



## COURSE OUTLINE

The course description is online @ <http://camosun.ca/learn/calendar/current/web/biol.html>

- Ω Please note: the College electronically stores this outline for five (5) years only. It is **strongly recommended** you keep a copy of this outline with your academic records. You will need this outline for any future application/s for transfer credit/s to other colleges/universities.

### 1. Instructor Information

(a)	Instructor:	Dr. Larry Anthony
(b)	Drop-In Office Hours:	Mon / Wed 11:50–12:20; 3:20–5:20
(c)	Location:	F314A
(d)	Phone:	250-370-3459
(e)	Email:	anthonyl@camosun.bc.ca
(f)	Website:	<a href="http://online.camosun.ca/">http://online.camosun.ca/</a> (D2L)

***IMPORTANT NOTE:*** I understand that my scheduled drop-in office hour times will not fit into everyone's class schedules. ***This should not deter you from trying to visit me in my office!*** My schedule will be posted on my office door and on the course D2L website: I can be available at almost any time that I'm not already in class or lab. Simply arrange an appointment by phone or e-mail and I'll be very pleased to meet with you at a mutually convenient time.

### 2. Intended Learning Outcomes

*(No changes are to be made to these Intended Learning Outcomes as approved by the Education Council of Camosun College.)*

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

1. Describe the properties of the four groups of macromolecules, including how polymers are synthesized from monomeric units.
2. Describe the structure and functions of the subcellular compartments, organelles and structural molecules.
3. Describe the molecular structure of cellular membranes and explain how membrane structure facilitates membrane function.
4. Explain the molecular mechanisms underlying diffusion, facilitated diffusion and active transport across cytoplasmic membranes.
5. Describe how cells interact with their environment through the extracellular matrix and with other cells through intercellular junctions.
6. Describe the structure and functions of the intracellular membrane systems. Explain the cellular and molecular mechanisms underlying the flow of molecules through the endomembrane system.
7. Explain how secretion, endocytosis and exocytosis facilitate the bulk movement of molecules into and out of the cell.
8. Explain the cellular and molecular mechanisms underlying communication between neurons.
9. Explain the cellular and molecular mechanisms through which cells communicate with one another by chemical messengers.
10. Describe the structures of the cytoskeleton. Explain how the cytoskeletal components are used in movement of intracellular components and in cell motility in the environment.

11. Describe the cellular and molecular mechanisms underlying control of the cell cycle and programmed cell death. Apply these principles in the dysregulated environment of cancer cells.
12. Conduct complex experiments and use a variety of current molecular and analytical techniques to assess various aspects of cellular biology. Critically evaluate data and present written laboratory reports.

### 3. Required Materials

**Text:** Hardin & Bertoni (2016) *Becker's World of the Cell*, 9<sup>th</sup> Edition (Pearson)

**Lab Manual:** Biology 231 lab outlines will be posted on the Biology 231 D2L website several days prior to the lab times. You will be responsible for printing the outline (and any associated worksheet materials) and reading it before the lab session. You will also be responsible for following any pre-lab instructions that may be indicated in the lab. Knowledge of lab procedures and principles prior to the lab may be evaluated through pre-lab quizzes.

**Lab Coat:** Lab coats are required for laboratory work. See below.

**Lecture Outlines:** Lectures will be delivered in a PowerPoint format. PowerPoint slides will be made available on the Biology 231 D2L website. These may be used or printed at the student's discretion to help follow the lectures.

### 4. Course Content and Schedule

*(This section can include: class hours, lab hours, out of class requirements and/or dates for quizzes, exams, lectures, labs, seminars, practicums, etc.)*

#### Class Schedule:

Lectures:	Mon	2:00 – 3:20	F202
	Wed	2:00 – 3:20	F202
Lab Section A:	Thu	9:30 – 12:20	F222
Lab Section B:	Thu	1:30 – 4:20	F222

#### Course Content:

See Last Page

### 5. Basis of Student Assessment (Weighting)

*(This section should be directly linked to the Intended Learning Outcomes.)*

Lecture Midterm 1	15%
Lecture Midterm 2	20%
Lab Exam 1	12.5%
Lab Exam 2	12.5%
Lecture Final Exam	25%
Assignments / Labs / Quizzes	15%

