GENERAL BIOLOGY II SYLLABUS
BIO 102

I. GENERAL INFORMATION

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.


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 111 or permission of instructor). ELI students should have working knowledge of blackboard, Microsoft PowerPoint, Excel and Word 2007. Use of the track changes feature in Word may be necessary for your lab paper.

Laboratory: Labs will begin the second week of classes. http://www.nvcc.edu/alexandria/science/s_biolab.htm

Evaluation: The lecture component of this course (totaling 70% of your final grade) will be based on 4 hourly exams (worth a total of 450 points). Exams consist of multiple choice and short answer questions. Scantrons are required. Lecture % = points received/points possible x 100. Lab % = points received/points possible x 100. Overall course grade (0.7 x Lecture %) + (0.3 x Lab %). Be on time to class. Attendance is mandatory; more than three unexcused absence will result in a failing grade. There are no make-up exams.

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 (http://www.nvcc.edu/depts/disability/; contact also Dr. Sharon Murphy, disability services counselor, 703-845-6076, smurphy@nvcc.edu). After disclosing, students should provide documentation and discuss his/her individual needs with the instructor; this should be done at the beginning of the semester. Instructors, in conjunction with the appropriate college officials, will provide assistance to students who have completed the aforementioned process.

Plagiarism and Academic Honesty: At Northern Virginia Community College, we expect the highest standards of academic honesty. Academic dishonesty is prohibited in accordance with subsection II of the Student Conduct, Rights and Responsibilities described on pages 71-80 in the student handbook (http://www.nvcc.edu/resources/stuhandbook/). This policy prohibits cheating on examinations, unauthorized access to examinations or course materials, plagiarism and other proscribed activities. Plagiarism is defined as the use of another’s idea(s) or phrase(s) and representing that/those phrases as your own, either intentionally or unintentionally. 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 carry on at the next meeting as though the cancellation did not occur. 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 7th.
Important Dates, Audit Policy and Incompletes: For critical dates regarding refunds, withdraw, etc. see: http://www.nvcc.edu/academics/academic-calendar/index.html. Last day to drop with a refund is Jan 27; last day to withdraw without a refund and grade penalty is March 25. A student may decide to audit the course with the instructor’s permission only. If a student decides to audit the course he/she must begin the course as an audit. Students may not take the course for a grade and then switch to audit status. Incompletes are only granted if the students’ circumstances are dire (health issues, deaths in the family). Incompletes will only be granted if students have completed all lab assignments and all but one lecture exam. Incompletes must be approved by the division dean and the provost. Heath claims must be documented by medical professionals.

II. ADDITIONAL POLICIES

Emails and discussion board: My email and discussion board policy (Blackboard): Please use proper English when composing emails and posting discussions. Please keep writing free of slang and as grammatically correct as possible. Please address me in the emails as Dr. or Professor Tupper.

Introductory letter: Please include something semi-personal about yourself, (e.g. a couple of hobbies/sports 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. Post this on the discussion board during the first week of class.

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. Remember, my Dean has to approve these extensions. Unless your requests meet the aforementioned criteria, your request will invariably be denied.

General Comments on Success in this Course: Doing well in this course requires a substantial commitment. You need to set aside quite a bit of time for reviewing lectures, reading, carefully constructing notes and studying. Including lecture time, I would likely need somewhere between 10-12 hours of work on this class a week to secure an “A.” This time frame of course varies from student to student. Nonetheless, expect to devote a substantial amount of time to this class each week. It will help if you are familiar with PowerPoint, Excel and Word to be successful in this course. If you need help with either of these programs, just visit my office hours and I will help you. There also is a link on my website (www.nvcc.edu/home/ttupper/) for excel help. Also, I expect citations in your research paper (if you have me for lab) to follow CSE (Council of Scientific Editors; http://library.osu.edu/sites/guides/csegd.php) guidelines. The link is also on my website; it’s called “CSE guidelines.” Please visit the site. If citations do not follow these guidelines, then points will be deducted. A few last comments: It will likely be useful if you 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. Use of any type of PDA is prohibited during lecture. If you are caught using a PDA in lecture, you will be asked to leave the classroom.

Responses to Grading: Your final grades may not be calculated in the grade book of blackboard. I sometimes use excel to manage your grades. So what you see in the gradebook page in blackboard at the end of the semester may not exactly correspond with what I have calculated for you. If you see a discrepancy, don’t panic, just contact me and we can discuss your grades.

III. TENTATIVE LECTURE SCHEDULE

Week 1: Jan 11
- Intro, animal organization, homeostasis, etc (SG Unit 8; Tex Ch 18)

Week 2: Jan 18
- Endocrine, Nutrition, Digestion (SG Units 8 and 9; Text Ch 26 and 21)

Week 3: Jan 25
- Respiratory, circulatory, lymphatic, immune systems, gas exchange (SG Units 10 and 11; Text Ch 23, 24)
Week 4: Feb 1
- Respiratory, circulatory, lymphatic, immune systems, gas exchange (SG Units 10 and 11; Text Ch 23, 24)

Week 5: Feb 15
- **EXAM I and:**
- Temp regulation, excretion, osmoregulation (SG Unit 12; Text Ch 25)

Week 6: Feb 22:
- Osmoregulation, nervous system (SG Unit 13; Text Ch 28)

Week 7: March 1
- Nervous system, sensory receptors and perception (SG Unit 13; Text Ch 29)

Week 8: March 8
- **Exam II and:**
- Integument, skeletal and muscular systems (Text Ch 30)

Week 9: March 15
- Integument, skin, and invertebrate reproduction (Study Guide Unit 14, Text Ch 30, 27)

Week 10: March 22
- Invertebrate reproduction (Study Guide Unit 14, Text Ch 27)

Week 11: March 29
- Vertebrate reproduction (Study Guide Unit 14, Text Ch 27)

Week 12: April 5
- **Exam III and:**
- Plant evolution and diversity (SG Unit 15; Text Ch 17)

Week 13: April 12
- Plant reproduction and habitat loss (Unit 15; Text Ch 17, 38)

Week 14: April 19
- Plant anatomy and basic physiology of transport systems (SG unit 15 Text Ch 32)

Week 15: April 26
- Ecology (Unit 16; Text Ch 34-37)

Week 16 May 3
- **FINAL EXAM** (not cumulative) 11:00 am -1:45 pm