Biology 1 - General Biology Laboratory #41830 Spring 2016
Course Website: http://instruction2.mtsac.edu/jkido/

LAB: Mon. 9:45 AM – 12:55 PM; Room 7-1115
INSTRUCTOR: Janine Kido
Office Hours in Room 60-2415: Mon. – Thur. 3 – 4 PM
Voicemail: (909) 274-4219
Email: jkido@mtsac.edu
Mailbox: Room 60-2406 (If room is locked, place item with the instructor’s name on it through slot in wall)

TEXT & OTHER MATERIALS:
3. Scantron form # 815-E is required for all lecture and lab quizzes.
4. Scantron form # 883-E is required for the lab midterm and final.
5. Calculator
6. Dissecting gloves for two of the labs

SUPPLEMENT MATERIALS:

COURSE DESCRIPTION: An introduction to the major principles and concepts of biology, including cellular biology, energy relationships, biological systems, heredity, evolution and ecology. Student learning outcomes for this course can be found at: http://www.mtsac.edu/instruction/outcomes/sloinfo.html

STUDENT RESPONSIBILITY: Students are expected to attend class on time. Active participation in class is a crucial part of the learning process, especially in the lab. Announcements are made, assignments collected, and quizzes/exams are given at the beginning of class. Tardy/absent students will not receive credit on quizzes/exams and assignments missed. If you miss a class, you are responsible for obtaining lecture notes and assignments from another student. Electronic devices need to be turned off and put away. If I see you using any of these devices during class or if the class is disturbed by these devices you will lose points. It is the student’s responsibility to add or drop this class by the scheduled dates. You may not be automatically dropped if you stop attending class.

EVALUATION & GRADING POLICIES:
Lecture portion of course (approx. 2/3 of total grade)
Lab portion of course (1/3 of total grade):
- 12 lab quizzes @ 15 pts. each (lowest quiz dropped) 165
- Performance points @ 4 pts. for each lab (14 labs) 56
- Lab Midterm 25
- Lab Final 35
Lab Total: 281 *

* This total is approximate and subject to change.

Letter grades (a single grade combining lecture and lab) will be assigned based on the following scale:
A= 90-100 %, B= 80-89 %, C= 70-79 %, D = 60-69 %, F= < 60 %

1. Lab quizzes will be given at the beginning of each lab period. If you come in after I have passed the quiz out you will not be allowed to take the quiz. Quizzes will cover the previous week’s lab activities and information on the lab that will be completed that day, so please read ahead and be prepared for the up-coming lab.

2. Lab performance points will be given to students who attend the entire lab period, make an honest effort to complete all activities and clean up after themselves. Students who are tardy, absent, do not complete assigned class work, copy lab manual answers from others, leave class early and/or leave a messy lab station will not receive full points. If you miss a lab, you may attend another lab section. You may only do this twice. If possible, notify lab instructors ahead of time. Food and drinks are not allowed in lab. Closed-toed shoes must be worn at all
times. All electronic devices must be turned off and put away. Performance points will be deducted if these rules are not followed.

3. The **lab midterm** will cover labs #1 - 7 while the **lab final** will cover labs #8 - 15.

**STRATEGIES FOR SUCCESS IN LAB:**
1. Fully read the lab exercises before we actually do each lab and make sure you understand what activities you will be doing and why you will be doing them. If possible, answer the lab manual questions that you are able to answer beforehand.

2. During lab, be involved in all lab experiments and activities and do not rely on your lab partners to do them for you. Explain and discuss experiment procedures and results with group members. Teaching others is the most effective learning method!

3. During lab, answer the lab questions in your lab manual on your own. **Do not copy the answers from others.**

4. After lab, review the concepts that you have just learned to give yourself another chance to understand them.

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**Mt. San Antonio College**

**Biological Sciences Department Policy on Student Cheating**

**POLICY**

1. No dictionaries, reference materials, notes, or programmable calculators may be used during any exam or quiz unless authorized by the professor.

