



COURSE INFORMATION:

SEMESTER/YEAR:	
CRN#	
LECTURE DAY/TIME:	
LAB DAY/TIME:	
CREDIT HOURS:	

LECTURE INSTRUCTOR INFORMATION:

NAME:	
TITLE:	
EMAIL:	
OFFICE PHONE:	
OFFICE LOCATION:	
OFFICE HOURS:	

IMPORTANT CLASS DATES:

Drop/Add Period:	
Non-Attendance Reporting:	
Progress Reporting:	
Independence Break (no classes):	
Last day to withdraw with a "W":	
Last day of Class:	
Course Final Exam:	
Grades Due:	

COURSE DESCRIPTION:

Biology 2107K: Principles of Biology I

(3-3-4) Prerequisite: Satisfactory placement scores or successful completion of all learning support requirements. This course is designed for students in the biological sciences and pre-professional pathways. This course will investigate the history of science and the scientific method, the chemical basis of cells, cell biology, bioenergetics, DNA structure and function, general and molecular genetics, and the theories of natural selection and speciation. Students will be introduced to the recent trends in the biological sciences and will be required to research topics outside of the classroom. **Laboratory Fee.** *NOTE: Students may not receive credit for both BIOL 2107K and BIOL 1010K. [Georgia Highlands Catalog 2017-2018]

STUDENT LEARNING OUTCOMES FOR SCIENCE:

Georgia Highlands College Educational Effectiveness Goal for Science: Students will demonstrate knowledge of the fundamental concepts of at least one scientific discipline, and an understanding of the interplay between theory, experimentation, and observation undergirding those concepts.

Georgia Highlands College Student Learning Outcomes for Science: Students will demonstrate knowledge of the fundamental concepts of at least one scientific discipline, and an understanding of the interplay between theory and experimentation and observations undergirding those concepts.

1.	Students will demonstrate competency of one discipline in the sciences in terms of its informational content.
2.	Students will demonstrate competency of one discipline in the sciences in terms of its terminology.

3.	Students will demonstrate competency of one discipline in the sciences in terms of its commonly used units of measurement.
4.	Students will demonstrate the ability to operate basic instrumentation, gather data, analyze data, and generate conclusions in a laboratory or observational setting.
5.	Students will demonstrate the ability to apply discipline content to problem solving.

COURSE OBJECTIVES AND COMPETENCIES FOR BIOL 2107K:

Upon completion of this course, students should be able to:

1.	Define biology, identify and describe the characteristics of life, and explain the hierarchal organization of life.
2.	Identify and describe the scientific method and its process.
3.	Identify and describe basic principles of chemistry.
4.	Define organic chemistry and will identify major classes of organic compounds.
5.	Describe cell structure, identify organelles and describe their functions
6.	Describe the process of energy transfer in cells (i.e. photosynthesis, cellular respiration, role of enzymes).
7.	Discuss aspects of classical genetics including cell reproduction and Mendelian inheritance.
8.	Describe gene structure and function and explain the application of molecular genetics to biotechnology.
9.	Define evolution, identify and describe mechanisms of evolution, and will be able to identify the steps leading to the evolution of life on Earth.
10.	Operate basic instrumentation, gather data, analyze data, and generate conclusions in a laboratory or observational setting.
11.	Identify, research, and describe current events, issues, and research in biology.

REQUIRED TEXT:

Lecture: OpenStax College. Biology. 2018. Rice University. ISBN: 978-1-947172-51-7 (2nd edition)

Download for FREE at: <https://openstax.org/details/books/biology-2e>

Although the instructor provides detailed lecture notes, they are meant only to be a supplement to the above required text. Regularly reading your textbook is HIGHLY encouraged as exam questions are taken from the material in the textbook!!

Helpful links to for students will be on D2L in a folder entitled Extra Help. If students need additional help please see the [GHC 's tutorial center website](#) for a vast array of helpful services and links.

Lab: "In house" lab manual will be posted to D2L. Each student will need to print off their weekly lab assignment before class and bring materials to take notes.

TECHNICAL HELP:

If you have trouble accessing the course or any other technical issues associated with **Georgia View D2L** then please click on the following link and contact Vista technical help: <https://d2lhelp.view.usg.edu/>

If you have trouble and need to contact a **specific department at GHC** (e.g. eLearning), then you can click on <http://www.highlands.edu/site/ghc411>

ATTENDANCE POLICY:

Lecture: In any science course, there is a direct correlation between class participation and academic performance. Attendance will be recorded for advisory purposes and administrative record keeping. You will be given an individual page to sign each date you attend. Attendance will be monitored and can influence your grade. Any student missing more than 60% of scheduled class meetings (lecture and lab) will be awarded an F\$ for the semester [This symbol is for an unearned F, which indicates that the student stopped attending class and did not fill out appropriate paperwork to withdraw. This grade is computed in the grade point average as an F. A possible implication of an F\$ grade is repayment of any student financial aid money awarded.] Students must routinely log into D2L, check their highlands email daily, and course news announcements daily. It is the student's sole responsibility for obtaining all materials or announcements that were missed as a result of an absence.

Lab: Weekly attendance to the laboratory is required. Failure to attend laboratory during your normally scheduled lab time will result in the loss of all points associated with that particular lab. Due to the nature of the typical lab setting, there will be no make-up opportunities to earn lab points lost due to failure to attend!!

