

COURSE OUTLINE
BIO 101; SECTIONS 003, 004, & 005
FALL 2006

Instructor:	Dr. Michele Harmon	Lecture:	8:00 - 9:15 am Tuesday & Thursday SBDG 327
Office:	SBDG 221	Credits:	4
Office hours:	Tues. 2:00 – 5:00 pm Thurs. 2:00 – 5:00 pm	Lab:	Sec 3: Tues. 10:50AM- 1:30PM, SBDG 107 (Mr. Reinhart) Sec 4: Tues. 1:40PM- 4:20PM, SBDG 107 (Dr. Yates) Sec 5: Wed. 11:00AM- 1:40PM, SBDG 108 (Dr. Harmon)
Phone:	(803) 641-3607		
e-mail:	micheleh@usca.edu		

Required lecture text: **Biology, 7th Ed.** by Peter Raven et al.

Required laboratory text: **Biology 101 Laboratory Manual** by Jackson and Yates

Course Objectives: This course will introduce the student (majors and non-majors alike) to the underlying principles governing the science of biology. Its primary emphasis will be on cellular components and processes. Upon completion of this course students will be expected to understand the following:

1. The basic chemistry that governs biology
2. The major biological molecules used by cells
3. The structure of prokaryotic and eukaryotic cells
4. How materials get into and out of cells
5. How cells convert sunlight and food into energy
6. Cellular reproduction (mitosis and meiosis)
7. Mendelian Genetics and inheritance
8. The structure of DNA and how it is replicated
9. Synthesis of proteins

Methods of Presentation and Evaluation: Information will be presented through lectures along with appropriate visual aids. Traditional exams will be used to evaluate student progress in the class. These exams will include multiple choice, terms/definitions, and short answer. Students should bring a pencil and a long-form Scantron to each exam.

Students will also be responsible for completing a number of on-line, timed quizzes offered throughout the semester via Blackboard. Each quiz will be available for two to three weeks during the time that the material is being discussed in class. Quizzes will be taken offline once the exam for that material has been completed. These are mastery quizzes, so the object is to receive a perfect score, and students are encouraged to take this quiz as many times as necessary. Because each quiz will cover one chapter in the textbook, the student is responsible for the entire chapter and should have read the chapter before attempting each quiz. Note that quizzes may cover material in the textbook but not discussed in class.

There will be several unannounced quizzes and in-class assignments during the semester. Students are expected to have reviewed the material from the previous lecture in preparation. These will be administered during the first 10 minutes of class, and there will be **no make-up opportunities** for absence or late arrival; however, the lowest quiz grade will be dropped at the end of the semester.

The student will be required to complete one written library research assignment. Full details will be handed out in class.

The final course grade will be based on the following:

4 Lecture exams @ 100 pts. each	400
1 Final exam @ 200 pts.	200
On-line and in-class quizzes / assignments	150
Library research assignment	100
Laboratory quizzes, reports, and participation	300
	<hr/>
	1150 total pts. available

GRADING SCALE: A (90-100%), B (80-89), C (70-79), D (60-69), F (0-59)

Schedule for BIO 101, Sections 003, 004, and 005 for fall 2006

Date	Topic	Chapter
Aug. 24	The Science of Biology	1
Aug. 29	The Nature of Molecules	2
Aug. 31	The Chemical Building Blocks of Life	3
Sept. 5	The Chemical Building Blocks of Life	3
Sept. 7	The Cell	4
Sept. 12	The Cell	4
Sept. 14	Exam 1: Chapters 1- 4	
Sept. 19	The Plasma Membrane	6
Sept. 21	Cell-Cell Interactions	7
Sept. 26	An Introduction to Energy, Enzymes, and Biochemical Pathways Hand out library research assignments	8
Sept. 28	Using the Library for Research	
Oct. 3	Deriving Energy from Food	9
Oct. 5	Deriving Energy from Food	9
Oct. 10	Photosynthesis	10
Oct. 12	Exam 2: Chapters 6-10	
Oct. 17	How Cells Divide	11
Oct. 19	Fall Break	no class
Oct. 24	Sexual Reproduction and Meiosis ***Library assignment is due***	12
Oct. 26	Sexual Reproduction and Meiosis	12
Oct. 31	Patterns of Inheritance	13
Nov. 2	Patterns of Inheritance	13
Nov. 7	Election Day	no class
Nov. 9	Exam 3: Chapters 11-13	
Nov. 14	DNA	14
Nov. 16	DNA	14
Nov. 21	Genes and How They Work	15
Nov. 23	Thanksgiving Break	no class
Nov. 28	Genes and How They Work	15
Nov. 30	Gene Technology	16
Dec. 5	Exam 4: Chapters 14-16	
Dec. 7	Genomes	17
Dec. 12	Comprehensive Final Exam: Dec. 12; 8:00 am	

CHANGES: The instructor reserves the right to make changes in the lecture or laboratory schedule, the number of quizzes and exams given, and the contents of each exam as deemed necessary.

