Instructor Information

Instructor: Paula Miles  
Office: Main Campus, B building, Room 105D  
Mailbox: Main Campus, B building, Room 105  
Hours: Monday: 12pm – 1pm, Tuesday: 10:30am-12pm; Wednesday: 9:45am – 10:45am; Thursday: 10:30am-12pm  
Phone: (501)812-2280 (Office); (501)812-2269 (Math & Science Department)  
Email: pmiles@uaptc.edu

*All emails and telephone calls will receive a response within two business days.

Chair: Thomas Russell  
(501)812-2705  
trussell@uaptc.edu

Dean: Marico Bryant Howe  
(501)812-2342  
mbryanthowe@uaptc.edu

*If your emails and telephone calls do not receive a response within two business days, the appropriate chain of command is above.

Course Information

THIS CLASS CANNOT BE USED AS A PREREQUISITE FOR ANOTHER SCIENCE CLASS!!!

This class is completely online. You will access your class by signing in to the UA-PTC Portal and then going to the Blackboard shell for your class. All work will be done through the Blackboard shell including access to Cengage’s Mindtap content which includes the online labs.

Catalog Description

BIOL 1400. Biology for Non-Majors ACTS # BIOL 1004  
This class is a survey of biology to include an introduction to the fundamental principles of living organisms including properties, organization, function, evolutionary adaptation, and classification. An introductory study of concepts of reproduction, genetics, ecology, and the scientific method are included. Not appropriate for Biology or Health Science majors. See prerequisite details below. 3 lecture hours, 2 lab hours. (4 credit hours)

Prerequisites: (must meet all of the following requirements) • A score of 19 or above on the English section of the ACT, or a score of 83 or above on the Accuplacer Sentence Skills test, or a score of 80 or above on the COMPASS Writing Placement test, or completion of ENGL 0111 (Composition Review) with a grade of “C” or better. • A score of 19 or above on the Reading section of the ACT, or a score of 78 or above on the Accuplacer Reading Comprehension test, or a score of 83 or above on the COMPASS Reading Placement test, or completion of READ 0300 (Foundations of Literacy) with a grade of “C” or better.
Course Materials

The following 4 items are required for this course.

1. **Access Code for Cengage Unlimited:**
   
The access codes alone can be purchased at the bookstore. When you pay for the access code, you automatically get an ebook, an online textbook free with the Unlimited access. If you prefer a physical textbook in addition to the online textbook, you can rent a print version of the textbook ($7.99) and it will be mailed to you.

   Cengage Unlimited One-Semester Access (MSRP $119.99)-
   **ISBN:** 9780357016237

2. **Cengage Unlimited Access:**
   - You are required to register with Cengage Unlimited within the first week of the semester. Register using your Access Code or register for a Courtesy Access for free for a limited time.
   - You must be registered with a paid access for Cengage Unlimited and submit at least one Mindtap assignment by **Jan 23th** or you will be dropped from this class as a no show.
   - Please be aware that if you register with the Courtesy Access you are still required to purchase and register an Access Code by Jan 23th regardless of the expiration date of a courtesy access account or you may be dropped from the course.
   - You are required to always access your Cengage Unlimited assignments through the Blackboard shell for your class.

3. **Computer:**
   - You are required to have regular access to a dependable computer, dependable internet access, and ability to use the Internet.
   - (There are several open computer labs on campus.). You are required to use Internet Explorer or Firefox to access your online assignments.

4. **LMS (Learning Management System):**
   - You are required to have the ability to access and use Blackboard and Jenzabar eLearning LMS. Blackboard training sessions for students are offered and greatly encouraged for all students.

Mission Statement

University of Arkansas – Pulaski Technical College provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.

Institutional Learning Outcomes and General Education

UA-PTC supports a college-wide institutional learning assessment program which concerns effective instructional methods and promotes student learning achievement by assessing:
1. Communication
2. Critical Thinking
3. Cultural Awareness
4. Information Literacy
5. Professionalism
6. Quantitative Literacy
7. Technology Literacy

For more information, please consult the following website: https://uaptc.edu/sla

Department / Program Learning Outcomes

The Biology department, consistent with the College’s mission and the Division’s objectives, encourages the success of its students in all technical fields and academic disciplines by promoting:

