Instructor: Barbara Sepdham
Office: X2037 Adjunct Office
Office Hours: 1:15 – 2pm Tuesdays and Thursdays (in lab or my office) or by appointment
Email: BSepdham@dcccd.edu
Remind App: text your class code to 81010 to receive important class announcements and reminders by text and send PM’s by text to Mrs Sepdham. Tuesday lab students class code is @1409tues Thursday lab students class code is @1409bio
Math/Sci Division Office (K 224) phone: 972-860-4750
Math Sci Office hours M-Th 8a – 5p, Fri 8a -- 4p

Course Description
BIOL 1409 Biology for Non-Science Majors (4cr) is a Texas Common Course Number. Prerequisites are Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) standard in Reading. Presentation of biological concepts for the non-science major. Emphasis will be on plant and animal systems, diversity of life, taxonomy, population dynamics, ecology, evolution, and current issues in biology.

Required Materials
1) Free Online Textbook from OpenStax. Biology by Rye, et. al. Please download your copy from https://openstax.org/details/books/biology or access online at https://cnx.org/contents/GFy_h8cu@11.6:rZudN6XP@2/Introduction
3) Apperson Accu-scan forms: Eight (8) long forms will be needed for the course (extra essay space is not needed)
4) Internet access is essential as much of the course materials are online on eCampus Blackboard
5) Remind and Kahoot apps will be used frequently. These are free apps that can also be accessed online.

Introduction
The world today is dominated by science and technology. Students majoring in fields other than science will need a science background to function competently in most technical jobs today. Regardless of your career choice, your life will be affected by science, through medicine, nutrition, electronics, transportation, etc. This course will enable students to use biological science in daily life from scientific problem solving, to understanding current news.

Student Learning Outcomes for Biology 1409 Lecture
Upon successful completion of this course, students will:
1. Describe modern evolutionary synthesis, natural selection, population genetics, micro- and macroevolution, and speciation.
2. Describe phylogenetic relationships and classification schemes.
3. Identify the major phyla of life with an emphasis on plants and animals, including the basis for classification, structural and physiological adaptations, evolutionary history, and ecological significance.
4. Describe basic animal physiology and homeostasis as maintained by organ systems.
5. Compare different sexual and asexual life cycles noting their adaptive advantages.
6. Illustrate the relationship between major geologic change, extinctions, and evolutionary trends.

Student Learning Outcomes for Biology 1409 Lab
Upon successful completion of this course, students will:
1. Apply scientific reasoning to investigate questions and utilize scientific tools such as microscopes and laboratory equipment to collect and analyze data.
2. Use critical thinking and scientific problem-solving to make informed decisions in the laboratory.
3. Communicate effectively the results of scientific investigations.
4. Define modern evolutionary synthesis, natural selection, population genetics, micro and macroevolution, and speciation.
5. Describe phylogenetic relationships and classification schemes.
6. Identify the major phyla of life with an emphasis on plants and animals, including the basis for classification, structural and physiological adaptations, evolutionary history, and ecological significance.
7. Describe basic animal physiology and homeostasis as maintained by organ systems.
8. Compare different sexual and asexual life cycles noting their adaptive advantages.
9. Illustrate the relationship between major geologic change, extinctions, and evolutionary trends.
Biology 1409 is part of the *Life and Physical Sciences* Foundational Component Area 030.

i. Courses in this category focus on describing, explaining, and predicting natural phenomena using the scientific method.

ii. Courses involve the understanding of interactions among natural phenomena and the implications of scientific principles on the physical world and on human experiences.

iii. The following four Core Objectives must be addressed in each course approved to fulfill this category requirement:
   - **(A) Critical Thinking Skills:** to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information;
   - **(B) Communication Skills:** to include effective development, interpretation and expression of ideas through written, oral and visual communication;
   - **(C) Empirical and Quantitative Skills:** to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions;
   - **(D) Teamwork:** to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal

**Procedure:** Biological Science 1409 consists of approximately sixteen weeks of text assignments, labs, tests, discussions, special events, and quizzes. Special events are class participatory activities related to assigned biology topics.

**Text Assignments:** The text assignments consist of assigned reading in *Biology-Concepts & Applications*. These reading assignments will be assessed initially by required homework quizzes. You will have 6 tests and the final exam over the content of the lecture and the reading assignments.

