Instructor Information

Instructor: Beth A. Miller, DVM  
Office: SCIB 122  
Mailbox: SCIB 115  
Hours: Mon: 1:30-5:30 PM; Tues: 2-4 PM; Wed: 11-1 PM; Thurs: 11-12 PM  
Phone: (501) 812-2765  
Email: bmiller@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 course meets for a live lab every Thursday from 1:00 – 3:50 PM in SCIB 105 on Main Campus. The lecture portion is done online through electronic assignments.

Catalog Description

BIOL 1401; Biological Science ACTS # BIOL 1014  
This is a study of the general principles of biology and their relationship to society. Topics covered include genetics, the diversity and unity of life and molecular cellular biology. Laboratory experiences are integrated with lecture topics. Lab is required.  
3 lecture hours, 3 lab hours for hybrid. (4 credit hours/special course fee)

PREREQUISITES: Students enrolled in BIOL 1401 must meet 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.

- A score of 22 or above on the Math section of the ACT, or a score of 97 or above on the Accuplacer Elementary Algebra test or a score of 50 or above on the COMPASS Math Placement test, or completion of all required zero (0) level mathematics coursework.
Course Materials

3. CONNECT code for Hoefnagels Essentials of Biology, 3rd ed. to access online assignments

You can purchase the Connect Code online when you begin your first online assignment, or you can buy it at the bookstore. The lab manual is only available at the bookstore. You MUST have your own copy of the Lab Manual by Lab 3, or it will count as an absence. If you are absent for more than 4 labs, you receive an F for the course, no matter your grades.

If you would like a printed textbook, you can order it from the Connect website for $25, or buy it at the Bookstore. For your printed book, you can use either the 2nd or 3rd edition, but your CONNECT code must be for the 3rd ed. If you have an active code from last semester, SEE ME about a replacement code.

McGraw-Hill Connect:
- You must register with McGraw-Hill Connect within the first week of the semester. If you have not registered and completed the SmartBook Test by Jan. 24, 2019, I will drop you, and you will not receive any credit for this class, and Financial Aid will be notified, even if you attend lab.
- You must always access your McGraw-Hill Connect assignments through Bb.
- IMPORTANT: Do not go directly to the McGraw-Hill website to access your assignments; the grades will not post to Bb. You may go directly to the McGraw-Hill website to access a library full of helpful resources and study aids.
- It is YOUR responsibility to monitor that your grades post to Bb.

Internet Access
- Students must have the ability to access and use Blackboard and the official PTC student email account.
- Internet access – class materials will relate to web based resources such as Connect, YouTube and the online textbook.
- Handouts may be supplied to you in lab, and PDFs will be posted in Bb.

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. Information Literacy
2. Technology Literacy
3. Communication
4. Critical Thinking
5. Quantitative Reasoning
6. Cultural Awareness
7. Professionalism

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

Discipline/Program Mission Statement

The mission of the Biology discipline at UA-PTC is to provide high-quality education to students through developing the fundamental skills and knowledge to make informed decisions as individuals and members of society. We encourage critical thinking and life-long learning about the unity, diversity and interrelatedness of living things.

Discipline/Program Learning Outcomes (DLOs)

The Biology discipline, consistent with the College’s mission and the School’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

UA-PTC Biology 1401 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

Biology 1401 is part of the Arkansas College Transfer System (ACTS) and meets the following ACTS course objectives. Transfer agreements can be found at https://www.uaptc.edu/transfer

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; attendance must be taken by all instructors during the first two weeks of class.  

Any student who does not attend class within the first two weeks of class will be considered a “no show” according to the campus attendance policy and will be reported as such and dropped from the class. In this hybrid class, you must register for Connect AND submit the “SmartBook Overview” test by Jan. 24 to be considered attending. I will drop you as a “no show” EVEN IF you have attended lab. Agencies granting financial assistance will be notified of the violation of the attendance policy by students receiving financial aid.  

Departmental Attendance Policy  

Attendance is important to learning science. You will receive a failing grade (F) for the entire course if you miss more than 4 lab sessions, regardless of your grade.  

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. Appropriate communication, including notes, email messages, or telephone conversations always begins with your name, course and section number so I will know who you are. Do not use internet abbreviations when you write to me. Address me as Dr. Miller.