**Please note:** It is understood that life circumstances may negatively affect an individual's performance on an individual exam. Because the final exam is cumulative, if **ONE** midterm lecture exam mark is **less than 60%**, there is an opportunity to re-weight the value of that midterm, transferring some (**but not all**) of its value to the final exam. For this to occur certain strict criteria need to be met:

1. The student must request this adjustment **in writing (by e-mail)**; the instructor **will not** make it automatically. The request must specify which of the two midterms (**not both**) to be re-weighted.
2. The student must be willing to do supplementary questions added to the final exam in order to ensure the topic areas were adequately covered.
3. A minimum of 65% must be obtained on the additional questions or no re-weighting will occur.
4. A minimum of 65% must be obtained **OVERALL** on the final exam or no re-weighting will occur. This is to show that the reason for the poor midterm mark has been overcome.

If the above criteria are met the following strategy will be executed to obtain a final grade:

1. The weight of the unsatisfactory midterm lecture exam mark will be **reduced** by two-thirds (e.g. from 15% to 5% in the case of Midterm 1).
2. The weight of the final exam will be **increased** by the amount reduced on the midterm (e.g. from 25% to 35% if Midterm 1 were re-weighted).

## 6. Grading System

*(No changes are to be made to this section unless the Approved Course Description has been forwarded through the Education Council of Camosun College for approval.)*

### Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D	Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite.	1
0-49	F	Minimum level has not been achieved.	0

## Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy E-1.5 at [camosun.ca](http://camosun.ca) for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	<i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress:</i> A temporary grade assigned for courses that, due to design may require a further enrollment in the same course. No more than two IP grades will be assigned for the same course. (For these courses a final grade will be assigned to either the 3rd course attempt or at the point of course completion.)
CW	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.

## 7. Recommended Materials or Services to Assist Students to Succeed Throughout the Course

### LEARNING SUPPORT AND SERVICES FOR STUDENTS

There are a variety of services available for students to assist them throughout their learning. This information is available in the College calendar, at Student Services, or the College web site at [camosun.ca](http://camosun.ca).

### STUDENT CONDUCT POLICY

There is a Student Conduct Policy **which includes plagiarism**. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, at Student Services, and the College web site in the Policy Section.

### Plagiarism

Plagiarizing is appropriating the work or parts or passages of another's writing (including the ideas or language) and passing them off as the product of one's own mind or manual skill (see <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.1.pdf>). Plagiarism is a serious offence and is considered to be academic misconduct, and so **will not be tolerated**. Except where work is assigned to a group, all written work, **including lab data processing** and graphs, must be done individually.

### Cheating

A student caught cheating on an exam will forfeit all credit for that exam and perhaps for the course. Cheating is a serious offence and is considered to be academic misconduct. Cheating includes, but is not limited to:

- (a) using unauthorized materials or resources in a quiz/exam, and
- (b) providing information to another person regarding exam content.

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>) and penalties may be severe.

## Student Safety

**NOTHING** is more important to the instructor than students enjoying a safe class and lab environment. In Principles of Cell Biology we will not be working with organisms capable of causing infection. However, the Cell Biology labs are within the Biological Safety Containment Zone, and so our work in that zone is nevertheless mandated by federal and provincial legislation and regulations to conform to strict safety standards. These will be outlined fully in the lab, but consider the following issues:

<b>Lab footwear</b>	<ul style="list-style-type: none"> <li>For safety reasons <b>WorkSafeBC</b> mandates, and federal regulations require, that students are <b>required</b> to wear closed shoes in all lab times. Flip flops, sandals or shoes with holes are not acceptable.</li> </ul>
<b>Lab coats</b>	<ul style="list-style-type: none"> <li>For regulatory, safety and professional reasons, it is <b>mandatory to wear a lab coat</b> during all lab sessions. Cloth coats are preferable and are more comfortable but disposable ones are acceptable. Failure to wear proper lab attire will result in the <b>inability to enter</b> the lab and the subsequent <b>loss of credit</b> for that lab, including any lab assessment credit.</li> <li>While in the lab the lab coat must be completely buttoned.</li> <li>The lab coat must <b>NEVER</b> be worn outside of the lab. If you must leave the lab for any reason you must remove your lab coat.</li> </ul>
<b>Eating &amp; drinking</b>	<ul style="list-style-type: none"> <li>Eating or drinking anything in the lab is a violation of federal regulations, so absolutely <b>NOTHING</b> may be ingested while in the lab. Chewing gum and applying makeup or lip balm are similarly prohibited. <b>NO EXCEPTIONS</b> will be made, even for medications.</li> <li>If something must be consumed, then it may be taken out of the lab.</li> </ul>
<b>Hair</b>	<ul style="list-style-type: none"> <li>It is recommended that long hair be tied securely to prevent it from being exposed to lab equipment.</li> </ul>
<b>Handwashing</b>	<ul style="list-style-type: none"> <li>Hands should be thoroughly washed <b>AFTER</b> removing lab coats and <b>BEFORE</b> leaving the lab. Proper procedure will be demonstrated and practised.</li> </ul>

