



# Florida Keys Community College

Division of Arts and Sciences  
Department of Natural Sciences  
Course Syllabus

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## COURSE INFORMATION

Course Number: 10476 – BSC 1010L  
Course Title: Principles of Biology I Lab  
Prerequisites: None  
Co-requisites: Principles of Biology  
Credit Hours: 1

## COURSE METHOD

This course is designed to meet face to face in the assigned location as follows:

Lecture: 1900 – 2145 Monday, D109

Lab: 1900 – 2045 Wednesday, D109

## INSTRUCTOR INFORMATION

**Instructor:** Mark Preziosi

**Email:** [markcpreziosi@hotmail.com](mailto:markcpreziosi@hotmail.com)

**Office Hours:** Sixty (60) minutes prior to and following class or by scheduled appointment

**Phone:** 805-813-5407

## DESCRIPTION

An overview of the structural, ultra-structural, chemical, genetic, developmental and physiological realms of living organisms.

## COLLEGE-LEVEL COMPETENCIES

Florida Keys Community College graduates who complete the core curriculum possess the knowledge, skills and values associated with college-educated individuals. Our graduates demonstrate mastery of competencies integrated within the academic disciplines, such as the ability to effectively communicate, seek creative solutions to problems, exhibit cultural awareness, and command basic technological skills.

1. **Communication:** Comprehend and articulate effectively – written and oral communication
2. **Critical Thinking:** Demonstrate mastery of problem-solving skills in the discipline
3. **Diversity:** Interpret and evaluate societal and ethical issues, problems and values
4. **Technology:** Utilize technology effectively

## COURSE CALENDAR

The Course Calendar lists the learning activities and assessment measures that comprise this course on a weekly basis. These activities and assessments are directly related to learning outcomes that support the overall course objectives. There are a total of 400 points that can be achieved during this course. Students are able to gauge their performance according to this grading scale throughout the duration of the course. The "Student Assessment" column lists all of the assignments required by this course and their due dates. This instructor strongly recommends you print this out and refer to it often.

Students are responsible for following the course calendar. Consult your calendar before you start a new chapter or section (Note: Some sections may not be covered in the same order as in the text). If you ever have a question that begins with "When is \_\_\_\_", the answer is probably already published in this Course Calendar. Looking here first will probably provide a quick answer to your question.

Competency	Module/Week	Learning Objectives	Learning Activities	Student Assessments	Points
1, 2	Module/Week 1 Objective: Introduction to the laboratory and the scientific method	Overview of laboratory practices. Data evaluation via scientific method	Lab Exercise # 1	Due Date: 24 Aug 2011	0
1, 2	Module/Week 2 Objective: Microscope	Use of the microscope	Lab Exercise # 2	Due Date: 31 Aug 2011	0
1, 2	Module/Week 3 Objective: Eukaryotic cells	Examination of typical eukaryotic cells	Lab Exercise # 3	Due Date: 07 Sep 2011	0
1, 2	Module/Week 4 Objective: Prokaryotic cells	Examination of typical prokaryotic cells	Lab Exercise # 4	Due Date: 14 Sep 2011	0
	Module/Week 5 Objective: <b>Test # 1</b>			Due Date: 21 Sep 2011	100
1, 2	Module/Week 6 Objective: Streak plate	Collection of various microbial samples for isolation and identification	Lab Exercise # 5	Due Date: 28 Sep 2011	0
1, 2	Module/Week 7 Objective: Gram-stain	Gram-stain streak plate organisms	Lab Exercise # 6	Due Date: 05 Oct 2011	0
1, 2	Module/Week 8 Objective: Mitosis	Overview of mitosis. Examination and identification of mitotic states	Lab Exercise # 7	Due Date: 12 Oct 2011	0
1, 2	Module/Week 9 Objective: Aerobic respiration	Use of yeast cells to examine aerobic respiration	Lab Exercise # 8	Due Date: 19 Oct 2011	0
	Module/Week 10 Objective: <b>Test # 2</b>			Due Date: 26 Oct 2011	100

