

## **GENERAL BIOLOGY 1114: Fall Semester 2016**

**INSTITUTION:** Carl Albert State College, Poteau, Oklahoma

**DIVISION:** Natural Science

**INSTRUCTOR:** Lynne Balzer

**Office Hours:** Tuesday 3:15 pm to 5 pm; Thursday 3:15 pm to 4:15 pm

**Office Phone:** 918-647-1409

**Email address:** lpbalzer@carlalbert.edu

**TEXTBOOK:** Audesirk, Audesirk & Byers, *Biology: Life on Earth with Physiology*, 10th Ed.

**OTHER MATERIALS NEEDED:** notebook, colored pencils, goggles

### **COURSE DESCRIPTION:**

For those students not majoring in science, this course is designed to acquaint the student with basic principles of biological science as they relate to the individual's place in a technological society and help in making informed decisions that will benefit the individual and his/her family.

**SCHEDULE:** Tuesday Evenings: Lecture from 5:20 pm – 7:50 pm, in Room 210 and Lab from 8 pm – 9:40 pm in Room 317, Deanna Reed Science Building

### **COURSE OBJECTIVES:**

At the end of the course, the student will

1. Recognize the difference between critical thinking (science) and everyday thinking,
2. Understand similarities and differences between bacteria, protists, fungi, plants and animals, their relationship to one another and to earth's environment,
3. Demonstrate a basic knowledge of genetics and cell physiology,
4. Demonstrate a basic knowledge of human anatomy and physiology,
5. Describe the role homeostasis plays in the function of living organisms.

### **EVALUATION OF THE ABOVE:**

Five major exams, including a final exam, consisting of 50 multiple choice questions each,

plus extra credit essay questions. A point system will be used. Each exam question has a value of two points. Quizzes will also be given on a regular basis. Each quiz question has a value of one point. Part of the student's grade is for participation. Points are also earned for laboratory work. Labs count for 25% of the basic (not extra credit) points a student can earn. Opportunities for extra credit points will be provided throughout the course.

### **PERFORMANCE ASSESSMENT:**

90% - 100% - A  
80% - 89% - B  
70% - 79% - C  
60% - 69% - D  
Below 60% - F

### **ABSENCES:**

1. Class Attendance: will be recorded weekly. Students are expected to attend class regularly. More than one unexcused absence from lecture and one unexcused absence from lab will result in lowering of the student's grade.
2. All excused absences must be documented by the student. These include official school activities, funerals, doctor and dentist appointments, jury duty and hospital stays.
3. Students are responsible for making up work missed during absences and checking the instructor's web site
4. Missed exams must be made up within one week after the exam at times other than class time, by appointment with the instructor. If a student does not meet this requirement, the exam grade will be recorded as zero. Due to time constraints, missed quizzes cannot be made up.
5. Failure to attend class regularly may result in a recommendation for the student to withdraw from class. Students who cease attending a class but do not withdraw will receive a grade of F for the course.
6. Unavoidable absences *may* be excused by the instructor if notified by the student in advance by e-mail or in person and if the student makes up missed work promptly and is maintaining a good grade average.

### **AW STATEMENT**

An Administrative Withdrawal (AW) may be assigned by the instructor or the Office of Academic Affairs indicating that a student has been "involuntarily" withdrawn from classes after CASC's add/drop period for a special reason (i.e. disciplinary action, financial or health problem), including nonattendance. Administrative withdrawals are GPA neutral but do affect a student's financial aid.

## **EXPECTED CONDUCT:**

1. Arrive on time. Students who are not present when the roll is called at the posted time (according to the instructor's watch) will be counted absent.
2. Study assignments before each class and be prepared to answer questions and otherwise participate in the class discussions,
3. Bring needed materials to class,
4. Show respect for the instructor, other students and the college by
  - a. refraining from talking or otherwise distracting others while class is in progress,
  - b. Good housekeeping practices in class and lab (proper disposal of trash, cleaning up after lab, etc.)
  - c. Not writing on or vandalizing chairs, desks and other school property.

## **ELECTRONIC DEVICES**

1. Students may NOT use cell phones, I-pads, I-pods or computers in class without written permission of the instructor. If a call must be taken in an emergency, set the phone to vibrate and take the call outside of the classroom. Otherwise these devices must be turned off.
2. During tests, place electronic devices in a visible, designated location.

## **ACADEMIC INTEGRITY**

1. Every student is expected to do his/her own work. Any form of cheating on tests or assignments is totally unacceptable and will result in a grade of F.
2. Copying what others have written without proper use of quotations is plagiarism, which is a form of cheating.
3. Incidents of cheating will be documented and reported to the Vice President for Academic Affairs.

## **FACULTY COMPLAINT PROTOCOL**

A student who feels (s)he has grounds and evidence of unfair treatment by a faculty member may file a formal written complaint with the division chair. First, however, the student is encouraged to visit with the faculty member to discuss the situation and possible remedies. Unresolved issues may result in a conference with the Vice President of Academic Affairs.

## **STUDENTS WITH DISABILITIES**

Carl Albert State College complies with Section 504 of the Rehabilitation Act of

1973 and the Americans with Disabilities Act of 1990. Students with disabilities who need special accommodations should make their request in the following manner:

1. Discuss your special need with the instructor after class or during the instructor's office hours, and
2. Complete the Request for Special Accommodations Form with the Student Disability Services Coordinator. The Poteau office is located in the Ollie Building on the third floor office number 1308. You can also reach me in the LRC/NARC room 1318. Phone is 918-647-1319.

A COURSE OUTLINE AND TENTATIVE SCHEDULE WILL BE PROVIDED BY THE INSTRUCTOR .

NOTE: The instructor reserves the right to make any changes in the syllabus or schedule deemed necessary. All correspondence between the instructor, college and student will be conducted through CASC campus email. Students are required to check their CASC email accounts on a regular basis.