



FALL, 2011

BIOLOGY 3A  
GENERAL BIOLOGY

BAKERSFIELD COLLEGE

**INSTRUCTOR:** Professor Inez Devlin-Kelly

**OFFICE:** 43c S&E bldg., (the blue door in the breezeway between the lecture and lab rooms)

**HOURS:** Tentatively: Mon 4:00-5:00 pm; Tues 11:00 am -12:50 pm; Wed 8:30 am - 9:30 am

Sunday Virtual Office hour 7:00 pm to 8:00pm. Additional times by appointment.

**PHONE:** (661) 395-4449

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Web page: [www.bioprof.org](http://www.bioprof.org)

**ATTENDANCE:**

1. Students are expected to attend all lectures and lab sessions **punctually** if physically and mentally able to do so. Lecture attendance is strongly urged since many examination questions will be taken directly from lecture material. A class discussion component is also part of your grade. I expect you to attend class, Bakersfield College expects you to attend class, and the State of California expects you to attend class! I am required to take roll at the beginning of each class; students arriving after roll has been taken will be marked absent and/or may not be permitted to enter the classroom. Students may be **dropped** from the class for non-attendance. This is in accordance with the attendance rules of the College and the State of California.
2. Class absence may be excused for serious illness, death in the family, or participation in regularly scheduled academic or athletic activities of the college. Family vacations are **not** a valid reason for missing class, nor are routine doctor or dentist appointments. It is the student's responsibility to obtain any lecture material missed due to absence and/or to make arrangements to make up exams missed.
3. In the event of a prolonged illness (one lasting longer than 2 class days) it is advisable to contact the instructor or, if you are unable to do so, have a friend or family member contact her for you.
4. There will be no make-up labs so it is especially important for you not to miss laboratory sessions. You will be tested over material covered in each lab and graded on the data entered into your lab manual. If you must miss lab, ask for permission to attend one of the other lab sections. This may not always be possible for you to do.
5. You are expected to attend the **entire** class. Do not expect to leave lecture or lab early. Students entering or leaving the classroom during class disrupt the concentration of other students and therefore may not be readmitted to the classroom. Ask your parents **not** to schedule your dental appointments during your lab time. This is **NOT** an excused absence from class.
6. Cell phones should be turned off and stowed. Their use is inappropriate in a college classroom. This policy includes both audible use and text messaging. Students leaving the classroom during class time to make or receive calls may not be allowed back into the room.
7. Students are expected to adhere to the Student Code of Conduct as delineated in the **Student Handbook**.

## EXAMINATIONS:

1. All lecture and laboratory tests and practicals will be announced. From time to time an unannounced quiz may be given.
2. Make-up exams for lecture will be given, if necessary, however, it is the student's responsibility to contact the instructor to make arrangements to take a make-up exam. Make-up exams may be essay in nature. Within one week of a student's return to classes he or she must contact the professor to schedule the make-up exam. Exams not scheduled will automatically be assigned a grade of "0". Make-up tests will not be graded or returned to the student until the **last week** of the semester.
3. Due to the nature of the laboratory practical exams and quizzes, no make-ups will be given. Students unable to attend a lab practical exam will be given a grade of "0" for the exam.
4. There will be no make-up quizzes given.
5. Cheating, of any kind, will not be tolerated. Students who are found to be cheating will receive no credit for the assignment or test and may receive a failing grade in the class. Penalties for cheating can include loss of credit on the materials involved, removal from the class and/or expulsion from the College. Cheating includes copying another person's work and submitting it as your own whether you have the person's permission or not. Anyone participating in this act, for example by giving answers to a student, is guilty of cheating as well. Plagiarism is also a form of cheating. You need to know the difference between collaborative learning and cheating.
6. Test questions may be multiple choice, completion, matching or short answer. You may be asked to draw or label a diagram or reproduce or interpret a table or graph. Lab practical questions are fill-in-the-blank.
7. You will need to submit a package of 6 Scantron #882 answer sheets (green, 50 question, letter answers) to the Lab T.A. during the first two weeks of classes. Buy these when you buy your books. You will also need a pencil with a **good** eraser, and I suggest an erasable pen for lab practicals.
8. Hats, hoods, .mp3 players, or sunglasses **may not be worn** in class during tests. Cell phones must be turned off and placed in backpacks (not in your pocket) before lab practicals and tests. Backpacks and book bags must be zipped closed.