**Laboratory:** The laboratory activities will provide you with the opportunity to participate in the scientific process. Read each lab exercise in the lab manual carefully as you work through the corresponding lab material. You are required to answer all questions in the exercise including summary questions. Your instructor will check your lab manual for completion at the end of each lab. You will be required to take a lab quiz at the end of each lab period. Lab quizzes will be given online and are due 24 hours after the lab ends. Lab practicals will be conducted after every 5 labs. Lab material will also be covered on all exams!

**Tests:** Six tests, 30 points each, will be given during the semester. Each test contains both short answer, fill in the blank, essay and multiple choice questions. They cover both lecture and laboratory concepts. Most tests are given in the Testing center in S-building. Instructor signed testing center permission slips, photo id, pencil and accu-scan forms are required.

**Final Exam:** A cumulative exam covers material from all six exams as well as Labs 11 and 12. You will take the final exam in class. Passing the final exam is required for passing the course.

**Institutional policies:**

**ACADEMIC DISHONESTY**

The Student Code of Conduct prohibits academic dishonesty and prescribes penalties for violations. According to this code, which is printed in the college catalog, "academic dishonesty" includes (but is not limited to) cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion.

1) The Vice-President of Academic & Student Affairs may initiate disciplinary proceedings against a student accused of academic dishonesty.

2) Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism and collusion.

3) Cheating on a test includes:
   a) Copying from another student’s test paper;
   b) Using, during a test, materials not authorized by the person giving the test;
   c) Collaborating with another student during a test without permission from the instructor to do so;
   d) Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or part the contents of a test.
   e) Substituting for another student, or permitting another student to substitute for you to take a test.
   f) Bribing another person to obtain a test or information about a test.

4) "Plagiarism" means the appropriation of another’s work (ideas and/or words) and the unacknowledged incorporation of that work in one’s written work offered for credit. Quotes not identified as quotes constitute a form of plagiarism even if the borrowed ideas are documented.

5) "Collusion" means an unauthorized collaboration with another person in preparing written work offered for credit.

Academic dishonesty may result in the following sanctions, including, but not limited to:

1. A grade of zero or a lowered grade on the assignment or course.
2. A reprimand.
3. Suspension from the college.

As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog. [https://www1.dcccd.edu/catalog/ss/code.cfm?loc=econ](https://www1.dcccd.edu/catalog/ss/code.cfm?loc=econ)
Administrative Withdrawal: Students with valid extenuating circumstances may be eligible for an administrative withdrawal by the Dean of the Division in which the course or courses are taught. An administrative withdrawal will not be awarded to students who simply fail to withdraw prior to the last day to receive a “W.” The request for an administrative withdrawal must be made in writing to the Dean of the Division with any supporting documentation attached. This must occur before the last official day of the semester.

Drop/Withdrawal Policy: Withdrawing from a course is a formal procedure which YOU must initiate; the instructor cannot do it for you. You may withdraw from a class in either the Admissions office or Advising Center. If you stop attending or are unable to complete this class and you do not withdraw before the official drop date, you will receive a zero for that test or quiz. Collusion on any assignment (BITN, extra credit, homework assignments, etc) will also result in a zero for that assignment for all students involved.

STOP BEFORE YOU DROP: For students who enrolled in college level courses for the first time in the fall of 2007, Texas Education Code 51.907 limits the number of courses a student may drop. You may drop no more than 6 courses during your entire undergraduate career unless the drop qualifies as an exception. Your campus counseling/advising center will give you more information on the allowable exceptions. Remember that once you have accumulated 6 non-exempt drops, you cannot drop any other courses with a “W.” Therefore, please exercise caution when dropping courses in any Texas public institution of higher learning, including all seven of the Dallas County Community Colleges. For more information, you may access: https://www1.dcccd.edu/catalog/ss/oep/dw.cfm

FINANCIAL AID STATEMENT: Failure to attend classes could result in a loss of Financial Aid (FA). If you are receiving any form of financial aid, you should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy. To apply for financial aid in the DCCC, students must complete FAFSA (Free Application for Federal Student Aid) on the web at: http://www.fafsa.ed.gov

FINANCIAL AID CERTIFICATION OF ATTENDANCE: You must attend and participate in your on-campus and online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance and participation. In an online course, you must participate in an academic related activity pertaining to the course in order for your attendance to be validated. Simply logging-in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are participating in your online class and engaged in an academically related activity by the certification date. The academic related activity used to validate online course participation is at the discretion of your instructor. This statement of certification of attendance applies to all students enrolled regardless of whether they are receiving financial aid or not. All students must be certified.

