



## COURSE INFORMATION SHEET

### BIOL 1406 (4:3:3)

Biology for Science Majors I  
Kristin Bingham - Biology Department  
Division of Arts & Sciences  
South Plains College  
Fall 2023

<b>Instructor</b>	Kristin Bingham	<b>Office Hours</b>	
<b>Section</b>	001	Monday	None
<b>Office</b>	Science 85	Tuesday	1:00-2:00
<b>Office Phone</b>	(806) 716-2308	Wednesday	9:30 to 12:00
<b>E-mail</b>	kbingham@southplainscollege.edu	Thursday	1:00 to 2:30
		Friday	9:00 to 12:00

**Course Description:** This course focuses on fundamental principles of living organisms including the chemistry of life, cell and molecular biology, genetics, and evolution. This is the first semester of an integrated course for majors in biological sciences and related studies, including the medical disciplines.

#### Course Materials:

Text: *Biology, 12<sup>th</sup> Ed.* By Campbell and Reece et al  
Lab Manual: *Biology for Science Majors I&II Lab Manual, 4<sup>th</sup> Edition, South Plains College Biology Department* (SPC Bookstore)

#### Online Course Content

- Blackboard is the primary source for students to access course information. This information includes PowerPoint slides, lecture recordings, quizzes, assignments, handouts, and study supplements. Any announcements will also be posted on Blackboard. It is imperative that you use these resources to be successful in this course. You can navigate to Blackboard via mySPC, the SPC homepage, or at <https://southplainscollege.blackboard.com/>. Use your SPC username and password to log in.

Log in to Blackboard frequently – the information posted here will be critical to your success in the course.

#### Attendance Policy:

- This is a rigorous course that covers a vast amount of information in significant detail daily. It is imperative that you make every effort to attend all classes. Class begins promptly at 8:00 and will continue through to 9:15. On Mondays, we will move to lab immediately following lecture, and remain there until 12:00 p.m. You are expected to attend lecture and lab classes in full. Should you miss a meeting – either lecture or lab (they're separate and are counted separately), your absence will be noted and any work collected that day will be given a grade of zero. Should you leave class early, you will earn an absence for the entire day, and a zero will be given for any work submitted.
- I maintain an "open door" policy – if you are running late, still come to class! Open the door and (quietly) come in. Please prepare to sit down and begin participating in the lecture prior to entry – this means take out your note taking supplies before you open the door. Quizzes may be given during the class period. Students who are late may not take the quiz.
- Students are expected to be attentive during lectures and working during lab sessions. Students studying for other classes, sleeping during class or leaving class early will be considered absent for the entire class period. See technology misuse policy on page three for information on use of electronics during these periods.

- Any student absent for more than **4 class days** or absent every class period for two weeks may be administratively withdrawn from the class by the instructor with a grade of X or F. See the SPC General Catalog or Student Handbook for complete policy on class attendance.
- Excessive, continued absences and/or tardiness are not tolerated. Students are responsible for all material covered during any absence. Lecture slides and recordings of lectures are available on Blackboard – use these to obtain material missed due to an absence.
- Absences for illness, death of an immediate family member, or participation in SPC events are excused. Please visit with me PRIOR to missing class to determine eligibility of excuse. If you will be missing class due to illness, email me prior to the beginning of the class you are missing. Failure to contact me prior to missing class will result in an unexcused absence.

Make every effort to attend every class meeting. You are paying for your time in class. Be responsible for the money being spent and for the time you are committing to your education. Absences are cumulative from both lecture and lab – after four absences, you are removed from class.

#### Hazardous Weather Policy:

- South Plains College rarely cancels classes due to weather. Students should plan accordingly to be able to attend all classes and arrive at SPC Levelland safely.
- Announcements concerning cancellations and/or delays are made on local television, radio and on MySPC. Emergency notifications are also made by the college via email, text, and phone call. I will post any delays or cancellations on Blackboard.

#### Course Grade:

- Your grade in this course will be calculated as follows:
  - Exams – 70% of total grade
    - Exams 1, 2, 3           17% each
    - Final Exam            19%
  - Quizzes – 20% of total grade
  - Labs – 10% of total grade
- Your grade is calculated by scores earned on the three categories outlined. If a student's final grade in the course *is less than* .05 points away from the next higher letter grade (i.e. 69.95, 79.95, 89.95 etc.), the instructor will refer to the average of exam grades earned during that semester to determine final grade. **There are NO curves or extra credit in this course.**

Letter Grade	Course Grade
A	90-100 %
B	80-89 %
C	70-79 %
D	60-69 %
F	0 -59 %

#### Examination Policy:

- **Four** exams will be given during the semester. These exams will be announced in advance and will be divided between lab and lecture material. Each exam is composed of 50-80 questions worth 100 points using the formula (points earned/total points possible)\*100. Exam scores will be weighted as specified above.
- The exam format will include multiple-choice, short answer, and fill in the blank questions; diagrams to draw, and an occasional true or false question.
- The last ("final") exam will be given during final exams week and will include both new material and comprehensive material. This exam will be given on **MONDAY, December 11, 2023, 8:00 am to 10:00 am.**

- If you know you will be absent on an exam date and you let me know, under certain circumstances there may be an opportunity to take the exam at an alternate time. If you do not make proper arrangements, the exam will receive a grade of zero. DO NOT MISS EXAMS!!!