ATTENDANCE POLICY: Students are expected to adhere to the University attendance policy as stated in the Student Handbook. In this regard, the instructor may impose a penalty for absences in excess of 25% of regularly scheduled class meetings (lectures and labs) by assigning an "F" in the course. Absences, *neither excused nor unexcused*, absolve the student from meeting class assignments. Lecture exam dates are clearly stated in the syllabus, and all students are expected to take the exam at the regularly scheduled time. Make-up lecture exams will be considered only for a **documented, excusable** reason. If there is an illness or emergency, you are expected to contact the instructor immediately. Be prepared to show documentation (doctor's excuse, etc.). Failure to contact the instructor within 24 hours will forfeit any chance of making up the test.

Attending lecture and taking notes is the sole responsibility of the student. Under no circumstance will the instructor provide copies of lecture notes or slides for students.

LABORATORY ATTENDANCE: Because of their nature, **laboratory investigations cannot be made up** – therefore students must make every effort to attend laboratory sessions. If you miss a laboratory investigation, you will not be allowed to take the associated quizzes or turn in a lab report the following week. This also applies if you come in late, leave early, or do not participate fully. You cannot write a report on a laboratory investigation that you did not do.

ELECTRONIC DEVICES: Plan to be out of touch and to have your cell phone stored out of sight during lecture and lab time. This includes leaving the room to answer silent rings or using the phone for text messages.

COMPUTER USE AND EMAIL: All laboratory reports will require the use of a computer. You must be able to log on to the USCA computer system in order to accomplish these laboratory exercises. If you do not know how to sign on to the USCA computer system, you should contact the CSD HELP desk as soon as possible.

In addition, quizzes for each textbook chapter will be administered on Blackboard (<http://blackboard.sc.edu>). Refer to the Blackboard handout for information on accessing and using Blackboard. Login difficulties should be brought to the attention of USC Computer Services. Problems involving the quiz itself should be brought to the attention of the instructor via email and should be taken care of before the quiz goes off line. Quizzes cannot be made available for individuals once they have been taken off line.

All official email communications, including class announcements, are made to USCA email accounts. Students should check their USCA email account on a regular basis and use this account for communication with the instructor. In order to protect the privacy of the student, the instructor will not reply to emails sent from non-USCA accounts (e.g., Hotmail, Yahoo, etc.).

DISABILITY STATEMENT: If you have a physical, psychological, and/or learning disability which might affect your performance in this class, please contact the Office of Disability Services, 126A B&E, (803) 641-3609, as soon as possible. The Disability Services Office will determine appropriate accommodations based on medical documentation.

Laboratory Schedule for BIO 101, Fall 2006

Date	Topic
Aug. 29-31	Measurement Techniques: Investigation #1
Sept. 5-7	quiz and in-class lab report for #1
Sept. 12-14	Organic Molecules in Cells: Investigation #2
Sept. 19-21	quiz and in-class lab report for #2
Sept. 26-28	Cells and Microscopy: Investigation #3
Oct. 3-5	quiz and in-class lab report for #3
Oct. 10-12	Enzymes: Investigation #4
Oct. 17-19	Fall Break - no lab
Oct. 24-26	quiz and in-class lab report for #4
Oct. 31- Nov. 2	Photosynthesis: Investigation #5
Nov. 7-9	Election Day Holiday – no lab
Nov. 14-16	quiz and in-class lab report for #5
Nov. 21-23	Thanksgiving Break – no lab
Nov. 28-30	Chi Square and Mendelian Genetics: Investigation #7 & 8
Dec. 5-7	quiz and in-class lab report for #7 & 8

USING BLACKBOARD

Blackboard Username Lookup/Password Set:

All students at USC-Aiken have a password for access to the USC-Columbia computer system. Blackboard is maintained through USC-Columbia, and provides tools for online testing and assignments. If you do not know your USC Network Username/PW combination (or if you have forgotten your password), follow the instructions below.

