

Biology 1406 Syllabus /SSI 2013

Instructor: S. Sofge Office: WH 102B Phone/ email: 335-6361 / ssofge@odessa.edu

Books: *Biology 9th ed. By Campbell; Biology Lab Manual 11th ed. by S. Mader*

Course Description: This course is a study of the organizational aspects of cells from the molecular level to the organism level. Students learn to understand and interpret terms and discover principles covering cell anatomy, cell biochemistry, cellular respiration, photosynthesis, cell reproduction, and genetics. In laboratory activities, students learn to perform basic mathematical calculations of converting between the metric and English systems of measurement and acquire experimental data and reason to the interpretation of principles underlying the observations including cause and effect relationships. ICO #1

Grade Determination:

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|---------------------------------|------------|-----|
| 4 Lecture Exams (100 pts. each) | = 400 pts. | |
| 1 Comprehensive Final Exam | = 200 pts. | 70% |
| 4 Lab Exams (100 pts. each) | = 400 pts. | 30% |

Students will need a scan-tron form # 882 and a #2 pencil for each exam. Lecture exams are approximately 50% multiple choice/ true false and 50% discussion questions.

Student Attendance: Attendance in class is highly recommended. It is well documented that student performance is directly correlated to school attendance. Students arriving to class after roll call will be marked absent. Excused absences are solely at the discretion of the instructor. Lecture and Lab exams will have a 10 pt. bonus unless a student has had an absence during the time frame which covers that information.

Student Assistance: Biology tutoring is available free of charge to students. A tutoring schedule will be provided as soon as it is available. In addition, there are several computerized biology tutorials available, and the availability of the instructor.

Missed Exams: If you know in advance that you will not be able to take a scheduled exam, you may take the exam early by arrangement with the instructor. A comprehensive makeup exam will be given at the end of the semester for anyone who misses an exam. Persons having taken all the lecture exams may take the comprehensive lecture makeup exam to replace a low lecture exam score.

Student Behavior Policies:

No talking during class unless recognized by the instructor by holding up your hand to speak. Students who abuse this policy will be asked to leave the class and students who chronically abuse this policy will be asked to leave the class and will not be allowed back into class for the remainder of the semester. It is against school policy for a person to sleep during class hours. **Anyone caught cheating on an exam will receive a grade of a zero and will not be able to take a makeup exam for that exam and may be dismissed from the class, at the discretion of the instructor, with a grade of F. A 10 pt. bonus is given for each lecture exam unless there is a class disruption by a cell phone or a student has a cell phone out during class.**

Special Needs: Odessa College complies with Section 504 of the Vocation Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability Services at 335-6861 to request assistance and accommodations.

Student Grievances: *Odessa College policy requires that student grievances first be discussed with the instructor. Unresolved issues may then be discussed with the instructor's immediate supervisor.*

Wireless Communication Devices: Students requiring pagers or cell phones with them in class will need to submit in writing reasons for this by the end of the first week of class.

Student Withdrawals: Students should be aware of the college withdrawal policy on pages 42-43 of the Odessa College Catalog of Courses.

Student Success Coaches: The Odessa College Student Success Coaches will help you stay focused and on track to complete your educational goals. If an instructor sees that you might need additional help

or success coaching, he or she may submit a Retention Alert or a Starfish Alert. A Student Success Coach will contact you to work toward a solution.

As part of the Design for Completion initiative, your Odessa College Student Success Coach and faculty mentor will help you stay focused and on track to complete your educational goals.

If an instructor sees that you might need additional help or success coaching, he or she may submit a Retention Alert. Your Student Success Coach or faculty mentor will contact you to work toward a solution.

Expectations for Engagement – Face to Face Learning:

To help make the learning experience fulfilling and rewarding, the following Expectations for Engagement provide the parameters for reasonable engagement between students and instructors for the learning environment. Students and instructors are welcome to exceed these requirements.

Reasonable Expectations of Engagement for Instructors

1. As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will
 - provided my contact information at the beginning of the syllabus;
 - respond to all messages in a timely manner through telephone, email, or next classroom contact; and,
 - notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of emergencies **during the time I'm unavailable.**
2. As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
 - provide clear information about grading policies and assignment requirements in the course syllabus, and
 - communicate any changes to assignments and/or to the course calendar to students as quickly as possible.
3. As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will
 - return classroom activities and homework within one week of the due date and
 - provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Reasonable Expectations of Engagement for Students

1. As a student, I understand that I am responsible for keeping up with the course. To help with this, I will
 - attend the course regularly and line up alternative transportation in case my primary means of transportation is unavailable;
 - recognize that the college provides free wi-fi, computer labs, and library resources during regular campus hours to help me with completing my assignments; and,
 - understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my personal computer equipment or internet service is unreliable.

2. As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to,
 - missing class when a major test is planned or a major assignment is due;
 - having trouble submitting assignments;
 - dealing with a traumatic personal event; and,
 - having my work or childcare schedule changed so that my classroom attendance is affected.
3. As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will
 - seek out help from my instructor and/or from tutors;
 - **ask questions if I don't understand; and,**
 - attend class regularly to keep up with assignments and announcements.
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