

BIOLOGY 230

Principles of Cellular, Molecular, & Evolutionary Biology

Lecture and Laboratory

INSTRUCTOR: Craig Milgrim, M.S.
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CONTACTING THE INSTRUCTOR

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BIOLOGY HOME PAGE

<http://www.grossmont.edu/cmilgrim/CMilgrim.html>

THOROUGHLY READ THE SYLLABUS!!!!

★ Per California Law, this course syllabus represents a legal contract. By remaining in this class you indicate your acceptance of the policies contained within this syllabus.

STUDENT CONFERENCE & TUTORING TIMES

See Attached Schedule - Additional times are available by appointment or on a “drop-in” basis. Please call ahead to ensure availability.

CLASS FORMAT

All classes will be a combination of traditional presentations and open and directed discussions. PLEASE COME TO CLASS PREPARED TO PARTICIPATE IN CLASS DISCUSSIONS.

CONTENT NOTICE:

The content of this course includes the discussion of controversial subjects including, but not limited to, stem cell research, abortion, evolution and human sexuality. By remaining enrolled in this class you acknowledge this statement, agree not to contest the inclusion of such materials in the course, and understand that learning about these topics is required for successful completion of the course.

TEXT AND SUPPLIES:

- ✓ ESSENTIAL CELL BIOLOGY, 3rd Edition, Alberts, et.al.
 - Two copies of the textbook are on Limited Loan Reserve in the Library. The call number of this text is W 186 2010.
 - Available as e-book: [Click Here](#) for Information
- ✓ STUDY SHEETS FOR BIOLOGY 230, Latest Edition, Milgrim
- ✓ BIOLOGY 230 LABORATORY MANUAL, Latest Edition, Milgrim
- ✓ Bio 230 Web-Based Materials: Username: *cmbio* Password: _____

Student Learning Outcomes or SLOs.

Federal and state mandates, as reflected in new accreditation standards, require all instructors to create and assess SLOs for their classes.

SLOs are statements of learning objectives with clearly defined assessment methodologies.

The Academic Senate of Grossmont College has determined that the best way to communicate SLOs to students is via the course syllabus or a similar document given directly to students.

Two SLOs have been written for Bio 230 and are provided below. Each SLO will be assessed during the semester. The number of students completing each SLO successfully will be reported to the Department Chair and then, along with other SLO data from across the campus, be forwarded to the Grossmont College Administration and the Accreditation Commission. Successful completion of an SLO will be part of each student's grade on the designated assessment tool.

SLOs for Bio 230:

1. Students will be able to describe and diagram the process of Iron uptake in Eukaryotic Cells
 - The material for the SLO will be presented in Outline 8 and in assigned textbook problems
 - This SLO will be assessed in Hour Exam #2
2. Students will be able to analyze an article from the Primary Literature and participate in a directed-discussion of the data presented in the article
 - The material for this SLO will be presented at the end of Outline 5 in the CLASS DISCUSSION OF THE PRIMARY LITERATURE as described in the syllabus.
 - The assessment for this SLO will occur during the class discussion as outlined in the syllabus and in Hour Exam #2

GRADES

Biology 230 grades are based on two categories of learning: (1) Knowledge and Problem Solving, and (2) Writing and Speaking Skills. Because this is a lower-division class, it emphasizes Knowledge and Problem-Solving. As a result this category determines the bulk of your grade. All Biology courses, in addition to requiring a solid knowledge and skill base, also require the ability to write and speak in the “language of science”. In fact, most colleges and universities require students to demonstrate proficiency in writing and speaking skills BEFORE they can enroll in Upper-Division courses. Therefore, it is important for Lower-Division courses to require each student to demonstrate proficiency in these areas. As a result, this course **REQUIRES STUDENTS TO EARN A PASSING GRADE (‘C’ or better) IN BOTH LEARNING CATEGORIES IN ORDER TO EARN A PASSING GRADE (‘C’ or better) for the course.** PLEASE READ THE IMPORTANT NOTICE BELOW:

A ‘D or F’ AVERAGE IN LEARNING CATEGORY 1 (Knowledge & Problem Solving) WILL RESULT IN A **MAXIMUM** GRADE OF ‘D’ FOR BIOLOGY 230 REGARDLESS OF THE NUMBER OF POINTS EARNED. BY CONTINUING IN THIS CLASS YOU AGREE TO THESE GRADING RULES.