INTERNATIONAL STUDENTS: Students on an F-1 visa cannot withdraw from classes without jeopardizing their official status. If you are on an F-1 visa, you MUST NOT withdraw from any class without the permission of an International Student Advisor in the Multicultural Center, in Room S-136 or at 972-860-4192. 

NOTIFICATION OF ABSENCE DUE TO RELIGIOUS OBSERVANCE OF HOLY DAY(S)

Students who will be absent from class for the observance of a religious holiday must notify the instructor in advance. A student shall be excused from attending classes, or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this provision may not be penalized for that absence and shall be allowed to take an examination or complete an assignment within a reasonable time after the absence. Please refer to the Student Obligations section of the college catalog for more explanation. You are required to complete any assignments or take any examinations missed as a result of the absence within the time frame specified by your instructor.
REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT (A430)

Brookhaven College, in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, assures access to college programs and facilities. Students are responsible for notifying the Disability Support Services Office of their need for assistance. Students with documented disabilities, such as mobility impairment, hearing or visual impairment, learning, cognitive, and/or psychological disorders are eligible for services. Disability Support Services is located in Room S136 in the Student Services Center, Building S, or may be reached by telephone at 972-860-4673 or email at bhcADAservices@dcccd.edu.

OFFICE OF INSTITUTIONAL EQUITY STATEMENT: The Office of Institutional Equity, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.

Students with Disabilities: If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: http://www.dcccd.edu/DSOoffices or contact DCCCD Office of Institutional Equity at 214-378-1633. Brookhaven College Disability Services 972-860-4673

A Note on Harassment, Discrimination and Sexual Misconduct: We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety. We are concerned about the well-being and development of our students, and are available to discuss any concerns. There are both confidential and non-confidential resources and reporting options available to you. If students wish to keep the information confidential, please contact the college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the College Title IX Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the student and determine if further investigation is needed. For more information about policies, resources or reporting options, please visit www.dcccd.edu/titleIX or contact Brookhaven TitleIX coordinator Terri Edrich TitleIX-BHC@dcccd.edu 972-860-4825 or District Title IX Coordinator Office of Institutional Equity LaShawn Grant TitleIXDistrict@dcccd.edu 214-378-1633

COUNSELING SERVICES: Counseling services for personal issues are provided to all students currently enrolled at Brookhaven College. These services are provided by licensed professionals who are bound by confidentiality (within ethical parameters) at no charge. With the assistance of a counselor, students are able to identify, understand, resolve issues and develop appropriate skills. To make an appointment call 972-860-4339 or visit S124.

FERPA: The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. More information about the FERPA guidelines is available online in the college catalog at https://www1.dcccd.edu/catalog/about/privacy.cfm

Brookhaven College Institutional Policies Addendum can be found at the following link:

Use of Technology within Biol 1408/1409 - Phones must be either turned off or put on vibrate during lecture and lab time and left visible on desktops. NO TEXTING, social networking, games, etc. during lecture or lab. Please respect others and avoid any disruptions to the class. Absolutely no electronic communication is permitted during testing. Any use of a phone or other electronic device during testing will result in a zero for the exam. Students are encouraged to use their computers, tablets, iPads to take notes and follow along with lecture power points, etc. At times internet researching will be needed as part of the classroom activity.
HOW TO CHECK YOUR GRADES
All grades for this course will be posted on eCampus.
1. Go to https://dcccd.blackboard.com and log in using student 7 digit student ID and password
2. Under Courses, select your section of BIOL-1409
3. Select the My Grades tab on the left side of the page.
4. All grades for exams, quizzes, papers, and any other assignments will be posted within two weeks of due date (usually much sooner)

How to check your transcripted final course grades online:
Grade reports are no longer mailed. Convenient access is available online. Use your student identification number when you log in to eConnect.
1. Go to https://econnect.dcccd.edu/ and click on the student menu on eConnect
2. Select "My Grades" under "My Personal Information."
3. If you are not already logged in, you will be prompted to do so. You will need your 7 digit Student ID # and PIN to log in.
4. Select the grade type you wish to review.
5. Press the submit button.
6. All Grades for the selected grade type will be displayed.