1, 2	Module/Week 11 Objective: Wet mounts/hay infusion	Use of wet mounts to examine living organisms	Lab Exercise # 9	Due Date: 02 Nov 2011	0
1, 2	Module/Week 12 Objective: Photosynthetic pigments	Extraction of photosynthetic pigments from spinach leaves	Lab Exercise # 10	Due Date: 09 Nov 2011	0
1, 2	Module/Week 13 Objective: DNA extraction	Extraction of DNA from strawberries	Lab Exercise # 11	Due Date: 16 Nov 2011	0
	Module/Week 14 Objective:	<b>No Classes – Thanksgiving Holiday</b>		Due Date: 23 Nov 2011	0
1, 2	Module/Week 15 Objective: Punnett Squares	Use of punnett squares to determine phenotypic characteristics	Lab Exercise # 12	Due Date: 30 Nov 2011	0
	Module/Week 16 Objective: <b>Test # 3</b>			Due Date: 07 Dec 2011	100

## MATERIALS

Required Textbook: Biology, 8<sup>th</sup> ed. By Campbell, Reece, Urry, Cain, Wasserman, Minorsky, and Jackson  
 Publisher: Pearson Benjamin Cummings  
 ISBN-13: 978-0-8053-6844-4  
 ISBN-10: 0-8053-6844-2

There is no lab manual to be purchased. Instead, each student must purchase two (2) 3-ring folders, one in which to keep lab handouts/class notes and the second to assemble lab homework assignments which will be submitted at the end of the semester. Lab manuals will be assembled by adding components for each major topic as they are presented weekly. The student should also include any notes taken in lab (not in lecture) to the lab manuals. Each lab exercise will include homework questions which are to be assembled in a 3-ring folder and submitted a week before the final exam.

All required lab supplies and equipment (including safety supplies, when required) will be provided.

## GRADING SCALE

The following grade scale will apply to both the lecture and laboratory classes. A total of 400 possible points can be earned in lecture and 400 points in laboratory, 300 points for tests and 100 points for homework. Grades will be assigned based on the scale presented below:

A:	90 % or above	360-400 = A
B:	80 - 90 %	320-359 = B
C:	70 - 80 %	280-319 = C
D:	60 - 70 %	240-279 = D
F:	below 60 %	< 240 = F

## CLASS POLICIES

1. Missed classes **WILL NOT** be repeated. Therefore, obtain the phone numbers and/or email address of several other students to collect missed notes, materials, etc. This instructor **WILL NOT** provide missed notes or materials to students.
2. Attendance is **HIGHLY RECOMMENDED** since material will routinely be presented which is outside the scope of the textbook. Therefore, to receive the full benefit of lecture, it is advisable to attend as many classes as possible. Additionally, attendance will be taken during each class to comply with college guidelines. To this end, an attendance sheet must be completed during each class session, both lecture and laboratory.
3. Vocabulary, both scientific and non-scientific, is an integral part of this course. This instructor will define all relevant scientific vocabulary as presented within the context of the course. With respect to vocabulary which is not scientific, it is the responsibility of the student to obtain definitions for words which may not currently be part of their vocabulary (i.e., ensure vs. insure or affect vs. effect). To this end, use or purchase of Webster's dictionary or equivalent is recommended.
4. Review sessions will be held at the discretion of this instructor and **WILL NOT** focus on repeating lecture material which may have been missed. Reviews are intended to address specific student questions regarding material which was not understood or requires further clarification. Review sessions will be cancelled if students fail to come prepared with questions regarding additional clarification of material already presented in class.
5. Exams
  - a. It is recommended students form study groups to aid in their preparation for each exam. Therefore, obtain the phone numbers and/or email addresses of several other students and schedule time together to prepare for the exams. This instructor has observed that students who do not participate in study groups typically will score 15-20 points less on exams.
  - b. There will be three (3) exams each worth 100 points totaling 300 possible points. Each exam will be comprehensive to include material presented throughout the entire course. All exams will consist of multiple choice and/or short answer essay questions and may also contain bonus questions worth a maximum of 15 additional points.
  - c. All exams must be taken when scheduled. **Missed exams cannot be made-up** unless a valid doctor's excuse is presented to this instructor. Additionally, any missed exam(s) will be taken the same day as the final exam and this instructor reserves the right to change the questions and format of any make-up exam(s).
  - d. Each exam will have a time limit of 1 hour 30 minutes.
  - e. The final exam cannot be made up for any reason.
6. Homework:
  - a. There will be two (2) homework assignments, one in lecture and one in laboratory. Each will be worth 100 points and both will be due the week before the final exam. Both assignments will be explained in class by this instructor and both must be submitted in hard copy format only, not via email.
  - b. Homework assignments **WILL NOT** be accepted after the due date.
7. **The course syllabus is subject to revision and/or change as needs dictate.**

