

# Moberly Area Community College Common Syllabus

## BIO 101 Biology Current Term

**Instructor:**

**Office number:**

**Office hours:**

**Contact information:**

**Classroom number:**

**Class days and time:**

**Catalog Description:** BIO 101: Biology (3-2-4)

This course is designed to provide each student with an understanding and appreciation of the diversity of living things and their cell structure, chemistry, genetics, evolution, and ecological relationships. (FA, SP, SU)

**Prerequisite/Co-requisite:** None

**Text(s):** For this course we will be using a free, openly licensed electronic text (etext). You will be able to download pdf files of the chapter readings at no cost in the "Unit Check List" of each unit. You can download a pdf reader for free here: <http://www.adobe.com/downloads.html>. You can view these chapters on your computer, tablet or smartphone (download EPUP version). You also have the option of printing the chapters if you prefer to read a hard copy. If you do print, please be considerate and recycle your materials when finished.

Title: Concepts of Biology

Author: OpenStax

This content is available for free at <http://cnx.org/content/col11487/1.8>

Title: Access Code for Biology Lab (Internet Sections only)

Author: Late Night Lab

ISBN: 978-1-4641-7366-0

**Other Required Materials:** Per instructor's policy

**Purpose of Course:** The central purpose of this course in general biology is that the student will develop a foundation for understanding our biological heritage and how it affects his or her life. Specifically, the student will increase his or her knowledge of the unity and diversity of organisms and appreciation of their importance by participating in lecture/discussion, reading, library work, group and individual projects and laboratory and field investigations.

**Course Objectives:** Upon successful completion of this course, students will be able to:

- Demonstrate basic knowledge of the unifying biological principles.
- Analyze the impact of these principles on issues of current concern.

- Describe a diversity of organisms and ecosystems with their characteristics and interactions using appropriate vocabulary.
- Demonstrate basic skills in critical thinking, reading, and writing.

### **Course Content:**

- I. Nature of science (What science is and how it works)
- II. Molecular biology
- III. Cell chemistry, structure and function
- IV. Elements of reproduction and genetics
- V. Overview of human anatomy and physiology
- VI. Ecological relationships and cycles
- VII. Evolution of biodiversity
- VIII. Biology and society

Relative emphasis on topics per instructor's policy.

**Assessment of Student Learning:** Per instructor's policy

**Description of Major Assignment(s)/Project(s):** Per instructor's policy

### **Statement to Connect Course with General Education Outcomes or Technical Program Outcome**

**Statement:** In compliance with MACC's General Education outcomes, the student who successfully completes this course will be able to:

- Demonstrate effective written and oral communication skills.
- Demonstrate an understanding of scientific principles and computational skills and how to use them to solve problems and make informed decisions.

### **Instructor Policies:**

**Academic Dishonesty:** MACC board policy is as follows: "Academic dishonesty by students damages institutional credibility and unfairly jeopardizes honest students; therefore, it will not be tolerated in any form." Forms of academic dishonesty include but are not limited to the following: violations of copyright law, plagiarism, fabrication, cheating, collusion, and other academic misconduct. Incidents of dishonesty regarding assignments, examinations, classroom/laboratory activities, and/or the submission of misleading or false information to the College will be treated seriously. The procedure for handling academic dishonesty is outlined in the Student Handbook (*Policy Handbook M.010*). In cases of alleged academic dishonesty, the burden of proof is on the student, not on the instructor.

**Attendance Policy:** Any student who misses two consecutive weeks of class during a regular sixteen-week semester or the equivalent proportion of class time during a shorter session will be dropped from the class by the instructor unless acceptable justification is supplied. An instructor must complete and file the appropriate forms to drop the student within one week following the student's violation of the attendance policy. Additionally, any student who misses more than one-fourth of the entire number of in-seat class meetings in a regular 16-week semester or the equivalent proportion of class time during a shorter session, may be dropped from that class by the instructor if, in the opinion of the instructor, the student does not have reasonable opportunity to succeed in the class. A student's attendance rate will be calculated based upon the first day of the semester (not the student's date of enrollment in the course.)

Student attendance must be defined in a different manner for online, hybrid, and virtual courses. Student attendance in these courses is defined as active participation in the course. Online, hybrid, and virtual courses will, at a minimum, have weekly mechanisms for student participation, such as any or all of the following methods:

- a. Completion of quizzes or exams
- b. Submission of assignments
- c. Participation in threaded discussions
- d. Communication with the instructor

A student who does not participate in an online, hybrid, or virtual course for two consecutive weeks will be dropped by the instructor unless acceptable justification is supplied. An instructor must complete and file the appropriate forms to drop the student within one week following the student's violation of the attendance policy. As with ground courses, a student's attendance rate in online courses will also be calculated based upon the first day of the semester. If a student does not demonstrate active participation in the online course within the first two weeks (or the equivalent proportion of class time during a short session), the student will be dropped as "never attended." Simply logging into an online class does not constitute active participation.

Students should be aware that their dropping a course and their last date of attendance in the course may impact their financial aid. (Policy Handbook I.090 and M.095)

Missed class meetings include those missed due to illness, late enrollment, administrative/financial suspension or other reasons.

**Tardiness:** Per instructor's policy

**Make-up and late work:** Per instructor's policy

**Extra-credit work:** Per instructor's policy

**Student Email:** MACC Mail is the official student email system at MACC. Official college communication is sent via this email system. Students are responsible for checking their MACC Mail account regularly. Students may also receive notifications and reminders from MACC through the online learning platform. However, students should remain aware that the online learning platform messaging system and MACC Mail (student email) system are two separate systems.

**Schedule of Student Assignments/Activities:** Instructors will identify a Student Assignment/Activities schedule. Instructors have the prerogative to construct the schedule by class periods, weeks, or an overview to be covered.

**ADA Statement:** Students who have disabilities that qualify under the Americans with Disabilities Act may register for assistance through the Office of Access and ADA Services. Students are invited to contact the Access Office to confidentially discuss disability information, academic accommodations, appropriate documentation and procedures. For more information, please call either the Moberly office at (660) 263-4100 x 11240 or the Columbia office at (573) 234-1067 x 12120, or visit our web page at <http://www.macc.edu/index.php/services/access-office>.

**Title IX Statement:** MACC maintains a strict policy prohibiting sexual misconduct in any form, including sexual harassment, sexual discrimination, and sexual violence. All MACC employees, including faculty members, are considered mandated reporters of sexual misconduct and as such are expected to contact the Title IX Coordinator when they become aware, in conversation or in writing, of an incident of sexual misconduct. For more information on this policy or to learn about support resources, please see <http://www.macc.edu/sexual-misconduct-policy> or contact Dr. Jackie Fischer, MACC's Title IX Coordinator, at 660-263-4110, ext. 11236 or [jackief@macc.edu](mailto:jackief@macc.edu).