**Instructor Information**

Instructor: Deborly Wade, Ph.D.
Office: SCIB 110
Mailbox: SCIB 110
Hours: Mon: 9-9:25a MW A128A, 2-2:30 MW A128A, T 10:30-11a
Phone: (see Remind instructions in Blackboard “Contact” link)
Email: dwade@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 every Tuesday from 8-10:50 AM in SCIB 105 on Main Campus.
The lecture portion is done online through electronic assignments.

**Catalog Description**

3 hours of lecture and 3 hours of lab

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


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 4 or more labs, you receive an F for the course, no matter your grades.

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](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](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.
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 submit the “Course Overview” test by Jan. 23 to be considered attending. 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. Any student who misses 25% or more of class meetings will receive an F for the course, no matter how many points they may have earned. Any student who misses 4 or more labs in a lab course will receive an F, even if they have passing grades.

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. Wade.

Dr. Wade’s Electronic Device Policy

It is my goal to provide an interactive and engaging learning environment for 21st Century students and to promote UA-PTC’s Institutional Learning Outcomes (ILOs) of information and technology literacy.

Students may use electronic devices in the lab for enhanced and/or interactive learning only, adhering to the following guidelines:

- Electronic devices may be used for taking notes, following visual presentations, or completing assignments.
- Pictures of drawings or notices written on the marker board may be taken by students. Please inform the instructor before the board is erased (at the end of lab).
- During lab period, electronic devices may be used to photograph the progress or results of experiments. Devices must be put away when not in use during the lab.
Out of consideration for your classmates and the instructor, any other videos or recordings inside the classroom should not be made by students without expressed permission.

Ear buds, head phones, or any other private listening aids may not be worn by students during the lab period unless it is an accommodation approved by Disability Services.

Devices must be kept on silent mode at all times.

The use of cell phones for texting or social media during the lab period is strictly prohibited.

If the instructor notices texting or social media activity by a student during the session, the student may be counted absent and/or asked to leave the session. Repeat offenses will revoke the student’s electronic device privileges during subsequent sessions.

In the event that a student must place or receive a phone call, the student should inform the instructor at the beginning of the lab period, take an aisle seat, and avoid disturbing the class when stepping into the hallway to place or receive the call.

All electronic devices must be turned off during exams. Laptops and tablets must be closed or covered. Cell phones may be left on the table if turned upside down and turned off.

These policies are not intended to circumvent UA-PTC’s Student Code of Conduct which may be accessed in the most current version of the UA-PTC Academic Catalog.

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
Distribution of Points

<table>
<thead>
<tr>
<th>Distribution of Points:</th>
<th>#</th>
<th>points</th>
<th>extended</th>
<th>% total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lecture:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exams (6 unit exams)</td>
<td>6</td>
<td>100</td>
<td>600</td>
<td></td>
</tr>
<tr>
<td>Chapter Questions</td>
<td>14</td>
<td>15</td>
<td>210</td>
<td></td>
</tr>
<tr>
<td>Course/Syllabus Quizzes</td>
<td>2</td>
<td>10</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Online quizzes</td>
<td>7</td>
<td>10</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Assignments (DNA Technology, Sickle Cell)</td>
<td>2</td>
<td>50</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Literacy Project</td>
<td>1</td>
<td>100</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Final Exam (Comprehensive)</td>
<td>1</td>
<td>100</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Online discussion/participation</td>
<td></td>
<td></td>
<td>40</td>
<td></td>
</tr>
<tr>
<td><strong>Total Lecture</strong></td>
<td></td>
<td></td>
<td>1240</td>
<td>77%</td>
</tr>
<tr>
<td><strong>Lab:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>pre-Lab Quizzes</td>
<td>12</td>
<td>various</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td>Post-Lab Reports</td>
<td>12</td>
<td>10</td>
<td>120</td>
<td></td>
</tr>
<tr>
<td>Microscope Quiz</td>
<td>1</td>
<td>20</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Microscope Assessment (counts as mid-term)</td>
<td>1</td>
<td>50</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td>Lab final</td>
<td>1</td>
<td>50</td>
<td>50</td>
<td></td>
</tr>
<tr>
<td><strong>Total Lab</strong></td>
<td></td>
<td></td>
<td>360</td>
<td>23%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>1600</td>
<td>100%</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 submitted your Course Overview Test by 11:59 pm on Jan. 23, 2019. Financial Aid will be notified.

Note: Prelabs are submitted online, and are due the day before the lab (so by 11:59 PM Monday night). That week’s course quiz are also due Tuesday night by 11:59. If you submit your quiz or prelab late, your score will be reduced accordingly. All of your online assignments are open for at least one week, so plan your time well.

**Exams are taken during the lab period, and may require a Scantron so bring a #2 pencil.** Exam questions will include a variety of formats, including multiple choice, short answer, interpretation of graphs, drawing diagrams, and labeling.

If you miss a lab, you can turn in the post-lab questions for half credit. Labs 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, your final exam grade will be substituted for the missed exam grade. 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.”

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.