## LATE WORK

1. Any assignment not submitted by the date and time specified **WILL NOT** be accepted unless you have contacted this instructor and received approval for an alternate submission date **BEFORE** the assignment is due.
2. Late assignments may be assessed a late penalty equal to 15% of the total point value of the assignment. The penalty will be based on the date that the assignment is actually submitted.
3. The preceding policy does not apply to either the final exam or any other assignment which may be due during the Final Exam period. No assignments due during the last week of classes will be accepted late to allow this instructor sufficient time to grade and submit the course grades as required by college guidelines.
4. Internet connection problems are not an acceptable excuse for late work. You should have a plan in place for internet access in case your primary method is unavailable. This instructor strongly recommends submitting assignments at least one full day early to allow time to recover from technical problems.
5. If you are out of contact and miss a deadline due to an extenuating circumstance, contact this instructor as soon as possible to discuss the situation. No exceptions will be made to the above policies unless you can provide documentation of the situation.

## CLASS PARTICIPATION

Class participation is defined as actively participating in classroom activities and discussions. Although no credit is given for classroom participation this instructor utilizes interactive teaching as a method for the students to understand the material being presented.

## WITHDRAWAL POLICY

1. Students may withdraw without academic penalty from any course by the established deadline published in the college calendar. This will result in a grade of 'W' for the course and will not count against the student's GPA.
2. Students will be permitted a maximum of two withdrawals per course. Upon the third attempt, the student **WILL NOT** be permitted to withdraw in accordance with State of Florida regulations and will receive an earned grade for that course.
3. It is the responsibility of the student wishing to withdraw from the course to do so by the date published in the College Academic Calendar.
4. Students who abandon the course or do not withdraw themselves by the published deadline are subject to receiving a grade of F.
5. An instructor may withdraw a student from any course for excessive absences and/or non-attendance up to the 70% point in the semester.

## EXTRA CREDIT WORK

This instructor does permit students to complete extra credit assignments to improve their grade. To earn the grade you desire, work hard all semester.

## HOW MUCH STUDY TIME SHOULD A STUDENT EXPECT TO DEVOTE TO THIS COURSE

1. **This is a difficult course.** Most educators recommend that students spend a minimum of 1-3 hours outside of class studying and completing assignments for every hour spent in class. For a typical 3 credit hour class, the student should expect to spend a total of 9-12 hours every week per course. This same guideline applies to online courses.
2. Some classes require more time and effort than the guideline presented above, while other classes may require less. Therefore, the amount of time required for each course may vary, however, the student should expect the study time required for any class will trend toward the high side of the guideline until at least after the first exam or quiz. At this juncture, the student can then compare the effort expended with the results earned and make any adjustments necessary.
3. This class address a considerable amount of material and there will be difficult to grasp concepts. Experience has shown that students who are successful in this class generally have study time totals on the higher of the scale.
4. Few students do well in this course spending fewer than 5 or 6 hours studying per week. If the student does not already have a strong background in this subject, the amount of study time required will most definitely be on the higher end of the scale to earn a good grade.

## ACADEMIC HONESTY AND PLAGIARISM

Students are expected to respect and uphold the standards of honesty in submitting written work to instructors. Though occurring in many forms, plagiarism in essence involves the presentation of another person's work as if it were the work of the presenter. Any cheating or plagiarism will result in disciplinary action to be determined by the instructor based on the severity and nature of the offense. It is the student's responsibility to review the College's policy on Academic Honesty.

1. Collaboration and discussion is encouraged in all course aspects other than actually completing the assigned work (quizzes, exams, homework, projects, etc). Indeed, collaboration often leads to increased understanding of the material being covered. If you have questions about an assignment, this instructor encourages the student to ask questions.
2. Plagiarism is a form of fraud and will not be tolerated by this instructor. Each student is expected to do their own work. Copying text and/or images from any source and claiming it as your own is considered plagiarism. Submitting copied text as most or all of your answer on a homework or project is also a form of dishonesty, even if you cite the source. This instructor wants to read YOUR words, not someone else's words. Using quoted text to support your answer will not be accepted or tolerated.
3. If this instructor observes any form of academic dishonesty, the student will receive a grade of zero for that assignment. If the student is observed a second time engaging in academic dishonesty, that student will earn a failing grade for this class and be reported to the College. **Additionally, cheating on tests is totally unacceptable. Any student caught cheating on a test will receive a failing grade for the course.**

## COPYRIGHT NOTICE

The materials and content provided in this course is intended only for registered Florida Keys Community College students who have paid their tuition and fees to attend this course. Materials that are affected included, but are not limited to text, still images audio recordings, video recordings, simulations, animations, diagrams, charts and graphs. Every effort has been made in ensure these materials are not disseminated to anyone beyond those who have legally registered for this course. Download, revision, or distribution of course material with anyone other than registered classmates and the instructor is strictly prohibited.

