



Bio 3A: Introduction to Biology Fall Semester 2014

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Office hours: M/W 2:30pm – 3:45pm
Tu/Th 9:00am – 10:30am

Section #: 0394
Lecture: MSA 005 Tu/Th 11:10am – 12:35pm

*To request appointments, please email instructor

Course Description:

This is a course in general biology designed to fulfill a science requirement for students not majoring in biology. Students must be enrolled concurrently in a lecture and a lab section. The lecture portion of the course (Biology 3A) emphasizes the basic principles in biology and the fundamental characteristics of all living organisms. Lecture topics include the scientific method, cell structure and function, levels of organization of living organisms, heredity, and the genetic control of cellular processes, evolution, and ecology. The laboratory portion of the course (Biology 3B) emphasizes the diversity of living organisms. Laboratory topics include an introduction to the microscope, study of the cell, a survey of the microorganisms, plants, and animals that comprise the kingdoms of life, and the anatomic study of the earthworm, grasshopper, and fetal pig. **Note: 3A and 3B must be taken concurrently. Biology 3A and 3B do not transfer separately.**

Student Learning Outcomes:

Upon successful completion of this course, the student should be able to demonstrate an understanding of:

1. the common features exhibited by all organism
2. the levels of organization organism exhibit
3. why an organism needs energy
4. how an organism obtains energy
5. the diverse methods of offspring reproduction
6. how traits are determined and inherited
7. the relationship between gene expression control and stem cell activities and cancer
8. how a population evolves
9. the relationship between populations in an environment
10. the relationship between the environment and a population of organisms

Required Text:

- Mader, S. *Inquiry into Life*, 14th ed., McGraw-Hill Publishing Co.

Materials:

- 4 Scantrons Form 882 E - Each student is responsible to turn them in by Thursday September 18th.

Attendance and Participation:

MISSING ANY CLASS OF THE FIRST WEEK of lecture, without a reasonable excuse and without notifying the instructor by email, will result in immediate exclusion from the class.

Consistent attendance to each lecture is required for successful completion of this course. Attendance will be taken at the beginning of each class. If the student misses four classes or more, he/she may be dropped from the course. Coming late to class and leaving early is irresponsible, impolite, disruptive to your classmates, and is not acceptable. If a student *needs* to be late, miss a class or leave early, please inform the instructor, preferably by email and before the class. **Late students may be marked as absent**, since attendance is taken at the beginning of the class and not after. Leaving early from the class, will be noted and may count as an absence. Walking in and out of class is rude and disruptive. Any student who does this excessively may be asked to leave the class and will count as an absence. **Please, always notify the instructor** if you will miss a class due to an illness or any other emergency.

Any student wishing to withdraw from the course must follow the correct procedure with the admissions office. It is the student's responsibility to drop the course should he/she decide to stop attending, DO NOT rely on the instructor for this. Students who stop attending class and fail to follow the correct procedure will receive the letter grade of the scores accumulated for the semester. No withdrawals are permitted after November 21st. Attendance points are earned by being in class and conducting appropriately. Attendance points are earned as follow:

3 or less absences	20 points
4-5 absences	15 points
6-7 absences	10 points
8-9 absences	5 points
10 or more absences	0 points

Email Correspondence:

- Electronic mail is the official method of communication. Students' LACCD academic email addresses are recorded in the college's electronic directories and records. Please, make sure to check it often.
- **E-mails to the instructor need to have the name of the course in the subject, and should be addressed with appropriate salutation so that is clear that the message is not junk mail. Emails will be normally replied within 24 hours only on weekdays. Email messages that are poorly written, unclear or disrespectful will not be replied to.**

Testing and Grading:

Points may be earned from the following:

Midterm exams (100 pts each)	300
Final Exam	100
Homeworks	80
<u>Attendance and Participation</u>	<u>20</u>
Estimated total points	*500

*Note: this is an estimate of possible points and it is subject to change

Calculating your grade: You may calculate your grade at any time during the semester. Simply sum all your assignments and exam scores. Then, divide this sum by the total number of points you could have earned if you had gotten 100% on everything. For example, if you earn 160 points of a possible 175 points, at that time in the semester your grade is $160/175 = 0.914$ or 91.4%.

