

BIOLOGY 3B LAB

Spring 2015

WEST LOS ANGELES COLLEGE Rm MSA 309 Instructor: STEVEN R KUTCHER
Tues(0404)(1 pm-4:15 pm), Tues(3399) (6:45 pm-10:00 pm) / Office hours: 1 hour before class
see(Communication).

PURPOSE: The purpose of Biology 3b Laboratory is to give students a “hands on” practical experience with the scientific method in biology. You will investigate both living and dead organisms, exploring biological principles. The Topics covered will include most of lab manual chapters, in order, with some minor exceptions. For example you will learn how to use a microscope and draw what you see.

Biology laboratory is a great place to learn about biology. You will have interesting experiences and observe and learn about life. It may be hard work at times but, you should also enjoy the class. You will have to think and do some problem solving. When you have completed the course you will have a better understanding of some basic biological principles, processes, and exposure to living things.

The laboratory book: is Biology 3 Lab Book by Steven Fink. Cost approximately \$26.00

EXAMINATIONS AND QUIZZES: Two Examinations will be given. Laboratory examinations (a MID-TERM and a FINAL) will consist of Objective-type questions. The questions on examinations will be multiple choice, matching, diagrams, and short answer. You will be expected to provide a scantron (50 questions on a side available at the book store) and a number 2 pencil for each examination. **THERE Will BE (6) SURPRISE QUIZZES. ALWAYS BE PREPARED.** . Missing quizzes may be substituted by that students average quiz score at the instructor’s discretion. At my discretion, for a second missed quiz your average quiz score may be substituted by an Extra Credit field trip assignment. (I will base this on student’s behavior, attendance and motivation in class)

COMMUNICATION: I can be reached by contacting the Biology Lab tech in the Biology prep room or by leaving a note in the faculty mail box one week before class. Upon request I will be available for consultation one hour before class or after class upon mutual agreement. Please only email me in case of an emergency skutcher@earthlink.net. My movie can be seen on **Youtube**. <http://www.youtube.com/watch?v=YDm5jX7-Nh4> or look up Steven Kutcher on Youtube.

MATERIALS TO BRING: You will be expected to bring your **lab book, paper and a number 2 pencil** to each laboratory. ***** **All DRAWINGS ARE TO BE DONE IN PENCIL.** Points may be deducted for drawings in ink.

LEARNING COURSE MATERIAL: You are encouraged to ask questions. The student should try to find the answer first. I may first refer you to another student if I feel the material has been covered. If there are questions or materials to be discussed, you may be asked to take these matters up by appointment outside of class time.

CHEATING AND DISRUPTIVE TALKING ARE NOT TOLERATED (see attached). If you are not in class while material is being covered I may refer you to another student for that information. **Late Papers:** Acceptance and evaluation of late work is at the discretion of the instructor and a penalty will be assessed. **STUDY AND YOU WILL DO WELL.**

ATTENDANCE POLICY AT WLA:

Roll will be taken. There is a strong correlation between poor attendance and poor grades. You are responsible for information, exam announcements, date, change, etc. presented in class, whether or not you are present. Students who are absent for 3 consecutive class meetings or 6 class meetings throughout the course without informing the instructor with a valid excuse will be dropped. The instructor has the following additional rule: Three or more absences may require make up work or points will be reduced accordingly.

ATTENDANCE POLICY

According to administration regulation E 13, Attendance is mandatory.

"Whenever absences (In hours) exceed the number of hours the class meets per week, the instructor will consider whether there are mitigating circumstances which justify the absences. If the instructor determines that such circumstances do not exist, the instructor shall exclude the student from class."

WITHDRAWAL FROM CLASS:

You are responsible for your credit and enrollment status. Any student withdrawing from class must inform the admissions office of the decision. Students failing to follow the correct procedure for withdrawals will receive a grade of "F" for the semester. No withdrawals are permitted after _____SEE CATALOG.

IT IS YOUR RESPONSIBILITY TO MAKE SURE YOU ARE REGISTERED.

