

**HUMAN BIOLOGY****WINTER Quarter 2010****Units 5.0**

Instructor: L. K. Sengupta, Ph.D.

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0261	BIOL- 11-61		
Lecture	05:30 PM - 07:10 PM	TTH	S 35
Laboratory	07:30 PM - 10:10 PM	T	SC2116
0262	BIOL-11-62		
Lecture	05:30 PM - 07:10 PM	TTH	E 35
Laboratory	07:30 PM - 10:10 PM	TH	SC2116

See the De Anza Website for registration information: <http://www.deanza@fhda.edu>

You are responsible for observing all important administrative deadlines, including add/drop, and course withdrawal dates. Check the class schedule or consult with A & R regarding all administrative deadlines.

- First day of Winter 2010 Quarter for Bio 11** **January 5**
- Last day to drop for a refund for out-of-state or foreign students January 9
- Last day to drop for a refund January 16
- Last day to add quarter-length classes January 16
- Last day to drop a class with no record of grade January 23
- Last day to drop with a "W" February 26
- Martin Luther King's Birthday** **January 18**
- President's Day Weekend** **February 12-15**
- Final Exam** **Tuesday, 6:15 p.m.-8:15 p.m. March 23**

PREREQUISITES

Not open to students who have completed Biology 6A, 6B or 6C, or equivalent; or Biology 40A, 40B or 40C, or equivalent. See general education pages for the requirement this course meets. **Advisory:** English Writing 211 and Reading 211 (or Language Arts 211), or English as a Second Language 272 and 273.

BRIEF STATEMENT ON COURSE OBJECTIVES

A general introduction to biology and its principles, emphasizing the biology of humans. The goals will be achieved by lectures, discussion, laboratory practical, and demonstrations. The (tentative) list of lecture / lab topics is attached.

Biol. 11 Student Learning Outcomes (SLO's):

- Apply principles of the scientific method to everyday problems and develop potential plans and solutions.
- Distinguish the characteristics of life.
- Demonstrate the impacts of human activities on the biosphere.

CONTACTING ME

Office hours: TH [4:15 PM TO 5:15 PM] e mail: ls09129@fhda.edu. Use e-mail to inform me of your situation if you are ill or otherwise out of class for an extended period. In the subject line, type "BIOL 11".

COURSE MATERIALS

1. **Text Book** [Required]: **Human Biology**, by **Sylvia S. Mader**. Students are responsible for reading material in the text as it relates to the various lecture topics. It is assumed that such reading will be to clarify and/or to enhance material given in lecture periods. Examinations will cover assigned lecture material.
2. **Lab Book** [Required] **Biology 11 Laboratory Manual by Doris Spangford**. The student is expected to read lab exercises, and answer questions, if any, relevant to that reading before coming to the lab in which that exercise will be performed. Material from the reading and problem solving in the lab manual is "fair game" for lecture exams.
3. ScanTron form and # 2 pencils

LABORATORY MATERIALS

Unless specified, all laboratory materials will be provided for you (such as dissection kits, gloves). If any extra materials will be required, these will be made known to you in advance.

GENERAL INFORMATION

Four hours lecture, three hours laboratory per week. **ONE ADDITIONAL HOUR PER WEEK to be arranged in the Science Resource Center or library.**

Classes will be divided into lecture and laboratory sections. The lab will start with short introduction of lab assignment. You may work in pairs or groups. Pick your partner(s) carefully since both of you must contribute. Remember that this is a challenging career-track course. **I will assume that you have read the appropriate chapters (Text Book and Lab Manual) as per the schedule before attending the class. You will find this very helpful.** You must bring the lab manual to lab. Bring the text to class if at all possible.

COPYRIGHT

All voice recordings taken in class are copyrighted by Dr. Sengupta. These recordings may be shared between students currently enrolled in the class, but otherwise may not be reproduced or distributed without the expressed permission of Dr. Sengupta. **No Videography of the class session is permitted.** However, students can photograph the models, histology slides or other academically relevant material during lab sessions.

