

BL 101.1 Biology

DONNELLY COLLEGE

Term

Lab:

Room:

1.0 Credit

## INSTRUCTOR INFORMATION:

Name:

Office:

Office hours:

[E-mail address:]

## COURSE DESCRIPTION:

This introductory lab examines basic biological concepts by focusing on the structures and function of plants and animals. The laboratory includes microscope work, field trips, dissections and the scientific method.

**PREREQUISITES:** Placement into College Level Course; Corequisite: BL 101 Lecture

## REQUIRED TEXTBOOK & SUPPLIES:

Canvas Online Modules and Open Source Textbook, Students are required to buy a laboratory textbook “Exploring Biology in the Laboratory,” by Murray P. Pendarvis and John L. Crawley,

Edition: 3rd, MORTON, 1/1/2018

## PHILOSOPHY OF GENERAL EDUCATION:

Donnelly College has consistently maintained a strong commitment to the liberal arts and sciences as a foundation for a complete education. The faculty strongly believes that the liberal arts and sciences provide the context through which students can engage with the larger questions about students! place in the world and their pursuit of truth. Therefore, the College!s general education requirements are de- signed to ensure that liberal arts and sciences graduates develop a breadth of content knowledge and the skills and abilities which will enable them to become educated participants in a diverse global community.

**DONNELLY COLLEGE LEARNING OUTCOMES:**

1. **Communication Skills:** Students will communicate effectively in writing and speaking.
2. **Technology and Information Literacy Skills:** Students will demonstrate proficiency in in- formation literacy skills.
3. **Symbolic Problem Solving:** Students will demonstrate competency in qualitative and quantita- tive problem solving.
4. **Analytical Thinking:** Students will employ reflective thinking to evaluate diverse ideas in the search for truth.
5. **Personal and Interpersonal Skills:** Students will develop an understanding across cultural differences locally, nationally, and internationally.
6. **Academic Inquiry:** Students will engage independently and effectively in lifelong learning.
7. **Values:** Students will demonstrate moral and ethical behavior in keeping with our Catholic identity.

## PROGRAM LEARNING OUTCOMES:

In addition to the general education learning outcomes – communication skills, technology and infor- mation literacy skills, symbolic problem solving, analytical thinking, personal and interpersonal skills, academic inquiry, and values – upon successful completion of the Associate of Science in Liberal Arts degree, students will demonstrate:

1. Proficiency and creativity in written and verbal communication.
2. Effective use of current technology in support of academic work.
3. Proficient use of qualitative and quantitative methods in problem solving.
4. Critical and Analytic thinking across a range of disciplines.
5. A commitment to ethics and integrity in academic and professional relationships, within the community and the environment.
6. Use of the scientific method.

## STUDENT LEARNING OUTCOMES:

* 1. Students will have the ability to use the scientific method skills in laboratory experiments and assigned readings.
  2. Student will have the ability to recognize biological structure and function at all levels: mol- ecular, cellular, and organism.
  3. Students will have the ability to explain major biological concepts in the laboratory experi- ments.
  4. Students will have the ability to effectively communicate using the vocabulary of laboratory experiments.
  5. Students will have the ability to analyze tables, charts and graphic data in laboratory experi- ments.

Provide list of Learning Outcome students will meet.

|  |  |  |  |
| --- | --- | --- | --- |
| **Donnelly College Learning Outcomes** | **Program Learning Outcomes** | **Student Learning Out- comes** | **Application and As- sessment** |
| Students will commu- nicate effectively in writing and speaking. | Students will demon- strate proficiency and creativity in written and verbal communication. | Students will have the ability to effectively communicate using the vocabulary of laboratory experiments.  Students will have the ability to explain major concepts in the laborato- ry experiments. | Students will demon- strate vocabulary com- prehension with 75 % accuracy. |
| Students will demon- strate proficiency in information literacy skills. | Students will demon- strate effective use of current technology in support of academic work |  |  |
| Students will demon- strate competency in qualitative and quanti- tative problem solving. | Students will demon- strate proficient use of qualitative and quanti- tative methods in problem solving. | Student will have the ability to recognize biological structure and  function at all levels: molecular, cellular, and  organism. |  |
|  | Students will demon- strate critical and ana- lytical thinking across a range of disciplines. | Students will have the ability to analyze ta- bles, charts and graph- ic data in laboratory experiments |
| Students will employ reflective thinking to evaluate diverse ideas in the search for truth. |  |  |  |