ASSIGNMENT	% Value	% Total
CATEGORY 1: KNOWLEDGE & PROBLEM-SOLVING SKILLS		
Hour Exam #1	15%	80%
Hour Exam #2	17%	
FINAL Exam (Non-Cumulative)	17%	
Lab Reports - Enzyme & Biotech @4% each - Photosynthesis&Respiration @3%	11%	
Lab Tests 2@ 10% each	20%	
CATEGORY 2: WRITING & ORAL SKILLS		
Issues in BioScience Paper	4%	20%
Job Shadow Project - All Job Shadow parts must be completed to receive ANY credit for the project		
Questions - a “FAIL” on this assignment will result in a ZERO (0 pt.) FOR THE ENTIRE PROJECT	Pass/Fail	
Thank You Letter - a “FAIL” on this assignment will result in a ZERO (0 pt.) FOR THE ENTIRE PROJECT	Pass/Fail	
Summary	4%	
Class Discussions of the Primary Literature		
- Requirement of Salicylic Acid for Induction of Systemic Acquired Resistance	10%	
Lab Homework - 2@ 1% each	2%	

EXPLANATION OF GRADING CATEGORIES

- **GRADE SCALE - subject to change (minimums may be decreased)**
 - A = 100% - 90%
 - B = 89% - 80%
 - C = 79% - 70%
 - D = 69% - 60%
 - F < 60%

- **HOOR & FINAL EXAMS** will be taken from materials presented during class discussions. Exam questions will be multiple choice, short answer, and problem-solving essay. Exams are NON-CUMULATIVE. Actual exam dates and content will be announced in class. Students should expect the Hour Exams sometime around the 8th and 15th weeks of the semester. The Final Exam will be completed during final exam week.

- **ALL STUDENTS MUST TAKE ALL THREE (3) EXAMS.** THERE ARE NO OPTIONAL EXAMS

- Students must take Exams with their class at the scheduled time...no exceptions of any kind will be considered except where required by law (e.g., DSPS accommodations)
 - Students are not permitted to leave the classroom once an exam or quiz is distributed

- ⊖ ALL EXAM GRADES WILL COUNT TOWARD THE FINAL GRADE. NO EXAM GRADES WILL BE DROPPED. There is no arrangement for “re-taking” or “improving the grade” on a completed Exam.
 - If you miss HOOR EXAM#1 OR #2 you **may qualify** for a MAKE-UP EXAM
 - The MAKE-UP EXAM will be given on the same day as the FINAL EXAM. Students taking the MAKE-UP EXAM will complete it during the Final Exam period after they have completed the FINAL EXAM.
 - The MAKE-UP EXAM will contain material from the both Hour Exams.
 - ✗ If you miss more than one Exam during the semester, the second missed exam will be recorded as a zero and CANNOT BE MADE-UP in any way for any reason.

**★ ★ ★ MAKE-UP QUALIFICATIONS
ARE COVERED LATER IN THIS SYLLABUS ★ ★ ★**

Explanation of Grading Categories (con't)

➤ **PROJECTS SUBMITTED ELECTRONICALLY (using Email).**

The ISSUES IN BIOSCIENCE paper, the JOB SHADOW PROJECT and two of the three LAB REPORTS will be submitted to the instructor by email attachments. Students who are not familiar with sending email and email attachments should contact the instructor or inquire at the LRC-Tech Mall for assistance on these topics.

The following statement applies to all projects submitted via email. Please read it carefully and understand that no exceptions will be made for email-submitted projects that are delayed due to Internet or Server-based problems.

E-MAIL delivery is at the whim of the Internet. All students are hereby advised by the instructor to submit their projects early. Projects received after the deadline for that project may be subject to penalties up to and including a loss of 50% of the project's point value prior to grading. Students are solely & entirely responsible for the timely receipt of all electronic papers. Submit early to prevent problems. Electronic "return receipts" for each submission will be sent AFTER the submission is received by the instructor's . If you send this or any email late at night or during the weekend, you will not receive a response until the instructor logs onto email the next day or Monday afternoon.

★ **STUDENTS MUST PERSONALIZE THE EMAIL ADDRESS THEY WILL USE TO SUBMIT ELECTRONIC PROJECTS FOR BIO 230 AS FOLLOWS:**

- ★ EMAIL ADDRESSES USED TO SUBMIT BIO 230 MUST INCLUDE THE STUDENT'S FULL NAME, LAST NAME FIRST.
- ★ e.g., Milgrim, Craig <craig.milgrim@gcccd.edu>
- ★ As each email program is different, it is up to each student to determine how to "personalize" their email address as required.
- ★ The instructor may be able to assist students using Internet-based emails (e.g., gmail, yahoo, etc.) with this process. Please make an appointment during Student Conference and Tutoring hours (see schedule on last page of this syllabus and online) AS SOON AS POSSIBLE.
- ★ Students are strongly urged to send "trial" emails to confirm their email address is set up correctly BEFORE the first electronic project submission.

➤ ISSUES IN BIOSCIENCE PAPER

This project involves readings on issues relevant to 21st century BioScience. Students will choose from articles selected by the instructor and then write a summary/commentary paper based on the articles. The paper will be submitted to the instructor via E-Mail Attachment. **FULL INSTRUCTIONS ARE PROVIDED ON THE CLASS WEB SITE** along with links to articles.

The Due Date for this project is:

WEDNESDAY, SEPTEMBER 12, 2012 (Week 4)

All electronic papers must **BE RECEIVED** in the instructor's email box by 11PM on the Due Date.

