
Calumet College



of Saint Joseph

You Belong!
ccsj.edu**COURSE SYLLABUS, Fall 2017****Course: BIOL 115A Cell and Evolution Biology--Lab****Instructor Information:**

Instructor Name	Tracy Stone	
Office Number:	Room 520	
Phone Number:	219-473-4357	
Email:	tstone@ccsj.edu	“BIOL115A: <i>your reason for email</i>” must be in subject.
Hours Available:	Tuesday & Thursday, 8:30a - 10:00a & 12:00p – 1:30p, Friday 9:00a – 2:00p <i>by appt only</i>	
Instructor Background: Tracy Stone started her career in fitness in 1997 as a group exercise instructor and personal trainer. Her love of health and wellness led her to earn a B.S. in Exercise Science & Health Promotion from Miami University of Ohio and an M.S. in Kinesiology from the University of Illinois at Chicago (UIC). Mrs. Stone is a Certified Personal Trainer (CPT) and Fitness Nutrition Specialist (FNS) through the National Academy of Sports Medicine (NASM) and a Certified Strength and Conditioning Specialist (CSCS) through the National Strength and Conditioning Association (NSCA). In 2003, she was given her first opportunity to teach in the classroom setting as a Graduate Assistant at UIC. From there she went on to serve as the Lead Instructor for the National Personal Training Institute (NPTI) in Chicago for 12 years. Her future education goals include completing the ACSM Certified Exercise Physiologist program in January 2018 and earning a Doctoral Degree by 2020. Building upon her 20 years of experience and teaching in the field of fitness and nutrition, Mrs. Stone joins the CCSJ faculty to support the growth and development of the Kinesiology and Exercise & Sports Science programs.		

Course Information

Course Time:	Lecture: Monday and Wednesday, 12p - 1:30p	Lab: Wednesday, 10:15a - 11:45a
Classroom:	334	
Prerequisites:	MATH 103 or higher and concurrent enrollment in BIOL 115 Lab	
Required Books and Materials:	Urry's Campbell Biology in Focus, 2 nd Edition, 2016, Pearson Publishing. ISBN: 9780134433769	
Learning Outcomes/Competencies: Students will: <ul style="list-style-type: none">• Identify the overall structures and cellular functions of the four classes of macromolecules: lipids, carbohydrates, proteins, and nucleic acids;• Describe structure-function relationships found in cellular structures and processes;• Compare and contrast prokaryotes and eukaryotes in terms of cellular structures, organization, and life processes• Describe cellular processes used to create energy• Demonstrate the flow of information in cells• Describe biological fundamentals of current issues in biotechnology (such as cloning, DNA fingerprinting, gene therapy, and stem cell research)		

- Defend the role of evolution in the organisms we see today
- Explain evolution's driving forces in population dynamics
- Develop and defend hypotheses related to cellular processes and molecular biology;
- Develop and defend hypotheses based on healthcare issues such as immunizations, cancer therapies, and genetically modified organisms
- Design and execute simple experiments with appropriate controls

This course meets the following General Education objectives:

- Students will, at an introductory level, read analytically, synthetically, and critically in a variety of genres.
- Students will, at an introductory level, write in a variety of forms using valid logic, persuasive rhetoric, and correct grammar, usage, and punctuation.
- Students can, at an introductory level, represent, apply, analyze, and evaluate relevant qualitative and quantitative mathematical and scientific evidence (i.e. equations, graphs, diagrams, tables, words) to support or refute an argument.
- The student will, at an introductory level, be able to apply ethical standards to social issues and analyze their own core beliefs and the origin of these beliefs.

Course Description:

3 credit hours. Introduction to biological concepts, including origins of life, biochemical principles, energetics, cellular organization, mechanisms of heredity, and evolution. Students will explore unifying concepts in biological science while developing key investigative skills necessary for scientific exploration and hypothesis testing. Includes laboratory.

Learning Strategies:

Active learning, BlackBoard, group discussions, team projects, collaborative learning, laboratory exercises, demonstrations.