The copies of the lecture and lab material posted on the class web site are copyrighted by the respective Publisher and are for the purpose of facilitating education.

ASKING QUESTIONS

If you have a question while I am lecturing or during the lab discussions, feel free to raise your hand. I will repeat things as often as necessary for the majority of students to catch on. If you need individual attention for any reason, or have a problem that affects your performance in class, please talk with me about it ASAP.

ACCOMMODATION

I wish to make this course as accessible as possible to students who fall under the "**Americans with Disabilities Act**" that may affect any aspect of course assignments or participation. I encourage such students to communicate with me by the second week of the course or so about any accommodation that will improve your experience in [or access to] this course. You may also contact the Disability Services and Programs for Students [DSPS: phone number 408-864-8753] for assistance.

ATTENDANCE / DROP / WITHDRAWAL POLICY

- Students NOT attending the first day of the class will be dropped [unless already informed] to accommodate wait listed students as per the list approved by the Division Dean's Office.
- Any student who fails to attend all class sessions between the first day of the class [January 4, 2010] and the CENSUS DAY will *be marked* NO SHOWS on the CENSUS ROSTER.
- Active **participation, not merely attendance, is mandatory.** A student may be dropped if no longer participating in the course. "No longer participating includes but is not limited to excessive absences."
- Attendance will be accounted for by sign-in sheets. On each day of lecture and / or lab you are responsible for checking off your own name. You will be marked absence if you fail to mark your presence.
- For purposes of emergency or illness, you may miss up to two [2] lab sessions and / or two [2] lectures. Please talk to me regarding absences beyond the excused absences. If you are not participating as defined before, or have excessive absences, you may be dropped from the course. However, **Do Not Depend on Me to Do That for you to avoid a poor grade at the last moment!**
- If you miss a lecture, it is your responsibility to find out what we did in class and to keep up with the work.
- If you wish to drop the class, **It is your RESPONSIBILITY to WITHDRAW / DROP OUT from the class by College due date. Do Not Depend on Me to Do That for You!** If you have not dropped the course by the drop deadline you must receive a grade for the course. **Protect yourself from receiving an "F"** for a class that you stopped attending at some point in the quarter! See the De Anza class schedule for more information regarding drop dates.

EXPECTATIONS FROM THE STUDENTS

- ❖ **Student Handbook:** The Biological and Health Sciences Division has a student handbook available at <http://bhs.deanza.edu/StudentHandbook.pdf>. You need to access this handbook as all material contained in the handbook is a part of this green sheet and applies to you as a student in this class.
- ❖ **Classroom Behavior**
 - ☑ Do not use portable electronic devices in class (phones, iPods, etc.). **TURN THEM OFF DURING THE CLASS. NO ELECTRONIC DICTIONARIES** are allowed **during quizzes and exams.**
 - ☑ **NO TEXTING during the class!! NO BUBBLE GUM!!**
 - ☑ It is disrespectful to the faculty member and other students to whisper, talk, pass notes, arrive late, or otherwise disrupt the flow of the instructor's delivery. This does not preclude the asking of questions by the students. If you have a question, please attract attention of the Instructor by raising your hand.
 - ☑ This is not to imply that students cannot have other opinions and express those opinions. Honest, open discussions are encouraged so long as the discussion is appropriate and done in a respectful, orderly fashion.
 - ☑ Any form of **disruptive behavior will not be tolerated.** Any incidence where the faculty member feels s/he or any class member is threatened, the faculty member will immediately call Security and the Dean. Administrative follow up will occur. <http://bhs.deanza.edu/StudentHandbook.pdf>.

