Course Description and Prerequisites:
Considers modern biological principles to increase awareness of the relationships between scientific thought, current knowledge in biology, and everyday living; does not serve as a prerequisite for other biology courses.

Prerequisites: ENGL 052, RDNG 052 and MATH 081.

Students may receive credit for only one of the following: BIOL 100, BIOL 108 or BIOL 110.

I. Basic Course Information
   A. Instructor: Dr. C. Bolognese
      i. Office: Dundalk: E210
         Catonsville: D203
   B. Instructor’s Contact Information:
      i. Use e-mail first (cbolognese@ccbcmd.edu), and Biology Department phone (below) in emergency and leave a message
   C. Instructor’s Office Hours
      i. M – 12:10 pm – 1 pm
      ii. W – 10:00 am – 11 am
   D. Department or School Phone Number(s): 443-840-4212 (Catonsville Biology Office); 443-840-3292 (Dundalk Biology Office)
   E. Class meeting days, times, and location
      i. 11:15 am - 12:10 pm, MWF, Career Bldg - J Bldg, room 110
   F. Out of class expectation for students
      i. This is a three credit course taught in a 14-week semester
      ii. You are expected to complete at least 6 hours per week of study outside of class including reading, class preparation, homework, studying, etc.
      iii. Please note that these are minimal requirements for any course, and that many students require more time than this for science courses.
   G. Materials - required
      i. Text book
         2. You can use www.prep-u.com to take many sample quizzes and prepare yourself for the exams
      ii. Blackboard website (see attached instructions for gaining access)

II. Course Goals
   A. Learning Outcomes and Course Objectives
      i. Upon completion of this course students will be able to
         1. list and describe the characteristics common to all living things;
2. apply the scientific method to simple problems;
3. read and summarize information from basic biological publications;
4. describe evolution from the scientist’s point of view;
5. explain the present form of organisms using the Darwinian system;
6. name and recognize biological molecules necessary for life;
7. explain diversity of species and within species;
8. explain how scientific advances in medicine impact humans;
9. identify and label structures common to all organisms’ cells; and
10. provide examples in which intellect, scientific method, and technology have been 
used to understand living things.

B. Major Topics
   i. Scientific method
   ii. Characteristics of living things
   iii. Evolution
   iv. Diversity of plants and animals
   v. Cell theory
   vi. Biological molecules
   vii. Biotechnology
   viii. Special topics which may include:
        1. Plant anatomy and physiology
        2. Animal anatomy and physiology
        3. Patterns of inheritance
        4. History of science
        5. Environmental issues

C. Rationale
   i. Biology 100 is a course intended for students who are not planning to enroll in 
higher-level biology. It does not serve as a prerequisite for any other course.

III. Evaluation
A. Requirements
   i. Six quizzes, 3 homework assignments, 3 exams, one project
   ii. Quizzes will be given in class at the end of every chapter and will be 15 minutes in
length.
      1. No make ups available UNLESS a documented emergency is discussed with the 
instructor within 48 hours of missing the exam and a make-up exam is requested. 
Format and time of the make-up is at the discretion of the instructor.
   iii. Unit homework.
      1. Homework will be distributed in class or posted on our Blackboard website.
      2. It is your responsibility to request a copy of the homework or ask how to find it 
on our website by coming to office hours (or before/after lecture) if you are not in 
class the day that the homework is distributed.
      3. Homework will be graded and returned to you within one week of the deadline.
      4. Late submissions not accepted
   iv. Unit exams will be given in the classroom.
      1. Exams may consist of multiple choice questions, short answers and essay types of 
questions.
2. No make ups available UNLESS a documented emergency is discussed with the instructor within 48 hours of missing the exam and a make-up exam is requested. Format and time of the make-up is at the discretion of the instructor.

v. Project will be discussed in detail in class

B. Instructor’s grading policy

i. The instructor will assign letter grades based on the point distribution in Tables 1 and 2

ii. There are no make-ups for missed assignments and acceptance of late submissions will discussed at the time the assignment is given.

<table>
<thead>
<tr>
<th>Table 1: Point Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
</tr>
<tr>
<td>3 exam (100 pts each)</td>
</tr>
<tr>
<td>6 quizzes (15 pts each)</td>
</tr>
<tr>
<td>3 homework assignments (20 pts each)</td>
</tr>
<tr>
<td>Project</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

Table 2 – Biology Department Grading Policy

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percent</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100%</td>
<td>495-550</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89%</td>
<td>440-494</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79%</td>
<td>385-439</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69%</td>
<td>330-384</td>
</tr>
<tr>
<td>F</td>
<td>59% and below</td>
<td>329 and below</td>
</tr>
</tbody>
</table>

iii. Make-up quizzes or exams

1. Will be considered only under extenuating circumstances and when the student can document the emergency and within 48 hours of missing the exam the student has discussed missing the exam with the instructor and has requested a make-up exam. Format and time of the make-up is at the discretion of the instructor.