Two Examinations (100 points each)200 points adjusted 25%

Lab Assignments, two 200 pt. assignments....400 points adjusted 50%

Quizzes. (40pts each) highest 5 out of 6.....200 points adjusted 25%

total 800 pts

100%

(ALL LAB WORK TO BE TURNED IN ON THE FOLLOWING DAYS)(see schedule fill in dates)**ADD DATES FROM SCHEDULE**

FIRST HALF: Lab work notebook due **DAY OF YOUR MIDTERM...** *_____, 2015

SECOND HALF : Lab work Notebook will be due one week before final.*_____, 2015

THE FINAL EXAMINATION..... ∴ SEE BELOW

*****ALL MATERIAL(material from second half of course only) DUE.....One week before final exam. (MATERIAL TURNED IN LATE MAY NOT BE COUNTED.)**

Examination Schedule.

EXAMS: 1. MIDTERM. See schedule *_____ **2015 (ON LAB DAY)**

FINAL EXAM 2015 *_____ (On last scheduled meeting- see Semester Schedule)

- **See LAB TOPIC SEMESTER SCHEDULE**

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LAB ASSIGNMENTS DUE: The first set of completed lab assignments will be turned in the week of the week of the midterm and the second set of completed lab assignments will be turned in **THE WEEK BEFORE THE FINAL EXAM.**

. Only the material done during the section preceding the examination will be turned in. Late material will be accepted at the instructors discretion **AND MAY BE MARKED DOWN.**

FINAL GRADING FOR EXAMINATIONS AND LAB ASSIGNMENTS *

A.....	90-100%	e.g 720 pts.
B.....	80-89%	640 pts.
C.....	65-79%	530 pts.
D.....	50-64%	400 pts.
F.....	BELOW	

EXAMPLE: $720/800 = 90\% = A$

- Border-line grades may be determined by **a strong final exam.**
- If by the time of the final exam your total score is 660 or above you may be eligible for a shortened final. The instructor has the option of adding 0.015% to any grade I feel has tried, been helpful, good attendance, and helped others beyond normal criteria.

CHEATING/ACADEMIC DISHONESTY: Also see (Consequences of Misconduct)

Each student is expected to do his/her own work on all assignments, lab write-ups, examinations, etc.

A first offense of academic dishonesty will result in a zero grade on that assignment or exam plus a filing of a report with the Dean of Students giving your name and describing the incident.

A second offense anywhere in the college or an especially egregious first offense will result in disciplinary action by the Professor or the Dean which include failure in the course and dismissal from the college.

Here is a list of some actions that are considered cheating: Looking at a fellow student's paper during an exam or quiz; Showing a fellow student your paper during an exam or quiz or passing information in any way; Using "cheat sheets" of any kind; Turning in someone else's work or photocopying their work; (all work must be original) and presenting as your own;

Providing your work for someone else to copy is unacceptable.

NOTEEXCESSIVETALKING OR CLASS DISRUPTION. 1. WARNING YELLOW CARD. 2. IF BEHAVIOR CONTINUES YOU WILL RECEIVE A RED CARD WITH AS MUCH AS A 15% DEDUCTION IN FINAL TOTAL PTS.**

RECOMMENDATIONS FOR SUCCEEDING IN CLASS:

1. Expect to work. This is not supposed to be easy.
2. Get to class on time, every time, and stay the whole time.
It is important to attend class every session.
3. Study and Review each night the class is given.
Spend three hours studying for each one hour you spend in class.
Prepare a written outline of each chapter
4. Use associations to help you remember things. 5. Begin preparing for your exams at least one week in advance.
6. Anything you turn in should look and be neat.

* Note Professor Steven Fink has nice slide presentations for 3B Lab on "youtube" go to Professor Fink

WLAC Science Division

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Policy on Student Conduct in Classroom

The WLAC Standards of Student Conduct” will be enforced.

- Be honest and ethical; follow the rules described in the college’s policy on academic honesty.
- Arrive before the start of class; wait until the previous class has been dismissed before entering the classroom.
- Whenever you arrive to class late, open the door *quietly*, enter *quietly*, and close the door *quietly* so as not to disturb the class in session. Then, take a seat near the door, on the side or at the back of the classroom. Never walk in front of the instructor.
- Do not eat or drink beverages in the classroom.
- No gum chewing.
- Sharpen pencils before class starts. Do not sharpen pencils during lecture.
- Listen carefully when directions and announcements are being given. You are responsible for all information announced whether or not you were absent, tardy, or not paying attention.
- Turn off or mute cell phones before entering the classroom.
- Do not answer cell phones during class.
- Do not leave the classroom during the lecture. Wait until the class is dismissed.
- No talking during lecture. Do not chat with your classmates at any time during lecture, including during the time your instructor is putting information on the chalkboard.
- Raise your hand and wait for recognition by the instructor to ask a question during lecture.
- During the class, do not interrupt the instructor with personal questions. Wait until the class has been dismissed.