- ▶ SEE NEXT PAGE FOR SPECIFIC, REQUIRED RULES FOR SUBMITTING BIOSCIENCE PAPERS

➤ RULES FOR BIOSCIENCE ELECTRONIC SUBMISSIONS

✓ **READ THESE RULES CAREFULLY. YOU MUST FOLLOW THEM TO THE LETTER. FAILURE TO DO SO MAY RESULT IN RECEIVING PARTIAL OR NO CREDIT FOR EMAIL-SUBMITTED PROJECTS.**

☹ **FAILURE TO FOLLOW THESE REQUIREMENTS WILL RESULT IN SEVERE POINT PENALTIES ☹**

RULE #1

→ The SUBJECT LINE for the BioScience Project is provided below. The Subject line **must contain ONLY the indicated words, EXACTLY AS TYPED BELOW** (do not include the quotation marks).

* "BioScience", Note: Type as **ONE** word, be sure to CAPITALIZE THE "B" and the "S".

RULE #2

- Submit the essay as an email attachment
- Use your name for file name

* LastNameFirstNameIssues.doc
* e.g. SmithJoelIssues.doc
* NOTE: *.docx format is also acceptable

Explanation of Grading Categories (con't)

WEB-BASED/EMAIL PROJECTS (con't)

➤ JOB SHADOW PROJECT

Career opportunities in Biology and the Life Sciences have never been greater. With the explosion of information in Cellular and Molecular Biology have come hundreds of new opportunities in research, both private and public, and in medicine. “I want to be a doctor”, while still a noble career choice, is, today, a much more complicated decision. The purpose of this project is to give students the opportunity to contact, interact with, and explore at least one of the many career paths available in the Life Sciences.

Students will contact an individual in their chosen (for the moment) career path. This might mean contacting a physician or a researcher at a university, private foundation, or business. A measure of initiative will be required by each student to find an appropriate individual

- * **The person selected MUST be in a job that requires, at a minimum, a bachelor's degree in the life or physical sciences.**
- * **The actual interview/job shadow must be in-person. Phone, email or other types of electronic interviews are not permitted.**
- * **Interviewee CANNOT BE A RELATIVE.**
- * **Interviewee CANNOT BE A person whom you have interviewed in the past for a similar activity.**

The project is fulfilled by completing the following tasks:

1. Contact a person in your chosen career path. This, in itself, might require considerable thought. Feel free to discuss your options and ideas with your instructor. He may be able to provide some direction in finding an individual to contact. Ultimately, it is the student's responsibility to find and contact an appropriate individual.
2. Set-up an interview and/or job shadow appointment.
 - ▶ arrange a time for the job shadow or interview
 - ▶ **prepare a list of relevant questions** about areas such as: duties and activities, level of satisfaction, expectations vs. reality.
 - ▶ **Email a copy (in the body of the email NOT AS AN ATTACHMENT) of your questions to the instructor by the stated due date. Include YOUR NAME, THE NAME OF THE PERSON YOU ARE INTERVIEWING, AND THEIR PROFESSION along with your questions.**
 - ★ **NOTE: If you cannot contact a specific person by the due date, substitute a short description of a person you would like to interview/shadow or the person(s) you are in the process of contacting for the “NAME AND PROFESSION” information**
 - ▶ arrive on-time, wear appropriate attire, and be prepared to observe and perhaps participate in job activities

Explanation of Grading Categories (con't)
WEB-BASED/EMAIL PROJECTS (con't)

➤ **Job Shadow Project (con't)**

3. Write a **thank-you letter** to the person you shadowed or interviewed. Email a copy (**in the body of the email**, NOT AS AN ATTACHMENT) of the letter to your instructor. **The letter must include**

- ✓ **A full inside address (name of the person shadowed or interviewed, their company's or institution's name, full mailing address and at least one of the following: phone number with area code or business email address).**
The instructor may contact interviewed or shadowed persons.
- ✓ Proper Salutation
- ✓ Appropriate content
- ✓ Proper closing

IMPORTANT NOTE: **GRADING** for the QUESTIONS & THANK YOU LETTER IS PASS/FAIL. To receive a "PASS" grade each assignment must be submitted on or before the due date. Each assignment will be graded based on the required items. Point deductions for each missing or incorrectly formatted item (-1pt. per item) will be deducted from the JOB SUMMARY grade.

RULES FOR JOB SHADOW QUESTIONS & THANK YOU LETTER ELECTRONIC SUBMISSIONS

- ✓ **READ THESE RULES CAREFULLY. YOU MUST FOLLOW THEM TO THE LETTER. FAILURE TO DO SO MAY RESULT IN RECEIVING PARTIAL OR NO CREDIT FOR EMAIL-SUBMITTED PROJECTS.**
- ⊖ FAILURE TO FOLLOW THESE REQUIREMENTS WILL RESULT IN SEVERE POINT PENALTIES ⊖

RULE #1

- The SUBJECT LINE for these parts of the Job Shadow Project is provided below. The Subject line **must contain ONLY the indicated words, EXACTLY AS TYPED BELOW** (do not include the quotation marks).
- * "ShadowQuestions", Note: Type as **ONE** word, be sure to CAPITALIZE "S" in "Shadow" and the "Q" in "Questions"
 - * "ShadowThanks", Note: Type as **ONE** word, be sure to CAPITALIZE "S" in "Shadow" and the "T" in "Thanks"

