Welcome to Bio 11! The information in this Greensheet will help you to understand what is expected of you in this class and help you to succeed. You should retain this course outline for reference throughout the course.

Course Information
Human Biology is a 4 unit course that satisfies the natural science requirement for the AA degree. It is also transferable to California State University and the University of California. This is a Non-majors course. I assume no previous biological expertise. I do, however, assume a will to learn, and a willingness to work.

Course Structure

Lectures
Each lecture is 85 minutes long. They provide the core information of the course. While some information presented supports relevant material in Johnson, other topics are not from the textbook and will appear in the exam.

Lecture Activities
Lectures will be interspersed with short individual or group learning activities. These might consist of recaps of lecture material, example problems, debriefs of case studies. These activities are designed to help reinforce, or clarify concepts, as well as give the instructor feedback on class learning. Although these are not graded, some activities will be collected for evaluation or analysis. You should attend all the lectures.

Labs
There is one three hour ten minute each week. A passing grade in both lecture and lab is required to receive credit for this course. This is a non-majors introductory class; therefore, there are no prerequisites. However, you need to be able to draw and interpret graphs and perform some calculations.

Lab Time
Bio 11 Labs are 3 hours 10 minutes long. Expect to be there through to the end. Completing the lab in class allows both the student and the instructor time to ask
questions and receive feedback. There is a 20 minute break included in the lab, but it can be taken at the student’s discretion.

**Exams**

Midterms are non cumulative and consist of:
- multiple-choice questions, (2 points each), and
- short essay question (5 points each). The Final is partially cumulative (30%) and 70% new material.

**Instructor Contact**

Office hours are MW 8:15-9:05am. I am also likely to be in my office at any time on MW mornings. The best way of contacting me is via email. I set time aside to read student emails on Monday and Wednesday mornings between 9:30-11:30am, and during MW am Office Hours. I do not check email on weekends and evenings, just so you are aware.

**Teaching Philosophy**

I have been teaching Biology at Community Colleges for 13 years. One of my main teaching goals is for students to develop study skills, and self-awareness of how they are learning, and what they can do to improve their performance. I use in-lecture activities, and homework assignments to give students the opportunity to practice skills, and reinforce knowledge gained from the readings and the lectures. As such homework assignments are formative assessments- the feedback gained allow students the opportunity to practice and hone skills before being assessed later in the semester. I have over 100 students each semester. As such grading can consume a lot of my time. I aim for a rapid turn around time to return exams. To meet this target I tend to grade fast. Sometimes I do make mistakes. You should review returned exams to make sure you have credit for all your right answers.

**Student Learning Outcomes**

After completing our course in Human Biology you will be approximately three months older, but you will be wiser in the following ways:

1. Design an experiment using the scientific method.
2. Demonstrate improved ability to make biologically informed decisions regarding health, wellness, biotechnology and environmental/ecological issues based on information learned in this course.

Each SLO will be assessed at different levels, using different strategies. This approach allows us to build towards mastering each SLO by the end of the semester. Homework assignments allow for application of knowledge or analysis of data.
Required Text and Recommended Materials

The Bio 11 Lab Manual is available at the Bookstore. You must buy your own copy of the Lab Manual and bring it with you to all the Labs.

Course Text
The 6th edition is also acceptable and may be easier to find used copies.

Renting Textbooks
The WVC bookstore rents both new and used textbooks. There are other on-line rental programs.

Other Required Materials: Pencil and eraser, calculator (some may be available in the labs), binder for labs. 15 x 815-E Scantrons for Lab Quizzes, 4 x 882-E Scantrons for midterms (100 Q green). Index cards can be used to take notes to use during the quizzes.

Online Resources

Bio 11 Webpage Resources
My Bio 11 webpage contains links to useful sites both concerned with biology and studying tips.
http://instruct.westvalley.edu/thomson/Bio_11_Lecture.html

Angel Resources

Chapter Study Questions
Study guides include required reading from Johnson for each lecture, other recommended resources, and study questions. The study questions serve to focus your attention onto the key concepts of each lecture and of each chapter in Johnson. Study Guides are available to download from the Bio 11 webpage.

Lecture Outlines
Recent research on student learning highlighted the importance of hand-writing lecture notes in retaining material. Skeletal Lecture Outlines are provided to download as .doc files.

