Instructor Information

Instructor: Dr. Aiwei Borengasser
Office: Main Campus, B building, Room 105C
Mailbox: Main Campus, B building, Room 105
Hours: Tuesday and Thursday: 1:00 PM to 3:15 PM
       Friday: 10:30 AM to 11:00 AM
Phone: (501)812-2267 (Office); (501)812-2269 (Math & Science Department)
Email: aborengasser@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    mbryanhowe@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 in SCIB 105. The lecture portion is done online through electronic assignments.

Catalog Description

3 hours of lecture and 3 hours of lab

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, molecular and cellular biology. Laboratory experiences are integrated with lecture topics. This is a general education course for non-science majors and pre-requisite for higher level biology classes.

PREREQUISITE: Students enrolled in BIOL1400 must meet one of the following requirements:
• Completion of DEVE 0324 (Composition Fundamentals) with a grade of "C" or better
• A score of 19 or above on the English section of the ACT
• 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
• 82 or above on the COMPASS Reading Placement test

Course Materials

ISBN 9781260833676 LSC PULASKI TECH COLL COMBO BIOL1401L:LL BIO; BIOL1401L:CONNECT AC;BIOL1401L:LM
Contains: Connect access code card, Lab Manual, LL text
If you would like a printed textbook, you can purchase it from the Connect website for $25.

**McGraw-Hill Connect:**
- You are required to register with McGraw-Hill Connect within the first week of the semester.
- You are required to always access your McGraw-Hill Connect assignments through Blackboard (Bb).

**IMPORTANT:** Do not go directly to the McGraw-Hill website to access your activities. You must access each activity and lab through Bb or 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.
- You are responsible to monitor that your grades post to Bb. Please email me if a grade does not post within one week of the due date. If you wait longer than a week the grade may not be recovered and you will receive zero points.

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

**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](https://uaptc.edu/sla)
Biology Department / Discipline or Program Mission and Learning Outcomes

The mission of 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.

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

Biology Student Learning / Course Outcomes

ACTS Expected Student Learning Outcomes:

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

UAPTC Biology Course 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 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

You will be given a failing grade (F) for the course if you miss more than 25% of 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. 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.

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-up as considerable preparation time is required by the instructor and cannot be redone.
D. During each lab period you will be required to make 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

Points Distribution:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 Quizzes (5 each)</td>
<td>70</td>
</tr>
<tr>
<td>4 Exams (100 each)</td>
<td>400</td>
</tr>
<tr>
<td>1 Final (200)</td>
<td>200</td>
</tr>
<tr>
<td>14 Reading assignments (16 each)</td>
<td>280</td>
</tr>
<tr>
<td>14 Discussions (5 each)</td>
<td>70</td>
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<tr>
<td>4 Short-answer questions (25 each)</td>
<td>100</td>
</tr>
<tr>
<td>1 Information Literacy paper</td>
<td>100</td>
</tr>
<tr>
<td>12 Pre-labs (5 each)</td>
<td>60</td>
</tr>
<tr>
<td>12 Labs (10 each)</td>
<td>120</td>
</tr>
<tr>
<td>1 Lab final (100), or two lab exams (50 each)</td>
<td>100</td>
</tr>
<tr>
<td>1 Microscope quiz and assessment</td>
<td>50</td>
</tr>
<tr>
<td>1 Osmosis lab report</td>
<td>50</td>
</tr>
<tr>
<td>Total</td>
<td>1600</td>
</tr>
</tbody>
</table>

*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.*
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.

You will be dropped if you do not register with an access code for McGraw-Hill Connect by 11:59 pm on 1/23/2018 and start to do LS Chapter 1 Reading Assignment.