RULE #2

- Submit each assignment IN THE BODY OF THE EMAIL, not as an attachment

Explanation of Grading Categories (con't)
WEB-BASED/EMAIL PROJECTS (con't)

➤ **Job Shadow Project (con't)**

4. Write a **Summary** of your Job Shadow or Interview experience.

a. The summary must include the following (point values are in parenthesis after each item)

* In the Upper Left Corner of the Summary

- ✓ Your Name (1)
- ✓ The name of the person shadowed or interviewed (1)
- ✓ The interviewed or shadowed person's occupation (1)
- ✓ The interviewed or shadowed institution or place of business (1)
- ✓ Semester and Year (e.g., Spring, 2011) (1)

* Skip a line and begin your essay which will include:

- ✓ A summary of the information gained by the student (10)
- ✓ The student's impressions of the activity (5)
- ✓ How the interview/shadow affected the student's career choice (5 points)

* Students will receive 5 points for submitting their summaries per the syllabus format. Therefore, the total point value for the Job Shadow Summary is 30 points.

**SUBMISSION AND GRADING INFORMATION ON THE JOB
SHADOW PROJECT FOLLOWS ON THE NEXT PAGE**

RULES FOR JOB SHADOW SUMMARY ELECTRONIC SUBMISSIONS

- ✓ **READ THESE RULES CAREFULLY. YOU MUST FOLLOW THEM TO THE LETTER. FAILURE TO DO SO MAY RESULT IN RECEIVING PARTIAL OR NO CREDIT FOR EMAIL-SUBMITTED PROJECTS.**

- ☹ **FAILURE TO FOLLOW THESE REQUIREMENTS WILL RESULT IN SEVERE POINT PENALTIES ☹**

RULE #1

→ The SUBJECT LINE for Job Shadow Summary Project is provided below. The Subject line **must contain ONLY the indicated words, EXACTLY AS TYPED BELOW** (do not include the quotation marks).

* "ShadowSummary"

* Note: Type as **ONE** word, be sure to CAPITALIZE "S" in "Shadow" and "Summary"

RULE #2

→ Submit the essay as an email attachment

→ Use your name for file name

* LastNameFirstNameSummary.doc

* e.g. SmithJoeSummary.doc

* NOTE: *.docx format is also acceptable

The Due Dates for this project are as follows

- * **SHADOW QUESTIONS: WEDNESDAY, SEPTEMBER 26, 2012 (Week 6).**
All electronic papers must **BE RECEIVED** in the instructor's email box by 11PM on the Due Date.

- * **SHADOW THANK YOU LETTER: WEDNESDAY, NOVEMBER 14, 2012 (Week 13).**
All electronic papers must **BE RECEIVED** in the instructor's email box by 11PM on the Due Date.

- * **SHADOW SUMMARY: WEDNESDAY, NOVEMBER 28, 2012 (Week 15)**
All electronic papers must **BE RECEIVED** in the instructor's email box by 11PM on the Due Date.

A FINAL NOTE FOR ALL WRITING PROJECTS:

- ★ I will pre-read any submission prior to its official submission. Pre-reads must be done in person, by appointment. **A pre-read is not a pre-grade**, and, as a result, **does not guarantee any specific grade on the project**. Pre-reads are meant as a service, to allow the student to know that their submission is “on the right track.”
-

- **CLASS DISCUSSION OF THE PRIMARY LITERATURE** will involve the students and the instructor in the analysis of papers from the primary scientific literature.
 - Background: Primary scientific literature is written by scientists actively engaged in research. It is published in a wide variety of peer-reviewed journals such as Science, Nature, and PNAS (Proceedings of the National Academy of Science). There are literally hundreds of peer-reviewed journals, many specializing in specific areas of science (e.g., Cell, General Genetics). Scientific American is not a peer-reviewed journal although it does contain many excellent articles that summarize and review current primary literature. Many of the articles are written by the scientists who originally did the research.
 - Assignment Information
 - ✓ The instructor will announce, at least 1 week in advance, when Primary Literature discussion will take place. Students are strongly urged to begin work on the reference materials after the first Exam. Students are strongly urged to work in groups and to use the groups to practice their verbal discussion skills.
 - ✓ Copies of the paper to be discussed in class are on reserve in the library and available via a link from the online outline. Students must make a copy of the paper for their use. An Internet link to important figures for the paper (which did not duplicate well) can be found on the class web site on the main outline page. (See Section 7 of Outline)
 - ✓ A list of questions that will form the basic outline of the class discussion can be found in the Study Sheets for Biology 230 packet or via a link in the Gene Expression online outline section.
 - ✓ Students **ARE REQUIRED TO PREPARE TYPED** answers to the questions for the article. **Include the question with each typed answer**. The instructor will do a sight check of the typed answers prior to the beginning of each discussion.