HOW YOUR GRADE IN BIOLOGY 1409 IS DETERMINED
Point Allocation Summary

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture Exams</td>
<td>6 @ 30 pts each</td>
<td>180 pts</td>
</tr>
<tr>
<td>Cumulative Final</td>
<td>1 @ 60 pts each</td>
<td>60 pts</td>
</tr>
<tr>
<td>Lab Practicals</td>
<td>2 @ 40 pts each</td>
<td>80 pts</td>
</tr>
<tr>
<td>Lab Quizzes</td>
<td>12 @ 10 pts each</td>
<td>120 pts</td>
</tr>
<tr>
<td>Lab Participation</td>
<td>2 @ 10 pts each</td>
<td>20 pts</td>
</tr>
<tr>
<td>Homework Quizzes (HWQ)</td>
<td>15 @ 2 pts each</td>
<td>30 pts</td>
</tr>
<tr>
<td>Biology in the News</td>
<td>1 @ 20 pts each</td>
<td>20 pts</td>
</tr>
<tr>
<td>Special Events</td>
<td>4 @ 10 pts each</td>
<td>40 pts</td>
</tr>
<tr>
<td>Post special event assignments</td>
<td>4 @ 5 pts each</td>
<td>20 pts</td>
</tr>
<tr>
<td>Class Attendance</td>
<td>30 @ 1 pt each</td>
<td>30 pts</td>
</tr>
<tr>
<td>Total</td>
<td>600 pts</td>
<td></td>
</tr>
</tbody>
</table>

The course grade is determined on the basis of the following point system.

<table>
<thead>
<tr>
<th>Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 540 – 600</td>
<td>A = 90 – 100</td>
</tr>
<tr>
<td>B = 480 – 539</td>
<td>B = 80 – 89</td>
</tr>
<tr>
<td>C = 420 – 479</td>
<td>C = 70 – 79</td>
</tr>
<tr>
<td>D = 360 – 419</td>
<td>D = 60 – 69</td>
</tr>
<tr>
<td>F = 0 – 359</td>
<td>F = 0 – 59</td>
</tr>
</tbody>
</table>

All grades for this course will be posted on eCampus.
1. Go to https://dcccd.blackboard.com and log in using student 7 digit student ID and password
2. Under Courses, select your section of BIOL-1409
3. Select the My Grades tab on the left side of the page.
4. All grades for exams, quizzes, papers, and any other assignments will be posted within two weeks of due date (usually much sooner)
You may accumulate points in this course as follows:

1. **Tests** - six tests worth 30 points each will be given over the lecture material, textbook reading assignments, and laboratory concepts. Exams 1 to 5 are given in the testing center, which requires a photo ID, testing permission slip, pencil, and long Apperson Accu-scan form. Exam 6 will be online and the cumulative final exam will be given in class and will require pencil and accu-scan form.

2. **Laboratory** - Thirteen labs will coordinate with the text material. A 10 point multiple choice quiz will be given online after completion of each lab, with a 24 hour deadline. Only students who completed the lab and followed checkout procedures will have access to quizzes.

3. **Laboratory Practical exams** - Two lab practicals worth 40 points each will be given during the semester. Lab Practical 1 will cover the content in the first five labs. Lab Practical 2 will cover the content in labs 6 through 10. Laboratory understanding, critical thinking skills, and the ability to interpret data will be evaluated. Bring pencil, lab manual and long Accu-scan form. Lab manuals will be collected and points for completed labs awarded at this time. Completed manuals with instructor signatures for each lab will be worth up to 10 pts at time of each practical exam.

4. **Special Events** - Four times during the term a class participation activity will occur which will relate the textbook content to the world around you, and your participation is worth 10 points. No makeups are possible since this is a class participation grade. Instructor reserves the right to use any special event time to catch up on lecture materials. Several follow-up assignments including discussion boards will be assigned, worth 5 pts each.

5. **Biology in the News articles** - An essay worth 20 points each, where students relate recent news to course materials and provide personal analysis. Check under assignments in e-campus for more specifics.

6. **Final Exam** - A comprehensive multiple choice exam covering the major objectives of all lecture material, as well as major concepts from laboratory exercises will be given. Each question is worth 1 point. Passing the final exam is a requirement for passing the course.