Experiential Learning Opportunities:

Laboratory experience is essential for a fundamental understanding of the scientific method. This course has a required laboratory portion that provides students with experiential learning through experimental design, hypothesis development, data interpretation, and communication of results through laboratory reports.

Assessments:

Lab Reports	10 total; Lowest 2 scores dropped.	100 pts ea.
Grading Scale:		
100 – 92: A	81 – 80: B-	69 – 68: D+
91 – 90: A-	79 – 78 : C+	67 – 62: D
89 – 88: B+	77 – 72: C	61 – 60: D-
87 – 82: B	71 – 70 : C-	59 and below: F
Note:		
Concerns about assignment or exam grading must be brought to the instructor's attention, in person, immediately after obtaining a copy of your exam or assignment during office hours. If you have further concerns about your overall performance in the course, you must schedule an appointment with the instructor to discuss these in person , during office hours, before the final exam grade has been recorded. It is your responsibility to keep track of the grades posted in your Blackboard account for this class. All grades are final once the final exam has been recorded. For grading disputes, in cases beyond simple arithmetic on the score sheet, the instructor reserves the right to re-grade the whole exam/report. Any issue not explicitly discussed here will be handled at the discretion of the instructor.		

Course Schedule:	
Class Date	Class Discussion/Activities
September 6	Lab A: Safety and Ethics—Assessment Exam. Syllabus & Safety Quizzes
13	Lab 1: Introduction to the Scientific Method
20	Lab 2: A Microscopic World & A Tour of the Cell
27	Lab 3: Diffusion and Osmosis
October 4	NO LAB: BIOL 115A Extended Lecture & Review for Exam
11	Lab 4: Investigating Cellular Respiration
18	
25	Lab 5: Photosynthesis
November 1	NO LAB: BIOL 115A Extended Lecture & Review for Exam
8	Lab 6: Mitosis
15	Lab 7: Meiosis
22	Lab 8: Human Genetics
29	Lab 9: Molecular Genetics & Protein Synthesis
December 6	Wrap-up
13	NO LAB: Finals Week
I reserve the right to change this schedule to meet the needs of the class.	

Responsibilities	
Attending Class	<p><u>Attendance</u> Attendance is counted as being present from the first 10 minutes of class until the end of lecture/lab. Anyone missing after the first 10 minutes of class will be marked late. If you are still missing after the first 15 minutes of class, you will be marked absent unless a written excuse is provided within 24 hours of the occurrence. Similarly, anyone leaving early without a written excuse will be counted as absent.</p> <p><u>General Absences</u> You are responsible for all material presented in class and all in-class announcements and assignments. If for whatever reason you have to miss class, please approach your fellow students for the notes you missed, and take advantage of the class materials that will be posted on Blackboard http://class.ccsj.edu</p> <p>ALL planned and unplanned absences must be communicated to your instructor via email (Subject: Last name, First name, “BIOL 115A Absent”, Date) with a brief explanation.</p> <p>Intellectual growth and success in college is reinforced through interaction in the classroom. Students reach personal goals and course outcomes through regular and prompt attendance. Therefore, three (3) unexcused absences will result in an administrative withdrawal from the course. Furthermore, excessive tardiness (every 2 late arrivals) will result in 1 absence. The student may be subjected to a grade of F or FW per the policy stated under the Withdrawal from Classes section on this syllabus.</p> <p><u>Absence due to college events</u> We do not want to penalize students for participating in college-sponsored events. When you miss class because of a college event, you must give notice of your absence 24 hours in advance according to the communication guidelines above, and you are responsible for all missed work. Being absent doesn't excuse you from doing class work; you have more responsibilities to keep up and meet the objectives of this course.</p>