Explanation of Grading Categories (con't)

Class Discussion of the Primary Literature (con't)

- ✓ The discussion will be guided by the instructor through lecture and by questioning students (both individually and collectively). Students may consult their prepared answers during the discussion. This is not a test, the goal is not to memorize answers but to understand the content on the paper and be able to discuss the content orally in class.
- ✓ Discussions may last more than one class period.
- ✓ Students who are absent for all or part of a discussion may submit their **typed questions with responses to all the assigned questions ON THE LAST DAY OF THE DISCUSSION**. Students who are absent must see the instructor.
- ☹ There is no makeup for this exercise. You must be present to earn Participation points.

* GRADING (40 point scale):

✓ **PREPARATION: 10 points:**

- ▶ Complete Discussion Questions and Scientific Method Analysis
- ▶ All answers must be typed
- ▶ All answers must be on typed on the provided MS Word [template](#)
- ▶ **A COPY MUST BE SUBMITTED ON THE 1ST DAY OF THE SAR DISCUSSION**

✓ **PARTICIPATION in Discussion: 30 points**

- ▶ Participation will be graded by the instructor.
- ▶ Students who provide full and complete answers to questions they are asked will receive full credit.
- ▶ Students who provide partial answers or need extensive coaching by the instructor will receive partial credit. Answering several questions may be required to receive full credit.
- ▶ Students who fail to earn full points in this category or are absent may submit their type-written answers for 50% of the unearned points.
 - For Example, a student earns 15 of the 30 participation points
 - Student may submit typed preparation document for 50% of the remaining 15 points: 7.5points

Explanation of Grading Categories (con't)

Laboratory Categories

- **LAB REPORTS** will be composed of data and questions from designated lab exercises.
 - Students will be required to download the report formats from the Bio 230 HomePage.
 - MS Word templates are available for each report. Because of computer differences, reformatting of downloaded files may be required
 - Submitted lab reports must be formatted, typed and include both questions and answers. Un-typed reports **will not be accepted**.
 - Answers **MUST BE indented and bold-faced**. Data tables and graphs (where necessary) may be completed by hand or using a spreadsheet program.
 - Some reports will be submitted electronically as email attachments while others will be submitted as hard copies.
 - Please refer to the Bio 230 web page under Lab Report Downloads for further instructions on submission mode and format.

- **LAB HOMEWORK**- will be fully explained during lab.

- **LAB TESTS** will be based on the material from the lab exercises contained in the Biology 230 Laboratory Manual and other material presented during lab periods.
 - ✓ Objective, Problem-Solving and **Practical** questions will be part of each test.
 - ✗ Lab tests WILL NOT contain, but may depend on, material from Biology 230 lectures unless it is also covered during a Biology 230 lab activity.

- ✓ **MAKEUP LAB TESTS**
 - Due to the practical nature of significant portions of Bio 230 Lab Tests, Make-Ups will be limited to the non-practical portion of the Lab Test.
 - **Students will only be able to “Make-Up” the non-practical part of a Lab Test.**
 - **As practical portions can be 50% or more of any single Test, scores for Make-Up tests may be significantly lower as the grade will be based on the original Test’s total points.**
 - Please refer to the **Make-Up Policy** contained in the “Make-Up Requirements” section of this syllabus for additional details.

Explanation of Grading Categories (con't)

Lab Categories(con't)

→ **FINAL NOTE ABOUT LAB CLASSES**

- The actual length of any Lab Period will vary depending on the number of students in the class, the availability of equipment and materials, preparatory and summary lectures, and the number of student questions
- On those rare occasions when the required activities are completed before scheduled end of the Lab Period, students are encouraged to use the remaining time for class-related activities such as:
 - ▶ Meeting with the Professor to discuss concerns or grades
 - ▶ Work in Study Groups
 - ▶ Work on homework or other assignments
- Students who choose to leave, do so at their own volition and accept any and all consequences, if there are any, of that choice.

★ **BONUSES - The instructor reserves the right to add bonus(es) of his choosing during the course of the semester. Bonuses may be announced or unannounced.**

- * Send corrections to any class materials (web or hard copy) by email to earn bonus points

STUDENT RESPONSIBILITIES

#1 - EMAIL AND ONLINE GRADES -

- All enrolled students will be provided with an account on Webgrade, an online grade reporting service.
- The email address you provided to the college when you enrolled will be used to provide you with a unique UserName and Password for accessing your Webgrade account.
- BE SURE TO ADD THE INSTRUCTOR'S EMAIL ADDRESS TO YOUR ADDRESS BOOK TO ENSURE RECEIPT OF WEBGRADE-RELATED EMAILS.
- Specific information will be provided in class.

#2 - ATTENDANCE

- * Consistent attendance is vital to your success in this class.
- * Missing class, arriving late or leaving early can severely affect your grade.
- * Students must attend the full class period or until dismissed by the instructor.

