

Principles of Biology I (Biology 1107K)

CRN: 20437, 20438 | Spring 2022

Class Meetings Mondays and Wednesdays 10:50AM-12:05PM in Sequoya 102

Labs Mondays or Wednesdays 8:50AM in Sequoya 213

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Who is my professor and how do I contact her?

Hello and welcome! My name is Dr. Susan Burran. I am your guide through this introductory course in Biology. We are going to learn foundational information relevant to understanding life.

I hold in-person office hours three times per week (see below); these are time when you can visit my office to ask any questions you may have. You can also contact me anytime via email or text. If you do text me, please let me know that you're my student from Biology 1107K! I intend to respond to all student questions within 24 hours during the week and 48 hours on weekends. Also, I am happy to [schedule](#) a meeting with you via Teams.



Contact Information

Name: Susan Burran, PhD

Pronouns: she/her/hers

Office Location: Sequoya 160

Office Hours: MW 8AM-8:45 and Tuesdays 9:30AM-1:00PM

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Email: sburran@daltonstate.edu

At my kiddo's classroom Thanksgiving party in 2019, with my 2 sons: Jamey and Sam.

Class and Lab meetings

Class:

During classes, we will be doing a significant amount of group work and discussion. These assignments will be graded, and your contribution to the group will also be graded. Thus, it is important that you make every effort to attend classes. Because of the ongoing pandemic, there will not be a penalty for missing classes unless it becomes an established pattern. If you become exposed or ill due to COVID-19, you must [report](#) this information to the task force so they can give you the most updated information about quarantining and returning to classes. Any time you are absent due to illness, officially approved DSC group activity, court activity, or military activity, you will be permitted to make up missed work. It is crucial that you communicate with me as soon as you can (ideally within 3 days of missing class).

Labs:

During labs, we do hands-on group activities that apply the concepts we are learning about in class. There are 13 labs during the semester and these are considered mandatory. If you aren't able to attend a lab for any reason, please contact me as soon as you can so I can find a way for you to make up the lab. If you miss labs, it does affect your grade.

What is this course all about?

Throughout the course, you will develop a strong understanding of the basic principles of biology. We focus on the inner workings of cells and highlight the processes and structures that are common to the majority of living beings. This way, we can understand how organisms function and begin to understand the complex property of life.

Upon completion of this course, you will be able to do the following.

1. Demonstrate an understanding of the scientific method and apply it to problem solving
2. Demonstrate an understanding of the basic molecules that are the building blocks of life
3. Identify and understand the functions of cellular structures
4. Demonstrate an understanding of the processes of cell reproduction
5. Summarize the processes of cellular respiration and photosynthesis
6. Solve genetics problems
7. Describe the structure of the DNA molecule and understand how it serves as the carrier of genetic information
8. Demonstrate an understanding of the processes of protein synthesis and gene regulation
9. State several applications of genetic engineering
10. Give a brief overview of the theory of evolution, evidence for evolution, and the theory of natural selection
11. Demonstrate effective use of the microscope

What will I be expected to do for this course?

Participation and Activities

Time spent in the class meetings is an important way for you to interact with the course theme and develop critical thinking skills. Therefore, I expect you to come prepared to actively participate in our class meetings. Active participation during our class sessions includes taking notes, contributing to classroom discussions, joining in classroom activities, and asking or answering questions. The course website will help you to prepare for classes by providing you with short lecture videos, practice quizzes, and early access to classroom activities and questions.

How will my work be assessed in this course?

Your final grade in this course is based on a weighted grading system in which each category counts for a certain percentage of your grade. The table below shows the graded elements of the course and their percentage of the final course grade.

Graded Item	Percentage	Points
4 Lecture Exams (100 points each)	40%	400
Final exam	15%	150
Online Participation	10%	100
Class Attendance and Participation	15%	150
Lab Participation	20%	200
TOTAL	100%	1000

Any work not submitted will be treated as a zero in the gradebook and count toward your final grade. Each activity will count equally toward your score for the grade category.

Grades are based on your performance and capability. You earn your grades; I do

not give them to you. Simply attending class meetings, logging in GeorgiaVIEW, and completing all the assignments does not guarantee you will receive a “good grade.” To receive a higher grade, your submissions should be thoughtful and meaningful, and should demonstrate proficiency of the skills related to the learning outcomes.

You can access all grades, including your ongoing average for the course, in GeorgiaVIEW by clicking on the Course Tools menu and selecting Grades. All assignments will be graded within one week unless I tell you otherwise. I will provide comments along with grade where it is appropriate to do so. The following grading scale will be applied to determine your final letter grade: A= 90-100, B=80- 89, C=70-79, D = 60-69, F=0-59.

How should I prepare for the assignments and study the material?