Grading scale:

Grade	Percentage
A	88% – 100%
B	77% – 87%
C	66% – 76%
D	55% – 65%
F	0% – 54%

Lecture Exams:

See schedule for dates and coverage of each exam. Exams will cover the material discussed from lecture notes and all the assigned reading. The exams will consist of multiple choice, matching, and short-answer questions. All exams are to be taken on time. All exams will be given at the beginning of the period and are approximately 1.5 hours. If a student comes in after the first person has handed in the exam, he/she may no longer take it and will have missed that exam.

Exam Absence Policy: Makeup exams will not be given. An absence to a midterm exam can be excused, **only** for documented illnesses, documented emergencies, or by prior arrangement with, and approval of the instructor. Any documentation is required to be submitted no later than 1 week after the date of the examination, for it to be considered for approval. If the absence is considered excused, the score of the missed midterm exam will be replaced with the average of the other 3, including the final. If the absence is not considered excused, the score will be ZERO. If a second exam is missed, it will be recorded as a ZERO. An absence to the final exam will not be excused and the score will be ZERO. If there are documented, extraordinary circumstances that do not allow a student to take the final exam, the student needs to contact and inform the instructor *immediately*. After the instructor evaluates the circumstances, an incomplete grade will be considered. These cases are extremely rare. Please read the incomplete policy below. There will be no exceptions.

Incompletes: Please note that “Incomplete” grades are extremely rare. They may only be considered if a student is passing the class with a C or better on the final drop date and is unable, due to an emergency, to complete the course as scheduled. Otherwise, if the student decides he/she cannot finish the course with a satisfactory grade, it is his/her responsibility to withdraw officially, on or before November 21st.

Homeworks and In-class Work: Homework and in-class work might be given during the semester. In-class work may consist of group assignments. There will be no makeup for missed in-class work. In addition, none will be accepted late. Any late homework will be penalized by subtracting 10% from the score per day late (includes non-meeting days and weekends). Turning in homework after class, even if it is the same day it was due, will also be penalized with 10% subtraction.

Important General Rules:

- Because of the high volume of material covered in this course, class time is NOT allocated for in-depth discussion of exams or review of scores. Please schedule an appointment for any questions about exams.
- There are no extra credit assignments.
- **No cell phones or pagers are permitted.** If you bring your cell phone to class, be sure to have it in a mode where it will not ring and disturb others. If you have to answer an *emergency* phone call, please step out of the classroom quietly. Devices of this type should be placed on vibrate and never visible during class time. See the Attendance section above for class policy about walking in and out of the class. Any student who interrupts due to cell phones or pagers during lecture may be asked to leave the class and this will count as an absence.
- **No guests, or children allowed in the classroom.**
- **Students are required to arrive in time. Late arrivals or early departures: please enter or exit back door as quietly as possible.** See the Attendance section above for class policy.
- Students are responsible for any assignments, information or any announcement given during class in their absence.
- Absolutely no cheating will be tolerated. Students caught cheating will receive a zero for the assignment or examination and reported to the Academic Affairs office for disciplinary action. See Academic Honesty Policy below.
- Grading on exams, assignments, and participation will be determined by the instructor.
- To have a tangible record of scores, students should save all graded and returned documents and keep track of their performance and progress in class.
- It is the responsibility of the student to be aware of the rules and regulations for student behavior as listed in the WLAC Catalog. Failure to comply with these regulations will result in the appropriate disciplinary action.
- Audio recorders are allowed. If a cell phone is used as a recorder, it needs to be on airplane mode.