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| --- | --- | --- | --- |
| Students will develop an understanding across cultural differences lo- cally, nationally, and internationally. | Students will demon- strate a commitment to ethics and integrity in academic and profes- sional relationships, within the community and the environment. |  |  |
| Students will engage independently and ef- fectively in lifelong learning. | Student will demon- strate the ability to use the scientific method | Students will have the ability to use the scien- tific method skills in laboratory experiments and assigned readings |  |
| Students will demon- strate moral and ethical behavior in keeping with our Catholic identity. | Students will demon- strate a commitment to ethics and integrity in academic and profes- sional relationships, within the community and the environment. |  |  |

**COURSE REQUIREMENTS:**

|  |  |  |
| --- | --- | --- |
|  |  | Total Points |
| 3 Unit Test | 3 x (100 pts each) | 300 |
| 8 Canvas Quiz | 8 x (10 pts each) | 80 |
| 15 Vocabulary Quizzes | 15 x (10 pts each) | 150 |
| 2 Common Read Questions | 2 x 12 pts | 24 |
| Attendance | 100 % attendance | 100 |
| 15 Weekly Lab Reports | 15 x (10 pts each) | 150 |
|  |  | 804 |

**GRADING POLICY:**

|  |  |  |
| --- | --- | --- |
| Exams (100pts/ea.) | (100 pts x 3) | 300 |
| Weekly Lab Reports | (10 pts x 15) | 150 |
| Weekly Canvas Quizzes | (10 pts x 8) | 80 |
| Weekly Vocabulary Quizzes | (10 pts x 15) | 150 |
| Common Read Questions | (2 pt x 12) | 24 |
| Perfect Attendance | (100 pts x 1) | 100 |
| TOTAL points possible |  | 1004 |

|  |  |  |
| --- | --- | --- |
| **GRADING SCALE:** |  | |
| Course Points |
| 903 to 1004 ---------------------- | 90 – 100% | A |
| 803 to 902 ---------------------- | 80 – 89% | B |
| 702 to 802 ---------------------- | 70 – 79% | C |
| 602 to 701 ---------------------- | 60 – 69% | D |
| < 601 ---------------------- | < 60% | F |

3 Exams (Test) 50% of grade

8 Canvas quizzes 8% of grade

15 Vocabulary quizzes 15% of grade

1. Attendance 10% of grade
2. Common Read questions 3 % of grade

15 Weekly Lab Reports 15% of grade

1. The student is to come to class prepared. Students are responsible for bringing everything he/she will need during the class period, i.e. paper, pen or pencil, textbooks and assignments. ***I will not hand out make-up assignments to students who missed class without an excuse. Student must get the missed materials from their classmates. Late assignments, if accepted at all, will result in a loss of points to be determined at the discretion of the instructor. Assignment more than a week late will not be ac-***

***cepted.***

1. Attendance is required (See Rubrics and Attendance Policy below)

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| --- | --- | --- | --- |
|  | Exemplary | Satisfactory | Unsatisfactory |
| Attendance and Promptness to Class. *(Each class missed subtract 5 points and each tardy subtract 3 points)* | Students attendance is 100 % with no missed classes or tardies. | Students attendance is within the 3-absence limit. He or She noti- fies the instructor of absence(s). | Students attendance is over the 3 absences limit is now into acad- emic penalty. |
|  | 100 | 85 | -5 Points x # absences |

Common Read Essay Question Checklist

In order for students to get full credit, the following criteria must be completed for the common read assignments.

