COURSE INFORMATION for
BIOL 1407: Biology for Science Majors II
- Lecture

INSTRUCTOR INFORMATION
Instructor: Ms. Ann B. Mayo
Office Location: Adjunct’s Office, ESEE 2302A
Life Sciences Department
Telephone #: (817) 515-3605
Office E-mail: ann.mayo@tccd.edu
Office Hours: Saturday 11:30 am – 12 noon

**NOTE: It is best to contact me by email. Do not hesitate to inform me of any problems you are experiencing which pertain to this course.

BASIC COURSE INFORMATION
Course title: Biology for Science Majors II – Lecture
Course number and section: BIOL 1407-42106
Lecture Time: Saturday 12:00 noon – 3:20 pm
Calendar Dates of Course: January 18, 2014 – May 3, 2014
Final Exam Day: May 3, 2014, 12 noon

Course Description: This course surveys the plant and animal kingdoms from a taxonomic, morphological, and physiological standpoint. It also covers reproduction and development, ecology, and behavior of plants and animals.

Course Focus: The instructor will use lectures, discussions, demonstrations and experiments during lecture and lab to familiarize students with the topics discussed.

Textbooks:

OPTIONAL:
Van de Graaff and Crawley, A Photographic Atlas for the Biology Laboratory, Morton Publishing.
COURSE EVALUATION:

Lecture Grade: 70%
  Three Exams: 15% each 45%
  Final Exam: 25%

Laboratory grade: 30%
  Activities and Quizzes: 10%
  Mid-Term Practical 10%
  Final Practical 10%

Final Grade Assignment:

A  90-100%
B  80-89%
C  70-79%
D  60-69%
F  0-59%

***Important Dates to Remember
January 25: First day of class
February 2: Census Day
February 15: First Exam
March 8: Second Exam
March 10 – March 17: Spring Break
    March 15: No Class
April 5: Third Exam
April 26: Last Day to Drop
May 3: Final Exam

**NOTE: The instructor reserves the right to change any information contained in this document, when necessary, with adequate notice given to the student.
# TENTATIVE LECTURE SCHEDULE

This schedule is subject to change with notice given to students.

<table>
<thead>
<tr>
<th>Lecture</th>
<th>Date</th>
<th>Topic</th>
<th>Chapter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction and 1</td>
<td>1/25</td>
<td>Introduction and Syllabus, Taxonomy</td>
<td>26</td>
</tr>
<tr>
<td>2</td>
<td>2/1</td>
<td>Diversity of Life, Evolution</td>
<td>22</td>
</tr>
<tr>
<td>3</td>
<td>2/8</td>
<td>Viruses, Archaea, Eubacteria, and Protista</td>
<td>27 and 28</td>
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<tr>
<td>4</td>
<td>2/15</td>
<td>Kingdom Fungi; <strong>EXAM 1 (Lectures 1-3)</strong></td>
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<tr>
<td>5</td>
<td>2/22</td>
<td>Kingdom Animalia Introduction to Tissues and Organ Systems</td>
<td>40</td>
</tr>
<tr>
<td>6</td>
<td>3/1</td>
<td>Circulatory System and Respiratory System</td>
<td>42</td>
</tr>
<tr>
<td>7</td>
<td>3/8</td>
<td>Nervous System, <strong>EXAM 2 (Lectures 4-6)</strong></td>
<td>49</td>
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<tr>
<td><strong>BREAK</strong></td>
<td>3/10-3/17</td>
<td><strong>SPRING BREAK – NO CLASS on 3/15</strong></td>
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<tr>
<td>8</td>
<td>3/22</td>
<td>Digestive and Reproductive Systems</td>
<td>41 and 46</td>
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<td>9</td>
<td>3/29</td>
<td>Kingdom Plantae</td>
<td>29 and 30</td>
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<td>10</td>
<td>4/5</td>
<td>Plant Anatomy and Transport, <strong>EXAM 3 (Lectures 7-9)</strong></td>
<td>35 and 36</td>
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<td>11</td>
<td>4/12</td>
<td>Plant Reproduction</td>
<td>38</td>
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<tr>
<td>12</td>
<td>4/19</td>
<td>Ecology</td>
<td>52</td>
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<tr>
<td>13</td>
<td>4/26</td>
<td>Ecology</td>
<td>56</td>
</tr>
<tr>
<td><strong>FINAL</strong></td>
<td>5/3</td>
<td>Cumulative</td>
<td>ALL</td>
</tr>
</tbody>
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COURSE POLICIES

