



## COURSE INFORMATION SHEET

### BIOL 1406 (4:3:3)

Biology for Science Majors I  
Kristin Bingham - Biology Department  
Division of Arts & Sciences  
South Plains College  
Fall 2017

**Instructor** Kristin Bingham  
**Section** 002  
**Office** Science 185  
**Office Phone** (806) 716-2308  
**E-mail** kbingham@southplainscollege.edu

**Office Hours**

Monday	8:15 to 9:30
Tuesday	8:15 to 9:30
Wednesday	8:15 to 9:30
Thursday	8:15 to 9:30
Friday	8:15 to 11:15

**Course Description:** This course focuses on fundamental principles of living organisms including the chemistry of life, cell and molecular biology, genetics and evolution. This is the first semester of an integrated course for majors in biological sciences and related studies, including the medical disciplines.

#### Course Materials:

Text: *Biology*, 10<sup>th</sup> Ed. By Campbell and Reece et al  
Lab Manual: *Biology for Science Majors I&II Lab Manual*, South Plains College Biology Department (SPC Bookstore)

#### Online Course Content

- Blackboard is the primary source for all course information.
- **Students need to access Blackboard daily.** To login to the system, you will need your SPC username and password.
- Specific course materials available include: PowerPoint lectures, messages and announcements from the instructor, as well as podcasts.

#### Attendance Policy:

- Punctual and regular class attendance to both lecture and lab is required of all students. Students should make every effort to attend all classes. Absence from either the lecture or lab portion of the class will be noted for the entire day and any work submitted will be given a grade of zero.
- I maintain an “open door” policy – if you are running late, still come to class! Open the door and (quietly) come in.
- Quizzes are given at the beginning of each class (and sometimes in the middle of class). Students who are late may not take the quiz. Students may not take a quiz and immediately leave class.
- Students are expected to be attentive during lectures and working during lab sessions. Students studying for other classes, sleeping during class or leaving class early will be considered absent for the entire class period. See technology misuse policy on page three.
- Any student absent for more than **4 class days** (for any reason) or absent every class period for two weeks may be administratively withdrawn from the class by the instructor with a grade of X or F. See the SPC General Catalog or Student Handbook for complete policy on class attendance.
- Excessive, continued absences and/or tardiness are not tolerated. Students are responsible for all material covered during any absence. PowerPoints and recordings of lectures are available on Blackboard – use these obtain material missed due to an absence.

**Hazardous Weather Policy:**

- South Plains College rarely cancels classes due to weather. Students should plan accordingly to be able to attend all classes and arrive at SPC Levelland safely.
- Announcements concerning cancellations and/or delays are made on local television, radio and MySPC. Check out the Emergency Notifications tab MySPC to receive emergency announcements by phone or text message. I will also post delays on Blackboard.

**Course Grade:**

- The grade for this course will be based on four (4) major exams given at regular intervals during the semester (100 pts. possible on each) and the averages of quizzes taken during the semester. Total points possible for the semester are 500. The grading scale will be as follows:

Letter Grade	Course Average*	Semester Points
A	90-100 %	450 to 500
B	80-89 %	400 to 449
C	70-79 %	350 to 399
D	60-69 %	300 to 349
F	0 -59 %	0-299

**\*Course Average:** Calculated by average of the five grades indicated. If a student's final average *is less than* one-half a percentage point away from the next higher letter grade, the instructor will refer to total points earned during that semester to determine final grade. There are NO curves or extra credit in this course.

**Examination Policy:**

- **Four** major exams will be given during the semester. These exams will be announced in advance and will be divided between lab and lecture material. Each exam is worth 100 points.
- The exam format will include multiple-choice questions, short answer questions, fill in the blank, diagrams to draw, and an occasional true or false question.
- Your score is recorded as the number of (points earned/total points possible)\*100.
- The last ("final") exam will be given during final exam week and will include both new material and comprehensive material. This exam will be given on the **MONDAY** of final exams week. See schedule for exact time.
- If you know you will be absent on an exam date and you let me know, under certain circumstances there may be an opportunity to take the exam at an alternate time. If you do not make proper arrangements, the exam will receive a grade of zero. DO NOT MISS EXAMS!!!