**Dr. Wade’s Plagiarism Policy** Students are expected to submit work that reflects their individual effort. Cheating or plagiarism on exams, assignments or reports will result in a zero for the assignment and a written warning from the instructor to the student with a copy of the report to the Academic Dean. A repeat (second offense) of this violation will result in escalation of a report to the Dean of Students, resulting in an “F” for the course and possible disciplinary action. The complete Academic Integrity Policy is in the UA-PTC code of conduct. [https://www.uaptc.edu/catalog](https://www.uaptc.edu/catalog)

**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.
The complete Academic Integrity Policy is in the UA-PTC code of conduct. 
https://www.uaptc.edu/catalog

**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 of:</th>
<th>CHAPTERS COVERED</th>
<th>Assignments Due</th>
<th>LABS Tuesday 8a</th>
<th>Learning Activities (8 hrs/week)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Jan 9-12</td>
<td>Chapter 1: Scientific Study of Life</td>
<td></td>
<td></td>
<td>Read assignments, lab safety and introduction</td>
</tr>
<tr>
<td>2. Jan 13-19</td>
<td>Chapter 1: Scientific Study of Life&lt;br&gt;Chapter 2: The Chemistry of Life</td>
<td></td>
<td>15th</td>
<td>Review syllabus&lt;br&gt;Review lab exercise 1, read and review week 3 materials</td>
</tr>
<tr>
<td>3. Jan 20-26</td>
<td>Chapter 2: (cont’d)</td>
<td>M: prelab, quiz 1&lt;br&gt;W 23rd : Course Overview test and Course Agreement due</td>
<td>22nd</td>
<td>Read lab exercise 2, Review study guide &amp; answer practice exam I, read and review week 4 materials</td>
</tr>
<tr>
<td>4. Jan 27-Feb 2</td>
<td>Chapter 3 The Cell</td>
<td>M: prelab, quiz 2&lt;br&gt;T: lecture quiz 2</td>
<td>29th</td>
<td>Read lab exercise 3, read and review week 5 materials</td>
</tr>
<tr>
<td>5. Feb 3-9</td>
<td>Chapter 4 The Energy of Life</td>
<td>M: prelab, quiz 3&lt;br&gt;T: EXAM I 1-2</td>
<td>5th</td>
<td>Read lab exercise 4, read and review week 6 materials</td>
</tr>
<tr>
<td>6. Feb 10-16</td>
<td>Chapter 5 Photosynthesis</td>
<td>M: prelab, quiz 4&lt;br&gt;T: lecture quiz 3</td>
<td>12th</td>
<td>Read lab exercise 5, read and review week 7 materials, Review study guide &amp; answer practice exam II,</td>
</tr>
<tr>
<td>7. Feb 17-23</td>
<td>Chapter 6 How Cells Release Energy</td>
<td>M: prelab, quiz 5&lt;br&gt;T: EXAM II 3-4</td>
<td>19th</td>
<td>Read lab exercise 6, read and review week 8 materials</td>
</tr>
<tr>
<td>9. Mar 3-9</td>
<td>Chapter 8 DNA Replication, Binary Fission, Mitosis</td>
<td>M: microscope quiz&lt;br&gt;T: EXAM III 5-6</td>
<td>5th</td>
<td>Read lab exercise 7, read and review week 10 materials</td>
</tr>
<tr>
<td>Date</td>
<td>Topic</td>
<td>Monday Activities</td>
<td>Tuesday Activities</td>
<td>Thursday Activities</td>
</tr>
<tr>
<td>-----------</td>
<td>----------------------------------------------------------------------</td>
<td>-------------------------------------------</td>
<td>--------------------------------------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>10. Mar 10-16</td>
<td>Chapter 9 Sexual Reproduction and Meiosis</td>
<td>M: prelab, quiz 7  T: lecture quiz 5</td>
<td>12th Lab 7 Cell Cycle and Mitosis</td>
<td>Read lab exercise 8, read and review week 11 materials, Review study guide &amp; answer practice exam IV, select topic for literacy paper</td>
</tr>
<tr>
<td>11. Mar 17-23</td>
<td>SPRING BREAK</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Mar 24-30</td>
<td>Chapter 10 Patterns of Inheritance</td>
<td>M: prelab, quiz 8  T: EXAM IV 7-8</td>
<td>26th Lab 8 Sexual Reproduction and Meiosis</td>
<td>Read lab exercise 9 and sickle cell assignment, read and review week 12 materials, select and read references for literacy paper</td>
</tr>
<tr>
<td>13. Mar 31-Apr 6</td>
<td>Chapter 11 DNA Technology</td>
<td>M: prelab, quiz 9  T: sickle cell assignment due T: lecture quiz 6</td>
<td>2nd Lab 9 Patterns of Inheritance and Human Genetics, Supplemental Materials: Sickle Cell Ch 9 &amp; 10 Review</td>
<td></td>
</tr>
<tr>
<td>14. Apr 7-13</td>
<td>Chapter 12 Forces of Evolution Change</td>
<td>M: prelab, quiz 10  T: EXAM V 9-10</td>
<td>9th Lab 10 Evidences of Evolution</td>
<td>Read lab exercise 11, read and review week 14 materials, complete literacy paper assignment</td>
</tr>
<tr>
<td>15. Apr 14-20</td>
<td>Chapter 13 Evidence of Evolution</td>
<td>M: prelab, quiz 11  T: Literacy paper due</td>
<td>16th Lab 11 Animal Evolution</td>
<td>Read lab exercise 12, read and review week 16 materials, prepare DNA technology assignment</td>
</tr>
<tr>
<td>17. Apr 28-May 3</td>
<td>T: EXAM VI 12-14</td>
<td></td>
<td>30th Lab Final EXAM VI 12-14</td>
<td>Review and study for final exam</td>
</tr>
<tr>
<td>Finals</td>
<td></td>
<td></td>
<td>7th Cumulative Final</td>
<td></td>
</tr>
</tbody>
</table>
Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for Dr. Wade’s Biology 1401 Sec. 71 course 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 submitted the Course Test online by Jan. 23, 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 4 or more 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-PTC Email address

________________________
Telephone