7. **Attendance** - Up to thirty points will be earned by those students who have three or fewer unexcused absences and/or tardies. All students will begin the semester with 0 points for attendance. One point will be earned for each of the 30 classes you attend. Five points are to be deducted from a student’s point total for the course for each unexcused absence subsequent to three unexcused absences and/or tardies. Attendance will be taken at the beginning of each class meeting by sign in sheet. Students arriving late after attendance without a documented written excuse will be counted tardy and tardies will count as one absence, and may result in 5 pt deduction. There is NO LIMIT to the number of points that may be deducted for consistent absences. If you know that you must miss a class or arrive late for a legitimate reason, please notify the instructor in advance if at all possible. Absences can only be excused if you contact the instructor!

8. **Extra Credit** - There are various opportunities for extra credit throughout the semester. Extra credit points are limited to 25 points maximum. All extra credit assignments will have specific due dates, which will be adhered to. Additionally, extra credit assignments follow the same academic honesty rules—they are not group work and you may not “google” the answers! Only students who follow the directions given and thoroughly, thoughtfully, and independently complete extra credit assignments on time will earn points for these.

9. **Homework Quizzes** - There will be online quizzes assigned throughout the semester to assess your readiness for lecture. These will always be due prior to covering the material in lecture in order to prepare you for the lecture topic. These quizzes are an excellent way to study for the exams!

10. **Testing Procedure**: Lecture exams 1 through 5 are given in the Testing Center. Students are given approximately one week in which to take the exam, usually Tuesday to Wednesday. Students must receive an instructor signed test permission slip to take the exam in the testing center. Students may not take exams during class time—this will result in an unexcused absence. The testing center requires students provide a picture ID, testing permission slip, a pencil, and a long Apperson Accu-scan form. Cell phones, pagers, or other communication devices are not allowed in the testing center. Students are not permitted to leave and reenter the testing for any reason—this includes restroom breaks. ANY IRREGULARITIES OCCURRING IN TESTING (failure to follow any/all testing rules either at the testing center or in class or online) WILL RESULT IN A ZERO for that test. Lecture exam 6 and the final exam will be given in class on set dates.

11. **Late work** - Late work will be accepted without penalty only with documented written excuse. Without documented excuse, any late exams and practices will lose 2 letter grades for the first day they are late, and another 5 pts for each additional day. For example, if a test was due at 7pm on Wednesday, and it is not taken until 8am on Thursday, the highest possible grade the student can earn is now a 24 out of 30 pts (2 letter grade penalty). If that same test is not taken until Friday, the highest grade possible drops to 21 out of 30. BITN papers that are late will receive only half credit (10pt max). Late lab quizzes will receive only half credit (5 pts max) and must be completed within one week of the original due date. Lab quiz makeups can be taken by those who missed the lab only if they show a completed lab report prior to taking the quiz. There are no makeups on special events as these are class participation events.

12. **Grading of assignments** - Following instructions is essential on all assignments. Neatness, grammar, and spelling count!!! Any work the instructor cannot reasonably read or decipher will be graded as incorrect. Blanks can only be graded with zeros. Any assignment that is not your own work will receive a zero for academic dishonesty.
13. **Cell Phone Use – NO TEXTING or SOCIAL NETWORKING!** Please respect others and avoid any disruptions to the class. Absolutely no electronic communication is permitted during testing. Any inappropriate use of a phone, tablet, etc. will result in the confiscation of device, and you may receive it back at the end of class/lab. **Laptop Use:** Students are encouraged to use their computers to take notes and follow along with lecture power points, etc. Absolutely NO social networking, games, or other non-Biology websites/materials are allowed.

**IMPORTANT INFORMATION FOR STUDENT SUCCESS:**

- The six regular lecture exams plus the cumulative final make up 40% of your grade in this course. **ALL** of these exams count—there will NOT be a dropped exam grade. Questions left unanswered can only receive a zero. Demonstrate what you have learned! Passing the final exam is a requirement for passing the course.

- Laboratory quizzes, practicals, and your participation in lab make up over 36% of your grade, plus every lecture exam includes short answer questions on the lab material. Attending lab and completing all lab activities is ESSENTIAL to passing this course. You must attend your assigned lab section—swapping labs is only permitted with instructor approval for unusual circumstances. Students who miss labs will not be permitted to make up lab quizzes without instructor approval and must still complete the lab manual report prior to taking the makeup quiz. Makeup lab quizzes will only count half credit regardless of the reason the lab was missed.

