

# BIOLOGY 11

## HUMAN BIOLOGY

### COURSE SYLLABUS

#### Spring 2008

<b>Course:</b>	Biology 11, Sections #59739 and #59740
<b>Location:</b>	SM 34 (Lecture) V9 (Lab)
<b>Time:</b>	T-TH 9:20-10:45 AM lecture, T 10:55-2:05 or TH 10:55-2:05
<b>Text:</b>	“HUMAN BIOLOGY: Concepts and Current Issues” by Michael D. Johnson, 4 <sup>th</sup> ed.
<b>Lab Manual:</b>	Biology 11 Laboratory Manual: 4 <sup>th</sup> ed.
<b>Instructor:</b>	Alicia Steinhardt
<b>Office:</b>	SM 20A
<b>Office Hours:</b>	8:35-9:20 T and TH
<b>Telephone:</b>	408-741-2045 X3391
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#### Introduction

The purpose of this course is to introduce you to some of the major concepts in human biology. In the lecture portion of this course we will be studying various biological topics – while in lab you will gain hands-on experience to topics that will reinforce what was learned in class. Lecture and lab are designed to complement each other and together will give you a greater understanding into the world of human biology.

#### Course Objectives

After completion of this course you should be able to:

1. Understand that the health of living organisms and the environment in which they live are closely connected.
2. Understand concept of homeostasis and the role it plays in human health.
3. Understand the structure and function of humans at the molecular, cellular, and systems levels.
4. Understand the principles of heredity.

#### Important Dates

Thursday, February 14	Last day to drop without a “W” (no refund)
Friday, April 25	Last day to drop with a “W”
Saturday, May 17	Last day of classes
Thursday, May 22	Final Exam: 9:40-11:40

#### Holidays

February 15-19	President’s Holiday/Flex Day – No classes
March 31-April 5	Spring Break – No classes

## Course Information

Biology 11 is a four-unit course that includes both lecture and lab. You must attend and complete both to successfully complete the course.

### **Prerequisites:**

There are no prerequisites for this course as it is an entry-level science course. However, you are expected to read and write at the college level and be able to read graphs and charts.

### **Attendance:**

One of the most important things you can do for your understanding of the material as well as your grade is to attend class. Not attending class will have a negative impact on your grade! You may not “make-up” a missed class. For any classes missed, you are responsible for any notes, assignments, or reading (hint: make a friend in class). If you know in advance that you will miss a class, get class information before hand. If you miss more than 5 classes during the semester, I will suggest that you drop the course and take it another semester.

### **Tardiness:**

The class will start on time. If you do come to class late, please be quiet and courteous to those around you. Any handouts missed can be obtained after class.

### **Cell Phones/Pagers:**

Cell phones/pagers must be turned off during class as this is extremely distracting.

### **Website:** <http://instruct.westvalley.edu/steinhardt/>

You will be required to access my website for class handouts, study guides, pre-labs and other class information. If you do not have access to a computer and printer you can use the Technology Center here on campus with your I.D. card and a fee.

### **Homework:**

Most of your homework will consist of reading, handouts and study guides (see below). Expect to spend between 5-7 hours studying outside of class each week. A few written homework assignments will be given throughout the semester. Sometimes we will review the assignments in class. Other times the assignments will be handed in at the beginning of class as a quiz. Any homework assignments from the text should be typed or neatly written on a separate sheet of paper.

### **Quizzes/Exams:**

Quizzes: There will be 3-5 quizzes given throughout the semester. Some homework assignments may be turned in as a quiz. Quizzes will be worth 20 points each. One quiz will be dropped. There are no make-up quizzes. If you come in late, leave early or miss a quiz for any reason – you will receive a zero. Quizzes may be given at the beginning or end of the class.

Exams: Three exams worth 100 points each will be given during the semester. A combination 4th exam and comprehensive final (150 points) will be given during final exam week. Exams will be announced at least one week prior to being given. No exams will be dropped. Make up exams are given for legitimate absences only and are all-essay tests (you really don't want to take one of these!) It will be given within one week of the missed exam. Sleeping late, transportation problems etc. are not legitimate excuses. If you are sick, a doctor's excuse should be submitted. A separate handout on exam policies will be handed out prior to the first exam.

