

Course Policies and Expectations:

Attendance Policy

Students are expected to attend all classes.

Make-Up Policy

No make-up coursework will be given unless the absence was the result of an unavoidable serious accident, a death in the immediate family, a serious illness or injury that renders the student unable to attend class, or student participation in a college-sanctioned event.

Exceptional circumstances must be verified by an appropriate third party, i.e. police report, a funeral notice, or a medical excuse from a licensed medical doctor stating the student's inability to attend class.

In the case of unavoidable absence, make-up of graded coursework may be allowed via an appeals process that will be initiated by the student, and submitted to the instructor. This make-up work will be scheduled at the convenience and discretion of the instructor.

Students must remember that some academic experiences such as laboratory exercises, daily quizzes, or performances may only be available at the originally scheduled time.

The Appeals Process for make-up work

A completed appeal for make-up coursework will include proof:

1. Notification of the instructor via phone call (voice mail) or e-mail **prior** to the absence. Emergency situations that prevent prior notification will be reviewed on a case-by-case basis. **Prior notification should be considered a pre-requisite for appeal.**
2. In the case of illness or injury, a medical excuse from a licensed medical doctor stating the student's inability to attend class during the time the required coursework was to be completed.
3. Participation in a college-sanctioned event (see below).

Timing of the Appeals Process and Approved Make-Up Coursework

1. The appeals process must be initiated by the student within one (1) working day of the student's return to classes or campus. If the student fails to initiate the appeals process within one (1) working day, the student forfeits the opportunity to make up missed work.
2. The appeal process is initiated when the student submits the completed appeal including all required documentation to the instructor.
3. Approved make-up coursework must be completed as soon as possible, and no later than one calendar week (7 days) from the date the appeal is granted if at all possible.
4. In the case of absence due to participation in a **college-sanctioned** event, the appeal process is modified as follows:
 - a. It is the participating student's responsibility to complete an online notification form **prior** to the event. The student absence form may be found at the following URL: <http://www.huntingdon.edu/academics/academic-affairs/student-absence-notification/>If the online verification form is not completed prior to the event, the student loses his/her ability to initiate the appeals process.
 - b. Verification of the student's participation must be provided by the sponsoring organization (travel roster, etc.)

All Makeup exams will be strictly discussion format. There will be a number of question equivalent to the number of chapters covered for the missed exam. The questions will require you to summarize all important ideas, concepts, and information in each chapter. Each question will have equal weight.

Quiz and In-Class Assignment Policy: Quizzes and In-Class Assignments make up 15% of the course grade, and missed quizzes and assignments cannot be made up. Example: if your instructor starts each class period with a quiz and you arrive late, you have missed that quiz and a make-up will not be given. **HOWEVER:** bonus points are built into the calculation of the quizzes and in-class exercises, so that a small number of missed quizzes/assignments will not substantially affect your grade. If participating in a college-sponsored event will cause you to miss a quiz or other graded assignment, you may petition the instructor using the appeals process described above. If the petition is accepted by the instructor, then that quiz or assignment will be removed from your calculated score (i.e., the missed quiz/assignment neither helps nor hurts your grade).

Classroom Conduct:

All students in the class must treat others with civility and respect and conduct themselves during class sessions in a way that does not unreasonably interfere with the opportunity of other students to learn. Failure to comply with this requirement may result in disciplinary action

Academic Misconduct:

All acts of dishonesty in any work constitute academic misconduct. This includes, but is not limited to, cheating, plagiarism, fabrication of information, misrepresentation, and abetting any of the above. Academic misconduct is considered a violation of the Huntingdon Honor Code and will not be tolerated. Consult the student handbook's section discussing the honor code. The student handbook can be found online at <http://www.huntingdon.edu/student-life/student-handbook/> If you have questions in this regard, please contact me without delay.

Mobile Phones:

All electronic communication devices should be turned off or to a silent ring during class and exams as a courtesy to your classmates and the instructor. The instructor reserves the right to answer any cell phones that ring during class. Should you have an emergency need to leave your phone on please notify me.

Use of any such device during an exam will be considered academic misconduct.

The only material you will be allowed during an exam is a writing implement (or two). I will provide all other necessary materials

Computer Use:

While Huntingdon College has provided you with a laptop computer to assist you with your coursework, I have found that students consistently use them during lecture for activities of a somewhat less than scholarly nature. As a result I have decided to prohibit Computer/smartphone/iPad use in all my classes. Therefore, unless you are specifically directed otherwise by your instructor, you will leave your computer off and in its carrying case during class. Please accept our apologies for any inconvenience this may cause. Please bring sufficient paper and a writing implement for note taking.

Email:

It is expected that you will read emails from the instructor, and are able to print documents sent via email or otherwise accessed online. You **MUST** use your campus email account (...@hawks.huntingdon.edu). If your campus email account is not working, notify the tech team (downstairs, Flowers Hall). You **MUST** use proper email protocol and etiquette; the instructor reserves the right to ignore emails that do not have an appropriate subject, greeting, and body. The instructor will send you an email detailing these requirements. That email will be considered part of your syllabus for the course.

