



Syllabus: BIO 100N-2 Biology Concepts

Course Information

Course Title: Biology Concepts

Course Prefix/Number: BIO 100N-2

Semester: Summer 2022

Class Days/Times: Online (Course is delivered online in an asynchronous modality)

Credit Hours: 4 (includes lab)

Prerequisites: None

Instructor Information

Name: Kimberly Danny, M.S.

Office Phone/Voice Mail: (520) 479-2300 Ext. 1518

E-mail: kdanny@tocc.edu

Office location: Ha-Maşcamdam Ha-Ki: (Faculty Building) Room 121

Office hours via Zoom: Mondays & Wednesdays 12:00-1:30 PM (or by appointment) at

<https://zoom.us/j/9262129224>

Course Description

Basic principles and concepts of biology. Includes methods of scientific inquiry, cell structure, chemistry, metabolism, reproduction, genetics, molecular biology, evolution, ecology, and current issues in biology. Lecture and lab are taught simultaneously.

Student Learning Outcomes

After completion of the course students will be able to:

1. Perform activities to demonstrate improvement in the general education goals of communication, critical thinking and mathematics.
2. Describe characteristics of living organisms that distinguish them from non-living constituents of the biosphere.
3. Utilize scientific methods to formulate and answer questions and discuss its strengths and limitations.
4. Describe and explain the properties and roles of biologically important molecules, including proteins, carbohydrates, lipids, and nucleic acids.
5. Describe the structure and function of cells and cellular components in single and multicellular organisms.
6. Describe how energy is acquired and used by living organisms.

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7. Describe how traits are inherited and apply patterns of inheritance.
8. Explain the molecular biology of genes and their expression.
9. Describe the potential impacts of genetic technologies on society.
10. Explain possible origins of life on Earth and mechanism(s) of evolution that help us account for the amazing diversity of life we now find on our planet.
11. Explain how the flow of energy through an ecosystem influences its structure.
12. Describe how organisms interact with each other and their environment.
13. Apply biological and ecological principles to discuss current issues in human health, and human impact on the environment.

Course Structure

BIO 100N will be delivered online and asynchronously. The class will not convene on any specified day or time. This course requires good time management skills and the ability to learn independently. Ideally, you should schedule the equivalent of 6 hours of course time plus 12 hours per week for homework and assignments. Although the time you dedicate to this course is flexible, there are course deadlines for assignments.

The course assignments consist of the elements below.

- Weekly reading assignments from the text and lecture slides
- Micro-lectures via an unlisted YouTube Channel
- Weekly lab activities
- Weekly online discussions
- Two online exams

Attendance does not factor into your final grade, but is used to determine student retention and/or withdrawal from the course. Attendance will be taken by the completion of a weekly assignment or by the Canvas course activity every Friday.

Course Learning Materials and Textbook Information

Canvas, <https://tocc.instructure.com/login/canvas>

I highly recommend bookmarking Canvas on your web browser and/or downloading the “Canvas Student” app and setting notifications to your preference. All assignments, quizzes, lab reports, and presentations should be submitted via Canvas. I will only accept assignments by email in unavoidable cases. Please note that assignments submitted via email are more likely to get lost or graded later than the rest of the class.

Textbooks

Great news: your textbook for this class is available for free online! BIO 100N will be using two OpenStax textbooks: *Concepts of Biology* and *Biology 2e*. Both textbooks are available for free via web view, PDF, app, iBooks, Kindle, and more. If learners prefer a print copy, low-cost copies can be ordered via the OpenStax website. All formats can be reached or ordered (print copy) at the web addresses below.

- Fowler, S., Roush, R., & Wise, J. (2013). *Concepts of biology*. OpenStax, Rice University. Print ISBN 1938168119. www.openstax.org/details/concepts-biology (Links to an external site.)

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- Clark, M. A., Choi, J. H., & Douglas, M. M. (2018). *Biology 2e*. OpenStax, Rice University. Print ISBN 1947172514. www.openstax.org/details/books/biology-2e

Course Outline and Important Dates

Course Outline

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| <p>I. The Nature and Science of Biology</p> <p style="margin-left: 20px;">a. Characteristics of Living Things</p> <p style="margin-left: 20px;">b. Scientific Processes</p> <p>II. The Chemical and Cellular Basis of Life</p> <p style="margin-left: 20px;">a. Fundamentals of General and Organic Chemistry</p> <p style="margin-left: 20px;">b. Cellular Structure and Function</p> <p style="margin-left: 20px;">c. Energy Pathways</p> <p>III. Principles of Inheritance</p> <p style="margin-left: 20px;">a. Cellular Life Cycles</p> <p style="margin-left: 20px;">b. Patterns of Inheritance</p> | <p>IV. Molecular Biology</p> <p style="margin-left: 20px;">a. DNA Structure and Function</p> <p style="margin-left: 20px;">b. Genetic Technologies and Society</p> <p>V. Evolution and Diversity of Life</p> <p style="margin-left: 20px;">a. Principles of Evolution</p> <p style="margin-left: 20px;">b. Diversity of Life</p> <p style="margin-left: 20px;">c. Organismal Structure and Function</p> <p>VI. Principles of Ecology</p> <p>VII. Current Issues in Biology</p> |
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Important Dates

The TOCC 2020-2021 Academic Calendar can be viewed at the following webpage: https://tocc.edu/wp-content/uploads/2021/01/TOCC-Academic_Calendar.pdf.