- ☑ **NO EATING OR DRINKING** in the classroom. You may bring a water bottle if it can be sealed.
- ☑ Children are not allowed in lecture nor in lab.
- ☑ Always follow the **SAFETY RULES** during labs. You will sign a contract on the first lab day.
- ☑ **KEEP YOUR LAB AREA CLEAN.** Everyone is responsible for seeing that all common areas are clean and all equipment is in its proper place.

READING and PREPARING STUDY TOOLS

Students are expected to complete all of the assigned reading for both lecture and laboratory **BEFORE** that session following the schedule. This ensures the best use of everybody's time and hopefully alleviates confusion. If it appears that the majority of students are not adequately reading the assignments in advance, pop quizzes may be instituted to encourage this activity.

Download and print out the **lecture slides**, when available, and bring them to class. But don't expect them to replace taking notes. Taking notes is another form of *active* learning.

Construct **study tools**. Learning content-intensive material such as Biology often requires many steps: seeing, hearing, thinking, and doing. Create a list of terms in bold print presented in lecture. Write out flashcards and reorganize your lecture notes after each lecture as physical activities to help you process the material.

Form a **study group!**

SPELLING & GRAMMAR

You will be learning a new language of terminology and concepts throughout this course and will need to demonstrate a working knowledge of these terms and concepts. In most instances, partial points may be deducted for errors. In certain instances, full points may be deducted. This is an important skill that you will want to master early on in this course.

PROFESSIONALISM

1. The instructor will treat you as adults and expects that you act as adults. Respect and consideration for your classmates during lectures, labs, and exams will be expected.
2. **CHEATING, PLAGIARISM, DISHONESTY, ETC:** None of these behaviors, nor the appearance of these behaviors, will be tolerated in BHES Division. Please refer to the De Anza College Catalog and the Division's Student Accountability for further details on specific examples.
3. The following behaviors are **examples** of cheating/plagiarism (this list is not exhaustive):
 - ✓ Using unauthorized notes while taking an exam.
 - ✓ Copying another student's work (other than course notes) inside or outside of class.
 - ✓ Turning in homework that is identical to another student's (both parties will receive zero).
 - ✓ Copying from any source (including the Internet) without citing the source.
 - ✓ Passing off any work as your own that is not.
 - ✓ Turning in work completed for another class (unless pre-authorized by the instructor).

Plagiarism or cheating will result in **no credit** for the assignment. All instances of plagiarism will be reported to the Dean of the Division for appropriate action as per the College Policy.

QUIZZES

There will be **FOUR Chapter quizzes**, given throughout the quarter. The format of the quizzes will include multiple-choice, matching, fill-in-the-blank, and true-false questions. The quizzes will be given during lecture sessions. **THERE WILL BE NO MAKE-UP FOR MISSED QUIZZES.** Missed quiz will result in zero point. **TOTAL = 15 points X 4 = 60 POINTS**

HOMEWORK

THE **HOMEWORK** IS A PART OF YOUR REGULAR ASSESSMENT AND IS **NOT EXTRA CREDIT**. YOU ARE EXPECTED TO DO THE HOMEWORK.

- I will assume that you have read the appropriate chapters (Text Book and Lab Manual) as per the schedule before attending the class. You will find this very helpful.
- Investigative Case Based learning [ICBL] assignments will be given. **TOTAL = 25 points**
- Other Assignments **TOTAL = 15 POINTS**

LATE ASSIGNMENTS

Unexcused late assignments will not be accepted. If you miss an assignment, contact the instructor as soon as possible to discuss the situation; don't put it off. The instructor has the authority to determine what is or is not an acceptable excused absence or tardy.

