

## Introductory Biology 2 (Biology 102): Course Syllabus for Lecture (20YA) and Lab (2AYA)

Instructor: Dr. Tupper

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Class meeting times: 10 am- 12:45 pm (lecture), 1 pm -4:30 pm (lab).

**Office hours:** due to covid, I think it would be best to make an appointment to set up either a phone or zoom meeting. I am flexible and most available throughout the day on Monday and Wednesday but can accommodate other requests too.

**General Course Purpose:** This course provides 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. This course focuses on anatomy and physiology of humans and other animals and covers some ecological topics and basic plant biology.

**Textbook:** The official textbook is: Urry et al., (2016). Biology in Focus. However, any of the college-level biology textbooks offered by Pearson or McGraw Hill will be fine. If you use a different one, you'll have to look up the content.

**Course prerequisites:** 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 5 in-class exams and one quiz. Exams consist of multiple choice and short answer questions. Lecture attendance via zoom is mandatory, is logged in canvas, and counts toward your final grade. Attendance points will be deducted if you don't attend the entire lecture. 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, no exam grades are dropped, and you must be on time to class in order to receive full credit for attending. Please note that in order to receive credit for attending lecture you must attend the entire lecture, and you must respond to the poll (or verbal) questions that I employ (or ask). I can see how long you were signed into lecture and how engaged you were throughout the lecture. If I have a record of you signing in, the leaving and not signing back in, then you won't receive lecture credit. All exams will be monitored, so you will need access to a computer with a webcam, and you will need to download [respondus lockdown browser and monitor](#). College policy says that **students are required to have a webcam and a computer** or laptop capable of supporting remote learning. [There is much information on the college website for support](#) and you can find computer information and how to apply for computer funds, or financial aid for computers (search for Remote Student Support Services/Student FAQ). Besides monetary grants, students can request to borrow a laptop; the contact person for student laptop loans is Derrick Doctor, at [ddoctor@nvcc.edu](mailto:ddoctor@nvcc.edu).

**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](#). I cannot make accommodations unless I'm presented with the appropriate accommodations form.

**Academic honesty and conduct:** 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](#). NVCC's policies prohibits 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. If a student behaves in a hostile or disruptive manner, or presents any indication that he/she is a harm to themselves or others, a formal request for assistance to [NOVACARES](#) will be submitted, and the police may be contacted.

**Cancellation dates:** 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 there was a nationwide internet blackout, the exam would take place on our next scheduled meeting on September 7<sup>th</sup>.

**Important dates, audit policy and incompletes (extensions):** For critical dates regarding refunds, withdraw, holidays, etc. click [here](#). Auditing this course requires instructor permission. Incompletes are only granted if the student's circumstances are dire (e.g. health issues, family issues, documented work conflict). Incompletes will only be granted if students have completed all lab assignments, 3 lecture exams, and all labs. Incompletes must be approved by the division dean and provost. Health claims must be documented by medical professionals. Final exam times are different than your normal class meeting time. They are posted below.

**Comments on submitting work:** This is most applicable to lab, which will be covered elsewhere. 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. All written assignments must be proofed by the writing center staff before submission. They will provide you with verification of your meeting. For assistance with writing contact staff at academic center for reading and writing:

1. Bisdorf room AA 229; 703-845-6363
2. [writinghelp@nvcc.edu](mailto:writinghelp@nvcc.edu)
3. [Writing Center Website](#)

**Emails and discussion board:** Please use proper English when composing emails and posting discussions. Please keep writing somewhat formal, free of slang, and as grammatically correct as possible. Please address me in the emails as Dr. or Professor Tupper, not as 'hey.' It's fine to call me by my first name after the semester has ended. I will reply to your emails within 24-48 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, please just email me again. That said, I may not reply to your emails unless you ask me a specific question. You don't have to email me if you are going to be late to class, or if you are going to miss a class, or if you have missed class. Please do not email me asking for any logistics/instructions that I have explained in a previous class (all zoom sessions are recorded). For those types of questions, please use the discussion board, or ask your classmates. Additionally, please do not email me asking for extensions on labs and other assignments. However, please 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. I am more than happy to help you learn the material. Also, please email me if there are serious circumstances that are beyond your control that may need my attention (i.e. health or job-related issues or conflicts that may result in a missed exam or prolonged absence from class). Smaller and less serious 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). Also, if you feel up for it 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 and submit as an assignment in canvas during the first week of the class. It's worth points.

Doing well in this course requires a substantial commitment. This course covers evolutionary biology, DNA structure and function, cell biology and genetics. By nature, these topics are challenging. You need to set aside quite a bit of time for reviewing lecture notes, reading, and studying after and before every lecture (probably around 9-12 hours per week in addition to class). 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. If you are late to lecture, I may not admit you into the zoom session until I reach a natural pausing point in lecture.