Study Guides: These are optional but effective tools to help prepare for an exam. Students who follow the study guide and write down their answers tend to do better on exams than those who do not. Study Guides that are worth up to 5 points toward the exam. You may work on study guides together however, each student must turn in their own work (no photocopies or double computer printouts).

### **Extra Credit:**

I do not allow extra credit projects as a means to raise your grade as they do not help you study for the information that is on the syllabus. Study guides are the only extra credit I allow.

## **Laboratory Requirements**

The purpose of this biology laboratory is to reinforce what you have learned in lecture and give you hands-on experience with scientific equipment and procedures. Lab is the participatory portion of your biology course and you are expected to be an active member of your lab group. Lecture and lab are designed to complement each other but please be advised that due to time constraints, they may not exactly coincide with each other.

- You must purchase the current copy of the Biology 11 Lab Manual (4<sup>th</sup> ed.).
- You are required to read the lab for the week before you come to class. Not only does this help you understand the directions better, but most likely you will finish sooner.
- You are required to download (from the Bio 11 website) the Pre-lab/Post-lab assignment prior to coming to class.
- Fill out post-lab sheet after lab – use to study for quiz.
- Bring to lab each week: lab manual, completed pre-lab assignment, post-lab assignment (from previous week’s lab), paper, pencils and a calculator.
- You will be required to participate in a dissection at the end of the semester, if you feel you cannot fulfill this requirement, speak to me about transferring to a General Biology class.

### **Grading - Lab:**

- Fill out pre-lab before each lab and hand in at the beginning of lab class. Pre-labs will be checked and handed back by the end of the lab. (3pts.)
- Labs will be checked for completeness at the end of class. (7pts.) No labs will be dropped.
- Quizzes are based on the previous week’s lab, pre-lab and/or post-lab and is taken at the beginning of each class. One quiz will be dropped. (15pts.)

### **Lab Attendance:**

You are expected to attend each lab. If you miss more than three labs, you may be dropped from the course. If this happens you will be dropped from both lab and lecture

### **Helpful Suggestions:**

The following are suggestions from former students that are condoned by this instructor to help you improve your chances of getting a good grade:

- Don’t get behind in your studying
- Read topic information before and after lecture
- Do study guides as you get them
- Study with a friend or group, quiz each other or “teach” someone else
- Make sure you understand the topic, not just memorize facts
- Attend study sessions

### **Final Grade:**

Your final grade is determined through a combination of lecture (75%) and lab (25%).

Lecture: will be determined by three – 100 point classroom exams, one – 150 point exam and comprehensive final, and points from 3-5 quizzes.

Lab: combination of lab reports, pre-labs, and weekly quizzes. If you need to repeat this course, you must retake both lecture and lab again since the grade is integrated.

Range of Grades:	90 - 100 .....	A
	80 - 89 .....	B
	65 - 79 .....	C

55 – 64 .....	D
54 and below .....	F

**Student Attendance Policy (from the WVC Catalog, p. 181)**

Students are expected to attend all sessions of each class. Instructors may drop students from the class if they fail to attend the first class meeting, or when accumulated unexcused hours of absences exceed ten percent of the total number of hours the class meets during the semester. Moreover, an instructor may drop from the class any student who fails to attend at least one class session during the first three weeks of instruction.

**Drop Policy**

Students are responsible for dropping a class and must fill out the appropriate paperwork by the above deadline to officially drop the course.

**Unlawful Discrimination/Sexual Harassment**

If you have a complaint or someone has shared information with you as a student or employee that is unlawful discrimination or sexual harassment, contact the Associate Vice Chancellor of Human Resources at West Valley-Mission Community College District, Human Resources Department, (408-741-2060). If the Associate Vice Chancellor of Human Resources is not available, contact the President of the college in which you attend or are employed. For West Valley College, contact the office of Dr. Philip Hartley at 408-741-2097.