Component Skills Assignments on Angel
One of the goals of this class is to help students improve skills of critical thinking and analysis of scientific information that one would come across in everyday life. There are fifteen weekly exercises which are assessed throughout the semester, each is worth 10
points. Exercises are posted on Angel and are due every **Wednesday mornings at 8:00am**.

**Human Biology Place – Companion website to Johnson 6e**  
The open access companion website contains open access resources such as self quizzes and animations.[http://www.aw-bc.com/humanbiology/](http://www.aw-bc.com/humanbiology/)

**Assessment**

**Lecture Assessment**
- Practice Exam 1 x 25  25
- Midterms 3 x 100 300
- Exam Wrappers 3 x 10 30
- Final 1 x 100 100
- Cumulative Final 1 x 50 50
- On-Line Assignments 12 x 10 120

**Lab Assessment**
- Lab Quizzes 14 x 15 210
- PreLabs 14 x 3 42
- Labs 15 x 7 105

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<tr>
<td>C</td>
<td>65 –79.5%</td>
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<tr>
<td>D</td>
<td>55-64.9%</td>
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<tr>
<td>F</td>
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For Bio 11 75% of your grade comes from Lecture and 25% from your Lab. There is no Lab Practical exam for this class.

**Practice Exams, Midterm Reviews, and Exam Wrappers**  
You will get the opportunity to try some of the midterm questions before the actual midterms, and get feedback. I will post the Practice Exam (graded), and Midterm Reviews (not graded, but answer keys will be provided) on Angel. Each will consist of some multiple-choice questions, some fill in the blank and one online text question. Exam wrappers will allow students to reflect on their exam preparation and performance. These are graded upon completion (10 points each). Exam wrappers can be submitted once a graded midterm is returned, and are due BEFORE the following midterm.

**Exams**  
There will be three in-class midterms and a comprehensive final exam. Exams consist of both multiple choice questions and written answers. Exams will be graded out of the highest score in the class (which will constitute 100%).

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<td>Final</td>
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Angel Homework Assignments
I will post weekly assignments on Angel. Over the course of the semester you must complete twelve assignments, which will count towards your lecture grade. There is no extra credit for additional assignments. The purposes of the assignments are:

1. To reinforce knowledge gained from the readings or in lecture
2. To practice skills required for later assignments, e.g. research, data analysis
3. To provide a broader appreciation of the applications of biology.

The assignments make a significant contribution to your overall grade in the class. In contrast to the midterms, where, to some extent, it can be viewed as a lottery, which questions are asked, and which material did you study most extensively, you have a lot more control over your performance in the homework assignments. You have time to fact check, conduct research, and even seek clarification before submitting your answers.

Points accumulated from the weekly assignments should provide a safety net for the one bad midterm performance.

Late Work Week
During week 13 the majority of Angel assignments will be re-opened and will be available for completion as late work, 30% of the total will be deducted. You can submit (or resubmit) three assignments.

Lab
Bio 11 Lab makes up 25% of your total grade for Bio 11 Human Biology. Each Laboratory is worth 25 points. There are three sections:

PreLab – (3 points) which must be downloaded from the Biology 11 Website.
http://instruct.westvalley.edu/schrey/B11/b11index.html

Questions on the prelab can be answered by reading the Lab or by reading the indicated modules in the text book. Prelabs are designed to help you prepare for the Labs by reading through the Lab and understanding the concepts and procedures involved in the Lab – before you come to class. PreLabs are due at 2:05 pm and will not be accepted after the quiz starts. They will not be accepted late. It is your responsibility to download the Prelab each week. As you have a week to download the Prelab, do not wait until the morning of the lab.

Post-Lab
The idea behind the inclusion of the Post-Lab is for students to be able to reflect upon what they learned upon completion of the Lab. Questions from the Post Labs will be used in the quizzes, but the Post Labs are not collected or graded themselves.

Quizzes – (15 points). Quizzes are based upon the previous weeks Lab. Questions will be asked on three possible areas:

1) The Lab exercise,
2) The Pre-Post Lab questions, and,
3) The Introduction to the Lab.
Questions are not asked on your results from the previous Lab. Quizzes are at the beginning of every lab and take approximately 10 minutes. If you are late to class and miss the quiz, you cannot retake the quiz and therefore lose 15 points.