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| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  | Common read question is completely answered (all required topic to the questions are done suf- ficiently) Research sources are properly listed | Students supply their own opinions and voice to the topic and are able to draw upon their own life experi- ences. | Students use proper punctu- ation, spelling, grammar, and assignment is neatly done. | 12 points totals |
|  | 5 | 5 | 2 | ----------- |

Lab Report Checklist In order for students to get full credit, the following criteria must be completed for lab assignments.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Lab on time (due the next lab period and one week after lab is initially done in class) | Lab is complete (all required topic ques- tions are done cor- rectly and completely with no questions left blank) | Lab review ques- tions and quizzes are done correctly and completely with no questions left blank | Students use proper punctu- ation, spelling, grammar, and assignment is neatly done. | 10 points totals |
| 3 | 3 | 3 | 1 | ----------- |

### Weekly Quizzes given on Canvas have time and date limits and missed quizzes may not be made up.

1. There is no opportunity to make up missed lecture exams unless students have an excused absence.

### No eating is allowed in lecture or lab classes.

1. A final comprehensive exam is required.

### All cell phones must be turned off unless the instructor gives permission.

CANVAS: All course materials, grades, and communication with the instructor will be conducted in the Canvas online learning platform. Students are expected to check their accounts on

a regular basis (i.e., at least 2X a week minimum).

Note: All communications regarding this course will be made via your Donnelly College email ac- count.

**ACADEMIC INTEGRITY:** “…Academic integrity is to be maintained at all times to insure genuine educa- tional growth. Cheating and plagiarism in all forms, therefore, will be subject to disciplinary action. Serious infractions will be reviewed by an ad hoc committee, appointed by the appropriate dean. Appropriate sanctions will be imposed.”

**PLAGIARISM:** Plagiarism – the appropriation or imitation of the language or ideas of another person and pre- senting them as one’s original work – sometimes occurs through carelessness or ignorance. Students who are uncertain about proper documentation of sources should consult their instructors.

**ACCOMMODATIONS:** In compliance with the Americans with Disabilities Act, Donnelly College will make every attempt to provide equal access for persons with disabilities. Students in need of accommodations must request them in writing from the Vice President of Academic Affairs.

**CIVILITY & DECORUM:** As noted in its Code of Conduct, Donnelly College is committed to maintaining an overall atmosphere of civility and respect. Civility and decorum both inside and outside the classroom are fun- damental foundations of the values at Donnelly College. Classroom discussions and interactions outside the classroom will at all times be focused on the learning process and should always be respectful of both students and faculty. In open discussions of ideas and issues, disagreements should focus on ideas and facts. Name call- ing and assaults (either in person or on-line) will not be tolerated. Should any problems occur, the instructor should be notified immediately. Those who do not comply with civility and decorum requirements may be sub- ject to a grade reduction and/or other sanctions up to and including dismissal from Donnelly College.

**ATTENDANCE POLICY:** The student is expected to attend class and participate in their own educa- tion. Students are responsible for all materials and information presented in class and it is the responsi- bility of each student to acquire, complete and return any missed assignments due to absences. If the student has more than 2 consecutive unexcused absences/tardies or 3 absences total including excused or unexcused, faculty may initiate an administrative withdrawal on the basis of nonattendance. Daily attendance at all classes and labs is expected of each student. Tardiness is not acceptable. Students will be requiring showing doctors excuse for any absence to gain an excused absence. Students are respon- sible for all materials and information presented in class. It is the responsibility of each student to ob- tain these materials and information if absent from class.

1. Except in cases of rare emergency, tests are to be taken on the announced date. Make-up tests must be taken before the normal class day following the scheduled time of the missed examination.
2. Work must be neat and orderly, or it will not be accepted.

**WITHDRAWAL FROM COURSES OR FROM SCHOOL:** It is the responsibility of the student to withdraw from class. If a student decides to withdraw from a class, ideally, they should see an advisor and the financial aid staff before taking the withdrawal form to the Registrar's office for processing. However, any verifiable contact (e-mail, fax, phone, mail, etc.) with authorized college personnel expressing the student's intent to withdraw from a class will be honored.