EXTENDED ABSENCE POLICY:

Students, who have circumstances that prevent them from continuing to attend classes over an extended period of time, sometimes request that the faculty member permit them to submit work in absentia to receive credit to complete the course. If the concurrent absences will constitute more than 15% of the class sessions for the term, then written permission from the Division Chair is required before any course assignments can be completed while missing class. The student must be in good academic standing in the course to make the request. All approved coursework must be completed by the end of the semester in which the course was begun. (Note: If a program has a more stringent absence policy than this, then the program policy prevails.)

INCLEMENT WEATHER POLICY:

In the event of weather related cancellation of classes, the schedule will pick up the sequence of lectures herein described as classes resume. The semester may then be extended, or double lectures designed as we go. If we have covered all material for a test, the test will be given on the first day back to class. If there is inclement weather, the college posts necessary announcements on www.highlands.edu. Cancellation notices for Floyd or Cartersville locations will be reported to radio stations and WXIA-TV in Atlanta. However, please be advised that station regulations may not allow for clarity in location-specific announcements such as "Georgia Highlands, Cartersville only." Generally speaking, stations simply broadcast something like "Georgia Highlands is closed." Classes in Paulding, Douglasville, or Marietta will be cancelled when, respectively, North Metro Technical College, University of West Georgia, or Kennesaw State University close. Policies for distance-learning courses relative to inclement weather are different. It is assumed that all distance-learning courses are considered accessible even during periods of inclement weather.

EVALUATION METHODS AND GRADING:

GRADE ITEM	POINTS EARNED	POINTS POSSIBLE	SCORE	% OF COURSE GRADE
Lecture exam one		75		10%
Comprehensive midterm exam		100		20%
Lecture exam three		75		10%
Comprehensive final exam		100		20%
Class participation		100		10%
Plasmid project valued at 100 points total		100		10%
Laboratory grade valued at 400 points		400		20%
Total		750		100%

DESCRIPTION OF COURSE GRADES:

Lecture Tests: There will be two announced lecture exams during the semester. A typical exam contains 75 questions but may be in any format including but not limited to: multiple-choice, true/false, matching, etc. Exam dates will be announced at least one week prior to the exam and every effort will be made to schedule those dates at the beginning of the semester so that students can plan their schedules accordingly. All students should avoid personal conflicts on anticipated exam dates. The instructor reserves the right to change exam dates as needed and will give notice of any changes in the exam schedule as soon as it's possible.

Mid-term Exam: A midterm exam will be administered over content covered during the first half of the semester. The mid-term will be composed of 100 total questions: 30 old exam questions (exam 1) and 70 new exam questions over material covered since exam 1. It is in the student's best interest to review the first exam prior to the midterm so they can avoid making the same mistakes twice and to identify areas of weakness. The midterm exam is valued at 20% of the final course grade.

Final Exam: A final exam will be administered over content covered during the second half of the semester (everything since the midterm). The final exam will be composed of 100 total questions: 30 old exam questions (from exam 3) and 70 new test questions over material covered since exam 3. It is in the student's best interest to review exam 3 prior to the final exam so they can avoid making the same mistakes twice and to identify areas of weakness. The final exam is valued at 20% of the final course grade.

Class Participation: Class participation will be determined by each instructor and may be calculated on the basis of one or more of the following methods: pop quizzes, homework, discussions in-class, discussions in D2L, in-class exercises, lecture assignments, projects, or producing a research paper over a selected topic. The class participation quizzes are valued at 100 points. This class will utilize an online lecture quiz system <https://kahoot.it>.

OpenStax/LibGuides Project: Each instructor has identified a small portion of the course content that he/she WILL NOT teach during the formal lecture portion of the class. Instead, students will be assigned a project that utilizes the OpenStax textbook and course LibGuides to introduce students to the content. The OpenStax project also requires students to complete a survey regarding the quality and efficiency of the OpenStax text and LibGuides in the completion of the project. Specific instructions for the project and accompanying survey will be distributed by the instructor at the beginning of the semester via D2L. The OpenStax/LibGuides Project is valued at 100 points in the overall course grade.

Lab Grade Calculation: The laboratory grade constitutes 20% of the overall course grade. The lab grade will be derived as the average of four grades: pre-lab quizzes worth 100 points total, lab exercises worth 100 points total, and 2 lab practicals each worth 100 points. There are a total of 9 lab exercises. You will have a 10 point pre-lab quiz and a 10 point lab exercises for each of the 9 topics. Your highest pre-lab quiz and your highest lab exercise grade will count twice to bring them to a total of 100 for each. Each lab practical will be administered during your normally scheduled lab time. Lab practicals can be in any format including: fill-in-the-blank, multiple-choice, diagrams, discussion, etc.

Lab Grade will be based on the following:	Points Possible	Points Earned
Pre-lab Quizzes	100 points	
Participation and Completion of the Lab Exercises	100 points	
Lab Midterm Exam	100 points	
Lab Final Exam	100 points	
Total	400 points	

GRADE SCALE:

90 - 100% = A 80 - 89% = B 70 - 79% = C 60 - 69% = D < 59% = F

EARLY GRADES:

Georgia Highlands College offers a variety of part-of-term classes to allow our students to have flexible schedules. However, there are only three Semesters each year; Spring, Summer and Fall. It is only at the end of each Semester that grades are rolled to academic history and available on the official transcript. After each part-of-term, as soon as Instructors have entered grades, they may be viewed online by logging into the SCORE (https://discovery.highlands.edu:9986/pls/SCORE/twbkwbis.P_WWWLogin). Transcripts may also be request at any time by logging into the SCORE. Prior to the end of term, should a student need an early grade letter sent to another institution they may complete the request form and submit it to the Registrar's Office for processing (<http://www.highlands.edu/site/registrar-forms>). Please contact the Registrar's Office at registrar@highlands.edu for assistance.