Consequences of Misconduct

Violators of these rules are subject to disciplinary action under Board Rule 9803.15 of the Los Angeles Community College District. Depending upon the seriousness of the conduct, the student disciplinary procedures may range from a warning to removal from the class with a referral to the Vice President of the college.

WLAC Policy on Student Academic Honesty

(Adopted by the WLAC Academic Senate June 2006)

West Los Angeles College is committed to preparing students to compete confidently and effectively in a rapidly changing, information-driven, technological global community. Students are expected to be honest and ethical. No acceptable rationale for dishonesty can be based on physical, emotional or learning challenges. The college expects that students do their own academic work. Acceptable academic conduct does not include cheating, plagiarism or any other unethical academic behavior.

It is the student’s responsibility to know what conduct is academically honest.

Original Critical Thinking

A student is expected to work independently. Written assignments and/or projects are to be individually accomplished unless there are specific instructions to work with another student or group of students.

Citing Others’ Intellectual Work

Properly credit all sources of information using appropriate citation(s).

The following list includes some examples of academic dishonesty subject to disciplinary action:

Plagiarism

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- Submitting someone else's scholarly work, such as essays or term papers, as your own.
- Submitting someone else's artistic work as your own. (examples include musical compositions, computer programs, photographs, paintings, drawings)
- Copying, in part or in full, someone else's assignment.
- Including in your work without proper citation the ideas or language of another author.
- Including in your work without proper citation information downloaded from the Internet.

Test-taking

A student is expected to mentally isolate him/herself while taking quizzes and examinations. All responses will be based upon studied and memorized information, unless specifically instructed to use reference materials and/or specified notes.

Cheating

- Consulting concealed notes during a quiz, test or exam.
- Using unauthorized prepared materials during a quiz, test or exam.
- Receiving information or answers from another individual during a quiz, test or exam.
- Copying information or answers from a classmate's paper.
- Using electronic devices that have not been authorized by the instructor during a quiz, test or exam.
- Inventing data for a laboratory experiment or case study.
- Submitting work prepared previously for another course.
- Talking during a quiz, test, or exam or Providing your work for someone else to copy.
- Allowing a fellow student to use answers on your paper during a quiz, test or exam.
- Passing information to a fellow student during a quiz, test or exam.
- Purposely allowing a classmate to copy your original work product, such as answers to assignments, lab reports, term papers, etc.
- Stealing tests or examinations.
- Removing tests or exams from a campus facility without the permission of the instructor.

Violators of the WLAC Policy on Student Academic Honesty are subject to disciplinary action.

Depending upon the seriousness of the violation, the disciplinary action may be any or all of the following:

* The instructor may warn the student that the conduct is a violation of the WLAC Policy on Student Academic Honesty.

* The instructor may give a zero score or an "F" grade for the assignment or exam. In the case of assignments which are not averaged into the course grade (such as extra credit assignments) the penalty may be the subtraction of the points the assignment is worth.

* The instructor may report in writing the academic dishonesty incident to the Office of Student Services to be placed in the student's disciplinary file.

- The instructor may send a written report to the Office of Student Services about the student's violation of the Standards of Student Conduct (LACCD Board Rule 9803.12), and request that the college initiate disciplinary action leading to the suspension of the student from the college or the expulsion of the student from the college and the entire district as authorized by LACCD Board Rule 91101.11b. In all instances, the student has the right of due process when charged with a violation of the Standards of Student Conduct. Details of the Student Grievance Procedure may be found in the West Los Angeles College catalog and in the Schedule of Classes in the section on student conduct.

PUT THIS SHEET IN YOUR NOTEBOOK WITH SCORES***

NAME _____

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TEST	SCORE	POSSIBLE/	Your TOTAL	Total Score/Total Possible
QUIZ 1		40		
QUIZ 2		40		
MID TERM (M)		100		
NOTEBOOK 1 (NB1)		200		
QUIZ 3		40		
QUIZ 4		40		
QUIZ 5		40		
QUIZ 6		40		
NOTEBOOK 2		200		
NB1 + M + 4Q (Need 665 +instructors ok for short final)		700		
FINAL		100		800

KEEP TRACK OF YOU SCORES % = YOUR TOTAL SCORE/ TOTAL POSSIBLE

Room temperature dress in layers I have no control over the temperature and can only open and close the doors.