If students withdraw before they have earned their financial aid, they will owe Donnelly College a debt for the unearned portion of the financial aid as well as for any unpaid balances (subject to the College's refund policy). Not attending class is not a withdrawal from class.

**Donnelly College reserves the right to withdraw a student from class(es) if the student does not meet their financial obligations, including two missing or incomplete payments, or loss of financial aid.** Faculty may initiate an administrative withdrawal on the basis of non-attendance. In extreme circumstances (i.e. a discipli- nary problem), the Vice President of Academic Affairs may initiate an administrative withdrawal. The student remains responsible for the tuition owed in this instance.

The deadlines for withdrawing from classes are as follows:

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| --- | --- |
| 14 to 16 weeks | 3 weeks before the end of the class |
| 6 to 8 weeks | 7 weekdays before the end of class |
| 4 to 5 weeks | 4 weekdays before the end of class |
| Less than 4 weeks | Withdrawals are not allowed |

Withdrawal deadline dates will be published in the academic calendar.

**ELECTRONIC DEVICES:**

With the exception of watches, electronic devices such as cell phones, smart phones, iPads, iPods and other MP3 players are to be turned completely off and put out of sight and out of easy reach. “Out of Sight” extends to paraphernalia as ear buds, headphones, and Bluetooth earpieces. Students will be contacted through the Donnel- ly “Canvas” email system, in the appropriate amount of time, when it’s required by the instructor to convey nec- essary information to the students.

BIOLOGY TENTATIVE LAB COURSE CALENDAR:

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| --- | --- | --- | --- |
| *Class Meet- ing* | *Classroom/ Protocol* | *Lab As- signments* | *Assignments* |
| *Week 1* | Understanding Scientific Method | Pre-Vocab- ulary | Chapter 1 Exercise 1.3 Scientific Method |
| *Week 2* | Understanding Scientific Notation & the Metric System | Vocabulary Quiz 1 | Chapter 2, Exercise 2.1, 2.2, & 2.3 Measurement and Metric System Canvas quiz 1 |
| *Week 3* | Understanding Microscopy | Vocabulary Quiz 2 | Chapter 3 Exercise 3.1, 3.2 Micro- scope |
| *Week 4* | Composition of Living Things (Bio- molecules) | Vocabulary Quiz 3 | Chapter 5 Exercise 5.1, 5.2, & 5.3 Organic and Biomolecules, Canvas quiz 2, |
| *Week 5* | Cell Structure and Function | Vocabulary Quiz 4 | Chapter 6 Exercise 6.1, 6.2, 6.3, &  6.4 Biological Cells, |
| *Week 6* | Exchange between Cell and Envi- ronment Understanding Diffusion and Osmosis | Vocabulary Quiz 5 | Chapter 8, Exercise 8.1, 8.2 Diffu- sion and Osmosis, Canvas quiz 3, **Test 1** |

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| --- | --- | --- | --- |
| *Week 7* | Understanding Photosynthesis | Vocabulary Quiz 6 | Chapter 9, Exercise 9.1. 9.2, & 9.3 Leaf Structure, Chromatography, CO2 uptake, |
| *Week 8* | Understanding Mitosis and Meiosis | Vocabulary Quiz 7 | Chapter 11, Exercise 11.1 Mitosis Cells, Canvas quiz 4 |
| *Week 9* | Mendelian Genetics | Vocabulary Quiz 8 | Chapter 13, Exercise 13.1, 13.4 &  13.6 Heredity, Traits, Developing Pedigrees, Canvas quiz 5 |
| *Week 10* | Molecular Biology DNA & Protein Synthesis ABO Blood Typing | Vocabulary Quiz 9 | Chapter 13 & 14 Exercise 13.5,  14.1 & 14.2 Blood Groups, Extract- ing DNA, **Test 2** |
| *Week 11* | DNA Electrophoresis | Vocabulary Quiz 10 | Chapter 13 & 14 Exercise 13.5,  14.1 & 14.2 Blood Groups, Extract- ing DNA, Canvas quiz 6 |
| *Week 12* | Tissue, Organs and Systems | Vocabulary Quiz 11 | Chapter 27, Exercise 27.1, 27.2,  27.3, & 27.4 Understanding Tissues, |
| *Week 13* | Bacteria Staining | Vocabulary Quiz 12 | Chapter 19 Exercise 19.2 Bacterial Staining, Canvas quiz 7 |
| *Week 14* | Squid Dissection  Frog Dissection (Digestive System) | Vocabulary Quiz 13 | Handout, Chapter 32 Exercise 32.1, Section 1 Frog Dissection, |

