

EVALUATION

Your progress in learning about basic biology including an introduction into human anatomy and physiology will be assessed on a continuous basis using a number of methods.

*Marks will be awarded for a combination of assignments, reports, quizzes, group work and/or class participation.

| | |
|------------------------------------|------------|
| Theory Exam # 1 | 10% |
| Theory Exam #2 | 15% |
| Final comprehensive Exam | 40% |
| *Assign/reports etc. | 10% |
| Midterm Lab Exam | 10% |
| Final comprehensive Lab Exam | <u>15%</u> |
| TOTAL | 100% |

Examinations will be given at times indicated on the Course Schedule. Assignments, reports, etc. will be due at times as announced in class. Alternate times for examinations will only be granted for genuine emergencies, supported by documentation acceptable to the department. In the case of illness or emergency, the student must notify the instructor **in advance** of the examination in order for alternate arrangements to be made. *Note: Vacation plans do not constitute an emergency.*

N.B. Please see STUDENT RESPONSIBILITIES for specific information.

The Camosun College Grading System is

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|-------------------|-------------------|
| A+ = 95% and over | C+ = 65% to 69 |
| A = 90% to 94 | C = 60% to 64 |
| A- = 85% to 89 | D = 50% to 59 |
| B+ = 80% to 84 | F = less than 50% |
| B = 75% to 79 | |
| B- = 70% to 74 | |

Please see the Camosun College calendar for more details regarding Academic Policies and Procedures.

STUDENT RESPONSIBILITIES

1. Students are expected to hand in any required reports/assignments on time.
2. Late reports/assignments will receive a penalty of 10% per day for each weekday. If a report/assignment is due on Friday, a penalty of 10% will be applied to Saturday/Sunday period.
3. Attendance is important to ensure success. If unable to attend a session, the student is responsible for arranging with a classmate to obtain information such as notes, handouts and announcements.
4. Examinations must be written as scheduled. Exceptions will be made at the discretion of the instructor and only if documentation of the illness or emergency acceptable to the department is received. The student must notify the instructor **in advance** of the examination.
5. If acceptable documentation for missing a theory examination is received, the student will be given the opportunity to write a makeup examination in week 13 which will be valued at the percentage allocated to the missed examination(s). This makeup examination will cover all material covered up to and including week 12 and will be scheduled outside regular class hours. If the student does not write the make-up examination at the time scheduled, the marks will be forfeited.
6. If a student is unable to take the midterm laboratory examination and provides acceptable documentation, the mark allocated will be added to the final comprehensive laboratory examination.
7. If a student is unable to take the final laboratory examination and provides acceptable documentation, an oral laboratory examination will be given.
8. Any evaluation of work for **in-class** lab assignments, reports and/or participation **cannot be given if a student is not present for any reason.**
9. Students are expected to work independently on reports/assignments unless instructed that the evaluation is based on group effort and evaluation. Please see ACADEMIC MISCONDUCT.
10. Students must know and follow all Safety Rules and Procedures.
11. Students must sign the Safety Contract before participating in any laboratory activity.
12. Failure to follow the Safety Rules and Procedures will result in penalties at the discretion of the instructor. Serious infractions will result in expulsion from the laboratory.

13. Students must turn off cell phones and pagers during all lectures and laboratories.
14. All laboratories start punctually. Information necessary for performing the laboratory correctly and safely is given at the beginning of the lab. Therefore, students are expected to arrive at the labs before the scheduled start times in order to be prepared to begin the lab on time.

ACADEMIC MISCONDUCT

Academic misconduct includes but is not limited to the following acts:

- Giving unauthorized information to another student or receiving unauthorized information from another student during any type of examination or test.
- Obtaining or providing, without authorization, questions or answers relating to any examination or test prior to the time of the examination or test.
- Using unauthorized sources of information during any examination or test.
- Asking or arranging for another person to take any examination or test in one's place.
- Plagiarizing, that is, appropriating the work of another or parts or passages of another's writing, or the ideas or language of the same, and passing them off as the product of one's own mind or manual skill.

According to Camosun College policy, the consequence for academic misconduct is receiving a grade of 'F' for the work involved or for the course.

The following is a **tentative** schedule of lecture topics and lab sessions. Changes may be necessary. Any changes will be announced in class.

| Week | Date | Topic | Text chapter | Labs |
|------|---------------------------------|---|--------------|---|
| 1 | Sept 2 Sept 3 – 6 | LABOUR DAY Introduction Chemistry of life | 1 2 | No lab |
| 2 | Sept 9 – 13 | Biological molecules | 2 | Group A |
| 3 | Sept 16 – 20 | DNA and RNA Replication | 25 | Group B |
| 4 | Sept 23– 27 | Transcription/translation | 25 | Group A |
| 5 | Sept 30–Oct 4 Oct 1 | Introduction to the cell, structure Theory Exam # 1 | 3 | Group B |
| 6 | Oct 7 Oct 8 – 11 | Lab Midterm Cell function | 4 – 6 | Lab Midterm Group A 930 – 11 Group B 11 – 1230 |
| 7 | Oct 14 Oct 15 – 18 | THANKSGIVING DAY Cell transport, enzymes | 4 - 6 | No lab |
| 8 | Oct 21 – 25 | Introduction to organ systems | 11 | Group A |
| 9 | Oct 28 – Nov 1 | Digestive system/Nutrition | 12 | Group B |
| 10 | Nov 4 – 8 | Cardiovascular system Lymphatic/Immune system | 13 14 | Group A |
| 11 | Nov 11 Nov 12 Nov 13 – 15 | REMEMBRANCE DAY Theory Exam #2 Respiratory system | 15 | No lab |
| 12 | Nov 18 – 22 | Respiratory (cont'd) Urinary system | 15 16 | Group B |
| 13 | Nov 25 Nov 26 – 29 | Lab Final Urinary (cont'd) Nervous system | 16 17 | Lab Final Group A 930 – 11 Group B 11 – 1230 |
| 14 | Dec 2 – 6 | Nervous (cont'd) Reproductive system | 17 21 | Group A 930 – 11 Group B 11 – 1230 |
| 15 | Dec 9 - 17 | Final Exam (scheduled by registrar) | | |

N.B. LABORATORY SESSIONS FOR BIOLOGY 080 FALL 2002

- The in-lab time for Biol 080 has been reduced this year. However, pre- and post-lab assignments will be given to help the students gain the experience and knowledge necessary for preparation for further courses.
- Due to the reduction in in-lab hours, not all labs in the manual will be done or may be done in part with two or more labs combined. Instructions regarding plans for the labs will be given in class and/or in lab. **It is important that students are present to receive the instructions for labs and pre- and post-lab assignments.**
- Students will be assigned to one of two lab groups A and B. Attendance and participation in all laboratory sessions is **mandatory**, and students may only attend the lab session for which they are scheduled. It is not possible to make up missed labs.
- Assignment of the lab groups will be done as soon as registration of all students is completed and student lists confirmed. The lab groups may be changed if there is a change in numbers of students in the sections.
- Most labs will be three hours on alternate weeks with the following exceptions:
 - Lab exams will be written by both sections on the same day as indicated in the schedule.
 - Group A will take the exams from 0930 – 1100
 - Group B will take the exams from 1100 – 1230
 - The lab in week 14 will be approximately 1 ½ hours for each section and both sections will attend the lab that week as indicated in the schedule.
 - Group A will do the lab from 0930 – 1100
 - Group B will do the lab from 1100 – 1230