2. No electronic devices, of any type, may be used during any exam or quiz unless authorized by the professor.
   a. Electronic devices include, but are not limited to: cell phones, smart watches, PDAs (personal digital assistants), earphones, cameras, MP3 players, translation devices, and electronic dictionaries.

3. No talking, signaling, sharing of note cards, calculators or other materials is allowed during any exam or quiz, unless authorized by the professor.

4. Only the materials required or authorized for an exam or quiz should be taken out of your notebook, backpack, pocket, or purse. All other materials should be put away as instructed, including electronic devices.

5. Students may not leave the classroom during an exam or quiz unless authorized by the professor. If a student leaves the room without permission, the test or quiz will be forfeited at that time.

6. This policy will be strictly enforced by all professors in all classes taught in the Department.

**CONSEQUENCES:**

7. A single act of cheating or academic dishonesty in any form may result in as much as receiving an “F” in the course.

8. Action taken by the professor will be consistent with the college policy on cheating and academic dishonesty. In addition, a report regarding the violation will be submitted to the Director of Student Life for further action, which may also result in further disciplinary action, including, but not limited to suspension or expulsion from the college.

**WHAT IS CHEATING?**

- Some examples of cheating include, but are not limited to:
  a. Plagiarism, which is the use of materials authored by another person or obtained from a commercial source or the use of passages without proper acknowledgment.
  b. Having or using unauthorized materials during any exam or quiz.
  c. Notes concealed in or written on clothing, hats, or skin (as examples).
  d. Looking at another student's work during any exam or quiz.
  e. Changing answers on a returned exam in order to claim there had been a grading error.
  f. Sharing any content of exams or quizzes with individuals who have not yet taken it.
  g. Removing an exam or quiz from the classroom without the professor's approval.
  h. Taking photos of exams, quizzes, completed ScanTrons®, or exam keys.
  i. Turning in work that was generated by other individuals or by the same individual but in a prior semester, including but not limited to: lab report data, lab report or homework questions, homework assignments, and extra credit assignments.
  j. Working together on a lab experiment when told to work individually.
  k. Falsifying lab data.
  l. Allowing another student to look at your exam or quiz, or allowing another student to copy your homework, lab reports, or other assignments. (If that work is duplicated you may also receive the same penalties listed above for violation of the Biology Department Policy on Cheating, and the college policy on cheating and academic dishonesty.)
  m. Falsifying documents, including signatures.

If you are unclear about what constitutes cheating in your class or for a particular assignment, please contact your instructor for clarification before the assignment is due.
**BIO 1 - SCHEDULE**

The following is a **TENTATIVE** schedule. I *may* make alterations if needed.

<table>
<thead>
<tr>
<th>WEEK/DATE</th>
<th>LAB EXERCISE</th>
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<tbody>
<tr>
<td>1 Feb. 22</td>
<td>Tools of Biology</td>
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<tr>
<td>2 Feb. 29</td>
<td>You Are What You Eat!</td>
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<tr>
<td>3 Mar. 7</td>
<td>The Cell &amp; the Metric System</td>
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<tr>
<td>4 Mar. 14</td>
<td>How Things Move</td>
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<tr>
<td>5 Mar. 21</td>
<td>Cellular Respiration &amp; Metabolic Rates</td>
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<tr>
<td>6 Mar. 28</td>
<td>Plants &amp; Photosynthesis</td>
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<tr>
<td>7 Apr. 4</td>
<td>Biodiversity &amp; Taxonomy (wildlife sanctuary)</td>
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| 8 Apr. 11 | **Lab Midterm**  
DNA, Protein Synthesis & Biotechnology |
| 9 Apr. 18 | Genetics |
| 10 Apr. 25 | Homologous Structures in Vertebrates |
| 11 May 2  | Interactions Between Plants, Animals & Environment |
| 12 May 9  | Population Growth & Diseases |
| 13 May 16 | Human Respiratory & Circulatory Systems (**bring gloves**) |
| 14 May 23 | Human Senses (**bring gloves**) |
| 15 May 30 | Holiday (No Class) |
| 16 Jun. 6 | **Lab Final @ 10:30 AM – 11:30 AM** |