COURSE SYLLABUS

BSC 104 Introduction to Biology Spring 2018

Instructor: Travis Cyphert, Ph.D. Office: S-202 B

Assistant Professor Email: [cyphert@marshall.edu](mailto:cyphert@marshall.edu)

Office Phone: 696-3154

Office Hours: Monday 2-4 pm; Thursday 12-2; Friday 2-4 pm

\*\*\*If you need to meet with me outside my office hours, you must email me and we can figure out a time that works for both of us.\*\*\*

Classroom: Lecture: S 374 1:00 - 1:50 pm Monday, Wednesday, and Friday

Lab: S 212 204: 10:00 – 11:50 Monday

205: 2:00 – 3:50 Monday

206: 10:00 - 11:50 Tuesday

Course Description: Fundamentals of biology with emphasis on the unity of life, energetics, genetics, evolution, classification of organisms in the kingdom of life. **Intended for non-science majors**. Does not count toward a major in Biological Sciences. 4-credits. 3 h lecture, 2 h laboratory.

Textbook and other requirements: 1. *Essential Biology*, 6th Edition, 2015, Campbell, Simon, Dickey, and Reece. Pearson Pub. (recommended)

2. **BSC 104 Laboratory Manual, 2012, Weinstein (REQUIRED)**

**3. Response Card NXT: Rcxr-03 CLICKER, Turning Technologies, 2013**

**(REQUIRED)**

**COURSE POLICIES**:

1. **Attendance**: Your attendance is expected for each lecture and laboratory session in this course. Attendance is not taken for lectures. Absence from either lecture or laboratory will make this course especially difficult. You are responsible for any lecture material missed by being absent. **Laboratory sessions cannot be made up due to the nature of the laboratory.** Absences from exams due to illness, death in the family, or institutional activities will be excused with the appropriate written notification to the instructor. In the case of illness, you should provide a physician’s note stating that you could not be present during the exam period for medical reasons. **Missed exams or quizzes can be made up only in the case of a University approved absence or a weather related closure if obtained with in one week of the absence**. It is your responsibility to be familiar with University policy, which can be found in the academic calendar or at this web address: [http://www.marshall.edu/academicaffairs/policies](http://www.marshall.edu/academic-affairs/?page_id=802)

**In case of a university approved absence for an exam, you must contact me with in 1 week to arrange for a make up exam. University approved absences will not be accepted if obtained a week or more after the absence date. If you fail to contact me within this time you will receive a “0”. YOU HAVE TO CONTACT ME. I WILL NOT CONTACT YOU.**  In case of absence for a sporting event or other University sanctioned activity, arrangements to make up the exam must be made BEFORE the day of the exam. Failure to follow either of these policies will result in you being considered absent without excuse for the exam. A make up exam may be, completely long answer or oral format.

**University Excused Absences**

These are addressed by the instructor or the Dean of Student affairs as described in each item.

Appropriate documentation is required for each absence. The Dean of Student Affairs will notify course instructors of his or her actions using the University email system.

1. University-sponsored activities. Student participation in authorized activities as an official representative of the university. Such activities include official athletic events, ROTC, student government and student organization activities, regional or national meetings or conferences when endorsed by an academic or organization faculty advisor, performances, debates, and similar activities. The Dean of Student Affairs addresses these absences.

2) Medical circumstances.

a) A student who is briefly ill or injured with fewer than three consecutive hours of class (see (b) below), and is therefore unable to attend class, should first consult with his or her course instructor about the absence. If necessary, the instructor may refer the student to the Dean of Student Affairs.

b) The Dean of Student Affairs will address absences of three or more consecutive hours of class.

This includes absences of three consecutive one-hour class meetings, one three-hour class meeting, etc.

3) Death or critical illness of an immediate family member. Immediate family is defined as parents, legal guardians, siblings, children, spouse or life partner, grandparents, and grandchildren. The Dean of Student Affairs addresses these absences.

4) Other official activities.

a) Short-term military obligations. The Dean of Student Affairs addresses these absences. Students who are subject to federal military activation are covered by a separate policy. Please consult the catalog for this policy.

b) Jury duty, subpoenas for court appearance, religious holidays, and other official activities deemed by the Dean of Student Affairs to warrant an excused absence.

5) Extreme personal emergencies. Examples of such events include house fires, serious crimes, and

other grave emergencies deemed by the Dean of Student Affairs to warrant an excused absence

2) **Academic Dishonesty:** Any form of academic dishonesty will not be tolerated. Refer to Undergraduate Catalogue for definitions of cheating, falsification, bribes and complicity.