**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.
<table>
<thead>
<tr>
<th>Week of:</th>
<th>CHAPTERS COVERED</th>
<th>LABS and Assignments (Graded)</th>
<th>Online Assessments (Graded)</th>
<th>Learning Activities (8hrs/week)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1/9-1/13)</td>
<td>Chapter 1: Scientific study of life</td>
<td>Lab Exercise Discussion</td>
<td>Quiz 1 &amp; Discussion 1</td>
<td>Read syllabus, Introduction Discussion</td>
</tr>
<tr>
<td>Week 1</td>
<td></td>
<td></td>
<td>LS Chapter 1 Reading</td>
<td></td>
</tr>
<tr>
<td>(1/14-1/20)</td>
<td>Chapter 1: Scientific study of life</td>
<td>Pre-lab 1 Lab Exercise #1</td>
<td>Quiz 1 &amp; Discussion 1</td>
<td>Read, outline, and study Chapter 1, Read Lab 1</td>
</tr>
<tr>
<td>Week 2</td>
<td></td>
<td></td>
<td>LS Chapter 1 Reading</td>
<td></td>
</tr>
<tr>
<td>(1/21-1/27)</td>
<td>Chapter 2 Chemistry of life</td>
<td>Pre-lab 2 Lab Exercise #2</td>
<td>Quiz 2 &amp; Discussion 2</td>
<td>Read, outline, and study Chapter 2, Read Lab 2</td>
</tr>
<tr>
<td>Week 3</td>
<td></td>
<td></td>
<td>LS Chapter 2 Reading</td>
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</tr>
<tr>
<td>(1/28-2/3)</td>
<td>Chapter 3 Cells</td>
<td>Pre-lab 3 Lab Exercise #3</td>
<td>Quiz 3 &amp; Discussion 3</td>
<td>Read, outline, and study Chapter 3, Read Lab 3</td>
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<tr>
<td>Week 4</td>
<td></td>
<td></td>
<td>LS Chapter 3 Reading</td>
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<tr>
<td>(2/4-2/10)</td>
<td>Chapter 4 The energy of life</td>
<td>Pre-lab 4 Lab Exercise #4</td>
<td>Quiz 4 &amp; Discussion 4 &amp; Short answer test 1</td>
<td>Read, outline, and study Chapter 4, Read Lab 4</td>
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<tr>
<td>Week 5</td>
<td></td>
<td></td>
<td>LS Chapter 4 Reading</td>
<td></td>
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<tr>
<td>(2/11-2/17)</td>
<td>Chapter 5 Photosynthesis</td>
<td>Pre-lab 5 Lab Exercise #5 &amp; Osmosis report</td>
<td>Quiz 5 &amp; Discussion 5</td>
<td>Read, outline, and study Chapter 5, Read Lab 5</td>
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<tr>
<td>Week 6</td>
<td></td>
<td></td>
<td>LS Chapter 5 Reading</td>
<td></td>
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<tr>
<td>(2/18-2/24)</td>
<td>Chapter 6 How cells release energy</td>
<td>Pre-lab 6 Lab Exercise #6</td>
<td>Quiz 6 &amp; Discussion 6</td>
<td>Read, outline, and study Chapter 6, Read Lab 6</td>
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<tr>
<td>Week 7</td>
<td></td>
<td></td>
<td>LS Chapter 6 Reading</td>
<td></td>
</tr>
<tr>
<td>(2/25-3/3)</td>
<td>Chapter 7 DND structure and gene function</td>
<td>Pre-lab 7 Lab Exercise #7</td>
<td>Quiz 7 &amp; Discussion 7</td>
<td>Read, outline, and study Chapter 7, Read Lab 7</td>
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<tr>
<td>Week 8</td>
<td></td>
<td></td>
<td>LS Chapter 7 Reading</td>
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<tr>
<td>(3/4-3/10)</td>
<td>Chapter 8 DNA replication, binary fission, and mitosis</td>
<td>Microscopy Assessment Microscopy Quiz</td>
<td>Quiz 8 &amp; Discussion 8</td>
<td>Read, outline, and study Chapter 8, Prepare for microscopy assessment</td>
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<tr>
<td>Week 9</td>
<td></td>
<td></td>
<td>Short answer test 2</td>
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</tr>
<tr>
<td>(3/11-3/17)</td>
<td>Chapter 9 Sexual reproduction and meiosis</td>
<td>Pre-lab 8 Lab Exercise #8 &amp; Info Literacy Paper</td>
<td>Quiz 9 &amp; Discussion 9</td>
<td>Read, outline, and study Chapter 9, Read Lab 9</td>
</tr>
<tr>
<td>Week 10</td>
<td></td>
<td></td>
<td>LS Chapter 9 Reading</td>
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<tr>
<td>(3/25-3/31)</td>
<td>Chapter 10 Patterns of Inheritance</td>
<td>Pre-lab 9 Lab Exercise #9</td>
<td>Quiz 10 &amp; Discussion 10</td>
<td>Read, outline, and study Chapter 10, Read Lab 10</td>
</tr>
<tr>
<td>Week 11</td>
<td></td>
<td></td>
<td>LS Chapter 10 Reading</td>
<td></td>
</tr>
<tr>
<td>(4/1-4/7)</td>
<td>Chapter 11 DNA technology</td>
<td>Pre-lab 10 Lab Exercise #10 &amp; Short answer test 3</td>
<td>Quiz 11 &amp; Discussion 11</td>
<td>Read, outline, and study Chapter 11, Read Lab 11</td>
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<tr>
<td>Week 12</td>
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<td></td>
<td>LS Chapter 11 Reading</td>
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<tr>
<td>(4/8-4/14)</td>
<td>Chapter 12 Force of evolutionary change</td>
<td>Pre-lab 11 Lab Exercise #11</td>
<td>Quiz 12 &amp; Discussion 12</td>
<td>Read, outline, and study Chapter 12, Read Lab 12</td>
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<tr>
<td>Week 13</td>
<td></td>
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<td>LS Chapter 12 Reading</td>
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<tr>
<td>(4/15-4/21)</td>
<td>Chapter 13 Evidence of Evolution Pre-lab 12 Lab Exercise #12 &amp; Lab review</td>
<td>Quiz 13 &amp; Discussion 13</td>
<td>Read, outline, and study Chapter 13, Read Lab 13</td>
<td></td>
</tr>
<tr>
<td>Week 14</td>
<td></td>
<td></td>
<td>LS Chapter 13 Reading</td>
<td></td>
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<tr>
<td>(4/22-4/28)</td>
<td>Chapter 14 Specification and Extinction</td>
<td>Short answer test 4 Lab Final</td>
<td>Quiz 14 &amp; Discussion 14</td>
<td>Read, outline, and study Chapter 14, Prepare for the lab final</td>
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<tr>
<td>Week 15</td>
<td></td>
<td></td>
<td>LS Chapter 14 Reading</td>
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</tr>
<tr>
<td>(4/29-5/5)</td>
<td>Chapter 1-14 Review And/or inclement weather make-up</td>
<td>Chapter 1-14 Review</td>
<td>Review for the Final Discussion</td>
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<tr>
<td>Week 16</td>
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<tr>
<td>Finals Week</td>
<td></td>
<td></td>
<td>Cumulative Final!</td>
<td></td>
</tr>
</tbody>
</table>