	<p><u>Exams</u></p> <ul style="list-style-type: none"> • If you are late for an exam, you must arrive before the first person leaves the room, otherwise you will not be allowed to take the exam and you will receive a 0. • Cell phones are expressly prohibited during exams, and must be placed on the whiteboard ledge and silenced during the exam. • All students are required to take the final exam. • The final exam schedule is TBA. • Exam Rules: <ul style="list-style-type: none"> ○ Items which students may not have near them during the exams include: <ul style="list-style-type: none"> ▪ Coats, jackets, hats, or other items of outerwear ▪ Backpacks, pencil cases, purses, or other bags ▪ Cell phones or other electronic devices ▪ Graphing calculators ▪ Covers for non-graphing calculators <p>If you are not sure whether an item is permitted, please ask the instructor before the exam. No talking during exams. Items you are not permitted to have during exams should be placed at the designated area prior to the exam. Neither the instructor nor the department is responsible for any loss or theft of personal items. The instructor retains the right to issue an exam grade of zero to any student found to be in violation of one or more exam rules.</p> <p>NO MAKE-UPS. Make-up exams will not be given except upon the discretion of the instructor. Athletic competition that interferes with exams will require documentation to be presented to the instructor by the end of the first week of classes. Extension requests for extenuating circumstances can be submitted via email to the instructor. In the event the instructor approves the extension, a make-up exam will be scheduled within 2 days of the original exam date.</p> <p>If you require special accommodations for taking exams, please submit to the instructor the appropriate documentation from the Office of Disability, within the first week of the course to address your needs.</p> <p>Graded exams will not be distributed during lecture time. In order to obtain a copy of your exam, please stop during the instructors' office hours. You are free to go over the exams with the instructor in detail. Please see the note in the "Grading Scale". Final exams will not be returned to the students. You are free to come by and look at your exam, but the exam will not leave the instructors office</p>
<p>Turning In Your Work</p>	<p>You cannot succeed in this class if you do not turn in all your work on the day it is due.</p> <p>Missing Assignments <u>In-Class Homework:</u> Completed homework must be turned in directly to the instructor in class on the due date. Students who miss class are responsible for completing all missed homework and must turn it in before 3:30p to the instructors office, or send it electronically (email or BB) by 11:59p on the due date.. 5 pts will be deducted from all homework turned in after the end of class. Homework will not be accepted after the due date. Extension requests for extenuating circumstances can be submitted via email to the instructor. Decisions on make-up work are left to the discretion of the instructor.</p> <p><u>Review Quizzes:</u> Will be posted on BB at the end of the week each quiz is assigned. All quizzes expire at 11:59p the night prior to the exam. You will not have an opportunity to make up review quizzes after they expire.</p>

CCSJ Student Honor Code	<p>This course asks students to reaffirm the CCSJ Student Honor Code:</p> <p>I, as a student member of the Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect, pledge to:</p> <ul style="list-style-type: none"> • Continuously embrace honesty and curiosity in the pursuit of my educational goals; • Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my community; • Do my own work with integrity at all times, in accordance with syllabi, and without giving or receiving inappropriate aid; • Do my utmost to act with commitment, inside and outside of class, to the goals and mission of Calumet College of St. Joseph.
Using Electronic Devices	<p>Electronic devices can only be used in class for course-related purposes. If you text or access the Internet for other purposes, you may be asked to leave, in which case you will be marked absent.</p>
Doing Your Own Work	<p>If you turn in work that is not your own, you are subject to judicial review, and these procedures can be found in the College Catalog and the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Using standard citation guidelines, such as MLA or APA format, to document sources avoids plagiarism. The Library has reference copies of each of these manuals, and there are brief checklists in your Student Handbook and Planner.</p> <p>PLEASE NOTE: All papers may be electronically checked for plagiarism.</p>
Tracking Your Progress	<p>Your midterm grade will be available on MyCCSJ between Weeks 6 and 8. Be sure to see how you're doing and follow up with your instructor. To discuss questions or concerns regarding your grade, please see the note in the grading scale above for instructions.</p>
Sharing Your Class Experience	<p>At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are <i>essential</i> to our ongoing efforts to ensure that you have a great experience that leaves you well prepared for your future. Your instructor will be using CCSJ's new Diagnostic Feedback Instrument, which will ask you to describe the progress you feel you have made on the following learning objectives for this course:</p> <ul style="list-style-type: none"> • Gaining a basic understanding of the subject (e.g., factual knowledge, methods, principles, generalizations, theories) • Learning to <i>apply</i> course material (to improve thinking, problem solving, and decisions) • Learning appropriate methods for collecting, analyzing, and interpreting numerical information • Gaining a broader understanding and appreciation of intellectual activity • Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course <p>Take the time to complete your course evaluations – we value your feedback!</p>
Withdrawing from Class	<p>After the last day established for class changes has passed (see the College calendar), you may withdraw from a course by following the policy outlined in the CCSJ Course Catalog.</p>

