

# COURSE SYLLABUS



COURSE TITLE: BIOL-103-Non-Majors General Biology

CLASS SECTION: 002AB

TERM: 2025W

COURSE CREDITS: 3

DELIVERY METHOD(S): In-person

Camosun College respectfully acknowledges that our campuses are situated on the territories of the Ləkʷəŋən (Songhees and Kosapsum) and WSÁNEĆ peoples. We honour their knowledge and welcome to all students who seek education here.

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## INSTRUCTOR DETAILS

NAME: **Brooke Cameron, MSc., BEd.** (*you can call me Brooke or Ms. Cameron*)

EMAIL: [cameronb@camosun.ca](mailto:cameronb@camosun.ca) (*I answer e-mails within 24h, Monday-Friday, 8am-4pm*)

OFFICE: **F246** (*Fisher building, second floor- come say hi during office hours, listed below*)

OFFICE HOURS: **Mondays and Tuesdays 3-4:30pm, Thursdays 4-4:30pm or by appointment**

*(office hours are for students to check in with progress, ask for support with assignments or studying, or ask questions about career, research, and anything academia)*

*As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.*

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## CALENDAR DESCRIPTION

This course is for the student interested in learning about the basics of the structure and function of living beings. Topics include cell biology, human anatomy and physiology, basic principles of biochemistry, genetics and nutrition.

PRE or CO-REQUISITE(S):

One of:

C in English 12

C in Camosun Alternative

CO-REQUISITE(S):

EQUIVALENCIES:

BIOL 100

## COURSE LEARNING OUTCOMES / OBJECTIVES

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Upon completion of this course a student will be able to:

1. Describe the concept of homeostasis.
2. Explain how basic physicochemical changes can impact cell function.
3. Work in a culture of scientific endeavor and use critical thinking skills.
4. Identify the critical roles played by water in the maintenance of life on earth.
5. Explain the structures and roles of biological macromolecules, particularly carbohydrates, proteins and lipids.
6. Describe the complexity and diversity of cellular ultrastructure and the functions of significant cellular organelles, in particular chloroplasts, mitochondria, ribosomes, Golgi apparatus, cilia and flagellae.
7. Describe basic metabolism and energy producing pathways within the cell.
8. Explain the concept of the gene in the contexts of both Mendelian inheritance as well as the biochemical expression of genetic information.
9. Relate the structure of nucleic acids to the storage and replication of genetic information.
10. Explain the mechanisms used to regulate and translate genetic information into the assembly of functional proteins.
11. Describe the interactions between the environment and long-term changes in genetic information, particularly in consideration to neoplasia.
12. Describe the anatomy of the human digestive, cardiovascular and excretory systems and explain how the physiology of these organ systems is related to organization at the molecular and cellular level.
13. Describe the structure and explain the functions of the human immune system. Apply this knowledge to immune dysfunction, particularly allergies and AIDS.

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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- a. **PowerPoint slides** (primary content for lecture exams)
  - i. Available only on our D2L website (<http://online.camosun.ca/>), along with additional resources
  - ii. Pre-reading slides and bringing them to each lecture is crucial for success
- b. **BIOL 103 Lab Manual 2024/2025** (primary content for lab exams)
  - i. Available for purchase at Campus Bookstore or can be printed from our D2L website
  - ii. Pre-reading and completing pre-lab questions prior to each lab is a graded component of the course
- c. **Microsoft Word and Excel** (required for some lab assignments) Installation before 1<sup>st</sup> lab is required
  - i. FREE version of Microsoft 365 is available to students: <https://webservices.camosun.ca/o365-opt-in/>
  - ii. Contact IT support during first week if you have issues: <http://camosun.ca/services/its/contact.html>
- d. *Recommended* (not required): **Biology Colouring Book**
  - i. E-colouring and printing access on D2L, available to purchase at Campus Bookstore
- e. *Optional* (not required, not really used) textbook: Open Stax Biology 1<sup>st</sup> Canadian Edition textbook
  - i. Free to access and print: <https://opentextbc.ca/biology/>
  - ii. Printed copies of select chapters available for purchase at Campus Bookstore, and available to borrow on reserve from Camosun Library (Lansdowne Campus)

## COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

<b>Lectures:</b>	002AB	Tuesdays	4:30pm-5:50pm	F268
	002AB	Thursdays	4:30pm-5:50pm	F268
<b>Labs:</b>	002A	Mondays	9:30am-12:20pm	F226
	002B	Tuesdays	6:30pm-9:20pm	F226