**Final Exam Schedule: May 4-7**

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 Dr. Borengasser’s class at 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-UA-PTC Email address

________________________
Telephone
Appendices

How to register with McGraw-Hill Connect and Check Computer Compatibility

1. Access internet using Google Chrome or Firefox. DO NOT use Explorer.

2. Access and log into Blackboard (Bb) for this course.

3. When you click on your first online assignment you will then be prompted to register for Connect.

4. “Welcome to Connect” screen - click [Continue]

5. The next screen will display a picture of the textbook and course information.

6. Click [Register Now] located below the textbook information.

7. Enter UA - PTC email address to join the class. Then click [submit]
   - You are required to use your UA - PTC email address when you register with McGraw-Hill or grades will not sync with Blackboard and zero points may be earned on completed assignments.

8. Enter registration access code in capital letters then [Submit].
   a. You will find a registration code card included with the required resource material packet you purchased.
   b. Don’t have a code: If you do not have a registration code you will need to:
      i. Buy an access online or
      ii. Begin the limited time Courtesy Access

9. Create your McGraw-Hill Education account then go to next step.

10. Click on [Complete My Registration].

11. Click on [Go to Connect Now].

12. DO NOT access any assignments from this screen.

13. Click [return to Blackboard]. You must return to Bb to complete the registration or your grades will not sync with Bb and points may be lost.