- * Students arriving late for class will not be given additional time to complete bonus activities or other graded material.
 - * **X Specifically, students arriving after the instructor has distributed a bonus activity to the entire class WILL NOT BE PERMITTED TO COMPLETE THAT BONUS ACTIVITY.**

- * A daily attendance roster will be offered each class period for students to sign-in. The instructor will mark absent students. IT IS ENTIRELY AND SOLELY THE RESPONSIBILITY OF EACH STUDENT TO MARK THE ATTENDANCE ROSTER. Once marked by the instructor as absent, no changes, regardless of the reason, will be considered.
 - ☹ ["I WAS IN CLASS BUT FORGOT TO SIGN-IN, WHAT DO I DO?"](#)

- * **Students who accumulate 3 confirmed absences (lectures or labs) ARE SUBJECT to being dropped by the instructor per College and State attendance requirements.**

- * OTHER ATTENDANCE POLICIES MAY APPLY. THESE WILL BE ANNOUNCED IN CLASS. It is entirely and solely the responsibility of each student to abide by these policies

STUDENT RESPONSIBILITIES - page 2

#3 - DUE DATES

- * During the course of the semester, the instructor may assign specific Due Dates to some written assignments.
- * These Due Dates will be announced in class.
- * **It is the sole responsibility of the student to submit written assignments on the specified Due Date. Failure to do so will result in up to a 50% point penalty.**
- * Despite this penalty, students are encouraged to submit all work, even if it is late since “something is better than nothing” on any graded assignment.
- * **THE INSTRUCTOR RESERVES THE RIGHT TO SET A MAXIMUM NUMBER OF DAYS FOR LATE SUBMISSIONS. MAXIMUMS WILL BE ANNOUNCED IN CLASS PRIOR TO AND ON THE DUE DATE.**

#4 - IDENTIFICATION

- All submitted work (Grade-Masters, tests, exams, reports, worksheets, etc.) must bear the Student's Full Name.
- Grade-Masters must include a reference number (e.g., Exam #1, Lab Test #1, Etc.).
- ALL test/exam materials must be submitted along with the student's completed Grade-Master.

CONSEQUENCES -

- Students are hereby notified that submitted work that does not contain the information in Item #4 above will not be graded. The rejected work will receive a grade of zero (0).
- Students failing to submit test/exam materials along with their Grade- Masters, will receive a grade of zero (0) for that test/exam.

#5 - Use of email to communicate with the Instructor

- Email is a valuable tool for communicating with your instructor
- In order to ensure a timely response to emails, all emails MUST INCLUDE THE FOLLOWING ITEMS
 - ▶ An email address that includes the student's full name
 - ▶ A subject line appropriate to the email's content
 - ▶ **FOR GENERAL EMAILS, DO NOT USE ANY PROJECT-REQUIRED TEXT IN EMAIL SUBJECT LINES.**
 - ▶ In the body of the email, the student's full name and course with section number.
- Failure to include the above items may result in emails being marked as “junk” or ignored.

QUALIFYING FOR THE MAKE-UP TESTS AND/OR EXAMS

Students who miss a scheduled Test or Exam must complete the following steps to qualify for a Make-Up

Not all Tests or Exams are eligible for Make-Ups. See specific limitations for each Test or Exam in that section of the syllabus

1. Students must notify the instructor that they wish to take the Make-Up Exam/Test **IN WRITING** (email is preferred) within 1 week from the date of the missed Exam or Test. Prior notice is preferable but not required.
2. Students **MUST PRESENT AN ORIGINAL** (no copies) **SIGNED, VERIFIABLE EXCUSE FROM A DOCTOR'S OFFICE** within 1 week from the date of the missed Test or Exam.

→ The excuse must...

- .. be dated on or before the date of missed Test or Exam.
- ..**EXPLICITLY** state that the student was not able to attend school **ON THE DATE** of the missed Test or Exam
- ..provide a specific, detailed reason for the absence.
- ..include the name, signature and contact information for the person issuing the excuse.
- ..be verifiable by the instructor via phone or email.

- ★ **IMPORTANT** - No make-ups will be permitted for students who elect to start a college-scheduled break "early" or choose to miss class due to any other commitments
- ★ If the missed Test or Exam occurs on the last scheduled day of the class, then the student must contact the instructor by email to arrange for an Incomplete. Incompletes are cleared during the following semester.
- ★ Some reasons that are unacceptable (these are examples and do not represent a complete list)
 - ★ Work schedule conflict - Before you enroll in any college class be sure to inform your employer (this includes military personnel) and get their assurance that you will not be required to miss class for work or duty assignments.
 - ✓ Military personnel should contact the instructor in the event of a duty change, documentation will be required
 - ★ Family emergencies/deaths - Please discuss with your instructor the advantages/disadvantages of taking an incomplete should family issues prevent you from attending class or cause you to miss an exam or test.
 - ★ Personal issues (e.g., car breaks down, baby-sitter issues) - due to the large number of students and the logistical issues surrounding make-ups, personal issues are not considered acceptable excuses
- ★ Failure to follow these policies will result in the student **NOT BEING ABLE TO TAKE A MAKE-UP.**

IMPORTANT MACHINE GRADING POLICIES AND PROCEDURES

Machine grading of tests raises significant concerns among students. These concerns mainly focus around the accuracy of the machine-grading process. Instructors are also concerned about accuracy but they are also concerned about potential for student misconduct once the graded Grade Masters are returned. With these concerns in mind, your instructor has instituted a number of important policies and procedures to ensure accuracy and minimize opportunities for misconduct. The responsibility for knowing and adhering to these policies and procedures lie with the student and the instructor. To ensure that you receive the grade you earned on each test and exam, please read over and know these policies and procedures.