EARLY WARNING PROGRAM:

Georgia Highlands College requires that all faculty members report their students' progress throughout the course of the semester as part of the institution-wide Early Warning Program (EWP). The objective of the program is to support academic success by reviewing early indicators of satisfactory student progress. In accordance with EWP, faculty members will provide the Registrar's Office with academic reports of each student enrolled in their course(s) at check points staggered throughout the semester. The following success factors are reported at their corresponding checkpoint:

Week 2: Notification of Non-Attendance

Week 6: Satisfactory or Unsatisfactory Progress

UNDER GEORGIA LAW, GRADES CANNOT BE DISTRIBUTED BY TELEPHONE OR EMAIL, OR POSTED BY SOCIAL SECURITY NUMBER.

FINANCIAL AID:

This message applies only to students receiving financial aid = "Federal regulations state that if a student did not attend classes and received failing grades, then the grades were not earned and financial aid needs to be reduced accordingly. Please be advised that any student receiving a 0.00 GPA will be required to prove that the 0.00 GPA was earned by attending classes or completing requirements for each class. Students who have earned at least one passing grade for the semester will not be affected by this regulation. If a student has properly withdrawn from all classes, the student's financial aid should be adjusted from the time they signed the withdrawal form".

TOBACCO-FREE CAMPUS:

Georgia Highlands College prohibits the use of tobacco products on any property owned, leased, or controlled by GHC. All faculty, staff, students, visitors, vendors, contractors, and all others are prohibited from using any tobacco products (i.e. cigarettes, eCigarettes, cigars, smokeless tobacco, snuff, chewing tobacco, etc.) while on GHC property.

EXAM POLICIES:

1.	A #2 pencil and scantron are the only item students are allowed to have at their seat during a test and/or exam. All other possessions (coats, purses, textbooks, bookbags, cell phones, food/drinks, etc.) are to be left in the front or side of the room prior to the start of the test.
2.	Exams are typically matching or multiple-choice. Students must provide their own scantron form (Form No. 882-E), which are available at the campus bookstore at a small cost. For this reason and because Scantron forms can become damaged in use, students are encouraged to be prepared with several forms at every test or exam. Scantron forms must be clean and uncreased and must be marked clearly to be read properly. Running out of forms, using forms that are in poor condition or marking forms improperly will lead to a student receiving no credit for the corresponding test or exam. The answers marked on the Scantron form are the ones graded. No credit will be given for answers marked correctly on the examination copy which are marked incorrectly on the Scantron form.
3.	Be sure all cell phones are turned OFF prior to starting a test. If a student's phone rings during a test, the student will be required to turn in their test, leave the room, and not return until the next class meeting. The student will not be allowed to complete the test and the test will be graded "as is".
4.	If a student is late for an exam (15 minutes or more), his/her exam must be handed in with the rest of the class. If any exam has been handed in prior to the student's arrival, the student may not be allowed to take the exam and may receive a zero for that assignment.
5.	Exams are graded by hand or by machine. Lecture tests and lab practicals will not be returned to the student to keep. Students must make an appointment with the instructor to review any or all old test. Students are encouraged to review tests and lab practicals to ensure accuracy of grading.
6.	After an exam has been completed, both the exam and answer sheet is to be signed and handed in. Failure to hand in both the exam and the answer sheet will be considered a violation of the academic integrity code.

7.	If a lecture test is missed for a documented emergency (i.e. hospitalization or death of an immediate family member, jury duty, military deployment, illness verified by a medical note, etc.), a make-up test over the material missed may be administered at the discretion of the instructor and at a time and location that is convenient to the instructor. Students must present documentation of the emergency upon returning to school. Proper documentation includes: doctor's statement, hospital record, court appearance letter, police report of a traffic accident, funeral program, letter from employer, tow truck bill, etc. A letter from a student's guardian does not constitute proper documentation.
8.	Students must contact the professor within 24 hours of the absence to schedule a make-up test. Failure to contact the instructor within 24 hours of the absence will result in a loss of all rights to take a make-up test. All make-up tests must be taken within 2 days of the absence. If the student chooses to leave an email message for the instructor, the student must leave a phone number or email address where they can be contacted. Failure to check email or voicemail does not constitute an excuse for missing a make-up date and will not extend the amount of time to take the makeup.
9.	Due to the nature of the typical lab setting, there will be no make-up opportunities to earn lab points lost due to failure to attend. If a documented emergency (see definition of emergency above) causes you to miss a lab, the student is solely responsible for learning any missed material from your lab-mates. If the emergency causes you to miss a lab practical, contact the instructor within 24 hours of the absence to reschedule the lab practical. If you fail to call or email with 24 hours to schedule a make-up, it cannot be made up!! All make-up lab practicals must be taken during the week of lab practical examination and within 2 days of the absence. Failure to take the lab practical on the week it is administered, forfeits the student's rights to take the lab practical.
10.	Only one make-up test is allowed for the entire course. There will be no "re-takes". Make-up tests can be in any format and may include any or all of the following: essay, multiple-choice, fill in the blank, matching.
11.	Lecture tests and lab practicals will not be returned to the student to keep. Students must make an appointment with the instructor to review any or all old test. Students are encouraged to review tests and lab practicals to ensure accuracy of grading.
12.	No tentative averages will be calculated by the instructor. The instructor provides detailed instructions on how to calculate the course grade in the syllabus (see above). Students are encouraged to use this information to make their own calculations. The instructor will provide an S (satisfactory) or U (unsatisfactory) at mid-term to help you determine if you are making adequate progress in the course to reasonably pass the class.
13.	Grades will be posted via D2L. Due to FERPA the instructor will not disclose grades via phone or email.

