**General Biology II**

**Biology 102**

**course syllabus for Fall 2015**

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| Instructor: Dr. TupperOffice: Bisdorf Room 352, Alexandria Campus.Phone: 703-845-6508.Email: ttupper@nvcc.edu.Website:<http://www.nvcc.edu/home/ttupper/> (will be changing soon)Office hrs: Tues 11a-2:30p, Wed 1-3p, 7:15- 8:00p, Thurs 11a-2:30p, Additional hours possible by appointment. |

***GENERAL COURSE PURPOSE*:** This course is to provide students with an opportunity to acquire fundamental knowledge of the principles of living systems and their applications to everyday life. The course is designed for both science and non-science majors. The course may serve as a prerequisite for advanced biology courses, a laboratory science graduation requirement, or as transfer credit for a four-year institution.

***TEXTBOOK*:** Hoefnagels M. (2011) Biology Concepts and Investigations (2nd or 3rd ed on reserve at library.

***LAB MANUAL*:** General Biology 2 Laboratory manual. A customized version of introductory biology 2 laboratory manual by Catherine Pratt and Hillary Cressey.

***COMPETENCIES*:** BIO 101 is a prerequisite for BIO 102. Bio 102 may be taken without bio 101 with instructor approval. The student should be able to read and express him/herself both orally and in writing on a college freshman level as measured by a college English competency examination (ENG Ill or permission of instructor). ELI students should have working knowledge of blackboard, Microsoft PowerPoint, Excel and Word 2007.

***Competencies:*** The student should be able to read and express him/herself both orally and in writing on a college freshman level as measured by a college English competency examination (ENG 111 and Bio 101 or permission of instructor). It is helpful to have a working knowledge of blackboard, Microsoft PowerPoint, Excel and Word.

***EVALUATION:*** The lecture component of this course (totaling 70% of your final grade) will be based on 4 in-class exams (100 points each, though I may adjust this slightly to accommodate new questions broached in class), and one final exam (200 points). Exams consist of multiple choice and short answer questions, except the final exam: The final is all essay. Scantrons and pencils are required for in-class exams. Your lecture grade = points received/points possible x 100. Your lab grade = points received/points possible x 100. Your overall course grade (0.7 x Lecture %) + (0.3 x Lab %). Be on time to class. I will lock the door when the exam begins. Do not knock if you are late. There are no make-up exams and I do not go over exams during lecture. Please make an appointment to see me during office hours and I will go over exams with you.

***Students with Special Needs:***  Students with physical disabilities who may require accommodations are encouraged to contact the college center for students with disabilities. Students with learning disabilities should contact disability services; here is the link: (http://www.nvcc.edu/current-students/disability-services/). I will not make accommodations for any student unless I’m presented with the appropriate accommodations form.

***Plagiarism and Academic Honesty:***  At Northern Virginia Community College, we expect the highest standards of academic honesty. Academic dishonesty is prohibited in accordance with subsection II of the Student Conduct, Rights and Responsibilities described on pages 71-80 in the student handbook (http://www.nvcc.edu/resources/stuhandbook/). This policy prohibits cheating on examinations, unauthorized access to examinations or course materials, plagiarism and other proscribed activities. Plagiarism is defined as the use of another's idea(s) or phrase(s) and representing that/those phrases as your own, either intentionally or unintentionally. Students that violate plagiarism and academic honesty codes will receive a failing grade and will be expelled from this course.

***Cancellation Days:*** In the event of class/lab cancellation, we will resume where we left off during the next meeting. For example, if we were to have an exam scheduled on September 1, and it snowed, the exam would take place on our next scheduled meeting on September 7 th.

***Important Dates, Audit Policy and Incompletes:*** For critical dates regarding refunds, withdraw, etc. see: <http://www.nvcc.edu/calendars/academic.html#fall>. Last day to drop with a refund is September 10; last day to withdraw without a refund and grade penalty is November 3rd. Classes and final exams end December 14-20. A student may not audit this course. Incompletes are only granted if the student’s circumstances are dire (health issues, deaths in the family). Incompletes will only be granted if students have completed all lab assignments and 4 exams. Incompletes must be approved by the division dean and the provost. Heath claims must be documented by medical professionals.

***Extension (Incompletes) and Extra Credit:*** My policy on extensions is as follows: I will not grant any student an extension unless there are serious and uncontrollable circumstances that prevent the student from completing the work. Falling behind in the work because you get busy juggling work, life and various other "normal" activities is not justification for an extension. Also, in order for an extension to be granted, you must have completed all labs and all but one of your exams. My Dean has to approve these extensions. Unless your requests meet the aforementioned criteria, your request will invariably be denied. These is no extra credit in this course.

***How to submit assignments:*** To submit assignments in blackboard, scroll to the bottom of the page and click on the, "view/complete assignments" tab that corresponds with the assignment that you want to submit. Attach the appropriate file and click, “submit”. If for some reason your blackboard interface is different than mine, please contact me and we will figure out the problem together.