What the Student can do - Students can do a number of things to ensure that their Grade Masters are graded accurately.

1. **Have the correct Grade Master form.** Students should always have a supply of Grade Master forms with them during every class. **For all Exams and Lab Tests purchase Grade Master form 25420. NO SUBSTITUTIONS, NO EXCEPTIONS. INCORRECT FORMS WILL NOT BE GRADED**
2. **Fill in answer spaces completely.** Students should fill in each answer space completely and within the boundaries. Incomplete fill-ins and “going outside the lines” may result in incorrect grading.
3. **Minimize erasures on the Grade Master form.** Students should avoid erasing answers already entered on their Grade Master. This can best be accomplished by **never entering an answer that you are not sure is the correct answer on the Grade Master.** Use the test form to record unsure answers. Transfer these answers to the Grade Master **only when you are absolutely sure this is the answer you wish to select.**
4. Students are required to point out incomplete erasures to the instructor UPON SUBMISSION OF THE TEST OR EXAM. The instructor will mark & initial each instance for checking after the Grade-Master has been graded.

What the Instructor will do

1. All quizzes and exams will be monitored for questions that are missed by more than 40% of the students. Questions falling into this category will be checked for accuracy in both the key and the actual grading. The latter will be done by manually checking the accuracy of the grading of these questions on each Grade Master form.
2. All graded Grade Master forms will be manually checked for blank answer spaces. Questions that have been left blank will be circled in red ink.
3. All prior-marked incomplete erasures (see Item #4 “What Students MUST do”) will be checked for grading accuracy.

IMPORTANT: WITH THESE POLICIES AND PROCEDURES IN PLACE, ERRORS IN MACHINE-GRADING ARE EFFECTIVELY ELIMINATED. FOR THIS REASON, RETURNED Grade Master forms WILL NOT BE CONSIDERED FOR RE-GRADING UNDER ANY CIRCUMSTANCES.

IMPORTANT POLICIES

Failure to follow these policies will negatively impact your grade

1. GRADED MATERIAL:

- All graded material will be retained by the instructor. Exams will be reviewed in class. Students may review their graded material by appointment. Graded material will be discarded 1 academic year after the current semester.

2. WITHDRAWAL

- IF A STUDENT CHOOSES TO WITHDRAW, IT IS THEIR RESPONSIBILITY TO INITIATE A WITHDRAWAL WITH THE PROPER COLLEGE OFFICE. Please check with Admissions and Records for the last day for student-initiated withdrawals. After that date, a student may withdraw with a "W" if passing or a "Y" if failing as determined by college policy.

⊕ STUDENTS WHO STOP ATTENDING CLASS SHOULD NOT ASSUME THAT THE INSTRUCTOR WILL WITHDRAW THEM. STUDENTS WHO DO NOT OFFICIALLY WITHDRAW FROM THE COURSE MAY RECEIVE THE GRADE EARNED, MOST LIKELY AN "F". THIS GRADE CANNOT BE REMOVED FROM YOUR RECORD EVEN IF YOU REPEAT THE COURSE.

3. Students with disabilities who need accommodations in this class are required to notify the instructor and contact Disabled Student Programs and Services (DSP&S) within the first 2 weeks of the semester so that reasonable accommodations may be implemented as soon as possible.

- Accommodations, as required by law, must be made through DSP&S
- Students can contact DSP&S at (619) 644-7112 (voice) or (619) 644-7119 (TTY for deaf).
- Students requesting accommodations will be required to meet, in person, with the instructor.

4. USE OF ELECTRONIC DEVICES

- Students are expressly forbidden from using any recording (audio and/or video) device in the lecture room, lab room or the instructor's office. The use of any electronic device, including cell phones or instant messaging devices during any lecture, lab, quiz, test or exam will be considered Academic Fraud. See Item 5b for applicable penalties.
- Exceptions will be made per legal requirements for reasonable accommodations. These exceptions will require the EXPRESSED WRITTEN PERMISSION OF THE INSTRUCTOR
- PROGRAMMABLE CALCULATORS are not permitted. In certain instances, students may use stand-alone calculators that perform basic arithmetic operations. The use of calculators on cell phones or watches or other similar devices is not permitted.
- Students may use laptops during class. Using laptops during class for non-class activities (i.e., surfing the net, emailing, chatting, etc.) is not permitted and may result in loss of laptop privileges.

IMPORTANT POLICIES (con't)

5. ACADEMIC FRAUD

a. Students are expected to read and comply with the statement of "[Academic Fraud](#)" linked to this syllabus.