Evaluations and Grading & Assignments:

Your grade will be determined by the following:

GRADE	PERCENTAGE (%)
A	90-100
B	80-89.9
C	70-79.9
D	60-69.9
F	0-59.9

Evaluation	# of Assignments	Pts per Assignment	Total Pts	Approx. % of Grade
Quizzes (2 lowest scores dropped)	14	10	120	18.5%
Discussion Boards/Participation (2 lowest scores dropped)	14	10	120	18.5%
Lab Activities/Reports (Lowest score dropped)	14	20	260	40%
Exams	2	50	100	15%
Individual Research Presentation	1	50	50	8%
Total			650	100%

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Himdag Cultural Component

Tohono O'odham traditions and cultural beliefs will be discussed as relevant course topics, and only as appropriate to the Tohono O'odham Nation's traditional standards for sharing information as determined by the *Himdag* committee.

Policies and Expectations

Attendance Policy

You are expected to actively participate in this online course. Attendance is counted by the completion of the weekly discussion post due every Friday. Attendance is taken each Sunday. Please note that your attendance does not factor into your final grade, but is used to determine student retention or withdrawal from the course.

Two consecutive weeks of unexcused absences may result in withdrawal and a "W" or "Y" will be recorded. You may request to be excused from class for religious observances and practices, for illness, for school or work-related travel or for personal or family emergency. If you will be absent, please notify the instructor as soon as possible (approved by Faculty Senate April 2014).

Incomplete Policy (I)

Incomplete (I) grades are not awarded automatically. The student must request an "I" from the instructor who can choose to award an Incomplete only if all three of the following conditions are met:

1. The student must be in compliance with the attendance policy.
2. The student must have an unavoidable circumstance that would prohibit the student from completing the course.
3. The student must have completed over 75% of the course requirements with at least a "C" grade.

Incompletes are not a substitute for incomplete work due to frequent absences or poor academic performance. Incomplete grades that are not made up by the end of the ninth week of the following semester will be automatically changed to an F if the agreed-upon work, as stipulated on the written form signed by the instructor and the student when the I grade is awarded, is not completed.

Instructor Withdrawals

Students who have missed four consecutive classes (or the equivalent) not submitted any assignments nor taken any quizzes by the 45th day census report, are assumed NOT to be participating in the class and may be withdrawn at the faculty member's discretion. [Faculty members should be clear in their withdraw policy, if you do not withdraw students please note in appropriate sections].

Student Withdrawals

Students may withdraw from class at any time during the first 2/3 of the semester without instructor permission and without incurring any grade penalty. Please be sure to withdraw yourself by **June 29, 2022**, if you do not expect to complete the class, otherwise you may receive an "F" grade.

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Special Withdrawals (Y) Grade

The “Y” grade is an administrative withdrawal given at the instructor’s option when no other grade is deemed appropriate. Your instructor must file a form stating the specific rationale for awarding this grade. “Y” grades are discouraged since they often affect students negatively. Your instructor will not award a “Y” grade without a strong reason.

Academic Integrity

Violations of scholastic ethics are considered serious offenses by Tohono O’odham Community College, the Student Services Department, and by your instructor. Students may consult the TOCC Student Handbook sections on student code of conduct, on scholastic ethics and on the grade appeal procedure. Copies are available at Tohono O’odham Community College.

All work done for this class must be your own, or the original work of your group. While you may discuss assignments with other class members, the final written project must clearly be original. You may use work from books and other materials if it is properly cited. Copying from a book without proper reference or from a person under any circumstances will result in an “F” for the assignment, and at the instructor’s discretion, possibly an “F” for the course. If you are uncertain about proper citations, ask your instructor or the librarian.

Course Feedback

All assignments will be graded and returned to the students promptly, typically within a week after the assignment is closed for handing in. Email and phone messages will be returned within two days. A student or the instructor may request a student conference at any time during the semester. Quarterly grade reports will be provided to each student, either in person, by email or via the electronic system of Canvas.

Equal Access Statement/Disability Accommodations

Tohono O’odham Community College seeks to provide reasonable accommodations for qualified individuals with disabilities. The College will comply with all applicable regulations, and guidelines with respect to providing reasonable accommodations as required to ensure an equal educational opportunity. This process includes self-identifying as a student with a disability, providing supporting documentation of their disability, and being approved for services through the Disability Resources Office (DRO). It is the student's responsibility to make known to their instructor(s) the student’s specific needs within the context of each class in order to receive appropriate accommodations. We will work together in order to develop an accommodation plan specifically designed to meet the individual student's requirements.