Week	Dates	Lecture Topic	Textbook	Lab Topic
1	07-Jan	1- Science	1.1	<i>No Labs First Week</i>
	09-Jan	2- Biology	1.2	
2	14-Jan	3- Chemistry	2.1	Lab Introductions
	16-Jan	4- Water & pH	2.2	
3	21-Jan	5- Macromolecules	2.3	Lab 1- Science
	23-Jan	6- Cell Biology	3.2 & 3.3	
4	28-Jan	7- Membranes & Transport	3.4 – 3.6	Lab 2- Water & pH
	30-Jan	8- Energy & Enzymes	4.1	
5	04-Feb	<b>Lecture Exam #1 (Modules 1-7)</b>		Lab 3- Microscopes & Cells
	06-Feb	9- DNA Replication	9.1 & 9.2	
6	12-Feb	10- Protein Synthesis	9.3 & 9.4	Lab 4- Osmosis
	13-Feb	11- Mutations		
7	17-21 Feb	<i>No Lectures or Labs: Reading Week</i>		
8	25-Feb	12- Mitosis	6.1-6.3	Lab 5- Enzymes
	27-Feb	13- Meiosis	7.1-7.3	
9	04-Mar	14- Genetics	8.1-8.3	<b>LAB EXAM #1</b>
	06-Mar			
10	11-Mar	<b>Lecture Exam #2 (Modules 8-14)</b>		Lab 6- Cell Cycle and Cancer
	13-Mar	15- Cellular Respiration	4.2-4.4	
11	18-Mar	16- Homeostasis & Nutrition	11.1	Lab 7- Genetics
	20-Mar	17- Histology & Digestive System	11.2	
12	25-Mar	18- Urinary System	11.1	Lab 8- Nutrition & Digestion
	27-Mar	19- Respiratory System	11.3	
13	01-Apr	20- Circulatory System	11.3	Lab 9- Anatomy
	03-Apr			
14	08-Apr	21- Immune System	12.3-12.4	<b>LAB EXAM #2</b>
	10-Apr			
	15-23 Apr	<b>Lecture Exam #3 (Modules 15-21, cumulative)</b>		

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines can be reviewed on the [CAL exams page](https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams). <https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams>

## EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Pre-Lecture Assignments	2.5%
Lecture Assignments	7.5%
Weekly Pre-Lab Questions and Lab Completion	5%
Weekly Lab Assignments (10)	25%
Lecture Exam #1 (Feb 4 <sup>th</sup> )	12.5%
Lecture Exam #2 (March 11 <sup>th</sup> )	12.5%
Lecture Exam #3 (Date TBA)	15%
Lab Exam #1 (March 5 <sup>th</sup> )	10%
Lab Exam #2 (April 9 <sup>th</sup> )	10%
<b>TOTAL</b>	<b>100%</b>

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](#) policy for more information.

<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

### **Pre-Lecture Assignments (2.5%)**

On a near weekly basis, there will be small pre-lecture assignments associated with specific lecture modules. These are meant to engage you with the material prior to the lecture to allow for better understanding of key concepts. Completion is checked promptly at the start of lecture. Late arrival (or absence) will result in a grade of zero for that assignment; no late marks awarded.

### **Lecture Assignments (7.5%)**

Throughout the course there will be homework assignments, in-class participation-based assignments, and handout lecture assignments that will engage students with the course content and test their comprehension and communication skills. In-class participation-based assignments are typically completed in groups while homework and handout assignments are to be done individually. D2L Quizzes are also a form of lecture assignment and are typically 2 chances with your highest grade being kept.

### **Weekly Pre-Lab Questions and Lab Completion (5%)**

Each week, there will be pre-lab questions to complete prior to the lab itself to demonstrate comprehension of the lab set-up and concepts. Completion is checked promptly at the start of lab. Late arrival (or absence) will result in a grade of zero for that lab; no late marks awarded. Students will also need to show their lab manuals at the session and demonstrate proper lab safety and procedure for full marks. Late arrivals will lead to a grade reduction for this section.

### **Weekly Lab Assignments (25%)**

Weekly lab assignments are due one week after the lab and may be in the form of handwritten responses, typed reports, or quizzes. Depending on the content of the assignment, some may be worth more than others- your instructor will clarify. Assignments must be submitted on time for prompt grading and return (late work is not accepted).

### **Exams (60%)**

Aside from the final exam, all exams will take place during regular lecture and lab hours and are non-cumulative. Lecture exams are based on PowerPoint slides, while lab exams are based on Lab Manual and lab assignments. All exams are closed-book and the use of phones, smart watches, or other electronic devices during exams is NOT permitted. A missed exam will result in a grade of zero, there are no re-weighting of final exams or deferrals. NOTE: DO NOT book travel before learning the final exam schedule.

## COURSE GUIDELINES & EXPECTATIONS

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### Lecture Attendance

Lecture attendance is expected for students to do well in this course. Pre-lecture assignment marks are given at the beginning of the lecture and marks are missed for late arrivals or absences. If a lecture is missed, students must check D2L and the course outline to see what material must be reviewed.

### Lab Attendance

Lab attendance is mandatory (no more than 3 labs can be missed before a student will be given a failing grade in the course, see School Information below). A missed lab also results in a missed opportunity to submit the associated lab assignment. Arriving on-time having pre-read the lab manual is crucial for individual and group success and will be graded accordingly.

Late arrivals to the lab are not allowed and will be considered an absence. If a lab session is missed, no lab assignment can be submitted for that lab. Exceptions can be made at the instructor's discretion in legitimate cases of emergency (e.g. illness); in such cases the instructor must receive advance notification and documented evidence of the situation (e.g. medical certificate) and grant approval for any accommodation.