EVALUATION, EXAMINATIONS & EXAM POLICIES

All exams are closed-book. All papers containing course-related material or notes must be put away during exams. **Translation computers are NOT allowed.** You are NOT allowed to leave the room during examination / quizzes. If you are late to class, you may choose to begin the exam but will not be given extra time. **Make-up exams will only be arranged upon presentation of a doctor's note / jury duty or similar documentation.**

1. **Participation in Pre / Post Data Collection:** During the first and last lab meetings, you will answer a brief set of questions about basic chemistry, human organ systems and nutrition. As long as you answer the questions completely, you will receive the full 5 points for each of those days **[10 points total for both days]**. The content of your answers is not scored. These sets of questions help me to see if your ideas about basic chemistry, human organ systems and nutrition change at all as a result of this course, and if so, how your ideas change.
2. There will be **three LECTURE EXAMS** (two mid - term and one final). Each exam will cover only the chapters discussed in classes prior to the examination date and will not be cumulative [Please bring a scantron and a #2 pencil with you on exam and quiz dates]. Questions will be T/F, multiple choice, fill-in-blanks, mix & match, short answer and critical thinking questions. **TOTAL = 3 X 100 = 300 Points**
3. **Bio-11 fulfills the general education laboratory-science requirement for college degree programs. Therefore participation in all labs is expected and you must pass the laboratory portion to receive credit for the course.** If you miss any three labs you may be dropped from the class. Non-participation is considered equivalent to non-attendance. The laboratory grade will be based on the number of points accumulated on lab worksheets completed during the laboratory period. **Lab Score: Overall percentage [%] lab score is worth 100 points. TOTAL = 100 POINTS**

4. The FINAL LAB CLASS will consist of a COMPREHENSIVE LAB EXAM [100 pts) derived from the labs we will perform during the session. You will need to provide a Scantron Form # 882-E (long green) answer sheet and a #2 pencil for this exam. **TOTAL = 100 POINTS**
5. Determination of borderline grades will be based on attendance and deportment in class.
6. **Makeup Exams:** These exams are **discouraged**. However, if you miss a lecture exam, with the exception of the final exam, and have a valid documented [MUST] reason for missing the exam and inform me of the reason for the absence before the exam, or due to illness or other extenuating circumstances (documented)], you will be allowed to make it up with a **different test** that will be arranged at a time and place to be specified by the Instructor. Be warned, **make up exams are harder than the regular exams**. If you miss a second test you will receive zero points for that exam. If you do not take final exam, you will fail the course.

NO MAKEUP FOR LABORATORY EXAMINATION / QUIZZES. NO MAKE UP EXAM FOR FINAL

FINAL GRADING

At the end of the course a percentage of your total points is taken for your assigned grade. Determination of borderline grades will be based on attendance and deportment in class.

Grading is done by the point system. Lecture and lab scores will count equally in computing the final course grade. At the end of the course a percentage of your total number of points is taken for your assigned grade.

Determination of borderline grades will be based on attendance and deportment in class.

GRADING SCALES [Total 600 POINTS]:

90 - 100 %	= A (Excellent)
80 - <90 %	= B (Good)
67 - < 80 %	= C (Satisfactory)
55 - < 67 %	= D (Passing - less than satisfactory)
Less than 55 %	= F (Failing)

INCOMPLETE GRADE

An Incomplete (I) may be given if circumstances are warranted following the College Policy. An "Incomplete" is not a substitute grade for a "D", "F", or "W". Refer to the COLLEGE POLICY ON 'INCOMPLETE' GRADES.

SCIENCE RESOURCE CENTER

Use the resources in the Science Resource Center, located in the Science Center Pavilion to enhance your KNOWLEDGE and GRADE!! This has a variety of models, charts and media available as well as staff assistance.

Remember that as per the College policy, each student is to arrange one additional hour per week. The Science Resource Center is a great place to use the facility and keep track of your hours.

DISCLAIMER

The instructor reserves the right to alter the content of this syllabus whenever necessary for material coverage and course effectiveness. In the event of extenuating circumstances, the instructor reserves the right to alter any policy in this handout.

INSTRUCTORS DO NOT "GIVE" GRADES; THEY ARE EARNED BY THE STUDENTS THROUGH HARD WORK. BE RESPONSIBLE FOR YOUR OWN LEARNING.