For more information or to request academic accommodations, please contact: Anthony Osborn, TOCC Disabilities Resource Coordinator, aosborn@tocc.edu, or 520-383-0033 for additional information and assistance.

Title IX

Tohono O'odham Community College encourages each student to have the knowledge and skills to be an active bystander who intervenes when anyone is observed or being harassed or endangered by sexual violence. Sexual discrimination and sexual violence can undermine students’ academic success and quality of

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life on campus and beyond. We encourage students who have experienced or witnessed any form of sexual misconduct to talk about their experience and seek the support they need.

Confidential support and academic advocacy can be found with: Student Services Title IX Coordinator/Counselor, Alberta Espinoza, M.Ed. located in I-We:mta Ki: Room 18. Phone: 520-383-0033. Email: aespinoza@tocc.edu.

Conduct: Bias, Bullying, Discrimination and Harassment

Tohono O’odham Community College faculty and staff are dedicated to creating a safe and supportive campus environment as a core value. Harassment based on age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status will not be tolerated.

Instructor Policies and Expectations

Course Policies

- Class participation and preparation are essential to student success. Students must read textual material, prepare for projects, complete required research as stated on the course schedule.
- No work is accepted after the last day of classes unless specified.
- Student behavior is also detailed in the TOCC Student Handbook under Student Code of Conduct Violations.

Late Work Policy

- **If you are experiencing hardships, please contact me as soon as possible so we can attempt to work something out.**
- Late work is accepted without penalty until the permanent close date. Each assignment will have a hard deadline (typically one week after the due date). After the permanent close date, no submissions will be allowed. I will not reopen the assignment.
- Extra credit opportunities and optional activities are provided at the instructor’s discretion.
- A missed exam or presentation with no communication prior, during, or after the due date, the assignment will be marked zero.

Netiquette

(Adapted from Association of College & University Educators participation norms)

BIO 100 includes discussion boards and other opportunities to provide feedback to fellow participants. Maintaining appropriate etiquette for online forms of communication—or netiquette—is crucial to ensuring that these discussion forums offer a rich learning experience for all participants. Learners are asked to kindly follow six norms for proper netiquette:

1. **Actively participate.** A greater number of voices enriches the course. Engaged learners can further their understanding of biology concepts through discussions and group activities.

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2. **Read and respond to the discussion threads.** Learning is enhanced by engaging in meaningful discussions. A discussion does not take place by solely reading and responding to the initial prompts, but rather by reading other classmates' posts and providing feedback, offering encouragement, and sharing relevant resources.
3. **Embrace the diversity among learners.** Learners benefit from the exchange of diverse perspectives and experiences. Everyone is expected to be respectful of these differences.
4. **Be timely.** Discussions are most beneficial when people respond to one another in a timely manner. Please do your best to stay on track to maximize learning.
5. **Be specific.** Please provide specific evidence from instructional materials or your own classroom experiences when posting to the discussion forums. Citing evidence whenever possible allows you to effectively support your ideas.
6. **Use an appropriate tone and language.** Without nonverbal cues, humor and sarcasm can be mistaken as cold or insulting. Please be aware of your use of tone and language before submitting discussion posts.

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Courses Schedule and Important Dates

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Key:

- CoB = Concepts of Biology Textbook
- B2E = Biology 2e Textbook
- M = Monday
- T = Tuesday
- W = Wednesday
- R = Thursday
- F = Friday

Week	Dates	Important dates	Topic	Book section(s)	Assignments
1	5/23-5/30	F 1/27: Course Registration Deadline	Intro to biology The chemistry of life	B2E: 1.1-1.2 CoB: 2.1-2.2	
2	5/30-6/6	M 5/30: Memorial Day, College Closed T 5/31: Full Refund for Dropped Course(s) Deadline	Biological molecules Cell structures and functions	CoB: 2.3 CoB: 3.1-3.4	
3	6/6-6/13		Cell energy and metabolism,	B2E: 3.1-3.6	

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			photosynthesis, and energy flow		
4	6/13-6/20		Cell reproduction and Mitosis Meiosis and Sexual Reproduction	CoB: 6.1-6.4 CoB: 7.1-7.3	Exam 1
5	6/20-6/27	M 6/20: Juneteenth	Patterns of Inheritance Molecular Biology	CoB: 8.1-8.3 CoB: 9.1, 9.3, 9.4	
6	6/27-7/4	W 6/29: Student Withdrawal Deadline	Biotechnology Evolution	CoB: 10.1-10.3 CoB: 12.1-12.2;	
7	7-4-7/11	M 7/4: Independence Day, College Closed	Ecology and Biodiversity	CoB: 19.1-19.4 CoB: 21.1-21.3	
8	7/11-7/18	M 7/18: Last day of Instruction			Exam 2
-		F 7/22: Final grades due			

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