GENERAL COURSE ETTIQUETE & POLICIES:

1.	EMAIL: GHC email is the official means of communication used by the college. If a student experiences technical difficulties with their Georgia Highlands College email, they should contact the IT Office immediately. The Cartersville IT Office is located in Room 171a. The instructor is not responsible for technical difficulties that arise with email (especially if the student is using an email account other than the provided Georgia Highlands College email account). Students may opt to have their GHC email forwarded to their personal email account however, the instructor will not respond to emails coming from personal email accounts.
2.	DISRUPTIVE BEHAVIOR: Board of Regents policy: "Any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held on any campus of the University System is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment" (BR Minutes, 1968-69, pp. 166-168; 1970-71, p. 98) source: USG Manual
3.	TECHNOLOGY: The instructor is not responsible for technical difficulties that arise with D2L. A "Getting Started Tutorial with D2L" is available at: http://www.highlands.edu/d2l . Students can get 24 Hour online Assistance at: https://d2lhelp.view.usg.edu . Students can retrieve their D2L login credentials from the GHC ID Lookup link at: http://www.highlands.edu/site/banner-portal .

4.	ELECTRONICS POLICY: This class will utilize an online lecture quiz system https://kahoot.it . You will need some sort of electronic device with wifi capability (cellphone, laptop, tablet) to be able to access the website. Your device is to be out ONLY when an online quiz question is present in lecture. Please be courteous and mindful of your fellow classmates and instructor while on your device. Unless a Kahoot question is active during lecture, I do NOT want to see any electronic device at any point in lecture or lab. If your device causes you to be a distraction to the class you will need to leave the classroom. Video recording of lecture and/or lab is NOT allowed.
5.	CAMPUS CARRY: For guidance on HB280 Campus Carry, please link to the USG website www.usg.edu/hb280
6.	LAB STATEMENT: Since this course involves a laboratory component, there are specific safety issues that students need to be aware of (such as use of lab coats and/or safety goggles, or any other example specifically related to that course). It is the student's responsibility to be aware of all such issues and act in an extremely cautious manner to avoid any potential causes for accidents in the laboratory. GHC is not liable for any accidents in the lab due to negligence on the part of any individual. Specific safety issues are discussed in the lab manual and laboratory safety lecture. It is also recommended that if you are pregnant or intend on becoming pregnant during the course, that you not take the course at this time.
7.	CHILDREN: Please make other arrangements for your children during lecture and lab times.

WITHDRAWAL POLICY:

Any student withdrawing from Georgia Highlands College following registration must notify the Registrar's Office so that an official withdrawal can be made. This procedure also applies to veterans receiving allowance under any act of Congress and to students receiving financial aid. Students under eighteen years of age are expected to secure the consent of their parents before withdrawing from the College. Withdrawals without penalty will not be permitted past the mid-point of the semester except in cases of hardship as determined by the Vice President for Academic Affairs. Students must complete a student withdrawal request form, available on all campuses, to withdraw officially from all classes. Students with financial aid awards should be aware that fees may be owed if their withdrawal affects their financial aid. The official withdrawal date is indicated by the student's intention the signed and dated form. Student accounts will be refunded according to a graduated percentage scale beginning the second meeting day of classes. Hardship withdrawals and grade appeals must be filed by the end of the academic semester immediately following the academic semester in which the withdrawal or appeal is requested.

If a student decides not to attend the College the semester for which he/she has registered and paid fees, the student may officially withdraw. Students who abandon classes without following proper procedures will receive a grade of F in all classes.

DISABILITY STATEMENT:

"If any student in the class feels that he or she needs accommodation due to a disability, please feel free to discuss this with the instructor early in the term. Georgia Highlands College has resources available for students with certain disabilities. Accommodations may be made (such as providing materials in alternative formats, assuring physical access to classrooms or being sensitive to interaction difficulties that may be posed by communication and/or learning disabilities) through Student Support Services on all campuses. For more information please contact: Cartersville 678-872-8004; Douglasville and Floyd 706-368-7536; Marietta 678-915-5021; Paulding 678-946-1029."

ACADEMIC INTEGRITY:

Cheating is strictly prohibited. Any evidence of cheating, or collaboration in cheating will result in a zero on the assigned materials and possible further disciplinary actions which may include failure in the course. Any appearance of cheating will be regarded as cheating so students should avoid any and all behaviors that could even be construed as cheating. Policies on student conduct and academic integrity are located in the GHC "Student Guide and Planner" and in the Student Handbook at <http://www.highlands.edu/site/academic-integrity-documents>.

TENTATIVE LECTURE SCHEDULE

Semester Year

NOTE: This is a tentative lecture schedule for BIOL 2107K CRN# . The instructor(s) teaching these classes reserves the right to alter this schedule at his/her discretion. Any changes in this schedule will be announced to the students as soon as it is possible.

