

Biology 3A: Introduction to Biology
West Los Angeles College - Spring 2014

Instructor: Dr. Lauri Escudero
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Office Phone #: 310-287-4271
Office hours: M/W 11:15am – 12:30pm
Tu/Th 9:00am – 10:30am

Section #: 0396
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 February 27th.

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 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 more than four classes, 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 will 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 notify the instructor** if you will miss a class due to illness or 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 May 9th. 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 e-mail 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 and section 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. E-mail messages that are poorly written, unclear or disrespectful will not be replied to.**

Testing and Grading:

Points may be earned from the following:

Lecture 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 and Lab Quizzes:

See schedule for dates and coverage of each exam. Exams will cover the notes from lecture 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. If the absence is 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 unexcused, the score will be ZERO. If a second exam or quiz 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 May 9th.

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 and appointment for any questions about exams.
- There is no extra credit.
- **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 or lab 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 or information handed out and any announcements 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.

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.

Lecture Schedule

Date	Week #	Lecture Topic	Chapter
Tu 2/11	1	Introduction	
Th 2/13		Study of Life: Scientific Method	1
Tu 2/18	2	Study of Life: Characteristics of Life	1
Th 2/20		Atoms and Molecules	2
Tu 2/25	3	Atoms and Molecules	2
Th 2/27		Organic Molecules	2
Tu 3/4	4	Organic Molecules	2
Th 3/6		Organic Molecules	2
Tu 3/11	5	Catch-up/Review	
Th 3/13		Exam #1 – Chapters 1, 2	
Tu 3/18	6	Cell Structure and Function	3
Th 3/20		Cell Structure and Function	3
Tu 3/25	7	Membrane Structure and Function	4
Th 3/27		Metabolism: Energy and Enzymes	6
Tu 4/1	8	Metabolism: Energy and Enzymes	6
Th 4/3		Cellular Respiration: Aerobic Respiration	7
Tu 4/8		Spring Break	
Th 4/10		Spring Break	
Tu 4/15	9	Cellular Respiration: Fermentation	7
Th 4/17		Catch-up/Review	
Tu 4/22	10	Exam #2 – Chapters 3-4, 6-7	
Th 4/24		DNA Structure/Function, DNA Replication	25
Tu 4/29	11	RNA Structure/Function, Gene Expression	25
Th 5/1		Regulation of Gene Expression	25
Tu 5/6	12	Cell Division: Mitosis	5
Th 5/8		Cell Division: Meiosis	5
Tu 5/13	13	Catch-up/Review	
Th 5/15		Exam #3 – Chapters 25, 5	
Tu 5/20	14	Patterns of Inheritance	23
Th 5/22		Population Ecology	33
Tu 5/27	15	Holiday – Memorial Day Extension	
Th 5/29		Catch-up/Review	
Th 6/5	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:

February 21st

Last day to drop classes w/o a "W":

February 21st

Last day to drop classes with a "W":

May 9th