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| --- | --- | --- | --- |
| *Week 15* | Fetal Pig Dissection | Vocabu- lary Quiz 14 | Chapter 32 Exercise 32.1, Section 2,  Canvas quiz 8 |
| Week 16 | Final Test | Vocabu- lary Quiz 15 | **Final Test** |



**FACULTY OFFICE HOURS & CLASS SCHEDULE FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| 9:00-10:00am | BL 101 Biology Lecture  325  Sec A 9:00 - 10:10 am | BL 101 Biology Lecture  325  Sec A 9:00 - 10:10 am | BL 101 Biology Lecture  325  Sec A 9:00 - 10:10 am | BL 101 Biology Lab  325  Sec A 9:00 - 10:50 am |  |
| 10:00-11:00am |  |  |  |  |  |
| 11:00-12:00pm | Office Hours |  | Office Hours |  | Office Hours |
| 12:00-1:00pm |  |  |  |  | Faculty Meetings |
| 1:00-2:00pm | Office Hours | Office Hours | Office Hours |  | Faculty Meetings |
| 2:00-3:00pm |  |  | Faculty Meetings |  | Faculty Meetings |
| 3:00-4:00pm | BL 101 Biology Lecture  325  Sec B 3:00 - 4:10 pm | BL 101 Biology Lecture  325  Sec B 3:00 - 4:10 pm | BL 101 Biology Lecture  325  Sec B 3:00 - 4:10 pm | BL 101.1 Biology Lab  325  Sec B 3:00 - 4:50 pm |  |
| 4:00-5:00pm |  |  |  |  |  |

Name: Joseph Multhauf Term: Fall 2021

**FALL 2021 COVID–19 Good Faith Agreement Statement**

Due to the COVID-19 pandemic Donnelly college has instituted several measures for your safety. The Donnelly college website has an update center. Here is a link to the Donnelly College COVID information: https://[www.donnelly.edu/updates](http://www.donnelly.edu/updates)

All students will read and sign the following Good Faith Agreement; “I pledge to monitor myself for the symp- toms of COVID-19 and to observe the 3 “W’s” while on campus: Wash my hands, watch my distance and wear a mask. I will look out for others and encourage them to stay committed to keeping everyone healthy and I will participate in contact tracing to preserve the wellness of the Donnelly Community.”

Additionally, Donnelly College is instituting the following attendance policy; “All students will be asked to self- report if they must quarantine or have been exposed to COVID-19 by filling out the COVID-19 Incident Report Form”. Here is a link to the COVID-19 Incident Report Form: https://forms.office.com/Pages/ResponsePa- ge.aspx?id=S\_8IWW-rUkmWHLbDxQ34Kzw0\_67sUS1Ov9jbznJoRWBUNVU2UzhPR0tUREZRQUd- HME9aVDY1NzRBVi4u

I have read and agree to Good Faith Agreement above: Date:

Printed Name: Signature:

− If a student becomes ill or must quarantine, Instructors will work with the students for a maximum educational experience during their physical absence from class.

### – Students who are experiencing symptoms may be tested at one of the following sites: https:// alpha.wycokck.org/Coronavirus-COVID-19-Information

− Donnelly students and employees will also act as stewards in community by asking those on campus to respect the recommendations for health and safety.

− The Office of the VPASA will consider all ADA modifications to a student’s experience when pro- vided with the appropriate documentation.

− Donnelly College has been approved an HLC for a waiver extension should we be required to return to distance learning modality at any point during the fall semester.