C. Instructor’s Attendance policy

i. Attendance in the lectures is not mandatory, however attendance will account for a percentage of your grade (the instructor highly recommends attendance in lectures for success in the course).

ii. WITHDRAWING FROM THE COURSE

   (http://www.ccbcmd.edu/catalog/academic/grades.html)

1. THE DEADLINE FOR WITHDRAWING FROM A COURSE IS **April 8, 2013**.

2. FAILURE TO OFFICIALLY WITHDRAW FROM A CLASS YOU HAVE STOPPED ATTENDING CAN RESULT IN AN "F" GRADE.

3. **The college policy on withdrawals is as follows:** The W grade is issued when a student withdraws from any course after the refund period; that is, during the first ten weeks of a regular semester or within the first two-thirds of winter, summer or late start classes. To withdraw from a course, the student must complete a Drop/Add/Withdrawal form, which is available in the Records and Registration office. After the published time limit has expired, a withdrawal may be granted only under extraordinary circumstances with written approval of the appropriate dean. Otherwise, if the withdrawal form is not completed by the deadline noted in the current credit class schedule, the student will receive an F grade.

ii. Instructor’s Audit policy

1. AUDITING THE COURSE

   (http://www.ccbcmd.edu/catalog/academic/grades.html)
2. **THE DEADLINE FOR AUDITING A COURSE IS** **February 15, 2013**
3. Once you are auditing a course, you may not change back to taking the course for a grade.
4. If you choose to audit, you must attend 80% of the lectures and participate in any in-class exercises assigned, however you are not required to take exams and quizzes or do homework or other assignments.
5. Failure to complete these objectives will result in a “W” on your transcript for this course.
6. **The College policy on Audits is as follows:** A student may register for any class as an audit. Course work and examinations are not required and no credit is awarded. The student is expected to attend classes regularly and pay the required fees and tuition. Students who do not meet attendance requirements of the instructor will receive a final grade of W. Some courses may limit the number of times an audit may occur. A student may elect to change his or her registration from credit to audit for any course during the first ten weeks of a regular semester or within the first two-thirds of winter, summer or late start classes. After the time limit a student is permitted to change from credit to audit only under extenuating circumstances with written approval of the appropriate academic dean responsible for the course. A student in a developmental, zero-credit course must obtain a signature by a dean of the subject area of the course in order to change to an audit after the end of the third week of a regular semester or a comparable time period for winter, summer, or late start classes.

**IV. Course Procedures**

A. **Course Related Policies and procedures**
   i. **Academic misconduct policy**
      1. Any form of misconduct shall be penalized starting with a failing grade on the assignment on the first occurrence and submission of a Student Incident Report (SIR) to Judicial Affairs [http://www.ccbc.edu/judicialaffairs/index.html](http://www.ccbc.edu/judicialaffairs/index.html). If the first offense is deemed egregious, a harsher penalty will be imposed.
      2. Second occurrence will be failure of the course and submission of a Student Incident Report (SIR) to Judicial Affairs [http://www.ccbc.edu/judicialaffairs/index.html](http://www.ccbc.edu/judicialaffairs/index.html).

B. **College wide syllabus policies**
   i. For college wide policies such as the Code of Conduct related to Academic Integrity and Classroom Behavior or the Audit/Withdrawal policy, please go to the “Syllabus Tab” on the MyCCBC page.
   ii. Please pay particular attention to the following sections of MySyllabiPolicies:
      1. [Code of Conduct for Academic Integrity](http://www.ccbc.edu/judicialaffairs/index.html)
      2. Grades – AU, W, and FX

C. **Contact information for course-related concerns**
   i. See endnote for contact information
D. Course Calendar/Schedule
   i. See Table 3; these dates will not change, but content covered may
   ii. CCBC Calendar: [http://ccbcmd.edu/registration/academic_calendars.html]

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>Lectures – Chapter 1</td>
<td>Week of 1/28/13</td>
</tr>
<tr>
<td>Lectures – Chapter 2</td>
<td>Week of 2/4/13</td>
</tr>
<tr>
<td>Quiz Chapter 1 &amp; 2</td>
<td>February 11</td>
</tr>
<tr>
<td>Lectures – Chapter 3</td>
<td>Week of 2/11/13</td>
</tr>
<tr>
<td>Lectures – Chapter 4</td>
<td>Week of 2/18/13</td>
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<tr>
<td>Quiz Chapter 3 &amp; 4</td>
<td>February 25</td>
</tr>
<tr>
<td>Unit I Homework</td>
<td>March 1</td>
</tr>
<tr>
<td>Exam Unit I</td>
<td>March 4</td>
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<tr>
<td>Lectures – Chapter 5</td>
<td>Week of 3/4/13</td>
</tr>
<tr>
<td>Lectures – Chapter 6</td>
<td>Week of 3/11/13</td>
</tr>
<tr>
<td>Quiz Chapter 5 &amp; 6</td>
<td>March 18</td>
</tr>
<tr>
<td>Lectures – Chapter 7</td>
<td>Week of 3/18/13</td>
</tr>
<tr>
<td>Lectures – Chapter 8</td>
<td>Week of 3/25/13</td>
</tr>
<tr>
<td>Quiz Chapter 7 &amp; 8</td>
<td>April 8</td>
</tr>
<tr>
<td>Unit II Homework</td>
<td>April 12</td>
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<tr>
<td>Exam Unit II</td>
<td>April 15</td>
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<tr>
<td>Lectures – Chapter 10</td>
<td>Week of 4/15/13</td>
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<tr>
<td>Lectures – Chapter 11</td>
<td>Week of 4/22/13</td>
</tr>
<tr>
<td>Quiz Chapter 10 &amp; 11</td>
<td>April 29</td>
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<tr>
<td>Lectures – Chapter 12</td>
<td>Week of 5/6/13</td>
</tr>
<tr>
<td>Quiz Chapter 12 &amp; 13</td>
<td>May 10</td>
</tr>
<tr>
<td>Unit III Homework</td>
<td>On the day of the final</td>
</tr>
<tr>
<td>Exam Unit III</td>
<td>During finals week</td>
</tr>
</tbody>
</table>

1 Note that the content in these sections is dictated by the Common Course Outline for this course, as approved at the college-wide level: [http://www.ccbcmd.edu/cco/home.html]
2 Students should first attempt to take concerns to the faculty member. If students are unable to resolve course-related concerns with the instructor, they should contact Dr. Jennifer Kilbourne, Dundalk BIOL Coordinator at jkilbourne@ccbcmd.edu or 443-840-3761.

Note: This syllabus may be changed with notification to the class.