1. **Electronic Devices**: Please turn off all cell phones. No electronic devices will be needed, and none will be permitted, during exams. The use or access of an electronic device during an exam will be considered academic dishonesty. Lectures may be taped during the lecture and lab components of the course.
2. **Grading Policy:**  Numeric grades will be based on a normal distribution with letter grades assigned as follows:

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

***I do not offer extra credit assignments.***

***I will offer the occasional bonus quiz that you must be present for that day. No excuses accepted for bonus quizzes and can not be made-up.***

Exams 50 % = 300 points (3 exams)

Class Quizzes 25% = 150 points (3 announced and 6 pop up)

Laboratory Exercises 25% = 150 points (scaled to 150 points)

**Extra Credit.** Any extra credit will be given to the entire class and will be **proposed and presented by me**. Please do not ask for special consideration, particularly at the end of the semester. If you are concerned about your grade, come see me as early as possible when there may still be time to make a change.

1. **Lab Exercises:** Your laboratory performance will contribute 25% of your total course grade. This will be determined from laboratory data analyses, lab hand-ins, written lab reports and quizzes. All lab reports must be handed to your TA and be on time. Late reports will not be accepted. You must be present in lab in order to hand in any type of lab report for credit.

**LABORATORY ASSIGNMENTS**: Lab data sheets must be handed in at the end of the lab. Late sheets will not be accepted for credit. All lab sheets must be handed in to your TA; neither Dr.Cyphert or other TA’s will accept the sheets. The written lab assignments must be completed to pass the lab portion of the course. Missed lab cannot be made up.

**6) Policy for Students with Disabilities:**Marshall University is committed to equal opportunity education for all students, including those with physical, learning and psychological disabilities. University policy states that it is the responsibility of students with disabilities to contact the Office of Disability Services (ODS) in Prichard Hall 117 (304.696.2467) to provide documentation of their disability. Following this, the ODS Coordinator will send a letter to each of the student’s instructors outlining the academic accommodation he/she will need to ensure equality in classroom experiences, outside assignment, testing, and grading. The instructor and student will meet to discuss how the accommodation(s) requested will be provided. For more information, access the website for the Office of Disabled Student Services: [http://www.marshall.edu/disabled](http://www.marshall.edu/disabled%22%20%5Ct%20%22_blank)

7) **Conduct in class:** Please behave respectfully during class. Behaviors such as excessive chatting with other students, texting, etc., are disruptive to the instructor and to other students. Students habitually engaged in these activities may be asked to leave the class that day. Please turn off (silence) your cell phones. No electronic devices will be needed, and none will be permitted, during exams. The use or access of an electronic device during an exam will be considered evidence of academic dishonesty.

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| **Outcomes** | **How students will practice each outcome in this Course** | **How student achievement of each outcome will be assessed in this Course** |
| Students will understand the basic knowledge associated with modern biology. | Attending lectures, reading class material, class discussion. | Exams will evaluate understanding of basic biological knowledge. Laboratories will require notebooks that will be graded. |
| Students will acquire critical-thinking skills in light of the rapidly growing body of knowledge in biological science theories and use that to evaluate information regarding concepts in biology from modern sources such as the internet and social media. | Attending lectures, reading class material, joining in with class discussion. | Exams will have critical thinking questions. Laboratory assignments/notebook will be evaluated with regard to ability to think critically and understand what labs are demonstrating. |

BSC 104 Lecture Syllabus Dr. Travis Cyphert

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| Important Dates |  | |
| 01-08-18  01-15-18 | First Day Introduction  No Class (Martin Luther King Day) | |
| 01-22-18  02-07-18 | Quiz 1  **Exam 1 (chapters 1-7)** | |
| 02-23-18  03-14-18 | Quiz 2  **Exam 2 (chapters 8-12)** | |
| 03-16-18  03-19-18 | No Class  Start Spring Break | |
| 03-23-18  03-26-18 | End Spring Break  **Class resumes** | |
| 04-06-18  02-15-18 | Quiz 3  Exam 3 (finals week) Friday May 4th 12:45pm-2:45pm | |
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**Any bonus points or bonus quizzes that occur cannot be made up. You have to be there on the day that they take place.**

**\*\*\*\*\*Syllabus subject to change \*\*\*\*\***