Chain of Command:

If you have difficulties or complaints related to this course, your first action should be to discuss them with me. If such a discussion would be uncomfortable for you or fails to resolve your difficulties, you should contact Dr. Paul Gier, Chair of Biology Program (Bellingrath 305, Phone 833-4510). If such a discussion fails to resolve your difficulties, you should contact Dr. Erastus Dudley, Dean of The School of Natural Sciences and Mathematics (Bellingrath 101, Phone 833-4582). Should you remain unsatisfied you may speak to Dr. Sidney Stubbs Provost and Dean of the College (Flowers 105, Phone 833-4236).

Accommodation of Special Needs:

Faculty at Huntingdon College make every effort to accommodate unique and special needs of students with respect to speech, hearing, vision, seating, or other possible adaptations. Please notify the Disability Services Intake Coordinator, Ms. Camilla Irvin, as soon as possible of requested accommodations. She may be reached at 833-4577 or by email at disabilityservices@huntingdon.edu.

Medical Considerations:

If you have a medical condition that may preclude participation in this course or any aspect of this course, the College suggests you consult your physician. The College will work with you based upon physician recommendations to find the best means to address any concerns.

Title IX Statement

Huntingdon faculty are committed to supporting students and upholding the College's non-discrimination policy. Under Title IX, discrimination based upon sex and gender is prohibited. If you experience an incident of sex- or gender-based discrimination, we encourage you to report it. While you may talk to a faculty member, understand that as a "Responsible Employee" of the College the faculty member MUST report to the college's Title IX Coordinator what you share. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are people who can meet with you. Faculty can help direct you or you may refer to Huntingdon's Sexual Misconduct Policy at <http://www.huntingdon.edu/student-life/student-service/misconduct>

Email:

It is expected that you will read emails from the instructor, and are able to print documents sent via email or otherwise accessed online. You MUST use your campus email account (...@hawks.huntingdon.edu). If your campus email account is not working, notify the tech team (downstairs, Flowers Hall). You MUST use proper email protocol and etiquette; the instructor reserves the right to ignore emails that do not have an appropriate subject, greeting, and body. The instructor will send you an email detailing these requirements. That email will be considered part of your syllabus for the course.

Grading (Honors students see addendum)

Final grades will be computed as follows:

Average of three hourly exams-----45%
 Final comprehensive exam -----25%
 Quizzes/In-class exercises ----- 15%
 On line homework and exercises----- 15%

From this numerical grade, the letter grade will be calculated from the following scale:

90 – 100 = A → outstanding
 80 – 89 = B → very good
 70 – 79 = C → satisfactory
 60 – 69 = D → poor but passing
 < 60 = F → failure

Curve: The class is not graded on a curve. If two students in different sections of this class each have a final grade of 89.4%, those students are given equivalent final grades (in this case, both would receive a B).

Lecture Schedule

This schedule is tentative and serves for planning purposes. Any changes will be announced in lecture.

Lecture dates -----	Topic -----	Text Chapter -----	Notes -----
Week of 8/31/15	The Scientific Study of Life	1	
Week of 9/7/15	The Chemistry of Life;	2	No classes Monday
Week of 9/14/15	Cells	3	No classes Friday
Week of 9/21/15	Energy of Life	4	No classes Friday
TEST 1 (15% of Final Grade)			
Week of 9/28/15	Photosynthesis	5	
Week of 10/5/15	How Cells Release Energy (Cell Resp)	6	No classes Friday
Week of 10/12/15	DNA Structure & Gene Function	7	No classes Friday
Week of 10/19/15	DNA Replication & Mitosis	8	
TEST 2 (15% of Final Grade)			
Week of 10/26/15	Sexual Reproduction and Meiosis	9	No classes Friday
Week of 11/2/15	Patterns of Inheritance	10	
Week of 11/9/15	Forces of Evolutionary Change	11	
Week of 11/16/15	Evidence for Evolution	12	
TEST 3 (15% of Final Grade)			
Week of 11/23/15	Thanksgiving Vacation		
Week of 11/30/15	Speciation & Extinction	13	
Week of 12/7/15	The Origin and History of Life	14	

Final Exam Schedule:

Section BIOL101-01 Wednesday, 12/16/15, 8:30 am

Section BIOL101-02 Tuesday, 12/15/15, 2:30 pm

I acknowledge that I have received the syllabus for Biology 101, have read it, and agree to its provisions.

Name:

Signature:

Date:

Getting to know you:

What name do you like to go by?

If you have chosen a major, what is it?

What do you want to do after you graduate?

Outside of school, what are you interested in?

Is there any topic in Biology that you are especially interested in? If so, what is it?

What Science courses have you taken prior to this one (High School and/or College)