1. Critical and investigative thought
2. Academic Integrity
3. Independent thinking and learning
4. Written communication on a collegiate level
5. Exposure to natural science, human health, and nutrition
6. Recognition of the influence of scientific thought on individuals and society
7. Collaborative investigation
8. Basic mastery of scientific concepts and the demonstration of scientific skills
9. Correct use of biological instrumentation and proper laboratory techniques

Student Learning / Course Outcomes

ACTS 1004

Expected Student Learning Outcomes:

By the end of the course, the students will be able to:

1. Define the levels of the organization and related functions of bacteria, plants, and animals
2. Describe the characteristics and basic needs of living organisms
3. Analyze the processes of growth and inheritance in individuals and populations
4. Test a hypothesis that is formulated from observations
5. Use the microscope and other lab equipment
Policies

Report a Complaint or Concern

UA-PTC takes very seriously complaints and concerns regarding the institution. Most complaints or concerns of a specific nature should be initiated and resolved at the campus level through normal college processes whenever possible. UA - Pulaski Technical College receives and resolves complaints using a variety of methods. To report a complaint or concern, please follow the link below.

https://www.uaptc.edu/report-a-concern-complaint

UA-PTC Attendance Policy

Education at UA-PTC requires students’ active involvement in the learning process. Thus, students are expected to attend all classes and actively engage in all learning assignments and/or opportunities provided in their classes. Class attendance should be treated as mandatory by all students as attendance will be taken by all instructors during the first two weeks of class. Additionally, a written policy on student attendance that is tied to course objectives and included in a course syllabus will be provided for each course by instructors.

Departmental Attendance Policy

Agencies granting financial assistance may be notified of the violation of the attendance policy by students receiving financial aid.

- You will be given a failing grade (F) for the course if you miss more than 25% of lab sessions regardless of your grade. You will be given a failing grade (F) for the course if you miss more than 25% of lecture sessions regardless of your grade. (This does not include any labs assigned as bonus.) Labs are required.

Course Policies

The UA-PTC Catalog rules and regulations will be enforced in this course at all times.

Please consult the following website for more information: https://www.uaptc.edu/catalog

Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars as determined by the instructor are detailed in the paragraph below.

Appropriate behavior is expected for all communications, including any notes, email messages, or telephone conversations. Some guidelines for communication are included in this syllabus to help you.

Correspondence:
- If you have a question:
  - Contact me through the Blackboard (Bb) Course Messages (under Contact) in the Bb homepage for your class. I check this daily. Exceptions are occasional
weekend days or holidays. I will let you know if I will be away from email for more than 2 business days but that rarely occurs.

- If you cannot contact me through Bb, my UA-PTC email is: pmiles@uaptc.edu
  Include “Biology 1400” and your course section number in the subject of your email so I can identify and answer your email quickly.
  (Example: “Biology 1400 Section 07”).

• Course Content Information:
  - Announcements and/or information concerning course content will usually be sent only to your Course Messages within the Bb class and sometimes to your regular UA-PTC email account. Therefore, you are required to check your regular UA-PTC email account regularly (daily).

Grading Policy

Letter grades will be based on the following scale:

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 to 100%</td>
<td>A</td>
</tr>
<tr>
<td>80 to 89%</td>
<td>B</td>
</tr>
<tr>
<td>70 to 79%</td>
<td>C</td>
</tr>
<tr>
<td>60 to 69%</td>
<td>D</td>
</tr>
<tr>
<td>0 to 59%</td>
<td>F</td>
</tr>
</tbody>
</table>

Biology 1400 ONLINE

Distribution of Points Spring 2018

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Exams @ 100 pts each (1 is dropped)</td>
<td>400</td>
<td>39%</td>
</tr>
<tr>
<td>Comprehensive Final (100 pts)</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>Information Literacy Paper</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>Chap 1 Quiz</td>
<td>25</td>
<td>2%</td>
</tr>
<tr>
<td>15 Blog/Discussion postings</td>
<td>75</td>
<td>7%</td>
</tr>
<tr>
<td>Cengage MindTap assignments</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>12 Labs online (20 pts ea)</td>
<td>240</td>
<td>23%</td>
</tr>
<tr>
<td>Total</td>
<td>1040</td>
<td>100%</td>
</tr>
</tbody>
</table>
* Instructors have one week to provide feedback and post grades for all assignments (except Information Literacy projects) unless otherwise noted by a departmental policy that has been approved by the Dean of the School.