- Homework quizzes, Biology in the News, Special Events and follow-up assignments together are worth 110 pts, equivalent to over 18% of your grade (over one letter grade!). The Biology in the News assignments are designed to be an interesting opportunity for you to explore areas of biology of personal interest to you. Special events are classroom group activities where you will work with other students to investigate biological case studies, solve medical mysteries, or design scientific experiments. There are no makeups on special events as these are a class participation grade. Homework quizzes are the BEST indicator of your success in this course.

- The attendance policy is course wide and will be enforced. Attendance will be taken by means of students signing an attendance sheet that will be available only the first five minutes of class. **Missing class, especially the beginning of class, WILL be detrimental to your performance in the course!** Consistent tardiness and frequent absences will result in point deductions from your grade!

- Certification date is February 4th, 2019. This is the day your registration in the course becomes final and you cannot drop the course without withdrawing (W on the transcript) after this date. The last date to withdraw is April 17, 2019. Contact the Admissions office for more information. You may contact an advisor in the Advising and Counseling Center, Room S113, or send an e-mail to bhcAdvising@dcccd.edu to schedule an appointment. The Admissions Office is in the Student Services Center, Room S041. **Mrs. Sepdham will be holding conferences with students individually by appointment in late March/early April to discuss grades and course progress.**

- **Extra credit in this course is LIMITED TO 25 POINTS MAXIMUM**—again this is a course wide policy. Extra credit opportunities will be offered occasionally throughout the course—**all will have due dates and late extra credit work will NOT be accepted!** These points can be very valuable so plan on making the most of these opportunities as they are available! See eCampus for more details on each extra credit opportunity.

The instructor reserves the right to amend this syllabus as necessary. Check eCampus or see instructor for any updates or changes to this document.