DATE	DAY	CHAPTER	LECTURE TOPIC	LAB EX	LAB
	T	1	Course Overview/ The Study of Life Drop day	1	Lab Safety Orientation / Introduction to Measurement
	R	2 & 3	The Chemical Foundation of Life/ Biological Macromolecules/ Attendance		
	T	3 & 4	Biological Macromolecules /Cell Structure/ Review	2 & 3	Introduction to Microscopy/ Macromolecules
	R	1-4	Exam 1		
	T	5 & 6	Structure and Function of Plasma Membranes/ Metabolism	4 & 5	Instrumentation & Techniques Enzymes
	R	7 & 8	Cell Respiration/Photosynthesis /S/U		
	T	9	Cell Communication /Review	1-4	Lab Midterm Exam
	R	1-9	Comprehensive Midterm		
	T		Independence Holiday NO CLASS		
	R		Independence Holiday NO CLASS		
	T	10	Cell Reproduction/ Last Withdrawal Day	6 & 7	Cellular Respiration/ Microscopy & Cell Division
	R	11 & 12	Meiosis and Sexual Reproduction/ Mendel's Experiments and Heredity		
	T	13	Modern Understanding of Inheritance/Review	8 & 9	Photosynthesis I/ Mechanisms of Evolution
	R	10 - 13	Exam 3		
	T	14 & 15	DNA Structure and Function/ Genes and Proteins	5-9	Lab Final Exam
	R	16 & 17	Gene Expression/ Biotechnology and Genomics/ Plasmid Due		
	T	18	Evolution/Review Day		
	R	10 - 18	Comprehensive Final Exam @ 11:00 am		

GOOD LUCK! HAVE FUN! And remember, I am here to help you succeed in this course. Please do not hesitate to ask questions if you need assistance.



COURSE INFORMATION:

SEMESTER/YEAR:	
CRN#	
LECTURE DAY/TIME:	
LAB DAY/TIME:	
CREDIT HOURS:	

LECTURE INSTRUCTOR INFORMATION:

NAME:	
TITLE:	
OFFICE PHONE:	
EMAIL:	
OFFICE LOCATION:	
OFFICE HOURS:	

IMPORTANT CLASS DATES:

Drop/Add Period:	
Non-Attendance Reporting:	
S/U Progress Reporting:	
Last day to withdraw with a "W":	
Thanksgiving Break (no classes):	
Last day of Class:	
Course Final Exam:	
Grades Due:	

COURSE DESCRIPTION:

Biology 2108K: Principles of Biology II

(3-3-4) Prerequisite: BIOL 2107K with a grade of C or better. This course will explore the classification and the phylogenetic relationship of prokaryotes, protists, fungi, animals and plants. Included will be discussions on the history of evolutionary thought, speciation, population biology and ecology. Students will also be introduced to comparative vertebrate anatomy and physiology. As with BIOL 2107K, students will be required to research topics outside of the classroom. **Laboratory Fee Required.** [Georgia Highlands Catalog 2017-2018]

STUDENT LEARNING OUTCOMES FOR SCIENCE:

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2.	Students will demonstrate competency of one discipline in the sciences in terms of its terminology.
3.	Students will demonstrate competency of one discipline in the sciences in terms of its commonly used units of measurement.

4.	Students will demonstrate the ability to operate basic instrumentation, gather data, analyze data, and generate conclusions in a laboratory or observational setting.
5.	Students will demonstrate the ability to apply discipline content to problem solving.

COURSE OBJECTIVES AND COMPETENCIES FOR BIOL 2108K:

Upon completion of this course, students should be able to:

1.	Describe the different historical explanations for the origin of life and species, with special emphasis on Darwinian evolution (including natural selection, mechanisms of genetic change in populations, and speciation).
2.	Identify and characterize the biological kingdoms and their component taxa (phyla, subphyla, divisions, and classes); the student will also be able to describe the major evolutionary advances that characterize these taxa.
3.	Describe selected growth, reproductive, and physiological processes for representative groups of organisms.
4.	Define/identify/utilize terminology specific to biology.
5.	Follow dissection and observational procedures, make observations, and identify organisms, and structures and their functions from both live and preserved specimens.
6.	Identify, research, and describe current biological research published in peer-reviewed biology publications and sources.

REQUIRED TEXT:

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LibGuide:

<https://getlibraryhelp.highlands.edu/c.php?g=793681&p=5676401&preview=0dbb9f28bd154071d02d19e39802b88b>

TECHNICAL HELP:

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INCLEMENT WEATHER POLICY:

In the event of weather related cancellation of classes, the schedule will pick up the sequence of lectures herein described as classes resume. The semester may then be extended, or double lectures designed as we go. If we have covered all material for a test, the test will be given on the first day back to class. If there is inclement weather, the college posts necessary announcements on www.highlands.edu.

The fastest form of notification is sent via GHC NOTIFY alert system. GHC NOTIFY will send you an email/text/automated phone call regarding the closing, delay or emergency. GHC Students are automatically signed up to receive these notices based on the contact information they provided. Students can update their Banner contact information through SCORE if needed. Policies for distance-learning courses relative to inclement weather are different. It is assumed that all distance-learning courses are considered accessible even during periods of inclement weather.

EVALUATION METHODS and GRADING:

GRADE ITEM	POINTS EARNED	POINTS POSSIBLE	SCORE	% OF COURSE GRADE
Lecture exam 1		75		10%
Comprehensive midterm exam		100		20%
Lecture exam 3		75		10%
Comprehensive final exam		100		20%
Scavenger Hunt project valued at 100 points total		100		10%
OER/LibGuide paper valued at 100 points total		100		10%
Laboratory grade valued at 200 points		200		20%
Total		750		100%

DESCRIPTION OF COURSE GRADES:

Lecture Tests: There will be two announced lecture exams during the semester. Each test will be valued at 100 points. A typical exam contains 75 questions but may be in any format including but not limited to: multiple-choice, true/false, matching, etc. Exam dates will be announced at least one week prior to the exam and every effort will be made to schedule those dates at the beginning of the semester so that students can plan their schedules accordingly. All students should avoid personal conflicts on anticipated exam dates. The instructor reserves the right to change exam dates as needed and will give notice of any changes in the exam schedule as soon as it's possible.

