

COURSE SYLLABUS



COURSE TITLE: BIOL-090: Biology for Post-Secondary Preparation

CLASS SECTION: 001A/B

TERM: Summer 2023

COURSE CREDITS: 3

DELIVERY METHOD(S): In-person lectures and labs

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

Learn more about Camosun's [Territorial Acknowledgement](#).

For COVID-19 information please visit <https://camosun.ca/about/covid-19-updates>

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.

INSTRUCTOR DETAILS

NAME: Laura Biggs

EMAIL: biggs1@camosun.ca

OFFICE: Fisher 352, Lansdowne Campus

HOURS: Mondays 12:30-2pm, Tuesdays 8:30-9am and 4:30-5:30pm, Wednesdays and Thursdays 8:30-9am

(Other meeting times can be arranged on campus or online if these times don't fit with your schedule)

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.

CALENDAR DESCRIPTION

Learners will gain an understanding of basic life processes and acquire the human biology theoretical and laboratory foundations required for successful transition to first-year post-secondary majors biology courses, including anatomy and physiology. Learners will discuss animal and plant cellular structure and function, the mechanisms underlying cell reproduction, gene expression and energy production, and the anatomy and physiology of whole animals. As a preparatory course, an emphasis will be placed upon teaching learning skills effective for studying biology.

PREREQUISITE(S):

One of: C in English 12; C in Camosun Alternative

CO-REQUISITE(S):

One of: C in English 12; C in Camosun Alternative

EXCLUSION(S):

Not Applicable

COURSE LEARNING OUTCOMES / OBJECTIVES

Upon successful completion of this course, a student will be able to meet the following learning outcomes as outlined in the 2018-19 BC ABE Articulation Guide (<http://www.bctransferguide.ca/search/abe>):

1. Explain the roles for the various molecules and macromolecules in cellular function;
2. Explain the structure and functions of cells and subcellular structures and compartments;
3. Describe the cellular and molecular processes of cell division, including mitosis, meiosis, DNA replication and gene expression;
4. Describe the cellular and molecular requirements for cell metabolism and the processes of cellular respiration, photosynthesis and carbon fixation;
5. Use the principles of Mendelian inheritance to solve genetics problems;
6. Using examples, explain how human body systems are under controlled by mechanisms of homeostasis;
7. Explain how and why the human body is organized at the cellular, tissue and organ levels;
8. Describe the structure and function of the digestive, cardiovascular, respiratory, endocrine, renal and reproductive systems;
9. Demonstrate effective use of laboratory reagents, equipment and microscopes;
10. Demonstrate the ability to accurately collect and process data in the laboratory setting;
11. Communicate experimental results, interpretations and conclusions effectively, including through formal lab reports.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

(a) Recommended Textbook

Concepts of Biology, 1st Canadian Edition is a free online textbook: <https://opentextbc.ca/biology/>
(Printed copies of select chapters are available for purchase at Lansdowne Campus Bookstore)

(b) Lab Resources

i) *Biology 090 Lab Manual* is **REQUIRED** and available for purchase at Lansdowne Campus Bookstore.
(Labs must be read and pre-lab questions must be completed prior to arrival at each lab session.)

ii) Microsoft Word and Excel are **REQUIRED** for completing lab assignments. A FREE version of Microsoft 365 is available to all Camosun students, go to <https://camosun.ca/services/its/software-other-services>

Contact IT support if you have issues: <http://camosun.ca/services/its/contact.html>

(c) Lecture Resources

Lectures are based on PowerPoint slides and will be delivered in person. The slides will be posted on the course D2L website, along with additional resources for review and activities to complete. Slides may be downloaded or printed to help follow the lectures.

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.