**Quizzes:**

- Quizzes will be announced in class and may be delivered in class, lab, or via Blackboard. Each quiz will cover material presented in lectures, labs, and associated handouts, etc.
  - Online Quizzes: These quizzes are timed and questions are randomized for delivery. You will have one opportunity to take each quiz during a specified amount of time, typically over a weekend or before the next class meeting.
- **Quizzes CANNOT be made up if missed for any reason.**
- Quizzes are averaged together to give one score out of 100 points, and will count 20% toward the overall course grade. For students with **2 or fewer absences or tardies**, the lowest two (2) quiz grades will be “dropped” before the final quiz average is calculated at the end of the semester.

There will be many quizzes this semester – these keep you working in the material, help identify what you don’t understand, and supplement your exam scores. Students who do well on quizzes do well on exams.

**Lab:**

- Pre-lab and/or post-lab activities may be assigned and will also be announced in class. These assignments will prepare you for the week’s lab activity and summarize activities completed in lab. Pre-lab activities are due during the in class prior to the beginning of that lab activity. Post-labs are due the following class period.

**Dropping:**

- An official drop initiated by the student before the Last Day to Drop (**November 30, 2023**) will result in a W on your transcript. Any drop initiated by the instructor for excessive absences will result in either an X or F grade on the transcript. See the school policy on drops and the limit placed on “unexcused” drops which is available in the General Catalog on the school website. Students can drop a course online by completing the [Student Initiated Drop](#) form.

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**Student Conduct:**

- **Student Code of Conduct Policy:** Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others’ behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.
  - A high standard of conduct is expected of all students. It is assumed that obedience to the law, respect for property, authority, personal honor, integrity, and common sense will guide the actions of each member of this class. Any student who fails to perform to the expected standards will be asked to withdraw from the course, or will be administratively dropped from the course by the instructor.
  - Students should respect the academic situation and be considerate of others in the classroom. Late arrivals should seat themselves quietly and without disruption to the lecture. During lecture, students should refrain from talking, eating or any other behavior that will disturb others. Students should be alert, taking notes and paying attention during lecture, films and discussions. Cell phone use is prohibited – see penalty policy below.

**Technology Misuse Policy:**

- With advances in technology, students are presented with a myriad of opportunities and tools at their fingertips to help reinforce concepts covered in class and lab. Nevertheless, at times these technological advances also afford students many distractions from the task at hand. In my class, I encourage you to use technology in an educational and appropriate manner; however, there are few things as rude as intentionally ignoring someone that is trying to communicate with you. Should you fail to control your electronics use, you will be dismissed from the course for the day. My parameters on use are as follows:
  - All electronic devices should be **SILENCED** inside the classrooms (both lecture and lab). If possible, set your device to “Do Not Disturb” mode in class.
  - Devices that may be out during lecture include laptops, tablets, and in certain instances, cell phones.
  - If your device is out during class, be aware that I will be watching you for your attention. Failure to engage in the material being presented will result in your dismissal based on presumed distraction.
- **Penalty Information**
  - The first time a phone rings or a student is observed misusing a device (i.e. texting, web browsing, doom scrolling, etc.) during lecture or lab, the student will receive a warning.
  - Each subsequent time this occurs, the student will be required to leave the class (and forfeit any grade for that day) PLUS receive a penalty of 10 points being deducted from their next exam.
  - If there are continued issues with a student’s misuse of technology in the classroom, that student will be dismissed from the course.

#### **Academic Integrity (from SPC General Catalog)**

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension.

**Plagiarism and Cheating:** Students are expected to do their own work on all projects, quizzes, assignments, examinations, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

- Plagiarism violations include, but are not limited to, the following:
  1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
  2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
  3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
  4. Missing in-text citations.
- Cheating violations include, but are not limited to, the following:
  1. Obtaining an examination by stealing or collusion;
  2. Discovering the content of an examination before it is given;
  3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps, any secondary device) during an examination, quiz, or homework assignment;
  4. Entering an office or building to obtain unfair advantage;
  5. Taking an examination for another;
  6. Altering grade records;
  7. Copying another’s work during an examination or on a homework assignment;
  8. Taking pictures of a test, test answers, or someone else’s paper.

9. Using artificial intelligence programs such as ChatGPT, etc. on assignments without approval from instructor.

**Grievance procedure:**

- If a student is having a problem with the course policies or the instructor, he or she should *first* try and resolve any such problems with the instructor. If the problem is not resolved, the student may proceed to the Biology Department Chair, who can advise the student on how to resolve the problem or direct them to the appropriate office.

**Lab Safety:**

- Each student will be informed/trained on the “Chemical Hygiene Plan (CHP) for Laboratories at South Plains College” documentation and training during the first week of the semester. Each student will be required to acknowledge receipt of this information and be required to follow all procedures outlined by the instructor and/or staff of South Plains College. Students not complying with any regulation may be dropped from the course.
- All material presented by the instructor in the course is copyright protected. The material presented by the instructor may not be modified or altered in any way. You have permission to print out one copy of any material presented by the instructor in this course (ex. course information sheet, contact information, and learning module checklists). The one copy must only be used for your personal educational use during this semester. The material may not be altered or modified in any way. The material may not be distributed in any way. You have permission to download the same material to your computer hard drive or other medium in order to print out the material needed. Any material downloaded may not be altered or modified in any way. The downloaded material may not be distributed in any way. If any course material is found on other websites, this becomes an act of academic misconduct and will be dealt with appropriately following the guidelines of the college concerning academic integrity.

**Syllabi Statements:**

- Students can find the Diversity Statement, Disabilities Statement, Non-Discrimination Statement, Title IX Pregnancy Accommodations Statement, and Campus Concealed Carry Statement here: <https://www.southplainscollege.edu/syllabusstatements/>.