Biology Lab Policies:

A. No food, gum, or drinks are allowed in the lab.
B. Students are not to work on any assignments or other material other than the day’s lab topic.
C. There will be no lab make-ups
D. During each lab period you will be required to take notes of what is covered, record results, describe materials used, and note any conclusions or principles demonstrated.
E. No children of visitors are allowed in the lab at any time for any reason!

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

Distribution of Points

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>4 exams (100 points each)</td>
<td>400</td>
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<tr>
<td>1 final exam (200 points)</td>
<td>200</td>
</tr>
<tr>
<td>SmartBook Overview Test</td>
<td>20</td>
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<tr>
<td>LearnSmart (14 chapters x 15 points each)</td>
<td>210</td>
</tr>
<tr>
<td>14 Online quizzes (10 points each)</td>
<td>140</td>
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<tr>
<td>Information Literacy Project</td>
<td>100</td>
</tr>
<tr>
<td>4 Blogs @ 10 points each</td>
<td>40</td>
</tr>
<tr>
<td>Lab Midterm and Lab Final</td>
<td>100</td>
</tr>
<tr>
<td>12 Prelabs (5 points each)</td>
<td>60</td>
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<tr>
<td>12 lab assignments (10 points each)</td>
<td>120</td>
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<tr>
<td>4 lab quizzes (25 points each)</td>
<td>100</td>
</tr>
<tr>
<td>Microscope Practical Exam</td>
<td>50</td>
</tr>
<tr>
<td>Osmosis Lab Report</td>
<td>50</td>
</tr>
<tr>
<td>Attendance and participation</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total points</strong></td>
<td><strong>1600</strong></td>
</tr>
</tbody>
</table>
* Feedback and grades for all assignments will be posted within one week unless otherwise noted.

In a hybrid or online class, eligibility for Financial Aid is based on student participation. Logging into the course does not constitute participation. **You will be dropped if you have not registered with a paid access code for McGraw-Hill Connect and submitted your SmartBook Overview Test in Connect by 11:59 pm on Jan. 24, 2019.** Financial Aid will be notified.

Note: Prelabs are done online, and are due the day before the lab (so by 11:59 PM Wednesday night). That week’s LearnSmart and online quiz are also due that Wednesday. If you submit your quiz or prelab late, your score will be reduced by 25% per day. The LearnSmart assignments have “hard deadlines” so you cannot submit them after the deadline. **All of your online assignments are open for at least one week, so plan your time well.** Your Information Literacy papers are due **Monday, April 15.** Your grade will be reduced by 10% for each day late.

Exams are taken at the start of lab, using a Scantron so bring a #2 pencil. Exam questions will include multiple choice, short answer, essays and labeling. I do not use a Word Bank, so you must learn the vocabulary.

If you miss a lab, you can turn in the questions at the end for half credit. **They will not be accepted for grading after 2 weeks.** Note that lab preparation is extensive, so we cannot set up a new lab just for you.

If you miss one exam, I will substitute the average of the other 3 exams at the end of the semester. If you miss a second exam, you will receive a zero.

**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.

**Plagiarism** is offering the work of another person as one’s own without proper acknowledgment. This includes cutting and pasting from the Internet, as well as downloading or buying papers from the Internet.

**Do not use direct quotes** in your Information Literacy Report. Use your own words to show me that you understand the material. If you don’t understand your source, look up words you don’t know until it makes sense. Use of multiple sources including your textbook will help you understand your topic. **If your paper uses quotes, instead of being in your own words, you will receive a zero.**
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. [Link](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.

Disclaimer: This schedule is a guide only. Any changes will be announced and posted on Blackboard.