### All students will be asked to self-report if they must quarantine or have been exposed to COVID- 19 by filling out this form. COVID-19 Incident Report Form

Common Read Events 2021 - 2022

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Event**  **Description** | **DCLO & Theme** | **Organizers** |
| August 19, 2021  **(Thursday)**  **ALL 9AM AND 11AM CLASSES REQUIRED TO ATTEND** | **Convocation** – As  is the custom of Catholic institutions of higher learning, we begin & end each academic year with prayer. Following an academic charge from the president, all gather for Mass. | **DCLO #7 Values**:  Students will demonstrate moral and ethical behavior in keeping with our Catholic identity.  **Theme:** Faith & social justice | Campus Ministry  Student Life  Academic & Student Affairs |
|  | The Archbishop will be given a copy of the Common Read & may reference it in his homily. |  |  |
| September 9, 2021  **(Thursday)**  **11AM-12:30PM- ALL 11AM CLASSES REQUIRED TO ATTEND** | **Guest Lecture –**  **President Steve Minnis** | **DCLO #4**  **Analytical Thinking:** Students will employ reflective thinking to evaluate diverse ideas in the search for truth. | Library  Campus Ministry Student Life |
| October 5, 2021  **(Tuesday)**  **9AM-ALL 9AM CLASSES REQUIRED TO ATTEND** | **Film** – “Hotel  Rwanda” | **DCLO #3**  **Symbolic Problem Solving:** Students will demonstrate proficiency in information literacy skills. | Student Life |
|  |  | **Theme:** Crisis & Resistance |  |

|  |  |  |  |
| --- | --- | --- | --- |
| November 10,  2021  **(Wednesday) ALL 9AM AND 11AM CLASSES ARE REQUIRED TO ATTEND** | **Author** --  Immaculee Ilibagiza, Rwandan survivor and author of *Left to Tell* | **DCLO #5**  **Personal and Interpersonal Skills:** Students will develop an understanding across cultural differences locally, nationally, and internationally. | Student Life  Campus Ministry |
|  |  | **Theme:** Hope |  |
| February 22, 2022 | **Guest Lecturer –** | **DCLO #2:**  **Technology and Information Literacy:** Students will demonstrate proficiency in information literacy skills.  **Theme:** Civic Engagement | Library |
| **(Tuesday)** | **Maureen** | Student Life |
| **11AM-ALL** | **Mahoney** |  |
| **11AM CLASSES** |  |  |
| **REQUIRED TO** |  |  |
| **ATTEND** |  |  |
| March 16, 2022 | **Student Refugee** | **DCLO #1:** | Student Life |
| **(Wednesday)** | **Panel** | **Communication** |  |
| **1:00-ALL** |  | **Skills:** Students |  |
| **1;00PM** |  | will communicate |  |
| **CLASSES** |  | effectively in |  |
| **REQUIRED TO** |  | writing and |  |
| **ATTEND** |  | speaking. |  |
|  |  | **Theme:** |  |
|  |  | Perseverance |  |
| April 5, 2022 | **Student Expo** | **DCLO #6:** | Student Life |
| **(Thursday) 10:15-11:00 AND**  **12;15-1;00** |  | **Academic Inquiry:** Students will engage  independently and |  |
| International Day of Reflection on |  | effectively in lifelong learning. |  |
| the 1994 Rwandan |  |  |  |
| Genocide |  |  |  |
|  |  |  |  |

# FINALS SCHEDULE FALL 2021:

Monday, December 6: Last day of classes for FA2021 term Tuesday, December 7: *Study Day* -More info. to follow

Wednesday, December 8: Finals for Mon/Wed classes during class time

Thursday, December 9: Finals for Tue/Thu classes during class time

Sunday, December 12: Grades due by 11:59 p.m. Friday, December 17: Faculty Last Day on campus

# Important Dates

Day of Service Saturday August 14 (required) Day and Evening Classes Begin Monday August 16 Convocation Thursday August 19 (required) Labor Day (College Closed) Monday September 6 Thanksgiving Break (College Closed) November 24 - 26

Finals December 8 - 9

Donnelly College Writing Rubric