Taking a short final: If you accumulate a score of **665/700 pts.** before the final you may be eligible for taking a shortened final at the instructors discretion. Ask the instructor about this option.

Late Work: Late work will be **accepted at the instructors discretion**. The work is more likely to be accepted if you make arrangements ahead of time. Late work will be marked down.

Notebooks and lab assignments are 50% of your grade ** READ CAREFULLY**

- Notebooks **must be in a thin (less than 1/2" thick) binder**. I measure folders and prefer very thin folders.
- Fasteners must secure pages so pages will not fall out. Do not encase pages in plastic.
- A **Cover Page**** should be the first page followed by the **Table of Contents** listing the lab letters in chronological order. ****(Extra credit may be earned by a well designed page)** containing your name, the course, the date and the day and hour of the lab.
- You are responsible to keep track of your grades. A sheet will be provided to place your grades and it **must** be included in your notebook. It should be found after the table of contents.
- All work must be **original**. If you need to make up work you missed use a good example of a lab drawing and an outside source, if possible, (like a book or picture on line)
- Drawings must be **in pencil** large and accurate and labeled. Colored pencils are okay to use.
- **Photo copied work and plagiarism are unacceptable.**
- The notebook should be neat and organized in chronological order. Notebook 1 is all lab work from the first half of the course. Notebook 2 is only the lab work from the second half of the course. **Do not include any quizzes or tests.**
- All DRAWINGS should be **NUMBERED** and placed in a separate section after the measurement lab. Review questions should be placed after each lab.
- Labs should be **organized in the order they were done** i.e. following the lab schedule. **The lab section letter should be included with each lab** and listed in the table of contents. *****Labs F – CC(Enzymes) including those Review Questions.**
- Your name should appear on the front cover and on the top of each drawing page.
- *****A final page** should be placed facing the back cover with all lab letters listed in chronological order and well spaced between the lines.
- **Points will be deducted if instructions are not followed. Organization and completeness (that means correct answers as well) are important criteria used for grading the notebook.**

CRITERIA FOR GRADING all of the following are found:

Name and class time on front of notebook, cover page with info, table of contents, score sheet,
All drawings completed (numbered by date number and in one section) in order, in one section. All review questions, labs and lab work.

I will spot check labs for completeness and correctness.

WEST LOS ANGELES COLLEGE
SCIENCE DIVISION

BIOLOGY 3B
LAB TOPIC SEMESTER SCHEDULE
Spring 2015

WEEK	DATES	LABORATORY TOPIC	LAB MANUAL SECTION
1	Feb 9 - 14	Lab Orientation	
2	Feb 16 - 21	Measurement in Biology	A
3	Feb 23 - 28	The Microscope & Its Uses	B
4	Mar 2 - 7	The Cell	D
5	Mar 9 - 14	Cell Division	F
6	Mar 16 - 21	Cell Division & Identification of Organic Molecules	F, C
7	Mar 23 - 28	Introduction to Graphing, Diffusion, Osmosis	X,E
8	Mar 30 - Apr 3	Enzymes	CC
9	Apr 13 - 18	MIDTERM	
10	Apr 10 - 25	Classification of Organisms; Viruses, Kingdom Monera & Protista	G, H, I, J
11	Apr 27 - May 2	Kingdoms Protista, Fungi & Plants	J,K, L
12	May 4 - 9	Vegetative Organs & Repro in Angiosperms, Dichotomous Keys	M, N, MM
13	May 11 - 16	Invertebrate Animals	O, P
14	May 18 - 23	Vertebrate Animals, Histology	R, S, T
15	May 25 - 30	Fetal Pig	U
	June 1 - 7	FINAL EXAM PERIOD (No lab exercise class meetings)	

DAY	COLLEGE HOLIDAY	SCHEDULE ADJUSTMENT
Feb 13 - 16		Presidents' Day Measurement in Biology on Feb 9 Conduct
Mar 31		Cesar Chavez Day Enzyme Lab on March 31 Omit
Apr 4 - 10		Spring Break Enzyme Lab on April 11 Conduct
May 25		Memorial Day Fetal Pig Lab on May 18 Conduct