### Study Habits

This course is content-heavy and students will need to stay on top of the material if they are to do well. Visiting office hours and/or the science help centre (<https://camosun.ca/services/academic-supports/help-centres/science-help-centre>) are highly encouraged, as is the formation of study groups to review material with peers. Students to visit office hours, the science help centre, and study together develop better accountability.

### Generative AI (ChatGPT)

You may use Generative Artificial Intelligence (Gen AI) tools such as ChatGPT, Copilot, Gemini, and similar tools for *ungraded* learning activities, such as brainstorming or studying. However, be aware that the material generated by these programs may be inaccurate, incomplete, or lack the appropriate context for our course. You may *not* submit any work generated by a Gen AI tool or program for your graded coursework (assignments, exams, etc.). Use of Gen AI tools to complete graded coursework will be considered academic misconduct. Please note that different instructors will have different policies for using Gen AI tools. If in doubt, check with your instructor before using these tools.

### Common Challenges

In this science-based course, many students struggle with the amount of content covered. When completing assignments, cheating and plagiarism are often more likely to occur as students lack the confidence to complete their work on their own. The consequences for cheating and plagiarism are outlined by Camosun College policies (see <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf>). Please reach out if you need support BEFORE it becomes an academic integrity issue. We are here to ensure you understand the rules and regulations of the college.

## SCHOOL OR DEPARTMENTAL INFORMATION

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### Laboratory Attendance Policy

To pass the course, students are required to meet the minimum in-person lab attendance, participation, and completion requirements. Students who will miss a laboratory session have an obligation to seek out concessions directly from their instructor BEFORE the lab period occurs. If a student misses a total of four (4) or more labs for any reason, they will be unable to meet the learning outcomes for the class and will receive a failing grade (F) for the course, regardless of marks received on graded lab and lecture components. Please note that if you are suffering from a serious medical illness that prevents you from participating in this course, Camosun College has a Compassionate Medical Withdrawal Policy (<https://camosun.ca/services/forms#medical>)

## STUDENT RESPONSIBILITY

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Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

## SUPPORTS AND SERVICES FOR STUDENTS

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Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit [camosun.ca/services](https://camosun.ca/services).

Support Service	Website
Academic Advising	<a href="https://camosun.ca/services/academic-supports/academic-advising">camosun.ca/services/academic-supports/academic-advising</a>
Accessible Learning	<a href="https://camosun.ca/services/academic-supports/accessible-learning">camosun.ca/services/academic-supports/accessible-learning</a>
Counselling	<a href="https://camosun.ca/services/health-and-wellness/counselling-centre">camosun.ca/services/health-and-wellness/counselling-centre</a>
Career Services	<a href="https://camosun.ca/services/co-operative-education-and-career-services">camosun.ca/services/co-operative-education-and-career-services</a>
Financial Aid and Awards	<a href="https://camosun.ca/registration-records/financial-aid-awards">camosun.ca/registration-records/financial-aid-awards</a>
Help Centres (Math/English/Science)	<a href="https://camosun.ca/services/academic-supports/help-centres">camosun.ca/services/academic-supports/help-centres</a>
Indigenous Student Support	<a href="https://camosun.ca/programs-courses/iecc/indigenous-student-services">camosun.ca/programs-courses/iecc/indigenous-student-services</a>
International Student Support	<a href="https://camosun.ca/international">camosun.ca/international</a>
Learning Skills	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a>
Library	<a href="https://camosun.ca/services/library">camosun.ca/services/library</a>
Office of Student Support	<a href="https://camosun.ca/services/office-student-support">camosun.ca/services/office-student-support</a>
Ombudsperson	<a href="https://camosun.ca/services/ombudsperson">camosun.ca/services/ombudsperson</a>
Registration	<a href="https://camosun.ca/registration-records/registration">camosun.ca/registration-records/registration</a>
Technology Support	<a href="https://camosun.ca/services/its">camosun.ca/services/its</a>
Writing Centre	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a>

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

### Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

### Academic Accommodations for Students with Disabilities

Camosun College is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging appropriate academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities. If you are a student with a documented disability and think you may need accommodations, you are strongly encouraged to contact the Centre for Accessible Learning (CAL) and register as early as possible. Please visit the CAL website for more information about the process of registering with CAL, including important deadlines:

<https://camosun.ca/cal>

### Academic Progress

Please visit <https://camosun.ca/sites/default/files/2023-02/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

### Course Withdrawals Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

### Grading Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal (see [Medical/Compassionate Withdrawals policy](#)). Please visit <https://camosun.ca/services/forms#medical> to learn more about the process involved in a medical/compassionate withdrawal.

### Sexual Violence

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of

when or where the sexual violence occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence Policy:

<https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and [camosun.ca/services/sexual-violence-support-and-education](https://camosun.ca/services/sexual-violence-support-and-education).

To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-370-3841

### Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <https://camosun.ca/sites/default/files/2021-05/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

### Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

**Changes to this Syllabus:** Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.