Mid-term Exam: A midterm exam will be administered over content covered during the first half of the semester. The mid-term will be composed of 100 total questions: 30 old exam questions (exam 1) and 70 new exam questions over material covered since exam 1. It is in the student's best interest to review the first exam prior to the midterm so they can avoid making the same mistakes twice and to identify areas of weakness. The midterm exam is valued at 20% of the final course grade.

Final Exam: A final exam will be administered over content covered during the second half of the semester (everything since the midterm). The final exam will be composed of 100 total questions: 30 old exam questions (from exam 3) and 70 new test questions over material covered since exam 3. It is in the student's best interest to review exam 3 prior to

the final exam so they can avoid making the same mistakes twice and to identify areas of weakness. The final exam is valued at 20% of the final course grade.

Scavenger Hunt: Students will work in small groups (2 – 3) and be required to collect photographs of specimens from an instructor provided list, each with its own point value. More details about the format and source requirements in D2L. The scavenger hunt is valued at 100 points.

OpenStax/LibGuides Project: Each instructor has identified a small portion of the course content that he/she WILL NOT teach during the formal lecture portion of the class. Instead, students will be assigned a project that utilizes the OpenStax textbook and course LibGuides to introduce students to the content. The OpenStax project also requires students to complete a survey regarding the quality and efficiency of the OpenStax text and LibGuides in the completion of the project. Specific instructions for the project and accompanying survey will be distributed by the instructor at the beginning of the semester via D2L. The OpenStax/LibGuides Project is valued at 100 points in the overall course grade.

Lab Grade Calculation: The laboratory grade constitutes 20% of the overall course grade. The lab grade is based on active participation in lab exercises and lab reports.

Lab Grade will be based on the following:	Points Possible	Points Earned
Statistics Exercise	10	
Fish Lab Assignment	15	
Phylogenetics Exercise	25	
Physiology Lab Report	25	
Ecology Lab Report	50	
Fetal Pig Anatomy Practical Exam	50	
Total	175 points	

Lab Grade Scale:

157-175 = A 140-156 = B 122-139 = C 105-121 = D 0-104 = F

COURSE GRADE SCALE:

90 - 100% = A 80 - 89% = B 70 - 79% = C 60 - 69% = D < 59% = F

EARLY GRADES:

Georgia Highlands College offers a variety of part-of-term classes to allow our students to have flexible schedules. However, there are only three Semesters each year; Spring, Summer and Fall. It is only at the end of each Semester that grades are rolled to academic history and available on the official transcript. After each part-of-term, as soon as Instructors have entered grades, they may be viewed online by logging into the SCORE (https://discovery.highlands.edu:9986/pls/SCORE/twbkwbis.P_WWWLogin). Transcripts may also be request at any time by logging into the SCORE. Prior to the end of term, should a student need an early grade letter sent to another institution they may complete the request form and submit it to the Registrar's Office for processing (<http://www.highlands.edu/site/registrar-forms>). Please contact the Registrar's Office at registrar@highlands.edu for assistance.

EARLY WARNING PROGRAM:

Georgia Highlands College requires that all faculty members report their students' progress throughout the course of the semester as part of the institution-wide Early Warning Program (EWP). The objective of the program is to support academic success by reviewing early indicators of satisfactory student progress. In accordance with EWP, faculty members will provide the Registrar's Office with academic reports of each student enrolled in their course(s) at check points staggered throughout the semester. The following success factors are reported at their corresponding checkpoint:

Week 2: Notification of Non-Attendance

Week 6: Satisfactory or Unsatisfactory Progress

UNDER GEORGIA LAW, GRADES CANNOT BE DISTRIBUTED BY TELEPHONE OR EMAIL, OR POSTED BY SOCIAL SECURITY NUMBER.

FINANCIAL AID:

This message applies only to students receiving financial aid = "Federal regulations state that if a student did not attend classes and received failing grades, then the grades were not earned and financial aid needs to be reduced accordingly. Please be advised that any student receiving a 0.00 GPA will be required to prove that the 0.00 GPA was earned by attending classes or completing requirements for each class. Students who have earned at least one passing grade for the semester will not be affected by this regulation. If a student has properly withdrawn from all classes, the student's financial aid should be adjusted from the time they signed the withdrawal form".

TOBACCO-FREE CAMPUS:

Georgia Highlands College prohibits the use of tobacco products on any property owned, leased, or controlled by GHC. All faculty, staff, students, visitors, vendors, contractors, and all others are prohibited from using any tobacco products (i.e. cigarettes, eCigarettes, cigars, smokeless tobacco, snuff, chewing tobacco, etc.) while on GHC property.

