

## GENERAL BIOLOGY II (BIOLOGY 102): COURSE SYLLABUS SPRING 2017

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**Office hrs:** See website for office hours and updates

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**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 (2<sup>nd</sup> or 3<sup>rd</sup> edition, also 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 III or permission of instructor).

**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 %). There are no make-up exams. Your lowest exam grade is dropped. 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 the Student Conduct, Rights and Responsibilities described in the student handbook (<http://www.nvcc.edu/students/handbook/conduct.html>). NVCC's policies prohibit cheating on examinations, unauthorized access to examinations or course materials, plagiarism and other proscribed activities. 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<sup>th</sup>.

**IMPORTANT DATES, AUDIT POLICY AND INCOMPLETES:** For critical dates regarding refunds, withdraw, etc. see: <https://www.nvcc.edu/calendars/academic.html>. Last day to drop with a refund is January 26<sup>th</sup>; last day to withdraw without a refund and grade penalty is March 21<sup>st</sup>. Final exams are the week of May 1<sup>st</sup>. 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. Health claims must be documented by medical professionals. The final exam times are different than your normal class meeting time and are posted on my website.

**EXTENSION (INCOMPLETES):** 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.

**HOW TO SUBMIT ASSIGNMENTS (APPLIES ESPECIALLY TO LAB):** 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 (APPLIES ESPECIALLY TO LAB):** 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\_DATE. You do not need to put your section since you are submitting via Blackboard. All papers and presentations are to be proofed before you submit to me. I will not accept papers that have not been first proofed by the writing center staff. They will provide you with verification that you were there. For assistance with writing contact staff at academic center for reading and writing:

1. Bisdorf room AA 234; 02703-575-4709
2. [writinghelp@nvcc.edu](mailto:writinghelp@nvcc.edu)
3. [Writing Center Website](http://www.nvcc.edu/alexandria/writing/) (<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 exams. 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 result in your prolonged absence from class and that needs my attention (e. g. health/medical issues or job related issues). Again, the majority of questions can be answered by emailing a classmate, or by using the discussion board.

**INTRODUCTORY LETTER, GENERAL COMMENTS ON SUCCESS IN THIS COURSE, AND MISCELLANEOUS RULES:** 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. Doing well in this course requires a substantial commitment. You need to set aside quite a bit of time for reviewing lecture notes, reading, and studying after and before every lecture. 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. I will lock the door 10 minutes after the start of lecture and will not open the door until we break (unless I see you). So give yourself plenty of time to get to class. We all live in the DC metro area and understand that there is always traffic. Please do not knock while I am lecturing. Use of any type of cell phone/tablet/computer is prohibited during lecture unless you have my permission; think of it as a break from the devices. Recording devices are not allowed for note taking purposes without my permission. I'd prefer that you take notes via pen and paper. For most people, 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. Biology 102 lab includes dissection. Although the animals are not living, they lost their life so that we could learn. Handling the animals in a disrespectful and unprofessional manner will not be tolerated. If you are caught using the animals for anything other than dissection, you will be removed from the course and receive a failing grade.

## TENTATIVE LECTURE SCHEDULE\*

### PART 1: COMMUNICATION

- 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](#)

### PART 2: MOVEMENT, SUPPORT, INTERNAL TRANSPORT AND DEFENSE

- 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 INTAKE, PROCESSING, ELIMINATION,

- 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 AND PLANTS

- 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—week 15](#)
- [Final Exam—May 1<sup>st</sup> at 11:30 am](#)

\*We may deviate from this schedule. Sometimes we move quickly through the material, other times not.