Students with Disabilities and/or Special Needs:

Any student who feels she/he may need an academic accommodation based on the impact of a disability, should contact Disabled Students Programs and Services (DSPS) at (310) 287-4450 or visit their office in room Student Services Building (SSB 320).

Academic Honesty Policy:

Pursuant to West Los Angeles College’s “Standards of Student Conduct”, all forms of cheating and plagiarism are absolutely forbidden. Since dishonesty in any form harms the individual, other students and the college, policies on academic integrity are strictly enforced. Students should read WLAC’s publication on student conduct on cheating & plagiarism outlined in the College Catalog or at http://www.wlac.edu/academics/pdf/WLAC_10-12Catalog_Policies.pdf.

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.

Suggestions for success in Biology 3A:

- Expect to work hard and dedicate time to the class.
- Try to take good notes and be organized with all course material.
- When turning in assignments, make sure they are legible and neat.
- Come to class prepared and print the lecture PowerPoint.
- Keep-up with course material as you go, do not wait until the day before the test to start studying!
- Make time to study, pencil it into your schedule. Also write down test days, and assignment due dates on your calendar.
- For each lecture read the assigned chapter, and make a note of any questions (see the lecture schedule for details).
- Review your study materials!!! Many terms and concepts presented in class need to be reviewed and repeated for complete understanding of the material. Some students find it useful to make flash cards for terms and concepts.
- Find a study partner or small study group.
- Take study breaks. Studying is more effective when done frequently in small blocks of time rather than continuously for several hours once a week.
- Take advantage of office hours and come prepared with questions you have formulated from the reading or other assignments.
- After each exam, review the material that you missed or did not completely understand. Please attend office hours to review your exam. Some information in this course is cumulative. Additionally, many of the topics presented in biology are a foundation for other classes in the biological sciences. Learning the information as you go will help you understand future topics.

Lecture Schedule

Date	Week #	Lecture Topic	Chapter
Tu 9/2	1	Introduction	
Th 9/4		Study of Life: Scientific Method	1
Tu 9/9	2	Study of Life: Characteristics of Life	1
Th 9/11		Atoms and Molecules	2
Tu 9/16	3	Atoms and Molecules	2
Th 9/18		Organic Molecules (HW#1 due)	2
Tu 9/23	4	Catch-up/Review	
Th 9/25		Exam #1 – Chapters 1-2	
Tu 9/30	5	Cell Structure and Function	3
Th 10/2		Cell Structure and Function	3
Tu 10/7	6	Membrane Structure and Function	4
Th 10/9		Metabolism: Energy and Enzymes	6
Tu 10/14	7	Metabolism: Energy and Enzymes	6
Th 10/16		Cellular Respiration: Aerobic Respiration	7
Tu 10/21	8	Aerobic Respiration and Fermentation	7
Th 10/23		Catch-up/Review (HW#2 due)	
Tu 10/28	9	Exam #2 – Chapters 3-4, 6-7	
Th 10/30		DNA Structure/Function, DNA Replication	25
Tu 11/4	10	RNA Structure/Function, Gene Expression	25
Th 11/6		Regulation of Gene Expression	25
Tu 11/11	11	Holiday – Veteran’s Day	
Th 11/13		Cell Division: Mitosis	5
Tu 11/18	12	Cell Division: Meiosis	5
Th 11/20		Catch-up/Review (HW#3 due)	
Tu 11/25	13	Exam #3 – Chapters 25, 5	
Th 11/27		Holiday – Thanksgiving Day	
Tu 12/2	14	Patterns of Inheritance	23
Th 12/4		Patterns of Inheritance	23
Tu 12/9	15	Population Ecology	33
Th 12/11		Final Review	
Th 12/18	16 Finals Week	Final Exam 11:30am – 1:30pm	

Note: This schedule is subject to change at the discretion of the instructor.

Important Dates

Last day to drop classes with a refund/no fee and w/o a “W”:

September 12th

Last day to drop classes with a “W”:

November 21st