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Chapter in Hoefnagels</th>
<th>Online assignments</th>
<th>Lab title and #</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10-Jan</td>
<td>Intro / Ch. 1</td>
<td>SmartBookOverview</td>
<td>Introductions/Safety</td>
</tr>
<tr>
<td>2</td>
<td>17-Jan</td>
<td>Ch 1 Science</td>
<td>LearnSmart 1 Quiz 1; Prelab 1</td>
<td>Blog 1/intro</td>
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<tr>
<td>3</td>
<td>24-Jan</td>
<td>Ch 2 Chemistry</td>
<td>LearnSmart 2 Quiz 2; Prelab 2</td>
<td>Lab #2: Chemical lab quiz 1</td>
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<tr>
<td>4</td>
<td>31-Jan</td>
<td>Ch 3 Cells</td>
<td>LearnSmart 3 Quiz 3; Prelab 3</td>
<td>Journal 2</td>
</tr>
<tr>
<td>5</td>
<td>7-Feb</td>
<td>Ch 4: Energy</td>
<td>LearnSmart 4 Quiz 4; Prelab 4</td>
<td>Exam 1 (ch 1-4) Lab #4 osmosis</td>
</tr>
<tr>
<td>6</td>
<td>14-Feb</td>
<td>Ch 5: Photosynthesis</td>
<td>LearnSmart 5 Quiz 5; Prelab 5</td>
<td>Lab #5: Photo-synthesis and Cellular Respiration / Lab quiz 2/ Microscope Test</td>
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<tr>
<td>7</td>
<td>21-Feb</td>
<td>Ch 6: Cellular Respiration</td>
<td>LearnSmart 6 Quiz 6; Prelab 6</td>
<td>Lab #6: DNA Biology / Microscope Test</td>
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<tr>
<td>8</td>
<td>28-Feb</td>
<td>Ch 7: DNA</td>
<td>LearnSmart 7; Quiz 7</td>
<td>Lab MT (1-6)</td>
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<tr>
<td>9</td>
<td>7-Mar</td>
<td>Ch 8: Mitosis</td>
<td>LearnSmart 8 Quiz 8; Prelab 7</td>
<td>Lab #7: Cell cycle and Mitosis/ Exam 2 (ch 5-7)</td>
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<tr>
<td>10</td>
<td>14-Mar</td>
<td>Ch 9: Meiosis</td>
<td>LearnSmart 9 Quiz 9; Prelab 8</td>
<td>Lab #8: Sexual Reproduction/ lab quiz 3</td>
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<tr>
<td>11</td>
<td>21-Mar</td>
<td>Spring Break</td>
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<tr>
<td>12</td>
<td>28-Mar</td>
<td>Ch 10: Patterns of Inheritance</td>
<td>LearnSmart 10 Quiz 10; Prelab 9</td>
<td>Lab #9: Human Genetics</td>
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<tr>
<td>13</td>
<td>4-Apr</td>
<td>Ch 11: DNA technology</td>
<td>LearnSmart 11 Quiz 11; Prelab 10</td>
<td>Lab #10: Evidences of Evolution/ Exam 3 (ch 8-10)</td>
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<tr>
<td>14</td>
<td>11-Apr</td>
<td>Ch 12: Evolutionary forces</td>
<td>LearnSmart 12 Quiz 12; Prelab 11</td>
<td>Lab #11: Animal Evolution</td>
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<tr>
<td>15</td>
<td>18-Apr</td>
<td>Ch 13: Evidence for Evolution</td>
<td>LearnSmart 13 Quiz 13; Prelab 12</td>
<td>Info Literacy Report Lab #12: Plants and Fungi/ lab quiz 4</td>
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<td>16</td>
<td>25-Apr</td>
<td>Ch 14: Speciation &amp; Extinction</td>
<td>LearnSmart 14 Quiz 14</td>
<td>Journal 4 Lab Final</td>
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<tr>
<td>17</td>
<td>2-May</td>
<td>Review</td>
<td></td>
<td>Exam 4 (ch 11-14)</td>
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<tr>
<td>Finals</td>
<td>May 4-10</td>
<td></td>
<td></td>
<td>Final Exam</td>
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</tbody>
</table>
Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Dr. Miller’s Biology 1401 Sec. 78 class at UA-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.

I understand that if I have not registered for Connect submitted the SmartBook Test online by Jan. 24, I will be dropped, and Financial Aid will be notified. If I do not have my own Lab Manual by Lab 3, I will be counted as absent. If I am absent for more than 4 labs, I will receive an F for the course, even if I have passed all of my tests and assignments.

________________________________________
Semester

________________________________________
Date

________________________________________
Print name

________________________________________
Signature

________________________________________
UA-UA-PTC Email address

________________________________________
Telephone