

Syllabus

Instructor: Jean Unruh (Reedley College switchboard; 638-3641; email: jean.unruh@reedleycollege.edu. Cell phone: (559) 590-8534 Text only. Leave your name.

Class Hours: Lecture meets MTWTh 12:30–2:40 p.m. and Lab meets MTWTh 2:55–3:55 p.m. in LFS-17.

Course Description: Biology 5, Human Biology, is a 4 unit class for allied health majors and fulfills prerequisites for Biology 20, 24, and 31. It also fulfills General Education (G.E.) requirement.

Textbook & Lab Manual:

Mader, Sylvia S. and Michael Windelspecht, *Human Biology*, 14th edition. 2014.
Mader, Sylvia S., *Human Biology Lab Manual*, 14th edition, 2014.

Additional Materials:

Biology drawing paper; one pencil with hard lead (3 or 4) for approximately 10 lab drawings
Colored pencils (optional for drawings)
Scantron #886-E (x4) for lecture tests and Scantron #882(x1) for final exam
3-Ring binder for loose-leaf textbook
3-Ring binder or folder for notes, hand-outs, and drawings

Advisories: H.S. Biology or H.S. Chemistry; eligibility for English 1A and Math 201.

Course Objectives:

1. To become familiar with the human body's structure and function.
2. Study the chemical basis of life and relate to cell structure and function.
3. Study the structure and function of human organ systems through the use of experiments, lab specimens, microscope slides, diagrams, and models.
4. Become aware of the process of science, scientific method, and interactions between science and society.
5. To study human evolution and ecology and discuss environmental concerns.

Grading:

Lecture and Lab Exams (100 points each x 4)	400 points	40 %	A = 90 – 100
Lecture Final Exam (comprehensive)	150 points	15 %	B = 80 – 89
Quizzes (12 x 10 points each, drop 2)	100 points	10 %	C = 70 – 79 D = 60 – 69
Lab Reviews/ (10 points each x 16)	160 points	16 %	F = less than 60
Activities	50 points	5 %	
Lab Drawings (Plates) (10 plates x 10)	100 points	10 %	
Participation (40 points, lecture & lab)	40 points	4 %	
Approximate Total Points	1000 points	100 %	

Exams are a combination of materials presented in lecture and labs. The lecture portion includes multiple-choice questions, true-false, matching, and 4-5 short answer essay questions. The lab portion will test material and activities covered in the lab portion of the class.

Lab answers and reviews will be due at the beginning of the next lab. Lab drawings and additional activities will be due 2 days after being assigned. Lab drawings and additional activities turned in late will receive partial credit.

Sometimes a student's grade will fall on the borderline, for example, 89.5%. I reserve the right to place that grade above the line if I feel it is warranted. The criteria used to make this judgement are a steady increase in scores, participation and performance in lab, and attendance in lecture and lab.

Exams can be made up only under extreme circumstances. Arrangements must be made before the test is scheduled. Contact me to see if it will be possible to schedule a make-up test and it must be completed within 2 days of the original exam.

Quizzes will consist of questions from the previous lectures and labs or the current day's lecture/lab. Quizzes will be on the computer electronic book through the Connect program; some quizzes will be given in class; quizzes announced ahead of time will test for specific information, such as parts of the heart or muscle and bone identification, then notes are not allowed. No make-ups on quizzes; if you are absent for any reason when a quiz is given you will not get credit for it. Quizzes cannot be made-up. Attendance in class is important.

Grades will be given to you in a handout after each exam.

Blackboard can be accessed by going to <http://www.reedleycollege.edu> and clicking on the Blackboard logo – Bb. This will allow you to retrieve announcements, the syllabus, schedule, and power point presentations that I put on the web site. I will not put grades on blackboard. Your school ID number is used as your User ID and password on Bb.

Plagiarism and Cheating: Academic dishonesty is cause for discipline under Board Policy 5500(c). According to the RC catalog, cheating is the act or attempted act of taking an exam or doing another task in a fraudulent way. Plagiarism is the use of another's words or ideas without citing them or giving credit to the source. Use your own words for answers, I want you to learn by doing your own work; and I want to know what you have learned not what somebody else has learned.

Absences and Tardiness: You are expected to attend all class sessions. One day of absences will put you in jeopardy and you will be considered for being dropped from the class; 2 days of absences and you will be dropped from the class. There are no excused absences. If you are seriously ill or have a major emergency, text my cell phone (559-590-8534) and leave a text message – don't forget to give me your name or send a note to my email (jean.unruh@reedleycollege.edu). Tardiness or leaving early is a partial absence and two times being tardy will be treated as an absence. Leaving class early will be treated as an absence. Failure to progress (not turning in assignments or poor grades) is also grounds for dismissal from the class. After the 1st week, you will lose 2 points for each missed lecture or 5 points for each missed lecture and/or lab.

DSPS: If you have a documented disability or other concerns, please let me know. Appropriate accommodations will be provided for you.

Tutoring: “With this statement on my course syllabus, I am referring each of my enrolled students in need of academic support to tutorial services. Referral reason: Mastering the content, study skills, and basic skills of this course is aided by the use of trained peer tutors”. Tutors are available in the tutorial center. If you have not had a biology class since high school, working with a tutor will get you up to speed. The tutors are former students who know how to study for the class.

Children In Class: In order to promote a positive learning environment, please make arrangements for your child's care while class is in session. Do not bring children to class.

Cell Phones: Cell phones that are used or go off in class will be confiscated until the end of the class. No iPods are allowed in class.

No food, open beverages are allowed in the class at anytime. No profanities are allowed in class.

Dress code: In order to participate in lab activities, wearing shoes with closed toes is required.

Drops: You have until the end of the 1st week to drop the class. If you elect to do so, drop yourself. Do not assume you have automatically been dropped. After the 1st week you must be assigned a grade by state law, whether you attend class or not.

Holidays: July 4 (Monday) – Fourth of July Holiday. No classes held; campus is closed.

Last day to drop a class to avoid a "W" is Sunday, June 26, 2016 via webgrade.

Last day to drop the class with a "W" is Sunday, July 10, 2016 via webgrade. Letter grades must be assigned after this date.

Final Lecture Exam: Thursday, July 28, 12:35 – 3:55 p.m. Scantron 882 (100 questions-no essay)

Electronic Textbook: To connect to the electronic textbook you need the following Connect Web Address:

• <http://connect.mheducation.com/class/j-unruh-71630>

Registration and Sign In:

1. Go to the Connect Web Address (above). *There is a link through Blackboard.*
2. Click on "Register Now."
3. Enter your email address (this will become your Connect username).

Write the email used for connect: _____ Password: _____

TIP: As a best practice, you want to register with your Reedley College email.

4. Enter the Connect Access Code you received with your purchased textbook or choose "Buy Online" to purchase online access (you will need a credit card or you can get a free 2-week trial).
5. Follow the on-screen directions.

TIP: Please choose your Security Question and Answer carefully. The program asks you for this information if you forget your password.

Security question: _____ Answer: _____

6. When registration is complete, click on "Go to Connect Now."
7. You are now ready to use Connect.