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 considered a hybrid class. You will come to class 2 days a week for 1 hour and 15 minutes each time. However, your labs are totally online. You will access the Blackboard (Bb) shell for your class and then access the labs through the Bb shell. All lab work will be done through the Blackboard shell through Cengage Unlimited.

Your class meets Tuesdays and Thursdays from 12:15pm to 1:30pm.

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 1 lab by Jan 23rd 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 23rd 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 Bb Course Messages (under Contact) in the Blackboard (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:

- 90 to 100%   A
- 80 to 89%     B
- 70 to 79%     C
- 60 to 69%     D
- 0 to 59%      F
**Biology 1400 Hybrid**

Distribution of Points Spring 2019

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter Exams (5 @ 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>Vocabulary cards (5 @ 10 pts ea)</td>
<td>50</td>
<td>5%</td>
</tr>
<tr>
<td>Quizzes (10 @ 10 pts ea)</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>Labs online (12 @ 20 pts ea)</td>
<td>240</td>
<td>23%</td>
</tr>
<tr>
<td>In class worksheets</td>
<td>25</td>
<td>1%</td>
</tr>
<tr>
<td><strong>Total</strong></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 Hybrid**

<table>
<thead>
<tr>
<th>Week</th>
<th>CHAPTERS COVERED</th>
<th>LABS</th>
<th>Learning Activities</th>
<th>Exams</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1 ends 1/13</td>
<td>Chapter 1: Invitation to Biology</td>
<td>1</td>
<td>Read Syllabus, Read Ch 1, Use Study Guide for chap 1, Make vocab cards</td>
<td></td>
</tr>
<tr>
<td>Week 2 Ends 1/20</td>
<td>Chapter 1 Invitation to Biology, Chapter 2 Molecules of Life</td>
<td>2</td>
<td>Read Ch 2, Use Study Guide for chap 2, Make vocab cards</td>
<td>Ch 1 Quiz</td>
</tr>
<tr>
<td>Week 3 Ends 1/27</td>
<td>Chapter 2 Molecules of Life</td>
<td>3</td>
<td>Read Ch 2, Use Study Guide for chap 2, Make vocab cards</td>
<td></td>
</tr>
<tr>
<td>Week 4 Ends 2/3</td>
<td>Chapter 2 Molecules of Life, Chapter 3 Cell Structure</td>
<td>4</td>
<td>Read Ch 3, Use Study Guide for chap 3, Make vocab cards</td>
<td></td>
</tr>
<tr>
<td>Week 5 Ends 2/10</td>
<td>Chapter 3 Cell Structure, Chapter 4 Energy and Metabolism</td>
<td>5</td>
<td>Read Ch 3, Use Study Guide for chap 3, Make vocab cards</td>
<td>Exam 1 (Ch 2 - 3)</td>
</tr>
<tr>
<td>Week 6 Ends 2/17</td>
<td>Chapter 4</td>
<td>6</td>
<td>Read Ch 4</td>
<td></td>
</tr>
<tr>
<td>Week 7</td>
<td>Energy and Metabolism</td>
<td>Cell Respiration</td>
<td>Use Study Guide for chap 4 Make vocab cards</td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>----------------------</td>
<td>------------------</td>
<td>------------------------------------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chapter 4 Energy and Metabolism</td>
<td>Chapter 5 Capturing and Releasing Energy</td>
<td>7 Photosynthesis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chapter 5 Capturing and Releasing Energy</td>
<td>Chapter 6 DNA Structure and Function</td>
<td>Use Study Guide for chap 5 Make vocab cards</td>
<td></td>
</tr>
<tr>
<td>Week 8</td>
<td>Chapter 5 Capturing and Releasing Energy</td>
<td>Chapter 6 DNA Structure and Function</td>
<td>Read Ch 5 Use Study Guide for chap 5 Make vocab cards</td>
<td></td>
</tr>
<tr>
<td>Ends 3/3</td>
<td>(continue working on labs 6 and 7)</td>
<td></td>
<td>Exam 2 (Ch 4 – 5)</td>
<td></td>
</tr>
<tr>
<td>Week 9</td>
<td>Chapter 6 DNA Structure and Function</td>
<td>Chapter 7 Gene Expression and Control</td>
<td>No Scheduled lab</td>
<td></td>
</tr>
<tr>
<td>Ends 3/10</td>
<td></td>
<td></td>
<td>Read Ch 6 Use Study Guide for chap 6 Make vocab cards</td>
<td></td>
</tr>
<tr>
<td>Week 10</td>
<td>Chapter 7 Gene Expression and Control</td>
<td>No Scheduled lab</td>
<td></td>
<td>Paper due</td>
</tr>
<tr>
<td>Ends 3/17</td>
<td></td>
<td></td>
<td>Read Ch 7 Use Study Guide for chap 7 Make vocab cards</td>
<td></td>
</tr>
<tr>
<td>Week 11</td>
<td></td>
<td></td>
<td></td>
<td>Exam 3 (Ch 6 – 7)</td>
</tr>
<tr>
<td>Ends 3/24</td>
<td></td>
<td></td>
<td></td>
<td>Spring Break!</td>
</tr>
<tr>
<td>Week 12</td>
<td>Chapter 9</td>
<td>10</td>
<td>Read Ch 7</td>
<td></td>
</tr>
<tr>
<td>Week 13</td>
<td>Patterns of Inheritance Chapter 10 Biotechnology</td>
<td>Molecular Biology</td>
<td>Use Study Guide for chap 7 Make vocab cards</td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>-------------------------------------------------</td>
<td>------------------</td>
<td>-------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Week 14</td>
<td>Chapter 9 Patterns of Inheritance Chapter 10 Biotechnology</td>
<td>11 Evolution</td>
<td>Read Ch 9 Use Study Guide for chap 9 Make vocab cards</td>
<td></td>
</tr>
<tr>
<td>Week 15</td>
<td>Chapter 11 Evidence of Evolution Chapter 12 Processes of Evolution</td>
<td>11 Evolution</td>
<td>Read Ch 11 Use Study Guide for chap 11 Make vocab cards</td>
<td></td>
</tr>
<tr>
<td>Week 16</td>
<td>Chapter 11 Evidence of Evolution Chapter 12 Processes of Evolution</td>
<td>12 Ecology</td>
<td>Read Ch 12 Use Study Guide for chap 12 Make vocab cards</td>
<td></td>
</tr>
<tr>
<td>Week 17</td>
<td>Chapter 11 Evidence of Evolution Chapter 12 Processes of Evolution</td>
<td>12 Ecology</td>
<td>Read Ch 12 Use Study Guide for chap 12 Make vocab cards</td>
<td></td>
</tr>
</tbody>
</table>

**Exam 4** (Ch 8 –10)
<table>
<thead>
<tr>
<th>Finals Week</th>
<th>Review</th>
<th>Review all chapters</th>
<th>Cumulative Final!</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ends 5/10</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</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