

**BIOL 1404**  
**Principles of Biology I**

<b>INSTRUCTOR:</b>	TBD	<b>OFFICE:</b>	Biological Sciences XXX
<b>PHONE:</b>	745-xxxx	<b>EMAIL:</b>	<a href="mailto:xxx@se.edu">xxx@se.edu</a>

**TEXTBOOK**

Mason, K., Duncan, T., Johnson, G., Losos, J., and Singer, S. 2018. Understanding Biology, Second Edition. McGraw Hill Education. New York.

**Required: Connect Access Card (comes with eBook). ISBN: 9781259977602**

**Optional: Hard-bound/Loose-leaf Text. ISBN: 9781260149272**

**Note: Please wait until after the first day of class to make your purchase.**

**COURSE OBJECTIVES**

Upon completion of this course the student should have a solid foundation and working knowledge in the areas of cell biology, molecular biology, and genetics. These objectives correlate with Biology Program goals 1, 2, 3, 5, 6; with Fish and Wildlife Program goals 1, 2, 4, 5 (<http://www.se.edu/dept/biology/sample-page-2/>).

**GENERAL EDUCATION**

The science goal of general education is to observe and evaluate natural processes.

This course addresses the following science outcomes, and students will demonstrate the ability to:

1. Design an experiment suitable for scientific investigation.
2. Interpret scientific formulas, graphs, and tables.
3. Demonstrate a proficient knowledge of pure and applied science principles.

**GRADE DETERMINATION**

Unit examinations, Connect chapter assignments and quizzes, a comprehensive final exam, and weekly laboratories will be given in this course. If you must miss an exam or a quiz because of a legitimate reason, please notify the instructor as soon as possible, and a make-up exam or quiz may be given. The type of make-up exam or quiz will be at the instructor's discretion. **A legitimate excuse is a serious illness or death in the immediate family, or serious personal illness with a doctor's note. The instructor must receive documentation from an official source (i.e. a doctor, nurse, ER personnel, funeral director, school official, or court official) to allow a make-up.** Make-up exams or quizzes must be taken within one week of the excused date, and it is the student's responsibility to initiate scheduling the make-up exam or quiz with the instructor.

The overall course grade will be determined by the examinations, quizzes, Connect activities, final exam, attendance, and laboratories. **NO** extra credit of any type will be given.

Unit Exams (5)	--	50%
Chapter Homework and Quizzes (Connect)	--	5%
Final Exam (Comprehensive)	--	15%
Attendance	--	5%
Laboratory Average	--	25%

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = below 60

***Note: A final grade of C or above is required to enroll in higher courses in biology, conservation, botany, or zoology.***

#### **ATTENDANCE POLICY**

Attendance will be recorded for each class period of the semester. Absences may be excused for university-sponsored events (e.g., athletics, debates, conferences, etc.) provided official written documentation is provided to the instructor prior to the event. Other absences may be excused for appropriate reasons (e.g., medical emergencies, jury duty, temporary military duty, etc.) provided that written documentation is provided to the instructor in a timely fashion; such absences may require appropriate documentation be filed with the office of the dean of students before the absence (s) will be excused. **Excused absences allow you to make-up missed graded assignments, but the absence will still count.**

#### **BLACKBOARD**

Blackboard will be used in the course at the instructor's discretion. Blackboard scores located in the grade book area are unofficial.

#### **WITHDRAWAL FROM THE COURSE**

If you stop coming to class, you are **NOT** automatically withdrawn from the class and will receive an “F” unless you officially withdraw from the class per the published academic calendar (<http://www.se.edu/dept/registrar/calendar/>)

#### **COPIERS**

The copiers in the Biological Sciences Building are not for student use. The only exceptions are for students working for Student Support Services. Copiers for student use are available in the library.

## **CELL PHONE/IPOD/ETC. POLICY**

Use of cell phones and other electronic devices during class, *for any purpose*, is prohibited. Please have all devices silenced and put away. If you need a calculator, please bring a calculator. If you use your phone for scheduling, please make note of scheduling and updates and put it in your phone later. If your phone or other device is visible, if you use it, or if it goes off, you may receive a point deduction or be asked to leave the class at the instructor's discretion. *All devices (including earbuds and Bluetooth) must be put away and out of sight during quizzes and exams.* If your cell phone goes off or it, or any other device, is visible at any time during a quiz or exam, you will receive a zero for that quiz or exam at the instructor's discretion.

## **CHEATING AND PLAGIARISM**

Using another's intellectual property and representing it as one's own violates academic integrity and is known as *plagiarism*. Academic Dishonesty also includes "cheating" on exams or other assignments, whether by copying from another student, using unauthorized study materials or methods, or by supplying answers to another student. Regarding the violation of academic integrity, faculty members may impose penalties, including, but not limited to:

1. requesting that the student withdraw from the course;
2. reducing or changing a grade in the course, a test, an assignment or other academic work;
3. assigning the student additional academic work not required of other students in the course;
4. assigning a failing grade and informing the student of their right to appeal through the Academic Appeals Committee;
5. referring the matter to the Dean of Students as a violation of the University's Student Code of Conduct.

Repeat offenses could terminate the student's standing in the department and in the university. Faculty members are entitled to have additional guidelines on academic integrity specific to their course settings. (See also *Student Handbook* <http://www.se.edu/dept/student-life/student-handbook/>)

**COUNSELING CENTER:** Any student experiencing mental or emotional issues who desires free, confidential, clinical counseling is encouraged to contact the SE Counseling Center at (580) 745-2988 to schedule an appointment during normal working hours Monday-Friday, 8:00AM to 5:00PM. For after-hours mental health emergencies, please call SE Campus Police at (580) 745-2911 or the Mental Health Crisis Hotline at 1- (800) 522-1090.

**DISABILITY ACCOMMODATIONS:** Any student needing special accommodations due to a disability should contact the Office of Compliance and Safety, Administration Building, Suite 311 or call (580) 745-3090 (TDD# 745-2704). It is the responsibility of each student who anticipates or experiences barriers to their academic experience to make an official request for disability related accommodations in a timely manner.

**EQUITY AND NON-DISCRIMINATION STATEMENT:** Southeastern Oklahoma State University, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, or status as a veteran in any of its policies, practices, procedures, or programs. This includes, but is not limited to: admissions, employment, financial aid, and educational services. Inquiries regarding non-discrimination and equity policies may be directed to: Michael Davis, Director of Compliance and Safety & Title IX Coordinator, (580) 745-3090, or [mdavis@se.edu](mailto:mdavis@se.edu).

**ACADEMIC CALENDAR:** <http://www.se.edu/dept/registrar/calendar/>

**FINAL EXAM SCHEDULE:** <http://www.se.edu/dept/registrar/final-exam-schedule/>

SAMPLE