**Quiz notes**- each student is permitted to use one 3” x 5” index card of notes during the quiz. Index cards must be handed in with the quizzes. Index cards will be returned the following week, upon request.

**Lab Exercises** – (7 points) As the quizzes are based upon the Labs you need your Labs to study for the next week’s quiz. However, before leaving you must have your Lab checked, (otherwise you could be studying the wrong answers). Labs will be accepted one week late. An automatic 2 point deduction will be made for lateness. Labs handed in later than two weeks after the date of the lab will NOT be graded.

**Lab Extra Credit** – there are three opportunities to gain extra credit: The Homework Exercise on the Metric System in Lab 2, The Homework Exercise in the Inheritance Lab, and by bringing in a (home-made) dish for the Nutrition Lab potluck. Lab Extra credit is due before Midterm 3, 11/16.

There is no final for the Lab and no final Lab grade. Your Lab scores go towards your overall Bio 11 grade.

**Student Conduct**

**Attendance and Tardiness**
This class has been built around a number of in-class activities that focus on integrating learning opportunities into class time. These will sometimes be at 12:30 pm, or at several points throughout the lecture. Arriving late, or leaving early will mean that you miss these opportunities.

**Classroom Conduct**
The classroom environment should be open for learning for every student throughout the entire class period. The behaviors of students that distract, annoy, or prevent other students from learning will not be tolerated. Behaviors such as chatting, texting or playing on mobile devices, or laptops, or the use of class time as a public forum, all damage another students learning experience and are disrespectful to other students and the instructor. During discussions students are asked to respect other’s opinions and their right to be heard.

**Arriving Late/ Leaving Early**
SM 34 is a tiny lecture theater, and this causes problems when entering and leaving the room. If you arrive to class late you need to enter the class from the corridor, or find a seat near the main door. Please do not cross the front of the board when entering or exiting the room. This includes when you visit the restroom, or have to leave early.
Lecture Activities
Lecture activities by necessity are brief, 2-4 minutes duration. You will be asked to discuss questions with other students in pairs, or groups of three. You are encouraged to talk. At the end of the allotted time you need to stop talking so that we can resume lecture. I will raise my hand at to end the activity. When you see my hand raised, or see that other student groups have stopped, you should stop your discussion and wait for directions. These activities are not graded, their objective is to review, or reinforce the learning outcomes. However, to gauge student learning some of these activities will be collected and reviewed.

Academic Integrity
Cheating includes copying and plagiarism. Copying another student’s work during exams, or reading from notes will result in confiscation of the exam, a zero for that particular exam. Students caught cheating will have this written on their academic record.

Plagiarism includes copying material directly out of a written source and claiming this work as your own. It also includes copying and pasting text directly from websites. Do not do this- this is also cheating. Use “quotation marks”, and cite sources where appropriate.

The disciplinary procedures for student plagiarism in Bio 11 will be as follows:
For the first incidence of plagiarism students will receive a zero for the assignment. They will receive written notification detailing precisely where text has been plagiarized. They will be able to resubmit the assignment for partial credit later in the semester if no other incidences of plagiarism occur.

For the second incidence of plagiarism students will receive a zero for the assignment. They will also be penalized ten points. Students will not be allowed to resubmit the plagiarized assignments. They will have to complete and resubmit the Indiana University Bloomington Plagiarism Tutorial, and the Student Statement before any subsequent homework assignments will be accepted or graded.

Withdrawing from Class
If you choose to drop the class it is your responsibility to officially drop the class on-line, or at the Admissions Office, and remove your name from the Official Class Roster. Failure to drop the class may result in you receiving and F for the class.

Policies

It is your responsibility to drop the class officially and complete the appropriate paperwork.
Make Up Exam Policy
If you know that you will be out of town, or otherwise cannot make one of the class midterms due to a prior commitment you must inform me in writing at least one week before the date.
If you miss one of the three class midterms, the missing grade will be calculated as the average grade of the other two class midterms. If you miss two midterms, the average will be calculated using one of the missed midterms. However, you will still need to provide a written explanation as to why you missed the midterm, and to request to make up the midterm grade. Documentation will be requested to support your request.

Late Work Policy
Late Pre-Labs are not accepted and will not be graded. Other late submissions, will be graded, but 30% will be deducted from the grade. No late work will be accepted for grading after the last lecture session of the semester.