→ Approved College Summary Statement: Cheating and plagiarism (using as one's own ideas writings, materials, or images of someone else without acknowledgment or permission) can result in any one of a variety of sanctions. Such penalties may range from an adjusted grade on the particular exam, paper, project, or assignment (all of which may lead to a failing grade in the course) to, under certain conditions, suspension or expulsion from a class, program or the college.

b. Violations-Students who commit Academic Fraud as determined by the instructor will be subject to the following penalties. Students who facilitate the act of Academic Fraud are subject to the same penalties.

- First offense - Zero (0) on the quiz, activity, test, exam, project or paper.
 - If the instructor catches a student cheating during a quiz/test/exam the instructor will take the quiz/test/exam paper and escort the student from the classroom.
- Second offense - Suspension for the balance of the semester.
- NOTE - All penalties will take effect immediately.
- Per College Policy - Students may appeal decisions to the Department Chair or Division Dean. Penalties remain in force during the appeal process.

6. Disruptive Students - Students who disrupt the class will be required to leave the classroom or lab at the instructor's request. The instructor reserves the right to contact Campus Police should a disruptive student refuse to leave the classroom.

a. Disruptive activities include but are not limited to:

- Using Cell Phones or other communication devices in class. This includes ringing, receiving, and making calls. Students who, for emergencies, need to be reachable during class are required to make arrangements with the instructor
- Talking to other students while the instructor is presenting material or other students are speaking.
- Creating distractions through any actions deemed inappropriate by the instructor to the learning process.
- Consistently arriving late for class.

b. First Offense - Student will be required to leave the room

c. Second Offense - Student will be suspended from class for a period time determined by the instructor, Dean and College policy. All graded material during the suspension period will be given a grade of ZERO (0).

d. Policies related to Disciplinary procedures can be found in the Student Affairs office and on the [College Web page](#)

7. MINORS IN THE CLASSROOM:

- a. According to Grossmont/Cuyamaca College District (GCCCD) Board Policy, individuals under the age of 18 can be admitted and enrolled in classes at Grossmont College.
- b. Specific GCCCD policies and Federal/State laws apply to such individuals
 - ★ Federal Educational Rights and Privacy Act (FERPA); Section 5.4: Parental Access to Children's Education Records
 - ✓ Grade information of any kind "may be released to parents only under the following circumstances: 1) through written consent of the <minor> student, 2) in compliance with a subpoena, AND 3) by submission of evidence that parents declare the student as a dependent on their most recent Federal Income Tax form.
 - ★ Children on Campus - GCCCD Board Policy 3840
 - ✓ Except when children are enrolled in the Child Development Center, other instructional programs in the District, and/or attending public events under the supervision of a parent or guardian, bringing children on campus while attending classes is not permitted. Parents and guardians must be aware that the ultimate responsibility for the safety of their children rests with them and no liability can be accepted by the District nor any of its agents or staff for the consequences of children being on campus.
 - ★ Biology Department Policy - no minor children, except those legally admitted and enrolled in a Biology Department laboratory class, are permitted in Biology Department laboratories.

THINGS TO KEEP IN MIND

1. I am terrible with names...I will try very hard to learn each of your names. Even so, it is still possible (actually likely) that I won't know your name at the end of the semester.
My Apologies !!!!
2. **WARNING**...Most Bio 230 students suffer from the "HUH ??!!!" syndrome. This syndrome is characterized by a complete lack of understanding of the material presented during a given class period. Common symptoms are: confusion, frustration, and statements like "I have no idea what he just talked about !!".
3. **CURING THE "HUH ??!!!" SYNDROME**
 - a. **ORGANIZE YOUR STUDY TIME**
 - Minimum Study Time outside of class = 7 hours/week
- 4 hours/week for lecture + 3 hours/week for lab
 - Average Study Time outside of class = 12 hours/week
- 7 hours/week for lecture + 5 hours/week for lab
 - b. **PREPARE FOR CLASS**, by pre-reading associated Outline materials, Study Guides, Lab Manual and/or textbook references. Being prepared for class is the best way to ensure a productive experience.
- C. MAKE THE MATERIAL YOUR OWN!**
 - Source materials
 - ✓ Lecture course outline (online) including linked materials
 - ✓ Notes taken during lecture
 - ✓ Study Guide Sheets
 - ✓ Assigned Readings (textbook and outside sources in outline)
 - ✓ Assigned Problems
 - Create your own Study Notes that combines all the source materials.
 - Create self-test question based on your Study Notes
3. FINALLY....you may find me INTIMIDATING...**PLEASE DON'T**. I am **DEMANDING** (a good characteristic in a college professor), a bit **SARCASTIC** (some of you may enjoy my strange sense of humor), a tad the **CYNIC** and, at times, **IMPATIENT** (occasionally we all would rather be somewhere else). Alas, I am only human. But, despite it all, PLEASE know that I'm thoroughly dedicated to your success. Never hesitate to demand from me your time and money's worth !!!!