**Special Needs**

West Valley College makes reasonable accommodations for persons with documented disabilities. Students should notify DESP (Disability & Educational Support Program) located in the Learning Services building (408-741-2010) of any special needs.

**Support Services**

The counseling office offers a wide variety of support services to help you through your college career. Services such as tutoring, short reading and writing skills classes, financial aid, programs in educational transition and help for disabled students are offered for your benefit.

**Hours By Arrangement**

In addition to time spent in lecture and lab, weekly hours by arrangement are available for supported study time utilizing tutors and electronic resources. These arranged hours will be made available to the student during scheduled open lab time. A schedule for arranged hours will be available from your instructor and posted on the web at the beginning of each semester.

**Academic Dishonesty**

West-Valley College (and this instructor) has a strict no cheating policy. Students found cheating on class examinations, quizzes or homework may be expelled from this class.

**Safety Issues**

Though West Valley College is considered a very safe school being prepared in the event of an earthquake or other incident is always a good idea. The college recommends that you keep a small flashlight handy in the event of a power failure, as the rooms are extremely dark.

For emergencies please note the following numbers and locations:

Life threatening emergency – regular phone	911
Life threatening emergency – campus phone	9-911
Student Health Services on campus	2222
Safety escort services on campus	2092
Nearest accessible campus phone (SM division office)	2018
Nearest public phone (next to campus sign north of biology wing)	741-9008
Nearest fire alarm	Front of room
Nearest fire extinguisher	Front of room

room

In the event of an emergency that requires the evacuation of the room, exit the back doors of the room, proceed north along the east wall of the Biology wing towards the parking lot and meet at the campus map sign north of the Biology wing for roll call and further instructions.

**A. Steinhardt**

## **Bio 11 Exam Policies**

- Be on time for the exam.
- Bring all items needed for exam with you (e.g. 2 pencils with erasers, scantron sheet, completed study guide, drink, tissue etc.)
- All books, backpacks, purses etc. will be placed in the front of the class and picked up after the exam. No items should be under your seat.
- If space permits, students will alternate seats for exams.
- Turn cell phones/pagers off during the exam and place in backpacks or purses.
- You may not leave the exam room for any reason once the exam has started. Use the restroom before the exam. Once you leave the room, I will grade what you have completed up to that point.
- Once the first person leaves the exam room, no latecomers will be admitted to the exam.
- Cheating will result in a zero on the exam and probable expulsion from the class.
- Make-up exams are for emergencies only. You must call the day of the exam to let me know of your situation.
- Make-up exams are in all-essay form and will be given within one week of the missed exam.
- Do not schedule appointments etc. during an exam or any class time.

## Fall 2007

**The following lecture schedule is subject to change. It is the student's responsibility to stay informed of these changes.**

<b>Topic</b>	<b>Text</b>
Intro, Basic Concepts, Scientific Method	Chapter 1
Chemistry/Biological macromolecules	Chapter 2
Cell structure/ Membrane transport	Chapter 3
Tissues to Organ systems	Chapter 4
<b>(Test #1: Intro – Organ Systems)</b>	<b>Thursday, Feb. 28</b>
Cell Division (mitosis, meiosis)	Ch. 17.1, 17.3
DNA Replication, Protein Synthesis,	Ch. 17.2
Cell division regulation/differentiation	Ch. 17.4, 17.5
DNA Technology	Chapter 20
Genetics and Inheritance	Chapter 19
<b>(Test #2: Cell Division - Inheritance)</b>	<b>Thursday, March 27</b>
Cardiovascular	Chapter 8 & Ch. 7.1
Immune System	Chapter 9
Nutrition/Digestion	Chapter 14
Respiration/Cellular Respiration	Chapter 10 & Ch. 3.7
<b>(Test #3: Cardiovascular - Respiration)</b>	<b>Tuesday, April 29</b>
Reproduction	Chapter 16
Development/Birth	Chapter 21
Nervous System	Chapter 11
Endocrine System	Chapter 13
Skeletal System	Chapter 5
<b>Final Exam: Reproduction Sys. – Skeletal Sys. AND Cumulative Final (150 pts)</b>	
Thursday, May 22 9:40 –11:40 SM 34	