***Comments on submitting work:*** This applies mostly to my [lab](http://blogs.nvcc.edu/albio/) students: Your work must (1) be free of common spelling errors and typos, and (2) contain one font only, please be consistent. If you cut and paste, clean it up before submitting. Use Times New Roman or similar font. Use only one color, black. When submitting work please label it as the following (as an attachment, use caps lock): LAST NAME\_ASSIGNMENT. You do not need to put your section since you are submitting via Blackboard. All papers and presentations are to be proofed by the writing center before you submit to me. For assistance with writing contact staff at academic center for reading and writing:

1. Bisdorf room AA 234; 703-845-6363
2. writinghelp@nvcc.edu
3. http://www.nvcc.edu/alexandria/writing/

***Emails and discussion board:*** Please use proper English when composing emails and posting discussions. Please keep writing formal, free of slang and as grammatically correct as possible. Please address me in the emails as Dr. or Professor Tupper, not as 'hey." Also (I mean following respectfully): Just because we all have email addresses does not mean you should email me and expect an immediate response, nor does it mean you should email me with every question that you have. I will reply to your emails within 48 business hours from its sent time. There are times when I miss an email, or it gets sent to my junkbox. If you do not hear from me within 48 business hours, do not get angry, please just email me again. That said, I will not reply to your emails unless you ask me a specific question. Do not email me if you missed a class and want me to tell you what you missed in class. Do not email me telling me that you are going to be late to class, or that you are going to miss a class, or that you have missed class. Do not email me asking for any logistics/instructions that I explained previously in class. For all of those types of questions, please use the discussion board, or ask your classmates. Do not email me asking for extensions or to make up a field trip on your own time. Please feel free to email me if you have questions about the course content or if you want to set up a time to meet and discuss some of the course content. Please email me if there are serious circumstances that are beyond your control that may need my attention (e. g. health/medical issues, job related issues, or if you know that you will be out of town for work and will miss an exam). Again, the majority of questions can be answered by emailing a classmate, or by using the discussion board.

***Introductory letter:*** Please write a brief statement and include something semi-personal about yourself, (e.g. a couple of hobbies/sports/major etc; it's optional). Also let us know where (if) you work and how many hours you work per week. I am sure your classmates (myself as well) are interested to know a little about you. Also include your name, and what you preferred to be called. Post this on the discussion board during the first week of the class.

***General Comments on Success in this Course and miscellaneous rules:*** Doing well in this course requires a substantial commitment. You have probably heard this in other classes that you feel are easy classes. However this is one of the more difficult biology 102 sections at NOVA. You need to set aside quite a bit of time for reviewing lecture notes, reading, and studying. Just as an example, I would likely need (including lecture time) somewhere around 9-12 hours of work on this class a week to secure an "A" in lecture. This time frame of course varies from student to student. Nonetheless, expect to devote a substantial amount of time to this class each week. It is also necessary to read and review before you come to class. If you have me for lab, I expect citations in your papers to follow CSE (Council of Scientific Editors; https://writing.wisc.edu/Handbook/DocCSE.html). Please visit the site. If citations do not follow these guidelines, then points will be deducted. There are no exceptions (this again applies to my [lab](http://blogs.nvcc.edu/albio/) students). A few last comments: please make use of the discussion board and become friendly with other students in the class. It helps calm anxieties about the course if you have some peer support. Be on time to class. We all live in the DC metro area. We know that there will always be traffic. Plan accordingly. I will lock the door 10 minutes after the start of lecture and will not open the door until we break. Please do not knock while I am lecturing. If I see you, I will open the door at a time that does not break the flow of my lecture. Use of any type of cell phone/tablet/computer is prohibited during lecture unless you have my permission. Recording devices are not allowed for note taking purposes without my permission. I’d prefer that you take notes the old fashion way. Seeing information, hearing information and physically writing information is superior to computer use when it comes to getting the information into your short-term memory. So get a notebook, and be prepared to write.

**Tentative Lecture Schedule\***

**Part 1**

• Nervous system (Ch 25) and sensory perception (Ch 26) —weeks 1 &2

• Endocrine system (Ch 27) (See also animal Reproduction [Ch 34]) —weeks 2 & 3

• Exam 1—week 4

*\*Animal characteristics, organization and animal diversity (Ch 20) is to be done on your own time, but the material will be on the exam.*

**Part 2**

• Integument, skeletal and muscular systems (Ch 24 and 28)—weeks 4 & 5

• Circulatory, respiratory and immune systems (Ch 29 & 30)—weeks 6 & 7

• Exam 2—week 8

**Part 3**

• Nutrition and digestion (Ch 31)—weeks 8 & 9

• Temp regulation, excretion, osmoregulation (Ch 32)—weeks 10 & 11

• Reproduction (Ch 33)—week 11

• Exam 3—week 12

**Part 4**

• Ecology & conservation (selected material from chapters 37-40)—Weeks 12 & 13

• Intro to plant biology (selected material from chapters 19, 23 & 24)—Weeks 13 & 14

• Exam 4 & catch up—week 15

• [Final Exam—week 16](https://www.nvcc.edu/alexandria/_files/Fall-2015-Final-Exam-Schedule.pdf)

\*I reserve the right to deviate from this schedule: sometimes we move quickly through the material, other times not.