## Laboratory Attendance

Lab work is critical to the course objectives and much effort has been expended to ensure the lab experience is interesting and educational, both from academic and practical points of view. Therefore, attendance throughout the entire laboratory session is mandatory and will be noted. Labs will start promptly (after a five-minute grace period) because information necessary for performing the laboratory correctly and safely is given at the beginning of the lab. Late attendance may result in inability to attend the lab and subsequent loss of credit for any assignments. Lateness in arriving, failure to attend the lab or leaving the lab before its scheduled finish time will result in forfeiting credit for that lab, including any written assignments. If a lab session is missed, another student's data **may not** be used to complete a lab assignment for credit. 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. In cases when a lab is done over two weeks, missing one of the weeks without instructor approval will result in a 50% reduction in the grade for any assignment associated with that lab.

## Missed Lecture Exams

**Without exception**, all lecture exams must be written at the scheduled times. However, it is understood that emergency circumstances occur (e.g. illness or emergency in the immediate family); for such circumstances accommodation may be offered at the discretion of the instructor, provided the student: (a) notifies the instructor **in advance** of the exam (not after), and (b) provides documented evidence of the circumstance (i.e. medical certificate).

**\* HOLIDAYS OR SCHEDULED FLIGHTS ARE NOT CONSIDERED TO BE EMERGENCIES \***

Be sure not to make travel plans for the end of semester until the final exam schedules are finalized and posted. Please ask any family members who might make travel plans on your behalf to consult you before booking tickets.

**Without exception**, the accommodation will be in the form of adjusting the weighting of the final exam to make up the missing marks. **Under no circumstances will a make-up lecture exam be administered.** In such cases, the final exam will include extra questions to thoroughly examine knowledge of previously untested subject matter.

## Missed Lab Exams

Lab exams differ from lecture exams in their formatting and the fact that they cover lab content in a non-cumulative manner. Administering a makeup lab exam will be at the discretion of the instructor.

## Written Work

Lecture and lab assignments may be assigned at the instructor's discretion. It is the student's responsibility to be informed of any work expected and the dates the work is due. Assignments may be intended to be completed as individuals or as groups. The instructor will make clear which is which. Work intended to be submitted by an individual must be completed independently, keeping in mind student conduct requirements. Work intended for completion by a group **MUST NOT** be completed by an individual. Each person in a group will receive the same mark on any group work.

Unless otherwise indicated, all written material to hand in (including numerical entries in data tables) must be prepared using word processing (typically MS Word) or graphing software (e.g. Excel). The only exceptions are calculations and **some** graphs, which may be submitted handwritten or hand drawn. **Any exceptions will be clearly indicated.** Work submitted inappropriately formatted, which includes last-minute handwritten corrections, will not be marked until all formatting is correct. Since correcting formatting requires time, this will likely mean a late penalty will be assessed.

MS Word templates will be provided for assignment purposes by posting on the course D2L website; these templates should not be altered except to complete the blank areas. All written work must be submitted in **hard copy**, not e-mailed or posted to the D2L website. Exceptions to this policy are rare and made only at the discretion of the instructor. This is for purely practical reasons: printing out many assignments is problematic because instructors use shared-access printers and documents or parts of documents can easily go missing. **Always be on the lookout for special instructions.**

## Late Penalties

All assignments must be handed in by the **time indicated on the assignment**. If the instructor is not in the office, then slide your work under the office door. Late assignments will be graded but marks equivalent to 15% of the total value of the assignment will be deducted for each day past the deadline (weekends only count as one day).