This course is based on lectures, discussions, testing, critical thinking, and application of skills. You need to be an actively engaged student who is willing to push the boundaries of the way you think about the world around you. The more effort you are willing to put into this class, the more you will get out of this class—both in a final grade and in overall learning.

Here are some academic behaviors you can engage in to increase your likelihood of success significantly in this course.

- Attend meetings regularly.
- Check the GeorgiaVIEW announcements area often for news, reminders, and possible changes.
- Complete all assignments in a timely manner - it is tough to pass if you are not turning in your work.
- Be prepared by having completed the readings so you can make insightful comments.
- Contribute to activities/discussions in thoughtful and substantive ways: (1) be willing to speak up; (2) be thoughtful; (3) be open-minded; and, (4) be respectful.
- Help create a productive learning environment by avoiding classroom behaviors that could be distracting to your classmates or professor.
- Seek help if you need assistance if you need it; students who reach out for help tend to do better than students who do not. You can reach out to me or take advantage of some of the resources available on campus detailed later in the syllabus.

Respect is the key to this class running successfully. I will treat you with respect and expect you to treat your classmates and me with respect. In discussing potentially controversial issues, it is important students feel comfortable expressing their opinion. Remember it is okay to debate ideas, but it is never to attack an

individual for their views. The learning environment is social environment we should all contribute to in a positive way. Therefore, your conversation should relate to the discussion at hand, and your comments should not be directed toward specific individuals.

We will make active use of the college's learning management system known as GeorgiaVIEW or Brightspace (D2L). Therefore, you need to be comfortable finding the online content related to your coursework, sending messages through the GeorgiaVIEW email system, making posts to a discussion forum, loading files to assignment submission folders, and completing online quizzes. You can find links for Brightspace resources on the GeorgiaVIEW and Campus Resources menu which can help you navigate through the learning management system's basic features. You also need to be comfortable with basic word processing and presentation software for your written work.

To check whether your computer or other device (such as a tablet or phone) will work properly with GeorgiaVIEW, you should run a system check from the GeorgiaVIEW homepage before you begin this course. For more information on the system requirements, visit the [GeorgiaVIEW System Checker](#). If you need technical support for GeorgiaVIEW, you can email georgiaviewhelp@daltonstate.edu. For immediate assistance, you can speak with a Help Center agent at (855) 772-0423 (Toll Free).

What class-related policies should I know about to be successful in this course?

I sincerely hope that you will be successful in this course. In addition to the suggestions mentioned above about attending classes, completing assignments and study material, there are a few course-related policies you should take note of as we get started as well as throughout the semester.

Attendance

As a student in this class, you are part of a learning community, and most people learn better when they actively engage with their professor and their classmates. Moreover, a learning community requires regular contributions from all its members for the whole community to be successful. In other words, your participation affects your ability to be successful in the course while also having a direct impact on your classmates' experiences in the course.

You should plan to attend all classes and labs. If you cannot participate due to illness (especially if you are displaying any symptoms of COVID-19) or due to another documented emergency, please reach out to me regarding your attendance status so we can create a plan suitable to your situation.

Missed Work

To be a fully participating member of our learning community, you should plan to complete your assignments by the deadlines stated on the course calendar. The ability to meet deadlines and juggle multiple tasks is an important career and life skill. Following along with the course calendar is the easiest way to ensure you fulfill all the requirements and will help you feel a little less stressed as we work through the material.

Class Activities: You will need to complete the activity by the deadline stated in the instructions to receive full credit. Work you submit after that date will be subject to a five-point grade penalty.

Exams: Regular Lecture Exams will be composed of multiple choice, matching, true/false, and short answer questions. They will include questions pertaining to appropriate laboratory material. These are intended to

assess your mastery of the material we are covering at that moment. The Final Exam will be comprehensive and may include questions about material from the most recent chapters covered in class (materials you have not been tested on yet).

You must take exams when they are offered. Make-ups will be given for excused absences. If you are absent for one exam, the score you earn on the final exam will be used in place of the missing exam grade. If you do not miss any exams, the percent correct you earn on the final exam will be used to replace your lowest exam score (assuming the final exam score is higher).

Labs: You must be present and prepared for each lab meeting. Your grade will be based on active participation, successful completion of the lab with your group, and performance on a weekly lab quiz that tests your understanding of the material covered.

I am sympathetic to the challenges everyone is facing as a result of the pandemic as well as how coursework can sometimes become overwhelming when you are trying to balance it with your other responsibilities. The policies stated above are to encourage you to follow the schedule to the best of your ability and be proactive in managing your coursework. I will make exceptions on late or missed work in the case of documented emergencies or other generally excused reasons, but it is your responsibility to reach out to me when you miss a deadline. If you are struggling to meet deadlines because of major life issues contact me before you get too far behind, and we will discuss options for moving forward in the course. The drop date for this semester is **Friday, March 25th**.