In an online class, eligibility for Financial Aid is based on student participation. Logging into the course does not constitute participation. For purposes of roster certification, students must complete a gradable attendance artifact.

**Academic Integrity**

It is expected that all students who attend UA-PTC conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The UA-PTC catalog states, “The gaining of knowledge and the practice of honesty go hand-in-hand.”

The catalog also states, “The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.”

The complete Academic Integrity Policy is in the UA-PTC code of conduct.

**Accommodation Policy**

Services for Students with Disabilities: UA-PTC is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the American with Disabilities Amendments Act (ADAAA) of 2008. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Disability Services Office (Main Campus: 501-812-2738 or South Campus: 501-812-2862) and must provide current and relevant documentation.

Students requesting accommodations should inform the instructor at the beginning of the course or as soon as accommodations are approved. It is the student's responsibility to provide their Accommodation Letter to the instructor. Accommodations are not retroactive and will only be provided once your instructor receives the Accommodation Letter.

**Student Code of Conduct**

All students are expected to abide by the UA-PTC Student Code of Conduct. For the full Student Code of Conduct, access the most current version of the UA-PTC Academic Catalog. [http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2](http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2)

**Sexual Misconduct**

No person at Pulaski Technical College will, on the basis of gender, be excluded from participation in, be denied benefits of, or be subjected to sex discrimination, sexual harassment
or sexual misconduct under any education program or activity. All college administrative policies and procedures regarding sex discrimination, sexual harassment, and sexual misconduct are in compliance with Title IX. Students who feel they are victims of sexual misconduct should contact the UA-PTC Title IX Deputy Coordinator for Students:

Michelle Anderson, Director of Student Life and Leadership
Campus Center Building Room 216
501-812-2756
manderson@uaptc.edu

Course Evaluations

Students may be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.

Information Literacy

UA-PTC is committed to the Information Literacy Competency Standards for Higher Education as established by the Association of College and Research Libraries and endorsed by the National Forum on Information Literacy. Therefore, all courses will incorporate an information literacy component so that, by graduation, all students will be able to recognize the need for information, then locate, evaluate, synthesize, and communicate information in an ethical manner. Information literacy encompasses critical thinking, research, media, technology, health, business, and visual literacy skills to produce lifelong learners who can make informed decisions in the workplace and in their personal lives.
## Tentative Course Schedule

### Biology 1400 Tentative Course Schedule Online

<table>
<thead>
<tr>
<th>Week of:</th>
<th>CHAPTERS COVERED</th>
<th>LABS</th>
<th>Online Assessments (Graded)</th>
<th>Exams</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1/9-1/13)</td>
<td>Chapter 1: Invitation to Biology</td>
<td>1 Microscopy</td>
<td>Ch 1 Pre-Test, MindTap homework, Post-Test Intro Discussion</td>
<td></td>
</tr>
<tr>
<td>Week 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1/14-1/20)</td>
<td>Chapter 1: Invitation to Biology Chapter 2</td>
<td>2 Biochemistry</td>
<td>Ch 1 &amp; 2 Pre-Test, MindTap homework, Post-Test Blog post</td>
<td>Ch 1 Quiz</td>
</tr>
<tr>
<td>Week 2</td>
<td>Molecules of Life</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1/21-1/27)</td>
<td>Chapter 2 Molecules of Life</td>
<td>3 Cell Chemistry</td>
<td>Ch 2 &amp; 3 Pre-Test, MindTap homework, Post-Test Blog post</td>
<td>Ch 1 Quiz Con’t</td>
</tr>
<tr>
<td>Week 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1/28-2/3)</td>
<td>Chapter 2 Molecules of Life Chapter 3</td>
<td>4 Cell Structure</td>
<td>Ch 2 &amp; 3 Pre-Test, MindTap homework, Post-Test Blog post</td>
<td></td>
</tr>
<tr>
<td>Week 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2/4-2/10)</td>
<td>Chapter 3 Cell Structure Chapter 4 Energy and Metabolism</td>
<td>5 Cell Membrane</td>
<td>Ch 3 &amp; 4 Pre-Test, MindTap homework, Post-Test Blog post</td>
<td>Exam 1 (Ch 2 - 3)</td>
</tr>
<tr>
<td>Week 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(2/11-2/17)</td>
<td>Chapter 4 Energy and Metabolism</td>
<td>6 Cell Respiration</td>
<td>Ch 4 Pre-Test, MindTap homework, Post-Test Blog post</td>
<td></td>
</tr>
<tr>
<td>Week 6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week</td>
<td>Chapter 4</td>
<td>Lab 7</td>
<td>Ch 5</td>
<td>Exam 2</td>
</tr>
<tr>
<td>------</td>
<td>-----------</td>
<td>-------</td>
<td>------</td>
<td>--------</td>
</tr>
<tr>
<td>7</td>
<td>Energy and Metabolism</td>
<td>Photosynthesis</td>
<td>Pre-Test, MindTap homework, Post-Test Blog post</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Capturing and Releasing Energy</td>
<td>(continue working on labs 6 and 7)</td>
<td>Pre-Test, MindTap homework, Post-Test Blog post</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Chapter 6 DNA Structure and Function</td>
<td>No Scheduled lab</td>
<td>Ch 6 &amp; 7 Pre-Test, MindTap homework, Post-Test Blog post</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Chapter 6 DNA Structure and Function</td>
<td>No Scheduled lab</td>
<td>Ch 6 &amp; 7 Pre-Test, MindTap homework, Post-Test Blog post</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Chapter 6 DNA Structure and Function</td>
<td>No Scheduled lab</td>
<td>Ch 6 &amp; 7 Pre-Test, MindTap homework, Post-Test Blog post</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Chapter 8</td>
<td>Lab 8</td>
<td>Ch 8 &amp; 9</td>
<td>Exam 3</td>
</tr>
</tbody>
</table>