## Summary of Student Responsibilities

1. Attending classes and actively engaging in lecture times are optimal for learning and therefore are in the best interests of student success. Should it be necessary to miss a lecture, however, it is the student's responsibility to catch up on anything that may have been missed (e.g. important announcement or assignments).
2. Students must hand in required assignments on time or be subject to penalty.
3. Electronic submissions of assignments (e.g. as e-mail attachments) will **NOT** be accepted.
4. Evaluation of written or oral work will not be given if a student is not present.
5. Students must work independently, except when a group effort is required.
6. Students must know and follow all Safety Rules and Procedures. Students must sign the Safety Contract before participating in any laboratory activity.
7. All safety measures must be followed, with **NO EXCEPTIONS**.
8. The use of cell phones is prohibited in the lab.
9. All laboratories start punctually.

**Biology 231 – F16 – Course Schedule (Note: Scheduled dates and specific topics are subject to change)  
Topics may be added or deleted depending upon time constraints**

Wk	Day	Date		Lecture Topic	Chap	Lab	Lab Activity
1	Mon	5-Sep		<b>LABOUR DAY - NO CLASSES</b>			
1	Wed	7-Sep		Introduction to Principles of Cell Biology			
1	Thu	8-Sep				1	Micropipetting Technique
2	Mon	12-Sep	1	Biological Molecules	2/3		
2	Wed	14-Sep	1	Biological Molecules	2/3		
2	Thu	15-Sep				2	Microscopy
3	Mon	19-Sep	2	Cellular & Subcellular Structure	4		
3	Wed	21-Sep	2	Cellular & Subcellular Structure	4		
3	Thu	22-Sep				3	Histology
4	Mon	26-Sep	3	Membrane Functional Anatomy	7		
4	Wed	28-Sep	3	Membrane Functional Anatomy	7		
4	Thu	29-Sep				4A	Cell Culture (1)
5	Mon	3-Oct	4	Membrane Transport Mechanisms	8		
5	Wed	5-Oct	4	Membrane Transport Mechanisms	8		
5	Thu	6-Oct				5	Quantifying Diffusion
6	Mon	10-Oct		<b>THANKSGIVING - NO CLASSES</b>			
6	Wed	12-Oct		<b>LECTURE MIDTERM 1</b>		4B	Cell Culture (2)
6	Thu	13-Oct				6	Phagocytosis & Exocytosis
7	Mon	17-Oct	5	Cytoskeleton Structure & Function	13		
7	Wed	19-Oct	5	Cytoskeleton Structure & Function	13		
7	Thu	20-Oct					<b>TUTORIAL (OR LAB 6B - TBD)</b>
8	Mon	24-Oct	6	Cell Motility	14		
8	Wed	26-Oct	6	Cell Motility	14		
8	Thu	27-Oct					<b>LAB EXAM 1</b>
9	Mon	31-Oct	7	Cell Adhesion, Junctions & ECM	15		
9	Wed	2-Nov	7	Cell Adhesion, Junctions & ECM	15		
9	Thu	3-Nov				7	Leukocyte Isolation
10	Mon	7-Nov	8	Endomembrane Systems	12		
10	Wed	9-Nov	8	Endomembrane Systems	12		
10	Thu	10-Nov				8	RBC Protein Isolation
11	Mon	14-Nov		<b>LECTURE MIDTERM 2</b>			
11	Wed	16-Nov	9	Chemical Signal Transduction	23		
11	Thu	17-Nov				9A	RBC Protein Analysis (1)
12	Mon	21-Nov	9	Chemical Signal Transduction	23		
12	Wed	23-Nov	10	Electrical Signaling in Neurons	22	9B	RBC Protein Analysis (2)
12	Thu	24-Nov				10	RTK Signaling
13	Mon	28-Nov	10	Electrical Signaling in Neurons	22		
13	Wed	30-Nov	10	Electrical Signaling in Neurons	22		
13	Thu	1-Dec					<b>TUTORIAL</b>
14	Mon	5-Dec	11	Cell Cycle, Cell Death & Cancer	24/26		
14	Wed	7-Dec	11	Cell Cycle, Cell Death & Cancer	24/26		
14	Thu	8-Dec					<b>LAB EXAM 2</b>
	Mon	12-Dec		<b>FINAL EXAM PERIOD BEGINS</b>			