EXAM POLICIES:

1.	A #2 pencil and scantron are the only items students are allowed to have at their seat during an exam and/or lab practical. All other possessions (coats, purses, textbooks, bookbags, cell phones, food/drinks, etc.) are to be left in the front or side of the room prior to the start of the test.
2.	Exams are typically matching or multiple-choice. Students must provide their own Scantron Grading Form (Form No. 882-E), which are available at the campus bookstore at a small cost. Scantron forms must be clean and without creases and must be marked clearly to be read properly. Running out of forms, using forms that are in poor condition or marking forms improperly will lead to a student receiving no credit for the corresponding test or exam. The answers marked on the Scantron form are the ones graded. No credit will be given for answers marked correctly on the exam copy which are marked incorrectly on the Scantron form.
3.	Be sure all cell phones are turned OFF prior to starting a test. If a student's phone rings or vibrates during a test, the student will be required to turn in their test, leave the room, and not return until the next class meeting. The student will not be allowed to complete the test and the test will be graded "as is".
4.	If a student is late for an exam (15 minutes or more), his/her exam must be handed in with the rest of the class. If any exam has been handed in prior to the student's arrival, the student may not be allowed to take the exam and may receive a zero for that assignment.
5.	Exams are graded by hand or by machine. Lecture tests and lab practicals will not be returned to the student to keep. Students must make an appointment with the instructor to review any or all old test. Students are encouraged to review tests and lab practicals to ensure accuracy of grading and questions from the old exams will be used to design new questions for the comprehensive final exam.
6.	After an exam has been completed, both the exam and answer sheet is to be signed and handed in. Failure to hand in both the exam and the answer sheet will be considered a violation of the academic integrity code.
7.	If a lecture test is missed for a documented emergency (i.e. hospitalization, the death of an immediate family member, military deployment, etc.), a make-up test over the material missed may be administered at the discretion of the instructor and at a time and location that is convenient to the instructor. Students must present documentation of the emergency upon returning to school. Proper documentation includes: doctor's statement, hospital record, court appearance letter, police report of a traffic accident, funeral program, letter from employer, tow truck bill, etc. A letter from a student's guardian does not constitute proper documentation.
8.	Students must contact the professor within 24 hours of the absence to schedule a make-up test. All make-up tests must be taken within 2 days of the absence. Failure to contact the instructor within 24 hours of the absence will result in a loss of all rights to take a make-up test. If you choose to leave a voicemail or email message for the instructor, you must leave a phone number or email address where you can be

	contacted. Failure to check your email or voicemail does not constitute an excuse for missing a make-up date and will not extend the amount of time to take the makeup.
9.	Due to the nature of the typical lab setting, there will be no make-up opportunities to earn lab points lost due to failure to attend. If a documented emergency (see definition of emergency above) causes you to miss a lab, the student is solely responsible for learning any missed material from your lab-mates. If the emergency causes you to miss a lab practical, contact the instructor within 24 hours of the absence to reschedule the lab practical. If you fail to call or email with 24 hours to schedule a make-up, it cannot be made up!! All make-up lab practicals must be taken during the week of lab practical examination and within 2 days of the absence. Failure to take the lab practical on the week it is administered, forfeits the student's rights to take the lab practical.
10.	Only one make-up test is allowed for the entire course! There will be no "re-takes". Make-up tests can be in any format and may include any or all of the following: essay, multiple-choice, fill in the blank, matching.
11.	No tentative averages will be calculated by the instructor. The instructor provides detailed instructions on how to calculate the course grade in the syllabus (see above). Students are encouraged to use this information to make their own calculations. The instructor will provide an S (satisfactory) or U (unsatisfactory) prior to mid-term to help you determine if you are making adequate progress in the course to reasonably pass the class.
12.	Grades will be posted via D2L. The instructor will not disclose grades via phone or email due to FERPA.
13.	Although the instructor does not discourage questions during lecture, all questions must be limited to the topic at hand. Furthermore, questions pertaining to the diagnosis of medical conditions based on a list of symptoms that you present in class are not appropriate. The instructor is not a physician and is therefore not licensed to diagnose the medical conditions of students or the family and friends of students. Such questions or concerns should be discussed with your doctor or other healthcare professional! At no time should a student misconstrue the opinions of the instructor as medical advice.

GENERAL COURSE ETTIQUETE & POLICIES:

1.	EMAIL: Your GHC email is the official means of communication used by the college. If a student experiences technical difficulties with their Georgia Highlands College email, they should contact the IT Office immediately. The Marietta IT Office is located in Norton Hall. The instructor is not responsible for technical difficulties that arise with email (especially if the student is using an email account other than the provided Georgia Highlands College email account). You may opt to have your GHC email forwarded to your personal email account however, the instructor will not respond to emails coming from personal email accounts.
2.	DISRUPTIVE BEHAVIOR: Board of Regents policy regarding DISRUPTIVE BEHAVIOR - "Any student, faculty member, administrator, or employee, acting individually or in concert with others, who clearly obstructs or disrupts, or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held on any campus of the University System is considered by the Board to have committed an act of gross irresponsibility and shall be subject to disciplinary procedures, possibly resulting in dismissal or termination of employment" (BR Minutes, 1968-69, pp. 166-168; 1970-71, p. 98) source: USG Manual
3.	TECHNOLOGY: The instructor is not responsible for technical difficulties that arise with Desire2Learn. If a student experiences technical difficulties with D2L, they should contact the IT Office immediately. A "Getting Started Tutorial with D2L" is available at: http://www.highlands.edu/d2l . Students can also go to the Online 24 Hour Support Center at https://d2lhelp.view.usg.edu . Students can also retrieve their D2L login credentials from the GHC ID Lookup link at: http://www.highlands.edu/site/banner-portal
4.	ELECTRONICS POLICY: Turn off all electronics BEFORE class begins. I do not mind the use of voice tape recorders unless they become a distraction however, the use of computers, cellphones, laptops, i-pads, e-cigarettes, or other electronic devices is NOT allowed. Please be courteous and mindful of your fellow classmates. Video recording of lecture and/or lab is NOT allowed.
5.	CAMPUS CARRY: For guidance on HB280 Campus Carry, please link to the USG website www.usg.edu/hb280
6.	LAB STATEMENT: Since this course involves a laboratory component, there are specific safety issues that students need to be aware of (such as use of lab coats and/or safety goggles, or any other example specifically