**Quizzes:**

- Quizzes will be given each class period. Each quiz will cover the lecture AND lab material from the previous class day.
- Quizzes are averaged together as 100 points toward the course grade. For students with **2 or fewer absences or tardies**, the lowest FOUR (4) quiz grades will be dropped before the final quiz average is calculated at the end of the semester.
- Quizzes are given at the beginning of class; students who are late do not get the opportunity to take the quiz.
- **Quizzes CANNOT be made up if missed for any reason.**
- Students who leave class immediately following a quiz will receive a zero for that quiz.

**Dropping:**

- An official drop initiated by the student before the Last Day to Drop (**November 16, 2017**) will result in a W on your transcript. Any drop initiated by the instructor for excessive absences will result in either an X or F grade on the transcript. See the school policy on drops and the limit placed on "unexcused" drops which is available in the General Catalog on the school website.

**Student Conduct:**

- A high standard of conduct is expected of all students. It is assumed that obedience to the law, respect for property, authority, personal honor, integrity, and common sense will guide the actions of each member of this class. Any student who fails to perform to the expected standards will be asked to withdraw from the course, or will be administratively dropped from the course by the instructor.
- Students should respect the academic situation and be considerate of others in the classroom. Late arrivals should seat themselves quietly and without disruption to the lecture. During lecture, students should refrain from talking, eating or any other behavior that will disturb others. Students should be alert, taking notes and paying attention during lecture, films and discussions. Cell phone use is prohibited – see penalty policy below.

**Technology Misuse Policy:**

- With advances in technology, students are presented with a myriad of opportunities and tools at their fingertips to help reinforce concepts covered in class and lab. Nevertheless, at times these technological advances also afford students many distractions from the task at hand. In my class, I encourage you to use technology in an educational and appropriate manner; however, there are few things as rude as intentionally ignoring someone that is trying to communicate with you. Should you fail to control your electronics use, you will be dismissed from the course for the day. My parameters on use are as follows:
  - All electronic devices should be **SILENCED** inside the classrooms (both lecture and lab). If possible, set your device to “Do Not Disturb” mode in class.
  - Devices that may be out during lecture include laptops, tablets, and in certain instances, cell phones.
  - If your device is out during class, be aware that I will be watching you for your attention. Failure to engage in the material being presented will result in your dismissal based on presumed distraction.
- **Penalty Information**
  - The first time a phone rings or a student is observed misusing a device (i.e. texting, web browsing, facebook, etc.) during either lecture or lab, the student will receive a warning.
  - Each subsequent time this occurs, the student will be required to leave the class (and forfeit any grade for that day) PLUS receive a penalty of 10 points being deducted from their next exam.
  - If there are continued issues with a student’s misuse of technology in the classroom, that student will be dismissed from the course.

**Academic Integrity (from SPC General Catalog):**

- It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.
1. **Cheating:** Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of whatever length, as well as to final examinations, to daily reports and to term papers.

**Cheating Policy:**

- No electronic devices, tablets, computers, cell phones, etc. will be allowed out during any testing session. No notes may be used during an exam or quiz.
- Students will be asked to remove hats and caps during exams and may be assigned seating during an exam.
- Anyone caught cheating on an exam will be dropped immediately from the course with an F.
- Anyone caught cheating on a quiz will receive a permanent 0 for that grade that may not be dropped.

2. **Plagiarism:** Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of a fellow student, is guilty of plagiarism.

**Lab Safety:**

- Each student will be informed/trained on the “Chemical Hygiene Plan (CHP) for Laboratories at South Plains College” documentation and training during the first week of the semester. Each student will be required to acknowledge receipt of this information and be required to follow all procedures outlined by the instructor and/or staff of South Plains College. Students not complying with any regulation may be dropped from the course.

**Disabilities/ADA Statement:**

- Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

**Diversity Statement:**

- In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

**Freedom from Discrimination and/or Harassment:**

- South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College -1401 College Avenue, Box 5, Levelland, TX 79336, 806-894-9611