## GRADING:

1. Your grade will be based on 4 lecture exams worth approximately 100 points each, on lab practicals, laboratory manuals, quizzes & exercises, on any additional written assignments, and on your participation during lab sessions.
2. The course grade will be determined in the following manner (numbers are approximate):

### Total Points:

#### LECTURE:

4 lecture exams (100 pts. each)	=400 pts
Additional written assignments	=100+or- pts
<u>Lexicon assignments</u>	<u>=120 pts</u>
Total Possible Lecture Points	=620+/- pts

#### LABORATORY:

Lab practicals (100 pts each)	=400 pts
Lab manuals	=100 pts
Peer review, microscope, quizzes & Lab assignments	=150+or-pts
<u>Laboratory participation and other</u>	<u>=up to 50 pts ( may be added to total )</u>
Total Possible Laboratory Points	=650+/- pts

**Calculation:**

LECTURE:

$$\frac{\text{Number of points earned}}{\text{Total Points Possible}} = \frac{\text{?}}{\sim 620} \times 100 = \% \text{ earned in Lecture}$$

LABORATORY:

$$\frac{\text{Number of points earned}}{\text{Total Points Possible}} = \frac{\text{?}}{\sim 650} \times 100 = \% \text{ earned in Laboratory}$$

COURSE PERCENT:

$$\frac{\% \text{ earned in lecture} + \% \text{ earned in lab}}{2} = \text{Course Percent}$$

**Grade:**

The letter grade will be assigned according to the following scale:

- 90% - 100% = A
- 80% - 89% = B
- 70% - 79% = C
- 60% - 69% = D
- Less than 60% = F

3. The professor will retain all test materials until the 2<sup>nd</sup> week of the following semester. Please keep all papers which have been returned to you until you have received your final grade in case any discrepancy should occur.
3. Following each Unit Exam the professor will update you on your cumulative grade as of that date.
4. Please feel free to discuss your grade with the instructor at any time during the semester.
5. Students wishing to withdraw from the class must do so officially online or with the Office of the Registrar. I do not know your Financial aid status or how a W grade would affect it. I cannot guarantee that I will give you a W grade. If you simply stop coming to class, I may only give you the grade which you have earned for the class, which is usually an F. It is the student's responsibility to be aware of college deadlines concerning withdrawal dates and date of record.

**ADDITIONAL INFORMATION:**

1. In addition to holding posted office hours I will be glad to make an appointment to meet with any student who has questions. Please feel free to do so. You may also phone me during office hours. You may call me at times other than my posted office hours and leave a message on my voicemail. (You know the routine.) Don't forget to leave a number where I can reach you and speak slowly and clearly. (If you have your phone set to refuse incoming calls from an undisclosed number then I will be unable to return your call from my home phone even if I pick up your message after hours or during vacations.)
2. Every student will need to have an e-mail account and Internet access. If you do not have these at home, Bakersfield College automatically offers students free e-mail accounts and computer access at the computer commons in the library.
3. Each student should acquire the names and phone numbers of at least two (2) other students in the class. Do this **today!**
4. You may find an erasable pen helpful for taking lab practicals and you will need to submit a package of green (50 question/side) scantrons (#882) for lecture exams. Please bring a pencil and a **good** eraser on test days.
5. Please **write your name** and phone number in all your textbooks and notebooks as soon as you have determined that you will not be returning them to the bookstore.

## E-MAIL PROTOCOL:

### Professor Kelly's e-Mail Protocol

Please follow these guidelines for college-level e-mail communications with me as your professor. I've written these guidelines to help you be aware of college and business communication standards at professional levels. Of course, your personal e-mails with friends and family may be casual and follow whatever conventions you wish. However, be aware that e-mails written in an inappropriately casual style to your professor, to a potential employer, or to other persons in business or academia may not be taken seriously and may not be answered.