Lectures:	001AB	Mondays and Wednesdays	9:30am-12:20pm	F302
Labs:	001A	Tuesdays and Thursdays	9:30am-12:20pm	F224
	001B	Tuesdays and Thursdays	1:30pm-4:20pm	F224

WEEK #	DATES	LECTURE TOPICS	LAB TOPICS
1	July 3-4	NO CLASS ON MONDAY JULY 3 Course Introduction Module 1: Intro & Scientific Method	n/a
1	July 5-6	Module 2: Chemistry of Life and Macromolecules	Lab 1: Science & Data
2	July 10-11	Module 3: Cell Structure and Function	Lab 2: Water and pH
2	July 12-13	Module 4: Cellular Respiration and Photosynthesis	Lab 3: Microscopes and Cells
3	July 17-18	Module 4 cont'd Review for Midterm 1	Lab 4: Osmosis
3	July 19-20	LECTURE MIDTERM #1 Module 5: Mitosis & Meiosis	Lab 5: Enzymes
4	July 24-25	Module 5 cont'd Module 6: Genetic Inheritance	Lab Exam 1 Review
4	July 26-27	Module 6 cont'd Module 7: Transcription & Translation	LAB EXAM #1
5	July 31-August 1	Module 7 cont'd (Module 8: Gene Control) Review for Midterm 2	Lab 6: Cell Cycle and Cancer
5	August 2-3	LECTURE MIDTERM #2 Module 9: Homeostasis, Urinary System	Lab 7: Genetics
6	August 7-8	BC DAY – NO LECTURE	Lab 8: Nutrition & Digestion
6	August 9-10	Module 9 cont'd Module 10: Digestive System	Lab 9: Anatomy Part I
7	August 14-15	Module 11: Circulation & Respiration	Lab 10: Anatomy Part II
7	August 16-17	Module 12: Reproductive System	LAB EXAM #2
8	August 21	Review class for Lecture Final Exam – 9:30am-12:20pm in Fisher 302	
	August 22-24	LECTURE FINAL EXAM (Date and time scheduled by College Registrar)	

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 notice is required. Deadlines can be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Lecture Quizzes (x 11)	10%
Lecture Assignments (x 4-5)	5%
PreLab Questions and Lab Completion (x 10)	5%
Lab Assignments (x 10)	20%
Lecture Midterm Exam #1 (July 19)	10%
Lecture Midterm Exam #2 (August 2)	10%
Lab Exam #1 (July 27)	10%
Lab Exam #2 (August 17)	10%
Lecture Final Exam (TBD)	20%
TOTAL	100%

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](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information.
<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

Notes about evaluation methods:

<p>Lecture Quizzes on D2L are open-book and use of the PowerPoint slides is encouraged. Quizzes are due two days after completion of each module at 11:59pm (no late submissions accepted). Each quiz allows for 2 attempts, with your highest grade of the two being kept. A missed submission will result in a zero.</p>
<p>Lecture Assignments will be posted online and announced in class. These assignments must be completed individually. Late assignments will be graded but marks equivalent to 10% of the total value of the assignment will be deducted for each day past the deadline, including weekends. Late assignments will NOT be accepted once marked assignments have been returned to the class.</p>
<p>PreLab Questions and Lab Completion: Each lab will have questions to complete in the lab manual PRIOR to arrival to the lab session. Before leaving each lab, manuals will be checked by instructor for completion and accuracy.</p>
<p>Lab Assignments are due <u>at the beginning</u> of the next lab period, unless otherwise specified by the instructor. Late assignments will be graded but marks equivalent to 10% of the total value of the assignment will be deducted for each day past the deadline, including weekends. Late assignments will NOT be accepted once marked assignments have been returned to the class.</p>
<p>Lecture Midterm Exams take place during regular lecture hours, whereas the Lecture Final Exam takes place during the final exam period (as scheduled by the College Registrar) and is <u>cumulative</u>. These exams are strictly based on lecture content and are all closed-book exams. The use of phones, smart watches, or other electronic devices during exams is NOT permitted and will result in a zero on the exam.</p>
<p>Lab Exams take place during regular lab hours. These are closed-book exams strictly based on lab content and are <u>not cumulative</u>. The use of phones, smart watches, or other electronic devices during exams is NOT permitted and will result in a zero on the exam.</p>

Lecture Attendance

Aside from the first week of classes, attendance will NOT be required for lectures (EXAMS are the only exception to this). However, attending and participating in lectures is strongly recommended to ensure success in this course. If a class is missed, the student is responsible for arranging to obtain information such as notes, handouts, assignments, and announcements.