Angel
Component Skills Assignments are open and available for a week. They close automatically at 8:00am on Wednesdays. There are no extensions, and assignments are not re-opened for individual students. If you wait until the night before an assignment closes you experience any problems with your internet connection that was a risk you decided to take.

Lab Attendance and Completion
1. A student may miss only 3 labs and still fulfill the lab requirements for the course – the student will not pass lab if he/she misses 4 or more labs.
2. If a student fails lab, even if attendance is fine, they will fail the course.
3. A student may have a failing grade in lecture- but could still pass the course if their lab grade brings them up to a passing grade.
4. A student may make up only 4 labs.

A student cannot miss more than three unexcused or un-made up labs. If you miss four labs you effectively drop yourself from Biology 11. You must pass the Laboratory section of Biology 11 in order to pass the class. Failing the Lab section automatically will result in you failing the lecture section irrespective of your Lecture grade.

Missed Labs
If you know in advance that you are going to miss a Lab it is possible to make arrangements to make up the missed lab later the same week. To do so you must follow the procedure to make up a lab:
1. Inform your regular lab instructor (That’s me!)
2. Contact another Lab instructor whose lab you want to join
3. Fill out a lab Make-up slip (gold piece of paper available from the substitute Lab instructor)
To count as a made up lab you must hand in the correct preLab for that week, take the quiz and attend the lab completing the activities. If you fail to meet these minimum
requirements the Lab Instructor may not sign the Make-up Lab slip. If you fail to make up a Lab in the same week you cannot make it up later.

**Lab Assessment Policies**
Late Prelabs are not accepted, and not graded.
If you arrive late to class and the quiz has been completed you have missed the quiz.
There are no make up quizzes. The lowest quiz of the semester is dropped.

**Laboratory Rules and Safety**
As this is a Laboratory, and hazardous chemicals are used in the Lab, certain rules must be observed. **No food can be eaten in the lab class.** Eat lunch before arriving, or use your 20 minute break time to eat outside. I will allow students to drink bottled water during class- but not sodas. Glassware will inevitably be broken during class. Broken glassware must be disposed of in a specific “sharps” container at the back on the Lab, not in the normal trashcans. Fooling around in class can pose a danger to you, your lab partners, or other people in the lab. Fooling around will result in your Lab being confiscated and you being asked to leave the Lab.

**Clean Up** – You are responsible for returning all materials to their original location, cleaning up any spills and pushing chairs in before you leave the Lab. **Points may be deducted for failure to clean up.**

**West Valley College Policy on Academic Integrity**

Dishonesty includes but is not limited to in-class cheating, out-of-class cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to College staff, faculty, administrators or other officials.
When a student is charged with plagiarism or cheating related to a class, and the instructor has reasonable proof or documentation or the student admits the violation, the instructor may select one or more of the following options:

a. Issue an oral or written notification and warn the student that further acts of this sort will result in additional disciplinary action.
b. Issue a NP or a failing grade (“F”) or “0” for the assignment in question.
c. Refer the student to the CSSO for disciplinary action.

**Instructor and Student Responsibilities**
As your instructor I am here to facilitate your learning. I will try to make the class both interesting and fun, and I will do everything that I can to help you learn the material. However, I cannot learn for you - that is your responsibility. If you have any questions, please do not hesitate to ask.

Remember! 
**You award yourself your own grade based upon how much work you put into the class. Your grade is your responsibility.**
Tutorial Center

http://www.westvalley.edu/ss/tutorial/oldindex.html
The Tutorial center offers a variety of services, including drop-in sessions, group sessions and one-on-one tutoring. These services are included in your registration fees- you have already paid for them – so its up to you to take advantage of them

Special Accommodations
If you require special accommodations (such as extra time on exams, or access to the classroom), which may affect your attendance or performance in class please communicate these to me as soon as possible. You will also need to make an appointment with DESP on campus (http://www.westvalley.edu/desp/) I will only be able to make the appropriate adjustments and allowances after I am informed.

Support Services at WVC

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Important Dates

I sincerely hope that you enjoy the course and stay through to the very end. If, however, you decide to drop this course, please note the following dates:

    September 13    Last day to drop without a "W"
    November 21     Last day to drop with a "W"

These dates are set by college policy and cannot be changed by the instructor.

The schedule, policies, procedures, and assignments in this course are subject to change in the event of extenuating circumstances, by mutual agreement, and/or to ensure better student learning.