1. I can be reached at the following e-mail addresses:

[bcbioprof@mac.com](mailto:bcbioprof@mac.com) or  
[ikelly@bakersfieldcollege.edu](mailto:ikelly@bakersfieldcollege.edu)

It's a good idea to put both these addresses on your email to me so that I will see it on whichever email I check soonest. Please be aware, however, that I do not always check my e-mail every day.

2. Place your full name and course number in the subject line (example: *Jane Smith, Bio 101, M/W am lab*).

3. Follow the conventions of a business letter with a salutation of: *Professor Kelly: or Dear Professor Kelly*.

4. Use paragraphs in your text.

5. Use standard capitalization (including the word "I"), standard sentence structure (including commas and periods), and standard grammar.

6. State your point or question clearly and fully.

7. Do not expect an immediate reply except during my virtual office hour. You can probably expect a response within 24 hours during the week and within 48 hours on most weekends. If you have not received a response from me by that time, you may want to send your message again with this added to your subject line: *Possible Duplicate* (your name and course number).

8. Remember, your tone is college student to college professor. Write appropriately.

## REQUIRED MATERIALS FOR THE COURSE

### TEXT:

- *BIOLOGY, The Dynamic Science, 2nd Ed.*, Russell, Hertz & McMillan, Thompson Brooks/Cole Publishers, 2011.  
ISBN 10: 0-538-74124-4, ISBN 13: 978-0-53874-124-8  
(Also available as an e-text, copy this link: <http://www.coursesmart.com/biology-the-dynamic-science-2nd-edition/russell-hertz-mcmillan/dp/9780538741248>)

### LABORATORY MANUALS:

- *A PHOTOGRAPHIC ATLAS FOR THE BIOLOGY LABORATORY, 6<sup>th</sup> Ed.*,  
Van De Graaff and Crawley, Morton Publishing Co., 2009. ISBN: 978-0-89582-803-3
- *INVESTIGATIONS: A Critical Thinking Approach to the Biology Laboratory, 6th Ed.*  
I. Devlin-Kelly, 2011  
(available only at The Great American Antiques Company, 19<sup>th</sup> St at the corner of R St. Bakersfield  
Open 10-6, 7days)

### OPTIONAL TEXTS:

- *A LIFE SCIENCE LEXICON*, William Marchuk, McGraw-Hill/W. C. Brown Publishers, 1992. ISBN 0-697-12133X.  
(No longer in print but this optional book is helpful--and usually cheap--if you can find it used.)
- *STUDY GUIDE to Accompany BIOLOGY, The Dynamic Science*, Ewers, et al., Thompson Brooks/Cole Publishers, 2012.  
ISBN-10: 0-538-49366-6,

## **MATERIALS FOR THE COURSE**

### **SUPPLIES:**

- 3-ring loose-leaf binder to accommodate 8.5 x 11 in. paper, Lab Manual and Atlas
- 1 pkg. of 6 scantrons-green, 50 questions/side (#882)
- pencil & GOOD eraser
- erasable pen

### **LAB EQUIPMENT:**

- Goggles, safety glasses or other eye protection for use during dissections (**Required** by OSHA and CALOSHA. This means that I CANNOT allow you to be in the room for a prosection lab without them)
- Lab coat, apron or old shirt to protect skin and/or clothing during dissections
- Vinyl or other non-latex gloves for use during prosections (can be purchased at Walmart, Home Depot, Smart & Final)
- Mask, if desired for use during prosections (optional)
- Binoculars, with neck strap (optional)
- Hand lens (optional)

### **STUDENTS WITH DISABILITIES:**

“Students with disabilities who feel they may need accommodations in this class are encouraged to talk to me and to contact Supportive Services (661.395.4334), FACE 16, as soon as possible to better ensure such accommodations are implemented in a timely fashion.”