Instructor Information

Instructor: Thomas Russell, MS  
Office: Main Campus, SCIB building, Room 116  
Mailbox: Main Campus, SCIB building, Room 124  
Hours: By Appointment (My office is on the Main campus in North Little Rock, and for this semester all of my classes are at the South campus)  
Phone: (501)812-2705 (Office); (501)812-2269 (Main office)  
Email: trussell@uaptc.edu  

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

Chair: Mr. Thomas Russell  501-812-2705  trussell@uaptc.edu  
Dean: Dr. Marico B. 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 is a live course meeting every Tuesday and Thursday for lecture at 10:50 am in Rm 211, Little Rock- South Campus, and meeting every Thursday for lab at 1:00 pm in Room 209, Little Rock-South Campus.

Catalog Description

A study of the principles of biology. Provides the foundation for other advanced courses in the biological sciences. Includes an in-depth study of fundamental biological concepts including the scientific process and scientific writing, classification, structure and functions, cellular metabolism, evolution and diversity, genetics and DNA, and laboratory procedures. Appropriate for biology and health science majors, as well as general education. This is a one semester 4 Credit Course, with 3 Hours of Lectures and 2 Lab Hours (Special course fee apply)

Prerequisites: Completion of DEVE 0324 (Composition Fundamentals) with a grade of “C” or better, or a score of 19 or above on the English section of the ACT, or a score of 75 or above on the COMPASS Writing Placement test and completion of DEVE 0316 (College Reading) with a grade of “C” or better, or 82 or above on the COMPASS Reading Placement test.
Course Materials

3. Students must have the ability to access both Blackboard and the official PTC student email account.
4. Internet access – some class materials will relate to web based resources such as YouTube and textbook related areas.
5. Handouts as necessary. These will be supplied to you in lecture or lab, and PDF

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 discipline, 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:

1. Demonstrate critical and independent thinking through biological investigation
2. Demonstrate professionalism in communication and collaboration
3. Analyze the influence of scientific thought on individuals and society
4. Demonstrate proper use of biological instrumentation and laboratory techniques
Student Learning / Course 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 of microscope and other lab equipment

ACTS

1. Scientific method
2. Classification
3. Cell and membrane structure and functions
4. Biochemistry
5. Enzymes
6. Respiration and photosynthesis
7. Mitosis and meiosis
8. Metabolism
9. Genetics
10. DNA
11. Evolution
12. Use of 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
Attendance will be taken daily during the first 2 weeks of class for reporting and college purposes. Please also see blackboard in order to both create an attendance artifact as well as verify your ability to use blackboard.

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.

Appropriate corrective measures will be taken towards any Disruptive and Disrespectful behavior.

Attendance is taken via use of a sign in sheet in both class and lab. Arrival after 10 minutes is considered tardy. In the event tardiness is unavoidable, please come to class but be respectful of your classmates when you enter the classroom or lab.

Tardiness: Avoid tardiness. You will not be accommodated for any class activity because of tardiness. Any action(s) towards tardiness is/are at the discretion of the Instructor.

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

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.

The Pulaski Technical College Student Handbook rules and regulations will be enforced in this class at all times.

Student Behavior:
Attendance is taken daily, and a sign in roll sheet is used. Arrival after 10 minutes of the scheduled start time for class or lab will be considered absent. Please ensure that you are signed in.

If you miss a class, contact me as soon as possible. I want to make sure that you have all materials and do not miss things.

Sometimes things such as jury duty, court appearances, active duty military service, major life threatening illnesses requiring hospitalization and corresponding physician orders occur. If this
happens please get in contact with me and we will figure out a path forward and what options exist.

UA-PTC no longer issues a WX grade, which is where a student was dropped for administrative reasons. It is the student's responsibility to initiate and complete proper paperwork for any withdrawals.

Snacks and food can NOT be in the lab. In class I don't mind although please be courteous to your classmates and don't bring in things that make noise.

Cell phones, tablets and devices. Please turn them off or to silent. It is inappropriate to enter and exit a class or lab multiple times to address telephone calls. If you are on call or have a situation where you may have to take calls, please let me know and sit closer to the door to disturb fewer people.

CELL PHONES, TABLETS AND OTHER DEVICES ARE NOT ALLOWED DURING EXAMS. THEY ARE TO BE COMPLETELY OUT OF SIGHT AND IN YOUR PURSE, BACKPACK OR WHEREVER YOU STORE IT.

Honor Code – Each student is expected to do his or her own work. In particular, copying work from other students, from the internet or third party sources, as well as cheating on exams or quizzes will not be tolerated. Plagiarism is covered in the college catalog.

The lowest test score exclusive of the final exam will be dropped. I know many of you are juggling difficult schedules, and sometimes traffic, weather, and other things interfere with transportation. I will allow one make up exam, although it may be a different format and exam from the test taken by the rest of the class. I have to have grades posted within 1 week of the item, so that is the absolute deadline.

In the event of weather or other things that close the college campus, any due date will be moved to the next class day.

Communications – email is the preferred method of communication, although I do check my office phone. When you email, please let me know your subject, and day and time.