	related to that course). It is the student's responsibility to be aware of all such issues and act in an extremely cautious manner to avoid any potential causes for accidents in the laboratory. GHC is not liable for any accidents in the lab due to negligence on the part of any individual. Specific safety issues are discussed in the lab manual and laboratory safety lecture. It is also recommended that if you are pregnant or intend on becoming pregnant during the course, that you not take the course at this time.
7.	CHILDREN: Make other arrangements for your children during class and lab times.

WITHDRAWAL POLICY:

Any student withdrawing from Georgia Highlands College following registration must notify the Registrar's Office so that an official withdrawal can be made. This procedure also applies to veterans receiving allowance under any act of Congress and to students receiving financial aid. Students under eighteen years of age are expected to secure the consent of their parents before withdrawing from the College. Withdrawals without penalty will not be permitted past the mid-point of the semester except in cases of hardship as determined by the Vice President for Academic Affairs. Students must complete a student withdrawal request form, available on all campuses, to withdraw officially from all classes. Students with financial aid awards should be aware that fees may be owed if their withdrawal affects their financial aid. The official withdrawal date is indicated by the student's intention the signed and dated form. Student accounts will be refunded according to a graduated percentage scale beginning the second meeting day of classes. Hardship withdrawals and grade appeals must be filed by the end of the academic semester immediately following the academic semester in which the withdrawal or appeal is requested.

If a student decides not to attend the College the semester for which he/she has registered and paid fees, the student may officially withdraw. Students who abandon classes without following proper procedures will receive a grade of F in all classes.

DISABILITY STATEMENT:

"If any student in the class feels that he or she needs accommodation due to a disability, please feel free to discuss this with the instructor early in the term. Georgia Highlands College has resources available for students with certain disabilities. Accommodations may be made (such as providing materials in alternative formats, assuring physical access to classrooms or being sensitive to interaction difficulties that may be posed by communication and/or learning disabilities) through Student Support Services on all campuses. For more information please contact: Cartersville 678-872-8004; Douglasville and Floyd 706-368-7536; Marietta 678-915-5021; Paulding 678-946-1029."

ACADEMIC INTEGRITY

Cheating is strictly prohibited. Any evidence of cheating, or collaboration in cheating will result in a zero on the assigned materials and possible further disciplinary actions which may include failure in the course. Any appearance of cheating will be regarded as cheating so students should avoid any and all behaviors that could even be construed as cheating. Policies on student conduct and academic integrity are located in the GHC "Student Guide and Planner" and in the Student Handbook at <http://www.highlands.edu/site/academic-integrity-documents>.

TENTATIVE LECTURE SCHEDULE

Semester Year

NOTE: This is a tentative lecture schedule for BIOL 2108K CRN#. The instructor(s) teaching these classes reserves the right to alter this schedule at his/her discretion. Any changes in this schedule will be announced to the students as soon as it is possible.

DATE	DAY	LECTURE TOPIC	CHAPTER	LAB
	T	Course Overview/ Last Day to Drop Class 8/22		No lab
	R	Viruses	21	
	T	Prokaryotes: Bacteria and Archaea	22	Introduction / Safety / Science Writing & Statistics I
	R	Prokaryotes: Bacteria and Archaea/ Attendance 8/30	22	
	T	Protists	23	Science Writing & Statistics II (Fish Lab)
	R	Fungi	24	
	T	Fungi /Review	24	Phylogenetics Lab I
	R	Exam 1	21-24	
	T	Seedless Plants	25	No Labs (writing time for Phylogenetics Report)
	R	Seed Plants	26	
	T	Plant Form and Physiology	30	Physiology Lab
	R	Soil and Plant Nutrition S/U Progress Report 10/1	31	
	T	Plant Reproduction	32	No Labs (writing time for Physiology Report)
	R	Plant Reproduction/Review	32	
	T	Comprehensive Midterm	21-26, 30-32	Ecology Lab
	R	Introduction to Animal Diversity	27	
	T	Invertebrates/ Scavenger Due	28	Reserve Week (If needed for weather)
	R	Vertebrates / Last Day to Withdraw 10/22	29	
	T	Vertebrates	29	Pig Dissection I
	R	Animal Body: Form and Function	33	
	T	Animal Body: Form and Function	33	Pig Dissection II
	R	Animal Nutrition and Digestive System	34	
	T	Animal Nutrition and Digestive System/Review	34	Pig Practical Exam
	R	Exam 3	27-29, 33, 34	
	T	Animal Reproduction and Development	43	
	R	Animal Reproduction and Development	43	
	T	Thanksgiving Break NO CLASS		
	R	Thanksgiving Break NO CLASS		
	T	Ecology and Biosphere	44	
	R	Population and Community Ecology/ Research Paper Due	45	
	T	Ecosystems	46	
	R	Conservation and Biodiversity / Review Day	47	
	R	Comprehensive Final Exam @ 3:30pm	27-29, 33, 34, 43-47	

GOOD LUCK! HAVE FUN! And remember, I am here to help you succeed in this course. Please do not hesitate to ask questions if you need assistance.