****THIS IS NOT THE SAME AS THE USC-AIKEN NETWORK. IF YOU WANT TO USE THE SAME PASSWORD, YOU WILL HAVE TO SET IT YOURSELF.**

- Login to VIP (<http://vip.sc.edu>) just as if you were going to register for classes (Forget your PIN? Students should contact the Registrar's Office)
- Click on the **Technology** link
- Click on **Show Me Network Username**. Your USC Network Username will be displayed and you will be prompted to choose your password. You must type in the password twice to verify your choice.
- Click on the **SET PASSWORD** button to set your new password

If you receive errors from VIP (either when looking up your username or setting the password), please carefully record the error message and code and contact the Computer Services HelpDesk, 777-1800 or <https://cshelpdesk.csd.sc.edu> to place a support ticket for problem resolution. Please supply your username and USC ID (SSN) when placing the ticket.

Password Rules:

Legal passwords can be a minimum of 5 characters and a maximum of 14. They can contain any alphanumeric character (A-Z/0-9) and the \$ sign. Case doesn't matter. Your password will expire every six months.

Password Security:

If you enter your password incorrectly seven times when attempting to login, you will be locked out of Blackboard temporarily (this is a security feature for your protection). To get back in immediately, just go to VIP and return to the Technology link to re-set your password. **Change your password often to protect yourself.** You can also return to VIP/Technology link if you forget your password and need to re-set it.

Logging in to Blackboard:

To access your Blackboard account, point your web browser to the web address:
<https://blackboard.sc.edu>

and login at the screen prompts. After logging in successfully, you will see your classes listed. The system is easy to navigate, and the HELP icon at the top of the screen will take you to detailed documentation on using the system.

If you have trouble logging in, please be sure you have carefully read the system requirements below and have your browser set up properly, then refer to the login problem troubleshooting tips below.

Login Problem Troubleshooting:

If you have carefully followed the Network Username/Password lookup instructions outlined above, and received affirmative messages from VIP, but get the following message when logging into Blackboard: **Could not login. The username or password is incorrect.**

you should proceed as follows:

- Be sure you are carefully entering your VIP assigned username and your password. Be sure you are only clicking on the 'LOGIN' icon ONCE. If you still have login problems, your password may have expired (the expiration period is different for different departments on the network). Go to VIP and reset your password as outlined above.
- Wait 20-30 minutes (to allow your password change to register network-wide), and try to login again. If you still have login problems, go to the next step.

- Clear the cache in your browser, logout and retry logging in. If you still experience problems, try quitting your browser completely, launch the browser again, and log back into Blackboard. If you still experience problems, proceed to the next step.
- Call 777-1800 and report the problem. A customer support representative will be able to work with technicians at Computer Services to resolve the problem quickly. Please be prepared to give our services rep your USC USERNAME and USC ID (your SSN) when you call, the exact error message you are receiving, and where you are on the system (VIP Username Lookup, PW set, Blackboard login, etc.) when you experience problems.

Problems with a Blackboard Session?

You should also be sure to always use the navigation tools provided in the Blackboard session whenever possible, rather than navigating through your browser using Back/Forward/Refresh, etc.

Also, it is critical to avoid refreshing and resizing your screen when in Blackboard, especially in critical situations like taking a quiz/exam. If you are getting strange responses from Blackboard (buttons won't open, bad information displayed, etc.), always try to clear the cache in your browser; also try logging out of Bb and back in, and closing your browser, reopening, and logging back in. If you still experience problems, please contact Computer Services at 777-1800 for assistance.

Don't See Your Courses in Blackboard?

Does your enrollment in the course show up in VIP (under Academics)? If so, please note that it may take 48 hours for a course to rollover from VIP (the mainframe database) into Blackboard. If you registered late for a class, it will take time for your course to appear in Blackboard. If it has been over 48 hours since enrollment on VIP, then contact the Computer Services HelpDesk, 777-1800 and please provide your username, USC ID, and the class code and section that you are missing. If the course is not showing up in VIP, you should contact the Registrar's Office (777-5555). If you were able to access your classes on Blackboard, but they have disappeared, first check your enrollment status for this semester under the Academics section on VIP. You may have been dropped from the class by the Registrar's Office for some reason (e.g., a problem with payment). Check on your registration status and call 777-1800 to request to be reinstated in your Blackboard course. If you don't see a problem with your registration, call 777-1800 so we can troubleshoot the problem.

Don't Forget to Logout:

Always Logout of a Blackboard session when you are finished. If you are in a public lab, be especially careful to logout, and to quit the browser, too.

Need More Help?

Call 777-1800 or go to <https://cshelpdesk.csd.sc.edu> (and create a support ticket) to place a request for assistance. Please relay the exact error message and code and details on the procedure causing problems (problem with username lookup, password set, logging into Blackboard, etc.).