1. ATTENDANCE POLICY: (see catalog)
Regular and punctual attendance is expected at Tarrant County College. In case of absence, it is the student’s responsibility to contact the instructor. Students absent on official school business are entitled to make up school work missed. In all other cases, the instructor will judge whether or not the student will be permitted to make up work and will decide on the time and nature of the makeup. However, the student is expressly responsible for work missed regardless of the cause of the absence. The student must discuss such work with the instructor and should do so immediately upon returning to school. Communication between the student and instructor is critical and it is the student’s responsibility to initiate such communication. If students do not appear at the prearranged time for makeup work, they forfeit their rights for further makeup of that work. Students who stop attending class for any reason should contact the instructor and the Registrar’s office to officially withdraw from the class. Failure to officially withdraw may result in a failing grade for the course.

Class attendance and participation are essential to student success. Effective with the Spring 2012 term, the following attendance guidelines will apply:

- A student in an on-campus course missing a cumulative of 15 percent of the class meetings and not keeping up with the course assignments may be dropped at the discretion of the instructor.

STUDENTS DROPPED FROM LECTURE WILL BE DROPPED FROM LAB AS WELL.

**Missing two class dates is more than the 15% limit set by TCC policy. Students missing two class dates WILL BE DROPPED.

2. WITHDRAWAL POLICY: (see catalog)
To withdraw from one or more courses at or prior to the withdrawal date of a semester or term, students must complete a withdrawal form in the Registrar’s office. Until a student is officially withdrawn by the registrar, the student remains on the class rolls and may receive a grade of F for the course. Students are strongly encouraged to contact the instructor prior to withdrawing from the course.

3. TARDINESS: Tardiness is distracting to the class as well as to the instructor and is not permitted. In the rare (hint!) event that a student is unavoidably detained, the student must discuss the reason for their tardiness with the instructor immediately following class. Students arriving late will be counted as absent from the class for that period. Students who are habitually tardy will be asked to withdraw from the course.

4. ASSIGNMENT and EXAM POLICY:
   a. TURNING IN ASSIGNMENTS: Late assignments are NOT accepted. NO assignment may be turned in by e-mail; only hard copies are accepted for a grade.
   b. LATE ARRIVAL FOR EXAM: Students who arrive late for any exam will not be provided extra time on the exam. Once the first student has turned in their exam and left the class room, no more exams will be handed out.
c. NO MAKE-UP EXAMS: In certain circumstances, a student may be allowed to make up an exam with a valid, documented excuse such as family emergency, death, or serious illness. The instructor reserves the right to determine if an excuse warrants a make-up exam. All make-up exams will be in essay format and will be taken in the testing center at a specified time.

5. ACADEMIC DISHONESTY will not be tolerated. Students caught cheating will be asked to immediately leave the exam, will receive a 0 for that exam, and will be subject to further disciplinary action.

6. CLASS DISRUPTION: Conversation, the use of beepers and cellular telephones are not permitted during lecture. This is distracting to those students listening and taking notes as well as to the instructor. Students with a need to engage in conversation will be asked to leave the lecture room and should plan to remain gone for the rest of the class period.

7. HOW STUDENTS WILL BE CONTACTED: Web Advisor, Blackboard and e-mail will be used extensively to contact students and to post important documents, such as study guides for exams. IT IS THE STUDENT'S RESPONSIBILITY TO REGULARLY CHECK THESE SOURCES FOR INFORMATION, ETC. REGARDING THIS COURSE. This also includes checking the capacity of the e-mail inbox!

9. ACCESSING THE CLASS SITE

To access your class gradebook etc. via Blackboard, log into: http://blackboard.tccd.edu using your WebAdvisor username and password.

Attendance records will be kept on WebAdvisor. Students should check attendance and grade records regularly and any errors should be brought to my attention immediately.

10. SCIENCE LEARNING CENTER

for tutoring and resources
must have a student id to access and check-in

Location: ESCT 3205A
Phone: 817-515-3516
Hours of operation: M – Th: 8:00 AM – 9:00 PM
               F: 7:00 AM – 5:00 PM
               Sat: 12:00 – 4:00 PM