Summer and Fall 2019 registration begins **April 29, 2019.**
<table>
<thead>
<tr>
<th>Wk</th>
<th>Tues</th>
<th>Thurs.</th>
<th>Labs</th>
<th>Tests/Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/22</td>
<td>1/24</td>
<td>Lab Safety, Microscope Use, and begin Evolution lab. Orientation Quiz due 3pm next day after lab</td>
<td>Introduction to Bio homework quiz (HWQ) is due by 8am Thurs 1/24</td>
</tr>
<tr>
<td>1</td>
<td>1/22</td>
<td>1/24</td>
<td>Ch 18, 19, 20 Evolution</td>
<td>Both Evolution HWQs due by 8am Tues 1/29</td>
</tr>
<tr>
<td>2</td>
<td>1/29</td>
<td>1/31</td>
<td>Evolution and Taxonomy Lab 1 and 13 quizzes due 3pm next day after lab</td>
<td>Ecosystems HWQ due by 8am 1/31</td>
</tr>
<tr>
<td>3</td>
<td>2/5</td>
<td>2/7</td>
<td>Ecosystems Lab 2 quiz due 3pm next day</td>
<td>Feb 4th is last day to drop/certification day</td>
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<tr>
<td>4</td>
<td>2/12</td>
<td>2/14</td>
<td>Population Ecology Lab 3 quiz due 3pm next day</td>
<td>Exam 1 (chap 18-20, 44-47 and labs 1, 2, 3)</td>
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<tr>
<td>5</td>
<td>2/19</td>
<td>2/21</td>
<td>Tissues Lab 4 quiz due 3pm next day</td>
<td>Exam 1 is DUE by 7pm Wednesday Feb 20</td>
</tr>
<tr>
<td>6</td>
<td>2/26</td>
<td>2/28</td>
<td>Bones and Muscles Lab 5 quiz due 3pm next day Thurs lab: See instructor for info on lab attendance for this week</td>
<td>Exam 1 is DUE by 7pm Wed March 6</td>
</tr>
<tr>
<td>7</td>
<td>3/5</td>
<td>3/7</td>
<td>Lab Practical 1 Exam given Tuesday 2/27 covers labs 1 to 5, 13 and microscope</td>
<td>Exam 2 is DUE by 7pm Wed April 3rd</td>
</tr>
<tr>
<td>8</td>
<td>3/19</td>
<td>3/21</td>
<td>Digestive System Lab 6 quiz due 3pm next day</td>
<td>BITN rough draft due 4/9</td>
</tr>
<tr>
<td>9</td>
<td>3/26</td>
<td>3/28</td>
<td>Circulatory System Lab 7 quiz due 3pm next day</td>
<td>Urinary HWQ due 8am 4/11</td>
</tr>
<tr>
<td>10</td>
<td>4/2</td>
<td>4/4</td>
<td>Immunity Lab 8 quiz due 3pm next day</td>
<td>Reproduction HWQ due 8am 4/16</td>
</tr>
<tr>
<td>11</td>
<td>4/9</td>
<td>4/11</td>
<td>Respiratory System Lab 9 quiz due 3pm next day</td>
<td>Exam 4 (Ch 39,42, labs 8,9)</td>
</tr>
<tr>
<td>12</td>
<td>4/16</td>
<td>4/18</td>
<td>Urogenital System Lab 10 quiz due 3pm next day</td>
<td>Exam 4 is DUE by 7pm Wed April 17th Last Day to Withdraw is Wed. April 17</td>
</tr>
<tr>
<td>13</td>
<td>4/23</td>
<td>4/25</td>
<td>Lab Practical 2 in normal lab time covers labs 6-10</td>
<td>Lab Practical #2 This Week Bring pencil, long Accu-scan and lab manuals</td>
</tr>
<tr>
<td>14</td>
<td>4/30</td>
<td>5/2</td>
<td>Nervous System Lab 11 quiz due 3pm next day</td>
<td>Discussion board #4 due 4/30 9pm</td>
</tr>
<tr>
<td>15</td>
<td>5/7</td>
<td>5/9</td>
<td>Special Senses Lab 12 quiz due 3pm next day</td>
<td>Nervous system HWQ due 8am 4/30</td>
</tr>
<tr>
<td>16</td>
<td>5/14</td>
<td>5/16</td>
<td>Final Exam In Class at 9 AM Review for final exam will be held on Tuesday May 14 at 9am (location to be determined)</td>
<td>Brain and Senses HWQ due 8am 5/2</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Exam 5 (Ch 41,43, lab 10) Exam 5 is DUE by 7pm Wed May 1st BITN Due Thurs May 2 by 9am</td>
</tr>
<tr>
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<td></td>
<td></td>
<td>Exam 6(Ch 35,36, labs 11,12) Online ONLY DUE 7pm SUNDAY May 12</td>
</tr>
<tr>
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<td></td>
<td>Comprehensive Final Exam In class only on Thurs. May 16th at 9 am bring long accu-scan form and pencil. This is the last day of the semester. DO NOT MISS THIS EXAM! CONTACT MRS SEPDHAM IF YOU NEED TO TAKE IT EARLY.</td>
</tr>
</tbody>
</table>

**Spring Break Week 3/11-3/15 Campus Closed**
On the first day of class, students will be required to sign the following document where they state they have read the syllabus and will be held to the standards set within.

This is **YOUR COPY TO KEEP**. You will be provided with a copy to sign for the instructor.

Student Name (name on college roll)__________________________________________________________________________
Name you prefer to be called? _____________________________________________________________
Student ID number _________________________________________________________________
Best phone number to reach you at? ____________________________________________________________
Email ________________________________________________________________________________

*PLEASE MAKE SURE your eCampus account is linked to the email account you prefer!!!! Email through the eCampus account is the main method of communication for this course outside of class! If your email should change during the semester, remember to update your eCampus information!* 

Do I have your permission to use the above contact information to leave messages (including email) that include personal student information such as grades? 

Check here for YES ☐ Check here for NO ☐

Checking NO will mean any email, phone messages will not include personal information but will request that you contact me for a private meeting.

If any of your contact information changes during the semester, notify Mrs. Sepdham as soon as possible. Accurate contact information is important so I can reach you regarding changes in the course or issues with your grades.

Statement of Understanding

By signing below, you are stating that you have received and read the syllabus for Biology 1409 section 21001 and 21002, and that you understand and agree to all the policies and requirements of the course, as outlined in the syllabus. I understand that the syllabus for this course may be altered at any time by the instructor and that, as a student, I am responsible for knowing all announced changes, test dates, and other course information that may be given in my absence. Check eCampus and Remind for class announcements.