<p>Participating in Class</p>	<p>You must be on time, stay for the whole class and speak up in a way that shows you have done the assigned reading. If you are not prepared for class discussion, you may be asked to leave, in which case you will be marked absent.</p> <p><u>Laboratory Rules:</u> If you fail to adhere to the safety rules delineated below you will not be allowed to remain in lab. Behavior that is deemed by the instructor to be unsafe to yourself or to others will result in your dismissal from that week's experiment. You will not be allowed to finish the lab at a later time.</p> <ul style="list-style-type: none"> • The use of cell phones in the laboratory is strictly forbidden. Your cell phone must be turned off for the duration of the laboratory period. • If you are pregnant, you must obtain a letter from your obstetrician that states that it is safe for you to conduct experiments during the quarter and you must submit this letter to your lab instructor. • Safety glasses/goggles must be worn at all times in the lab. Contact lenses are not recommended; wear prescription glasses instead. • Open-toes shoes, shorts, skirts, short-sleeved shirts, tank-tops, and excessively loose or flowing clothes are forbidden in the lab. You must adhere to the lab attire rules or you will be asked to leave the lab. • Smoking, eating, drinking, gum chewing, and applying cosmetics in the lab are prohibited. • Long hair must be tied back. • Gloves must be worn when handling chemicals. You must remove your gloves before exiting the laboratory. Always wash your hands after each lab. • Never use your mouth to pipette a liquid; use a pipette bulb. • Never leave experiments unattended. • Never return excess chemicals to the stock bottle. • Dispose of waste in the appropriately-labeled containers ONLY. • Always return equipment in its original condition and to its original location. • Clean up after yourself. Clean your part of the laboratory bench at the end of your stay in the lab. Points will be taken off the lab report grade if the balance room or the laboratory is left untidy. General Laboratory Guidelines: • Know the locations of the safety shower, eye wash stations, and first aid kit in the lab. • Report all personal injuries to the instructor who will assess the wound and summon professional help if necessary. • Assume the chemicals are dangerous unless you are told otherwise. • Work only with clean equipment and glassware (dry) on a clean bench top. • Carefully handle and measure appropriate quantities of the reagents needed in the experiment • Use the right chemicals – pay attention to the names of the chemicals you plan to use. You could cause a serious accident if you mix the wrong chemicals
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	<ul style="list-style-type: none"> • Save all solutions and solids until you have successfully completed the experiment. • Manage your time wisely so that you do not rush or take short cuts • Record all data in ink in your laboratory notebook while you work! Do not write data, even temporarily, on scraps or other pieces of paper. Make sure your data is complete. Make sure to record the date or the unknown number, if any. • If you do not know or are unsure about any aspect of your experiment, ask the instructor. <p>Your preparedness and behavior in lab will be evaluated as part of your lab report grade. If you follow the rules and guidelines stated above, earning these points should be straightforward.</p>
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Resources	
Student Success Center:	The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.
Disability Services:	Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.
Student Assistance Program	Through a partnership with Methodist Hospital, Calumet College of St. Joseph provides a free Student Assistance Program (SAP) to current students. The SAP is a confidential counseling service provided to students for personal and school concerns which may be interfering with academic performance and/or quality of life. The SAP counselor is available on campus once a week and off-site at their Employee Assistance Program (EAP) office in Merrillville or Gary. For more information, contact the SAP Counselor, at 219-736-4067.