**Tentative Lecture Schedule:** Our lectures will be a combination of prerecorded and live lectures. I will do my best to provide prerecorded information to you so that we can spend as much live zoom time as possible revisiting concepts. I will post links to zoom lecture on the canvas announcements page at least 15 minutes before class starts. Please note that the

lecture and exam dates are not fixed (except the final). Sometimes we take longer to get through the material than other times. The exam dates may change, but the material covered on each exam will not. I will let you know one week before each exam. Please note that the final exam meeting time is often different from your normal class session. This schedule is hyperlinked below.

#### Communication: An Overview of the Nervous and Endocrine Systems

- Nervous system and Sensory Perception (Ch 37 and 38)
- Endocrine system (Ch 32; this material is on a sperate quiz to be taken after exam 1)
- **Exam 1 (September 25; nervous system and sensory perception only)**

#### Movement, Support, Internal Transport and Defense

- Integument, skeletal and muscular systems (Ch 39)
- Circulatory, respiratory and immune systems (Ch 34 & 35)
- **Exam 2 (October 16)**

#### Intake, processing, and elimination

- Nutrition and digestion (Ch 33)
- Excretion, osmoregulation (Ch 32)
- **Exam 3 (November 6)**

#### Reproduction and Development

- Reproduction (Ch 36)
- Embryonic & fetal development (Ch 36)
- **Exam 4 (November 20)**

#### Ecology, Conservation and Plant Biology

- Intro to plant biology (selected material from chapters 29, 30 & 31)
- Ecology & conservation (selected material from chapters 40-43)
- [Exam 5 \(December 11\)](#)

**Lab Materials:** All the laboratory materials can be found on the Biology 102 Laboratory Canvas site set-up by your instructor. Some assignments will need to be submitted as either a pdf or docx file. Other file types will not be accepted. If you need a pdf scanner for your cell phone or tablet, there are plenty of free ones available for devices through app stores. It is recommended that you use the course textbook to assist in completing the laboratory (Campbell Biology in Focus, 3<sup>rd</sup> Edition). ISBN: 9780134710679The textbook can be purchased through the Alexandria Campus Bookstore. <https://www.nvcc.edu/bookstore/>

**Lab Attendance:** Regular attendance is expected. Please be on time. You are expected to attend your scheduled lab section every week on time. I will take attendance each week, and if you were not present to do the lab work, written assignments about that work will not be accepted the following week. You must be registered for both lab and lecture at the same campus.

**Lab Evaluation:** Your lab grade counts for 30% of your final grade in Biology 101. In order to be eligible to pass BIO 102, you may miss no more than three labs throughout the semester. Your work for each lab will be evaluated based on written work submitted; this may be a quiz, a lab report, or other written work as directed by your instructor. Each week's work will be worth 20 points. All written work done outside of class must be typed and turned in on time. Any late assignments will either be downgraded 10% per day or not accepted at all, according to your instructor's guidelines. Your instructor will drop your lowest 20-point lab grade before calculating your lab grade, which will be based on 200 points. You may not drop the library paper assignment. If you miss a 20-point lab, that will be the grade which is dropped. If you miss more than one lab, a grade of 0 will be averaged in for each additional missed lab.

**Academic Honesty in Lab:** Each student is expected to maintain the highest standards of honesty and integrity in academic matters. Cheating is a violation of professional ethics and college policy. Any student found cheating will result

in an automatic failure of that assignment with possible expulsion from the course, after which NVCC reserves the right to take further disciplinary action. Cheating involves both giving and receiving information that is to be carried out individually. Plagiarism is also considered cheating and includes (but is not limited to) copying your classmates' work or published works without providing proper citations.

### 13 Week Lab Schedule:

Week	Week of	Topic	Points
1	September 11	Library Assignment (1 pm) Academic Success Center (2:10 pm) Lab Introduction and Safety (3 pm)	0 points, but mandatory to continue in the course.
2	September 18	Laboratory 1: Nervous system and Sensory Perception	20
3	September 25	Laboratory 2: Muscular and Skeletal System	20
4	October 2	Laboratory 3: Circulatory System	20
5	October 9	Laboratory 4: Immunity	20
6	October 16	Laboratory 5: Nutrition and Digestion	20
7	October 23	Laboratory 6: Excretion and Osmoregulation	20
8	October 30	Laboratory 7: Human Reproduction	20
9	November 6	Laboratory 8: Fetal Pig Lab and Quiz	20
10	November 13	Laboratory 9: Plant Diversity	20
11	November 20	Laboratory 10: Ecology	20
12	November 27	<i>No Labs — Thanksgiving Holiday</i>	
13	December 4	Laboratory 11: Wildlife Alert Presentations	20