:

- Print out and bring the lab activities/ lab reports with you to each lab. Failure to bring your lab worksheets the day of lab will result in 3 point deduction.
- Completed lab reports are due the following week unless otherwise specified. Late labs will lose 3 points.
- Late labs can be turned in 7 days after due date with point deduction. After 7 days lab will no longer be accepted.
- Labs will be stamped at the end of the lab period. 3 points will be deducted for turned in labs without a stamp.
- Wear shoes during lab.
- ABSOLUTELY no food or drinks are allowed in lab for safety reasons. Failure to follow rules may **result in 0 points for that day**.
- Clean up after yourselves in lab. Please put away supplies.
- Clean up duty for at least 2 labs is required. Details will be announced in lab.
- Lab schedule is tentative and may change if necessary.

SPECIAL NEEDS

If you have a physical, psychiatric/emotional, medical, or learning disability that may impact your ability to carry out assigned course work, I urge you to contact the staff in Disabled Student Services: (650) 738-4280.

(<http://www.skylinecollege.edu/sts/able.html>) DSP&S will review your concerns and determine, with you, what

accommodations are necessary and appropriate. All information and documentation is confidential.

LAB RULES

- **Do not use portable electronic devices in class (phones, iPods, etc.).** Put your cell phones on SILENT and in your bag. If your phone goes off in lab, you will get a



warning. The second time it goes off you will lose 5 points from your total score.

- Instant messaging and texting are not allowed in lab. You will automatically lose 5 points per offence.
- Students are responsible for adhering to the Code of Student Conduct outlined in the Skyline College Catalog and the Skyline Student Handbook, available online.
- Students who engage in disruptive behavior—conduct that interferes with the instructional, administrative, or service functions of the course – can be subject to disciplinary action, including suspension and/or expulsion from the course and/or college. Specifically, cell phone interruptions, the use of iPods, habitual profanity or vulgarity, and continued willful disobedience will result in disciplinary action.

ATTENDANCE

- Attendance is an important part of the class. It will be monitored throughout the semester and will affect your grade. Positive attendance means you are in lab on time from the beginning until your group completes the lab.
- There are NO MAKEUPS for labs missed.
- If you must attend another lab session you must let your instructor know in advance. Labs must be made up during the same week. You must request permission by email from the instructor whose lab you want to attend.
- You are allowed only ONE TIME to attend another lab section during the semester. Reason must be verified with instructor. You must contact the instructor of the lab you would like to attend in advance for permission.
- If you stop attending, **you are responsible for dropping/ withdrawing from the class.** If you do not, you will receive an F in the course.

ACADEMIC DISHONESTY

- **DO NOT COPY FROM ANY SOURCE** without proper citation.
- Learn how to paraphrase and put your summaries and thoughts in your own words.
- **PLAGIARISM** will result in 0 points in the assignment and your professor may require you to write a report on what plagiarism is. **PLAGIARISM, is defined as either 1) direct copying or loose paraphrasing of text from a published work or from an online source without appropriate referencing, or 2) use of another student's work or ideas without appropriate attribution,**
- **THERE IS ZERO TOLERANCE POLICY FOR CHEATING. This applies to lab and lecture.**
- **Your assignments should be your own work. Copying/allowing your classmates to copy your assignment will result in a zero grade for ALL parties involved. This applies to all group projects/labs/assignments too!**
- Penalty may involve disciplinary action from Skyline College or dismissal from the course.

WHAT DO I NEED TO DO TO SUCCEED IN THIS COURSE?

Expected preparation for lab.

1. Read the lecture and laboratory assignments before coming to class. Familiarize yourself with the methods and concepts of the lab to help you study for the pre-lab quizzes.



2. Lecture is *essential*. You will be practicing the concepts you learned in lecture during lab.
3. Review your notes carefully. If questions arise, consult your textbook, lab manual, or other sources. Discuss any remaining questions with other students and your instructor.
4. Spend some time studying every day. Cramming the night before an exam is never an effective way to study. Rule of thumb is for every hour of lecture/lab its 2 hours of study time. Therefore, expect to study for this course at a minimum of 10hours a week.
5. Most people do not learn very well by simply reading the textbook or passively looking though notes. Incorporate active studying into your routine: try to take notes while reading the text or rewrite your notes. Active studying will help you better understand and retain the information.
6. Form a study group, as soon as possible, and meet regularly. Study ahead of time and come to your study group with questions in mind. This will help keep the study group focused.
7. Once you understand the material find a way to test yourself. Self-testing at the end of every study session and prior to exams are generally very effective. Reviewing and repetition are of critical importance in remembering biological terms.
8. Look at the “Study Resources” link on mastering biology for extra activities, animations, chapter quizzes etc. (Mastering Biology may not be required for lecture portion of this course).
9. Do not miss any work and turn in all assignments.
10. Come to office hours if you are confused, need study tips, and motivation. If you cannot make it to my regular office hours make an appointment.

Students: Please write down at least 3 contact information of your classmates in you want to form study groups.

Name _____ Phone _____ Email _____

Name _____ Phone _____ Email _____

Name _____ Phone _____ Email _____

Clean up duty: Labs _____ Dates _____

* The above schedule and procedures in the course are subject to change in the event of extenuating circumstances