Academic Integrity

In any learning community, such as this course, academic integrity means participants have made a conscious choice to promote honesty, fairness, respect, and responsibility when completing coursework (whether that work is graded or not). The opposite of academic integrity is academic dishonesty. All forms of dishonest behavior including cheating (acting dishonestly or unfairly to gain an advantage) and plagiarism (the practice of taking someone else's work or ideas and passing them off as one's own) are unacceptable per the Dalton State College Student Code of Conduct. More importantly, when you engage in academic dishonesty it deprives you of an opportunity to learn the material and showcase your own abilities and it is unfair to your classmates who put in the effort to complete the work to the best of their abilities. In other words, I expect you to do your own work so as to help promote academic integrity in this course. If I catch you cheating on or plagiarizing an assignment, the minimum penalty will be a zero on the assignment. You will also be required to schedule a meeting with me to discuss the situation. Written work will be submitted to Turnitin.com. This policy is in keeping with the college's policy on ethical conduct stated later in this syllabus.

Emergency Instruction Plan

If the college closes for inclement weather, potential public health concerns, or other conditions, you should complete the assigned readings and activities by the original due date as listed on the course schedule. Then, check the announcements area on GeorgiaVIEW for additional information, assignments, activities, and notes on the course material. Depending on the circumstances of the closure we may hold synchronous meetings using Collaborate in GeorgiaVIEW during our regularly scheduled class meetings. I will be available to answer questions by email, Collaborate, phone, or text. Should the Dalton State homepage or email system be unavailable, you can still access GeorgiaVIEW at <https://daltonstate.view.usg.edu/>.

What resources are available if I need help during the semester?

As noted above, I am available to help you in any way I can so please reach out to me if you need assistance. Beyond that, Dalton State College has several resources to assist students inside and outside the classroom. The Dean of Students Office weekly e-Beep emails are a good source for updated information on accessing these resources.

Resource	Description and Information
Library/Research	The librarians are available to help you take advantage of all the services Roberts Library has to offer including assistance with finding materials in the library collections and citing sources. For assistance during library hours, you can call (706) 272-4583, text (706) 225-8927, email askalibrarian@daltonstate.edu , or use the chat feature on the library's website at https://www.daltonstate.edu/library/about-roberts-library.cms . You can also find the library's hours posted on the website at the bottom of the page.
Tutoring	As a Dalton State Student, you have access to free tutoring resources on campus. You can receive assistance with course content, exam preparation, study skills, time management and more. If you would like to learn more about tutoring, you can call (706) 272-4415 or email tutoring@daltonstate.edu . You can also schedule an appointment at https://dalton.tutorocean.com/home .
Disability Access	If you would like assistance with accommodations for a qualifying disability, I encourage you to reach out to Andrea Roberson, the Associate Director of Disability Access and Student Support Services. She can be reached by phone at (706) 272-2524 or by email at aroberson@daltonstate.edu . Ms. Roberson can help you determine if you might qualify and walk you through the process of receiving accommodations. And, if you have accommodations, please let me know as soon as possible so I can make sure they are in place for the semester.
Counseling	The Dalton State Counseling Center can help you to address issues related to personal growth or academic achievement. For more information or to schedule an appointment, you can fill out a request form at https://dsc.titaniumhwc.com/ or call (706) 272-4430. If you are in a crisis situation call the Georgia Crisis & Access Line (GCAL) at (800) 715-4225, Tennessee Crisis Phone Line at (855) 274-7471, or 911. You can also reach out to the college's CARE Team at https://www.daltonstate.edu/campus_life/care-team.cms .
Health Center	The Ken White Health Center provides on-campus resources to help you navigate some of the health issues you may face as a college student including screening for common illnesses, STI testing, and management for minor injuries. The health center is located in the Health Professions Building, Suite 266. For more information on services or to make an appointment, visit https://www.daltonstate.edu/campus_life/student-health-services.cms .
Bird Feeder	The Bird Feeder is a client choice food pantry designed to help you deal with food insecurity issues that you may face while a student at Dalton State. For more information on the services provided, you can call the Dean of Students Office at (706) 272-4428 or email birdfeeder@daltonstate.edu .
Technical Assistance	For assistance with GeorgiaVIEW, you can email georgiaviewhelp@daltonstate.edu or you can call to speak with a help center agent at (855) 772-0423. For other computing assistance (including password assistance), you can call the OCIS Helpdesk at (706) 712-8213 or email helpdesk@daltonstate.edu .

What resources and policies does Dalton State want me to know about each semester?

Dalton State College provides a number of resources to assist students to be successful in their classes—some are mentioned in the previous section. Additionally, the college has academic policies regarding ethical conduct, course withdrawal, academic progression, and officially approved college activities. All policies can be found [here](#).