## ATTENDANCE POLICY

This instructor will monitor student attendance and participation in each class. This instructor will take attendance each class, so it is important that you attend each scheduled class session. An instructor may withdraw a student from courses for excessive absences and/or non-attendance up to the 70% point in the semester.

## DELAYS IN GETTING THE TEXTBOOK

Having regular access to the textbook is a requirement for this class. Whenever possible students should have the text in hand before the first day of class each semester, but there will be times that students are unable to get the text until after the class begins. If you are in this situation, follow the guidelines below. These guidelines are intended to be general enough to apply to all classes you take, and they may not all apply to this class. Not having the text is not an acceptable excuse for not doing any work in this class.

1. The FKCC library has reserve copies of the textbook available for student use. These textbook copies cannot be removed from the library.
2. Look at the publisher's web site for the textbook. Most publisher text sites have student resources that can help you, and many of these are available even if the student does not have the text. Minimally, the web sites usually have a Table of Contents, which can also help you get an idea which topics will addressed during the course.
3. Please let this instructor know if you don't have the text by the end of the second week of class. This instructor will not be sympathetic if the student waits until after the second week of the semester to acquire the text. The above guidelines will probably not be enough to replace the text entirely, but they will allow the student to learn enough to participate in the discussion forums each week.

## SOURCES OF TECHNICAL ASSISTANCE

If you are having any technical difficulties (e.g., logging in, accessing the discussion board, etc.) please contact the Office of Distance Learning helpline at 305-809-3177 Monday–Friday 8:00AM to 4:00PM or email your question to [FKCC.helpdesk@online.fkcc.edu](mailto:FKCC.helpdesk@online.fkcc.edu).

## **SPECIAL NEEDS**

If you have any special needs or requirements pertaining to this course, please discuss them with the instructor early in the term. If you have special needs as addressed by the Americans with Disabilities Act (ADA) and need assistance, please notify the Office for Students with Disabilities at 305-809-3292 via email at: [karla.malsheimer@fkcc.edu](mailto:karla.malsheimer@fkcc.edu) or the course instructor immediately. Reasonable efforts will be made to accommodate your special needs.

## **COMMUNITY DECORUM**

A positive learning experience depends upon respect among all members of this classroom community. Disregard or disrespect for the process, the group or toward any individual will result in removal from the class and may result in you being dropped from the course. Respectful discourse in discussion and email areas is expected and anonymous posting(s) will not be tolerated.

## **SEXUAL PREDATORS**

Federal and State law requires a person designated as a "sexual predator or offender" to register with the Florida Department of Law Enforcement (FDLE). The FDLE then is required to notify the local law enforcement agency where the registrant resides, attends or is employed by an institution of higher learning. Information regarding sexual predators or offenders attending or employed by an institution of higher learning may be obtained from the local law enforcement agency with jurisdiction for the particular campus, by calling the FDLE hotline (1888-FL-PREDATOR) or (1-888-357-7332), or by visiting the FDLE website at the following internet address: [www.fdle.state.fl.us/sexual\\_predators](http://www.fdle.state.fl.us/sexual_predators). If there are questions or concerns regarding personal safety, please contact the Campus Security Officer on your campus.

## **CLASS CONTRACT**

The Class Contract assignment is this instructor's method of ensuring you know what you should expect from me, and what I expect from you. By returning the Class Contract to me, you are acknowledging that you:

- a. Understand the policies detailed in this Syllabus.
- b. Understand the expectations and due dates listed in the Course Calendar and Assessment Measures.
- c. Understand that you will be held accountable to the standards published in this document.
- d. The Class Contract must be submitted via the dropbox by the date published in the Course Calendar and Assessment Measures.

By signing my name I acknowledge the above.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_