Laboratory Attendance

Laboratory attendance for this course is **mandatory**. It is expected that students will read and prepare for each lab BEFORE arrival. 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. Exceptions can be made **at the instructor's discretion** in legitimate cases of emergency (e.g. significant illness); in such cases the instructor must receive **advance notification** to grant approval for any accommodation.

Written Assignments

All assignments must be submitted according to the instructor's criteria. A **professional format** is expected, i.e. a neat, legible, clean copy. "Rough" drafts risk rejection and a subsequent late penalty or reduced marks. If the assignment is more than one page, separate pages **must be stapled**.

All assignments are due at the date and time specified. As described on the previous page, late assignments will be accepted with a penalty of **10% per day**, including weekends. Late assignments will not be accepted once marked assignments have been returned to the class.

Plagiarism

You are encouraged to discuss assignments with your classmates, however, **individual assignments must be your own individual work – beware of 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>).

Except where work is assigned to a group, all written work must be done individually. Plagiarism is a serious offence and is considered to be academic misconduct, and **will not be tolerated**. A student caught plagiarizing will forfeit all credit for the assignment and a note will be sent to the Dean regarding the student's behaviour.

Missed Exams

All 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 **acceptable documentation** of the circumstance where possible (i.e. medical documentation).

In the event of emergency circumstances, it is at the instructor's discretion whether to administer a make-up exam or re-allocate marks to an upcoming exam.

*** HOLIDAYS, SCHEDULED FLIGHTS, AND WORK ARE NOT CONSIDERED TO BE EMERGENCIES ***

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

Cheating

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

Consider the following laboratory safety practices. These are required to participate in all laboratory activities. Students must sign a safety contract in the first lab and follow all safety rules and procedures.

Lab footwear	<ul style="list-style-type: none">• For safety reasons WorkSafeBC mandates that students are required to wear closed shoes in all lab times. Flip flops, sandals, or shoes with holes are NOT acceptable.
Eating & drinking	<ul style="list-style-type: none">• Absolutely NOTHING may be ingested while in the lab. Chewing gum and applying makeup or lip balm are similarly prohibited.• If something must be consumed, then it may be taken out of the lab.
Hair	<ul style="list-style-type: none">• Long hair must be tied back.
Hand washing	<ul style="list-style-type: none">• Hands should be thoroughly washed BEFORE leaving the lab.

Study Habits

This course covers a high volume of material, so attending each lecture and lab is imperative for success. Come to each lecture and lab prepared, having pre-read the material and reviewed any relevant textbook pages. Regularly check D2L for updates and other communication. Mark your calendar with the important dates and deadlines from this syllabus to help you stay on track, and frequently look ahead so you can plan for upcoming exams or due dates. You should plan on spending a minimum of 6 hours outside of scheduled class time for completion of assignments and general studying. It is recommended to set aside specific study times in your weekly schedule to help with time management. These habits will help you throughout your academic career.

Lecture notes will be posted on D2L in PowerPoint form. These should be used as a study guide, not as your sole source of information. You will need to write down additional key words for examples and explanations given during lecture and read the assigned textbook pages. It is also recommended practice to transcribe your notes into a study-friendly format after each lecture, incorporating additional information from your textbook. Study these notes before the next class to prepare yourself for new material, which will often build on previously covered material.

Please take advantage of office hours if you need assistance with course material or assignments.

STUDENT RESPONSIBILITY

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

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 <http://camosun.ca/students/>.

Academic Advising	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

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.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](http://camosun.ca/services/accessible-learning/) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<http://camosun.ca/services/accessible-learning/>

Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/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 <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures" (<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

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. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

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 or misconduct 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 and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services->

and-support/e-2.9.pdf and camosun.ca/sexual-violence. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-3703841

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 <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

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.