14. ALL assignments MUST be accessed through Bb or grades will not sync and points may be lost.

15. Check your computer for compatibility at: http://connect.mheducation.com/connect/troubleshoot.do
McGraw-Hill Connect Technical Issues

- **To Avoid Common Technical Issues:**
  - Register access code using your **UA - PTC email address** NOT a personal email address.
  - **ALWAYS** use Firefox or Google Chrome for internet access to Bb and McGraw-Hill Assignments.
  - Access Connect assignments **ONLY through Bb** or grades will not sync and may be lost.

- **Types of Technical Issues and how to report them:**
  - **Posting of Grades:**
    Email instructor immediately for instructions
  - **Unable to see assignment:**
    Email your instructor immediately.
  - **Any Technical Issue occurring during an active assignment:**
    Contact McGraw-Hill Tech support immediately!
    If you experience a technical problem with a Connect assignment (including any assignment, quizzes and/or exams) or with an LS Lab experiment you are required to report the problem **immediately** to McGraw-Hill tech support. If the issue is reported while you are logged into the assignment then tech support will be able to see what you are seeing. If the tech support line is closed for business then record the name of the assignment along with the question number or section so that you can describe where the problem was occurring when you do contact tech support. Take a screen shot of the problem and save it to a document. Often tech support will request that you send a screen shot. 
    **Failure to report the problem or delay in reporting may result in losing all points for the assignment, quiz, exam, and/or lab.**

  Customer Experience Group (CXG) Hours of Operation
  Sunday: 12pm -11pm  
  Mon-Thurs: 8am - 11pm  
  Friday: 8am - 6pm  
  Saturday: 10am - 4pm
  **All times Central Time Zone (Little Rock time)**
  By Phone: Call toll free at 800-331-5094
  By Email: Click on website listed below then click "Contact Us"
  By Chat: Click on the website listed below then "Click Here" under Representatives are available.

- **Grade Adjustments:**
  Anytime you contact McGraw-Hill Technical Support you are required to email your instructor to become eligible for any grade adjustments. The email must include the case number assigned, a brief description of the reported issue, and any screen shots. Necessary grade adjustments cannot be made unless you provide your instructor with this required information within one week of occurrence of the issue. Please include only one issue per email. Multiple issues within the same email will not be considered for grade adjustments.
Course Work:

**Read Chapter & View PowerPoint:**
It is highly recommended that you read the chapter prior to beginning the assignments and labs. *Preparing for an assignment and/or lab will usually result in less time needed to complete the assignments. It is like the difference between reading the chapter first then answering the questions at the end OR trying to answer the end of the chapter questions without first reading the chapter. Which one takes longer to complete?*

- Read current chapter for the week
- **PowerPoint with Lecture:** Follow along with the PowerPoint as you read the chapter or view the PowerPoint as a preview and/or review of the chapter.

**Assignments:**

- **LS (LearnSmart) Chapter Reading Assessment Assignments:**
  There will be one reading assessment for each chapter. LearnSmart/Smartbook adaptive learning program. The program will learn with you. This assignment is usually set for 40 questions with an average completion time of 40 minutes; however, if you do not read and study the chapter prior to this assignment it will usually take you much longer to complete. The program learns with you. If you miss a question an additional question will be added to the original 40 questions. Rather than being asked 40 questions you may be asked to answer 60 questions. The program may continue to ask you questions until you demonstrate that you comprehend the topic.

**Exams & Quizzes:**

- **Exams** are all online and will usually be multiple choice questions.
  - See Course Schedule for dates. You only can take the exam once.
  - Make-up exams will not be given.
- **Quizzes** will be given online. They will all be multiple choice questions, and you can take them as many times as you wish in order to make a 100%.
- **Discussions** will be also be given online. Discussion that it posted past the deadline will not be accepted.

**Pre-Labs:**

- All pre-labs are to be performed online. You are required to take each pre-lab online before coming to each corresponding lab.