EMERGENCY PROCEDURES

MEDICAL EMERGENCY

EMERGENCY ACTION

1. Call 911 and report incident.
2. Do not move the patient unless safety dictates.
3. Have someone direct emergency personnel to patient.
4. If trained: Use pressure to stop bleeding.
5. Provide basic life support as needed.

FIRE

EMERGENCY ACTION

1. Pull alarm (located by EXIT doors).
2. Leave the building.
3. Call 911 from a safe distance, and give the following information:
 - Location of the fire within the building.
 - A description of the fire and how it started (if known)

BUILDING EVACUATION

1. All building evacuations will occur when an alarm sounds and/or upon notification by security/safety personnel. **DO NOT ACTIVATE ALARM IN THE EVENT OF A BOMB THREAT.**
2. If necessary or if directed to do so by a designated emergency official, activate the building alarm.
3. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
4. Assist the disabled in exiting the building! Remember that the elevators are reserved for persons who are disabled. **DO NOT USE THE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
5. Once outside, proceed to a clear area that is at least 500 feet away from the building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. The assembly point is the sidewalk in front of the college on New York Avenue.
6. **DO NOT RETURN** to the evacuated building unless told to do so by College official or emergency responders.

IF YOU HAVE A DISABILITY AND ARE UNABLE TO EVACUATE:

Stay calm, and take steps to protect yourself. If there is a working telephone, call 911 and tell the emergency dispatcher where you are **or** where you will be moving. If you must move,

1. Move to an exterior enclosed stairwell.
2. Request persons exiting by way of the stairway to notify the Fire Department of your location.
3. As soon as practical, move onto the stairway and await emergency personnel.
4. Prepare for emergencies by learning the locations of exit corridors and enclosed stairwells. Inform professors, and/or classmates of best methods of assistance during an emergency.

HAZARDOUS MATERIAL SPILL/RELEASE

EMERGENCY ACTION

1. Call 911 and report incident.
2. Secure the area.
3. Assist the injured.
4. Evacuate if necessary.

TORNADO

EMERGENCY ACTION

1. Avoid automobiles and open areas.
2. Move to a basement or corridor.
3. Stay away from windows.
4. Do not call 911 unless you require emergency assistance.

SHELTER IN PLACE

EMERGENCY ACTION

1. Stay inside a building.
2. Seek inside shelter if outside.
3. Seal off openings to your room if possible.
4. Remain in place until you are told that it is safe to leave.

BOMB THREATS

EMERGENCY ACTION

1. Call 911 and report incident.
2. If a suspicious object is observed (e.g. a bag or package left unattended):
 - Don't touch it!
 - Evacuate the area.

TERRORISM AND ACTIVE SHOOTER SITUATIONS

EMERGENCY ACTION

1. Call 911 and report intruder.

RUN, HIDE OR FIGHT TIPS:

1. **Prepare** – frequent training drills to prepare the most effectively.
2. **Run and take others with you** – learn to stay in groups if possible.
3. **Leave the cellphone.**
4. **Can't run? Hide** – lock the door and lock or block the door to prevent the shooter from coming inside the room.
5. **Silence your cellphone** -- use landline phone line.
6. **Why the landline?** It allows emergency responders to know your physical location.
7. **Fight** – learn to “fight for your life” by utilizing everything you can use as a weapon.
8. **Forget about getting shot – fight!** You want to buy time to distract the shooter to allow time for emergency responders to arrive.
9. **Aim high** – attack the shooter in the upper half of the body: the face, hands, shoulder, neck.
10. **Fight as a group** – the more people come together, the better the chance to take down the shooter.
11. **Whatever you do, do something** – “react immediately” is the better option to reduce traumatic incidents.