**Notes:**
- **Week 7**: (2/18-2/24)
- **Week 8**: (2/25-3/3)
- **Week 9**: (3/4-3/10)
- **Week 10**: (3/11-3/17)
- **Week 11**: (3/18-3/24) **Spring Break**
- **Week 12**: (3/25-3/31)
<table>
<thead>
<tr>
<th>Week 12</th>
<th>How Cells Reproduce</th>
<th>Cell Division</th>
<th>Pre-Test, MindTap homework, Post-Test Blog post</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Chapter 9 Patterns of Inheritance</td>
<td>Lab 9 Genetics</td>
<td>(Ch 6 – 7)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week 13</th>
<th>Chapter 9 Patterns of Inheritance</th>
<th>Lab 10 Molecular Biology</th>
<th>Ch 8 &amp; 9 Pre-Test, MindTap homework, Post-Test Blog post</th>
</tr>
</thead>
<tbody>
<tr>
<td>(4/1-4/7)</td>
<td>(4/8-4/14)</td>
<td>Ch 10 Biotechnology</td>
<td>Ch 9 &amp; 10 Pre-Test, MindTap homework, Post-Test Blog post</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week 14</th>
<th>Chapter 10 Biotechnology</th>
<th>(Bonus lab: Genetics Pedigree Analysis)</th>
<th>Exam 4 (Ch 8 - 9)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Week 15</th>
<th>Chapter 11 Evidence of Evolution</th>
<th>Lab 11 Evolution</th>
<th>Ch 11 &amp; 12 Pre-Test, MindTap homework, Post-Test Blog post</th>
</tr>
</thead>
<tbody>
<tr>
<td>(4/29-5/5)</td>
<td>(4/29-5/5)</td>
<td>Ch 11 &amp; 12 Pre-Test, MindTap homework, Post-Test Blog post</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week 16</th>
<th>Chapter 11 Evidence of Evolution</th>
<th>Lab 12 Ecology</th>
<th>Exam 5 (Ch 11-12)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Chapter 12 Processes of Evolution</td>
<td>(continue working on Labs 11 and 12)</td>
<td>Ch 11 &amp; 12 Pre-Test, MindTap homework, Post-Test Blog post</td>
</tr>
</tbody>
</table>
### Final Exam Schedule: May 4 – May 10, 2019

<table>
<thead>
<tr>
<th>(5/4-5/10) Finals Week</th>
<th>Chapter 1-12 Review</th>
<th>Chapter 1-12 Review</th>
<th>Cumulative Final!</th>
</tr>
</thead>
</table>

Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.
Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Paula Miles's Biology for General Education class at University of Arkansas - Pulaski Technical College, and I understand its content. I also understand the rules for the class, and I will follow and abide by these rules, including those relating to attendance, assignments, grading criteria, plagiarism, and behavior.

Semester

Date

Print name

Signature

UA-PTC Email address

Telephone