

Biology 3A: Introduction to Biology
West Los Angeles College - Fall 2013

Instructor: Dr. Lauri Escudero
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Office Phone #: 310-287-4271
Office hours: M/W 4:30pm – 5:30pm
Tu 4:30pm – 5:30pm
Tu/Th 9:00am – 10:30am

Section #: 0394
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 Tuesday September 12th.

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 November 15th, 2013. 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	90% – 100%
B	80% – 89%
C	70% – 79%
D	60% – 69%
F	0% – 59%

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 November 15th, 2013.

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 makeups 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 after class for any questions about exams.
- **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. 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 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.
- 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.
- Please, help keep the classroom and campus grounds clean. **No food or beverages are permitted inside instructional classrooms/laboratories.** Please use the appropriate receptacles to dispose of trash.

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.

Each student is expected to do his/her own work on all assignments, lab write-ups, examinations, etc. What follows is the **WLAC Policy on Student Academic Honesty** (Adopted by the WLAC Academic Senate June 2006):

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.

Original Critical Thinking:

A student is expected to work independently. Written assignments and/or projects are to be individually accomplished unless there are specific instructions to work with another student or group of students.

Citing Others’ Intellectual Work:

Properly credit all sources of information using appropriate citation(s).

Test-taking:

A student is expected to mentally isolate him/herself while taking quizzes and examinations. All responses will be based upon studied and memorized information, unless specifically instructed to use reference materials and/or specified notes.

The following list includes some examples of academic dishonesty:

Plagiarism

- Submitting someone else's scholarly work, such as essays or term papers, as your own.
- Submitting someone else's artistic work as your own. (Examples include musical compositions, computer programs, photographs, paintings, drawings)
- Copying, in part or in full, someone else's assignment.
- Including in your work without proper citation the ideas or language of another author.
- Including in your work without proper citation information downloaded from the Internet.

Cheating

- Consulting concealed notes during a quiz, test or exam.
- Using unauthorized prepared materials during a quiz, test or exam.
- Receiving information or answers from another individual during a quiz, test or exam.
- Copying information or answers from a classmate's paper.
- Using electronic devices that have not been authorized by the instructor during a quiz, test or exam.
- Inventing data for a laboratory experiment or case study.
- Submitting work prepared previously for another course.
- Talking during a quiz, test, or exam.

Other examples of academic dishonesty:

- Providing your work for someone else to copy.
- Turning in someone else's work.
- Allowing a fellow student to use answers on your paper during a quiz, test or exam.
- Using "cheat sheets" of any kind.
- Showing a fellow student your paper during an exam or quiz, or passing information in any way.
- Purposely allowing a classmate to copy your original work product, such as answers to assignments, lab reports, term papers, etc.
- Stealing tests or examinations.
- Removing tests or exams from a campus facility without the permission of the instructor.
- Looking at a fellow student's paper during an exam or quiz.

Violators of the WLAC Policy on Student Academic Honesty are subject to disciplinary action. Depending upon the seriousness of the violation, the disciplinary action may be any or all of the following:

- The instructor may warn the student that the conduct is a violation of the WLAC Policy on Student Academic Honesty.
- The instructor may give a zero score or an "F" grade for the assignment or exam. In the case of assignments, which are not averaged into the course, grade (such as extra credit assignments) the penalty may be the subtraction of the points the assignment is worth.
- The instructor may report in writing the academic dishonesty incident to the Office of Student Services to be placed in the student's disciplinary file.
- The instructor may send a written report to the Office of Student Services about the student's violation of the Standards of Student Conduct (LACCD Board Rule 9803.12), and request that the college initiate disciplinary action leading to the suspension of the student from the college or the expulsion of the student from the college and the entire district as authorized by LACCD Board Rule 91101.11b. In all instances, the student has the right of due process when charged with a violation of the Standards of Student Conduct. Details of the Student Grievance Procedure may be found in the West Los Angeles College catalog and in the Schedule of Classes in the section on student conduct.

Standard of Student Conduct

Faculty members are charged with responsibility for building and maintaining a classroom atmosphere conducive to learning. Disruptive, disrespectful, or obstructive behavior will be dealt with in terms specific to this syllabus and in accordance with the LACCD Standard of Student Conduct. Select forms of disciplinary action appropriate to the misconduct may be taken by an instructor when there is evidence that the student's behavior interferes with classroom instruction.

An instructor may take the following types of disciplinary action:

- 1) **Warning** - A verbal or written notice, given to the student by an instructor. Continuation or repetition of the specified conduct may be cause for further disciplinary action.
- 2) **Removal by instructor** - An instructor may remove (suspend) a student from his or her class for the day of the incident and the next class meeting. During this period of removal, the student shall not return to the class from which he or she was removed without the permission of the instructor of the class.

Students may refer to the College Catalog or the online student orientation at www.wlac.edu; click "Counseling, Assessment and Orientation," then scroll down to "Orientation" for complete details regarding the aforementioned policies.

Lecture Schedule

Date	Week #	Lecture Topic	Chapter
Tu 8/27	1	Introduction	
Th 8/29		Study of Life: Scientific Method	1
Tu 9/3	2	Study of Life: Characteristics of Life	1
Th 9/5		Atoms and Molecules	2
Tu 9/10	3	Organic Molecules	2
Th 9/12		Organic Molecules	2
Tu 9/17	4	Organic Molecules	2
Th 9/19		Catch-up/Review	
Tu 9/24	5	Exam #1	
Th 9/26		Cell Structure and Function	3
Tu 10/1	6	Membrane Structure and Function	4
Th 10/3		Metabolism: Energy and Enzymes	6
Tu 10/8	7	Cellular Respiration: Aerobic Respiration	7
Th 10/10		Cellular Respiration: Fermentation	7
Tu 10/15	8	Photosynthesis	8
Th 10/17		Photosynthesis	8
Tu 10/22	9	Catch-up/Review	
Th 10/24		Exam # 2	
Tu 10/29	10	DNA/RNA Structure and Function	25
Th 10/31		Gene Expression	25
Tu 11/5	11	Regulation of Gene Expression	25
Th 11/7		Cell Division: Mitosis	5
Tu 11/12	12	Cell Division: Meiosis	5
Th 11/14		Catch-up/Review	
Tu 11/19	13	Exam #3	
Th 11/21		Patterns of Inheritance	23
Tu 11/26	14	Evolution	27
Th 11/28		Holiday	
Tu 12/3	15	Population Ecology	33
Th 12/5		Catch-up/Review	
Tu 12/10	16 Finals Week		
Th 12/12		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:	September 6 th
Last day to drop classes w/o a "W":	September 6 th
Last day to drop classes with a "W":	November 15 th