Blackboard is the system we use for grades and this class uses it as a supplement to our class. The majority of grades used in this class will be in a proctored situation or laboratory, there will be a few things in blackboard, such as quizzes or smaller assignments. Additionally, blackboard is our class bulletin board and announcements will be posted there. Please check it before coming to class.
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

Points Distribution

<table>
<thead>
<tr>
<th>Tested/Graded Activities*</th>
<th>Points Allotment</th>
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</thead>
<tbody>
<tr>
<td>4 Lecture Exams/100 pts Each</td>
<td>400</td>
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<tr>
<td>1 Lecture Final/Comprehensive</td>
<td>200</td>
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<tr>
<td>4 Short Answers quizzes</td>
<td>100</td>
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<tr>
<td>12 prelabs (blackboard)</td>
<td>60</td>
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<tr>
<td>12 Labs</td>
<td>120</td>
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<tr>
<td>1 Lab Final Test (100pts) or 2 Lab Tests (50pts Each)</td>
<td>100</td>
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<tr>
<td>Microscope Assessment (Quiz + Practical)</td>
<td>40</td>
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<tr>
<td>Information literacy project</td>
<td>100</td>
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<tr>
<td>Osmosis project</td>
<td>50</td>
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<tr>
<td>Attendance class</td>
<td>50</td>
</tr>
<tr>
<td>Syllabus and lab agreements</td>
<td>20</td>
</tr>
<tr>
<td>Quizzes (blackboard)</td>
<td>100-160</td>
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<td>1500</td>
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</table>

*Results and grades of all tested activities will be posted within a week of the activity

*Instructors have one week to provide feedback and post grades for all assignments unless otherwise noted by a departmental policy that has been approved by the Dean of the School. Per Dean approval, instructors of the Physical and Natural Sciences department will have two weeks to provide feedback and post grades for research papers and other hand-graded work.

Quizzes and exams can be multiple choice, open ended questions, labeling, or some mixture of. Be aware that some smaller assignments may be based in blackboard.

Some material may be covered in a take home format. These assignments have a fixed due date and will not be accepted late.
Due dates are important. UA-PTC wants students to be aware of grades in a timely manner. To assist in this, due dates are selected to allow for timely processing and return.

**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 catalogue states, “The gaining of knowledge and the practice of honesty go hand-in-hand.”

The catalogue 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.

Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. For example, copying from someone, not citing references in a paper, disguising some other person's work as yours, etc. Students who plagiarize or otherwise engage in academic dishonesty face serious consequences. Sanctions may include, but are not limited to, failure on an assignment, grade reduction or course failure, suspension, and possibly dismissal.

**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
**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.
<table>
<thead>
<tr>
<th>Week #</th>
<th>Lectures/Chapter</th>
<th>Lab Exercises</th>
<th>Testing Activities / Graded Submissions</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Scientific Study of Life Ch1</td>
<td>Lab Safety Protocols Microscopy Lab1</td>
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<tr>
<td>2</td>
<td>The Chemistry of Life Ch2</td>
<td>The Chemical Composition of Cells Lab 2</td>
<td>Lab 1</td>
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<tr>
<td>3</td>
<td>Cells Ch3</td>
<td>Bacteria and Protists Lab 3</td>
<td>Lab 2</td>
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<tr>
<td>4</td>
<td>The Energy of Life Ch4</td>
<td>Eukaryotic Cell Structure and Function Lab 4</td>
<td>Exam 1 + Short Answers Test 1 Chapters 1-4 Lab 3</td>
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<tr>
<td>5</td>
<td>Photosynthesis Ch5</td>
<td>Photosynthesis and Cellular respiration Lab 5</td>
<td>Lab 4</td>
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<tr>
<td>6</td>
<td>How Cells Release Energy Ch6</td>
<td>Osmosis/ Membrane Transport Scientific Method</td>
<td>Paper 1</td>
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<td>Literacy Project Instructor Handout</td>
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<tr>
<td>7</td>
<td>DNA Structure and Gene Function Ch7</td>
<td>Lab Test 1 Labs 1-5, and Osmosis</td>
<td>Exam 2 + Short Answers Test 2 Chapters 5-7 Literacy Project</td>
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<tr>
<td>8</td>
<td>DNA Replication, Binary Fission and Mitosis Ch8</td>
<td>DNA Biology and Protein Synthesis Lab 6</td>
<td>Lab 5</td>
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<td>9</td>
<td>Sexual Reproduction and Meiosis Ch9</td>
<td>Cell Cycle and Mitosis Lab 7</td>
<td>Lab 6</td>
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<td>10</td>
<td>Patterns of Inheritance Ch10</td>
<td>Sexual Reproduction or Meiosis Lab 8</td>
<td>Lab 7</td>
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<tr>
<td>11</td>
<td>DNA Technology Ch11</td>
<td>Patterns of Inheritance and Human Genetics Lab 9</td>
<td>Exam 3 + Short Answers Test 3 Chapters 8 -11 Lab 8</td>
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<tr>
<td>12</td>
<td>Forces of Evolutionary Change Ch 12</td>
<td>Evidences of Evolution Lab 10</td>
<td>Lab 9</td>
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<tr>
<td>13</td>
<td>Evidence of Evolution Ch 13</td>
<td>Animal Evolution Lab 11</td>
<td>Lab 10</td>
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<td>Speciation and Extinction Ch 14</td>
<td>Evolution of Plants and Fungi Lab 12</td>
<td>Paper 2 Lab 11</td>
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<tr>
<td>14</td>
<td>Review/Catch up</td>
<td>Lab Test 2 (Labs 6-12)</td>
<td>Exam 4 + Short Answers Test 4 Chapters 12-14</td>
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<td></td>
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<td>Or Lab Finals (Comprehensive)</td>
<td>Lab 12</td>
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<tr>
<td>15</td>
<td>Finals</td>
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<td>Lecture Finals Comprehensive</td>
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<td>16</td>
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**Final Exam Schedule:** Tuesday May 7th, 10:30 am-12:30 pm

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 Mr. Russell's Biological Science, w/Lab (BIOL.1401) 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